

2. SoPs on Functional Units

2.1 Library Facility

1. Purpose

To provide access to an extensive range of knowledge resources like books, e-books, journals, e-journals, and newspapers.

2. Scope

To lay down procedures for the procurement of the resources needed for the library, their circulation, accounting and disposal.

3. Responsibilities

Library Committee guide the Librarian to

- Formulate general library policies and regulations which govern the functions of the library.
- Prepare budget and proposals for the development of the library.
- Review the library readership department wise.
- Submit the annual report on the functioning of the library.

4. Procedure

- Every academic year the library committee meets to discuss the procurement of various library resources, annual budget, and review the library activities. The librarian sends a circular to all the Heads of the departments to raise their requisitions for library resources based on the curriculum. The library committee will finalize all the requisitions raised and budget is estimated by inviting quotations from various vendors. Upon the approval of the purchase committee, the budget is sanctioned, books are procured and entry is done in the accession register. After the stock entry, the books are arranged as per the classification and then circulated through circulation desks.
- At the end of every academic year the librarian conducts auditing of the various library resources and a report is submitted to the Head of the institution.
- All the newspapers and magazines are archived for a period of six months and after that sent for disposal. All technical, research journals are archived permanently.
- All activities related to circulation, accounting and disposal of books and journals is the sole responsibility of chief librarian and library assistants.
- Review of the department wise readership is done by the librarian periodically.
- All activities of the library during the academic year are consolidated into annual report by the librarian and is submitted to the Head of the institution.

5. Reference

Aditya Engineering College - Policy Handbook.



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2.3 Hostel Facility

1. Purpose

To provide the hostel facility to students and staff.

2. Scope

This SoP provides guidelines for enrolment, allotment and monitoring of hostel facilities to students and staff.

3. Responsibilities

The chief warden is responsible for all activities related to the hostel facility.

4. Procedure

Every academic year the chief warden opens enrolment to the hostel for students and staff on a first come and first serve basis as per the availability of rooms. All residents of the hostel shall abide by the rules and regulations of the hostel as prescribed by the hostel committee.

The chief warden monitors the check-in and check-out timings of students, staff and maintains the record of the same.

The maintenance of the hostel facility is done regularly by housekeeping staff.

The welfare of the students residing in the hostel is ensured by the hostel committee.

The hostel committee also addresses issues related to hostel infrastructure and housekeeping.

The minutes of the meeting of the hostel committee are prepared and submitted to the Head of the institute.

5. Reference

Aditya Engineering College policy handbook.



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2.4 Security

1. Purpose

To provide security and surveillance inside the campus.

2. Scope

This SoP covers security and surveillance inside the campus.

3. Responsibilities

The Campus in-charge is responsible for providing security and surveillance inside the campus.

4. Procedure

The Campus in-charge identifies the strategic locations where surveillance is required. Security personnel are deployed at these strategic locations to monitor. Any kind of security issue is reported to the campus in-charge, and necessary action will be initiated. All CCTV surveillance will be continuously monitored. A record of visitors entering and leaving the campus is maintained at the main security gate. A report on security issues will be submitted to the Principal periodically.

5. Reference

Aditya engineering college policy handbook.



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2.5 Transport Department

1. Purpose

To facilitate an effective network of transportation for students, teaching and non-teaching staff, enabling them to reach the institute comfortably.

2. Scope

This SoP covers scheduling, monitoring the arrival and departure of transportation vehicles and maintenance.

3. Responsibilities

All aspects related to scheduling and monitoring the timings of vehicles, allocation of drivers and cleaners and maintenance of vehicles are taken care of by in charge of the transport department.

4. Procedure

The in charge of the transport department prepares a network topology which connects all feasible destinations to the institute. The arrival to the institute and departure from the institute schedules are designed. Drivers and cleaners are allotted to vehicles. Upon approval by the Head of the institution, the information is disseminated to all the stakeholders. Day-to-day monitoring of arrivals and departures is maintained and a report is submitted to the Chief Administrative Officer every day.

Maintenance of transport vehicles is performed as per their scheduled maintenance timelines. Interim maintenance is done whenever required. In addition, the in charge of transport department takes care of

1. Providing additional transport facilities to students/staff staying in the campus beyond working hours for placement/project/other activities.
2. Arranging transport facility for students and staff for any educational tour, sports meet competitions and extension activities.
3. Sanitizing all the Buses at regular intervals of time to maintain the best hygiene conditions.

5. Reference

Aditya Engineering College policy handbook.



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2.10 Entrepreneurship Development

1. Purpose

To encourage entrepreneurship among students by providing exposure to various entrepreneurship development activities.

2. Scope

Organise industrial visits to business enterprises within /outside State.

Exposure to national and international events in various parts of the country related to industrial developments Organise Entrepreneur Awareness Programme.

3. Responsibilities

The Dean (Student Affairs) is responsible for organising entrepreneurship awareness programmes and encourage the students to attend various entrepreneurship programmes.

4. Procedure

1. The rules and guidelines of APSCHE are followed for the admission of candidates into various UG and PG programs
2. Admission committee shall meet once in a year.
3. The committee gathers important information about student's achievements for preparation of brochures and advertisement.
4. The committee shall make necessary arrangements for smooth admission process for candidates after the seats are allotted by Common Entrance Test (CET) Conveners.
5. The committee shall provide information to candidates regarding Andhra Pradesh state government provided fees reimbursement and other schemes
6. The committee shall send the details of the admitted candidates to CET Conveners during different phases of counselling

5. Reference

Aditya Engineering College policy handbook



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2.11 Training and Placement Cell

1. Purpose

To facilitate training and placement activities for students.

2. Scope

This SoP covers all training and placement activities.

3. Responsibilities

The placement officer is responsible for providing career guidance and identifying suitable companies for providing placement to students.

4. Procedure

The placement officer in consultation with the committee for training and development, career counselling and placement, initiates career guidance and training activities to facilitate the placement of students. The list of eligible students for placement is prepared and students are extensively trained for the upcoming placement season.

Based on the company's job profile and core competencies of the students, companies are shortlisted for the conduction of placements. The committee suggests necessary steps to be followed to increase the number of selections. The training and placement cell maintains corporate engagements by organising guest lectures, corporate interactions, and summits.


The placement cell also provides regular seminars to motivate the students and continuous mock interviews to benefit the students during placement drives. The Training and Placement Cell maintains a good network with the HR managers of multinational companies to know the requirements of the industry and prepare the students accordingly.

The Training and Placement Cell supervises and manages the whole placement process. Feedback is collected from students and placement personnel (Technical & HR's). Based on the feedback received, appropriate changes in curriculum and placement training are incorporated.

5. Reference

Aditya Engineering College policy handbook.




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1.2 Student Scholarships

1. Purpose

To encourage the merit students by offering scholarships.

2. Scope

- To offer the merit scholarships to students based on the rank obtained in the qualifying entrance examination.
- To offer merit scholarships to the students based on the Cumulative Grade Point Average (CGPA).

3. Responsibilities

- The governing body of the institute frames rules and regulations for merit scholarships year to year.
- Dean (Administration) coordinates the activities such as short listing the students and issue of scholarships to the respective students.

4. Procedure

- Every academic year, in the governing body meeting, the rules and regulations for the merit scholarships are discussed and ratified.
- The merit scholarships are released to the students based on the eligibility criteria laid.

5. References

Aditya Engineering College - Policy Handbook.



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3.6 Examination Section

1. **Purpose**

To oversee the procedures related to Examinations and Evaluation.

2. **Scope**

- To lay down the procedures for procurement, utilization and maintenance of resources required for the examination system.
- To frame examination and evaluation procedures.
- To authenticate the genuineness of the certificate.

3. **Responsibilities**

Controller of Examinations (CE) in consultation with Principal

- Prepares budget and proposals for the examination section.
- Formulates general examination policies and regulations that govern the functions of the examination section.
- Submits the annual report on the functioning of the examination section.

4. **Procedure**

Budget:

Every academic year the examination committee meets to discuss the procurement of various resources, annual budget, and review the examination activities. The examination committee will finalize the budget required for the various examination activities and infrastructure augmentation. Upon the approval of the purchase committee, the budget is sanctioned.

Conduct of Sessional Examinations and Evaluation:

The examination committee frame the necessary rules and regulations for the conduct of examinations and evaluation. For Sessional examinations, Course Coordinators of each department, in coordination with faculty handling the same course, prepare 2 sets of Question Paper along with scheme of valuation and submits them to HOD for approval four days before the commencement of the respective examination. HOD selects a single question paper for the exam and sends it to department examination in-charge for printing. The printed question papers are sealed and preserved with the department examination in charge until the day of the examination. After the completion of each exam, Evaluation is done by faculty who handled the respective course.

Conduct of End-Semester Examinations and Evaluation:

Examinations are conducted and evaluation is done as per the rules and regulations prescribed by the Examination committee. The examination notification is released two weeks before the last day of the second instruction cycle. Examination schedules are released as per the Academic calendar. For End semester examinations, CE invites the question papers from the paper setters well in advance and preserve securely until the time of examination. After the completion of each exam, Evaluation is done by external faculty appointed for this purpose.

Declaration of Results:

Results are declared upon the approval of the Results committee. Any grievances related to the evaluation are addressed. Grade sheets are issued to the students after declaration of the revaluation results. Provisional Certificate (PC) and Consolidated Grade Sheet (CGS) are

issued to all eligible students. The eligible students list and the results are submitted to JNTUK for issue of Original Degree (OD).

Annual Report:

The examination Annual report is prepared and submitted to the controller of examinations. The CE extends his support to third party queries regarding the genuineness of the certificate issued by the institute. CE ensures the confidentiality and security of information related to various aspects of examination and evaluation.

5 Reference:

Aditya Engineering College – Policy handbook



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