POLICY HANDBOOK

ADITYA

ENLIGHTENS THE NESCIENCE

ADITYA

JULY 2022

www.aec.edu.in
Email: office@aec.edu.in

ADITYA ENGINEERING COLLEGE (A)

(Approved by AICTE, New Delhi, permanently affiliated to JNTUK, Kakinada)
(Recognized u/s 2(f) & 12(B) of UGC Act 1956, Accredited by NAAC)
Aditya Nagar, ADB Road, Surampalem - 533 437 Andhra Pradesh, INDIA

ADITYA ENGINEERING COLLEGE (A)

FOREWORD

Dear Colleagues,

We are pleased to present you a policy manual detailing all the updated policies of Aditya Engineering College.

We advise you to read these policies and get familiar with the letter and spirit.

If you find a need for any clarifications, you may please get in touch with the office of our Institution.

The policies are applicable with effect from 1st July 2022.

We are delighted to take this opportunity to wish you a very fulfilling association with Aditya Engineering College.

With Regards,

Dr. M. Sreenivasa Reddy
Principal

Dr. N. Sesha Reddy
Chairman

ADITYA ENGINEERING COLLEGE (A)

Contents

ADITYA ENGINEERING COLLEGE (A)

1. About the Institute

Aditya Engineering College (AEC) was founded with an intention to provide quality education in coastal districts of Andhra Pradesh in 2001 under the aegis of Aditya Academy. Dr. N. Sesha Reddy, as a founder Chairman, promoted this educational institution, with a mission, to offer the best engineering education with unmatched innovations in the process of teaching and learning by aiming at the holistic development of the students.

The College is situated in an eco-friendly area of 25 acres with thick greenery at Surampalem, Gandepalli Mandal, Kakinada District, Andhra Pradesh. The College is 15 Km away from Samalkot Railway Station, which is on Howrah-Chennai Railway line in South Central Railway and 35 Km away from Kakinada and Rajahmundry on ADB Road.

The College has seven academic buildings with a total carpet area of35,425 Sq. Mts. apart from two boys' hostels and one girls hostel buildings. The particulars of academic buildings and the departments / offices accommodated are as follows:

S. No.	Building Name	Department/Office
1	Cotton Bhavan	Administrative Office, Accounts, Admission Office& Electronics and Communication Engg.
2	K L Rao Bhavan	Mechanical Engg., Electrical and Electronics Engg., &Petroleum Technology
3	Bill Gates Bhavan	Computer Science and Engg., Information Technology, AI & ML, CivilEngg., & Placement Cell
4	Ratan Tata Bhavan	Library, Examination Section, Humanities &Basic Sciences
5	Abdul Kalam Bhavan	Mining Engg., Agricultural Engg., Management Studies & Master of Computer Applications
6	Edison Bhavan	Labs for Agricultural Engg. & Mining Engg.
7	Incubation Centre	APSSDC Labs

The college offers UG and PG programmes in Engineering, MCA and MBA with 21 years of rich standing experience in the educational era. Besides, the college has many feathers in its cap which include recognitions and ranks from various agencies of India. These distinct recognitions speak volumes about institute's objective to promote engineering excellence. Recognitions and ranks of AEC are furnished below:

Agency/Magazine	Rank of Aditya Engineering College
ARIIA (Atal Ranking of Institutions on Innovation Achievement)-2021	Recognized in the Band "B" (Rank 25-50)
THE WEEK	85 in South India; 148 All India rank
Digital Mailers	South India 4th Rank
Careers 360	AA+ grade
Silicon India	South India 6th Rank
Data Quest - CMR	All India 98th rank
4Ps	13th Rank
Sunday Indian	13th Rank in India
WCRC leaders	In top 100 colleges in Asia

AEC is approved by AICTE, recognized by the Government of Andhra Pradesh and Permanently affiliated to Jawaharlal Nehru Technological University Kakinada (JNTUK). The college has also received UGC recognition under Sections 2(f) and 12(B) of the UGC Act. AEC is recognized as 'Scientific and Industrial Research Organization" by DSIR. Five Departments of AEC were recognized by JNTUK as research centres. Aditya Engineering College will do its best to offer an innovative environment where the learner's dreams for higher knowledge will be realized.

2. Vision, Mission and Quality Policy

Vision:

To emerge as a premier institute for quality technical education and innovation

Mission:

- M1: Provide learner centric technical education towards academic excellence
- M2: Train on technology through collaborations
- M3: Promote innovative research & development
- M4: Involve industry institute interaction for societal needs

Quality Policy:

AEC is committed to create, sustain and improve the outcome based learning through Total Quality Management and make itself a place for scientific and technological center, with continual improvement and team work as its strengths for achieving it's Vision.

3. Organogram

```
                          ┌──────────────────┐
                          │  Governing Body  │
                          └──────────────────┘
                                   │
                          ┌──────────────────┐
                          │    Principal     │
                          └──────────────────┘

   ┌──────────────────┐                      ┌──────────────────────┐
   │      CAO         │                      │    Controller of     │
   │                  │                      │    Examinations      │
   └──────────────────┘                      └──────────────────────┘

   ┌──────────────────┐                      ┌──────────────────────┐
   │      IQAC        │                      │       Dean           │
   │                  │                      │   Administration     │
   └──────────────────┘                      └──────────────────────┘

   ┌──────────────────┐                      ┌──────────────────────┐
   │  Head of the     │                      │       Dean           │
   │  Departments     │                      │     Academics        │
   └──────────────────┘                      └──────────────────────┘

   ┌──────────────────────────┐              ┌──────────────────────┐
   │ Faculty/Lab Technicians  │              │       Dean           │
   │ Programmers/Office Staff │              │  Statutory Bodies    │
   └──────────────────────────┘              └──────────────────────┘

   ┌──────────────────┐                      ┌──────────────────────┐
   │ Physical Director │                     │       Dean           │
   │                  │                      │   Student Affairs    │
   └──────────────────┘                      └──────────────────────┘

   ┌──────────────────┐                      ┌──────────────────────┐
   │     Library      │                      │       Dean           │
   │                  │                      │       R&D            │
   └──────────────────┘                      └──────────────────────┘

              ┌──────────────────┐    ┌──────────────────┐
              │  Administrative  │────│  Administrative  │
              │     Officer      │    │      Staff       │
              └──────────────────┘    └──────────────────┘

   ┌────────────┐   ┌──────────┐   ┌──────────────┐   ┌──────────┐
   │ Transport  │   │ Security │   │ Scholarship  │   │  Hostel  │
   │ Department │   │          │   │ Department   │   │          │
   └────────────┘   └──────────┘   └──────────────┘   └──────────┘

  ┌──────────────────┐ ┌──────────────┐ ┌──────────────┐ ┌──────────────┐
  │ Transport Incharge/│ │Security Officer│ │ Sr.Assistant/ │ │ Chief Warden/ │
  │ Assistant Transport│ │  and Staff    │ │ Jr. Assistant/│ │   Wardent/    │
  │  Incharge / Staff  │ │               │ │ DTPOs/ Attender│ │Ministeral Staff│
  └──────────────────┘ └──────────────┘ └──────────────┘ └──────────────┘

                                                        PRINCIPAL
```

4. Governing Body

The Governing body is constituted as per the guidelines prescribed by AICTE, State Government and UGC. The Governing Body meets once in six months and interacts with industry experts, faculty, students and corporate to improve the level of knowledge delivery at Aditya Engineering College with the assistance of faculty members and administrators of the Institute. The Chairman, Vice-Chairman and Secretary are the chief functionaries who take the responsibility of implementing the policy decisions of the Governing Body through the Principal. The composition of Governing Body is presented here.

S. No.	Name of the member	Position in GB
1	Dr. N. Sesha Reddy	Chairman
2	Dr G. Yesuratnam, Professor of CE, JNTUK, Kakinada	University Nominee
3	Dr. Yashveer Singh Tomer, Former Principal, JVPG College, Baraut, UP	UGC Nominee / Member
4	Principal, Govt. Polytechnic for Women, Kakinada	State Government Nominee & Ex-Officio Member
5	Dr. K. V. Jayakumar, Professor in CE, NIT, Warangal	Educationist
6	Dr. K. Hema Chandra Reddy, Chairman, APSCHE	Educationist
7	Dr. N. Satish Reddy	Member
8	Sri N. K. Deepak Reddy	Member
9	Smt. N. Sruthi	Member
10	Dr. N. Suguna	Member
11	Dr. K. V. S. R. Murthy, Dean(R&D), AEC	Faculty Member
12	Prof. V. Satyanarayana, Professor, ECE	Faculty Member
13	Dr. M. Sreenivasa Reddy, Principal, AEC	Member Secretary

Grades & Designations

Appointment of the human resources shall be approved by the Governing Body. The qualification and experience required for a vacant post is stipulated by the Governing Body based on the norms prescribed by the State Government, Affiliating University, UGC and AICTE. Selection may be done by the direct recruitment or promotion of existing staff to fill

various positions. Aditya Engineering College implements various grades and designations to all its working personnel as stated below:

Teaching Staff	
Grade	**Designation**
T1	Principal
T2	Professor, Dean
T3	Associate Professor
T4	Assistant Professor

Technical Supporting Staff	
Grade	**Designation**
TS1	Electrical Engineer, Civil Engineer, System Administrator
TS2	Programmer, Laboratory Technician, Library Assistant, Hardware Technician

Non-Teaching Staff	
Grade	**Designation**
NT1	Administrative officer, Office Superintendent, Accounts Officer
NT2	Senior Assistant, Junior Assistant, Cashier, Accountant
NT3	Drivers, Security Guard, Maintenance Staff
NT4	Attender, Gardener, Sweeper, Scavenger

5. Recruitment Policy

Objective: Effectiveness and efficiency of an institute is subjected to the competence and quality of its human resources. The objective of this policy is to implement a streamlined recruitment process in identifying and hiring qualified and best candidates for all the given positions as per the AICTE norms.

Policy and Procedure: The recruitment policy is designed to ensure qualified candidates are hired for all the positions. Whenever the staff requirement arises, the same will be informed to the Principal which in turn will be submitted to the Management. After taking the approval of Governing Body (GB), selection committee will be constituted with two internal experts and one/two external experts drawn from university/reputed institutes along with Principal/Dean. Advertisement, based on the requirement will be released to print and electronic media for direct recruitment. Applications received will be scrutinized and shortlisted as per the norms laid down by statutory bodies. Candidates will be called for written test/group discussion/ demonstration/ personal interview whichever is applicable depending on the post on the specified dates.

Selection committee will test the candidates for their suitability and shortlist the probable candidates and submit the final list to the Principal. Subsequently, Principal will submit the final list to the GB for its approval. Selected candidates will be offered a suitable position in the form of an offer letter with agreed terms and conditions of employment.

Qualifications, experience and pay package will be implemented as per AICTE norms. Pay package details will not be provided to potential candidates either via email or on paper, before the day of joining. This is to prevent the potential employee using the offer to negotiate other offers elsewhere as bargaining chips.

Visiting Faculty: Experts from industry are to be recruited on temporary basis as visiting faculty. There shall be a minimum of 50 contact hours for visiting faculty. The visiting faculty shall be provided with second A.C travel fare and in-house accommodation in the campus. The visiting faculty are eligible for honorarium as per the applicable rules.

Dress code for the employees: All the regular employees should follow the dress code based on the designation.
For Faculty: Male – Formal Dress with shirt-in and shoes, clean shave with Tie and ID card.
Female – Formal saree with ID card.

For Technical and Non-Teaching staff: The Technical and Non-Teaching staff members are assigned with different uniforms and they have to attend the duties in uniform only. If uniform is not specified to them then they have to attend the duties in formal dress.

Working hours: The working hours for all the employees are specified as given below:
For Faculty members and Technical Staff   : 9.25 AM to 4.25 PM
For Administrative Staff   : 8.30 AM to 5.50 PM
All the faculty members and persons in administrative positions may have to stay back in the college beyond the specified time to complete the assigned tasks and/or when the situation demands.
Staff members should reach the college and affix their thumb impression prior to and after the schedule timings. Leave policy include permissions and ODs etc is specified separately (Refer 'Leave policy').

6. Induction Policy

Objective: To facilitate smooth assimilation of new employees into the institute and help them to understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institute.

Policy and Procedure: Induction policy is applicable to all the new recruits of the institute and new employee will be inducted in the college as a regular employee. The orientation programme will be conducted by the Head of the department concerned.

7. HR Policy
7.1 Insurance Policy

Objective: The objective of insurance policy is to provide employee welfare through basic assurance of healthcare to all employees and help them meet unforeseen personal expenses arising from medical emergency.

Policy and Procedure: This policy is applicable to all regular employees of the Institute. Mediclaim Insurance coverage is applicable for the employee and her/his family members. The family members shall include spouse; two dependent children; and the employee is required to declare her/his dependents under this scheme in the prescribed format at the time of joining. Employee should communicate to the college office, in case of any other member of the employee's family to be covered under this policy, any addition or withdrawal of family members on account of marriage, birth and death.

Mediclaim Group Insurance: A minimum hospitalization of 24 hours is a pre-requisite for any claim, except for Cataract, Dialysis, Tonsillitis, Dental problems and such other ailments as covered under the Mediclaim Policy. Annual entitlement of Group Medical Insurance is as applicable and this can be used only by the individual or by the family members covered under this policy. The admissions are restricted to specified registered Medical Hospitals or listed hospitals. The policy also covers reimbursement of expenses on maternity for the first two confinements. The Mediclaim policy usually covers:

1. Room and board as provided by the Hospital / Nursing home
2. Nursing care
3. Surgeon, Anesthetists, Medical practitioner, Consultants' and Specialists' fee
4. Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances
5. Medicines and Drugs, Diagnostic materials and X-Ray, Dialysis, Chemotherapy
6. Radiotherapy Cost of Pacemaker, Artificial limbs, Cost of organs and similar expenses.

The details of the policy are governed strictly by the terms and condition of the Mediclaim Policy.

The following are not covered under the Mediclaim Policy (the list is not exhaustive):

1. Cost of Spectacles, Contact lenses, Hearing aid/instrument, etc.
2. Dental treatment or surgery, unless requires hospitalization in case of an accident
3. General Medical Check-up (without any illness)
4. General disability, rest cure, congenital external deformity / defects or anomalies
5. Sterility
6. Intentional self-injury, use of intoxicating drugs / alcohol, VD, AIDS, etc.
7. Naturopathy Treatment.

Employees opting for cashless provision may produce their identity documents to the hospital before hospitalization and the expenses incurred by them shall be claimed by the hospital with the Third-Party Administrator (TPA) to the extent of their eligibility. Expenses beyond the

eligibility limit, shall be settled by the employee with the hospital directly and make an application in the claim form along with the original supporting documents through college office.

Employees not opting for the cash-less provision may file their claim in the claim form to the college office along with the original documents such as, Discharge summary / certificate given by the hospital indicating date of admission, date of discharge, nature of illness and treatment given. Prescriptions, medical bills and medical reports, example: Lab reports, ECG, X-ray, reports etc. The claim form along with supporting documents/bills as indicated above should be submitted to office within 4 days from the date of discharge. The person concerned from college office shall submit the claim to Third Party Administrator (TPA) for processing and settling the claim. Insurance Company's liability in respect of all the claims submitted by an employee during the period of insurance shall not exceed the sum insured. All claims are governed by the terms and conditions agreed between the Insurance company and Aditya Engineering College. In all disputes, the decision of the Management/Governing Body shall be final.

Group Personal Accident Insurance: The insurance provides relief for the following due to any accident anywhere in India:

1. Temporary Total Disablement
2. Permanent Partial Disablement
3. Permanent Total Disablement
4. Death Benefits
5. Carriage of Dead body

All claims are administered / settled as per the terms and conditions between the Insurer and the institute under the Group Personal Accident Insurance Policy.

7.2 Policy on Health Care

Objective: To provide employee welfare through quality treatment to the employees and their dependents.

Policy and Procedure: AEC is collaborated with Apollo Shine Foundation, Chennai and all the regular employees are entitled for the treatment. The SHINE programme is a Student Health Initiative from Apollo SHINE Foundation powered by Apollo Hospitals Group. This programme is intended to provide first aid on campus, to create awareness about present day health issues and also to enable students to be equipped to handle medical/health care situations that might arise in the course of their life.

To help and facilitate continuum of care, SHINE ID cards will be given to all members who enroll enabling them to avail special privileges with All Apollo Brands and partners of the Apollo Shine Foundation for medical appointments, purchase of medicines, inpatient and outpatient visits, health check-ups, diagnostics, dental procedures and many more.

1. 15% off on Health checks at any Apollo Hospitals
2. 15% off on Out-Patient investigations at any Apollo Hospitals
3. 15% off on room rent and investigations for in-patient billing at any Apollo Hospitals.

4. 10% off on pharmacy purchases at any Apollo pharmacy.
5. 50% off on diagnostic X-rays and 15% off on any procedure at Apollo WHITE Dental.
6. 15% off on all diagnostics & health checks at all Apollo Clinics.
7. 15% off on all diagnostics & health checks at Apollo Spectra Hospitals.

Accident Insurance: Shine members (Students, Teaching and Non-Teaching staff members) will be entitled to accident insurance coverage. The members' coverage details are given below:

1. Accident Medex: Fixed up to Rs. 10000/- or Actual claim whichever is lower (Only for students & Staff).
2. TTD-Weekly benefits-104 weeks@1% of CSI or Rs. 2000/- or Actual weekly salary whichever is lower for staff.
3. Act of Terrorism is covered.
4. Only student, one earning parent of the students as per the institution records & staffs of the institution are covered.
5. Sum insured should not exceed 10 times of Gross Annual Salary of the employees.
6. Age bracket: Between 03 years to 65 years.

| Category | Avg/Fixed Sum Insured (₹)   Maximum Up to | | | | | |
	AD Only	DM Only	PTD Only	PPD Only	TTD	Medex
Student	100000	100000	0	100000	0	10000
Parents	200000	0	200000	200000	0	0
Staff	200000	200000	200000	200000	2000	10000
AD-Accidental Death, DM- Dismemberment, PTD-Permanent Total Disability,						
PPD-Permanent Partial Disability, TTD-Temporary Total Disability, Medex-Medical Expenses						
Premium Per Live	Rs.100/- (inclusive of GST)					

For further details, employee can contact at college office.

7.3 ESI and Provident Fund Policy

Objective: The objective of this policy is towards employee welfare through basic assurance of healthcare to all employees and helps them meet unforeseen personal expenses arising from medical emergency as well as provident fund is to serve long term savings to support employee's retirement.

Policy and Procedure: One component of this policy, ESI, is applicable to the regular employees whose pay package is less than Rs. 21000/- and the employees who are covered under ESI Act are entitled for the benefits such as

      (1) Sickness Benefit,
      (2) Medical Benefit,
      (3) Disable Benefit,
      (4) Maternity Benefit,
      (5) Dependent Benefit,
      (6) Funeral Benefit.

The Provident Fund (PF) facility is provided to the regular employees of AEC and is entitled to PF subscription @12% for a maximum basic pay package of Rs. 15000/-. The employees who

are eligible should fill the form in the college office and shall submit all the required documents. Similarly, the employees joined AEC who are having PF subscription in earlier college shall apply for transfer of PF account or they can open new account by closing the earlier account which is left to the discretion of employee.

7.4 Fee Concession Policy

Objective: To provide employee welfare through monetary assistance towards tuition fee concession for the children of regular employees who join the Aditya Group of Educational Institutions.

Policy and Procedure: The policy is applicable to all regular employees of AEC and the concession will be available for the children of an eligible employee. However, employee may opt to admit their wards to other institutions other than Aditya Group of Educational Institutions and no financial assistance or concessions will be provided in such cases. The child entering Aditya Group of Educational institutions is entitled for the concession.

1. 50% in Tuition fee
2. 50% in Transport fee

Those seeking this concession shall apply through the HoD to the Principal with all the details and supporting documents. All the relevant documents will be checked and processing will be done further and the decision will be taken by appropriate authority. In the event of exit of an employee, the fee concession will be stopped with immediate effect. However, the financial assistance already extended shall be waived, provided the exit is not on disciplinary grounds.

The Institute reserves the right to provide the facility of fee concession to the employee on disciplinary measures.

7.5 Allowances

Objective: The objective of this policy is to provide monetary benefit to the employees who are holding responsible positions in the college.

Policy and Procedure: This policy is applicable to the regular employees who are holding the responsible positions at AEC such as administration, training and placement and other shared services, depending on work exigency and special approval of Principal. The allowance is fixed cadre wise which include remuneration for extra responsibility as well as telephone charges. No other claim shall be entertained in this regard.

Designation	Allowance (Rs.)
Examinations In-Charge	2,500
Head of the department	5,000
Training & Placement Officer	3,000
Dean	10,000
Principal	15,000

7.6 Domestic Travel Policy

Objective: This policy is aimed to reimburse the expenses of travel, lodging and boarding when employees travel on official work.

Policy and Procedure: This policy is applicable to all regular employees of AEC. Official travel would be treated as "On Duty", if the place of visit from Surampalem is more than 150 km (one way) and/or the total duration of travel is more than 8 hours and approved by the Principal, AEC. For the purpose of allowances, a day is considered as 24 hours from the time one leaves home, with 12 hours intervals counted as half-day. Hotel bookings irrespective of location are to be handled through the college office or as applicable. When touring together, twin-sharing accommodation shall be utilized. The applicable rates for reimbursement of tour expenses are given below:

1. Stay/Lodging expenses   : 100%
2. Food/Boarding expenses   : 100%
3. Travel expenses   : 100%

Travel advance: In general, travel advance will be provided by the institute. Otherwise, employees may funding their own. Travel expenses are expected to be settled only after the travel has been completed. However, advance may be drawn through requisition to the Principal.

Local conveyance: In general, employees are advised to use public transport. However, the Principal, Dean, Head of the department, Professor are entitled to avail metered taxis/cabs and other cadres may use public transport. However, when a whole day of travel is involved, shared AC cabs may be availed.

Reimbursement of Local Conveyance

Objective: The aim of this policy is to reimburse the expenses of local conveyance (not amounting to a overnight journey) when own vehicle is used for official purposes.

Policy and Procedure: In general, College shall provide the local conveyance when an employee moves on official purpose. However, this policy is applicable to all the regular employees when they use their own vehicles and the claim of reimbursement will be as follows:

Four wheelers   :   @ Rs. 13 per Km.
Two Wheelers   :   @ Rs. 4 per Km.
Parking charges   :   Actual charge on production of bill.

Employees using public transport/Autos will be eligible for reimbursement at actual amounts and the reimbursement shall be claimed immediately after reporting to duties. All the claims shall carry the proofs and shall be applied to the Principal through the Head of the Department.

7.7 Salary Advance Policy

Objective: This policy enables employees to avail salary advance, for the purpose of meeting certain critical personal expenses. The aim is to provide employee welfare through financial assistance to help employees meet significant expenditure, such as marriage of a child, pursuing Ph. D. or Higher Education for self or family members.

Policy and Procedure: This facility will be applicable to employees upon completion of 2 years of service in AEC. There should be a gap of 24 months between the last instalment of the salary advance availed and request for new salary advance. Salary advance will be sanctioned based on the approval of Principal. The upper limit for the personal loan shall be 2 months net salary.

No interest will be charged and the loan shall be recovered over 12 instalments. To avail salary advance, requires a requisition letter with copies of documents such as wedding invitation, proof of house purchase, Ph.D. admission/fee, higher education admission / fee proofs, purchase invoice, etc., as applicable and necessary, shall be submitted to the Principal through HoD. Recovery of amount will commence from the 1st of the subsequent calendar month of loan disbursement. All approvals of the salary advance shall be at the discretion of the Principal/GB. The Principal/GB also retains the right to change the terms of the loan or withdraw the facility.

7.8 Leave Policy

All the regular employees of AEC are expected to follow the following leave policy including permissions.

Leave/Permission	No. of leaves	Procedure to Apply
Casual leave	12 per annum	1. Employee should make alternate arrangement for their work before they apply for leave. 2. Employee should apply through HoD to Principal.
Maternity leave	3 months	This is applicable for women employees and the span of maternity leave will be counted as a regular service.
Outdoor duty/Official Duty/On-Duty (OD)	As per the requirement	This is applicable in the following cases: 1. University Practical External Examiner / University Representative / Observer / University Valuation / Presenting papers in Conferences / Training programmes / FDPs / delivering seminars / lectures outside the college. 2. Employee should apply for OD through HoD to the Principal with proof.
Permissions (One hour each)	3 per month	1. This is applicable to all employees provided routine assignments should not affect. 2. Can be availed either at the beginning of the day or at the end of the day. 3. Excess time/delay/late to report to duty each time

		will be considered as half-day casual leave.
Compensatory Off (CO)	1 for 8 hours of working on holidays, extended hours	1. This is applicable to all employees. 2. COs will be added to the employee account when an employee works on holidays, extended hours. 3. COs will be considered and granted when official work is assigned to regular employees.
Summer vacation Any balance/unused/ accumulated vacation cannot be carry forward. Prefix/suffix holidays, week-ends will be considered part of the week under any circumstance.	1 week	1. Applicable to faculty members serving the Institute for more than one year. 2. Technical and Non-Teaching staff, who complete 6 months of service. 3. On recommendation and approval from the HoD/ Principal.
	2 weeks	1. Applicable to employees serving the Institute for more than two years. 2. On recommendation and approval from the HoD/Principal.
	Additional 1 week	1. Applicable to faculty members who are pursuing research programme (Ph. D.). 2. Applicable to faculty members serving the Institute for not less than one year. 3. On recommendation of Dean (R&D) with a letter from Research Supervisor and approval from the HoD / Principal.
Ph. D Thesis submission leave	1 Month	1. Faculty who are about to submit Ph. D Thesis can apply to the Principal through HoD. 2. Applicable to faculty members serving the Institute for not less than one year.

All the regular employees can avail above by applying to the Principal through the Head of the Department, subject to eligibility.

7.9 Others

The following facilities are provided for the Faculty/Staff
- Free Transport.
- Free Hostel.
- Subsidized staff quarters.
- Subsidized Lunch.
- Uniform for Non-Teaching Staff.

8. Policy on Ratification of Faculty Members

Objective: To ensure all the existing faculty members, who are recruited by college selection committee, to be ratified by the affiliating university, JNTUK complying with regulatory requirements.

Policy and Procedure: This is applicable to all the faculty members recruited by the College Selection Committee. The faculty members recommended for ratification, shall have to attend the ratification interviews conducted by the affiliating university, JNTUK from time to time.

The Institute shall notify all the eligible faculty members to attend the ratification interviews as per the JNTUK's notified schedule. The onus of meeting the standards of the ratification committee shall be on the faculty members. While those who fail the ratification process for the first time shall be accorded a second chance, a second failure will cause a faculty member to be terminated.

A faculty who does not attendthe ratification interview as required may also invite termination. Only on serious medical grounds, with due medical certificate, a faculty member may seek exemption from attending the ratification interview. In all such cases, the Principal shall be the deciding authority.

9. Policy on Promotions/Appraisals

Objective: This policy governs the promotions for the faculty members so as to encourage and motivate them positively, to achieve the Institute goals.

Eligibility:

From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines

1. Ph. D. Qualification
2. 5 years in the current position (from the date of joining / attaining previous promotion / completing Ph. D.)
3. Prescribed research output
4. Acceptable teaching feedback
5. Demonstrated academic administration

The Eligibility shall stand modified in the following cases:

For those who may not have cleared the ratification on the first attempt, the 5 year period will commence only after the date of ratification.

The Eligibility conditions may be extended at the discretion of the Principal / GB, in the following cases:

1. Faculty whose annual increments are on hold/delayed/deferred for want of fulfilment of academic commitments.
2. Faculty with track record of misconduct.

Policy and Procedure: In general, the policy of promotions will be governed by the rules laid down by the statutory bodies, UGC/AICTE as well as on the score of Academic Performance Indicators (API). However, the deserving faculty members shall be nominated for deserving and/or suitable positions based on their qualifications and experience and the decision of the Principal/GB will be final.

Further, a committee shall be constituted to verify the eligibility and other norms specified by the statutory bodies. The committee consists of the Principal, Deans, Head of the department concerned, two subject experts from outside college and the consensus or maximum points scored shall be considered for promotion. Faculty shall have the right to represent their grievance to their HOD. The HOD shall redress the grievance within 7 working days, failing which the grievance may be escalated to the next higher level. Further, Employees of AEC shall be asked to fill the prescribed format along with proofs to submit to the Principal through Head of the department concerned.

Note: The above are only the eligibility criteria. Mere eligibility to promotion does not entitle one to promotion. The Principal/GB may relax or extend the eligibility criteria in exceptional circumstances/cases, at its discretion.

In order to ensure that the faculty are performing their duties well, an effective Faculty Performance Appraisal System is being used in the college. The detailed performance appraisal procedure is provided in Annexure-II.

10. Policy on Quality Improvement Programme (QIP)

Objective: This policy is in line with the QIP Policy outlined by AICTE and is aimed to support the existing faculty members in pursuing full time Ph. D. with study leave and financial support, as applicable.

Applicability: This Policy is applicable to the faculty pursuing Ph. D. with premier institutions (IITs, NITs) or institutions as approved by the Governing Body. In general, only one faculty out of 10 faculty in a department shall be considered (on first come first served basis) to avail the facility of study leave under this policy. However, depending upon other considerations, the Principal/GB may entertain more or less candidates. In case of dearth of funds or excess of candidates desirous of leave, special approval for study leave without financial assistance may also be considered, if the applicant is so interested. Faculty member should have completed at least 2 years of service in AEC are eligible for study leave under this policy.

Policy and Procedure: Faculty member planning to proceed for their Ph. D. will inform the Principal through HoD with the time frame over which they plan to pursue their Ph. D. The Principal shall give in-principle recommendation to proceed. However, the actual sponsorship of the candidate under QIP will be subject to the overall criteria governing the number of candidates in each department and other considerations governing the scheme and will be decided by the Principal/GB. After successful completion of Ph. D., the faculty member shall resume duty at AEC and should serve the institute for a period of 3 years from the date of award of Ph.D. It is possible that a faculty member may not have completed all the requirements of Ph. D. in the prescribed time of 3 years, and shall pursue the remaining part of the dissertation work from AEC.

It is also possible that a faculty can join back AEC ahead of completion of leave period if he/she submits the dissertation in advance. For the purpose of career advancement, as a special gesture, the Principal/GB will treat the leave period as continuity of service. Thus, the increments for the period of study leave shall be protected. Upon resuming duties faculty may be considered for promotion, if they fulfill the stipulated promotion eligibility conditions.

Before proceeding on leave, the faculty shall sign an agreement with AEC to serve the Institute, upon their return from leave, for a period of 3 years from the date of award of degree. In case a faculty violates the agreement in due course, or does not submit the dissertation within two years of rejoining the Institute or does not successfully defend the thesis within three years of rejoining the institute, the faculty shall reimburse the entire sum, if availed from the Institute (fellowship, contingency grant and any othersum paid to the candidate or the host institution on behalf of the candidate). Upon rejoining, the faculty shall be fitted in the suitable scale from the date of joining.

Note: The Principal/GB may relax or extend the eligibility criteria in exceptional circumstances/ cases, at its discretion.

11. Research and Development (R&D) Policy

1. Introduction

Improving high – quality scientific research is a necessary requirement for creating successful applications. The objective of Research & Development (R&D) initiatives undertaken by Aditya Engineering College (AEC) is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. All education, research and innovation of this Institute aims to be of a high standard. The goal of creating technological and social innovation has emerged alongside R&D –based activities.

To achieve the high-quality research ambience the following policies have been undertaken. 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. Objectives

- Develop and enhance the Institute's research facilities. Motivate all faculties to pursue research in their respective areas of expertise.
- Protect and monetize the institute's intellectual property. Increase consultancy activities.
- The provision of research and development opportunities for academic staff to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other institutional activities.
- Develop infrastructure conducive to promote the quality research.
- Identification of research priorities and monitor the quality research.
- Disbursement of institute research funds to researchers, both individually and in groups.
- Monitor the utilization of Research Funds to ensure that the funds are properly and formally accounted for.
- Monitor and enhance the quality of research programs, projects and the research infrastructure within the institute, including the training of research scholars.
- Foster the development of multi-disciplinary research endeavors across Faculties and departments. Monitor the research performance of individuals, groups to encourage excellence and productivity through maintaining a database of research and development activities.
- Oversee the application of the Code of Research Ethics for the responsible practice of research. To formulate incentive schemes for promoting research activities among faculty and students/scholars.
- Promote strategy building, durable partnerships and develop funding solutions with industries and research Institutions for steering, funding and cooperation.

3. Policy for Internal Research and Innovation Funding (Seed Money): Development Principles

- Funding will be long-term and allocated under transparent criteria.
- Long-term skills development requires a stable funding base: the diverse and strong technological and science base of this Autonomous Institute will be safeguarded.
- Funding to promote the application, introduction and commercialization.
- New and current resources to be directed towards the most important targets: strengths and selected priority fields; infrastructures; the research career system; internationalization.
- Research and innovation by individual departments will be activated through funding, with the aim of improving the ability to innovate through interdisciplinary research work.
- The funding basis for the Institute to be diversified; quantitative objectives and incentives to be set for international funding through steering committees.
- A larger share of the research funds will be used for strengthening the knowledge base and for research and innovation as well as cross-border cooperation.
- Expanding the funding base of research institutes will be necessary in the future

4. Approval of Research Proposals

- The design and methodology of research undertaken by a member of staff and student, who make use of research and subjects like people, human remains, other living beings and the environment, must be submitted to RAC for evaluation and approval, especially if legislation, professional councils or institutions affected by the research require it.

- When faculty and student hand over in research essays, mini-dissertations, dissertations and theses, they must declare that their research has complied with the Code of Research Ethics of the Institute.

5. Code of Research Ethics

The researchers have to follow the Code of Ethics as mentioned in "Code of Ethics for Research" policy.

5.1 Relationships with the Community

- Data or information shall be gathered and recorded in such a way that it can be made available at any time (after completion of the project) to other interested parties without undermining confidentiality.

- Researchers will judiciously consider potentially destructive consequences of their research activities, outcomes or outputs on the human or natural environments and will avoid such research projects, or assiduously reduce the risk of such consequences through their research activities.

- Researchers will exercise their rights to academic freedom and freedom of scientific research, researchers are accountable to the community for the way in which they exercise those rights.

5.2 Relationships with Sponsors

- The methods, contents and results of research that has been funded (fully or partially) by external funds, shall be fully disclosed. Full particulars of the person or institution from outside the institute who funded the research shall be provided in the published results of the research.

- Researchers shall be honest with sponsors of their research about their qualifications and their research expertise and skills. Researchers shall ensure that sponsors require nothing of their research that is contrary with internationally acknowledged standards for ethical research.

- Researchers shall only utilize a sponsor's funds for purposes explicitly approved by the sponsor.

5.3 Relationships with Research Participants and Research Objects

- Researchers shall, at all times, respect research participants' right to freedom, dignity, privacy and bodily and psychological integrity.

- Researchers shall treat non-human living beings with care, respect and awareness of their vulnerability and defenseless-ness

- Researchers shall undertake research in a manner that does the environment no harm and that creates no additional environmental stress.

- Researchers shall undertake to carry out biohazard waste disposal as per established norms and practices.

- Researchers may use people as participants of research only if they have given their proven informed consent for their participation in the research, or, in the case of persons younger than eighteen years, if their guardians have given such informed consent and also observe confidentiality.

5.4 Policy for organizing/attending in house seminar/conference/workshop related to R&D:

5.4.1 Criteria for facilitating Professional Development Programs for the Faculty

Eligible Employees
- AEC employees (excluding employees on leave without pay) with a regular full-time appointment are eligible employees.

Criteria for Funding
- The Institute encourages faculty members to participate in conferences, seminars, symposia, FDPs, workshops and training programs etc. The Institute also provides seed money to organize conferences, workshops, training programs etc. to all academic departments. For availing the same, the Institute provides the following guidelines and norms for associated support and paid leave for official purposes within or outside the country. Approval of

competent authority is required to undertake any national/International travel for attending conferences/workshops.

- Institute provides full/partial financial support and paid leaves for international/national travel requirements of its faculty from its own resources for attending conferences/ seminars/ workshops, in which the faculty member has to make an oral presentation (invited talk, paper, or poster).
- The faculty member must apply for such travel grant/registration fees on the prescribed form.
- The research paper/poster accepted for presentation/talk should be with Institute affiliation.
- Funding may cover the registration fee, actual travel cost, boarding/lodging.
- The most expeditious and minimal travel cost mode of travel should be used.
- Boarding/lodging expenses will be paid on production of receipt, as per Institute norms.
- The total amount as per approval shall be reimbursed after the applicant submits an incentive form for the conference and forwards the same through the Institute in same financial year.
- Faculty members financially supported for registering in various professional membership bodies.

Application Procedures
- The College pre-approves requests for financial support for development activities only. The college does not normally approve funding requests retroactively.
- Requests for leave to participate in a professional activity must be obtained by the applicant from the Principal through their respective Head of the Department.
- Completed applications are to be submitted to the Principal's office at least one week prior to the event.
- Completed applications are considered on a first come first serve basis. Applications will be date stamped upon receipt and reviewed for completeness.

Cancellation
- Employees can request to withdraw their application and/or approved funding by writing to the Dean (R&D) after obtaining approval from Head of the Department.
- Employees cannot use previously approved funding for a different purpose. Employees who do not attend the professional development event for which they have received approved funding must repay the money, which will also make ineligible for future internal grants.

ADITYA ENGINEERING COLLEGE (A)

R &D Incentive Policy applicable from 1ˢᵗ July, 2022

This document presents the research incentives that are going to be issued by the Management for faculty publications, patents, funded projects and consultancy works and its implementation policy. The new incentive policy will be implemented from 1ˢᵗ July, 2022.

Publications:

International Journal with IF > 8.1 **or H-Index** >225	**: Rs. 30,000/-**
International Journal 5.1< IF < 8 **or H-Index** 151< HI <225	**: Rs. 25,000/-**
International Journal 2.1< IF < 5 **or H-Index** 101< HI < 150	**: Rs. 20,000/-**
International Journal 0.5< IF < 2 **or H-Index** 51< HI < 100	**: Rs. 15,000/-**
International Journal IF < 0.5 **or H-Index** HI <50	**: Rs. 10,000/-**
International Journals (Indexed by Scopus and ESCI)	**: Rs. 10,000/-**
International Journal (Scopus Indexed / WOS indexed)	**: Rs. 7,500/-**
Scopus Indexed International Conference Registration (Max.)	**: Rs. 7,500/-**

(Max. of 2 Conferences per year per faculty)

Book Chapter indexed in Scopus	**: Rs. 7,500/-**

(Not through Conference, only direct submissions will be considered)

National Conference Registration Fee (Max**.**)	**: Rs. 4,000/-**
UGC Indexed Journal (Only for English and Mgmt Studies)	**: Rs. 2,000/-**

Publishing Text Book

International Edition by top 20 Publishers in the world	**: Rs. 20,000/-**
Indian Edition	**: Rs. 10,000/-**
Book should meet the criteria mentioned in guidelines	
Publishing Book Chapters in Non Scopus Editions	**:** Pro rata basis
Publishing an article in a Magazine	**: Rs. 2,000/-**

Patents:

Publication of Patent	**: Rs. 10,000/-**
Grant of Patent	**: Rs. 20,000/-**

Note: Filing charges will be paid by the Management and Incentives will be given only if the Applicant is AEC. The above incentives are applicable only if the disclosure goes through detailed search process by Novel Patent's.

Patents filed by faculty keeping College Name as applicant	**: Rs. 10,000/-**

(It should reflect in the Derwent Database)

Patents granted with examination	**: Rs. 10,000/-**

(It should reflect in the Derwent Database)

ADITYA ENGINEERING COLLEGE (A)

Funded Projects / Grants:

Award of Grant for Conf / Workshop / Seminar	:	**5% of the Grant**
Funded research project where equipment is not involved	:	**10% of the Grant**
Funded projects where equipment is involved	:	**15% of the Grant**
MODROBS (Amount > 5 Lakhs)	:	**Rs. 25,000/-**
MODROBS (Amount < 5 Lakhs)	:	**Rs. 20,000/-**

Note: Submission of application, follow up for getting the grant, carryout the project and submit utilization certificate should be done by the faculty.

Best Department of the Group:

Best Department : **Rs. 10,00,000/-**

Fund will be utilized for enhancing the research facilities.

Best department will be identified based on Research Publications, Patents and Funded Projects, Consultancy works.

Mandatory Research Publications by Faculty per Year:

Doctorate Faculty : Minimum 1 article in Scopus indexed Journal and 1 article in Impact Factor Journals

Non-Doctorate Faculty : Minimum 2 articles in Scopus indexed Journals

Guidelines for implementation:

- Impact Factor should be given by Thomson and Reuter / Clarivate

- The Text Book should have the content / quality to be recommended as reference book by any University or College for UG/PG program. (Single space format, Min. 200 Pages). Text Book may have chapter wise references (optional), preface, contents, ISBN Number and published by the standard publisher (Indian / International)

- Conference papers will be given registration fee up to Rs.7,500/-. Honorarium will not be paid. Book Chapters published through Conferences will not be eligible for honorarium. Book Chapters (in Taylor & Francis / Springer / Elsevier / any other reputed publisher) which are directly submitted to the editor are eligible for Honorarium of Rs.7,500/- after it is indexed in Scopus database.

- Faculty presenting papers in Scopus Indexed Conferences with a group of UG students will be paid registration fee.

- H- Index of Conference Proceedings will not be considered.

- International or National Conferences should be organized by NIT/ IIT/ Central or State University / Deemed University / Research Laboratories / Reputed Institutes with Autonomous Status with NAAC / NBA Accreditations.

- NAAS Score of the Journal will be considered in place of Scopus for the Publications made by the faculty of Agricultural Engineering Department. NAAS 4.0 and above will be treated on par with Scopus and NAAS 7.0 and above will be treated as IF Journal.

- Six Academic Leaves will be granted per year. Faculty can use these leaves for attending workshops / FDPs / RRMs / invited talks / Doctoral Review Committee as a resource person or any other academic related activities. Faculty will be allowed to attend one workshop/ FDP per year.

- Two days OD will be given for attending final Viva-voce examination of Ph. D. for the research scholars and one day OD will be given to the faculty (Guide) to attend to his research scholars Ph D Viva-voce.

- New awards have been constituted on the name of "Best Researcher Award", "Best Consultant Award", 'Highest Impact factor Journal in an year', "Best performing Department with respect to research".

- The "Best researcher of the College", "Best Consultant of the College" will be given a certificate and medal. Both number of consultancy works and amount earned will be taken in to consideration.

- Faculty who publishes paper with "highest impact factor in the year" will be given certificate and medal.
- Best Department with respect to research in Aditya Group of Engineering Colleges will be given Rs. 10 Lakhs for enhancing the research facilities

- Faculty can apply for seed money up to Rs.1 Lakh for minor projects and up to Rs. 15 Lakhs for major projects to carry out research with specific outcomes. Research Advisory Committee will scrutiny the proposal. Based on the recommendations of the committee, seed money will be disbursed in installments. Committee will review the progress every month. The applicants of the seed money will have to sign a bond to stay in the college for 3 years & give an assurance to achieve the outcomes as per the timelines. No incentive will be paid for the papers they produce based on the facility created with the seed money. Incentives will be paid as per the norms after meeting targets as per the timelines with research facility created.

- For the award of incentive, upto 5th author in any Journal / Conference paper will be considered. For meeting the research target also, the same rule is applicable.

- One paper must be claimed by one faculty only as a part of the research targets. No two persons should claim the same paper / publication.

Consultancy Projects

- To encourage consultancy work from the faculty, AEC announces a policy wherein the faculty can claim 100% of the amount charged under the consultancy work up to Rs. 5 Lakhs. This is subject to the following conditions:

    o Aditya faculty alone should be the sole Principal Investigator (PI) of the consultancy work and he should get the project on his own without taking any support from the Institute.
    o The said consultancy work should be undertaken after the approval of the Head of the Institute and the agreement should be undertaken between AEC and the concerned third party.
    o The payment for the consultancy work should be credited to AEC which will further be passed on to the faculty as 100% Incentive.

- The expenses incurred for project personnel / technician, contingencies, travel, consumables, stay, food, overheads and other costs should be borne from the consultancy amount. Institute will consider the time spent for attending the project as on duty (OD) and pays full salary to support consultancy work. The PI will be permitted to take up the project which can be carried out at Campus or at client location.

- The faculty will be eligible for 75% of the revenue generated after deducting all the expenses from consultancy amount, if the total value of consultancy amount is above Rs. 5 Lakh.

- If any equipment or infrastructure is needed for executing any consultancy project, the decision for the purchase or lease for the same will be decided based on approval/suggestions from the R&D committee and Head of the Institute. The Incentive rules for such kind of projects will be separate and will be decided during the pre-approval meeting with the Head of the Institute.

- If any consultancy project is executed with the equipment or facility sponsored by the Institute through its R&D seed grant or other funds, the Principal Investigator will be paid 50% of the revenue generated through the project after deducting all the expenses incurred as mentioned in 1(d).

- If a Consultancy project is assigned to any faculty from the Institute or with the support of the Institute, the Principal Investigator will be paid 40% of the revenue generated through the project as incentive after deducting all the expenses incurred as mentioned in 1(d) by the Institute. 60% of the revenue retained by the college will be used for the development of the concerned laboratory or department infrastructure.

- The consultancy works in which faculty receives 100% of the generated revenue as incentive, will be considered as research and development activity and is not counted for appraisal or for any other incentive.

- The maximum number of 6 working days will be allowed for attending consultancy project at client location within India on OD. Extension beyond this period has to be approved by the Head of the institute with prior notice of 2 working days.

12. Start-Up Policy

Objectives:
- To attract investments, business institutions into the Incubation and Start-up Ecosystem of the institution.
- To establish effective research labs and technology / Business Incubators / Accelerators in each of the different branches of the institution.

Scope of the Policy:

This policy covers the following aspects related to start-ups:
- Mentorship.
- Infrastructureaugmentation.
- Regulatoryeasing.
- StudentEntrepreneurship.

Mentoring:

The institute conducts periodical classroom and lab sessions for mentoring of Start-ups. It is very important to primarily identify which ideas can successfully go through the incubation process. This phase of pre-incubation can prepare student entrepreneurs for the incubation phase by providing them prerequisite skills and knowledge that will help them validate and assess their ideas as well as define their business models in detail. High-quality interactive portal sessions will be provided to all the students with expert mentors. Students and faculty can identify andinteract the mentors and gain knowledge.

Basic Idea Testing:

Student idea needs to be tested before applying for incubation. The Institute should ensure pre-incubation qualification of a business idea. The institute should also ensure relevant details of promoters to be validated before allowing start-ups to enter the incubation process.

Registration of Start-up:

TheStudent Start-up needs to beregistered undera form of business entity like Partnership Firm, LLP, Private Limited Company and One Person Company. Start-ups should be able to provide a copy of the registration certificate/letter to his/her academic institution. Admission into a start-up incubation/co-working space programme of any Business entrepreneur (approved by GoI) is permissible. Other factorsfor consideration should bespace, infrastructure, mentorship support, support for accounts, legal, patents etc.

13. Policy on Mentoring and Counselling

Objective: The main objective of this mentoring and counselling system is to provide a reliable and comprehensive support system, to motivate students to excel in both academic and non-academic activities.

Policy and Procedure: The mentoring/counselling system of AEC ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful careers. With effective implementation of the system, it is expected that the students get access to a support system during the crucial stages of their academic, professional and intellectual development and enhances the students' confidence and challenges faced by them setting higher goals. Further, it is expected that

1. Offers psychosocial support for the students
2. Helping the students to develop the interpersonal skill
3. Offers the students an exposure to diverse academic and professional perspectives and experiences in various fields
4. Offers the foundation for the students to reach greater heights in their professional lives.

Each faculty member shall be assigned with 15-20 students and he/she is responsible for mentoring/counselling them. The performance report of the individual students shall be reported to the parents periodically. In this system, a diary shall be maintained for each student where the following details are to be recorded:

1. Personal Information
2. Previous Record
3. Academic Performance
4. Competitive Examinations Details, if any
5. Details of Internship and Industrial Training
6. Scholarships Received
7. Co-Curricular and Extra-Curricular activities

The diaries shall be checked every fortnight by the Head of the Department and submit to the Principal for verification. Any deviation shall not be entertained in this policy.

14. Policy for Code of Conduct

Introduction:

The basic purpose of education is to create knowledge, skill and awareness of our national heritage and the achievements of human civilization, possessing a scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism, peace and the principles enunciated in the preamble of our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals. In order to achieve this the institute aims to inculcate ethical principles and practices among the staff and students.

Objective:
- To define, implement and monitor the code of ethics among staff and students.

Scope:
- This policy covers code of conduct to be adopted by students and staff.

Implementation:

Code of Conduct for Students

The students:
- Should maintain discipline in the college.
- Should put a minimum of 75% of attendance to appear for the examination as per the university norm.
- Should participate in curricular, co-curricular and extra-curricular activities organized by the college.
- Should prepare thoroughly for examinations and should not indulge in any kind of malpractice.
- Not allowed to use mobiles in the classroom and library.
- Should not involve in any Ragging and indisciplinary activities that violate the rules of the college.
- Resident students should abide by the rules prescribed by the Hostel authorities and utilize all available facilities effectively.
- Should not involve in any unofficial activities outside the college.
- Should maintain cleanliness in the campus.
- Should utilize property of the college properly.
- Should foster ideals and doctrines of the college.
- Should adhere to human, ethical and moral values in and outside the college.

Code of Conduct for Teachers

The teachers:
- Should maintain dignity and decorum of the post.
- Should prepare teaching plan of the allotted courses.
- Should motivate the students to participate in co-curricular and extracurricular activities.

- Should perform his/her duty honestly.
- Should be available for consultation to students.
- Should inculcate patriotism and discipline among students.
- Should not indulge in any prejudice of caste, creed or religion.
- Should work towards betterment and growth of the Institution.
- Should not engage in any unofficial activities in and outside the college.

Code of Conduct for Administrative Staff

The administrative staff:

- Should look after student's admission and examination.
- Should be well versed in e-administration.
- Should perform all professional activities through proper channels.
- Should develop co-operative and friendly relationship with faculty members, parents/guardians.
- Should not involve in unethical practices.
- Should not involve directly or indirectly in any activities that will bring down the fame of the college.

Code of Conduct for Supporting Staff

The supporting staff:

- Should give importance to cleanliness of the institution.
- Should not involve in unethical practices.
- Should not involve directly or indirectly in any trade or business.

15. Gender Equity Policy

Introduction:

Gender equity puts the focus on fairness and justice regarding benefits and needs for women and men, girls and boys. The concept recognizes that different genders have different needs and that these differences should be identified and addressed in a manner that rectifies the imbalance between the genders.

'Gender' in the policy refers to those behaviors and attitudes which are culturally accepted as appropriate ways of being a woman (femininity) and ways of being man (masculinity). The gender of a person is biologically determined, whereas ways of being a man or woman are learned, they are a social construct, they are constructed, reinforced, maintained, and reconstructed over time through social and cultural practices. Such social prescription of gender and gender behavior vary across cultures, social class, and time.

The term "equity" refers to fairness and justice and is distinguished from equality. Equity is not maintained where there is discrimination. Discrimination involves treating the gendersdifferently in ways that suggest that one is inherently inferior to the other. Being treated differentlyin areas of learning and related activities can and does affect the distribution of political, economicand social benefits and influence. Equality means every personreceiving the same treatment regardless of who or where he or she may be. Equity is the means andthe goal.

The Institute Gender Policy attempts to redress the historical gender imbalances that have placed 'women' in a disadvantaged position in accessing, benefiting and getting fair treatment as the users and producers of knowledge. Challenges to self-actualize based on gender differentiation are to be addressed constantly with national policies on development.

Objective:

The main objective of the gender equity policy is to attain gender equity across all spheres of the Institute. The policy for Gender equity of the Institute address the following:
- Identify gaps in gender equity and address the same.
- Promote awareness on equity among men and women by conducting various activities.

To achieve the above objectives the institute proposes the following initiatives:
- Establish affirmative action to support gender equity among staff in
    a. Recruitment, selection, and promotion
    b. Terms and conditions of employment
    c. Professional development
    d. Flexible working options
    e. Safe working environment
    f. Leadership, management, and accountability
    g. Grievances, disciplinary action, and termination of employment
- Establish affirmative action to support gender equity among students in
    a. Safe learning environment
    b. Equal opportunities for students
    c. Grievances and disciplinary action

Scope of the Policy:

The arrangement for implementing the Gender Equity Policy includes:
  i.   Defining the role and position of major stakeholders within the institute.
  ii.   Establishing a procedure for coordinating, monitoring, and evaluating the implementation of the policy.
  iii. Reviewing and setting up of a committee.

Implementation:

The institute will:
- Promote a working environment where all employees are treated equally.
- Ensure no body is deprived by conditions or requirements which cannot be shown to be relevant to performance.
- Correct gender discrimination whenever it occurs.
- Prompt response to any incidences of discrimination.
- Create a diverse workforce to ensure fair treatment.
- Provide mechanisms for the implementation of streamlining gender equity in any newly established policies and programs.

16. Policy for Prevention of Sexual Harassment

Introduction:

As per the guidelines of Supreme Court, Section 4 of Sexual Harassment of Women at workplace Act 2013 and AICTE Regulations, 2016 (vide no. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016) Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Professional Institutions, Aditya Engineering College constituted an Internal Complaints Committee (ICC).

The ICC of Aditya Engineering College is formed to facilitate safe and secure educational and working environment for students and staff. The Institute follows the policy of zero tolerance towards sexual harassment and the committee looks into issues regarding prevention, prohibition and Redressal of sexual harassment of women in the institute.

Definition:

Sexual Harassment means:

Any inappropriate advances towards a person in sexual manner which could directly or indirectly affect or influence the job, salary and career along with personal lives. The Prevention, Prohibition and Redressal Act, 2013 clearly defines sexual harassment in the following terms:

- Physical contact and advance
- A demand or request for sexual favours
- Making sexual remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Objective:

To address the gender bias, women grievances, prevention of sexual harassment.

Scope of the Policy:

Under this policy, the institute addresses:

- Gender bias
- Women grievances
- Prevention and prohibition of sexual harassment

Standard Operating Procedure:

Preventive measures:

The institute aims to prevent sexual harassment by initiating the following measures:

- Sensitization on 'Prevention, Prohibition and Redressal Act, 2013' to the students and staff by the presiding officer of ICC.
- Build the confidence of the women by addressing all the issues related to gender discrimination.
- Promote the students to come forward and to take part in all kinds of academic and cultural activities.

- Conduct workshops to motive and to teach girls about self-defense and skill development.
- Educate the girl students on women related health issues and to follow the necessary preventive measures.
- Conduct various sensitization programs for all the students, faculty, staff members including class-IV employees to provide working environment free from both physical and mental harassment.

Grievances Reporting:
- If any individual believes that she has been subjected to 'harassment of any kind' or has knowledge of any such incident, such person shall have option to file a complaint with the presiding officer of ICC.

Grievances Enquiry:
- ICC will investigate all reported cases of harassment.
- The investigation should be completed within 7 days of receiving the complaint and a report is to be submitted to the presiding officer of ICC recommending penal action.

Punishment / Penalties:
Based on the report of enquiry submitted by the ICC, the presiding officer will recommend to the Principal any of the punishment/(s) listed below.

- Warning to staff/student
- Written apology from staff/student
- Suspension of the staff/student from the institute.
- Cancellation of admission of the students
- Termination of staff from the institute
- Lodge a police complaint

Appeal:
Appeal with regards to any action taken against the accused at any level and / or against the punishment awarded under this policy, shall lie with the Head of the Institute, which should be filed within a period of two weeks from such an action or award of punishment.

17. Policy on Faculty/Staff Grievance Redressal

Objective: Individual Faculty/Staff grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to may affect morale and productivity. There is a need for formal grievance process to address such matters.

Policy and Procedure: This is applicable to all the Faculty/Staff of AEC and the grievance for the purpose of this policy would mean dissatisfaction arising out of the decision and the grievances can be submitted to the Principal through HoD. Grievances for the purpose of this policy will cover individual grievances such as:

1. Working conditions/Health & Safety
2. Leave
3. Medical Insurance / facilities
4. Non-extension of benefits under rules
5. Promotion*
6. Administration or Academic issues
7. Compensation & Benefits*
8. Reimbursements
9. Interpersonal Conflicts/Issues with the HOD or team members
10. Role fit
11. Only grievance affecting an individual employee may be raised.
12. Separation/Retention

NOTE: "*" Grievance can be raised within 2 weeks from the date of issue of an increment/ promotion letter.

The grievance arising out of the following will not come under the purview of the grievance procedure:

1. Terms of appointment settled prior to joining
2. Matters relating to disciplinary enquiry / action
3. Where the grievance does not relate to an individual employee

If the grievance is against the HOD then employee can contact the Principal. The employee shall bring up the grievance immediately within a reasonable period of time not exceeding two weeks. Only an aggrieved employee can raise the grievance.

18. Policy on Student Grievance Redressal

Introduction:

As per the instructions of UGC, AICTE and JNTUK, the Student Grievance Redressal Committee (SGRC) was constituted to probe into the student grievances. The committee attempts to address the grievances of students.

Objectives:
- To create a platform for the students to express their problems regarding academic and non-academic matters.
- To provide equal and common process to resolve grievances of the students.

Implementation:

The grievance redressal mechanism is carried out in two levels in the institution
- The departmental level grievances are attended by concerned mentors and Head of the Department.
- Unresolved grievances at the departmental level are referred to the SGRC.

Grievances Reporting to SGRC:
- Students can also directly report their grievances to the Convener of SGRC. The complaint can be lodged either in-person / mail / online through institute website.

Grievances Enquiry:
- SGRC will investigate all reported grievances.
- The investigation should be completed within 7 days of receiving the complaint and a report is to be submitted to the Convener of SGRC recommending necessary action.
- If the affected student is not happy with the decision of the student grievance redressal committee then the grievance should be send to official (appointed by UGC).
- The official should solve the grievance within 30 days of the appeal from the affected student.

19. Anti-Ragging Policy

Introduction:

Social integration of student's population coming from different parts of the country with most diverse cultural and social back grounds becomes a matter of prime importance. 'Ragging' a social menace, as such has no place in academic environment of the Institute and concerted efforts are required to be in place to prevent its occurrence at any point of time.

Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.

The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in "ragging" so that these incidents are not repeated and stringent punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon'ble Supreme Court on this issue has also been stressed by the Ministry.

Ragging is a criminal offence and lowers the standards of education. The 'anti-ragging policy' adopted by the institute addresses preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the Ministry of HRD (Govt. of India).

Definitions:

For the purpose of this policy the following are defined as under:

'Institute' means the ADITYA ENGINEERING COLLEGE

'Student' includes any person who is enrolled for any course, whether full time or part time with the Institute.

'Hostel' includes the place/(s) where students are accommodated through institutional arrangement.

'Ragging' constitutes one or more of any of the following acts:

(a) A conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any other student with rudeness.

(b) Indulging in undisciplined activities by a student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student

(c) Asking a student to do any act which the student will not carry out in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such student(s);

(d) Any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student(s);

(e) Exploiting the services of any student for completing the academic tasks assigned to an individual or a group of students.

(f) Any act of financial extortion or forceful expenditure burden put on a student by any other student or a group of students;

(g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

(h) Any act or abuse by spoken words, emails, posts, social networking posts, e-posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a student(s);

(i) Any act that affects the mental health and self-confidence of a student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by any student or a group of students over any other student(s).

Objectives and Scope

The 'anti-ragging policy' adopted by the institute is aimed at:

- Creation, development and nurturing a conducive, socio-academic environment within the student population.
- Generating and maintaining a high level of confidence within new entrants and their parents.
- Keeping in place an integrated system to discourage ragging.
- Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.

Standard Operating Procedure:

Ragging Preventive measures:

The institute aims to prevent ragging by initiating the following measures:

- Sensitization on 'Anti Ragging Policy' to the students by the Principal, Dean (Administration) and Dean (Student affairs).
- Establishing cordial relations between senior students and new entrants by organizing Fresher's Party.
- Providing support to new entrants through mentoring.
- Encouraging new entrants to quickly accustom to the institute ethos by participation in social, cultural and sports activities.
- Establishing an Anti Ragging Committee (ARC) to monitor, prevent and initiate disciplinary action.
- Identifying vulnerable locations where there is a scope for ragging and deploying anti ragging squad.
- Wide dissemination of 'Anti-Ragging Policy' at all prime and common locations of the institute.
- Ensuring the senior students sign an anti ragging declaration form.
- Providing an anti ragging help line number.

Ragging Reporting:

- If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, such person shall have option to file a complaint with the Convener of ARC.

Ragging Enquiry:
- ARC will investigate all reported cases of ragging.
- The investigations should be completed within 7 days of receiving the complaint and a report is to be submitted to the Convener ARC recommending penal action.

Punishment / Penalties for 'ragging':

Based on the report of enquiry submitted by the ARC, the Chairperson ARC will recommend to the Principal any of the punishment/(s) listed below.
- Withholding scholarships or other benefits.
- Debarring from representation of events.
- Expulsion from Institute.
- Debarring from examination/s.
- Suspension from the institute or class for a limited period.
- Cancellation of admission
- Lodge a police complaint

Appeal:
- Appeal with regards to any action taken against the accused at any level and / or against the punishment awarded under this policy, shall lie with the Head of the Institute, which should be filed within a period of two weeks from such an action or award of punishment.

20. Policy on Merit Scholarship

Introduction:
The institute awards scholarships to the meritorious students who are admitted in the institute to encourage and support students of exemplary talent. The scholarships are basically to support students' education and encouraging them to perform better throughout the programme.

Objective:
To encourage the meritorious students by offering scholarship.

Scope of the Policy:
Under this policy, the institute provides scholarship to:

- The students who are admitted in the institute based on their merit in respective common entrance test examination.
- The students based on their academic performance in the semester end examinations.

Implementation of the policy:

- Every academic year, in the Governing Body meeting, the rules and regulations pertaining to merit scholarships should be framed. As per the eligibility criteria laid, scholarships will be released to the merit students of respective common entrance test examination.
- The scholarships for academic performance in the semester end examinations are provided to students who secured CGPA 6 and above.

21. Feedback Policy

1. INTRODUCTION:

The essence of education lies in providing opportunities for empowerment, and transforming students towards life-long learning. The institute aims to empower the students for succeeding in a changing world to become skilled graduates and responsible citizens.

The stakeholders play a vital role in the evaluation and enhancement of the quality of the learning experience. Feedback from stakeholders enables the institute to evaluate its service provision.

Owing to this, the institute through a structured feedback mechanism from various stakeholders ensures quality in curriculum design, teaching learning process and infrastructural facilities. Feedback is collected from internal and external stakeholders. The internal stakeholders are faculty and students. The external stakeholders are alumni, industry experts, academicians, employers, and parents.

Objectives:
The stakeholders' feedback aims at:

a. Formulation of Vision,MissionandProgramme Educational Objectives (PEO)
b. Identificationof gaps in the curriculum.
c. Planning theactivities in supportof the POs/PSOs for continuousimprovement.
d. Improving the teaching learning process and infrastructural facilities.

2. FEEDBACK MECHANISM:

Feedback obtained periodically from various stakeholders help alleviate the academic concerns and motivate the students and faculty to improve their performance. Feedbacks are taken into consideration and corrective measures / improvements are made by the Head of the Departments and Principal. If necessary, these are forwarded to the management for further action. Feedback from various sources has significantly enhance the quality of the curriculum, teaching learning, learning resources and infrastructure.

2.1. Feedback on Curriculum

Feedback from stakeholders is to be obtained by the Head of department once in a year. The feedback forms are to be circulated to stakeholders inviting suggestions for the improvement of the curriculum. The collected feedback is to be analyzed and necessary measures are to be initiated.
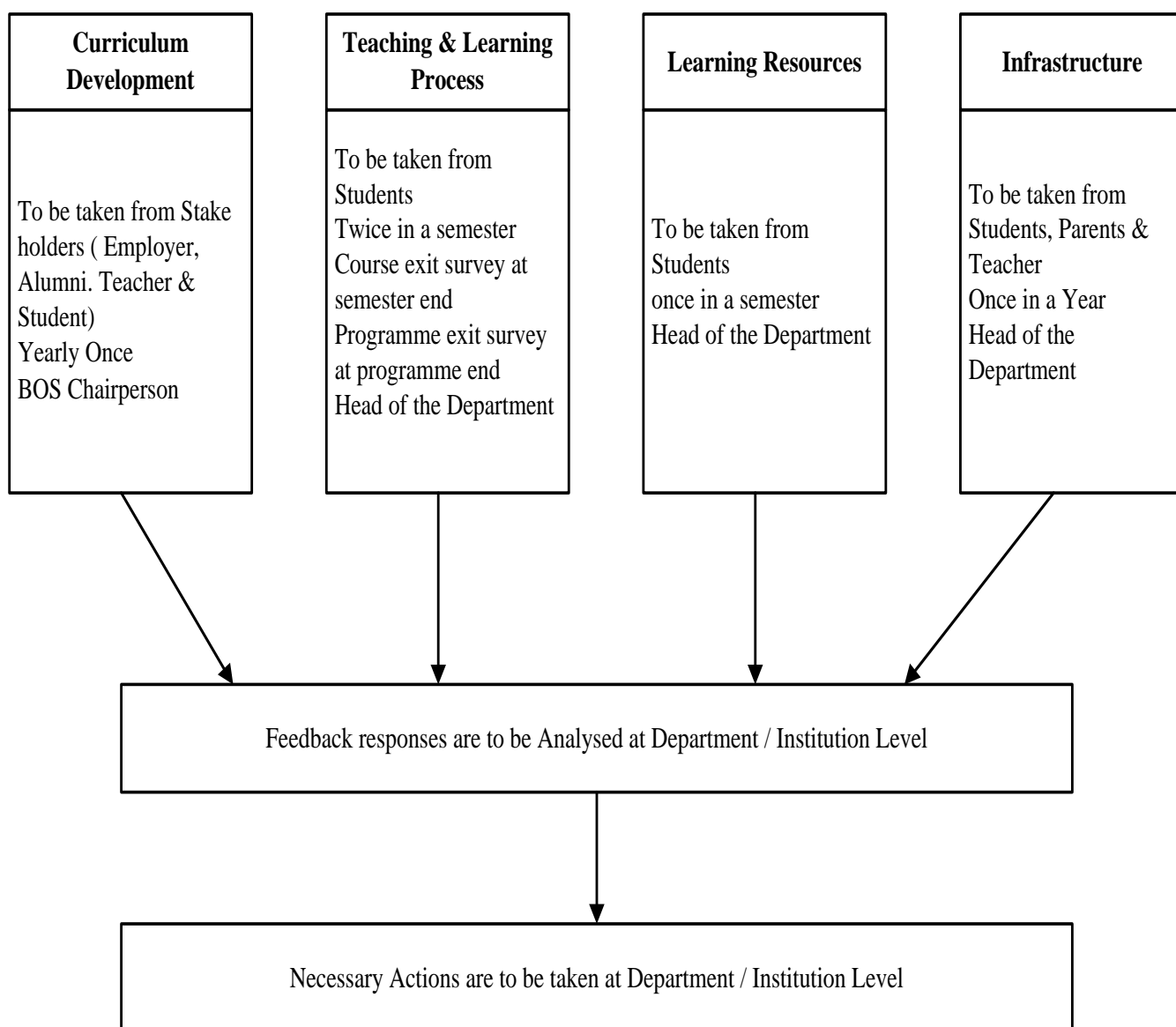
2.2. Feedback on Teaching and Learning Process

Feedback from students is to be obtained by the Head of department twice in a semester per course. The Phase-I feedback is to be collected within four weeks of the commencement of the class work. The Phase-II feedback is to be collected at the end of the second instruction cycle. The feedback forms are to be circulated to students inviting responses on the following parameters such as quality of teaching, student interaction, clearance of doubts, communication, evaluation, subject knowledge, regularity, etc., for the improvement of the teaching and learning. The collected feedback is to be analyzed and necessary measures are to be initiated.

Apart from the feedback on teaching learning process, course exit survey and programme exit survey are to be conducted at the end of the course and programme respectively. Course exit / programme exit survey are to be taken to assess the attainment of course outcomes/ programme outcomes. After analysis, gaps are to be identified, if any.

2.3. Feedback on infrastructure & learning resources

Feedback on infrastructure & learning resources are to be collected from students once in a semester.

Curriculum Development	Teaching & Learning Process	Learning Resources	Infrastructure
To be taken from Stake holders (Employer, Alumni. Teacher & Student) Yearly Once BOS Chairperson	To be taken from Students Twice in a semester Course exit survey at semester end Programme exit survey at programme end Head of the Department	To be taken from Students once in a semester Head of the Department	To be taken from Students, Parents & Teacher Once in a Year Head of the Department

Feedback responses are to be Analysed at Department / Institution Level

Necessary Actions are to be taken at Department / Institution Level

22. Disabled Friendly Environment Policy

Introduction:

The Persons with Disabilities Act 1995 indicates that differently-abled persons should have access to education at all levels. In the higher education sector, the University Grants Commission (UGC) is supporting universities in the country to involve in special education activities to empower differently-abled persons.

Objective:

- To provide an inclusive environment to prevent discrimination and abuse of disabled students and staff in the Institute.
- To ensure active participation of differently abled and to provide equal opportunities for their development.

Scope of the Policy:

This policy includes:

- Creating disabled-friendly environment in the campus.
- Recognizing that the people with disabilities are equally valuable human resource in the institution to create an environment that provides equal opportunities.
- Protecting of their rights and full participation in the academic activities.

Implementation:

The main focus of this policy is:

- To ensure that the buildings are provided with ramps/lifts for easy access.
- To ensure that the disabled friendly washrooms are provided.
- To provide human assistance, if required.
- To ensure that the software tools are provided with accessibility features.
- To provide signage including tactile path, lights, display boards, signpost and assistive technology.

To provide inquiry and information provision, scribe facility.

23. Green Environment Policy

Introduction:

A Green Environment Policy is the commitment to sustainability and environment management that the institute is prepared to make formal practices for stakeholders in managing environmental issues. A Green Policy defines the Institute's approach, to improve the environment and provides a framework for the developing green practices.

A Green Environment ensures health and hygiene to everybody. It is mandatory to create a Green Environment in an Educational Institution, to accommodate varied practices of teaching and learning and ensure its productive outcomes. This would involve eco-friendly practices to promote sustainable environment with greeneries in the campus.

The Government of India started green environment initiatives through Swachh Bharath mission to accelerate the efforts to achieve universal sanitation coverage and to put the focus on sanitation on 2nd October 2014.

The second phase of the mission aims to sustain the open defecation free status and improve the management of solid and liquid waste and also working to improve the lives of sanitation workers. The mission is aimed at progressing towards target 6.2 of the Sustainable Development Goals Number 6 established by the United Nations in 2015.

The institute, in compliance with the vision of Government of India, framed the green environment policy.

Scope of the Policy:

Energy and Environment Policies in Aditya Engineering College develop co-curricular and extracurricular practices that encourage students to take the lead in creating positive change. These initiatives call for a thorough review of all infrastructure and administrative functions from the stand point of energy efficiency, sustainability and the environment.

The focus areas of this policy are:
- Clean Campus Initiatives
- Landscaping Initiatives
- Clean Air Initiatives
- Infrastructure
  - Solar Power Plant
  - Installation of Energy Efficiency Equipment
  - Water Conservation through Rainwater Harvesting System
- Waste Management processes
  - Solid Waste Management
  - Liquid Waste Management
  - E-Waste Management
- Environment awareness Initiatives
- Green Audit
- Energy Audit
- Plastic-Free Campus

Objective of the Policy:
- To safeguard and conserve ecological systems and resources within the campus.
- To integrate environmental concerns into policies, plans and programs for social development.
- To work with all stakeholders and local community to create awareness and best practices for the protection of environment.
- To improve our contribution to climate change protection.
- To continuously improve the efficient use of all resources, including energy and water, and to reduce consumption and the amount of waste produced by recovering and recycling waste wherever possible.
- To ban single use plastic inside the campus.
- To conduct environment and energy audits time to time.
- To minimize the use of paper by adopting policy for E-governance.

Implementation:

Clean Campus Initiatives

The institute has pledged to actively implement cleanliness activities in accordance with the guidelines of Swachh Bharat Abhiyan. The institute
- Sensitizes all stakeholders towards up-keeping the cleanliness.
- Encourages students and staff to take part in clean and green program.

Landscaping Initiatives

The campus landscape, its buildings, can be seen as the physical embodiment of institutions values. It is a vital part of the life of a campus, providing space for study, play, outdoor events, relaxation and aesthetic appreciation. Around 500 trees are spread across the campus to provide clean &cool air. The institute encourages
- Gardening of landscapes regularly to provide visual ambience.
- Effective utilization of water by adopting irrigation techniques such as sprinkler systems, drip irrigation and creation of recharge pits for proper runoff of water.

Clean Air Initiatives

The abundant landscape developed in the institute cleans the air naturally. Further, to maintain better air quality index the institute emphasizes:
- Students and staff to use public transportation.
- Restricted entry of automobiles inside the institute.
- Use of Battery powered vehicles to commute inside the institute.
- Prohibition of smoking and use of other tobacco products in the institute in compliance with the framework provided by the National Tobacco Control Programme (NTCP) 2007-2008.

Infrastructural Initiatives

The institute continuously places its effort to conserve energy resources and endeavours for alternative sources of energy. The institute believes in:
- Reducing the consumption of electricity produced by non-renewable resources by switching to clean energy sources like solar energy.
- Installation of eco-friendly electrical appliances that save energy.
- Usage of power efficient equipment.

- Replenishment of the groundwater level by practicing rainwater harvesting.

Waste Management Processes

Institute strives to have a minimal impact on the environment and is dedicated to reduce and manage the waste generated at various sources. The following specific procedures are to be undertaken to ensure protection of the environment.

- Collection of solid waste from the colored dust bins placed in the institute including departments, administrative-office, canteens, hostels, and guest house by the institute's housekeeping team regularly.
- Segregation of whole waste and the biodegradable waste for vermicomposting.
- Disposal of paper waste from departments, libraries, administrative offices and hostels to external vendors.
- Watering the gardens and lawns in the institute by the recycled liquid waste.
- Channeling runoff water to recharge pits.
- Disposal of e-waste from electronic equipment to external vendor.

Quality Audits:

- The institute aims to regularly undertake audits to assess consumption and conservation of resources for long-term sustainability by conducting energy, green and environment audits every year.

24. IT Policy

Objectives:

- To establish, expand, and ensure appropriate use of Information technology infrastructure on the campus.

Scope:

The institute has created a policy which covers:

- Procurement and augmentation of required IT infrastructure as per the need.
- Utilization of computer facilities including hardware, software, information resources, intranet and internet access facilities.
- Strategies and responsibilities for protecting the availability, confidentiality, and integrity of information.

Implementation:

As per the policy, the following facilities are to be created:
- Computer lab facility
- Network Devices wired/wireless
- Internet Access
- Official Websites and Web Applications
- Official Email services
- Data storage and access
- Server computing facility
- Printers/Scanners/Photocopier machines

The IT policy is applicable to the following stakeholders:
- The institute centrally
- The individual departments
- Information services provided by the institute
- Individuals of the organization
- Authorized resident or non-resident visitors on their own hardware connected to the institute's network

The institute should augment new IT infrastructure resources. Internet bandwidth, Firewall and software needs to be upgraded as and when required.

All staff members, students, visitors and others who are granted permission to use the Institute's IT infrastructure, should comply with the guidelines. Violation of IT policy laid down by the institute by any stake holder will attract disciplinary action.

25. E-Governance Policy

Introduction:

Aditya Engineering College has designed E-Governance Policy, with the primary objective of implementing E-governance in various interactions and services of the institution. This policy will help in achieving efficiency in all the various operations of the instructions in an integrated manner to enable transparency, clarity in different functionalities of the instructions about Administration, Finance accounting, Admissions, Teaching & Learning (Academic), Examinations, and Library, etc.

To have integrated user-friendly Enterprise Resource Planning (ERP) solutions to automate various modules of Institutional functioning, adequate training to all the staff for effective use is also planned. By the direction of the Institution Governing Body, suitable ERP has to be deployed and put into the appropriate use. The required training has to be provided for the staff members of the institution to get the optimal benefits from the software and connect with stakeholders.

The website is put to full use as a vital information source to all the stakeholders and all-important communications/circulars notices are made available on web site to ensure reaching of information to the needy any time anywhere. The access has been given to various stakeholders to maximize the use to stay connected with parents, students, and staff to intimate absentees, academic performance, holidays, and other required information.

Objectives:

1. Implementation of E-governance in various functioning of the Institution
2. Achieving efficiency in the functioning
3. Promoting transparency and accountability
4. Achieving paperless administration of the Institution
5. Facilitating online internal and external communication between various entities of the Institution
6. Providing easy access to information

Implementation:

The policy is broadly divided into the following modules.

1. **Administration**: To provide a hassle-free convenient maximum of the administration of the Institution should be handled with technology. Facilities should be provided for online leave management of employees, management of the departments, etc. Parents & Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode through the Academic module. Apart from issuing the certificates to the students, there are other provisions like maintaining the attendance, time tables, feedback report, etc.

2. **Finance & Accounts**: For ease of maintaining accounts, the Institution has to use ERP Software to monitor financial activities. Appropriate security measures should be taken for maintaining confidentiality of the transactions. This module should include the

facilities like tuition fee, hostel fee, transport fee etc., For this, payment gateways to be explored and ensured to be integrated in ERP. It should be updated in future also with all payment gateways introduced, if any.

3. **Student Admission & Support**: The University shall process all the counselling and admissions in online mode. This module will cover admissions to all the programmes offered by the Institution. To extend the student support the Institution needs to maintain additional information like - Student personal information, Parent / Guardian details, Academic record, Counselling information

4. **Examination**: All online open houses shall be automation manner. Filling of examination forms, re-evaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, examination fee & issue of certificate etc. everything has to be done in online manner. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done utmost care and caution. Examination controller needs to supervise the entire process of examination under the guidance of the University and it must be updated time to time based on technology update.

5. **Library**: We have the privilege of having one of the best libraries in the country. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Similarly newer e-learning resources journals, databases etc. should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the teachers and students also need to take into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided. This is should be integrated with ERP.

26. Maintenance of Academic and Physical Facilities Policy

Objective:

- To maintain Academic and Physical facilities

Scope:

The institute has implemented a policy to maintain academic and physical facilities that covers buildings, laboratory equipment, lifts, fire extinguishers, generator, UPS, air conditioners, water coolers, photocopy machines, computer systems and surveillance systems.

Implementation:

As per the policy, the following procedure is to be adopted for maintenance:

- Building supervisors should take care of maintenance related to buildings, classrooms and water plant
- Lab technicians should maintain the lab equipment
- Chief librarian should take care of library maintenance
- Network administrator should maintain computer systems, software licenses and LAN
- Horticulturalist should take care of gardening
- Transport officer should take care of maintenance of transport facilities
- Physical Education Director should ensure maintenance of sports facilities

Standard operating procedure:

- Buildings, classrooms and wash rooms are to be cleaned on a daily basis.
- Maintenance of facilities like lift, fire extinguishers, generator, UPS, air-conditioners, water coolers, photocopy machines, transport facilities and surveillance systems is to be done as per their scheduled maintenance time lines.
- Maintenance of lab equipment, computer systems is to be done during the semester gap.

Interim maintenance for all academic and physical facilities is to be performed as and when required.

27. Resource Mobilization Policy

Introduction:

The Resource mobilization policy focuses on achieving the goals of the institution ensuring accountability and transparency. It is very important to create resources and utilise them properly to achieve the vision and mission of the institute. Resource mobilization includes the mobilization of financial, physical and human resources. The institute focuses on mobilizing the appropriate resources for the holistic development of the institute.

Objective

The basic objective of the policy is:

- To facilitate developing a robust financial system.
- To review the institute's funding pattern, provide guidelines and strategies for mobilising resources to support its strategic plan and fulfil its vision and mission.
- To evaluate the resources available for program priorities, quality research, infrastructural up-gradation and efficient budget allocation.

Implementation

The strategy for Resource Mobilization and Optimum Utilization of Resources includes the following:

- Mobilization of Financial Resources
- Mobilization of Physical Resources
- Mobilization of Human Resources
- Optimum Utilization of Resources

Mobilization of Financial Resources

In the process of mobilization of financial resources, the activities that require financial support in the short term and the long term are to be identified. Funds should be mobilized without compromising the academic interests of the institute. The finance committee of the institute oversees the mobilization of Financial Resources.

The Institution has a well-planned and transparent financial management system. The main source of income for the institute is:

- Fees collected from the students.
- Funds from noted philanthropists, and alumni.
- Funds received through sponsored projects from DST, FIST, DRDO, AICTE, and UGC, Industry sponsored projects by the faculty and consultancy activities.

Mobilization of Physical Resources

Mobilization of physical resources is done through:

- Preparing the annual budget of the institute to meet the needs of infrastructure and other operating needs
- Exploring the avenues for additional revenue and utilization for infrastructure and other development needs of the institute.
- Utilising the available physical resources optimally.

Mobilization of Human Resources

Mobilization of Human resources is done through:

- Implementing academic, co-curricular and extracurricular activities for the holistic development of students.
- Encouraging all staff members to attain their personal and professional goals.
- Adopting the norms of AICTE, UGC, Affiliating university and decisions of the Governing body with respect to human resources

Optimum Utilization of Resources

Optimum utilization of resources is done through:

- Promoting research, development and consultancy activities involving the faculty at various levels.
- Incentivising the faculty for their contribution to research, development and consultancy activities.
- Providing financial assistance to faculty for attending National or International Conferences in India or abroad.
- Ensuring effective utilization of infrastructure by appointing adequate and well-qualified lab technicians and system administrators.
- Offering infrastructure of the Institute for the conduct of Government examinations/other competitive examinations and consultancy activities.

Internal and External Audits:

Internal and External auditing is done to ensure transparency and accountability.

ANNEXURE - I
Qualifications for Teaching Positions

Qualifications and experience for teaching positions:

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	B.E./B. Tech. &M.E./M..Tech. in relevant discipline with 1st class or equivalent	Teaching experience is desirable
	Associate Professor	Qualifications as above for the post of Assistant Professor as applicable and Ph. D. or equivalent in appropriate discipline. Post Ph. D. publications and guiding Ph. D. students is highly desirable.	Minimum of 8 years experience in teaching/ research /industry and should have obtained Ph. D. degree.
	Professor	Qualifications as above for the post of Associate Professor as applicable and post Ph. D. publications and guidance to scholars is highly desirable.	Minimum of 13 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience, good academic record and books/ research paper publications/IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications / IPR/ patents,etc.

Programme	Cadre	Qualification	Experience
Science & Humanities	Assistant Professor	Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers	Teaching experience is desirable
	Associate Professor	Qualification as above that is for the post of Asst. Professor as applicable and Ph. D. or equivalent, in appropriate discipline. Post Ph. D. Publications and guidance to scholars is highly desirable.	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post Ph. D. experience is desirable.
	Professor	Qualification as above that is for the post of Associate Professor, as applicable and Ph. D. or equivalent, in appropriate discipline Post Ph. D. publications and guidance to scholars is highly desirable	Minimum of 10 years teaching/ research/Industrial experience of which at least 5 years should be at the level of Associate Professor **(or)** Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising, designing, Planning, executing, analyzing, quality control innovating, training, technical books/research Paper publications/IPR/patents etc. as deemed to fit by the expert members of selection committee.

ANNEXURE – II
FACULTY PERFORMANCE APPRAISAL SYSTEM

Faculty members of Higher Educational Institutions today have to perform a variety of tasks pertaining to diverse roles. In addition to instruction, Faculty members need to innovate and conduct research for their self-renewal, keep abreast with changes in technology, and develop expertise for effective implementation of curricula. They are also expected to provide services to the industry and community for understanding and contributing to the solution of real life problems in industry. Another role relates to the shouldering of administrative responsibilities and co-operation with other Faculty, Heads-of-Departments and the Head of Institute. An effective performance appraisal system for Faculty is vital for optimizing the contribution of individual Faculty to institutional performance. The assessment is based on:

- A well-defined system for faculty appraisal for all the assessment years

- Its implementation and effectiveness

To maximize the faculty member's contribution to institutional achievement, a faculty performance appraisal system must be more effective. In today's higher education institutions, the faculty members must carry out several duties to sustain themselves in the teaching career. In addition to teaching, faculty members must innovate and perform research to maintain their own skills, keep up with technological advancements, and build experience in curriculum implementation. In some cases, they are also expected to interact with the industry and community to identify the Industry Institute gaps and come up with solutions to reduce the gaps. Apart from the teaching and research activities, the faculty also are expected to take up any of the administrative responsibilities and maintain cooperation with other Faculty, Heads-of-Departments and the Head of Institute. In order to ensure that the faculty are performing their duties well, an effective Faculty Performance Appraisal System is being used in the college.

Process of implementation:
The college has a comprehensive faculty performance appraisal and development system in place. The implementation of Faculty Performance Appraisal System is mainly consists of three steps:

STEP 1: Collection of Faculty Self Appraisal from faculty

STEP 2: Preparation of Faculty Annual Performance Appraisal Report

STEP 3: Review of Annual Performance Report by expert committee

At the end of every academic year, the self-appraisal form is collected from the faculty with all the necessary enclosures. The annual performance of faculty is evaluated by HoD and then forwarded to Principal. After Principal remarks, the management constituted expert committee reviews the performance of the faculty and provides feedback for further corrections/improvements.

Key points for faculty appraisal are:
- Average Pass Percentage of the subjects taught by faculty
- Average Pass Percentage of the students proctored by faculty
- Average Percentage of Students feedback
- Papers published in Journals and Papers presented in Conferences
- Chapters and Books authored by faculty
- Workshops/FDPs/STTPs attended by faculty.
- Additional responsibilities handled by faculty.
- Assessment of attitude and Interpersonal skills

Step 1: Collection of Faculty Self Appraisal

A well-defined system exists for the faculty to self-assess their performance using the Faculty Self-appraisal form for the completed academic year. A format is provided to the faculty in this regard to fill in the details relating to academics and research. The Departmental Assessment Committee evaluates the performance of the subject teacher with respect to results of students in the concerned subjects. The average pass percentage of the students proctored by the faculty is also considered. The feedback on faculty by the students is obtained through discussion with student representatives and through prescribed format. This feedback received in the format given is used for the faculty appraisal.

The research contributions of faculty are considered with respect to the number of papers published in SCI/Scopus/WoS indexed Journals, number of papers presented in National/International Conferences, chapters and books authored.

The additional responsibilities taken by faculty in the department level/college level are also considered for the performance evaluation. The Faculty Self Appraisal form is to be submitted by all the faculty to the HoD concerned before July 15th of every year.

Step 2: Preparation of Faculty Annual Performance Appraisal Report

After collecting the Faculty Self-Appraisal Report, the HoD evaluates the parameters self-assessed by faculty and gives comments on individual parameters. The HoD also gives the score on a 3-point scale for the parameters related to attitude and interpersonal skills of faculty. The HoD is expected to complete this process within a week. After evaluation by HoD, the report is then forwarded to Principal for remarks. The Principal shall complete the process within a week or two. The report is then used by the expert committee constituted by management to give further corrections/improvements.

Step 3: Review of Annual Performance Appraisal Report by Expert Committee

The Faculty Annual Performance Appraisal with HODs comments and Principal remarks are reviewed by the committee constituted by the management. The review process is usually done during the first week of August every year. The Faculty Self-Appraisal scores and the Attitude and Interpersonal skills scores of all the faculty are also reviewed and correspondingly action is taken.

The faculty who gets an appraisal score of more than 175 will be given a cash award of Rs.2000 with a certificate of appreciation and for those whose performance is not up to the mark and who gets a score of not more than 100 are counselled and advised to attend various orientation programmes for their personal and professional development, complete few MOOCs courses to improve their knowledge and involve themselves in research collaborating with the other peers of the department. The faculty who gets a lower score in Attitude & Interpersonal skills are also counselled and suggestions are given in the areas the faculty need to improve.