



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC

Recognized by UGC under section 2(f) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

6.2.2 The functioning of the Institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc

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Institution Policy Manual

POLICY MANUAL

January 2021

www.acoe.edu.in

Email: office@acoe.edu.in



ADITYA COLLEGE OF ENGINEERING

(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

Phone No.: 0884-2326212, Fax: 0884-2326203

FOREWORD

Dear Colleague,

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

We urge you to read these policies and get familiar with the letter and spirit of those policies.

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

We are delighted to take this opportunity to wish you a very fulfilling association with ACOE.

With Regards,

Dr A. Ramesh
Principal

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ADITYA COLLEGE OF ENGINEERING

Aditya College of Engineering (ACOE) was founded as the premier promoter of quality education in coastal districts of Andhra Pradesh in 2008 under Sarojini Educational Society. 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 11.27 acres with thick greenery at Surampalem, Gandepalli Mandal, Kakinada District, Andhra Pradesh. The College is 15 KM away from Samalkot Railway Station on Howrah-Chennai Railway line in South Central Railway and 35 Km away from Kakinada and Rajahmundry on ADB Road.

The College has three academic Buildings with a total carpet area of 44,524 Sq. Mts. apart from that there are two boys' hostels and one girl's hostel buildings. The particulars of academic buildings and the departments / offices accommodated are as follows:

S. No.	Building Name	Department/Office
1	Srinivasa Ramanujan Bhavan	Administrative Office, Examination Cell, Accounts, Admission Office, ECE, CSE, H&BS, Management Sciences
2	Newton Bhavan	Electrical and Electronics Engineering, Petroleum Technology
3	James Watt Bhavan	Civil & Mechanical

The college proudly offers UG and PG programmes in engineering and MBA with 15 years of rich standing experience in the educational era. Besides, the college has added many feathers in its cap which include recognitions and ranks from various agencies of India. These distinct recognitions speak volumes of the institute's objective to promote engineering excellence. Recognitions and ranks of ACOE are furnished below:

Agency/Magazine	Rank of Aditya College of Engineering
ARIIA (Atal Ranking of Institutions on Innovation Achievement)-2021	Recognized in the Band "PERFORMER" under the category colleges/Institutes (Private & Technical)
THE WEEK	85 in South India; 145 All India rank
Careers 360	AAA grade
Silicon India	29 (Among Top 100 Engineering Colleges in India)
Data Quest - CMR	85 (Among Top 100 Engineering Colleges in India)
Times Engineering	145 (Among Top 175 Engineering Colleges in India)
The Academic Insights	44 (Among Top 50 Engineering Colleges in India)

ACOE is approved by AICTE, recognized by the Government of Andhra Pradesh, 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. Aditya College of Engineering will do its best to offer an innovative environment where in learner's dreams for higher knowledge, dreams for scientific inquiry, dreams for technology creation, dreams for co-curricular activities, and dreams to change the world will be realized.

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VISION, MISSION AND QUALITY POLICY

Vision :

To induce higher planes of learning by imparting technical education with

- International standards
- Applied research
- Creative Ability
- Value based instruction and to emerge as a premiere institute.

Mission :

Achieving academic excellence by providing globally acceptable technical education by forecasting technology through

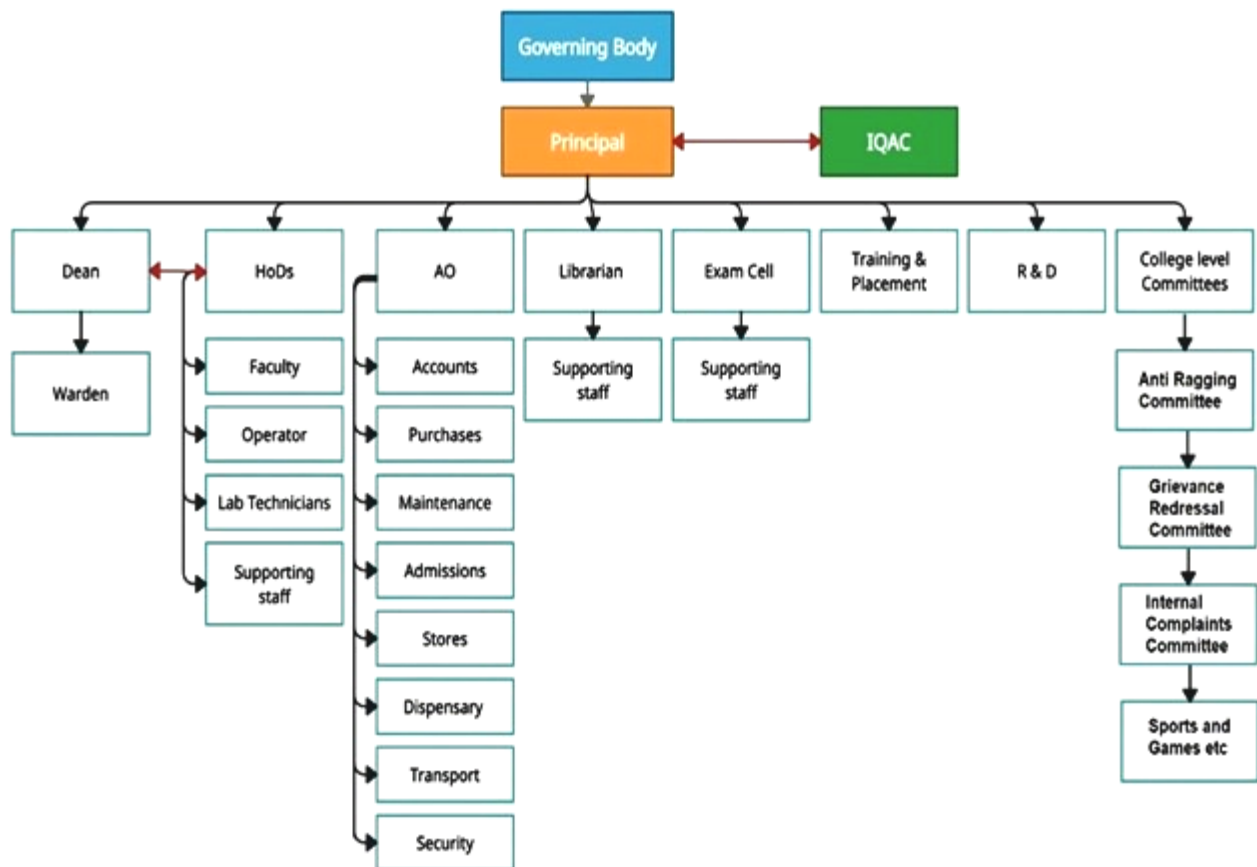
- Innovative Research And development
- Industry Institute Interaction
- Empowered Manpower

Quality Policy:

Aditya is committed to create and sustain and improve the learning process through Total Quality Management and make itself a seat for scientific and Technological learning with continual improve and team work as its strength for achieving the set objectives.

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ORGANOGRAM



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GOVERNING BODY

The Governing body is constituted as per the guidelines prescribed by AICTE / State Government / UGC. The Governing Body meets once in six months and interacts with industry experts, faculty, students and corporate to understand the improvement areas and raise the level of knowledge delivery at Aditya College of Engineering 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. Satish Reddy	Chairman
2	Dr N. Sesha Reddy	Member
3	Sri N. K. Deepak Reddy	Member
4	Dr N. Suguna Reddy	Member
5	Smt. N. Sruthi	Member
6	Dr Pullela S.V.V.S. Ravi Kumar Professor	Faculty Member
7	Sri K. Manoj Kumar Reddy Associate Professor	Faculty Member
8	Dr M. Srinivasa Reddy	Educationist
9	Smt Pilli Sumalatha Asst. Manager, Poorna Textiles, Peddapuram	Industry Nominee
10	Regional Officer, SCRO, AICTE, Hyderabad	Ex-Officio Member
11	Principal, Govt. Modal Residential Polytechnic, Rajamahendravaram	State Government Nominee & Ex-Officio Member
12	Dr K. Ramu Professor of CE, JNTUK, Kakinada	University Nominee
13	Dr A. Ramesh Professor of EEE & Principal, ACOE	Member Secretary

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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 / AICTE. Selection may be done by the direct recruitment or promotion of existing staff to fill various positions. Aditya College of Engineering implements various grades and designations to all its working personnel as stated below:

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

Technical Supporting Staff	
Grade	Designations
TS1	Electrical Engineer, Civil Engineer, System Administrator
TS2	Programmers, Lab assistants, Library assistant, Hardware Technician

Non-Teaching Staff	
Grade	Designations
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

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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-suited candidates for all the given positions and as applicable and as per the AICTE norms.

Policy and Procedure: The recruitment policy is designed to ensure qualified candidates are to be 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. Profiles 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 of profiles 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. The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker sections of the society.

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](#)').

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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.

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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 include probationers and contractual employees are not covered under this policy. 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, for 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-condition 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:

- Room and board as provided by the Hospital / Nursing home
- Nursing care
- Surgeon, Anesthetists, Medical practitioner, Consultants' and Specialists' fee
- Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances
- Medicines and Drugs, Diagnostic materials and X-Ray, Dialysis, Chemotherapy
- 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):

- Cost of Spectacles, Contact lenses, Hearing aid/instrument, etc.
- Dental treatment or surgery, unless requires hospitalization in case of an accident
- General Medical Check-up (without any illness)
- General debility, rest cure, congenital external deformity / defects or anomalies
- Sterility
- Intentional self-injury, use of intoxicating drugs / alcohol, VD, AIDS, etc.
- 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 College of Engineering Mediclaim Group Insurance Policy. In all disputes, the decision of the Management/GB shall be final.

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

- Temporary Total Disablement
- Permanent Partial Disablement
- Permanent Total Disablement
- Death Benefits
- 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.

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POLICY ON HEALTH CARE

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

Policy and Procedure: ACOE 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.

- 15% off on Health checks at any Apollo Hospitals
- 15% off on Out-Patient investigations at any Apollo Hospitals
- 15% off on room rent and investigations for in-patient billing at any Apollo Hospitals.
- 10% off on pharmacy purchases at any Apollo pharmacy.
- 50% off on diagnostic X-rays and 15% off on any procedure at Apollo WHITE Dental.
- 15% off on all diagnostics & health checks at all Apollo Clinics.
- 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:

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

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ESI AND PROVIDENT FUND

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 ACOE and is entitled to PF subscription @12% for a minimum 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 ACOE 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.

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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 ACOE 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 through the convener quota will be entitled for the concession.

- 50% in Tuition fee
- 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 separation of an employee, the fee concession will be stopped with immediate effect. However, the Financial Assistance already extended shall be waived, provided the separation is not on disciplinary grounds.

The Institute reserves the right to provide the facility of fee concession including withdrawal of the facility to the employee and/or other disciplinary measures.

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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 ACOE such as administration, accounts, training and placement and other shared services, depending on work exigency and special approval of Principal/Director. 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	2500
Head of the department	5000
Training & Placement Officer	3000
Dean	10000
Principal	15000

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INCENTIVE POLICY FOR RESEARCH & PUBLICATIONS

Objective: To promote research activities and research culture in the institute and thus to improve the profile of the institute.

Policy and Procedure: Incentive policy was revised and implemented from October 2020. The following are some of the highlights of the policy and the incentives for research activity are given.

- Publication of papers with high impact factor will get more incentive based on the range of Impact Factor (IF) values.
- Incentives are announced for getting Seminar Grant/Funded Projects/Research Grants.
- Incentives will also be given for citing papers published by faculty members of ACOE.
- Honorarium will be given to the faculty members after the International Conference paper appears online and indexed in Scopus database.
- Faculty members who exhibit outstanding performance in research and consultancy will be given an opportunity to present in International Conferences abroad.

PUBLICATIONS		
International Journal with IF >5	or H-Index > 25	Rs.25'000/- *
International Journal 2< IF < 5	or H-Index 15 <HI < 25	Rs. 20,000/- *
International Journal 0.5< IF<2.0	or H-Index 10 <HI < 15	Rs. 15,000/- *
International Journal IF<0.5	or H-Index < 10	Rs. 10,000/- *
* Impact Factor should be given by Thomson and Reuter/Clarivate and 20% amount will be for citing three papers published by faculty of ACOE or self citations. H-Index of Conference Proceedings will not be considered. H-Index of IF Journals only will be considered.		
International Journal (Scopus Indexed)		Rs. 10,000/-
International Journal (WOS Indexed but not in Scopus)		Rs. 5,000/-
UGC Indexed Journal (for English and Management Studies only)		Rs. 2,000/-
International Conference Registration(Scopus Indexed)		Rs. 10,000/-*
* or Registration fee and actual expenditure whichever is lower		
Incentive after the Conference paper is published		Rs. 10,000/- *
* in Scopus Indexed Proceedings		
National Conference		Rs. 10,000/- *
*or Registration fee and actual expenditure whichever is lower		
*Organized by NIT / IIT/ Central or State University / Deemed University / Research Laboratories / Reputed Institutes with Autonomous Status with NAAC / NBA Accreditations.		
Publishing Text Book		
International Edition		Rs. 20,000/-
Indian Edition		Rs. 10,000/-
Publishing Book Chapters- Pro rata basis depending on number of Chapters.		
Publishing an article in a Magazine		Rs. 2,000/-

PATENTS	
National Patent Publication	Rs. 10000/-*
National Patent awarded	Rs. 10000/-*
US Patent	Rs. 30000/-*
*Filing charges will be paid by the college and incentives will be given only if the applicant is ACOE	
FUNDED PROJECTS/RESEARCH GRANTS	
Award of Grant for Conference/Workshop/Seminar	5% of sanctioned amount*
Funded research project where equipment is not involved	10% of sanctioned amount*
Funded research project where equipment is involved	15% of sanctioned amount*
*Submission of application, follow-up for grant, carry out the project and submission of utilization certificate should be done by the faculty member	
AICTE scheme-MODROBS (Amount > 5 Lakhs)	Rs 25000/-
AICTE scheme-MODROBS (Amount < 5 Lakhs)	Rs 20000/-

RESEARCH TARGETS FOR INDIVIDUALS	
Faculty who achieve 10/10 points in research Targets	Rs. 1,00,000/- *
*Reimbursement of Registration fee, actual expenses for making paper presentation in the International Conference abroad to a maximum of Rs. 1, 00, 000/- against submission of bills. Airfare by economy class and accommodation in semi luxury hotels.	
RESEARCH TARGETS FOR THE DEPARTMENT	
Department which gets a minimum of 8/10 Points by min 3 faculty (To purchase equipment to enhance research facilities of the Department)	Rs.10 Lakhs.

Research targets for faculty members								
Particulars	Doctorate with Exp. > 8 Y	Max Points	Doctorate with Exp. < 8 Y	Max Points	Non Doctorate with Exp. > 8 Y	Max Points	Non Doctorate with Exp. < 8 Y	Max Points
GROUP-A								
SCI Journals	One Journal = 2	10	One Journal = 3	9	One Journal= 4	8	One Journal = 4	8
Unpaid Scopus Journal	One Journal = 1	3	One Journal =1	3	One Journal= 2	4	One Journal = 2	4
Paid Scopus Journal	Not applicable	0	Not applicable	0	One Journal= 1	2	One Journal = 2	2
	Minimum = 3		Minimum = 3		Minimum = 2		Minimum = 2	
GROUP-B								
Patent	Filed =1 Awarded=3	4	Filed =1 Awarded=3	3	Filed =2 Awarded=4	4	Filed =2 Awarded=4	4
Conf./WS/FDP organized or Resourceperson for FDP/WS	One Conf./WS= 2	2	One Conf/WS= 3	3	One Conf./WS=4	4	One Conf./WS = 4	4
Int. Conf. Submitted Paper	One Conf. = 1	1	One Conf. = 1	2	One Conf. = 2	4	One Conf. = 2	4
	Max. Cutoff: 4		Max. Cutoff: 4		Max. Cutoff. 6		Max. Cutoff: 6	
GROUP-C								
Books	Nat. Edition =2 Int. Edition = 4	4	Nat. Edition =2 Int. Edition = 4	4	Nat. Edition =2 Int. Edition = 4	4	Neat. Edition =2 Int. Edition = 4	4
R&D Project (Sanctioned/ Submitted)	One R&D Sub = 1 One R&D Awa= 3	6	One R&D Sub= 1 One R&D Awa= 3	6	One R&D Sub= 1 One R&D Awa= 3	6	One R&D Sub= 1 One R&D Awa= 3	6
Consultancy	Work<1 Lakh = 1 Work >1 Lakh = 2	4	Work<1 Lakh = 1 Work >1 Lakh = 2	4	Work< 1 Lakh = 1 Work >1 Lakh = 2	4	Work < 1 Lakh = 1 Work >1 Lakh = 2	4
Workshops attended	Not Applicable	0	Not Applicable	0	One WS=0.5	1	One WS = 1	2
FDP attended	Not Applicable	0	Not Applicable	0	One FDP = 1	2	One FDP = 1	2
	Max. Cutoff: 6		Max. Cutoff: 6		Max. Cutoff: 6		Max. Cutoff: 6	
Total Points Expected (from Group A+B+C)		10		10		10		10

Guidelines for Implementation of Research Incentives strategy:

- No faculty member will be given exemption in Group A except faculty members from English and Management Studies.
- Research publications are mandatory for all cadres.
- NAAS Score of the Journal will be considered in place of Scopus for the publications made by the faculty of Department of Agricultural Engineering.
- Faculty members working administrative positions may be given 4 points exemption in Group B.
- If faculty publishes Scopus papers beyond the expected number, that can be used to substitute points in Group B and Group C.
- All Doctorates should get 3 points in Group A and Non-doctorate faculty should get 2 points in Group A.
- At least one Science Indexed Journal Paper is expected from Doctorate faculty in two years.
- All the doctorates should get minimum 5 points out of 10 and the non-doctorate faculty members should get 3 points out of 10.
- Those faculty members who get zero points may be terminated by the last week of March every year. Non-Doctorate faculty those who fail to get minimum 3/10 points and Doctorate, who fails to get minimum of 5/10 points in the annual targets, maybe given a chance of one more year to continue subject to their satisfactory performance in academics. If he/she fails to get minimum points in the subsequent year also, he/she will be terminated.
- Faculty who get 10/10 will get reimbursement of registration fee, actual expenses for making paper presentation in the International Conference abroad to a maximum of Rs.1, 00, 000/- against submission of bills. (Airfare by economy class and accommodation in semi-luxury hotels - booking will be made by the college office).
- The Department in which minimum three faculty members obtain minimum of 8/10 points will be given Rs. 10 Lakhs for the development of research facilities in the Department.
- Apart from this, financial support will be extended to attend Workshops/Seminars/STTPs/FDPs as the case may be and as applicable.
- Similarly, 50% of fee will be reimbursed for the memberships in Professional Bodies.
- Academic year would be considered as per JNTUK calendar or as notified by the Academic committee/Principal.

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LOYALTY BENEFIT POLICY

Objective: The objective of this policy is to acknowledge and recognize the commitment, dedication and loyalty of faculty members and to retain valuable employees for longer period of service by giving them the monetary benefit.

Policy and Procedure: This policy is applicable to all Engineering Faculty who have Ph. D. qualification (with B. Tech. and M. Tech.). Such faculty member may include those joining ACOE with Ph. D. qualification or those who acquire Ph. D. while already working at ACOE. A few exceptions with regard to applicability of this policy are:

- The policy shall exclude faculty who are contracted to serve the Institute for a minimum of three years on account of the QIP or similar long leave.
- However, they will become eligible for the appropriate Loyalty Benefit Policy, if any, prevailing at the end of their contract period.
- Faculty whose annual increments are on hold/delayed/deferred for the want of fulfillment of academic commitments.
- Faculty whose probation period may have been extended.
- Faculty who may have failed in the University Ratification Process.
- Faculty against whom misconduct proceedings may have been proven.

The three year period referred to in the policy shall commence from January 1 or July 1 and/or as per the academic calendar and/or as decided by the Principal/GB depending on the half-year period when the faculty joins/completed research (Ph. D.) programme with the award of the academic degree. In case of faculty who had availed long study leave under QIP or comparable programme for one year or more, the policy shall commence only after the faculty member has served the Institute for the mandated contract period.

The loyalty benefit awarded will be two-months Basic + DA drawn by the faculty at the time of their joining and the policy shall be reviewed every year.

Note: Employee can submit his/her Query/question/interpretation with the regard to this policy, if any, will be submitted to the GB and whose decision will be final.

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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 ACOE. 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 tours will be approved by the Principal, ACOE. 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:

- **Stay/Lodging expenses** : **100%**
- **Food/Boarding expenses** : **100%**
- **Travel expenses** : **100%**

Travel advance: In general, travel advance will be provided by the institute. Otherwise, employees may use credit cards for funding their travel plans. 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.

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REIMBURSEMENT OF LOCAL CONVEYANCE

Objective: The aim of this policy is to reimburse the expenses of local conveyance (not amounting to a *Tour*) 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. 11 per Km.
Two Wheelers :	@ Rs. 4 per Km.
Parking charges :	Actual charge on production of bill.

Employees using public transport/Autos will be allowed 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 through the head of the department to the Principal.

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PERSONAL LOAN POLICY

Objective: This policy enables employees to avail personal loan without interest, for the purpose of meeting certain critical personal expenses. The aim is to provide employee welfare through loan to help employees meet significant expenditure, such as marriage of a child, pursuing Ph. D. or Higher Education for self and child.

Policy and Procedure: This facility will be applicable to employees upon completion of 2 years of service in ACOE. There should be a gap of 24 months between the last installment of the loan availed and request for new loan. Loan will be sanctioned based on the approval of Principal. The upper limit for the personal loan shall be as mentioned below:

- Teaching staff and Non-teaching staff members – 2 months net salary

No interest will be charged and the loan shall be recovered over 12 installments. To avail personal loan, 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 loan will commence from the 1st of the subsequent calendar month of loan disbursement. All approvals of the loan 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 at its discretion.

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LEAVES POLICY

All the regular employees of ACOE are expected to follow the following leave policy include permissions.

Leave/Permission	No. of leaves	Procedure to apply
Casual leave	12 per annum	<ul style="list-style-type: none"> Employee should make alternate arrangement for their work before they apply for leave. Employee should apply through HoD to Principal.
Maternity leave	6 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: <ul style="list-style-type: none"> University Practical External Examiner / University Representative / Observer / University Valuation / Presenting papers in Conferences / Training programmes / FDPs / delivering seminars/lectures outside the college. Employee should apply for OD through HoD to the Principal with proof.
Permissions (One hour each)	3 per month	<ul style="list-style-type: none"> This is applicable to all employees provided routine should not affect. Can be availed either at the beginning of the day or at the end of the day. 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	<ul style="list-style-type: none"> This is applicable to all employees. COs will be added to the employee account when an employee works on holidays, extended hours. COs will be considered and granted when official work is assigned to regular employees.
Summer vacation <ul style="list-style-type: none"> Any balance/unused/accumulated vacation cannot be carried forward. Prefix/suffix holidays, week-ends will be considered part of the week under any circumstance. 	1 week	<ul style="list-style-type: none"> Applicable to faculty members served Institute with service continuously less than one year. Technical and Non Teaching staff, who completed 6 months of service. On recommendation and approval from the HoD/Principal.
	2 weeks	<ul style="list-style-type: none"> Applicable to employees served Institute with service continuously more than one year. On recommendation and approval from the HoD/Principal.
	Additional 1 week	<ul style="list-style-type: none"> Applicable to faculty members who are pursuing research programme (Ph. D.). Applicable to faculty members served Institute with service continuously less than one year. On recommendation of Dean (R & D) with a letter from Research Supervisor and approval from the HoD/Principal.

All the regular employees can avail above by applying to the Principal through the head of the department, subject to availability.

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POLICY ON RATIFICATION OF FACULTY MEMBERS

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

Policy and Procedure: This is applicable to all the teaching staff members and all the faculty members recruited by the College Selection Committee, whose names are 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. In case a faculty member fails to be ratified, his or her annual appraisal period will be extended by six months or until the next ratification interview, whichever is later. The annual increment in such cases shall be released only after ratification in the subsequent batch. In addition, such faculty member shall forego the DA which may be announced during the extended appraisal period, and will be eligible for it only at the end of the extended appraisal period. 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 services to be terminated. In effect, a faculty member shall be deemed to be on probation for one year or until ratification, whichever is later.

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

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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
 - Ph. D. Qualification
 - 5 years in the current position (from the date of joining/attaining previous promotion/ completing Ph. D.)
 - Prescribed research output
 - Acceptable teaching feedback
 - Demonstrated academic administration
- ✓ The Eligibility shall stand modified in the following cases:
 - For those whose probation may have been extended, the 5 year period will commence only after confirmation.
 - 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 Management/GB, in the following cases:
 - Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments.
 - 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 Management/GB will be final.

Further, a committee shall be constituted to verify and the eligibility and other norms furnished by the statutory bodies. The committee consist the Principal, Dean, Head of the department concerned, two subject experts from outside colleges 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 ACOE 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 eligibility criteria. Mere eligibility to promotion/appraisal does not entitle one to promotion/appraisal. The Management/GB may relax or extend the eligibility criteria in exceptional circumstances/cases, at its discretion.

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POLICY OF MENTORING/COUSSELLING/PROCTORING

Objective: The main objective of this mentoring/counselling/proctoring 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/proctoring system of ACOE 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

- Offers psychosocial support for the students
- Helping the students to develop the interpersonal skill
- Offers the students an exposure to diverse academic and professional perspectives and experiences in various fields
- Mentees get a direct access to powerful resources of the institution
- 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/counseling 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:

- Personal Information
- Previous Record
- Academic Performance
- Competitive Examinations Details, if any
- Details of Internship and Industrial Training
- Scholarships Received
- 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.

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CODE OF CONDUCT

Preamble: ACOE believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions. The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life. All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives. The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

Objective: The Institute prides itself on the high standards embodied in its working principles. The institute expects its employees to adhere to these principles in their day to day activities. The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behavior that the institute expects from its employees.

Applicability: All employees on regular rolls of the institute including employees on contract governed by this Policy. Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings. Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.

Policy Guidelines of Conduct

National Interest: ACOE is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

Use of the 'Aditya' Brand: The use of 'Aditya' name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party or joint venture shall use the **Aditya** brand for any purpose without any specific authorization.

Group Social Responsibility: Group's Social Responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of Education, Community Service, Health & Hygiene and Livelihood. The Group encourages its employees and their families to actively participate in CSR activities.

Competition: ACOE shall market its services on its own merit and shall not make unfair and misleading statements about competitors' services. Any collection of competitive information shall be made only in the normal course of business.

Quality of Services: ACOE is committed to deliver services of world class quality based on the requirement of its Customers and built to National and International standards.

Equal Opportunities: ACOE shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.

Accurate and Complete Accounting: Employees shall use Institute's funds and other property solely for the benefit of the Institute. All disbursements must be lawful and consistent with Institute's policies. No unrecorded fund, reserve, asset or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in Institute communications for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the Institute. Employees are responsible for accurate and timely record keeping for all Institute's assets, liabilities, revenues and expenses in compliance with accepted accounting rules and controls. All books, records and documents must accurately and completely describe the transactions.

Settlement of Expenses: Employees shall settle all the expenses incurred on account of travel, loans & advance etc, as per the guidelines stipulated in the Policy/Policies.

Protection of Intellectual Property: Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as "Work made for hire" and the intellectual property rights over the same shall vest with the Institute.

Collaboration within Aditya group: All the institutions in the group shall cooperate with each other by sharing knowledge, infrastructure, human and management resources and making efforts to resolve disputes amicably, albeit without adversely affecting its business interests and stakeholder value.

Confidentiality and Non-disclosure: Employees shall ensure that all information available to them during the tenure of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institute.

Any employee of ACOE and her/ his immediate families shall not derive any benefit or assist others to derive any benefit from the access to the insider information about the Group, including information which is not available publicly. Such insider information may include among other things:

- a) Merger or acquisition, divestment of businesses or business units
- b) Data or information such as profits, earnings and dividends etc.

- c) Investment decisions, assets revaluation, restructuring plans etc.
- d) Major supply and delivery agreements

Policy and Process Integrity:

Antitrust or Fair Trading- Employees shall avoid any discussions or agreements with competitors about policies, activities that would result in anticompetitive markets.

Falsification or Destruction of information- No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

Use of equipment and consumable resources: Employees shall ensure that all the equipment and resources and consumable items are used for the work of the Departments.

Use of Internet, Intranet and Electronic mail: Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material. Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols. Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused. The college monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

Protecting Institute's assets

Misuse of Resources: Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-activity related reasons or purposes including improper use of systems and timekeeping.

Theft- Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the institute.

Unethical Transaction: No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers. All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

Gifts and Entertainment: Except in connection with and specifically pursuant to programs officially authorized by the institute, no employee shall accept, directly or indirectly take any money, objects of value, or favors/discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institute. All employees must disclose authorized transactions of this nature to

the authority concerned. All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institute's books and records.

Public Representation: No employee shall, without the express consent of the GB/Management/Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.

Charitable Contributions: Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institute's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

Political Activity: No employee shall involve in any political activity directly or indirectly. No employee shall canvas for any political party or candidate at any point in time. Employees may not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute. Any employee who stands in elections for any public office may do so after informing the concerned authority to pursue his public/political career.

Regulatory Compliance: Every employee shall, in her/his conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.

Third Party Representation: Third Parties which have dealings with ACOE but are not members of the group, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent the group without written permission. A Non-disclosure agreement is to be signed with the Third parties to support the confidentiality of the information. Third Parties and their employees are expected to abide by the Code in their interaction with and on behalf of ACOE or Aditya group.

Sexual Harassment and other harassments policy: ACOE recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the institute's policy against Sexual Harassment.

Other Harassments: ACOE prohibits harassment of one employee by another employee or supervisor on any basis including but not limited to race, color, religion, marital status, national origin, physical or mental disability and/or age. The purpose of this policy is not to regulate our employees' personal morality but it is to assure that in the workplace, no employee harasses another. Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

Whistle Blower policy: ACOE provides a platform for its employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institute without fear of reprisal or victimization.

Ethical Conduct: ACOE expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. Employee is supposed to inform in case, if he deviates from the above standard (or if any case is filed against him). No employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends/ relatives for any activity dealing with ACOE, he must disclose the nature of such relationships and transactions beforehand.

Dress Code: ACOE expects its employees to follow a dress code as specified which helps them to work comfortably at the workplace and at the same time project a professional image for the stakeholders that we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours.

Environment, Health and Safety

Environment, Health Safety and Laws of the land – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of ACOE Employees, stakeholders and the Community at large.

Substance Abuse- To meet our responsibilities to Employees and stakeholders, ACOE shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol in the work place is absolutely prohibited.

Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere. The list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

- Causing physical injury
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Committing acts motivated by or related to sexual harassment or domestic violence.

No Smoking- Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.

Disciplinary Actions: All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles. Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee. Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice. The employees of the Compliance Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations or this Code.

Roles and Responsibilities:

Governing Body

The Governing body is constituted as per the guidelines prescribed by AICTE/State Government/UGC/State Government. The Governing Body meets once in six months and interacts with industry experts, faculty, students and corporate to understand the improvement areas and raise the level of knowledge delivery at Aditya College of Engineering with the assistance of faculty members and administrators of the Institute. The Chairman, Vice-Chairman and Secretary are the functionaries who take the responsibility of implementing the policy decisions of the governing body. The major functions of GB are given below:

- Governing body members are required to respect the confidentiality of sensitive information held by the Institute.
- The Governing body will comply with detailed tendering and purchasing procedures as well as complying with prescribed levels of authority for sanctioning any expenditure.
- The Members are required to use their reasonable endeavours to attend all governing body meetings.
- Governing body will guide and monitor the Institute while fulfilling the objectives.
- All the Institute activities and recommendations of the Academic Committee are reviewed.
- Governing body approves new courses/programmes /certification programmes recommended by the Principal.
- Recruitment process for Teaching/Non-teaching shall be approved by the Governing body with the policies laid down by AICTE/UGC/State Government/University etc.
- Governing body approves the annual budget of the Institute while considering all the requirements.

Principal

Principal is responsible for overall administration and academic function of the institution in keeping with policies of the management as well as mandatory regulations of the related authorities. The Principal has the executive powers to administrate the academic, non-academic and other functions based on the guidelines prescribed. The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the Principal.

- Chalk out a policy and plan to execute the vision and mission.
- Promote industry-institution interaction and inculcate research and development activities.
- Ensure that the staff and students are aware of rules, policies and procedures lay down by the college and enforce them.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures/actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Empower the staff and the students to reach their maximum potential.
- Exhibit outstanding strong leadership skills with the high integrity.

Dean (Academics & Administration)

- The Dean (Administration & Academics) has a key role to play in all academic matters to tone up the academic performance of all the departments and the overall quality and standards of the students and enriching the skills of the staff members.
- Assist the Principal in all matters of academic and administrative activities.
- Prepare all reports / documents / write-ups that the institution has to prepare for a specific purpose or help the Principal in all such matters.
- Responsible in making periodic assessment of Teaching faculty & Staff particularly the new entrants and submit a report with suggestions / remarks to the Principal.
- Accountable for the academics & the administration of all the departments.
- Evolves new strategies and action plans, involving the HOD concerned, for the development and the quality improvement of the department.
- Responsible for computing the manpower requirements as per work load norms of the department along with the HOD and recommend the staff requirement to the Principal on an ongoing basis.
- Expected to interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance, and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with HODs.

- Monitor the functioning of each department under his control, and act as a strong interface between the Principal and the Head of the department in implementing policies and programmes formulated from time to time for improving the quality effectiveness of teaching – learning process.
- Any other responsibility given by the authorities from time to time.

Head of the Department (HoD)

- HoD is responsible for the smooth functioning of all the department level activities and responsible for preparing curriculum and strategic plan pertaining to the department.
- He shall adhere to the Policies and Procedures governed by the Academic committee and ensures quality practices in their departments. Monitors the academic schedule/attendance/syllabus completion/Internal examinations.
- Monitors the requirements in laboratories and prepares budget proposals for purchase. He/She conducts regular faculty meetings and submits the minutes of the meeting to the Principal.
- Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
- Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- Make sure that the time tables are prepared as per the guidelines given by the Principal and inform the faculty members and students at least one day before the commencement of the class work.
- Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the Principal.
- Verify the student attendance registers maintained by the staff members once a week and submit to the Principal for verification once in a fortnight.
- Instruct the faculty members to set the question papers as per instructions from the Principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the Principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given.
- Instruct the respective class teachers/advisors to implement the dress code among the students.
- Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
- Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as finalized by Principal. Communicate a copy to the Principal. If any subject is and led by the other department faculty members, communicate one copy to the respective HOD.

- Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from semester to semester.
- Advise the class teachers to prepare registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.
- Counsel the students who are absent for the assessment tests or irregular to the class.
- Form student batches and allot the project guides as per guidelines given by the Principal.
- Route all the correspondence through the office of the Principal.
- Designate faculty member who will be the HOD I/C during his/her absence and make sure that all files and records are available for HOD I/C.
- Appoint faculty as mentors and allocate students to the mentors in the beginning of the academic year.
- Inform the concerned authorities about any important events taking place in the Department from time to time.
- Arrange special classes if necessary for the benefit of below average students.
- Ensure academic discipline in the department.
- Follow the guidelines / instructions given by the Principal from time to time.
- Make arrangements to lock and seal all the laboratories before leaving the premises.
- Provide necessary inputs to the Principal for conducting Academic Council / Governing Council Meeting.
- HoD should adhere to the policies laid down by the Principal/Management and convey all the policies, rules and regulations to all the faculty members and staff members and should discuss with them to chalk out a plan to achieve the goals.

Faculty Members

- Report to the HoD concerned.
- Recommend text books and reference books for library procurement at the beginning of the semester.
- Prepare schedule of instruction, course description, tech-talks, concept video, open ended experiments, quiz, assignment questions, tutorial question bank, power point presentation, lecture notes / course handouts, model question paper and e-learning readiness videos, lab manuals at the beginning of the semester.

- Prepare unit wise question bank (short, long and problem solving / critical thinning answer type questions) and/or assignments in consultation with the chief examiner / course coordinator (50 questions per unit / module).
- Prepare multiple choice questions (MCQs) in consultation with the course coordinator with a view on the ensuing competitive examinations.
- Ensure a good result in the course taught.
- Participate in the professional development programmes.
- Complete the syllabus of the course assigned.
- Encourage the students to participate in co-curricular and extra-curricular activities.
- Attempt to publish text books, research papers in reputed and indexed international, national conferences / Journals.
- Include student centered activities in the schedule of instruction.
- Should go to the class at least 5 minutes before and enter the class without any delay. Engage the full time and should not leave the class early.
- Recapture for first 5 minutes about the topics taught in the last lecture, and tell them outcomes of the topics to be learnt in another 2 minutes, then engage the class for full time and in the last 3 minutes conclude the topic and give the details about the next class.
- Make use of power point presentation, models etc., as teaching aids and should not dictate notes in the class room.
- Carry student attendance registers to class and take attendance soon after entering the class, do not allow the students to leave the before / after the lecture.
- Record the roll numbers of the students absent for the class in the activity diary along with topics covered within the 15 minutes after the class (first hour).
- Maintain and update the student attendance registers regularly, absentees duly marked and avoid overwriting/corrections to the maximum extent.
- Enter the students' attendance in ECAP software immediately after completion of the class.
- Submit the registers to the class in-charge/HoD on the last working day of every month.
- Late comers though permitted/allowed inside the classroom should not be given attendance.
- Should not be made to stand at the entry / rear of the classroom. However, repeaters or habitual late comers may be corrected through counselling.
- Attendance should be marked for the physical presence of the student irrespective of academic/non-academic lapses and abstaining on different spells.

- Classes should be taken as per the timetable and adjustment of class work should be conveyed to the class in-charge and Head of the department.
- Prior preparation for the classes is needed.
- Be flexible and adaptable to engage classes if any changes are made in the timetable.
- Adjustment of class work should be made to the faculty members teaching the same section. Any deviation should be brought to the notice of the HOD.
- Follow the schedule of instruction and complete the syllabus in time without omitting any topic.
- Identify weak/slow learners and guide them in order to accelerate the pass percentage and devote extra attention by conducting remedial classes/study hours per the schedule prepared by the department.
- Motivate students falling short of attendance to avoid condonation and detention.
- Focus on the aspects of motivation to ensure creativity amongst the students is needed.
- Dress code, punctuality, attendance and discipline of the students should be monitored on regular basis.
- Do not carry mobile phone to the class room. Keep the mobile phones in the faculty cabin only.
- Ensure that the students do not use mobile phones in the campus. Surprise checks should be conducted at regular intervals and if found under his/her possession will be confiscated forthwith.
- Socialize with students in free time and counsel them to improve their performance in academics.
- Monitor the students to ensure discipline while commuting in the buses and closely watch their movements in the campus.
- Mentoring / counseling becomes pertinent and the department expects the faculty to orient the students with proper counselling for their all-round improvement in academics, career, self-discipline, code of conduct, moral values and professional ethics.
- Personal involvement of the faculty should happen fore mostly by performing the experiments in the laboratory to their convincing levels before expecting the students to conduct the experiments by themselves.
- Laboratory course instructors should maintain continuous comprehensive evaluation/ day to day evaluation on regular basis.
- Correction of worksheets including day-to-day evaluation should be done soon in the lab session only.
- Laboratory worksheet evaluation should be done in the lab itself. Faculty members should not call the students for record correction to their cabins.
- Comply with the instructions of the examinations control office on the aspects of attending the duties of invigilation, evaluation, officiating as chief examiner or any other assigned duties from time to time.

- As part of departmental work being assigned to him/her should be completed within stipulated time and appraise the output to the HOD about a particular file pertaining to academic/administration.
- Maintain team spirit and share the responsibility of the department in particular and institute. They are expected to collaborate and display integrity amongst the teaching fraternity.
- Present in a decent manner, lead the classroom in a dignified way without disparity amongst the students.
- Devoid from indulgence in unconcerned activities; make use of the spare time purposeful, utilize resources and improve academic know how upgrade latent talents through professional skills. Become participative in life-long learning activities like NPTEL / Swayam/ MOOCs /FDPs /Seminars /Workshops etc.
- Feel the responsibility to discharge the duties assigned by higher authorities (Principal, HOD, Dean and others) with commitment.

Class In-charge/Class Teacher

- Maintain contact details of students and their parents and update the contact numbers at regular intervals in a book.
- Maintain contact details of the faculty members / mentors in respect of their concerned section.
- Changes made in the timetable should be informed to students and the concerned faculty members.
- Monitor the class work and ensure that the classes are engaged thoroughly.
- Ensure that the students are provided / made available course content in student learning management system and course syllabus institute web site with syllabus, course, description, tech talks, concept video, open ended experiments, assignments, tutorial question bank power point presentation, lecture notes / course handouts, model question paper / previous question papers, lab manuals and video lecturers.
- Dress code, punctuality, attendance and discipline of the students should be monitored regularly.
- Ensure that the students do not use mobile phones in the college. Surprise checks should be conducted at regular intervals and if found under his / her possession will be confiscated forthwith.
- Ensure that all students secure a minimum of 75% attendance. Maintain a record of student leave letters and keep the parents informed of their absenteeism.
- Collect the updated student attendance registers from the faculty members on the last working day of the month. Cross check the maintenance of the registers and ensure similarity between the manual attendance register and the online attendance one's before getting endorsed by the HoD and the Dean/ Principal.

- Elect the class representatives based on the qualities of leadership, interaction, commendable much to the appreciation by one and all.
- Ensure cleanliness in the classrooms and proper maintenance of the electrical wiring and furniture with the assistance of the maintenance in-charge.
- Identify weak/slow learners and guide them in order to accelerate pass percentage and to avoid detention for want of securing number of credits.
- Soon after the release of semester end examinations (SEE) results the concerned class in-charge should appraise and submit the result analysis to the HOD on the very same day or the immediate working day.
- Record all the activities carried out by the students of the concerned section in the class In-charge diary.
- Discharge the duties assigned by higher authorities (HOD, Dean, Principal and others) with commitment.
- Get the Outcome Based Education (OBE) course assessments/Course files completed by all the faculty members and handover the same to HoD within one week of completion of the class work.

Lab In-charges

- Maintain the Stock Register (both for consumable and non-consumable Registers).
- Find out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
- Plan for the procurement of equipment for the coming semester well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- The Laboratory In-charge (Lab I/C) is responsible for the safety, upkeep of all the equipment in the room as listed in the inventory for the room.
- Should be conversant with all the lab experiments and exercises.
- Should be conversant with the key, location, locking procedure of the room, emergency procedures in case of fire, accident etc.
- See that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily
- Organize the laboratory for oral and practical examinations.
- Hold those responsible for any breakage / loss etc. and recover costs.
- Ensure that the cleanliness of the lab and switch off all equipment after use.

- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the principal for necessary action.
- Any other duty as may be assigned by the HoD/Dean/Principal from time to time.
- In order to prevent theft / damage, the Lab In-charge shall take the following action:
 - Lab in-charge and Lab Assistants are to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing / damaged item / article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
 - Lab Assistants in turn shall note down the missing items in the respective Lab Register.
 - If the students are responsible for the loss / missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

Administrative Officer

- Takes care of student scholarships/fee reimbursement (fresh/renewals) of students belonging to SC / ST / BC / EBC / minority / disabled categories scholarships.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.
- Acts as a Coordinator for all the activities relating to the maintenance of the institute.
- Takes care of HR policies of the institution side and outside the institute.
- Arrangements to conduct interview as per HoD's requirement with institute / University constituted selection committee support.
- Takes care of all admission approval procedure and communicating with university/technical/higher/govt. in person.
- Any other activity relevant to the institute as per the instructions from the Principal.

Establishment section

- Maintains Teaching and Non-Teaching attendance.
- Maintains personal files, service books, leave records, vacation/detention records of teaching staff, non teaching& administration staff.
- Staff requirement / selection / appointment etc.

- Correspondence with University, Government, DTE, AICTE etc. regarding establishment.
- Issue of Increment/appraisal forms to teaching & non-teaching staff.
- Earned Leave, Medical Leave, Visiting faculty, On-duty, Office Orders (faculty & students), experience/service certificate, circulars & notice etc of staff.
- Maintains confidential reports of teaching/non teaching staff increments & its correspondence and/or as per the instructions from the Principal.
- Fulfillment of Statutory Requirements such as EPF, ST, eTDS Etc.
- Any other activity relevant to the institute as per the instructions from the Principal.

Physical Education Director

- Responsible for all the activities related to the Physical Education.
- Arranges a physical fitness camp for the students and staff.
- Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education with the approval from the Principal.
- Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.
- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors Material movement in and out of the premises.
- In charge for monitoring the persons inside the campus; verifying the ID Cards.
- Issues the Visitor ID and collects the required data from the visitor.
- Any other activity relevant to the institute as per the instructions from the Principal.

Transport In-Charge

- Responsible for arrangement of transport for students and staff from institute to City & vice versa.
- Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.
- Responsible for a periodical check of the log books maintained by the drivers.
- Arranges for an agreement with Transport Company for additional buses if required.
- Arranges for the transport for the students and staff for any local educational tour, visit for sports competitions.etc.
- Responsible for time management of buses.
- Billing and accounting for the transport companies.
- Any other activity relevant to the institute as per the instructions from the Principal.

Technical Staff

- Takes care of consumables, maintains and assists in conduction of the laboratory.
- Maintains the cleanliness inside the lab and executes the safety norms.
- Maintains the stock register.
- Any other activity relevant to the institute as per the instructions from the HoD/Principal.

Supporting Staff

- Performs the duty assigned by the estate officer.
- Helps to maintain the eco-friendly environment of the institution.
- Any other activity relevant to the institute as per the instructions from the Principal.

Hostel Warden

- Responsible for allotment of rooms to the students.
- Responsible for maintenance for Hostel.
- Looks after the quality of food served in the hostel.
- Keeps strict discipline in incoming and outgoing of students from the hostel.
- Reports to the Principal in case of any indiscipline or misbehavior by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.
- Monitor the students during study hours, if any.
- Any other activity relevant to the institute as per the instructions from the Principal.

Accounts Manager

- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the institute.
- Prepares the annual account, get it audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filling of annual returns.
- Any other activity relevant to the institute as per the instructions from the Principal.

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POLICY AGAINST SEXUAL HARASSMENT

ACOE recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

Policy against sexual harassment: For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually coloured remarks, avoidable and unwarranted physical contacts, willfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favors, demanding sexual favor by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place which may contain :

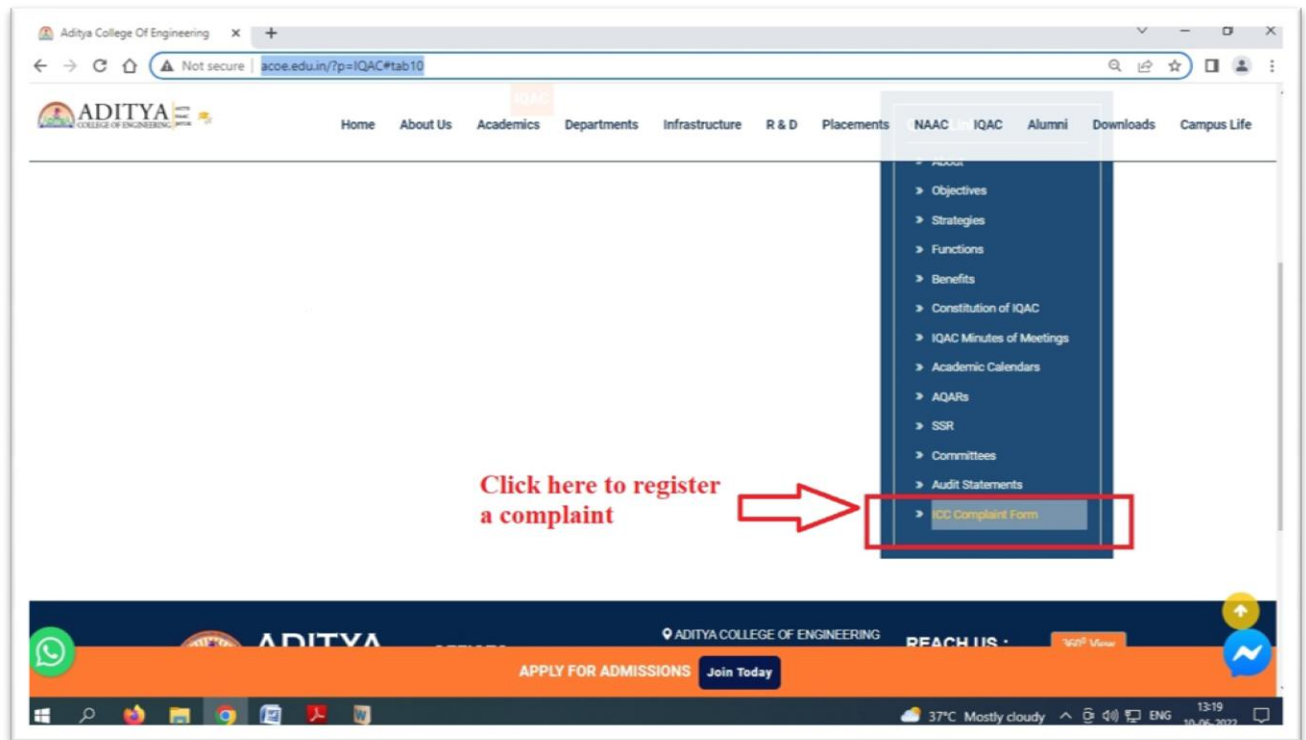
- Implied or overt promise of preferential treatment in that employee's employment
- An implied or overt threat of detrimental treatment in that employee's employment or an implied or overt threat about the present or future employment status of that employee and includes the creation of a hostile working environment.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.
- Such conduct that is humiliating and may constitute a health and safety problem.

"Sexual Harassment" amounts to serious misconduct in employment under the service rules/regulations governing employment. This policy on Sexual Harassment applies to men and women; to like and opposite gender relationships; to relationships between supervisors and subordinates; teachers and students; and peer relationships. Employees or anyone else doing activity on our premises, as well as to those involved in activities in which our name is associated, all must comply with this policy.

Objective: ACOE is strongly committed to having a workplace that ensures Equal Employment Opportunity and endeavors to ensure a congenial environment where employees can work without any inhibition and contribute their best without any fear or favor.

Policy and Procedure: This policy applies to all employees, employees on Contract and stakeholders. As a policy it applies to all locations, situations where activity is conducted, in activities run in partnership with us and to all Institute-sponsored social events.

A committee is constituted as per the direction of AICTE and functional within the campus. (Refer <http://acoe.edu.in/Committees/2021/ICC-ABHAYA%202021-22.pdf>). The complaints may be registered through Email (office@acoe.edu.in), Phone call to any authority, written complaint or aggrieved person can use complaint form provided in the college web site. (Refer <http://acoe.edu.in/?p=IQAC#tab10>) and the figure given below for better understanding.



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POLICY ON GRIEVANCES REDRESSAL

Objective: Individual Employee 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 regular employees of ACOE and the grievance for the purpose of this policy would mean dissatisfaction arising out of the decision and the grievances can be submitted on a plain paper through HoD to the Principal. Grievances for the purpose of this policy will cover individual grievances such as:

- ✓ Payment of Salary
- ✓ Recoveries of dues etc.
- ✓ Increment *
- ✓ Working conditions/Health & Safety
- ✓ Leave
- ✓ Medical Insurance / facilities
- ✓ Non-extension of benefits under rules
- ✓ Promotion*
- ✓ Administration or Academic issues
- ✓ Compensation & Benefits*
- ✓ Related to Appraisals
- ✓ Reimbursements
- ✓ Interpersonal Conflicts/Issues with the HOD or team members
- ✓ Role fit
- ✓ Only grievance affecting an individual employee may be raised.
- ✓ 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:

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

If the grievance is against the HOD then employee can contact the Principal/Director. 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.

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POLICY ON QUALITY IMPROVEMENT PROGRAMME (QIP)

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

Applicability: Only for pursuing Ph. D. with premier institutions (IITs, NITs) or institutions as approved by the management. In general, only one faculty per 10 faculty in a department shall be eligible (on first come first served basis) to avail the facility of study leave under this policy. However, depending upon other considerations, the Management/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 ACOE to be 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 from and 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/Director/GB. After successful completion of Ph. D., the faculty member shall resume duty at ACOE and should serve the institute for a period of 2 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 ACOE.

It is also possible that a faculty can join back ACOE ahead of completion of leave period if he/she submits the dissertation in advance. For the purposes 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 ACOE to serve the Institute, upon their return from leave, for a period of 2 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 other

sum paid to the candidate or the host institution on behalf of the candidate). Upon rejoining, the faculty shall be fitted in the suitable scale that from the date of joining.

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

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ANNEXURE 1-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 1 st 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 5 years experience in teaching/ research /industry of which 2 years post Ph. D. experience is desirable.
	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 10 years teaching/ research /industrial experience of which at least 5 years should beat 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 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. as deemed to fit by the expert members of the selection Committee.



ADITYA COLLEGE OF ENGINEERING-BIRD'S EYE VIEW

Organogram/Organization structure

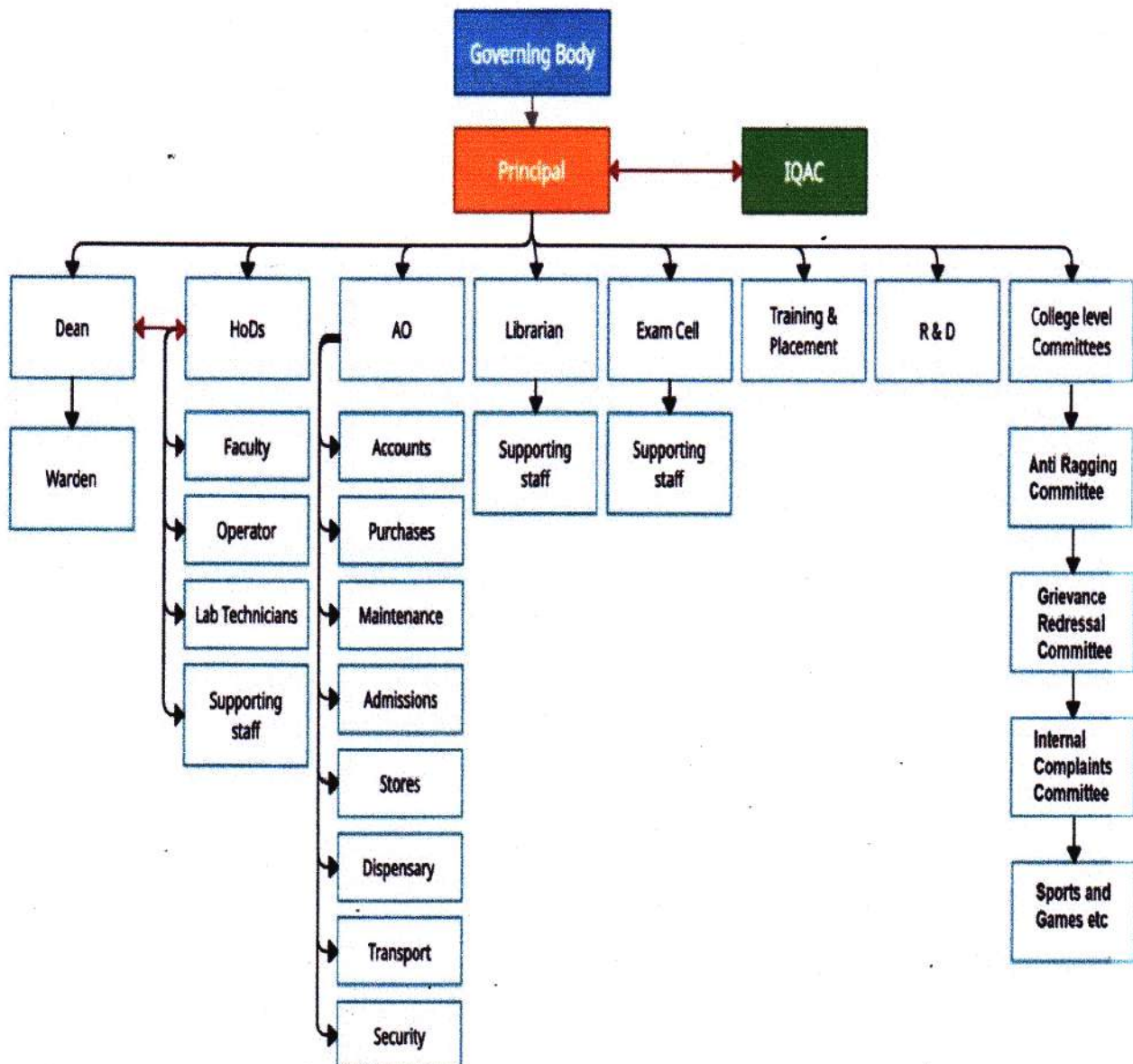


ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK, Accredited by NBA & NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Institution Organogram



[Signature]
PRINCIPAL

PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437

Various Body /Cell /Committees constituted and their functions



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC

Recognized by UGC under section 2(f) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

The effective leadership is visible in various institutional practices such as decentralization and participative management

Governing Body:

The Governance Body meets once in six months and interacts with industry experts, faculty, students and corporate to understand the improvement areas and raise the level of knowledge delivery at Aditya College of Engineering with the assistance of faculty members and administrators of the Institute. The Chairman, Vice-Chairman and Secretary are the functionaries who take the responsibility of implementing the policy decision of the governing body.

- ✓ Governing body members are required to respect the confidentiality of sensitive information held by the Institute.
- ✓ The Governing body will comply with detailed tendering and purchasing procedures as well as complying with prescribed levels of authority for sanctioning any expenditure.
- ✓ The Members are required to use their reasonable endeavors to attend all governing body meetings.
- ✓ Governing body will guide and monitor the Institute while fulfilling the objectives.
- ✓ All the Institute activities and recommendations of the Academic Committee are reviewed.
- ✓ Governing body approves new courses/programs /certification programs recommended by the Principal.
- ✓ Recruitment process for Teaching/Non-teaching shall be approved by the Governing body with the policies laid down by AICTE/UGC/State Government/University etc.
- ✓ Governing body approves the annual budget of the Institute while considering all the requirements.

Principal:

Principal is responsible for overall administration and academic function of the institution in keeping with policies of the management as well as mandatory regulations of the related authorities. The Principal has the executive powers to administrate the academic, non-academic and other functions based on the guidelines prescribed.

The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the Principal. He has to

- ✓ Chalk out a policy and plan to execute the vision and mission.
- ✓ Promote industry-institution interaction and inculcate research and development activities.
- ✓ Ensure that the staff and students are aware of rules, policies and procedures lay down by the college and enforce them.
- ✓ Recommend and forward communication to the authorities.
- ✓ Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- ✓ Execute any other qualitative and quantitative work for the welfare of the institution.
- ✓ Empower the staff and the students to reach their maximum potential.
- ✓ Exhibit outstanding strong leadership skills with the high integrity.

Dean (Academics & Administration):

The Dean (Administration & Academics) has a key role to play in all academic matters to tone up the academic performance of all the departments and the overall quality and standards of the students and enriching the skills of the staff members.

- ✓ Assist the Principal in all matters of academic activities.
- ✓ Prepare all reports / documents / write-ups that the institution has to prepare for a specific purpose or help the Principal in all such matters.
- ✓ Responsible in making periodic assessment of Teaching faculty & Staff particularly the new entrants and submit a report with suggestions / remarks to the Principal.
- ✓ Accountable for the academics & the administration of all the departments.
- ✓ Evolves new strategies and action plans, involving the HOD concerned, for the development and the quality improvement of the department.
- ✓ Responsible for computing the manpower requirements as per work load norms of the department along with the HOD and recommend the staff requirement to the Principal on an ongoing basis.
- ✓ Expected to interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance, and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with HODs.

- ✓ Monitor the functioning of each department under his control, and act as a strong interface between the Principal and the Head of the department in implementing policies and programs formulated from time to time for improving the quality effectiveness of teaching – learning process.
- ✓ Any other responsibility given by the authorities from time to time.

Head of the Department (HoD):

HoD is responsible for the smooth functioning of all the department level activities and responsible for preparing curriculum and strategic plan pertaining to the department.

- ✓ He shall adhere to the Policies and Procedures governed by the Academic committee and ensures quality practices in their departments. Monitors the academic schedule/attendance/syllabus completion/Internal examinations.
- ✓ Monitors the requirements in laboratories and prepares budget proposals for purchase. He conducts regular faculty meetings and submits the minutes of the meeting to the Principal.

Various Committees/Cells/Clubs:

For administrative convenience a number of committees/Cells/Clubs have been constituted to look into various aspects of the college administration, development and student & staff affairs. The list of such committees'' is mentioned here under:

S.No	Name of the body/cell/committee constituted
1	Internal Quality Assurance cell
2	Academic Administrative Audit Committee
3	Academic Committee
4	Curriculum Committee
5	Admissions Committee
6	Examination Committee
7	Career Guidance Cell
8	Industry Institute Partnership Cell
9	Placement & Training Committee
10	Library Committee
11	R&D Committee
12	Entrepreneurship Development Cell
13	Disciplinary Committee
14	Anti-Ragging Committee
15	Women Grievances & Equal Opportunity Cell
16	Grievance Redressal Cell

17	Prevention of Sexual Harassment Cell
18	Counseling Committee
19	Students Council
20	Cultural Committee
21	Sports & Games Committee
22	Student Activity Center (SAC)
23	Alumni Committee
24	Central Purchase Committee
25	Hostel Committee
26	NSS Committee
27	Website Committee
28	Canteen Committee
29	Transport Committee
30	Health Club
31	Eco Club
32	Ethics Committee

Functions & Responsibilities of Various Committees:

Internal Quality Assurance cell

Internal Quality Assurance Cell (IQAC) aims at continuous enhancement of quality in teaching-learning process. Internal quality cell is headed by the IQAC coordinator appointed by the Principal

Functions & Responsibilities:

- ✓ Keeping the vision of the institution in view the cell advises on the following issues.
- ✓ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- ✓ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- ✓ Optimization and integration of modern methods of teaching, learning and evaluation.
- ✓ Introduction of Add-on Courses.
- ✓ Welfare schemes for staff and students.
- ✓ Research and consultancy.
- ✓ Promotion of culture and Heritage of India.

- ✓ Organizing seminars, conferences and workshops at different levels.
- ✓ Extension and up gradation of Classrooms and Laboratories.

Academic Administrative Audit Committee

The objective of the Academic Administrative Audit Committee is to enhance the efficiency of learning and teaching. It plays a key role in the smooth functioning of classes, examinations, other activities like setting up the curriculum, training and placements. The committee's responsibility includes organizing guest lectures by esteemed personalities from the industry, conducting workshops and organizing events- orientation, programmes.

Functions & Responsibilities:

- ✓ To review advice on and develop policies on assessment for learning, teaching and learning quality.
- ✓ To review and formulate policies to enhance students' learning motivation.
- ✓ To decide the subjects offered and the number of lessons for each form.
- ✓ To review and formulate policies to cater for student diversity.
- ✓ To monitor and following up students learning outcomes.
- ✓ To introduce and promoting different teaching methods.
- ✓ To set up academic reward systems.
- ✓ To promote academic activities and creating an atmosphere of learning.
- ✓ To record students personal data and other learning experience records systematically to help students pursue further studies or develop their career.
- ✓ To enhance teacher's development through holding different professional development activities and orientations.
- ✓ To enhance the teaching efficiency through perfecting the appraisal system.
- ✓ Make regulations regarding the admission of students to different programmers of study in the college keeping in view the policy of the Government.
- ✓ Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- ✓ Recommend to the Governing Body proposals for institution of new programmers of study.
- ✓ Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

- ✓ Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- ✓ Perform such other functions as may be assigned by the Governing Body.

Academic Committee

Academic committee is centralized (Institute level) committee responsible for regulating and implementing different academic activities and it is headed by Convener along with all Heads of the Department and the representative from each department acts as Departmental Academic Coordinator is the member of Academic Committee.

Functions & Responsibilities:

The followings are the duties of the academic committee in order to enhance the efficiency of learning and teaching process.

- ✓ To review advice on and develop policies on assessment for learning, teaching and learning quality.
- ✓ To review and formulate policies to enhance students' learning motivation.
- ✓ To review and advise elective subjects to be offered by the concern departments.
- ✓ To review and formulate policies to cater for student diversity.
- ✓ To monitor and following up students learning outcomes.
- ✓ To introduce and promote different teaching methods.
- ✓ To set up academic reward systems.
- ✓ To promote academic activities and creating an atmosphere of learning.
- ✓ To record students personal data and other learning experience records systematically to help students pursue further studies or develop their career.
- ✓ To help and support the teachers development through holding different professional development activities and orientations.
- ✓ Issuing the guidelines to the departments to organizing guest lectures by esteemed personalities from the industry and conducting workshops, organizing events for the improvement of the students academics and knowledge.

- ✓ Encouraging and enhancing the teaching efficiency through the appraisal system.
- ✓ Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- ✓ To request the Governing body to encourage the best students with scholarships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- ✓ Perform other functions as may be assigned by the Governing Body.

Curriculum Committee:

Curriculum planning involves effective delivery by providing competence, values, good citizenry skills besides making students develop holistically and capable of leading happy and purposeful life to cater the national goals in tune with Vision and Mission of the college.

The IQAC conducts meetings on Curriculum planning and Delivery in the beginning of every year.

Functions & Responsibilities:

- ✓ Curriculum committee along with Principal and Heads of the Departments (HOD) conducts meetings with to develop strategies for implementation of the curriculum.
- ✓ Each department head conducts departmental meeting before the class work commencement and prepares the academic calendar as per the schedule given by the university along with other activities like conduction of Seminars, Industrial visits, Guest lectures and Workshops. HOD will conduct meeting and allocate the subjects based on various parameters like experience, area of specialization and previous result analysis of the subject.
- ✓ Faculty prepares course files which consist of different parameters, Academic Audit committee will audit the course files.

Curriculum delivery

College implements the lecture delivery by chalk and talk, power point presentations, video lectures/ NPTEL, animated videos, case studies, quiz, study tours, industrial visits. College conducts Induction program and bridge courses for 1st year students to help them to understand fundamental concepts in their respective program. Various training and certification programs, add-on courses etc. are conducted to 2nd, 3rd and 4th year students to make them industry ready. Faculty maintain the course register for both

theory and lab classes which consists of syllabus, session planner, daily attendance, lecture diary, weekly self-appraisal, result analysis which ensures number of periods, topics covered, etc.

The curriculum gaps bridged through delivery in the form of content beyond Syllabus and covered during regular classes, Guest Lectures and Workshops. Every fortnight syllabus completion status should be submitted by every faculty.

Admissions Committee:

The Admissions Committee is constituted to decide on the Admission related matters of the College.

Functions and Responsibilities:

- ✓ Gathering Information about the process of Admission.
- ✓ Reviewing and developing admissions policy and practice.
- ✓ Notifying the seats available in various disciplines, Fee Structure, Commencement of admission and the last date.
- ✓ The admissions committee tracks the success of the admissions process each year by maintaining a database of pertinent information on the applicants.
- ✓ Provide guidance and counseling to parent and students who seek admission.

Examination committee:

The Examination committee is an apex body of the Institute which is headed by the chief superintendent

The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University) to the students who pass the final examinations.

Functions and Responsibilities:

- ✓ To conduct Internal Assessment and External Assessment Examination related all work as per University notifications and ordinance.
- ✓ Set principles and guidelines for exam policy
- ✓ To notify the schedules of examination to the faculty and students well in advance to prepare themselves for the examinations.
- ✓ Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- ✓ Assigning the duty to staff properly during examination as per duty chart

- ✓ To take decision on malpractice cases and award punishments as per the university regulations
- ✓ To facilitate the academic departments for smooth conduction of practical examination and submitting the attendance sheets and awarded marks sheets in closed envelopes duly signed by the examiners to the university.

IIPC (Industry Institute Partnership Cell):

IIPC (Industry Institute Partnership Cell) objective is to develop of a strong technical workforce that would bridge the gap between industry requirements and academic orientation.

Functions & Responsibilities:

- ✓ To offer courses on the latest developments in engineering and technology to practitioners.
- ✓ To encourage industry and organizations for placement and training of students in industries.
- ✓ To conduct industrial training and industrial visit for the students and faculty.
- ✓ Motivate the young executives to become successful entrepreneur.

Placement and training committee:

The Placement & Training Committee shall be primarily responsible for the activities related with campus placements.

Functions and Responsibilities:

The responsibilities and functions shall include (but not limited to) the followings.

- ✓ To build confidence in students and develop right attitude in them
- ✓ Organize Various Training Programs to train the students in the areas of Quantitative Aptitude, Logical Reasoning and Verbal reasoning through the reputed external training organizations and in-house trainers.
- ✓ To plan and implement a mechanism for organizing various placement activities so as to provide placements to all the eligible candidates.
- ✓ To device and implement mechanism to liaison with good companies for recruitment of the students.
- ✓ To organize pool campus drive in campus or off campus.
- ✓ To work out and execute any other activity related with the placement of the students.

Library Committee:

The Library Committee provides a forum for open discussion of matters relating to the library and its services,

The Committee will look into the matters relating to library such as procurement or adding up of titles, volumes, learning resources such as e-journals, e-learning material for the college for the academic year.

Functions and Responsibilities:

- ✓ To frame general rules for the management of the library.
- ✓ To prepare annual budget estimated of the Committee. library for submission to the academic
- ✓ To allocate funds, from the sanctioned annual budget of the library, to the Department and Centre of Studies for the purchase of books, journals, and periodicals.
- ✓ It invites the requirements from all the departments based on revisions in curriculum as well as students through a requirement register available in the Central Library and in the form of feedback.

Entrepreneurship Development Cell (EDC):

The objective of promote Entrepreneurship Development Cell is to promote entrepreneurship culture among the students by organizing entrepreneurship awareness programs

Functions and Responsibilities:

- ✓ Guide and assist potential entrepreneurs in the process of setting up, growing and managing the new venture
- ✓ To create awareness on entrepreneurship among the students.
- ✓ To device and implement a mechanism for creating awareness on Intellectual Property Rights (IPR) by motivating student and faculties, organizing workshops / seminars on the same.
- ✓ To device and implement a mechanism for patenting of the products or innovations and securing the prototypes/processes/products under intellectual property rights.
- ✓ To provide a platform for interaction with entrepreneurs.
- ✓ Motivate students to develop their own startups.

Anti-Ragging Committee:

Anti – Ragging committee is one of the key committee that will be involved in designing strategies and action plan for curbing the Menace of Ragging in the institute by adopting an array of activities.

Functions & Responsibilities:

- ✓ Displaying the charts and other material stating evil nature, punishment of Ragging and also student's discipline.
- ✓ Ensuring compliance with the provision of UGC regulation 2009 at the institute level
- ✓ Appoint Anti-Ragging Squads in the institution monitor and oversee the performance of Anti-Ragging Squads in prevention of ragging in the institution creation of cordial atmosphere.
- ✓ To take appropriate action in case an incident of ragging is reported by Anti- Ragging Squad of the institute in case of need, reporting to the nearest police station

Anti-Ragging Committee Action Procedure

- a. Anti-Ragging Squad will immediately inquire and report any incidence of ragging or abetment of ragging noticed by them immediately to the head of the institute and also to the Anti-Ragging Committee
- b. Immediate action as per the situation will be taken by the Institute Anti Ragging Committee which may include:
 - i. Immediate suspension of involved students
 - ii. Sending reinforcements or any help if required.
 - iii. Forwarding the report of the incident to the Anti-Ragging Committee of the University.
- c. The Anti-Ragging Committee will examine the report and recommend appropriate punishment to University Anti Ragging Committee for approval (Reporting of the matter to the Civil Police or District Administration or lodging of complaint/FIR will not be done without the approval of University Anti Ragging Committee).
- d. If any incident, even minor is reported, in addition to action taken with regard to that incidence the anti-Ragging measures will be reviewed and strengthened with immediate effect.

Disciplinary Committee:

Disciplinary Committee consists of Senior Faculty members, drawn from all the departments. The following are the functions of Disciplinary Committee.

Functions & Responsibilities:

- ✓ To maintain & enforce strict discipline in the college campus
- ✓ To enforce strict dress code among students
- ✓ To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- ✓ To ensure that all the students attend classes without bunking and prevent the students from leaving the college early. Please note that no student can leave the college without prior permission of the higher authorities (gate pass should be produced).

- ✓ To ensure that students maintain utmost silence in the library
- ✓ To maintain proper discipline in the student waiting room and corridors during the college working hours
- ✓ To assist the college Anti Ragging Committee in preventing ragging in the college and to spread anti ragging campaign throughout the students community.
- ✓ To recommend suitable disciplinary action against that student including in fact of indiscipline behind doubt

Observance of General Discipline:

- ✓ In order to maintain serene, silent clear and studious environment in the college campus and to inculcate discipline in the students, the following Rules and Regulations are formulated: Ragging (inside & outside the college) is strictly prohibited as per Andhra Pradesh Government Act, 26 of Any such act is liable for suspension, Dismissal and Penal Punishment.
- ✓ Students should neither involve nor encourage in acts of boycott/strike/quarrels, etc.
- ✓ Students should strictly follow the college timings and adhere to the dress code prescribed by the college.
- ✓ Students should not possess Mobile phones in the premises of college campus. If found, will be ceased and penalized.
- ✓ Students should wear I.D. Card as long as they are in the college campus.
- ✓ During the interval and lunch time the students are expected to maintain strict discipline and silence while moving in the corridors.
- ✓ Students should cooperate to maintain cleanliness in the campus. Students are strongly advised to use dust bins.
- ✓ Students should maintain decency and decorum in the class room
- ✓ Students should not slink or mess up others items/cash/books/calculators etc., in the class room and college.
- ✓ Students are strictly instructed to follow the above listed Rules and Regulations. Any violation in the General Discipline is liable for punishment (such as Suspension from attending college/ Rustication ...etc) as decided by the Principal based on the recommendations made by the Disciplinary 28 Committee. Their lies the responsibilities of the students to safeguard the image and reputation of the college, in their own interests.
- ✓ Dress Code: The following “DRESS CODE” is to be observed in the college premises.
- ✓ The boy student should attend the college only with College Uniform ‘Formal dress with tuck-in and shoes’. The girl student should attend the college with College Uniform “Chudidhar” and “Dupatta”.
- ✓ The foreign national study in this college should follow Formal Dress Code.

Central Purchase Committee

The objective of the Central Purchase Committee is to supervise all the purchases made in the campus.

Functions & Responsibilities:

- ✓ To take indents from the departments/committees/ faculties etc against requirement.
- ✓ To analyze quotations provided by the logistics department, and provide recommendation for approval by the person having delegated powers.
- ✓ To request technical input from relevant staff as required.
- ✓ To ensure proportionality, transparency, accountability and fairness in the procurement process
- ✓ To frame necessary guidelines to exercise its powers judiciously.

Transport Committee:

The Transport Committee provides the Academy with a standard procedure for the acquisition, enhancement, use, control, maintenance, repair and disposal of the Academy vehicles and for the management of related forms of transport engaged for Academy activities.

Functions & Responsibilities:

- ✓ To allot seats for students and faculty in concerned routes and display of list of faculty and students
- ✓ To take necessary steps for prevention of un-authorized boarders
- ✓ To recommend management for additional transport facilities
- ✓ To review the operation of vehicle in all routes
- ✓ To review the maintenance of transport vehicles

Grievance Redressal cell:

The main objective of the Grievance Redressal Committee is to provide simple, smooth and readily accessible procedure for prompt disposal of the day to day genuine grievances of the student and faculty community to maintain a compatible atmosphere at institution level.

The committee proactively gives an opportunity to everyone in Aditya College of Engineering to be listened to so that any feeling of injustice is sorted out promptly.

Functions & Responsibilities:

- ✓ The function of the cell is to look into the complaints lodged by any student/faculty, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- ✓ Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- ✓ In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box which are placed at different locations in the institution
- ✓ . The cases will be attended promptly on receipt of written grievances from the students/faculty. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- ✓ Use positive, friendly ways to resolve the crisis than punitive steps, which disturb the system
- ✓ Reassure them that the authorities will be acting impartially and will try to resolve the matter as amicably as possible.
- ✓ The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- ✓ The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Hostel Committee:

The objective of Hostel Committee is to take active interest in the general welfare of the students residing in the hostel and to assist the Wardens in maintaining the living standards.

Functions & Responsibilities:

- ✓ At the beginning of the academic session the entire data regarding the number of students staying in boys and girls hostel to be obtained for the smooth functioning of the college.
- ✓ Conduct sudden visits to the messes and hostels at regular intervals to find out the living conditions, mess facilities etc.

- ✓ Conduct meeting with the inmates of both the hostels and have a detailed discussion regarding their accommodation, messing etc.
- ✓ In case of any serious drawback report the matter to the management.

Women grievances & equal opportunity cell:

The objective of the Women grievances & equal opportunity cell is to create an atmosphere of Equal Opportunity through awareness generation programmes and to provide auxiliary support towards skill development and enhancing employability of students.

Functions & Responsibilities:

- ✓ To enquire the Complaints received from the female students or staff of the College.
- ✓ To deal with the issues of Gender based violence
- ✓ To conduct various gender sensitization programmes
- ✓ To pay Special Attention on ragging/exploitation related issues.

Career Guidance cell:

The objective of the Career Guidance cell is to create awareness among the students about latest trends & needs of Government & Private Sector.

Functions & Responsibilities:

- ✓ To prepares the students to overcome challenges of the corporate world.
- ✓ To give training and guidance to students on career related matters and assist them in exploring new opportunities
- ✓ To activate resources for needy students to apply jobs
- ✓ To invite companies to interact with students

R&D consultancy committee:

Research and Development cell has been formed on the recognition of the fact that pioneering research and technological innovations will be critical drivers for the nation's sustained economic growth, it will facilitate the interchange of information, establishment of standards, new techniques and fresh approaches to old problems. The R&D Committee shall focus on providing an atmosphere conducive to research and development for faculty and students.

Functions & Responsibilities:

- ✓ To inculcate the concept of research among students & staff by arranging paper presentation competitions
- ✓ To organize Short Term Training Programs and workshops regarding Research.

- ✓ To support the faculty for writing quality research papers, patents and books
- ✓ To provide research atmosphere in the college.
- ✓ To arrange talks and interactions by eminent personalities from industry, R&D organizations, Institutions of repute; for the better understanding of research methodology and practices currently followed.
- ✓ To help the faculty in submitting the proposals to AICTE,DST/Non Govt .organizations

Alumni committee:

The objective of the Alumni committee is to maintain a lifelong relationship with alumni and providing relationship between alumni and present students as well as among alumni.

Functions and Responsibilities:

- ✓ To develop plans to support the growth of institution to achieve its vision and to enable institute to add values to all its stakeholders.
- ✓ To plan and implement a mechanism for alumni feedback and suggestions from as well as schedule and execute Alumni meet.
- ✓ To support a strong relationship between alumni association and current students
- ✓ To organize interactive sessions with alumni to current students and assist current students and alumni in career planning, placement and transitions.
- ✓ The committee also tracks and highlights the achievements and successes of alumni so as to provide impetus to the institute and its students.

Cultural committee:

The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College and to provide platform to students to exhibit their talents.

Functions and Responsibilities:

- ✓ To plan and schedule cultural events for the academic year.
- ✓ To prepare budget for all cultural events and take necessary steps for its approval.
- ✓ To promote and arrange extracurricular activities to bring out the talents of students in performing arts.
- ✓ To obtain formal permission from the College authorities to arrange program.

Sports and Games Committee:

The Sports and Games committee is intended to plan and coordinate the organization of various extracurricular activities in the college. The aim of this committee is to make students more fitness and health conscious. The sports and games committee is responsible to bring

the sporting spirit in the student community and bring in a culture of sports and games in the institute.

Functions and Responsibilities:

- ✓ To recommend to principal to provide facilities for indoor and outdoor games
- ✓ To finalize annual calendar of internal and external sports activities
- ✓ Prepare budget for proposed activities
- ✓ Provide necessary training to the students in different sports activities
- ✓ Selection of teams to represent college in intercollegiate tournaments and intramural tournaments.

NSS Committee:

The sole aim of the NSS is to provide hands on experience to young students in delivering community service.

Functions and Responsibilities:

- ✓ To create awareness regarding social service among the students and other members of the college community.
- ✓ To organize orientation programs for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme
- ✓ To select service projects on the basis of utility and feasibility
- ✓ To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.

Website Committee:

The objective of the Website committee is to deliver the information about the college to the outside world and to supervise all aspects of the website including updating content and troubleshooting technical issues for the institute website.

Functions and Responsibilities:

- ✓ To administer data acquisition process, maintenance of the institute's website with regards to all activities related to Domain & hosting.
- ✓ To administer regular updates to the site by securing necessary approval/authentication of the information from the concerned authority before hosting on to the website.

- ✓ To collect information & data reports from various academic department & internal bodies like library, NCC, NSS, Training & Placement, Sports, Women Empowerment Cell etc. at regular intervals for necessary and timely updates of the site.

Magazine Committee:

To collect all sorts of information and photos from various events, seminars and conferences held in the college premises.

Functions and Responsibilities:

- ✓ To communicate periodically with the Editor of the College Magazine committee and discuss issues of policies and finances.
- ✓ To publish college magazine
- ✓ To maintain a record of all interactions with the publications members
- ✓ To select the best articles and publish in the magazine.
- ✓ To record the achievements of students and congratulates them for their hard work. It also publishes the information on the activities of the college.

Counseling committee:

All the communication with the students and a record of every session will be kept notes of, along with any other relevant correspondence concerning the student (such as letters to us from counselor at the department and college levels etc.) These are kept in a confidential file (either on computes or in paper form) which is kept securely under the guidelines laid down by student counseling cell

Functions and Responsibilities:

- ✓ To resolve day to day academic problems of the student
- ✓ To monitor the students regularity & discipline
- ✓ To enable the parents to know about the performance & regularity of their wards.
- ✓ To monitor periodically the students' progress in all aspects and ensure the well-being of students
- ✓ Identify the students with problems avoid the distress situation
- ✓ To train students in self-control of emotions
- ✓ Guiding students to choose right career path for job, higher studies, Entrepreneurship, etc.

Prevention of sexual harassment cell:

This cell aims at sensitizing the students and staff and working diligently to prevent sexual harassment in the college.

Functions and Responsibilities:

- ✓ To provide an environment free of gender-based discrimination
- ✓ To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized
- ✓ To facilitate a safe environment that is free of sexual harassment
- ✓ Receive and redress complaints received from any member of the College (including students, research scholars, staff, hostel residents) alleging sexual harassment by another member(s) of the College.
- ✓ Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance.
- ✓ Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential.

Eco club:

The objective of the Eco club is to empower students to participate and take up meaningful environmental activities and projects

Functions and Responsibilities:

- ✓ To maintain cleanliness in and around the college campus.
- ✓ To protect planet Earth by creating environment awareness
- ✓ To motivate students to work in an environment friendly manner which includes use of LPG, paper bag, Gas pipe line, save electricity.
- ✓ Sensitize the students to minimize the use of polluting products.
- ✓ Organize tree plantation programs, awareness programs and educate students about re-use of waste material & preparation of products out of waste

Health club:

The main objective of the Health club is to develop a healthy mind in a healthy body. The health club always conducts medical camps, yoga training etc. in regular intervals in every academic year

Functions and Responsibilities:

- ✓ To provide students with knowledge, skills, capacities, values and the enthusiasm to mould a healthy lifestyle into adulthood.
- ✓ To organize Awareness drives in which students are sensitized towards cleanliness.
- ✓ Imparting information about various diseases prevailing in a particular duration of year and various preventive steps.
- ✓ To create awareness of physical fitness which an important component of wellness.

Ethics Committee:

The aim of the Ethics Committee is to develop best quality technical personnel with sound knowledge in basic engineering principles, technical skills, innovative research capabilities and exemplary professional conduct to use technology for the benefit of society with the highest ethical values. The college is established to impart uninterrupted dissemination of knowledge to top ranking students from all sections of the society. The college is responsible to cultivate higher values of honesty, integrity, responsibility, mutual respect for persons and property and respect for human rights.

Functions and Responsibilities:

- ✓ Propose the Code of Ethics for the Institution.
- ✓ Organize ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- ✓ Report breaches of Code of Ethics or non-compliance of ethical practices amongst students.
- ✓ Formulate policies for corrective actions.
- ✓ Coordinate the periodic revision of the Code of Ethics and related implementation mechanisms




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Service rules and Procedure



Institutional Guidelines for Teaching and Non-Teaching Staff on Timing, Dress Code, Leave, Academics, welfare measures and related matters.

The institution is giving a constant support for the faculties for their professional development and teaching quality by providing direct/indirect and financial/non-financial support. The Institution has recognized the importance of professional bound activities in the form of conferences/ workshops are provided financial support.

1. Working Days and Working Hours

- The Working days are from Monday to Saturday in a week except Govt. Holidays. However, during Internal Tests, in the event of shortage of working days to complete the syllabus, and University Examinations holidays may be converted as working days. The list of holidays for each semester will be clearly indicated in the Academic schedule.

- On all Working days, the Class work will be from 9.30 am to 4.10 pm. All Faculty members and Non-teaching Staff have to reach the College campus before 09.00 am and leave the campus after 04.25 pm.

- Attendance is through biometric device and they need to sign in the Attendance Register in the HOD Office both in the morning during arrival and in the evening before departure.

2. The Faculty members should be in the Classrooms/Laboratories five minutes before the commencement of each theory class/practical class. Dress Code and General Appearance.

Gent Faculty members are advised to wear light coloured formal Shirt and dark coloured trousers. They should tuck-in their shirts, wear formal belt, black shoes and groomed properly. They should also wear a formal Tie. Lady Faculty members should wear formal Saree with Blouse and formal Chapels/Cut shoes. Non-Teaching Staff shall wear uniform dress with formal Shoes. All should wear their identity cards regularly.

3. Lunch interval

The lunch interval will be for a period of 60 minutes as mentioned in the time table. All the faculty members and laboratory staff should follow these timings regularly. The lunch break for

office staff and Library staff shall be between 1.00 to 2.00 pm. All teaching and non-teaching staff should compulsorily take their lunch in the dining room and not in their office/work place. Lunch will be provided to both teaching and non-teaching staff in the cafeteria at subsidized rate.

4. Cleanliness, House Keeping and Energy Conservation

All teaching and non-teaching staff should maintain the tables, chairs and rooms allotted to them neat and clean. They should get their offices cleaned on regular intervals. Whenever they move out of their place, they have to switch off the lights, fan / AC, computers, printers, etc. All are responsible in conserving the energy.

5. Leave / Absenteeism / Permission

(a) Casual Leave (CL):

Each faculty member shall avail 1 day CL per month subject to a maximum of 12 days per academic year. Each non-teaching Staff shall avail 1 day CL per month subject to a maximum of 12 days per academic year. Casual leave can be availed with the prior permission from the principal by submitting the duly filled-in leave application, before the date of leave and recommended by the HOD/In-charge. In case of emergency and unavoidable circumstances, the faculty member/non-teaching staff shall intimate the leave to the HOD and principal's office and the leave application has to be submitted as soon as they resume the duty.

(b) Absenteeism

Leave without written prior permission/oral information will be treated as 'Absent'. In case of any faculty member / non-teaching staff continuously being absent for more than 6 days, his/her name shall be removed/struck off from the attendance register.

(c) On-Duty Leave (OD):

The Faculty members shall avail the following on-duty leave with prior permission from the principal:

- Hall Superintendent / University Representative duty for Jawaharlal Technological University, Kakinada examinations: 7 days per semester.

- External Examiner duty for Jawaharlal Technological University, Kakinada examinations –eligible faculty members shall be 7 permitted as per the order received from the University office.

- Central Evaluation duty for Jawaharlal Technological University, Kakinada

examinations –approved evaluators shall be permitted as per the order received from the University office.

- Research project presentation/consultancy assignment/participation in conference/seminar/workshop/FDP etc. –3 days per semester.

The non-teaching staff shall avail on-duty leave for college related works with prior permission from the principal.

(d) Compensatory Casual Leave (CCL):

Faculty members and non-teaching staff are eligible to avail CCL in lieu of working for the institute/management on a non-working day/general holiday.

(e) Summer Vacation:

- Faculty members who have completed 6 months of service but less than 1 year in our Institution are eligible for a vacation leave of 7 days during summer.

- Faculty members who have completed 2 years of service in our Institution are eligible for a vacation leave of 2 weeks during summer.

- Non-teaching staff members who have not completed 1 year of service in our Institution are not eligible for a vacation leave during summer.

- Non-teaching staff members who have completed 1 year of service in our Institution are eligible for a vacation leave of 7-days during summer.

(f) Permission:

The faculty members and non-teaching staff shall avail permission for 1-hour to attend an urgent work on any working day without affecting their academic work/normal work. Each faculty and non-teaching staff member shall avail 3 such permissions in a month.

6. Academic Work

- An academic schedule comprising the details of reopening date, working days, holidays, internal Tests, model examination, last working day, university examinations, etc., based upon the Jawaharlal Technological University, Kakinada academic schedule shall be prepared by the

principal's office for each semester before the commencement of classes and a copy of the same be given to all departments, for proper implementation.

- Time table shall be prepared by each department and implemented after due approval from

theHOD and the principal.

- All faculty members shall prepare lesson plans for the theory subjects, laboratory plans for practical subjects and obtain the approval of HOD on or before the date of commencement of classes, for implementation.

- Faculty members shall prepare tutorial plans for subjects as mentioned in the curriculum and implement the same as per the time table.

- Faculty members shall make use of NPTEL videos/MIT videos, CBTs and other e-learning modules for facilitating enhanced learning by the students.

- All faculty members must prepare well and teach effectively to enable all students in the class to understand the lessons and hence learn.

- Each faculty member must aim to produce 100% result in the subject taught by him/her. In any case the result of each subject should be greater than 90%.

- In order to encourage meritorious performance, the faculty member(s) who produce 100% result in theory subject(s) in the University Examination will be encouraged and honored with a cash award of Rs.10000/- per subject per semester and a certificate of appreciation.

***The overall performance of the faculty members will be linked to their increments and promotions.**

Teachers provided with financial support/incentives to attend conferences/workshops/Seminars/FDPs etc. and towards membership fee of National/International professional bodies

7. Participation in Conferences / Seminars / Workshops, FDP, and Research/Publications work

- Each faculty member should participate in at least 1 conference/seminar/workshop/FDP, etc., in a semester subject to a maximum of 2 such participations in a semester.

- The college will sponsor the registration fee, boarding expenses and travel expenditure (actual Bus fare / Train fare – to and fro) for participation in Regional/National conferences. Lodging expenses if any have to be borne by the faculty member concerned.

- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals.

- The college shall reward the faculty member(s) who publish original research paper in an International Refereed Journal of good impact factor, with Rs.5000/- per paper. Similarly, for a

publication in a National Referred Journal of good impact factor, Rs.3000/- per paper shall be awarded.

- Research/Publication incentives--Faculty members who are active in their research and publish their work will be encouraged with the incentives. Further, Registration fee, TA, DA will be provided to attend the conferences of National/International level. All the researchers will be encouraged with the honorarium as per AICTE norms, if any funded research project sanctioned by the funding agencies.

- Faculty members will be provided with financial support towards the total membership/registration fee of National/International professional bodies.

8. Participation in Sponsored Research and Consultancy work

Every faculty member in addition to the regular academic work shall participate in carrying out sponsored research and consultancy work. They should singly/jointly prepare project proposals in emerging areas and submit to various funding agencies for grant. After receiving the fund, they should execute the project and complete it successfully as per the terms and conditions of the sponsoring agency.

The institute shall award an honorarium to the chief coordinator/co-coordinator or principal investigator/co-investigator of the funded project with an amount equal to 2% of the total grant (1% at the time of receiving the grant and the remaining 1% after successful completion of the project). The honorarium will be subject to a maximum ceiling of Rs.2,00,000/-

For consultancy grants, the coordinator/investigator shall be eligible for an honorarium of 60% of the revenue earned and the remaining 40% of the revenue has to be retained by the college for providing infrastructural facilities such as power, water, machinery/equipment, etc., to accomplish the consultancy activities.

If any man power such as lab technicians, office assistants, co-staff are utilized in carrying out the consultancy activity, the Coordinator / Investigator has to pay 10% of the revenue from his share as honorarium to them.

9. Organizing Conferences / Seminars / Workshops, FDP, Guest lectures

- Each department shall organize at least one conference/seminar/workshop, FDP, etc.,

during every academic year.

- College shall sponsor Rs.20000/- per year to each Department for organizing a conference/seminar/ workshop/FDP, etc.
- Every department shall conduct at least 2 Guest lectures/special lectures per semester to impart knowledge on current affairs and beyond syllabus. College shall sponsor Rs.5000/- per guest lecture / special lecture. In addition, boarding facility and actual travel expenditure will be provided.

10. Encouraging faculty members to pursue Higher Studies (Ph.D.)

- Faculty members interested in pursuing Ph.D. on Part Time basis shall submit an application to the management through the principal seeking permission for registration.
- The college shall grant 3 ODs per semester to the Ph.D. scholars to meet their supervisors for discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first semester/second semester.
- The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 1 month during summer vacation to enable him/her writing the thesis for submission.

11. Assessment, Promotion policy

All faculty members and non-teaching staff will be assessed for their performance during every year. The faculty members will have 3 levels of assessment, namely (i) Assessment by the students during each semester, (ii) Self-assessment during each academic year, and (iii) Assessment by the reporting officers/ superiors.

The performance of the non-teaching staff will be assessed by their reporting officers and superiors. The faculty members and non-teaching staff are eligible for promotion as per college procedures, AICTE norms and university regulations.

12. Self-Discipline, Work ethic and involvement

All teaching and non-teaching Staff should observe self-discipline, ethics and dignity at work place. They are permitted to use the Mobile phones only in their office/at sitting place. They should not carry Mobile phones to the Classroom/ Tutorial room/Laboratories/Seminar Hall/Drawing Hall/ Meeting/Function. If required on special occasions, they need to report to the college on holidays or during vacation to accomplish the urgent and important work. They

should not resign in the middle of the semester/academic year.

They should always bear in mind that they form an integral part of the Institution and actively involved in the Institutional building process with involvement and dedication. They have to abide the college rules, university regulations and AICTE norms in force from time to time.

The faculty member(s) who violate the college rules and university regulations and indulge in any in disciplinary activities will be dealt with strictly as per the provisions of disciplinary measures of the college and the university in force from time to time.

Note: All kinds of leave as mentioned above have to be availed only with the prior permission from the principal by submitting the duly filled-in leave Application, one-day before the date of leave and recommended by the HoD. In case of emergency and unavoidable circumstances, the faculty member / non-teaching staff shall intimate the leave to the HoD and principal's office and the leave application should be submitted as soon as they resume the duty.

The faculty member(s) have to necessarily make alternative arrangements for his/her teaching work with other faculty member(s). In case of on-duty leave for examination or related works, copies of letters/orders received from the university or concerned authorities have to be enclosed with the leave application. After completing the on-duty, the faculty members shall submit the attendance certificate, progress report/status report, as applicable, to the principal office when they resume the duty.

These rules and regulations are subject to change from time to time.



A handwritten signature in green ink, appearing to be "A. S. S.", written over a horizontal line.

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437