

POLICY MANUAL

2024-2025



VISVESVARAYA COLLEGE OF ENGINEERING & TECHNOLOGY (UGC Autonomous)

(Approved by AICTE, New Delhi, affiliated to JNTUH Hyderabad)
(Accredited by NAAC A)

M.P Patelguda,Ibrahimpattam,Rangareddy dist,501510,Telangana

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MESSAGE FROM THE CHAIRMAN

It gives me great pride to present the various policy documents of Visvesvaraya College of Engineering and Technology, which reaffirm our commitment to academic excellence, transparency, and holistic development of our students. These policies reflect our vision to create a learning ecosystem that is inclusive, progressive, and responsive to the needs of society and the industry.

We believe that strong institutional policies ensure clarity in processes, accountability among stakeholders, and a culture of continuous improvement. I appreciate the sincere contributions of the management, faculty members, staff and students in shaping and implementing these policies.

I encourage everyone to follow these policies in true spirit and work together to achieve higher standards of performance and reputation for our institution

K. Lakshmi Narayana
Chairman

MESSAGE FROM THE PRINCIPAL

The policy documents of Visvesvaraya College of Engineering and Technology serve as guiding frameworks for effective governance, academic planning, research enhancement, student support, and campus development. These policies are designed to promote quality education, ethical conduct, and professional growth for both students and staff.

Our institution is committed to maintaining high standards of teaching, research and administration. The role of every stakeholder is important in achieving our goals. I request all faculty members, students, and staff to understand and adhere to these policies, ensuring discipline, collaboration and excellence in all institutional practices.

Together, we will continue to advance towards our mission of shaping responsible skilled and confident individuals for the future

Dr. D. Ramesh

Principal

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.

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. Medclaim 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.

Mediclaime 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 Mediclaime 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 Mediclaime 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.
- Naturopathy Treatment. The details of the policy are governed strictly by the terms

and condition of the Mediclaime Policy.

The following are not covered under the Mediclaime 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.

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.

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 VCET 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 VCET 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.

ALLOWANCES POLICY

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 VCET 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) per Month
Principal	5000
Dean / Academic Directors	4000
Head of the Department	3000
Examinations In-charge	
i. Controller	3000
ii. Addl. Controllers	2500
Training & Placement Officer	2500
Administrative officer	3000
IQAC Coordinator	2000
NAAC/NBA coordinator	1500
Any other shared services	1500

RESEARCH & DEVELOPMENT POLICY

1. Introduction

All educational institution is governed by Research productivity, IPR, Incubation and development. Research generates and distributes new information and foster innovation, which motivates faculty members and students to improve their learning and teaching skills. The policy aims to lay down guidelines and procedures for promotion of. research culture among faculty members and students and to adhere to the research quality assurance framework and the research ethics.

2. Composition of Research & Development Cell (R&D Cell)

The Research Cell shall have the following composition

– R&D Committee inclusive of Dean R&D and all department R&D coordinators

3. Aims and Objectives

- A. **Development** of an ecosystem that fosters and encourages, faculty and students for both thrust areas and multidisciplinary research.
- B. **Promote** research through research and consultancy projects, intellectual capital and Innovation.
- C. **Build** links with industry and Industries and with research organizations to broaden the spectrum of research alternatives.
- D. **Encourage and incentivize** faculty members and students for publication of their high-quality research findings and patent filing.
- E. **Administer** research framework ensuring the research quality and ethics.

4. Research Policy Implementation Mechanism

The above aims and objectives shall be implemented by R &D cell working along with college management.

- 1) Conduct R&D meeting annually to evaluate the research activities and schedule an action plan for the subsequent year.
- 2) Encourage faculty to do PhD at IITs and various other institute of repute.
- 3) Provide research journal assistance, other research resources as requested by the faculty.
- 4) Organize workshops/ training programme to execute research work/projects on campus.
- 5) Identify funding agencies and experts from well-known premiere institutions to collaborate in research and consultancy.
- 6) Uphold and encourage research culture which includes publishing quality research papers and attending technical conferences, FDPs, STTPs etc.

- 7) Acknowledgement of the institute in technical/scientific papers published by Faculty Members.
- 8) Organize training certifications for faculty members in various industry level technologies.
- 9) Maintain biannually Journal of Multidisciplinary Engineering Technologies (JMDET) which caters to research problem involving multiple disciplines.
- 10) Formation of departmental R&D research groups focusing on thrust areas
- 11) Augment laboratory equipment and maintain book banks for additional reference for students.
- 12) Research at UG level is promoted by Mini, Minor and Major Projects undertaken under the guidance of faculty members.
- 13) Assist faculty and student with financial assistance for multidisciplinary research.
- 14) Awarding best researchers annually to incentivize and promote quality research publications.
- 15) Subscription of Turnitin Plagiarism Checker to prevent infringement and plagiarism in research ethics.

5. Research Projects and Incubation

- 1) Faculty members are encouraged to submit research proposals with Institute Affiliation for **Sponsored Projects**, to funding institutions such as the AICTE, UGC, DST, SERB etc. For the same prior approval from Principal is mandatory. The copy of approved proposal should be submitted to Dean, R&D Office.
- ii) Any faculty can apply as Co-PI in non-parent organization as long as he/she reflects the name of the college and there are no financial commitment involved.
- iii) On subsequent grant of project, sanction letter should be submitted to Dean, R&D Office. In case of non-compliance, the project will not be considered for self-appraisal.
- iv) The Institute allows employees to work on research, non-research, and/or private consulting projects as long as they do not interfere with their usual responsibilities. Consultancies are only permitted with the permission of Principal.
- v) For **Consultancy Projects**, after deducting actual expenses, balance is distributed between college and faculty (or group of faculties) in the ratio of 60:40. However, the entire legal costs if any has to be borne by faculty. In case of any adverse outcome, faculty stands responsible.

- vi) **Intellectual Property:** The institute urges faculty members and students to make efforts towards identifying potential intellectual property (patent, copyright etc.) and forwards it to IPR cell of the institute for evaluation and patent filing. The institute bears expenditure for patent filing application.
- vii) **Incubation:** Institute provides ecosystem conducive to the development of potential service or product which can be shaped as a startup and further hands it over to the incubation centre of the college for further manifestation.

6. Code of Ethics for Research academic Integrity

Honesty in all scientific communications is valued at the Institute, including data, results, techniques and procedures, and publication status. The institute does not tolerate data falsification, fabrication, or misrepresentation. It is considered misconduct on the part of the researcher to deceive colleagues, funding agencies, or the general public.

Intellectual Property Is Respected

Another crucial aspect is to respect patents, copyrights, and other intellectual property rights. Unpublished data, methods, or results must not be used without authorization. It is necessary to give credit where credit is due. Plagiarism must be avoided at all costs, and research contributions must be properly acknowledged/credited.

Confidentiality

Protecting sensitive information, such as articles giants submitted for publication, personal records, trade or military secrets, and patient records, is ethical on the part of any researcher.

Legality

Government policies, pertinent legislation, and institutional rules and regulations must all be known and followed by a researcher.

Plagiarism Prevention Rules

The Turnitin Plagiarism Software Tool must be used to check all project/seminar reports, dissertations/theses, research papers, case studies, and other similar publications. The concerned student must provide a plagiarism report prepared by a Software Tool to the department in the event of Project/Seminar Reports, Dissertations/Thesis.

POLICY FOR SEED MONEY TO SUPPORT RESEARCH AND DEVELOPMENT ACTIVITIES

PREAMBLE:

Visvesvaraya college of Engineering and Technology Management has sanctioned Seed Money to create a vibrant atmosphere of research in the Institution and to enhance the research outcomes of the Departments. The aim of the Seed Money Grant is to promote research preferably interdisciplinary, by Faculty Members having PhD with an age limit of less than 50 Years. This scheme also supports faculty members in developing research resources in the area of expertise and to develop innovative or interdisciplinary approaches or methodologies.

OBJECTIVES:

1. Research Project Funding:
 - Money given to start a research project
 - Initial funding to develop project proposals
2. Purchase of Research materials & chemicals
 - Lab consumables
 - Chemicals and reagents
 - Testing materials
3. Equipment/Instruments/Software:
 - Small research equipment
 - Analytical tools
 - Research software License
4. Conference/workshop/FDP related to Research:
 - Only if directly related to the project
 - Not general FDP or staff improvement
5. Travel support for Data Collection/Field work:
 - Travel to industries, Labs, research centers
 - Sample collection visits
6. Publication support:
 - Publication fees in UGC Care/SCI/Scopus Indexed journals
 - Patent filing and processing fee
7. Prototype or Model development costs:
 - Components
 - Fabrications charges
8. Student Research Assistance:
 - Honorarium or partial stipend for student working under the project
 - Project execution support

ELIGIBILITY CRITERIA:

- Only regular faculty members with PhD/ submitted the thesis shall apply for the Seed Money grant as the Principal Investigator (PI).
- Faculty members shall not have any active research grants when submitting their Seed Money application.
- The faculty member applying for the research grant must be the sole PI. A PI may submit only one application at a time but can be a co-investigator on one more proposal.
- Co-Investigator(s) may be included, preferably from other department(s), to encourage interdisciplinary research and publications.
- A PI from one project proposal may only serve as the Co-Investigator on an interdisciplinary project from another department.

DURATION OF THE PROJECT:

- The provision of seed money grant is for a maximum period of one and a half years.
- In case of any delay in the projects, it is expected from PIs/Co Investigator to take the extension of the project from Research Committee and update the Internal Quality Assurance Cell (IQAC) accordingly.
- **In any case, the duration of the project shall not exceed two years from the date of sanction of the seed money.**

REVIEW AND RECOMMENDATION OF THE SEED MONEY PROJECT PROPOSAL:

The Research and Development Committee (RDC), appointed by the principal, will evaluate the proposal for feasibility and acceptance. The project shall be accepted or rejected based on the RDC's recommendations. The principal shall issue an approval or rejection letter to the Principal Investigator, clearly outlining the feedback and suggestions provided by the RDC. The grant amount depends on the funds allocated for the scheme for the given year and other factors such as the number of applications and the quality of the proposal.

Research and Development Committee (RDC):

Principal	- Chairman
Dean Research	- Convener
Subject Experts (2 members)	- Member
IQAC Coordinator	- Member
Research council member of concerned dept./ HOD	- Member
Associate Research Dean	- Member

RULES FOR SEED MONEY GRANT:

- a) The application in the prescribed format must be submitted to the Research and Development committee through the Head of the concerned department within 30 days of notification.
- b) **Generally, up to ₹1 lakh may be granted as seed money for a project proposed by a faculty member. The RDC has the discretion to grant more, up to a maximum of ₹1.5 lakhs.**
- c) Item-wise financial estimates should be clearly mentioned in the submitted proposal, showing rates, quantities, and totals for each item. The maximum allowable expenditure for consumables, fieldwork/travel, and contingency shall not exceed 20%, 10%, and 10% of the total estimate, respectively. There shall be no salary or honorarium component in the project. No expenditure on the following is permissible under the scheme:
 - Major instruments, laptop, computer, printer, scanner.
 - Recruitment of manpower: Research Fellow/Project Assistant.
 - Organizing or attending conferences, seminars, webinars and other such events.
- d) Process of Selection:
 - The Dean (Research) will announce the submission of research proposals.
 - Faculty shall submit their proposal strictly in the “Prescribed Format” to the RDC
 - Research council shall recommend the subject experts based on the area of proposal.
 - A Research and Development Committee (RDC) constituted by the principal will review the proposal.
 - The committee may call the faculty for face-to-face interview/presentation.
 - The report of the **RDC** will be submitted to the Principal for final decision.
 - Result of the review by RDC and final decision of the Principal will be informed to the PI through a sanction/rejection letter.
 - Approved proposals will be forwarded to the Finance Section of VCET or the release of funds.
 - After the receipt of sanction letter, the Investigating Team may request for advance/initiate procurement) as per the general practices adopted in the Institution.
- e) Evaluation of progress:
 - RDC shall conduct a quarterly review of all research work carried out under this Seed Money Grant. This shall include the review of the accounts related to the project too.
 - The progress report and utilization of funds shall be reported every six months.
 - The PI shall submit progress report and utilization of funds to the Research and Development committee in a format given in **Annexure II**.
 - It is the responsibility of Investigating Team to provide all original bills (as per the Telangana Government Store Purchase rules) duly certified for the expenditure incurred for the Project to the Finance section of VCET office in every six months with the recommendation of Dean (Research).
 - All bills are to be addressed to the Principal VCET.
 - The investigators shall make a presentation of the outcome of the research before the RDC.

- After successful completion of the project, the PI shall submit the final report (Annexure III) , statement of expenditure, and utilization certificate to the Research and Development committee.
 - The whole or part of the granted money remaining unutilized within the prescribed time limit should be refunded to committee by remitting back the balance amount.
 - In cases where the progress of the research work is wholly unsatisfactory, the principal, based on the review of ad-hoc team, may recommend withdrawing the grant and the funds allocated till then be returned.
- f) The fund shall be provided in three installments. The first installment up to 40 % shall be provided in the beginning of the project. The second installment i.e. 40 % shall be provided on the basis of progress report and utilization certificate. The final installment i.e. 20% shall be provided after the submission of project report and fund utilization certificate.
 - g) Utilization certificate and Statement of expenditure (two copies) shall be submitted to the finance section of VCET through Research and Development committee.
 - h) The PIs are required to submit two copies of the report of the project to the office along with final utilization certificate.
 - i) The accounts shall be audited by the Accounts officer of the institution.
 - j) If the PI chooses to leave the project or the Institution when the project under the Seed Money Grant Scheme is ongoing, then Co- Investigator should act as PI for the remaining duration of the project. In the absence of Co-Investigator, the entire amount minus the money already spent towards the project shall be refunded to the Institute. Any intellectual property generated during the course of such a project will be owned by VCET.
 - k) The sanction of seed money under this scheme does not entail any right to the investigator for further claims of funding from VCET.
 - l) The equipment purchased for the project will be the property of concerned Department of the institute and on completion of the project shall be transferred to the Department in which the project is undertaken.
 - m) Though travel for research work is understood to be a part of the expenses, the faculty may not use the grant to attend conferences, seminars or workshops (travel as well as registration fee).

DELIVERABLES:

The key deliverables include:

- Initiation and leading research on thrust areas impacting the global relevance to enhance research profile of the Institution
- Formulation of Research Clusters/Groups leading to the scholarly growth of Faculty Members, PDFs, Doctoral Scholars and PG/UG students
- The results and findings from the preliminary research should be utilized to apply for and obtain publication in high-impact journals and /or patenting.
- Final project report in the format specified in Annexure III

SEED MONEY FOR ACADEMIC AND DEVELOPMENT ACTIVITIES:

- Seed money sanctioned under this policy may be utilized for academic and development activities including registration fees for presenting papers in national and international

conferences, publication charges for journals, articles, book chapters and textbooks as per approved indexing standards, patent filing and IPR documentation expenses, and participation fees for Faculty Development Programs, workshops, STTPs and skill enhancement courses related to teaching and research.

- The faculty shall submit relevant proofs such as participation certificates, publication acceptance details, patent filing acknowledgements, original payment receipts and a brief utilization report approved by the Head of the Department for claiming and reimbursement

Seed amount for Research Project Proposal:

SNo	Description	Incentive/Registration Fee
1.	Seed amount for Research Project Proposal	Rs. 1 lakh to Rs 1.5 Lacks

Seed amount for Conferences/Patent/Text Books

SNo	Description	Incentive/Registration Fee
1.	More than 3 Conference Papers	Rs. 1,500/- for each paper
2.	More than 3 Journal Papers	Rs. 2,000/- for each paper
3.	Patent (Filed)	Rs. 1,500/- per patent (only PI)
4.	Patent (Published/Granted)	Rs. 3,000/- per patent
5.	Textbook (e-book)	Rs. 3,000/-
6.	Textbook (printed)	Rs. 5,000/-
7.	Textbook chapter	Rs. 2000/-

Seed amount for Free Journals

SNo	Details	Amount (Per Paper)
1.	SCI/E-SCI/Web of Science/Scopus	Rs. 5,000/-
3.	Indian Citation Index	Rs. 3,000/-
4.	e-Book	Rs. ,000/-
5.	Textbook – National (TMH, Pearson India, etc.)	Subjected to the recommendations of Dean (R &D)/Principal (Academic)
6.	Textbook – International (MH, Pearson, Wiley, Cambridge, etc.)	

Seed amount for Article Processing Charge

SN o	Details	Amount (Per Paper)
1.	Paid Journals (SCI/E-SCI/Scopus/Web of Science or above)	Subjected to a maximum of Rs. 8,000/-
2.	Conference (Scopus/IEEE or above)	Subjected to a maximum of Rs. 8,000/-
3.	Patents	Subjected to the recommendations of Dean (R&D) and Dean (IQAC)

Seed amount for FDPs/Work Shops /On-DUTY/ect

SN o	Details	Amount Sanctioned
1.	Faculty Development Programs (Attended in other Universities /Colleges)	Subjected to a maximum 80% of its Registration Fee
2.	Workshops/Refreshment /Induction Programs ect	Subjected to a maximum 80% of its Registration Fee
3.	TA & DA charges for ON-DUTY works and others	Subjected to the work nature and Distance

Annexure I

Proposal for Seed Money Grant

- 1. Name (of Principal Investigator):**
- 2. Department:**
- 3. Date of joining and experience(years):**
- 4. Designation:**
- 5. Scale of pay, pay and total pay:**
- 6. Email:**
- 7. Contact number:**
- 8. Age and date of birth:**
- 9. Research Supervisor (YES/NO):**
- 10. If Yes**
 - a. Numbers Research Scholars currently supervising**
 - b. No: of PhD produced**
- 11. Research profile :** (attach separate sheet giving details of doctoral research, publication, seminars and conferences attended, details of previous seed money grants from VCET or other funding agency):
- 12. Title of project:**
- 13. Broad subject area:**
- 14. Sub area:**
- 15. Details of CO Investigator (if applicable):**
 - 1. Name:**
 - 2. Department**
 - 3. Date of joining and experience(years) :**
 - 4. Designation:**
 - 5. Scale of pay, pay and total pay:**
 - 6. Email:**
 - 7. Contact number:**
 - 8. Age and date of birth:**

9. Research Supervisor (YES/NO):

10. If Yes

- a. Numbers Research Scholars currently supervising
- b. No: of PhD produced

11. Research profile (attach separate sheet giving details of doctoral research, publication, seminars and conferences attended, details of previous seed moneygrants)

16. Global Status of the theme area of the project (1500 words)

17. National Status of the theme area of the project (1000 words)

18. Details of any preliminary work done by the investigator

19. Gaps Identified

20. Bridging the Gaps

21. Description of research work: Attach a separate document with a text font size of 12 point and margins not smaller than one inch on all sides with a line spacing of 1.5. Faculty may include figures and references. Be sure to include

- Title of the work and details of investigator(s)
- Abstract (400words)
- A clear description of the research problem and the detailed design.
- Scientific scope of the Research proposal (400words),
- Funding agencies which would be interesting in funding this project in future:

22. Detailed work plan with a duration of six months (Indicate methods / Techniques to be used)

23. Objectives of the research work:

1. <objective 1>
2. <objective 2>
3. ...

24. Proposed outcome of research work: (The outcome of the project should lead to a minimum of one publication in SCI/SCIE/Unpaid SCOPUS indexed journals or Patent.)

1. <outcome 1>
2. <outcome 2>
3. ...

25. Particulars of equipment required

26. Particulars of any other facilities required

27. Particulars of the facilities that is available in the institution to carry out this work, if it exists.

28. Proposed Budget:

Sl No	Items	Amount (Rs)
1	Consumables – include the list of consumables which cost more than Rs. 1000/- (Do not exceed 20% of the total amount)	
2	Equipment – Include the list of equipment and showing rates, quantity and total for each item.	
3	Travel (Do not exceed 10% of the total amount)	
4	Contingency (Do not exceed 10% of the total amount)	
5	Publication (Web of Science) (Do not exceed Rs 50000)	
	Total	

Declaration:

I hereby declare that the particulars detailed above are true to the best of my knowledge. I am aware that if any of the information is found false, my application may be disqualified. I have read the policy for Seed Money and agree to all the rules mentioned therein.

Signature of Investigator(s):

Date:

- 29. Forwarding remarks of the Research and Development Committee (to be filled by the Dean (Research) Attach a separate sheet if required)**

Remarks of RDC:

Approved (YES/NO):

Amount Granted:

Signature of RDC members:

Date:

- 30. Decision of the Principal: Approved/ Rejected**

Signature:Date:

Annexure II

Half Yearly Progress Report

1. **Name of Principal Investigator:**
2. **Title of Project:**
3. **Project start date:**
4. **Period of report:**
5. **Work planned in the above period (attached separate sheet):**
6. **Work completed in the above period (attached separate sheet):**
7. **Number of objectives achieved**
8. **Outcome (if any, like papers, articles, patents etc. Attach separate sheet):**
9. **Details of expense:**

S.No.	Item	Expense	Comments
	Total		

10. **Percentage of amount utilized against sanctioned amount.**
11. **Plan for next quarter (attached separate sheet):**

Signature of PI:

Date:

12. **Remarks of the ad-hoc committee (as appointed by the principal. Attach a separate sheet if required):**

Signature of Chairperson of ad-hoc review committee:

Date

13. **Recommendation of the Principal:**

Signature the principal:

Date

Annexure III

SEED MONEY PROJECT COMPLETION REPORT

PROJECT TITLE

SUBMITTED BY

(Name of Principal Investigator and CO Investigator)

Details of the Department(s)

Project Title:		
Duration of Project:	From:	To:
Principal Investigator	Name	
	Email ID Mob No	
	Department and School	
Co-Principal Investigator	Name	
	Email ID Mob No	
	Department	

Date of Sanction

Date of Completion

Final Report

Part A - Summary Report

1. Project Objectives

Objective as per the approved Project	Fully Achieved/Partially Achieved (indicate shortfall)	Reason for Partial Achievement

2. Deliverables

Deliverables as per the approved Project	Fully/Partially/Not Achieved	Reason for Partial/ Non Achievement

3. Specific Outcome *(Please give details)*

- i) Patent, if any
- ii) Product/Process developed/ technology transferred
- iii) Participation in conference/ training workshops attended:
- iv) List of Publications arising from the Project
(attach Copies of the Papers)
- v) Linkages established
- vi) Status of the submission of the project to any External Funding Agencies (Y/N), If yes give the detail.

4. Project Budget *(Final)*

5. Suggestions for Utilization of Project Outcome *(Give tangible road map, name specific Industrial Units)*

Part B – Comprehensive Report

(The Comprehensive Report should be precise in detail and self-contained)

- a. *Project Title:***
- b. *Product/Process as an outcome of the Project, identify beneficiaries***
- c. *Scientific Description (Give Specifications/Standards for the same)***
- d. *Methodology adopted***
- e. *Scientific /Industrial Invention giving underlying Basis*
*(Provide sufficient details)***
- f. *Further Effort required, if any, to get full Benefits or enhance Utilization.***
- g. *Recommendations for Utilization of the Product/Process. Give details.***
 - i.**

Signatures and Name of PI

**Signatures and Name of Co-
Investigator**

PRINCIPAL

DOMESTIC TRAVEL & REIMBURSEMENT OF LOCAL CONVEYANCE POLICY

Objective: This policy is aimed to reimburse the expenses of travel, lodging and boarding when employees travel on official work and expenses of local conveyance (not amounting to a *Tour*) when own vehicle is used for official purposes.

Policy and Procedure:

1. This policy is applicable to all regular employees of VCET. Official travel would be treated as “On Duty”, if the place of visit from Ibrahimpatnam or VCET college 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, VCET. 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.
2. In general, College shall provide the local conveyance when an employee moves on official purpose such as University and any government office works. However, this policy is applicable to all the regular employees when they use their own vehicles.

The applicable rates for reimbursement of tour expenses are given below:

a) Non-Local Tour

Stay/Lodging expenses	100%
Food/Boarding expenses	100%
Travel expenses	100%

b) For Local Tour

Four wheelers	@ Rs. 20 per Km.
Two Wheelers	@ Rs. 15 per Km.
Parking charges:	Actual charge on production of bill.

3. 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.
4. **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.
5. **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.

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 VCET. There should be a gap of 24 months between the last instalment 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 instalments. 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.

LEAVES POLICY

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

Leave/Permission	No. of leaves	Procedure to apply
Casual leave	12 per annum < 1 Year 12 per annum >1 Year	- 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 - This leave can be subjected to submitted on of Medical /Hospital certificate and Birth certificate of the child, Hospital admission/Discharge summary, Leave application and Employee ID copy
Paternity Leave	7 days	- Leave granted to a male employee at the time of his child birth. So that he can take care of the mother and new born. - This leave can be subjected to submitted on of Medical /Hospital certificate and Birth certificate of the child, Leave application and Employee ID copy - It can be availed before or after child birth usually within 1 month of the child's birth
Medical Leave	15 days	- Means leave granted to an employee (Staff/Faulty) when they are unable to attend duty due to illness, injury, or medical treatment - This leave can be subjected to submitted on of Medical /Hospital certificate, Doctor prescription and fitness certificate of the child, Leave application and Employee ID copy - Long term medical leave (e.g for surgery, accidents other complication) can be considered under half pay leave (HPL) or extraordinary leave (EOL)
Bereavement Leave	7 days	- This leave granted to an employee on the death of a close family member or relative, so they can perform last rites, attend rituals, and cope with the loss - This leave can be subjected to submitted on Death Certificate, Obituary Notice/Community (in case immediate certificate is not available, a supporting document can be attached and formal proof submitted later on trust basis), Letter form village panchayat/municipal authority Leave application and Employee ID copy
Marriage Leave	7 days	- It is given to an employee during their own marriage only, once during his/her service to allow time for ceremonies travel and related responsibilities - This leave can be subjected to submitted Leave application, Wedding Invitation card and marriage registration certificate
To attend the higher education	5 days	Employee should make alternate arrangement for their work before they apply for leave.

Outdoor duty/Official Duty/On-Duty (OD)	As per the requirement	This is applicable in the following cases: - 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	- 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 (CCL)	1 for 8 hours of working on holidays, extended hours	- This is applicable to all employees. - CCLs will be added to the employee account when an employee works on holidays, extended hours. - CCLs will be considered and granted when official work is assigned to regular employees.
Summer vacation o Any balance/unused/accumulated vacation cannot be carried forward. o Prefix/suffix holidays, week-ends will be considered part of the week under any circumstance.	1 week	- 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	- Applicable to employees served Institute with service continuously more than one year. - On recommendation and approval from the HoD/Principal.
	Additional 1 week	- 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.

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, JNTUH 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, JNTUH from time to time.

The Institute shall notify all the eligible faculty members to attend the ratification interviews as per the JNTUH'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.

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 fulfilment 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 VCET 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.

POLICY OF MENTORING/COUSELLING/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/counselling them. The performance report of the individual students shall be reported to the parents periodically. In this system, a diary shall be maintained for each student where the following details are to be recorded:

- 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.

POLICY AGAINST SEXUAL HARASSMENT

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

VCET 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 behaviour. 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, wilfully 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 favours, demanding sexual favour 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.

Policy 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.
- Formed Anti sexual Harassment committee (Internal complaint committee) in college to regular monitor
- Conduct workshops, Seminars and orientation programs on Gender sensitization and sexual harassment
- Provide a confidential and safe mechanism for reporting harassment
- Maintain records of complaints while ensuring privacy Conduct formal inquiries into complaints and recommend disciplinary action against offenders as per institutional rules
- Ensure protection from retaliation for complainants and witnesses
- Guide victims for counselling medical assistance, or legal support if needed
- Prepare an annual report on complaints and actions taken and submit report to principal/Management and or JNTUH/UGC/AICTE

A committee is constituted as per the direction of AICTE and functional within the campus The complaints may be registered through college Email Phone call to any authority, written complaint.

Composition of the committee

Presiding officer: Senior female faculty member

Members: Minimum 2-4 members (Both male and female) from faculty/Staff

External Member: An external woman expert or NGO member for impartiality

Student Representatives: Optional, as per institutional policy

POLICY ON GRIEVANCES REDRESSAL

Objective:

The purpose of this policy is to:

- Provide a formal mechanism for faculty staff and students to raise grievances
- Ensure grievances are addressed promptly, fairly and and transparently
- Promote a positive and respectful academic and workplace environment
- Comply with UGC, AICTE and JNTUH guidelines

This is applicable to all the regular employees and students of VCET 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.

Scope:

This policy covers grievances related to

- Academic matters (examinations, evaluation, Curriculum, teaching quality)
- Administrative matters (Leave, promotions, Pay, transfers)
- Harassment or discrimination (gender, Cast, religion, disability)
- Facilities and resources (hostel, library, Labs, Infrastructure)
- Any other matter affecting employees or students' well-being

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.

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 VCET.

It is also possible that a faculty can join back VCET 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 VCET 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.

POLICY OF QUALIFICATIONS FOR TEACHING POSITIONS

Qualifications and experience for teaching positions:

Programme	Cadre	Qualification	Experience
Engineering & Technology MBA	Assistant Professor	B.E./B. Tech. & M.E./MTech /MBA 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 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, analysing, quality control, innovating, training, technical books/research paper publications / IPR/ patents, etc.

RECRUITMENT POLICY

Objective:

The recruitment policy ensures transparency, fairness, and merit-based selection of faculty and staff, in line with the guidelines of AICTE, UGC, State Government and JNTUH.

1. The policy aims to:

- Maintain high standard of teaching, research, and administration
- Provide equal opportunities to all qualified candidates
- Follow statutory norms for faculty qualifications and cadre ratios
- Establish a structured process for recruitment and promotions

2. Scope:

This policy applies to:

- Teaching staff (Professors, Associate Professors, Assistant Professors)
- Non-Teaching Staff (Administrative and Technical staff)
- Contractual/ Guest Faculty: If applicable

3. Recruitment Principles and Procedure:

- All recruitments shall be based on AICTE/UGC norms and JNTUH affiliation requirements
- Reservation norms of the Government of Telangana shall be followed
- 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), 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. After the college selection committee will be constituted with HOD of concern department, two internal experts along with Principal/Dean.

- Candidates will be called for written test/group discussion/demonstration/personal interview whichever is applicable depending on the post on the specified dates.
- After **JNTUH university Staff Selection committee meeting (SCM)** is conducted by university nominees or experts and 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/Appointment order after university approval with agreed terms and conditions of employment.
- Qualifications, experience Promotions and pay package will be implemented of teaching staff and non-teaching staff are processed as per AICTE Career Advancement Scheme (CAS) and JNTUH regulations
- . 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.
- All recruitment advertisements, applications, screening reports, SCM minutes and appointment letters shall be maintained in the college for audit and NAAC/AICTE/JNTUH inspections

4. Constitution of SCM (as per JNTUH)

The SCM for faculty recruitment shall consist of:

- **Chairman:** Vice Chancellor's Nominee/ JNTUH Nominee
- **Subject Expert-1:** Nominated by JNTUH from a panel of experts
- **Subject Expert-2:** Nominated by JNTUH from a panel of experts
- **Principal of the College:** Member
- **Head of the Department (HOD):** Concerned Department
- **Management Nominee:** Representative from Governing Body/College Management
(For Professors/Associate Professors, minimum two subject experts are mandatory)

5. Functions of SCM

- Verify eligibility of candidates as per AICTE/JNTUH norms
- Conduct interviews and teaching demonstrations
- Recommend selected candidates with detailed minutes of the meeting
- Forward SCM proceedings to JNTUH for approval

6. Dress code for the employees:

All the employees should follow the dress code based on the designation.

For

- Faculty:**
- i. Male – Formal Dress with shirt-in and shoes, clean shave with Tie and ID card.
 - ii. 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.

7. Working hours:

The working hours for all the employees are specified as given below:

For Faculty members and Technical Staff : 9.15 AM to 3.45 PM

For Administrative Staff : 9.00 AM to 4.30 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 the schedule timings

POLICY ON SOCIAL WELFARE FOR SC / ST / OBC / MINORITY STUDENTS & STAFF

1. Preamble & Rationale

1.1 Constitutional and Legal Basis

- The Constitution of India provides for special provisions for Scheduled Castes (SC), Scheduled Tribes (ST), and socially and educationally backward classes (OBCs) under Articles **15(4)**, **15(5)** and **16(4)**.
- The **93rd Constitutional Amendment, 2005** added clause (5) to Article 15 to allow the State to make special provisions for the advancement of backward classes (OBC) in education, including private unaided institutions.
- The institution must comply with relevant central and state government schemes, regulations, and court judgments concerning reservations, scholarships, and welfare.

1.2 Objectives

- To promote equity, inclusion, and social justice by ensuring fair opportunities for SC / ST / OBC / minority students and staff.
- To eliminate caste-based discrimination and bias in all institutional processes (admissions, recruitment, promotion, academic evaluation).
- To provide support mechanisms (financial, academic, infrastructure) so that students / staff from these communities can fully participate in institutional life.
- To set up grievance redressal systems and institutional monitoring to ensure accountability

2. Definitions & Scope

2.1 Definitions

- **SC / ST / OBC:** As per the list notified by the Government of India or the relevant State Government, including classification into “creamy layer” (for OBC) where applicable.
- **Minority:** Those communities recognized as minorities under relevant state or central laws (religious or linguistic minorities).
- **Staff:** Teaching and non-teaching employees of the institution.
- **Students:** All admitted learners in any program (undergraduate, postgraduate, diploma, certificate).

2.2. Scope

This policy applies to:

- Admissions, scholarships, fee concessions, fellowships for students belonging to SC / ST / OBC / minorities.
- Recruitment, promotions, and capacity building (training) for staff from these categories.
- Grievances, discrimination complaints, monitoring, awareness, and institutional support systems.
- Infrastructure support (hostels, remedial classes, mentoring) for these groups.

3. Institutional Governance & Committees

3.1 Welfare & Grievance Committee / Cell

- The institution shall constitute a **SC/ST/OBC/Minority Welfare & Grievance Committee** (or separate cells as needed) with representation of staff, faculty, and student members from these communities.
- The committee shall have a Chairperson (senior administrator), coordinator, and members; and at least one student representative from each category.
- Functions:
 - Circulate government orders, scheme notifications, and updates.
 - Monitor and ensure implementation of reservation and welfare measures.
 - Act as a grievance redressal body for complaints of caste / community discrimination.
 - Collect data and reports, prepare annual reports, and recommend policy improvements.
 - Liaise with government agencies and funding bodies.
- The committee shall hold meetings (e.g., quarterly) and maintain minutes.

3.2 Equal Opportunity / Diversity Cell

- In addition, or parallel, an Equal Opportunity Cell may oversee intersectional issues (gender, disability, economic disadvantage).
- The cells coordinate and avoid overlap, but may co-operate in awareness programs, sensitization, and grievance redressal.

4. Admissions & Reservation Policy

4.1 Adherence to Reservation Laws

- The institution shall reserve seats for SC / ST / OBC categories in accordance with applicable **central/state reservation policies**, as well as UGC / AICTE / other regulatory norms.
- The reservation norms, percentages, and eligibility criteria must be clearly published in admission brochures and institutional website.

- For OBC reservations, “creamy layer” exclusion must be applied where mandated by the law.
- In minority institutions, special legal considerations may apply: e.g., according to a recent Madras High Court ruling, SC / ST / OBC reservations may not apply to minority institutions under Article 15(5) compulsion.
 - The institution must take legal advice and ensure compliance with current judicial precedents in its state.

4.2 Transparent Admission Process

- The institution should adopt transparent, merit + reservation lists with clear cut-offs, and publish the breakdown (General / SC / ST / OBC / Minority).
- If seats reserved for a category remain unfilled, rules about whether they revert to general or to other reserved categories should be clearly stated.
- Admission brochures should clearly state required documents (caste certificate, income certificate, minority status certificate) and deadlines

5. Financial Support & Scholarships

5.1 Scholarships and Fellowships

- The institution shall facilitate dissemination and application for central scholarships for SC / ST / OBC / minority students (e.g. Pre-matric, Post-matric, Central sector, Merit scholarships).
- Institutional-level scholarships / fellowships / hardship grants may be set aside for students belonging to these categories who face financial constraints.
- Disbursement must follow norms of transparency, accountability, and timely release.

5.2 Fee Concessions / Waivers

- The institution may offer partial or full tuition fee waivers, reduction in hostel fees, or remission of other charges (library, lab, examination) for SC / ST / OBC / minority students, subject to financial feasibility and institution policy.
- Criteria, procedure, and eligibility should be published.

5.3 Book / Equipment Grants & Loans

- Provide book grants, study material assistance, laptop / device loan schemes, particularly for economically backward students in these categories.
- Interest-free or subsidized educational loans may be arranged in collaboration with banks (or tie-ups).

6. Academic & Support Programs

6.1 Remedial / Bridge Courses

- Organize remedial classes, bridge programs, tutoring, or mentorship for SC / ST / OBC / minority students who need extra academic support.
- Help them catch up, prepare for exams, and reduce dropout rates.

6.2 Mentoring & Counselling

- Assign faculty or senior students as mentors to guide academic, career, and personal matters.
- Provide counselling services (academic, psychological) sensitive to social, cultural issues.

6.3 Skill Development & Coaching

- Run special coaching, training, or preparatory classes (e.g. for competitive exams, research entrance, language / computer skills) targeted at these students.
- Seek government grants (e.g. SC / ST / OBC welfare departments) or external funding for such programs.

6.4 Career Guidance & Placement Support

- Provide dedicated career counselling, assistance in internships, and job placement support to students from these categories.
- Collaborate with employers to promote diversity hiring.

7. Recruitment, Promotion & Staff Welfare

7.1 Reservation & Affirmative Action in Recruitment

- In faculty and non-teaching staff recruitment, the institution must follow applicable government reservation norms for SC / ST / OBC and minorities, subject to applicable laws and regulatory provisions.
- Transparent advertisement must indicate reserved posts, eligibility, and selection process.
- Maintain records to ensure adherence and periodic review for compliance.

7.2 Training, Capacity Building & Professional Development

- Provide training, workshops, continuous professional development programs particularly encouraging staff from underrepresented communities.
- Facilitate attending conferences, research grants, sabbaticals, or mentorship for career advancement

7.3 Promotion, Evaluation & Support

- In performance evaluation and promotion, ensure fairness and avoid bias based on caste / community background.
- Where applicable, provide “relaxations” (e.g. in assessment timelines) consistent with government norms or agreements.
- For staff from SC / ST / OBC / minority categories, consider special grants, seed funding, or assistance in research proposals.

7.4 Staff Welfare Measures

- Ensure fair remuneration, leave policies, housing / hostel benefits, medical facilities, and support services are equally accessible to staff from all communities.
- For staff in minority / backward communities, consider additional measures (e.g. travel grants, advanced leave, flexible working) if needed to mitigate social disadvantages.

8. Grievance Redressal, Monitoring & Accountability

8.1 Grievance Mechanism

- The Welfare & Grievance Committee (or cell) shall receive complaints of discrimination, harassment, or denial of benefits.
- Upon receiving a written complaint, the committee must convene within a stipulated timeframe (e.g. 15 days), schedule a hearing, and issue recommendations or decisions within a set period (e.g. 30 days).
- The complainant may appear in person or submit written representations.
- Recommendations may be forwarded to higher authorities (e.g. Principal / Director / Vice Chancellor) for implementation.
- The institution must protect complainants from retaliation.

8.2 Monitoring, Reporting & Audit

- The committee must maintain records of all complaints, actions taken, outcomes, and timelines.

- An **Annual Welfare Report** must be prepared and published (on the institutional website) showing category-wise student enrollment, staff recruitment, scholarships awarded, grievances handled, and pending issues.
- Internal or external audits of welfare scheme implementation may be undertaken periodically.
- Key performance indicators (KPIs) should be set (e.g. retention rates, scholarship disbursement ratio, grievance resolution turnaround time) and reviewed regularly.

8.3 Review & Policy Revision

- The policy should be reviewed (say every 2-3 years) for effectiveness, compliance with new laws or court judgments, and stakeholder feedback.
- Revisions to be approved by the institution's governing body.

9. Awareness, Sensitization & Institutional Culture

9.1 Orientation & Induction Programs

- All students and staff should receive orientation about constitutional values, anti-discrimination norms, rights & responsibilities of SC / ST / OBC / minority communities, and institutional policies.

9.2 Sensitivity Training & Workshops

- Regular sensitization programs, seminars, guest lectures, and dialogue sessions on caste discrimination, communal harmony, social justice, inclusivity, and diversity.
- Encourage inclusive language, respectful behavior, and a culture of dignity for all.

9.3 Celebration & Recognition

- The institution may commemorate important days (e.g. Ambedkar Jayanti, Minorities Day) and promote student / staff achievements from these communities.
- Awards, scholarships, or recognition for excellence, leadership, or community service by individuals from SC / ST / OBC / minority backgrounds.

10. Institutional Funding & Resource Allocation

10.1 Budgetary Provision

- The institution must allocate a dedicated annual budget for welfare programs, scholarships, remedial courses, capacity building, and support services for SC / ST / OBC / minority groups.
- The funds should be protected (ring-fenced) and not diverted to unrelated purposes without proper approval.

10.2 External Funding & Partnerships

- The institution should actively seek funding from government schemes, grants, CSR projects, philanthropic organizations to supplement welfare initiatives.
- Partnerships with NGOs, SC / ST welfare boards, minority commissions, foundations may enrich programs

11. Legal & Compliance Considerations

- The policy must align with prevailing **central and state government laws**, UGC / AICTE / regulatory bodies' guidelines, and judicial decisions.
- In case of conflict (e.g. judicial rulings about minority institutions and reservations), the institution must take legal advice and adjust implementation accordingly.
- The institution should maintain updated knowledge of policy changes in SC / ST / OBC / minority welfare schemes.
- Noncompliance may attract legal and reputational risk; hence adherence and due diligence are essential.

Policy on IPR, RTI & EDC Cells

1. Preamble & Purpose

The institution recognizes that in the modern knowledge economy, innovation, transparency, accountability, and entrepreneurship are essential pillars of growth. To support these, the institution will constitute and maintain:

- An **IPR Cell** to promote creation, protection, and commercialization of intellectual property, and to sensitize faculty, researchers, and students about IPR.
- An **RTI Cell / Public Information Office** to comply with Right to Information norms, ensure transparency, and enable information access under legal obligations.
- An **Entrepreneurship / Innovation / Development Cell (EDC / Startup Cell / Incubation Cell)** to foster entrepreneurial mindset, support incubation, ideation, mentoring, and startup growth.

This policy document defines the objectives, structure, functions, procedures, and monitoring mechanisms for each cell, aligned with relevant government policies, statutory provisions, and best practices.

2. Legal & Policy Framework

2.1 IPR (Intellectual Property Rights)

- The Government of India has adopted the **National IPR Policy (2016)**, approved on 12 May 2016, to integrate and strengthen India's intellectual property regime.
- The policy emphasizes seven themes: awareness, generation, legal framework, administration, commercialization, enforcement, human capital development.
- Institutions are encouraged to create awareness, provide infrastructure for filing IPRs, support commercialization, and foster innovation ecosystems.
- The institution must comply with applicable statutes (Patents Act, 1970; Trade Marks Act, 1999; Copyright Act, 1957; Designs Act, etc.) and any recent amendments (e.g. via Jan Vishwas Amendment affecting penalties)

2.2 RTI (Right to Information)

- The **Right to Information Act, 2005** mandates that citizens may access information from "public authorities" to promote transparency and accountability.
- UGC prescribes that universities/colleges established by law, or substantially financed by

- Private institutions may also be treated as public authorities if they receive substantial government funding. For instance, the Gujarat Information Commission held that private universities can be RTI public authorities when substantially financed by government.

2.3 EDC / Entrepreneurship / Innovation Policy

- The Government of India, via bodies such as **Atal Innovation Mission (AIM)** under NITI Aayog, encourages innovation and entrepreneurship in educational institutions.
- The National Innovation Policy and Ministry of Education's innovation/entrepreneurship cell guidelines propose that institutions allocate budgets, infrastructure, incubation support, mentoring, and seed funding for startups.
- DST (Department of Science & Technology) / EDII / other agencies fund programs promoting S&T entrepreneurship.

3. Institutional Structure & Governance

3.1 Oversight & Coordination

- The institution shall constitute an **Innovation & Intellectual Property Committee (IIPC)** or similar apex body, to coordinate among IPR Cell, RTI Cell, and EDC, and report to the top administration.
- The IIPC will have representation from senior faculty, legal / research office, industry liaison, and student representatives.

3.2 Composition & Roles of Cells

Cell	Coordinator / Officer	Members	Role / Responsibility
IPR Cell	Faculty / Staff with IPR expertise or external liaison	Legal advisor / Patent consultant / Research office / student members	Promoting patenting, copyrights, industry liaison, awareness programs
RTI Cell / PIO / APIO	Public Information Officer (PIO)	Assistant PIO(s), staff liaison, web / records personnel	Respond to RTI applications, proactive disclosures, record maintenance
EDC / Startup Cell	EDC Coordinator (Faculty / Entrepreneur-in-Residence)	Faculty mentors, industry advisors, student startup leads	Ideation, incubation, mentoring, programs, seed fund disbursal

- Each cell should have a clear **Terms of Reference (ToR)**, meeting schedules (quarterly or more frequent), accountability lines, and documented minutes.

4. Functions & Activities

4.1 IPR Cell – Functions & Activities

1. Awareness & Training

- Workshops, seminars, webinars on patents, trademarks, copyrights, designs, and trade secrets.
- Orientation for new faculty / students about IPR rights, obligations, and institutional policy.

2. Support for IPR Filing

- Assist inventors in drafting, filing, and prosecuting patents, trademarks, and copyrights.
- Liaise with patent attorneys, IP offices, funding agencies.
- Maintain a repository / database of institutional inventions (disclosure forms).

3. Commercialization & Technology Transfer

- Promote licensing, commercialization, and spin-off creation.
- Negotiate revenue-sharing models (between inventors, institution, and cell).
- Monitor and support startups emerging from institutional technology

4. Policy, Incentives & Recognition

- Prepare institutional IPR policy (ownership, revenue sharing, etc.)
- Recognize and reward faculty / students who obtain IPRs (awards, honoraria).
- Budget allocation for patent filing, maintenance, and legal costs.

5. Monitoring & Reporting

- Maintain statistics on disclosures, filed patents/rights, commercialization, revenue generated.
- Submit annual IPR report to the IIPC / governing body.

6. Linkages & Collaboration

- Collaborate with national / state bodies (e.g., CIPAM, DPIIT, state innovation agencies).
- Participate in DPIIT / startup / IP policy programs.

4.2 RTI Cell (PIO / APIO) – Functions & Activities

1. Designation & Responsibility

- The institution shall designate a **Public Information Officer (PIO)** and **Assistant PIO(s) (APIO)** with defined contact details.
- The PIO/APIO must be distinct persons, and their appointment be published widely.

2. Suo Motu Disclosure / Proactive Disclosure

- The institution shall publish on its website (and in print) information mandated under Section 4(1)(b) of RTI Act, such as:
 - a) Organizational structure, functions, duties
- b) Powers & duties of officers and employees
- c) Decision-making processes, norms, rules, regulations, manuals
- d) Categories of documents held, record retention policy
- e) Budget, audit reports, schemes, grants, beneficiaries
- f) Frequently requested information and “decision of appeal” summaries

3. RTI Application Handling

- Acknowledge receipt, process, and respond to RTI applications within statutory timelines (30 days, or 48 hours in specific cases).
- If third-party or confidentiality issues arise, follow RTI Act sections 8, 9, 11 regarding exemptions.
- Maintenance of appeal and review processes (First Appeal, Second Appeal) per legal norms

4. Record Management & Transparency

- Maintain registers of RTI requests, responses, appeals, and timelines.
- Conduct periodic audits / reviews of RTI compliance.
- Publish an annual RTI compliance report (number of requests, rejections, appeals, etc.). ⁵⁶

5. Capacity Building & Awareness

- Train staff and students on RTI rights, obligations, and institutional procedures.
- Sensitize departmental record-keepers about maintaining records in retrievable form.

4.3 EDC / Innovation / Startup Cell – Functions & Activities

1. Awareness & Entrepreneurship Education

- Conduct bootcamps, innovation challenges, idea competitions, hackathons, guest lectures.
- Courses / modules on entrepreneurship, lean startup, business modelling, IP, finance.

2. Ideation & Incubation Support

- Accept project proposals / ideas, screen them, and bring prospective ones into incubation.
- Provide mentoring, technical guidance, business consultation, market research support.

3. Infrastructure & Facilities

- Provide co-working space, labs, prototyping / testing equipment, internet, meeting rooms.
- Access to institutional resources (library, computing, workshops) for incubates.

4. Seed Grants / Funding Support

- Maintain an internal **Innovation / Startup Fund** (e.g., 1% of institutional annual budget).
- Provide small seed grants / micro-grants / matching grants to select teams.

5. Linkages & Network

- Connect with external incubators, accelerators, investors, industry partners, government schemes.
- Promote participation in national/state startup programs (e.g. Start-up India, AIM, DPIIT).

6. Monitoring, Scale-up & Exit

- Periodically review incubated startups, track metrics (revenue, employment, funding).
- Define exit policy, equity-sharing, and handover/scale-up plans.

7. Recognition & Incentives

- Awards, seed capital, travel grants, “startup of the year” recognition.
- Faculty incentive to mentor / support student startups.

5. Intellectual Property / Ownership & Revenue Sharing (Institutional IPR Policy)

The institution shall adopt a clear **IPR Ownership Policy** consistent with law and best practices, covering:

1. Disclosure of Inventions / Creations

- All faculty, researchers, and students must submit invention disclosure forms to IPR Cell.

2. Ownership

- If the invention is developed using institutional resources (lab, funding, equipment, grants), the institution may claim joint ownership or license rights.
- If fully developed independently (outside institutional support), ownership may remain with the inventor(s).

3. Revenue Sharing / Licensing

- Define a share of royalties/licensing income to inventors, department, and institution (for example: 40% inventor, 20% department, 40% institution)
- Costs of patent application, maintenance, and legal fees may be borne by the institution or inventor, as per policy.

4. Commercialization / Licensing

- The institution may license or spin off startups, subject to standard agreements.
- Priority or right of first refusal may be given to student/faculty teams under agreed terms.

5. Conflict Resolution & Dispute Handling

- A grievance / appeals panel will address conflicts about ownership, revenue, commercialization.
- Disputes to be resolved per institutional guidelines, possibly with third-party arbitration.

6. Term & Duration

- Institutional control period, royalties term, renewal, and buy-back clauses should be defined.

6. Resources, Budget & Support

1. Budget Allocation

- The institution shall allocate a dedicated annual budget line for each cell (IPR, RTI, EDC).
- Seed funds, legal expenses (for patents), infrastructure costs, maintenance, and program costs to be covered.

2. Human Resources

- Assign or hire dedicated staff or coordinators for each cell.
- Engage legal / IP consultants or external experts on retainer or on demand.

3. Infrastructure

- Office space, computing, internet connectivity, repository systems, record-keeping, incubation labs.
- Software / tools (IP databases, patent search tools, startup management tools).

4. External Funding & Grants

- Seek support from government agencies (DST, DPIIT, MSME, state industries) for IPR & startup funding.
- Apply for grants, CSR funding, or industry sponsorships.

7. Monitoring, Evaluation & Reporting

- The **IIPC** shall fix **Key Performance Indicators (KPIs)** for each cell. Examples:
 - IPR Cell: Number of disclosures, patents filed, patents granted, revenue generated
 - RTI Cell: Number of RTI requests handled, compliance rate, appeals resolved
 - EDC: Number of startup teams incubated, funding raised, revenue / jobs created
- Each cell shall submit **quarterly progress reports** to IIPC and **annual reports** to institutional leadership.
- An external audit or third-party review may be done every 2–3 years to assess effectiveness.
- Stakeholder feedback (faculty, students, industry) should feed into periodic policy review (every 2–3 years).

8. Implementation Roadmap & Timeline

Phase	Activities	Timeline
Phase 1	Constitute IIPC, appoint cell coordinators, adopt this policy, set up infrastructure	Months 1–3
Phase 2	Conduct awareness, capacity building, site setup (legal liaison, office, software)	Months 4–6
Phase 3	Begin cell functions (IP disclosures, RTI disclosures, startup calls)	Months 7–12
Phase 4	Full rollout, fund disbursement, commercialization, startup scale-up	Year 2 onward
Review & revision	Policy review, audit, stakeholder consultation	Every 2–3 years

9. Grievance Redressal, Ethics & Compliance

- Each cell shall provide a **grievance mechanism** to address disputes, biases, or conflicts (e.g. over IPR ownership, RTI denials, startup selections).
- Any unethical conduct (plagiarism, misuse of IP, unfair selection) will be subject to institutional disciplinary norms.
- The institution shall ensure compliance with relevant laws (e.g. IPR statutes, RTI Act) and maintain updated legal monitoring

LIBRARY POLICY

Membership

Students, faculty members and employees of VCET shall have the library membership. Each member is required to apply for library membership in a prescribed form available at Central Library webpage and attached with a recent passport size photograph.

Circulation Policy

Circulation policies and borrowing privileges for the staff members

S	Resource	Eligibility	Loan Period	Renewal
	Books	10	One Semester	Once if no reservation
	Back Volumes of Periodicals	5	5 days	---
	CD/DVDs	5	5 days	---
Professor	Books	8	One Semester	---
	Back Volumes of Periodicals	4	2 days	---
	CD/DVDs	4	2 days	---
Associate Professor	Books	7	One Semester	---
	Back Volumes of Periodicals	3	2 days	---
	CD/DVDs	3	2 days	---
Sr. Assistant Professor	Books	6	One Semester	
	Back Volumes of Periodicals	2	2 days	
	CD/DVDs	2	2 days	
Assistant Professor	Books	5	One Semester	
	Back Volumes of Periodicals	1	2 days	
	CD/DVDs	1	2 days	
Non-Teaching Staff	Books	4	One Semester	
	Back Volumes of Periodicals	---	---	
	CD/DVDs	---	---	

Circulation policies and borrowing privileges for the students

For Students	Resource	Quantity	Loan Period	Overdue/Fine	Renewal
(B.Tech. M.Tech. & MBA)	Books	5	14 days	Rs. 1/- per day per book	Once if no reservation
	Back Volumes of Periodicals	1	2 days	Same	---
	CD/DVDs	1	2 days	Same	---

Shelves Arrangement

The technical processing of the books is done by systematic arrangement according to Dewey Decimal Classification (DDC) scheme using and an Open Access has been facilitated for consultation and selection of books.

New Arrivals Display

Latest additions of books are displayed in the new arrivals shelf.

Reprographic Services

Photocopying/Printing of materials available in the library is provided on payment basis.

Loss of Books

In the event of the book issued is lost, it should be reported to the library immediately. The borrower is required to make replacement with a new one bearing the same title besides a fine amount of Rs. 50/-. Failure to comply with one has to pay four times of the price of the lost book.

Overdue Charges

Borrowers who have failed to return the books issued to him/her on or before due date shall be required to pay the overdue charges of Rs. 1.00 per day.

Personal Belongings

Users / Readers are requested to keep their personal belongings such as books and bags at the counter located at the entrance of the library at their risk.

Book Recommendation

Students and faculty members can be recommended using prescribed book recommendation form available at the Central Library webpage.

Library Working Hours

Monday to Saturday	9:00 AM to 05:00 PM
Circulation (Issues & Returns)	9:00 AM to 05:00 PM
Reference Section	9:00 AM to 05:00 PM
Closed on Holidays	

The above-mentioned timings of the library is subject to change from time to time which will be notified through Circulars as well as on the Notice Board

Purchase of Library Books and their Filing in Shelves

Approval For The Book Purchase

1. Submission of list of books recommended by the teachers of different departments and students to the library.
2. Recommendations are checked by PA (Library) for duplicate, availability, etc.
3. Approval is taken for the recommended books by Librarian.
4. Finally, sanction is taken from the Principal of the college for purchase.

Order Placement and Physical Verification of Purchased Books

5. Placing the order of books satisfying the terms and condition of the library.
6. Submission of challan by vendor along with the books.
7. Physical verification and checking of books received against the order.
8. Submission of bill by vendor to the college.

Processing of the Bill

9. Accessioning of books in the accession register of Library.
10. Finally, the bill is processed and submitted to accounts section, through principal for release of payment.

Technical Processing

11. Technical processing of the books including classification and cataloguing is done.
12. Physical Processing of the books including pasting of property slips, placing the barcoded tags and stamping is carried out.
13. Then the books are placed in shelves according to their classification number by the library staff.

Note:

Placement of books in shelves for those books which are in circulation:

1. Books are returned at the circulation counter.
2. From there, the books are placed in shelves according to the classification number by library staff.

DOCUMENT RETENTION POLICY

Introduction

It is Visvesvaraya College of Engineering and Technology (VCET) policy to maintain complete, accurate and high-quality records. Records are to be maintained for the period of their immediate use, unless longer retentions required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth below. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed.

No Officer, or employee of Visvesvaraya College of Engineering and Technology (VCET) shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case. This policy covers all records and documents of Visvesvaraya College of Engineering and Technology (VCET).

Visvesvaraya College of Engineering and Technology (VCET) reserves the right to amend, alter and terminate this policy at any time.

Responsibility for Administration

The principal shall be responsible for administering this policy.

Statement of Policy

It is the policy of this organization:

- To comply with applicable legal and regulatory duties to retain documents as contained in various Statutory Rules/Procedures in General any specific to educational institutions.
- To possess all documents needed for normal academic purposes, including administration of ongoing Academic relationships.
- Therefore, the organization directs and expects all officers and employees to follow the rules and procedures set forth herein. Please be aware that “documents” includes not only documents in paper form, but e-mail messages and all other forms of electronically stored information. Also be aware that the rules and procedures apply to all computers and other electronic devices provided to employees by the organization for use in the business of the organization, regardless of whether those computers or devices are used on the organization’s premises or elsewhere

Rules and Procedures

From time to time, the principal may issue a “legal hold”, suspending the destruction of any records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, Government investigations, or similar proceedings. If and when informed of this by the principal, no one shall do not discard any documents relevant to the subject matter of the lawsuit, investigation or proceeding.

Employee will be informed of the specific types of documents that are relevant and must be retained for these purposes by the Principal. Until that point in time, do not discard any document that may be relevant without the written approval of the principal. If in doubt, save the document.

In all other circumstances, employees must retain the documents listed in the schedule below for the periods of time set forth. The schedule reflects to legal obligations for document retention. Attention is drawn that the information listed in the schedule below is intended as a guideline and may not contain all the records Visvesvaraya College of Engineering and Technology (VCET). that may be required to keep in the future. Questions regarding the retention of documents not listed in this schedule should be directed to the principal.

Please note that failure to follow this policy can result in possible civil and criminal sanctions against Visvesvaraya College of Engineering and Technology (VCET) and its Officers and employees, and possible disciplinary action against responsible individuals, up to and including termination of employment for any delegacy.

The management whenever necessary may add to the records to be preserved for a definite period or delete preservation of a record under intimation/approval of the affiliating University/State Government

Additional considerations:

- Accrediting bodies may require retention of course materials, student work, and assessment data for at least one full accreditation cycle
- National education regulations may override institutional policies
- Digital backups are often maintained even if physical records are destroyed

Type of Document	Minimum Retention Requirement
General Administration	
Student Records (Admission TC, Bonafide, Disciplinary action, Scholarship and financial etc)	Permanently
Faculty & staff Records (Recruitment, Appointment, service book, leaves, salary performance appraisals, resignation or retirement)	Permanently
Accreditation & Quality management documentation (Autonomous, NBA, NAAC, ISO)	Permanently
Time sheets/ Attendance records	8 years
Vision & Mission, Quality policy, Strategic plan Deployment, policies and Procedures (SOP),	Permanently
Insurance records, current accident reports, claims,	Permanently Or until superseded
Internal and External audit reports	4 years
Meeting Minute books (internal/admin), bylaws and charter	Permanently
Payroll records and summaries	8 years
Personnel files (Regular & terminated employees)	8 years
Design Drawings/CAD files/As-Built Drawings	Life of the asset+ 10 years
Engineering calculations & Inspection/QA Reports	10 years
Safety Records/ Incident Logs	10 years (Longer if related to litigation)
Health and Safety training	10 years
Staff welfare Intensives	10 years
Contracts and leases (expired)	8 years
Contracts and leases (still in effect)	Permanently
General Correspondence (non-project-specific)	7 years
Correspondence (legal and important matters)	Permanently
Project Files (Plans, schedules, permits and Licenses, Change orders, Client Records)	10 years
Depreciation Schedules	Permanently
Duplicate deposit slips	3 years
Employment applications	4 years
Expense Analyses/expense distribution schedules	8 years
stock register Maintenance (Labs, Consumable and non-consumable)	As long as equipment is in use+ 5 years

Accounts	
Accounts payable ledgers and schedules	8 years
Audit Reports/Compliance assessments	Permanently
Bank Reconciliations	3 years
Bank Statements & Salary statements	8 years
Cheques (for important payments and purchases)	Permanently
Financial Statements, Financial records (Invoices, payments, budgets of both departments and college)	Permanently
Insurance Policies	Up to expired +5 years,
Procurement documents (Quotations, tenders, contracts)	10 years From the end of contract or procurement activity
HR record (Staff files, contracts)	10 years after departure (Depends on labor laws and internal policy)
Students fees/Scholarships	10 years (long any litigation)
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Withholding tax statements	8 years
Examination Branch	
Examination Results of students	Permanently
Question papers(finalized)	8 years or one regulation completed
Revaluating/Recounting Applications	5 years
Invigilation duty registers	1 years
Result notification documents/T-sheets	Permanent
Internal and External exam Answer Scripts (Evaluated)	8 years
Student transcripts & Consolidated reports	Permanently
Internal marks/ Grade sheets / assessment records	10 years
Course outline/Syllabi/Academic regulations	10 years
Malpractice Casefiles	10 years
Detention students/Re admitted students/Condonation	10 years
Seating plan/Room arrangement	1 year
Coding Spot valuation, scrutiny records	10 years
Lab examiners & Spot Evaluators records	5 years
Any other related to exams	5 years

Type of Document	Minimum Retention Requirement
Academics	
Curriculum development, POs, PEOs and PSOs, vision & mission	10 years
Thesis and dissertations	Permanent(digital/Archive)
Student work (Assignments, Internship, projects, Add-on records, remedial classes, Laboratory records)	5 years
CO-PO attainment & Gaps in curriculum records	5 years
Graduation records	Permanent
Faculty teaching record/Evolutions	8 years
Faculty meeting Minutes	10 year or permanently
Time tables, workload of staff, and Student Attendance records	5 years
Course files, Lab manuals Lab bills	As long as equipment is in use+ 5 years
Teacher-Parent meeting records	4 years
Mentor-Mentee records	5 years
NSS & Extra curriculum activities record	8-years
Placement and Higher educational records	10 years
Alumni association records	10 years
Industrial visits, workshops, FDPS & conferences	5 years
Awards/Rewards & Sports reports	5years
Feedback -action taken and class review Committee reports	3 years
Statutory committee records, BOS meeting, Academics advisory meeting and PAQIC meetings	10 years
Research projects, Collaborations & MOUs	end of agreement +5 years

GENDER / WOMEN WELFARE POLICY

The college designs its policies and programmes keeping in mind the gender equality and equilibrium. The college makes a conscious effort to have sufficient representation of women on various academic panels. As result, women faculty in the college is consistently seen reaching greater heights in their career. Besides, there is enough representation of women staff and students in notable academic bodies like Women welfare committee, Anti sexual harassment committee ect. The ratio of women and men staff is approximately 40:60 and women are appointed to many responsible positions in the college

It is also a regular practice that the policy makers of the college discuss gender issues with the newly joined staff in order to sensitize them to the gender specific needs of colleagues and students. We believe this can promote healthy work and learning environment for the women staff and women students of the college, thus providing conducive environment

The Women faculties and Girl students are encouraged to participate in all the extra-curricular like bathukamma, bonalu traditional day ect, and co-curricular activities with fervor as it boosts their confidence as they progress. The campus has rounded the clock security that ensures safety of women. When it comes to women staff, it is normally difficult for them to have a work-life balance. Therefore, the college makes every effort to support women staff with all the necessary relaxations

Hygiene plays a vital role in making an organization healthy and the college provides clean and hygienic facilities to both staff and students. There are adequate rest rooms that are properly maintained

We treat the family of every staff member special. Since childcare is a great responsibility, we support our staff by providing maternity and paternity leaves. The women staff are given maternity leave for 90 days and men staff are given a paternity leave for 15 days. The maternity leave is extendable based on the health conditions of the staff concerned

We provide equal pay and incentives for both men and women staff of the college. The pay is decided purely on merit and experience. The college organises events exclusively for women staff on the occasion of women's day every year and expresses gratitude and respect for their immense contribution

ANTI-RAGGING POLICY

1. Preamble

Ragging is a criminal offence and is strictly prohibited at VCET. The college is committed to maintaining a **safe, respectful, and inclusive educational environment** for all students, in line with the **UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009** and other applicable laws.

Any act of ragging in any form shall result in **strict disciplinary and legal action**.

2. Legal Framework & Government Policies

This policy is framed in compliance with the following legal and regulatory frameworks:

2.1 UGC Regulations, 2009

University Grants Commission (UGC) Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, under Section 26(1)(g) of the UGC Act, 1956.

Key highlights:

- Mandatory anti-ragging affidavits from students and parents.
- Constitution of Anti-Ragging Committees and Squads.
- Institution to register FIRs in case of offences.
- Regular awareness and monitoring.

2.2 AICTE Guidelines (Applicable to Engineering Colleges)

All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education), 2009.

2.3 Indian Penal Code (IPC) – Relevant Provisions

- **Section 323, 324, 506, 507** – Causing hurt or criminal intimidation.
- **Section 294, 509** – Use of obscene language/gesture.
- **Section 120B, 34** – Criminal conspiracy or common intent.
- Ragging is a cognizable and non-bailable offence.

2.4 Telangana Prohibition of Ragging Act, 1997

- Prescribes imprisonment and fine for ragging offences.
- Suspension or expulsion from institutions.

3. Definition of Ragging

As per UGC Regulations (2009), **ragging includes:**

Any conduct whether by words spoken or written or by an act, which has the effect of teasing, treating, or handling with rudeness a fresher or any other student. It includes mental/physical/sexual abuse, verbal abuse, bullying, isolation, financial extortion, forced activities, or any act causing embarrassment or fear.

Types of Ragging:

- Verbal Abuse
- Physical Assault
- Social Ostracization
- Sexual Harassment
- Cyber Ragging
- Forcing students into immoral/illegal acts

4. Objectives of the Policy

- To eliminate ragging in all forms from the institution.
- To ensure a healthy, safe, and nurturing environment for new entrants.
- To take preventive, punitive, and corrective measures.
- To comply with legal and regulatory guidelines.

5. Anti-Ragging Mechanism at VCET

♦ 5.1 Anti-Ragging Committee (ARC)

A statutory body constituted at the institutional level.

Composition:

- Principal (Chairperson)
- Faculty members
- Non-teaching staff

- Parent representative
- Student representatives (senior and fresher)
- Local police and NGO representative (as per UGC)

Functions:

- Monitor, guide, and coordinate anti-ragging measures.
- Conduct regular meetings.
- Review complaints and reports.
- Ensure fair action.

5.2 Anti-Ragging Squa

Composition:

- Senior faculty & staff
- Hostel wardens
- Administrative officers

Functions:

- Conduct surprise checks in hostels, canteen, campus.
- Monitor hotspots (toilets, corridors, parking, etc.).
- Intervene immediately in case of ragging.

6. Preventive Measures

1. Affidavits (Mandatory):

- Every student and parent must sign an anti-ragging affidavit at the time of admission (online via www.antiragging.in or www.amanmovement.org).

2. Undertaking by Hostellers:

- Specific hostel-level affidavits and conduct declaration.

3. Display of Policy & Helplines:

- Posters, banners in hostels, buses, and campus.
- Toll-free helpline: **1800-180-5522**

4. Orientation Programs:

- Awareness sessions for freshers and seniors.
- Legal consequences and zero-tolerance emphasis.

5. Monitoring & Mentoring:

- Faculty assigned as mentors to new students.
- CCTV surveillance in key areas.

6. Buddy System:

- Senior students voluntarily mentor new students under faculty supervision.

7. Punishable Offences and Penalties

Ragging will attract any one or a combination of the following punishments:

Offence Level	Action
Minor Teasing / Bullying	Written apology, counselling, warning, community service
Repeated / Verbal Abuse	Suspension, debarment from attending classes
Physical or Sexual Abuse	FIR with police, expulsion, rustication, cancellation of admission
Cyberbullying / Filming acts	Legal action, device confiscation, academic penalties
Abetment / Instigation	Treated at par with actual act

Additional Penalties:

- Withdrawal of scholarship/fellowship.
- Withholding of exam results.
- Entry ban to other institutions (reported to UGC/AICTE).
- Institution will **file FIR** in cognizable cases.

8. Complaint Mechanism

- **24x7 Helpdesk:** Dedicated phone/email for anonymous or named complaints.
- **Online Reporting:** Through antiragging.in or college portal.
- **Grievance Redressal Committee:** Fast-track hearings within 7 days of complaint.

- **Confidentiality:** Identity of complainant protected.

9. Roles and Responsibilities

Stakeholder	Responsibilities
Principal	Ensure implementation and reporting to UGC
ARC	Supervise and ensure preventive actions
Faculty / Mentors	Identify at-risk students, counsel them
Hostel Wardens	Monitor hostel conduct, implement daily rounds
Students	Maintain dignity, report ragging, support juniors

10. Annual Reporting and Compliance

- Anti-Ragging Committee shall file reports to UGC/AICTE portal annually.
- List of actions taken, programs conducted, and complaints resolved will be maintained.
- Institutional Anti-Ragging Compliance to be uploaded online

11. Review and Updates

- The policy will be reviewed annually by the Anti-Ragging Committee.
- Updates will be made in line with UGC/AICTE/govt notifications.

12. Important Contacts

- **Anti-Ragging National Helpline:** 1800-180-5522 (24x7 Toll-Free)
- **UGC Anti-Ragging Website:** www.antiragging.in
- **Email:** helpline@antiragging.in
- **VCET Anti-Ragging Cell Email:** vcethr@gmail.com
- **VCET Contact Number:** [9963418087]

TRAINING AND PLACEMENT POLICY

1. Objective

The objective of the Training and Placement Cell (TPC) at Visvesvaraya College of Engineering and Technology (VCET) is to:

- Facilitate and ensure maximum placement opportunities for all eligible students.
- Provide training and skill development programs to enhance employability.
- Collaborate with industries and government agencies for internships and placements.
- Support students in career guidance, resume building, and interview preparation.

2. Scope

This policy applies to all undergraduate and postgraduate students enrolled in the institution and eligible for placements and internships.

3. Governance and Responsibility

- **Training and Placement Officer (TPO):** Responsible for the overall functioning of the TPC, coordinating with industries, scheduling campus recruitment drives, and maintaining records.
- **Training and Placement Committee:** Includes faculty members and student representatives who assist in organizing training programs and placement activities.
- **Students:** Required to comply with the rules and maintain discipline during training and placement activities.

4. Registration and Eligibility

- Students must register with the Training and Placement Cell to participate in placement drives.
- Eligibility criteria such as minimum academic performance, attendance, and conduct will be defined before each placement cycle.
- Students with active backlogs or disciplinary actions may be restricted from participating.

5. Training Programs

- Soft skills development including communication, teamwork, and leadership.
- Technical skill enhancement aligned with industry requirements.
- Aptitude tests, group discussions, and mock interviews.
- Workshops and seminars in collaboration with industry experts.

6. Placement Process

- The TPC will invite companies for campus recruitment drives.
- Students will be informed about the job profile, eligibility, and selection process.
- Selection procedures may include written tests, technical interviews, HR interviews, and group discussions.
- Students must adhere to the rules and deadlines provided by the TPC.

7. Code of Conduct

- Students must maintain professionalism and integrity during all placement activities.
- Any form of malpractice or misconduct will lead to disqualification.
- Students should attend pre-placement talks and mandatory training sessions.
- Students must provide accurate information during registration and interviews.

8. Government Regulations and Initiatives

- The TPC aligns its policies with the **National Education Policy (NEP) 2020**, emphasizing skill development and employability.
- Collaboration with government schemes like **Skill India, Pradhan Mantri Kaushal Vikas Yojana (PMKVY)** for certified training programs.
- Compliance with the **Ministry of Education** guidelines for higher education and employment.
- Encouragement for students to avail internships under **Internship Policy of Government of Telangana**.

9. Internships

- The TPC facilitates internships with industries and research institutions.
- Internships are mandatory as part of the curriculum, where applicable.
- Students are encouraged to explore government and industry-sponsored internship programs.

10. Placement Support

- Career counselling and guidance sessions.
- Alumni mentoring programs.
- Database management of companies and job opportunities.
- Feedback collection and continuous improvement of training modules.

11. Anti-Discrimination Policy

- The TPC ensures equal opportunity for all students regardless of caste, creed, gender, religion, or disability.
- Strictly adheres to government norms on reservation and inclusivity.

12. Grievance Redressal

- Students can report any issues or grievances related to placements to the TPC.
- A grievance redressal committee will address complaints promptly.

13. Monitoring and Review

- The Training and Placement Committee will review the policy annually.
- Updates will be made according to changes in government regulations or industry trends.

STUDENT AFFAIRS AND ALUMNI RELATIONS POLICY

1. Introduction

The purpose of this policy is to define the framework and responsibilities of the **Student Affairs Office** and the **Alumni Relations Cell** to support student welfare, development, engagement, and post-graduation connection with the institution.

2. Objectives

Student Affairs

- Foster holistic development of students through co-curricular, extra-curricular, and support services.
- Provide emotional, academic, and social support during their academic journey.
- Promote inclusivity, leadership, discipline, and campus harmony.

Alumni Relations

- Build and maintain a strong, lifelong relationship between the alumni and the institution.
- Encourage alumni participation in academic, professional, and developmental activities of the college.
- Leverage alumni network for mentoring, internships, placements, and fundraising.

3. Student Affairs Cell

3.1 Structure

- **Dean/Coordinator – Student Affairs**
- Faculty Advisors from each department
- Student Council Members (elected representatives)
- Support staff (counsellor, activity coordinators, grievance redressal officers)

3.2 Key Functions

1. Student Welfare

- Counselling and mental health services
- Financial aid support (scholarships, government schemes)
- Health care services and emergency assistance

2. Student Activities

- Encourage participation in clubs (cultural, technical, literary, sports)
- Organize annual fests, workshops, and competitions

- Oversee student publications and newsletters

3. Discipline and Grievance Redressal

- Ensure student code of conduct is followed
- Facilitate anonymous grievance reporting and resolution
- Work in coordination with anti-ragging, anti-sexual harassment, and SC/ST welfare cells

4. Inclusivity and Support

- Coordinate with SC/ST/OBC/Minority/International student affairs cells
- Special programs for differently-abled and marginalized students

5. Student Council

- Conduct elections democratically as per institutional guidelines
- Act as a liaison between students and administration
- Participate in policy feedback and college development initiatives

4. Alumni Relations Cell

4.1 Structure

- **Coordinator – Alumni Relations (Faculty)**
- Alumni Secretary (Student)
- Database and Outreach Team
- Event and Media Team

4.2 Key Functions

1. Alumni Database Management

- Maintain updated alumni records (contact info, employment, higher studies)
- Use digital tools/CRM systems for management

2. Alumni Networking and Engagement

- Host annual alumni meet (physical or virtual)
- Organize department-wise reunions, webinars, and mentorship sessions
- Feature alumni success stories on website and social media

3. Alumni Contributions

- Encourage alumni to contribute to:
 - Guest lectures and industry interaction
 - Internships and placement referrals
 - Curriculum design (through BOS membership)
 - Scholarships and fundraising (infrastructure or endowments)

4. Alumni Awards & Recognition

- “Distinguished Alumni Award” and “Young Achiever Award”
- Public recognition through institutional publications and events

5. Global Chapters and Associations

- Facilitate the formation of city-wise or country-wise alumni chapters
- Support professional and social networking of alumni across the world

5. Compliance with Government and Regulatory Norms

- Student Affairs Cell follows guidelines of:
 - **AICTE**: Student Induction Program, Grievance Redressal, SC/ST Welfare, etc.
 - **UGC**: Deemed/Autonomous guidelines, Anti-ragging regulations (UGC 2009)
 - **NEP 2020**: Focus on holistic development, mental wellness, and experiential learning
 - **National Career Services, Skill India, SWAYAM**: For student employability
- Alumni Relations initiatives are aligned with:
 - **NAAC & NBA Criteria** (Alumni contribution is a key parameter)
 - **NIRF ranking metrics**
 - Government-funded institutions must report alumni participation in planning and development

7. Monitoring and Evaluation

- Quarterly review of student grievances, support programs, and participation.
- Annual review of alumni engagement metrics:
 - Number of active alumni
 - Events conducted
 - Funds raised
 - Internship/job referrals
- Reports submitted to IQAC and Principal for institutional planning.

8. Policy Review and Amendments

- This policy will be reviewed every **two academic years** or as per changes in regulatory frameworks.
- Amendments will be made with approval from the college Governing Body and IQAC.

6. Communication Channels

- Official Email: vcethr@gmail.com
- College website section for student and alumni announcements
- WhatsApp / Telegram groups for alumni chapters
- Feedback forms after every major event

INDUSTRY-INSTITUTE INTERACTION CELL (IIIC) POLICY DOCUMENT

1. Introduction

The **industry-Institute Interaction Cell (IIIC)** at VCET aims to bridge the gap between academia and industry by fostering collaboration, knowledge exchange, and hands-on exposure for students and faculty. The cell supports initiatives that align educational outcomes with industry needs, enhancing student employability and innovation.

2. Objectives of the IIIC

- Establish strong and sustained partnerships with industries and corporate bodies.
- Facilitate industrial exposure, internships, training, and live projects for students.
- Collaborate on curriculum development to align with industry trends.
- Promote joint research, consultancy, and innovation initiatives.
- Organize expert lectures, industrial visits, and faculty development programs.
- Create opportunities for students' employability and entrepreneurship.

3. Scope

The policy applies to all departments, students, and faculty of VCET and is intended to enhance:

- Academic–industry collaboration
- Skill development
- Career readiness
- Applied research and development

4. Composition of IIIC

The IIIC will function under the guidance of the **Principal** and will comprise:

Designation	Role
Chairperson (Principal)	Overall supervision
IIIC Coordinator (Senior Faculty)	Nodal officer of IIIC
Department Representatives	Liaison between department and IIIC
Industry Experts (External)	Advisory roles, curriculum inputs
Alumni Members (Industry-based)	Mentorship, feedback

5. Key Functions and Activities

5.1 Industrial Training and Internships

- Facilitate internships for students as part of the **AICTE Model Curriculum**.
- Ensure students undergo **mandatory internships** as per **AICTE/UGC norms**.
- Coordinate summer/winter training in collaboration with industries.

5.2 Industry Visits

- Organize **department-wise industrial visits** to expose students to real-world processes.
- Maintain a structured plan to ensure visits cover both core and interdisciplinary sectors.

5.3 Guest Lectures and Webinars

- Invite **industry experts and technocrats** to deliver talks on current trends, innovations, and technologies.
- Organize at least one **expert talk per semester** per department.

5.4 Industry-Academia Projects

- Identify and promote **student mini and major projects** in collaboration with industry partners.
- Encourage **capstone projects** and **problem-solving challenges** from industries.

5.5 Curriculum Development

- Involve industry experts in **Board of Studies (BoS)** and curriculum revision committees.
- Ensure programs reflect **emerging technologies, tools, and industrial practices**

5.6 Faculty Development and Training

- Coordinate **Faculty Development Programs (FDPs)** in partnership with industries.
- Encourage **faculty internships and industrial consultancy**.

5.7 Memorandums of Understanding (MoUs)

- Sign MoUs with industries, research labs, and startups for long-term collaboration.
- Maintain a **database of active MoUs** and renewal status.

5.8 Incubation and Entrepreneurship

- Encourage industries to support **student startups** and mentor budding entrepreneurs.
- Collaborate with **EDC, IIC, and Startup India** programs.

6. Guidelines and Best Practices

- Ensure **mutual benefit** in all collaborative activities.
- Maintain **transparency, accountability, and confidentiality** in partnerships.
- All industry interactions must be routed through IIIC for record-keeping and approval.
- Students and faculty must submit **reports post-interaction activities** (visits, internships, projects).

7. Compliance with Government Policies

The IIIC policy adheres to the following government and regulatory frameworks:

- **AICTE Guidelines** on Industry-Institute Partnership
- **National Education Policy (NEP) 2020** – Emphasis on experiential and vocational learning
- **AICTE Internship Policy 2020** – Mandating internships for all students
- **National Innovation and Startup Policy (NISP)**
- **MSME and Startup India Schemes** – Collaboration and funding opportunities
- **Skill India Mission** – Industry-led skill development initiatives

8. Funding and Resource Mobilization

- Seek funding under:
 - **AICTE MODROB, AICTE-IDEA Lab**
 - **DST-FIST, DBT, MSME**
 - **Corporate Social Responsibility (CSR)** schemes
- Partner with industries for infrastructure support and sponsorships.

9. Monitoring and Evaluation

- Maintain a **register of activities**: MoUs signed, internships, visits, lectures, projects.
- Annual report submission to **IQAC** and **Academic Council**.
- KPIs:
 - No. of MoUs signed and active
 - No. of internships completed
 - No. of industry talks delivered
 - No. of joint projects/publication

10. Review and Policy Update

- This policy will be reviewed **every academic year**.
- Updates to be made based on changes in regulatory norms and stakeholder feedback.
- Final approval for amendments will be obtained from the **Governing Body**.

RENEWABLE ENERGY (GREEN ENERGY) COMMITTEE POLICY

1. Introduction

The **Renewable Energy Committee**, also known as the **Green Energy Committee**, is established at VCET to promote the **adoption of renewable energy sources**, **reduce carbon footprint**, and foster a culture of **sustainability and environmental responsibility** in line with **national and international climate goals**.

This policy document outlines the purpose, scope, functions, and governance of the Green Energy Committee, along with references to relevant **Government of India regulations and policies**.

2. Vision & Mission

Vision

To make VCET a model institution in **sustainable energy management** by integrating renewable energy practices and environmental stewardship across campus operations and curriculum.

Mission

- To implement renewable energy systems (solar, wind, etc.).
- To monitor energy usage and promote energy efficiency.
- To educate and engage the college community in sustainable practices.
- To contribute towards India's **National Solar Mission** and **Net-Zero Goals**.

3. Objectives of the Committee

1. Promote and implement renewable energy projects (solar, wind, biogas).
2. Conduct energy audits and suggest efficiency improvements.
3. Recommend energy conservation practices across departments.
4. Integrate sustainability into academics, research, and student activities.
5. Organize workshops, awareness campaigns, and green initiatives.
6. Collaborate with government agencies, NGOs, and industry partners.
7. Report and document institutional green energy progress.

4. Composition of the Committee

Designation	Role
Principal	Chairperson
Senior Faculty (EEE/ME/CE Dept.)	Coordinator (Green Energy Committee)
Faculty from each Department	Members
Technical Staff (Maintenance)	Member
Student Representatives	Member (Student Green Ambassadors)
Industry/NGO Representative	External Advisor

5. Roles and Responsibilities

Chairperson (Principal)

- Provide strategic direction and institutional support.
- Approve annual green energy goals and budgets.

Coordinator

- Lead committee meetings and plan implementation.
- Liaison with government bodies and agencies.

Faculty Members

- Conduct green energy research projects.
- Integrate sustainability topics into curriculum.

Technical Staff

- Assist with installations, maintenance, and energy monitoring.

Students

- Drive awareness campaigns, green clubs, and student projects.

6. Key Focus Areas

6.1 Renewable Energy Adoption

- Install solar panels on rooftops (academic blocks, hostels).
- Explore small wind turbines, biogas plants, and solar lighting.
- Use solar-powered water heaters and street lights.
-

6.2 Energy Conservation Measures

- Conduct periodic **Energy Audits** (internal and certified external).
- Implement LED lighting, motion-sensor lighting, and energy meters.
- Promote low-energy appliances and equipment.

6.3 Green Campus Initiatives

- Promote electric vehicles, bicycles, and green landscaping.
- Monitor and reduce electricity, water, and fuel consumption.
- Implement “No Plastic” and “No Idling” policies.

7. Compliance with Government Policies

The committee shall comply with and support the following:

National and State-Level Policies

- **National Action Plan on Climate Change (NAPCC)** – especially the **National Solar Mission**.
- **Energy Conservation Act, 2001** (amended 2022) – mandates energy efficiency across sectors.
- **Telangana State Solar Policy** – promotes rooftop solar in institutions.
- **BEE Guidelines** – Bureau of Energy Efficiency for campus energy audits and ratings.
- **Ministry of New and Renewable Energy (MNRE)** – supports renewable energy R&D, funding, and awareness programs.

Institutional Initiatives

- Aligns with **AICTE’s Environment Conscious Campus Policy**.
- Supports NAAC/NBA parameters on **green practices** and **energy management**.
- Works in coordination with **Institution Innovation Council (IIC)** and **Environmental Clubs**.

8. Implementation Plan

Phase	Activity	Timeline
Phase I	Energy Audit, Awareness Drives	Year 1
Phase II	Solar Panel Installation, LED Transition	Year 1–2
Phase III	Green Buildings, Biogas, Wind Proposals	Year 2–3

9. Budget and Resource Allocation

- Prepare annual budget estimates for green energy projects.
- Seek funding from:
 - **AICTE MODROB/IDEA Lab**
 - **MNRE subsidies and grants**
 - **CSR initiatives** from industry
 - **State/National Green Campus programs**

10. Monitoring & Reporting

- Maintain an **Energy Dashboard** with consumption and savings data.
- Submit **annual green audit and sustainability report** to IQAC.
- Review implementation progress quarterly.
- Publish achievements in institutional newsletters and websites.

11. Review and Revision

- The Green Energy Policy shall be reviewed **every two academic years**.
- Revisions will be made based on new government regulations, technological advancements, or institutional needs.

ANTI-DRUG POLICY DOCUMENT

1. Introduction

The use, possession, or distribution of **drugs and other intoxicants** is strictly prohibited at VCET. This policy is formulated in line with **national directives** to ensure a **drug-free, safe, and healthy educational environment**.

This policy follows government guidelines including:

- **Narcotic Drugs and Psychotropic Substances Act (NDPS Act), 1985**
- **Ministry of Education directives**
- **National Policy on Narcotic Drugs & Psychotropic Substances**
- **UGC and AICTE circulars on Anti-Drug Measures in Higher Educational Institutions**

2. Objectives

- To maintain a **drug-free campus**.
- To **prevent** drug abuse through awareness, monitoring, and counseling.
- To ensure compliance with **Indian laws and government policies**.
- To **support** students through education and rehabilitation (if needed).
- To **collaborate** with external enforcement and healthcare agencies.

3. Scope

This policy applies to:

- All students, teaching and non-teaching staff, visitors, and contractors within the **VCET campus**.
- All institutional premises including hostels, buses, cafeterias, playgrounds, and events (on or off campus).

4. Legal and Government Framework

Key Laws and Government Policies

Act / Policy	Description
NDPS Act, 1985	Prohibits production, possession, sale, purchase, transport, warehousing, use, consumption of narcotic drugs or psychotropic substances.
National Policy on Narcotic Drugs & Psychotropic Substances	Emphasizes demand reduction through education and rehabilitation.
UGC Circular (F.1-7/2021(CPP-II))	Recommends all HEIs to constitute Anti-Drug Committees and conduct awareness programs.
AICTE Notification (2022)	Mandates technical institutions to conduct anti-drug campaigns and engage students in preventive measures.
Ministry of Education	Directs all colleges/universities to participate in “Nasha Mukh Bharat Abhiyan” (Drug-Free India Campaign).

5. Prohibited Acts

The following activities are strictly **prohibited** within the institution:

- Possession, use, distribution, or sale of any **narcotic drug, psychotropic substance, or intoxicant**, including:
 - Marijuana, LSD, MDMA, cocaine, heroin, opium, etc.
 - Prescription drugs without medical necessity
 - Alcohol, tobacco (including e-cigarettes, vapes)
- Encouraging or facilitating drug use
- Being under the influence of drugs or alcohol during class or on campus
- Tampering with drug testing, or failing to comply with a drug-related inquiry

6. Anti-Drug Committee (ADC) Composition:

(As per UGC & AICTE guidelines and Nasha Mukta Bharat Abhiyan framework)

S. No.	Designation	Role
1	Principal	Chairperson
2	Senior Faculty Member	Convener / Coordinator
3	Dean of Student Affairs	Member
4	Head of Department (rotational)	Member
5	College Counsellor / Psychologist	Member
6	Physical Education Director	Member (Sports-based awareness)
7	NCC/NSS Program Officer	Member (Social outreach)
8	Police/Excise Department Representative (<i>Optional</i>)	External Member (Legal advisory)
9	NGO Representative (Anti-Drug NGO) (<i>Optional</i>)	External Member (Awareness)
10	Two Student Representatives (1 male, 1 female)	Student Members

7. Prevention and Awareness Activities

VCET undertakes the following **preventive measures**:

- Conduct regular **anti-drug workshops**, awareness campaigns, and poster competitions.
- Observe **International Day Against Drug Abuse (26th June)** annually.
- Participation in “**Nasha Mukta Bharat Abhiyan**” initiated by the Ministry of Social Justice & Empowerment.
- Display anti-drug banners and helpline information across campus.
- Collaborate with:
 - **Police Department / Narcotics Bureau**
 - **Rehabilitation Centres and Counselors**
 - **Youth Anti-Drug NGOs**

8. Reporting and Disciplinary Procedures

Reporting:

- Students or staff can report any suspicion anonymously via email or complaint box.
- The Anti-Drug Committee will promptly investigate all reports.

Disciplinary Action:

Based on the severity of the offence, one or more of the following actions may be taken:

Act / Policy	Description
NDPS Act, 1985	Prohibits production, possession, sale, purchase, transport, warehousing, use, consumption of narcotic drugs or psychotropic substances.
National Policy on Narcotic Drugs & Psychotropic Substances	Emphasizes demand reduction through education and rehabilitation.
UGC Circular (F.1-7/2021(CPP-II))	Recommends all HEIs to constitute Anti-Drug Committees and conduct awareness programs.
AICTE Notification (2022)	Mandates technical institutions to conduct anti-drug campaigns and engage students in preventive measures.
Ministry of Education	Directs all colleges/universities to participate in “Nasha Mukh Bharat Abhiyan” (Drug-Free India Campaign).

Note: VCET reserves the right to **report to law enforcement authorities** in case of criminal offences under NDPS Act.

9. Rehabilitation and Support

- First-time offenders may be given an opportunity for **rehabilitation and counselling**.
- VCET will partner with **licensed de-addiction and counselling centres** for professional help.
- Rehabilitated students may be re-integrated upon successful treatment, at the discretion of the Principal and ADC.

10. Confidentiality

- All reports and investigations shall be handled with **strict confidentiality**
- The identity of whistleblowers and students undergoing rehabilitation will be protected.

11. Policy Implementation and Review

- The Anti-Drug Committee shall meet **once every semester** to review incidents and prevention efforts.
- This policy shall be **reviewed annually** and updated as per changes in **government laws and regulations**.

12. Important Helplines and Resources

- **National Toll-Free Anti-Drug Helpline:** 1800-11-0031
- **AICTE Anti-Drug Portal:** <https://aicte-india.org/anti-drugs>
- **Telangana Excise/Anti-Narcotics Helpline:** 1800-425-2523
- **Email (VCET):** vcethr@gmail.com

13. Conclusion

VCET adopts a **zero-tolerance policy** towards drug use and abuse and is committed to promoting a safe, clean, and healthy campus through education, vigilance, and compassion

POLICY DOCUMENT: PUBLIC RELATIONS, WEBSITE MAINTENANCE & ICT

1. INTRODUCTION

This policy outlines the operational framework, roles, and responsibilities for:

- Managing the college's **public image and communications**
- Ensuring timely and accurate **website updates**
- Developing and maintaining a robust **ICT infrastructure**

These policies are guided by institutional needs, digital governance principles, and government frameworks like the **National Education Policy (NEP) 2020**, **Digital India Mission**, and **AICTE Digital Campus initiatives**.

2. OBJECTIVES

- Promote transparent and professional communication between the college and stakeholders.
- Establish an updated and informative digital presence via the official website and social media.
- Develop secure, scalable, and accessible ICT systems that support academic and administrative functions.

3. PUBLIC RELATIONS (PRESS & MEDIA) POLICY

3.1. Scope

- Media engagement (press releases, interviews, coverage)
- College social media and official communication
- Branding and public image
- Event publicity

3.2. Roles and Responsibilities

Designation	Role
Principal	Chief Spokesperson
PR Officer / Faculty Coordinator	Manages communication strategy
Department Coordinators	Provide content and event details
Media Committee	Review and approve external communications

3.3. Guidelines

- All official communication must be **approved by the PR Officer and Principal**.
- Press releases, media coverage, and interviews must reflect the college's **mission, ethics, and professionalism**.
- Social media posts must adhere to **UGC social media guidelines**.
- Inappropriate or unauthorized communication by staff or students will lead to disciplinary action.

3.4. Channels

- Press (newspapers, TV)
- Digital media (social platforms, e-newsletters)
- Public announcements and banners
- WhatsApp / Telegram groups (with admin control)

WEBSITE MAINTENANCE POLICY

. Purpose

To ensure that the official college website remains updated, secure, user-friendly, and informative.

Website Committee Composition

Designation	Role
Principal	Oversight authority
Web Administrator / Developer	Technical management
Website Content Manager (Faculty)	Coordinates content updates
Department Representatives	Submit updates regularly

Responsibilities

- Maintain updated content (news, notices, admissions, placements, faculty details, etc.)
- Ensure **AICTE/NAAC/NBA mandatory disclosures** are prominently displayed.
- Regular backups and technical updates to be performed monthly.
- Ensure WCAG 2.0/2.1 **web accessibility compliance** for users with disabilities.
- Promote eco-friendly digital access to circulars and forms.

Content Update Protocol

- Departments must submit content via email or portal by a scheduled date every month.
- The Web Committee will verify and approve content before publishing.
- Emergency updates (like exam schedules, results, holidays) to be prioritized.

ICT POLICY (INFORMATION & COMMUNICATION TECHNOLOGY)

Objectives

- Provide reliable, secure ICT infrastructure for academic and administrative use.
- Support **online learning platforms, digital evaluations, ERP systems, and virtual labs.**
- Ensure cybersecurity, digital privacy, and responsible internet use.

Infrastructure Guidelines

- Ensure adequate internet bandwidth (as per **AICTE norms** – minimum 32 Mbps for 1000 students).
- Use **LAN/Wi-Fi networks**, smart classrooms, biometric attendance, etc.
- Maintain servers, databases, mail systems, and learning platforms (e.g., Moodle, Google Classroom).
- Secure ICT infrastructure with firewall, antivirus, and data encryption.

Usage Policy

- Users (students/staff) must not:
 - Access prohibited or harmful content
 - Install unauthorized software
 - Share credentials or misuse institutional IT resources
- Internet usage is monitored. Misuse will attract disciplinary action.
- Online exam platforms must ensure **proctoring and data integrity.**

Maintenance

- IT Cell is responsible for:
 - Device and software procurement
 - AMC (Annual Maintenance Contracts) for lab equipment
 - Troubleshooting and technical support
- Maintain a digital log of issues and resolutions

DATA PROTECTION AND SECURITY

- Comply with the **Information Technology Act 2000** and **India's Draft Digital Personal Data Protection Act (DPDPA)**.
- Regularly back up important academic, financial, and administrative data.
- Use role-based access controls for sensitive data.
- Ensure secure cloud hosting and SSL-encrypted websites.

TRAINING AND SUPPORT

- Organize regular training for:
 - Faculty and staff (ICT tools, LMS, digital content creation)
 - Students (cyber hygiene, digital learning platforms)
- Maintain ICT helpdesk for technical issues.

REVIEW AND REVISION

- This policy will be reviewed **annually** or upon significant technological or regulatory changes.
- Updates must be approved by the **Governing Body** and **IQAC**

MAINTENANCE COMMITTEE POLICY DOCUMENT

1. Introduction

The **Maintenance Committee** of VCET is constituted to ensure the **upkeep, repair, and smooth functioning** of all physical, electrical, electronic, laboratory, IT, and infrastructural facilities of the college. The committee operates with a preventive and corrective maintenance approach to ensure optimal performance and safety of institutional assets.

2. Objectives

- To ensure regular and prompt **maintenance of infrastructure**, equipment, and facilities.
- To adopt **preventive maintenance** measures for long-term asset durability.
- To allocate and monitor **annual maintenance budgets**.
- To comply with **safety standards, environmental norms, and regulatory requirements**.
- To coordinate with departments, vendors, and contractors for repair and maintenance activities.

3. Composition of Maintenance Committee

S. No.	Designation	Role
1	Principal	Chairperson
2	Administrative Officer / Estate Manager	Member Secretary / Lead
3	Senior Faculty Member (Engineering Dept.)	Member
4	HODs (on rotation)	Members
5	Lab In-charges	Members (Technical Input)
6	Hostel Warden / Campus Maintenance Staff	Member
7	External Expert (Engineer/Technician)	Invitee (if required)

4. Scope of Responsibilities

4.1 Infrastructure Maintenance

- Classrooms, seminar halls, offices, staff rooms, toilets, and hostels.
- Civil works including plumbing, painting, flooring, doors, and windows.
- Preventive checks and timely repairs.

4.2 Electrical and Power Systems

- Maintenance of electrical wiring, panels, UPS, generators, solar systems, and street lighting.
- Compliance with **electrical safety norms**.
- AMC contracts for high-end equipment.

4.3 Laboratory and Equipment Maintenance

- Calibration and upkeep of lab instruments and equipment.
- Annual service contracts for machinery in engineering and science departments.

4.4 IT & ICT Infrastructure

- Maintenance of computers, projectors, printers, servers, LAN/Wi-Fi networks, and biometric systems.
- Software and hardware upgrades, antivirus, and firewall checks.

4.5 Water and Sanitation

- Regular cleaning of water tanks, RO plants, and drainage systems.
- Ensuring potable water supply in all blocks.

4.6 Furniture and Fixtures

- Repair/replacement of desks, chairs, notice boards, fans, lighting fixtures, etc.
- Annual inventory audit and disposal of damaged items.

4.7 Transport and Vehicles

- Servicing and record-keeping for institutional buses, vans, and other vehicles.

5. Maintenance Schedule

Type	Frequency	Responsibility
Electrical checks	Monthly	Electrician & Staff
Lab equipment	Semester-wise	Lab In-charge & HOD
Water systems	Monthly	Estate/Maintenance Staff
Furniture audit	Annually	Admin Officer & Store Keeper
AMC follow-up	As per contract	Admin / Lab In-charges

6. Budget and Procurement

- The committee will prepare an **Annual Maintenance Budget** for approval by the Principal/Governing Body.
- Emergency repairs will be handled through **contingency funds**.
- All procurement shall follow **transparent procedures** in line with institutional financial rules.
- Maintain a **logbook and digital records** for maintenance requests, resolutions, and costs.

7. External Support and AMC

- Maintain **Annual Maintenance Contracts (AMCs)** for:
 - Generators
 - Lab Equipment
 - Air Conditioners
 - Water Purifiers/RO Plants
 - Fire Safety Systems
- Ensure AMC vendor performance is reviewed annually.

8. Safety and Compliance

- Follow standards from:
 - **Bureau of Indian Standards (BIS)**
 - **National Building Code**

- **Fire Safety Rules**
- **Electrical Safety Regulations**
- Maintain **first-aid kits, fire extinguishers, and emergency exits** in all blocks.

9. Reporting and Review

- Maintenance Committee meets **once every quarter** to review:
 - Pending complaints
 - Completed tasks
 - Vendor performance
 - Budget utilization
- An **annual maintenance report** is submitted to **IQAC** and **Management**.

10. Contact & Escalation

Students and staff can submit maintenance requests via:

- Email: vcethr@gmail.com
- Complaint Box and Register at Admin Block and Library

Escalation path:

Maintenance Staff → Lab/Dept In-charge → Admin Officer → Principal

11. Review and Updates

- This policy shall be **reviewed annually** by the committee.
- Any amendments must be approved by the **College Governing Body**

DISCIPLINARY ACTION POLICY

1. Purpose

The purpose of this policy is to establish a structured and transparent framework for maintaining discipline among students, faculty, and staff in accordance with institutional norms and government regulations governing higher technical education.

2. Scope

This policy applies to all students, faculty, and staff of Visvesvaraya college of engineering and Technology covering conduct on campus and during any off-campus activity related to the institution.

3. Legal and Regulatory Framework

This policy is aligned with the following acts, guidelines, and government policies:

- University Grants Commission (UGC) Regulations on Maintenance of Discipline among Students (2005 & amendments)
- AICTE Regulations for Prevention and Prohibition of Ragging in Technical Institutions (2009)
- UGC Guidelines on Professional Ethics for Teachers (2019)
- The Sexual Harassment of Women at Workplace Act (POSH), 2013
- Indian Penal Code (where applicable for criminal misconduct)
- State University/Technical Board Rules
- Internal Code of Conduct and Ethics Policy

4. Objectives of the Disciplinary Committee

- To promote a safe, respectful, and conducive academic environment.
- To investigate disciplinary violations fairly and impartially.
- To recommend appropriate corrective or punitive actions based on institutional and regulatory guidelines.
- To uphold the dignity and values of technical education

Disciplinary Misconduct – Students & Staff (Engineering College)				
Sl. No.	Category	Type of Misconduct	Enquiry Procedure	Possible Punishments / Disciplinary Action
1	Student	Ragging (verbal, physical, cyber)	Immediate suspension pending enquiry; Anti-Ragging Committee investigation as per AICTE/UGC norms	Suspension, expulsion, police complaint, FIR under Anti-Ragging Act
2		Cheating in exams / Plagiarism	Report by invigilator or faculty; Academic Integrity Committee enquiry	Cancellation of exam, zero marks, suspension, academic probation
3		Physical assault/fight with peers or staff	Report to Principal; Disciplinary Committee enquiry	Suspension, rustication, parent involvement, police action if serious
4		Substance abuse on campus	Report by staff/security; Medical or disciplinary enquiry	Mandatory counselling, suspension, expulsion depending on severity
5		Vandalism / damage to college property	Investigation by Disciplinary Committee; CCTV/eyewitness verification	Recovery of cost, warning, suspension, community service
6		Disrespect or insubordination to faculty	Written complaint by faculty; Enquiry by Disciplinary Committee	Warning, parent meeting, suspension
7	Staff	Absenteeism or habitual late attendance	Attendance records review; Show-cause notice issued	Verbal/written warning, deduction of leave/salary, HR memo
8		Harassment of students or colleagues (verbal/sexual)	POSH Committee (if sexual); otherwise, HR or Disciplinary Committee enquiry	Suspension, termination, reporting to legal authorities if needed

9		Academic negligence (e.g., not conducting classes, poor evaluation practices)	Review by HoD/Academic Council; Faculty explanation sought	Warning, reduction in responsibilities, increment withholding
10		Corruption or misuse of position (e.g., bribery, favoritism)	Audit/Whistleblower report; Internal Enquiry Committee investigation	Suspension, termination, legal action as per IPC/Prevention of Corruption Act
11		Misuse of college resources (e.g., lab equipment, electricity, internet)	IT/Admin monitoring report; written explanation sought	Reprimand, cost recovery, disciplinary memo
12	Student & Staff	Cyber misconduct (bullying, leaking information, hacking)	IT team review logs; Disciplinary/IT Cell enquiry	Suspension, loss of access, disciplinary action, FIR in serious cases

5. Composition of the Disciplinary Committee

The Disciplinary Committee shall consist of:

Position	Role
Chairperson	Principal or senior academic officer
Member Secretary	Senior faculty from Discipline/Dean Office
Faculty Representative(s)	One/two from various departments
Administrative Officer	Nominee from administration/HR
Student Welfare Officer	For student-related issues
Legal Advisor (optional)	For cases involving legal matters
Student Representative (optional)	Only for student-related matters and not during confidential or sensitive proceedings

8. Appeals Process

- An appeal can be submitted within **15 days** of the decision to the **Appeals Committee/Principal/Management Board**.
- The appellate body must respond within **30 days**.

9. Confidentiality

- All disciplinary proceedings are confidential.
- Disclosure of details may only be done in accordance with legal or regulatory requirements.

10. Protection from Victimization

- Any individual reporting misconduct shall be protected from retaliation, as per **Whistleblower Protection Guidelines** and **AICTE/UGC mandates**.

11. Documentation and Record-Keeping

- All records of complaints, hearings, decisions, and actions taken will be maintained securely by the Office of the Principal or Registrar.
- Records may be shared with regulatory agencies if required.

12. Training and Awareness

- Regular orientation for students and faculty on disciplinary norms.
- Awareness on anti-ragging, POSH, ethical conduct, and student grievance redressal.

13. Policy Review and Amendment

- This policy will be reviewed every **two years** or sooner if required due to changes in UGC/AICTE regulations.
- Amendments must be approved by the Governing Body or Academic Council.

14. References

- AICTE Notification No. 37-3/Legal/AICTE/2009 (Anti-Ragging)
- UGC Regulations on Discipline (2005)
- The Sexual Harassment of Women at Workplace Act, 2013
- Code of Conduct for Teachers (UGC Guidelines, 2019)
- National Education Policy (NEP) 2020

POLICY DOCUMENT ON CANTEEN, TRANSPORT, SPORTS & GAMES USAGE

1. Purpose

This policy document outlines the usage guidelines, rules, and responsibilities regarding the use of **Canteen, Transport, and Sports & Games Facilities** in the college. It ensures safety, fairness, hygiene, punctuality, and responsible use of institutional resources.

2. Scope

This policy applies to all **students, teaching and non-teaching staff, and visitors** of [Your College Name].

3. Policy Sections

3.1 Canteen Policy

3.1.1 Objectives:

- To provide hygienic and affordable food and beverages to students and staff.
- To maintain cleanliness and a safe eating environment.

3.1.2 Rules & Guidelines:

Rule	Details
Operating Hours	8:30 AM to 5:30 PM on working days
Food Quality	Only approved vendors complying with FSSAI standards will be allowed.
Cleanliness	Regular sanitation by canteen staff. Users must dispose of waste in designated bins.
Conduct	Misbehavior, vandalism, or food wastage may lead to disciplinary action.
Pricing	Prices to be fixed in consultation with the Canteen Committee.
Outsiders	Entry restricted to staff and students only unless authorized.

3.1.3 Monitoring:

- A **Canteen Committee** will regularly inspect food quality, hygiene, and feedback.

3.2 Transport Policy

3.2.1 Objectives:

- To provide safe, timely, and reliable transport to students and staff.

3.2.2 Eligibility:

- Registered students and staff only.

3.2.3 Rules & Guidelines:

Rule	Details
Bus Timings	Published at the start of each semester and displayed on the college notice board.
Bus Pass	Mandatory for all users. Misuse of pass leads to cancellation.
Behaviour	No loud music, vandalism, or misbehaviour. Repeated offences may lead to a ban.
Safety	Seatbelts (if provided) must be worn. Standing is prohibited in moving buses.
Punctuality	Buses will not wait beyond scheduled time. Late students are responsible for alternate arrangements.
Fee Payment	Transport fee must be paid at the beginning of the semester. Non-payment results in suspension of service.

3.2.4 Emergency Measures:

- GPS tracking and emergency contact available in all buses.
- Complaints can be lodged to the Transport In-charge or Administration.

3.3 Sports & Games Usage Policy

3.3.1 Objectives:

- To encourage physical well-being, teamwork, and recreational activities.
- To ensure safe and scheduled use of sports infrastructure.

3.3.2 Facilities Covered:

- Indoor Games: Table Tennis, Chess, Carrom, etc.
- Outdoor Games: Cricket, Football, Volleyball, Basketball, Athletics, etc.

- Gym (if available): Usage under supervision only.

3.3.3 Rules & Guidelines:

Rule	Details
Timing	6:00 AM – 8:00 AM and 4:00 PM – 6:30 PM (subject to change)
Usage Rights	Only students and staff are permitted. Outsiders require prior written permission.
Dress Code	Appropriate sports attire and non-marking shoes must be worn.
Damage to Equipment	Users are responsible for any intentional damage. Replacement cost may be recovered.
Booking	For team games, slots must be booked through the Physical Director.
Discipline	Misuse, aggressive behaviour, or fighting will result in suspension from usage.

3.3.4 Maintenance:

- A **Sports Committee** oversees scheduling, maintenance, and procurement of equipment

4. Violation and Disciplinary Actions

Violations of this policy may result in:

- Verbal or written warning
- Suspension of facility access
- Monetary fines for damages
- Referral to the Disciplinary Committee for repeated offenses

5.Responsibilities

Role	Responsibility
Canteen Committee	Monitor food quality and hygiene
Transport Officer	Scheduling, grievance redressal, safety enforcement
Physical Director	Sports scheduling, coaching, equipment issue
Students/Staff	Follow all rules and report misuse or damage

6. Feedback and Suggestions

- Suggestions for improvement of facilities may be submitted to the respective committees via email or in-person at the administration office.

7. Review and Amendment

- This policy will be reviewed **every academic year** or as required by the Management.
- Changes will be communicated via the college notice board and website.

INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY DOCUMENT

1. Introduction

The **Internal Quality Assurance Cell (IQAC)** is a vital component of the institutional quality assurance system as mandated by the **University Grants Commission (UGC)** and the **National Assessment and Accreditation Council (NAAC)**. This policy provides the framework for the formation, functioning, and responsibilities of the IQAC in an engineering institution.

2. Legal and Policy Framework

This policy is guided by:

- UGC (Establishment and Functioning of IQAC in HEIs) Regulations, 2010
- NAAC Guidelines for IQAC (Revised Manual, latest edition)
- AICTE Approval Process Handbook
- National Education Policy (NEP) 2020
- Outcome-Based Education (OBE) Framework
- National Board of Accreditation (NBA) Norms
- State Technical Education Council/University Regulations

3. Objectives of the IQAC

- To develop a system for conscious, consistent, and catalytic improvement in the overall performance of the institution.
- To promote quality enhancement and sustenance initiatives.
- To integrate modern methods of teaching, learning, and evaluation.
- To ensure the adoption of best practices in academics and administration.
- To prepare for NAAC/NBA accreditation and other quality assessments.

4. Composition of the IQAC

As per **UGC/NAAC Guidelines**, the IQAC shall be constituted as follows:

Member	Role
Chairperson	Principal of the institution
Management Representative	Nominee from Governing Body
Senior Faculty Members (3-8)	From different departments
Administrative Officer	Registrar or equivalent
External Expert	From industry or academia
Alumni Representative	Preferably an engineering graduate
Student Representative	Senior student from UG/PG
IQAC Coordinator	Senior faculty with quality assurance experience

5. Functions of the IQAC

The IQAC shall perform the following functions, in line with **Section 5 of UGC IQAC Guidelines**:

Function	Description
Quality Benchmarks	Develop institutional quality benchmarks and parameters
Teaching & Learning	Facilitate a learner-centric environment with technology integration
Academic Audits	Conduct periodic academic and administrative audits
Feedback Mechanism	Collect feedback from students, alumni, parents, and employers
Annual Quality Assurance Report (AQAR)	Submit to NAAC as per prescribed format
Accreditation	Prepare for NAAC/NBA/AICTE approvals and rankings (e.g., NIRF)
Best Practices	Document and promote institutional best practices
FDP & Training	Organize Faculty Development Programs and student workshops
Curriculum Review	Participate in syllabus updates in coordination with affiliating university
NEP Implementation	Track and support National Education Policy 2020 reforms

6. Government Alignment and Compliance

Agency/Policy	IQAC Role in Compliance
UGC Regulations	Ensure internal systems align with UGC mandates on quality
NAAC	Fulfill all requirements for self-study reports, AQARs, DVV submission
AICTE	Support compliance with AICTE's quality norms, faculty-student ratio, feedback
NBA	Facilitate Outcome-Based Education and SAR documentation
NEP 2020	Support CBCS, academic flexibility, digital learning integration, skill-based education

7. Meetings and Reporting

Activity	Frequency
IQAC Meetings	At least once every quarter
AQAR Submission	Annually to NAAC
Annual Report to Governing Body	Once per academic year
Academic and Administrative Audit (AAA)	Once every 1 or 2 years

8. Documentation and Record Maintenance

The IQAC shall maintain:

- Minutes of all meetings
- Reports of activities and outcomes
- Feedback analysis and action taken reports
- Records of quality initiatives, MOUs, and collaborations
- AQARs and SSR documentation for NAAC/NBA

9. Quality Indicators

IQAC will monitor and improve performance using **Key Indicators (KIs)** under NAAC's seven criteria:

1. Curricular Aspects
2. Teaching-Learning and Evaluation
3. Research, Innovations, and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance, Leadership, and Management
7. Institutional Values and Best Practices

10. Review and Evaluation

- IQAC shall submit an **Internal Evaluation Report** to the Principal every year.
- A **Quality Advisory Committee (QAC)** may be constituted to review IQAC performance.

11. Responsibilities of IQAC Coordinator

- Coordinate all IQAC activities and meetings
- Ensure timely submission of AQAR and accreditation reports
- Serve as liaison with external agencies (NAAC, NBA, AICTE)
- Guide departments in quality-related documentation and processes

EXAMINATIONS POLICY

1.Examination Control Office Overview

The Principal is acting as the Chief Controller of Examinations. The Controller of Examinations coordinates with the Principal regarding all proceedings of the Examinations office. The prime responsibility of the Examination office is to plan and conduct all examinations in a fair, transparent and systematic manner as per the academic Calendar which is prepared at the beginning of every academic year. Based on the academic calendar, the exam cell releases the circular of examination details to all Departments, on the college website and also in notice board for students. Being an autonomous institution, meticulous care is taken with maintaining the records of every student throughout their time with VCET and even after. The office gives the highest priority to the efficient and effective execution of examination policy for the benefit of the entire student community. All genuine requests comes from students with regard to examinations are promptly attended and

resolved on a continuous basis.

4.Academic Requirements Policy

A student should register for courses/subjects covering 160 credits as specified and listed in the course structure,. The performance of the student in these 160 credits shall be taken into account for the calculation of ‘the final CGPA (at the end of under graduate programme).

A student detained in a semester due to shortage of attendance may be re-admitted in the same semester in the next academic year for fulfillment of academic requirements. The academic regulations under which a student has been readmitted shall be applicable. .A student detained due to lack of credits, shall be promoted to the next academic year only after acquiring the required academic credits. The academic regulations under which the student has been readmitted shall be applicable to him/her.

The institute may from time-to-time revise, amend and change the regulations and the curriculum, if found necessary. Any such change shall be communicated through Circulars from the Principal's Office or through Dean - Academic.

Programme for the award of B.Tech. Degree. The attendance requirements of B.Tech.(Regular) shall be applicable to B.Tech. (LES).

A student will be eligible to be promoted from II year to III year, upon fulfilling the academic requirements of 60 % credits up to II year II semester examinations and secures prescribed minimum attendance in II year.

A student will be eligible to be promoted from III year to IV year, upon fulfilling the academic requirements of 60 % credits up to III year II semester examinations and secures prescribed minimum attendance in III year.

6.Examinations Rules and Procedures

The examination rules and procedures are amended from time to time based on the recommendations of the academic council members and results processing committee members for the smooth conduct of examinations and the declaration of results. In the examination control office, the Controller of examinations (COE) is responsible for the announcement of academic calendar, preparation of question papers, conduction of continuous internal assessment (CIA) examinations and semester end examinations (SEE), valuations of answer scripts, announcement of results, printing and issuing of grade sheets to the students and sending the data to the University for the award of degrees.

For smooth and proper conduct of examination, the following rules have been followed:

- i. Prepare the budget proposal at the beginning of the academic year and submit to the principal for approval.
- ii. Prepare the master plan for seating arrangement, by taking into considerations the
Total number of students appearing to the exam and classrooms available in each Department.
- iii. Give the directions to all department examination coordinators for proper conduct of examinations.
- iv. Obtain the panel of examiners from concerned board of studies for the conduct of
Practical examinations and project viva-voce examinations.
- v. Procure question papers from external examiners and identify examiners from reputed institutions to carry out the evaluation process in consultation with principal.
- vi. Inquire the grievances received from the students in the discrepancies observed in the answer booklets and report the same to the grievances and redressal committee of the college.
- vii. Receive the cases of misbehavior, malpractices, copy cases and forward the same to complaint redressal committee for further necessary action.

Conduction of Continuous Internal Assessment (CIA)

For theory subjects, during a semester there shall be two Continuous Internal Assessment (CIA) examinations. The first term examination shall be conducted from first two and a half units of the syllabus, the second term examination shall be conducted from remaining two and a half units. The total marks secured by the student in each term examination are evaluated for 30 marks, and the average of the two mid-term examinations shall be taken as the final marks secured by each candidate. If any student is absent/scoring internal marks less than 40% in any subject of a mid-term examination she will be given a chance to write the internal exam once again after she re-registering for the internal exam in the concerned subject and paying stipulated fees as per the norms.

CIA marks are published and made available in respective student login

(<https://tkrecautonomous.org/BETEportal/studentlogin/>)

Conduction of Semester End Examinations (SEE)

Invigilators shall be appointed from among the faculty of respective departments. Examination coordinators shall distribute the question papers as per the seating plan and collect the attendance sheets, D-forms from the allotted classrooms. They receive the answer booklets from the invigilators after the completion of the examination and pack them securely. Head of the departments /Senior Professors are appointed as flying squad/ Observers who shall take rounds in their allotted rooms/blocks and check whether the discipline is being maintained during examination. The flying squad shall make surprise visits to their assigned examination blocks and report the cases of misbehavior, indiscipline, malpractices, attempt to copy to the COE. Frisking staff will check the Students' belongings and report to the invigilators in case of any material found. Flying squad relievers will maintain the record of visits in prescribed format and submit a comprehensive report to COE.

Eligibility Criteria and Instructions to the QP Setters

The paper setter / examiner shall be appointed by the COE in consultation with principal. The paper setters shall have at least 10+ years of teaching experience and at least five-year's experience of teaching the course for which appointment is to be made. The paper setter shall follow all the directions given by COE from time to time in respect of pattern of question papers, setting of question papers, model question papers, scheme of evaluation etc. The questions are to be prepared from the entire scope of the enclosed syllabus. The paper setter shall not disclose her appointment and shall not make any correspondence regarding any matter connected with the examination. All the questions are to be mapped to Bloom's Taxonomy levels and respective Course Outcomes(COs) in the mapping of the questions to the course outcomes document enclosed. The pattern of question papers should confirm with that of the model question paper enclosed. Diagrams or sketches, if any, should be drawn with the help of black pen or using software tools. Students are required to attempt one question each from each unit in 3 hours. The stipulated time for the examination should be kept in mind while setting the question papers.

Duties of Invigilator

1. COE shall appoint the required number of invigilators and as per the examination schedule, from among the faculty of respective department. Invigilator shall observe the general discipline in the class/hall during the examination and report the cases of indiscipline, misbehavior and copying cases to the COE for further necessary action.
2. Invigilators shall enter their class/hall at least 15 minutes before the start of examination. Ask the students to keep their books, notebooks, and their written materials at the front of the room/ outside the room.
3. Check whether the students have occupied their seats as per the seating plan. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books.
4. Distribute the question papers to the students at the beginning of the examination.
5. Check the identity cards of the students and sign on their answer books, if all details are correct.
6. Take the signature of students on the attendance proforma, mark 'AB' for absent students and the attendance record of her room/hall.
7. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma.
8. Maintain general discipline in the classroom by frequently moving in the
9. classroom/hall preventing any malpractices, attempt of copying by the students. Report cases of students' misbehavior, indiscipline, malpractices and copying cases to the COE for further necessary action.

Collect the answer booklets from the students at the end of examination and arrange them sequentially as per the exam. Handover the answer booklets to the examination coordinators.

7. Result Declaration Policy

The Examinations Control Office is responsible for announcing results. The Examinations result is processed based on the recommendations of the academic council members and results processing committee members. The committee members comprise of the Chief Controller of Examinations, JNTUH nominee, Controller of Examinations, Additional Controller of Examinations, and all HoDs. The Academic Council has decided that the declaration of End Examination results will be issued within 15 days after the completion of the End Semester Examinations. The End Semester Examinations results are declared and made available in exam branch websites

Grading Procedure

As a measure of the performance of a student, a 10-point absolute grading system using the following letter grades (as per UGC/AICTE guidelines) and corresponding percentage of marks shall be followed:

Letter Grade (UGC Guidelines)	Points	%of Marks secured in a subject or Course (Class Intervals)
O(Outstanding)	10	Greater than or equal to 90%
A+(Excellent)	9	80 and less than 90%
A(Very Good)	8	70 and less than 80%
B+(Good)	7	60 and less than 70%
B(Average)	6	50 and less than 60%
C(Pass)	5	40 and less than 50%
F(Fail)	0	Below 40%
AB(Absent)		-

registered during that semester. SGP A is rounded off to two Decimal places. SGPA is thus computed as

$$\text{SGPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i} \dots \text{For each semester,}$$

where ‘i’ is the subject indicator index (takes into account all subjects in a semester), ‘N’ is the no. of subjects ‘registered’ for the semester (as specifically required and listed under the course structure of the parent department), C_i is the no. of credits allotted to the i^{th} subject, and G represents the grade points (GP) corresponding to the letter grade awarded for that i^{th}

subject.

The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student in all semesters considered for registration. The CGPA is the ratio of the total credit points secured by a student in **all** registered courses in **all** semesters, and the total number of credits registered in **all** the semesters. CGPA is rounded off to **two** decimal places. CGPA is thus computed from the I year II semester onwards at the end of

each semester as per the formula

$$\text{SGPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i} \dots \text{For each semester,}$$

(i.e., up to and inclusive of S semesters, $S \geq 2$)

Where ‘M’ is the total no. of subjects (as specifically required and listed under the course structure of the parent department) the student has ‘registered’ i.e., from the 1st semester onwards up to and inclusive of the 8th semester, ‘j’ is the subject indicator index (takes into account all subjects from 1st to 8th semesters), C_j is the no. of credits allotted to the j^{th} subject, and G represents the grade points (GP) corresponding to the letter grade awarded for that j^{th} subject. After registration and completion of I year I semester, the SGPA of that semester itself may be taken as the CGPA, as there are no cumulative effects.

Passing Standards

Student shall be declared successful or 'passed' in a semester, if student secures a GP ≥ 5 ('C' grade or above) in every subject/course in that semester (i.e. when student gets an SGPA ≥ 5.00 at the end of that particular semester); and a student shall be declared successful or 'passed' in the entire under graduate programme, only when gets a CGPA ≥ 5.00 for the award of the degree as required.

After the completion of each semester, a grade card or grade sheet (or transcript) shall be issued to all the registered students of that semester, indicating the letter grades and credits earned. It will show the details of the courses registered (course code, title, no. of credits, and grade earned etc.), credits earned, SGPA, and CGPA. Computation of SGPA and CGPA

are done using the above procedure.

For final percentage of marks equivalent to the computed final CGPA, the following formula may be used

$$\% \text{ of Marks} = (\text{Final CGPA} - 0.5) \times 10$$

Award of Degree

A student shall register and put up minimum attendance in all 160 credits courses and shall earn a total of 160 credits for the award of B. Tech degree. Further, marks obtained in the 160 credits shall be considered for the calculation of percentage of marks as well as overall CGPA ≥ 5.0 , within 8 academic years from the date of commencement of the first academic year, shall be declared to have 'qualified' for the award of the B. Tech. Degree in the chosen

branch of Engineering as selected at the time of admission.

Students with final CGPA (at the end of the under graduate programme) ≥ 7.50 , and shall be placed in 'First class with distinction'. Students with final CGPA (at the end of the under graduate programme) ≥ 6.50 but < 7.50 , shall be placed in 'First class'. Students with final CGPA (at the end of the under graduate programme) ≥ 5.50 but < 6.50 , shall be placed in 'Second class'. All the other students who qualify for the award of the degree with final CGPA (at the end of the under graduate programme) ≥ 5.00 but < 5.50 , shall be placed in 'pass class' provided they secure a total of 160 credits. A student with final CGPA (at the end of the under graduate programme) < 5.00 will not be eligible for the award of the degree. Students fulfilling all the conditions alone will be eligible for award of 'university rank' and 'gold medal'.

Withholding of Results

If the student has not paid the fees to the university/ college at any stage, or has dues pending due to any reason whatsoever, or if any case of indiscipline is pending, the result of the student may be withheld, and student will not be allowed to go into the next higher semester.

The award or issue of the degree may also be withheld in such cases.

ANNEXURE – A

Guidelines for imposing punishment on the examinees caught copying / involved in any type of misconduct during or after Examination

S.No	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used As an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell Phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of An outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.

3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over To the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remain in examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The Continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.

6.	Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to Use of unfair means or misconduct or has	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
	The tendency to disrupt the orderly conduct of the examination.	
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.

8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any mal practice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University or further reaction to award suitable punishment.	

PURCHASE POLICY

1. Objective

- To standardize the purchasing procedure across various departments.
- To ensure that the college receive value for the expenditure made.
- To prevent unauthorized purchases.
- To ensure sustainable practices for resource conservation, reduction of waste and pollution.
- Optimizing financial requirements.

2. Scope

The purchase policy covers institutional level purchasing of Visvesvaraya college of Engineering & Technology. It includes the following departments

1. UG departments
2. PG & Research Departments
3. Office
4. Library
5. Sports and Games
6. Placement Department
7. Hostels
8. Maintenance & Transportation Department

3. Purchase Process

3.1 Department

- 1) The requirement for departments including the laboratory are discussed in Departmental meetings and purchase requisition is prepared and forwarded to office manager for approval.
- 2) Head of the Department (HoD) shall collect quotations from prospective approved suppliers.
- 3) The quotations received are evaluated, compared and the comparative statement along with the quotations/specifications/pamphlets etc submitted to office superintendent with the recommendation of the respective department.

3.2 Purchase Committee (PC)

The purchase committee consists of Management Trustee (MT) as Chairman, Principal, Administrative officer, Accounts Officer and respective HODs. The purchase committee will review the recommendation by the department and subject to the budget availability will approve the purchase. Further evaluation and negotiation are done

3.3 Principal is authorized to issue the purchase order with proper recommended terms and conditions including the technical and commercial.

4. Verification of Purchased Products

On receipt of the purchased products, HOD arranges to verify the same based on the specifications. The accepted items are taken to stock and the concerned stock register is updated. Regarding non accepted items corrective actions are taken with the supplier.

5. Storage

The items procured are to be stored, and are kept properly, with identification, duly entered in the stock register.

The issue shall be controlled properly with necessary entries in the issue register, and the balance stock maintained periodically.

NB: The Issue register is applicable to consumables and other components.

6. Library

The requirement of library books is conveyed by departments to Librarian. The list is consolidated by Librarian and approved by Principal for purchase procedure. The purchase procedure is followed as per Clause 3.0.

7. Emergency Purchase

The Administrative officer is authorized to make emergency/local purchases of stationery / consumable with the approval from Principal. Such purchases are made directly from approved vendor and entered in the stock register with copy of the bill in the purchase register. The maximum value of emergency purchase is limited to Rs 10,000 /-.

8. Supplier Evaluation Record

The performance of the supplier is assessed by the quality of the goods purchased and time taken to deliver the product. The list of such approved supplier is maintained by the office superintendent and in the department. In case any vendor/supplier quality found not up to the satisfaction, the purchase committee has the authority to delist such vendor from the approved vendor list.

9. Stock Entry Record:

- a. After the purchase of goods, all items must be entered in the Central Store Stock Register by recording the item name, quantity date of receipt, purchase order number, and vendor details.
- b. Once the entry is completed, the materials are to be dispatched to the respective departments along with a proper delivery note,
- c. The receiving department must then record the same items in its Departmental Stock register, ensuring that the quantity issued and the date of receipt are clearly mentioned.
- d. This process ensures transparent tracking, proper accountability, and systematic inventory management across the institution
- e. All Original bills, invoices, delivery challans, and purchase-related documents must be securely filed in the Accounts section for financial recording and audit verification.
- f. Copies of the same documents should be maintained in the Department stock Records for departmental reference and internal verification.
- g. This systematic documentation supports financial transparency, simplifies audit procedures, and ensures clear traceability of all purchased items

INNOVATION AND STARTUP POLICY

1. Introduction

The Institution promotes a culture of innovation, creativity, and entrepreneurship among students and faculty members. This policy aims to support the development of new ideas, research outcomes, prototypes, and viable startup ventures by providing necessary guidance, infrastructure, and financial assistance through Incubation Centres, Innovation Cells, and Institutional Support Systems.

2. Vision

To develop an ecosystem that nurtures innovative thinking and entrepreneurial skills, enabling students and faculty to create impactful solutions for societal and industrial needs.

3. Mission

- To motivate students and faculty to identify problems, design solutions, and develop market-ready products or services.
- To provide structured support through mentorship, training, funding, collaborative networks, and incubation facilities.
- To facilitate industry-institute partnerships to enhance innovation and startup opportunities.

4. Objectives

- To encourage idea generation, prototype development, and entrepreneurial mindset.
- To establish structured pre-incubation and incubation processes.
- To facilitate access to seed funding, grants, and investor platforms.
- To support patent filing, intellectual property protection, and technology transfer.
- To organize workshops, startup bootcamps, hackathons, and innovation competitions.

5. Scope

This policy is applicable to all students, faculty members, researchers, and staff who are interested in pursuing innovation and entrepreneurial activities within the Institution.

6. Institutional Support

- Innovation and Entrepreneurship Development Cell (IEDC) / Incubation Cell will coordinate all innovation and startup activities.
- Dedicated space and facilities will be provided for startup work.
- Faculty mentors and external experts will guide teams in technology development, business planning, and product commercialization.

7. Funding and Financial Assistance

- Seed funding support may be provided through institutional budget, government schemes, alumni contributions, and industry partnerships.
- Eligible proposals and prototypes will be selected based on technical feasibility and potential societal or commercial impact.
- Financial support may be used for prototype development, patent filing, testing, and limited operational expenditures.

8. Intellectual Property Rights (IPR)

- Innovators are encouraged to file patents for their inventions.
- Ownership and revenue-sharing will follow the Institutional IPR Policy.

9. Monitoring and Evaluation

- Progress of startups will be reviewed periodically by the Innovation and Startup Committee.
- Performance indicators may include prototype completion, patent filing, product launch, or successful incubation.

10. Conclusion

This policy establishes a supportive environment for innovation and entrepreneurship within the Institution. The Institution commits to nurturing ideas and talent, enabling innovators to contribute meaningfully to industry, society, and the national startup ecosystem.

RESOURCES MOBILIZATION AND UTILIZATION POLICY

Policy Document:

This Policy may be called, "VCET Funds Mobilization and Optimal Utilization of Resources policy.

The Policy shall apply to all departments in the colleges and to every full-time faculty, research scholars, fellows, staff member and student of the VCET

The policy defines systems to monitor mobilization of funds and optimal utilization of resources in Visvesvaraya College of Engineering and Technology. Funds may be received from various sources viz, fees of undergraduate and post graduate students of engineering, including scholarships and grants from funding agencies and Industry for seminars, research projects, etc.

The following measures shall be taken:

Planning: The Heads of all departments, Administration, Library, Examination section, shall finalize requirements in consultation with respective faculty and non-teaching staff and submit to Principal. The principal shall forward all requirements to stores / library / computer in-charge for verification and procurement of quotations from two or more vendors for budget preparation.

Budget Finalization: A consolidated annual budget for requirements shall be prepared by store, library, computer and admin departments and forwarded to Principal for approval. The principal presents it to College Finance Committee and Governing Body, which shall review proposed budget and allocate it as per the requirements of college. If there is no incongruity, then budget is sanctioned and funds are released.

Expenses: Funds are utilized for the following heads of expenses:

1. **Salary expenses:** Salary of teaching and nonteaching staff.
2. **Academic expenses:** Expenses for books, journals. Chemicals, lab requirements and consumable items, glassware, curricular and extracurricular activities. Student training, Industrial Visits, Placement etc.
3. **Administrative expenses:** Printing, stationery, advertisement, operational expenses, Website maintenance etc.
4. **Developmental expenses:** Infrastructure, equipment, computers, repairs and maintenance of Laboratories.

The major source of revenue for the college is the Annual fee collected from students. The fee is Collected as per the fee & guidelines fixed by the State fee regulatory authority. The fee is converted into fixed deposits and withdrawn periodically as per the requirements of the institute. The fixed deposits are withdrawn and used for the expenditure of the college.

The interest earned on these fixed deposits is also being utilized for the needs of the institution. Shortcomings are managed by taking advance from Management Trust. Additional funds are obtained from funding agencies through Research proposal. These funds are utilized for upgradation of Institute.

In cases where additional funds are required for unplanned activities like attending seminars /workshops/ conferences/technical competitions, then concerned faculty shall apply to Principal with details and produce receipt of fees paid and attendance letter or certificate as per Policy document for welfare measures. The principal shall forward it to Management for its final approval.

Audit: The Accounts section verifies the expenses carried out under various institutional/departmental activities from supporting documents and give them remarks for the final settlement of the account. Internal and external audits of Account department are carried out by the Chartered Accountant at regular intervals to ensure a proper utilization of the funds as per their allocation. The policy for funds mobilization and optimal utilization of resources for, Visvesvaraya College of Engineering and Technology, is approved by college finance Committee and Governing Body (GB).

Transparency in resource utilization

Responsible use of resources irrespective of the source is essential for receiving them in a sustained manner. To facilitate transparency in resource utilization, the concerned person is expected to maintain a detailed account of resource utilization with all supporting documents and proofs which should be submitted to the appropriate office when demanded.

Separate bank accounts should be maintained to handle all the financial resources obtained from Alumni, philanthropists, government research grants and scholarships. Faculty members and students who mobilize financial resources are directed not to receive any financial resources in the form of cash personally and receive it preferably as cheque or through online transfer to the bank account specified for the purpose. In case the financial benefits are received in the form of cash towards any faculty development programs or travel allowances or other, the accounts section must be maintaining voucher or receipts of payments. All transactions should be made to the prescribed VCET account which then shall be transferred to the beneficiary by VCET. For financial resources, received in the form of cash, not exceeding an amount of Rs 15000/- a receipt duly signed by the finance officer shall be issue to the organization from where the resource was mobilized. Any financial resource received from philanthropists/NGOs/endowment chairs are exempted from income tax under Sec 80G.

All government funds will be used for the specified purpose only and the report compiled along with the Certificate/Statement of Utilization should be submitted for scrutiny in the appropriate office. As far as internal funds are concerned, internal audit will be conducted by the Finance Officer of the concerned college which shall be verified and approve by the Finance committee of VCET.

The report of the internal audit will be produced before the Finance Committee. Effective utilization of the human resources should be ensured by the heads of the concerned department. In case of any anti-complacency, corrective measures should be initiated at the institution level and the same should be brought to the notice of VCET. Similarly, the proper use of research infrastructure shall be monitored by the Research Director of the concerned research laboratory.

Rewards for resource mobilization

Any member of staffs of VCET, be it teaching or non-teaching, or any Department which attracts a resource funding whose monetary value is atleast Rs 1,00,000/- from any source, such as Government projects, philanthropists' donations, endowment chairs shall be acknowledged and shall be honored with a certificate Plaque along with a Letter of Appreciation.

Actions against misuse of funds

All funds provided for a particular project will be scrutinized for appropriate utilization of the allotted fund for the quoted purpose. All the documents which are submitted for this purpose should be duly verified by the head of the institution followed by finance committee. In case of any discrepancy, an explanation will be sort from the concerned staff member/student and resubmission of the relevant documents is necessary.

In case of improper explanation, corrective actions including termination of the candidate from the program as the highest punishment may be taken. The candidate will be asked to return the entire amount received as a research fund for the particular project and will be asked to appear before a panel in which recommends a further course of action after due enquiry.

Delegation of Financial Powers:

Procedure for optimal resource utilization

Serial. No	Particular	Responsible person	Proposed financial power
1.	All types of expenditure under -Planned budget -Unplanned budget: (Ex: Attending Seminars /Workshops/ Conferences/Technical Competitions)	Principal	• In consultation with Finance committee & Governing Body • In consultation with Management
2	All types of purchases & other Expenditure from Sponsored Research, Projects, Schemes and Consultancy Funds	Principal investigator	In consultation with HOD, Principal, Management.
3.	All Expenditure related to student's activities, including cultural activities and sports.	Teacher In charge	In consultation with Principal & Management

The institute follows a proper distribution of budget, for expenses such as (e.g., salary, maintenance, learning resources (e.g., books, journals etc) and infrastructure development. Shortcomings were managed by taking advance from the Managements Parent Trust. The major source of income is from the fees collected from the students of graduate and post graduate programme of Engineering, including scholarships. Additional funding was obtained by faculty members from funding agencies through Research proposals. These funds are utilized for the research and laboratory development which will ultimately upgrade the stander of Institute.

The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development.

The budget is developed and approved by following stages:

1. Before commencement of Academic year, Principal informs all departments, store, and library, and examination, computer in charge and admin office to prepare annual requirements.
2. All Heads of Department prepare departmental requirements with their faculty and submit the proposal to the principal. Requirements of Library, computer, Exam Section and admin office are also prepared and submitted to Principal.
3. Principal forwards all purchase related requirements of chemicals, glassware, equipment, stationery, furniture to store in charge to verify availability in stores. The final requirement list is then prepared by store in charge for obtaining quotations from vendors for tentative budget preparation.
4. Principal forwards Library requirement to library monitoring committee for verification and librarian procures quotation from vendors to prepare tentative budget. Similarly, Requirements of computer department are verified by Computer in-charge and quotations from vendors procured as required. Proposal for purchase is submitted to the principal.
5. Recruitment of Faculty and nonteaching staff is prepared by Academic Monitoring committee in consultation with admin department and submitted to the principal.
6. The principal finalizes the requirements in consultation with the HODs, Store in charge, Computer In charge, Chief Examination Officer and admin in-charge.
7. The finalized requirement is presented by Principal in College Development Committee and Governing body for final approval.
8. Stock verification is done annually for inventory of chemicals, glassware, equipment and library books, Journals. This is also referred for the next academic year requirements.
9. Income and expenses are monitored by the accounts department. Financial internal and external audits are performed by financial auditors.

Policy governance

The policy is updated and revised as and when required after discussion with the Board of Management of VCET.

Faculty Development Policy

Preamble

The best faculty always makes best students, hence, facilitating faculty to achieve global standards would certainly help the institution to grow. Visvesvaraya College of Engineering and Technology is committed to supporting continuous learning for faculty members through faculty development initiatives related to; excellence in teaching-learning, research, consultancy and extension thereby transforming faculty members into thought leaders to make VCET a knowledge centre.

The faculty members are expected to strive for excellence in all their teaching, research and leadership/service roles and should continuously seek ways to enhance their capabilities, performance, and contributions regardless of tenure status, rank, or service time. In parallel, the College, Departments and IQAC have a responsibility to effectively foster and support excellence and evaluate faculty performance in all these areas of responsibility. Faculty development is a shared responsibility between the faculty members and the college.

1. Provisions of Faculty Development Policy

The employees of the college when deputed to out stations shall be entitled to Travelling Allowance, and other permissible expenses as per the rules of Telangana State Government in force from time to time.

1.1 Allowance for Presenting Papers in National or International Conferences etc.

The regular teaching staff sponsored to present papers in seminars / conferences are eligible to travel by second/third AC class, in addition to reimbursement of the registration fee. No D.A. is admissible. Travel support to faculty for presenting papers in International Conferences at abroad is also provided.

1.2 Allowances for attending Seminars, AICTE/UGC refresher courses etc.

The regular teaching staff permitted to attend seminars as delegates, and refresher courses etc. as above are eligible to travel by II-class AC. No D.A. is admissible. However, this provision does not apply to cases where the organizing agency/other agencies reimburse the T.A. or, other expenses.

Faculty are encouraged to attend Faculty Development Programmes Organized by top level institutions in India (for eg. IITs, NITs, Central Universities etc).

1.3 Allowances for attending industrial trainings.

The regular teaching staff permitted to attend industrial trainings on advanced technologies are eligible to avail travel and accommodation allowances.

1.4 Allowances for Medical and Bereavement expenses.

The Institution provides financial assistance to staff for medical expenses incurred due to illness or hospitalization and Personal demise allowance in the unfortunate event of the demise of a staff member or immediate family member; to assist with related expenses as per the approved policy

1.5 Principal, HODs and Other Officials Allowances:

Principal, Head of Departments and other designated officials shall receive additional financial allowances or honoraria as per their roles and responsibilities in line with the approved institutional policy

1.6 Gifts and Inaams:

During festivals and other special occasions, the institution provides inaams and special gifts to attenders, sanitation staff, gardeners and security personnel as a token of appreciation for their dedicated services in accordance with institutional norms

1.7 Bus (Transport) and Canteen concession:

The institution provides transport and canteen concessions to both teaching and non-teaching staff as part of staff welfare measures. Eligible staff members may avail transport facilities or transport allowance to support their daily commute as per the approved institutional norms. Additionally, subsidized canteen facilities are made available to ensure affordable and hygienic meals during working hours. These concessions are uniformly applicable to all staff categories in accordance with institutional guidelines.

1.8 Special Leaves:

- i. The teaching staff is entitled to avail special leave up to a maximum period of 2 weeks in a calendar year to attend FDPS, conferences or seminars etc.
- ii. The teaching staff is entitled to avail special leave up to a maximum period of 1 week in a calendar year to take up examination work outside the college.
- iii. The faculty pursuing Ph.D. are entitled to avail special leave for a maximum period of 1 month to attend the course work at the university he/she is enrolled in. A maximum period of 15 days can be availed for the Ph.D. related work or activity.
- iv. Special Casual Leave up to a maximum period of 1 week may also be granted to an employee for his/her marriage or, their children as well.
- v. Special Casual Leave up to a maximum period of 1 week may also be granted to an employee for any unfortunate incident or bereavement in the family.

1.9 Seed Money Support:

The institute has introduced Seed Money Assistance that enables young researchers to pursue their research in specific advanced research areas subject to the following eligibility conditions.

- i. The faculty must be Pursuing Ph.D. or completed
- ii. Minimum of Two Publications in quality journals
- iii. More than Two Years of Teaching Experience in our institution.

1.10 IPR Filing Assistance

The faculty are provided financial and filing assistance to submit patents for their innovative ideas or research works.

- i. To encourage, initiate, promote, and protect scientific inventions and research which leads to new products/processes/designs development.
- ii. To provide support from awareness to technology transfer relating to filing in different categories.
- iii. Financial support will be extended for Patent filing with college affiliation only.

The faculty are provided financial and filing assistance to submit patents for their innovative ideas or research works.

1.11 Incentives for Research Accomplishments:

Faculty members are appreciated with appropriate monetary incentives for their publications in both Web of Science (WoS) and Scopus indexed journals, Patents, Supervisors on award of his/her Scholar's Ph.D. and the fund received from the government agencies for the project proposals.

2. Freedom for Research:

All the faculty members are encouraged to conduct research in the focused as well as interdisciplinary areas of research.

3. Autonomy to the Principal Investigator:

The principal investigators those sanctioned projects from various funding agencies like DST, SERB, UGC, AICTE, MHRD, ICSSR etc., are given full autonomy in executing the project as per the guidelines of the funding organizations and provides additional grants if required.

4. Timely availability or release of the funds:

Principal maintains separate accounts to each project sanctioned by external agencies and institute provides all facilities and maintains timely release of project funds for completion of the project.

5. Adequate infrastructure:

The departments have established research labs with necessary software and computing facilities to carry out research works and are updated as and when required. Central library facilities are enhanced with online national and International reputed journals, digital sources, handbooks, reference books and material related to research activity.

6. Time-off, reduced teaching load, special leave etc. to teachers:

Faculty members working on sponsored research projects from government and non-government funding agencies are given the facility of reduced teaching workload in addition to sanctioning academic leave for attending the workshops/seminars relevant to their research projects and associated works.

7. Promotion of Entrepreneurship and start-up:

The intent of the Start-up Policy is to foster an entrepreneurial and start-up ecosystem by involving students, faculty and professionals from multiple disciplines.

8. Entrepreneurship, Consultancy, and Start-up Management:

The Start-up Policy seeks to set the framework for the involvement of the college Staff and Students in Commercializing college Innovations into products, services and processes. It encourages Staff Members, Students and Visitors to become Entrepreneurs. It also establishes clear rules and procedures for the creation/participation of Staff and Student- led Start-ups.

9. Plagiarism Software for Content Similarity Check:

The institute has subscribed “Turnitin Feedback Studio (TFS)” software that helps to perform the content similarity check of research articles, project proposals, including B.Tech. & M. Tech. Project theses to ensure the high standards of research.

10. Review of the Policy

The policy shall undergo review for every three years. The review shall be made by the College Academic counsel (CAC) and the same shall be submitted to the Governing Body for the approval. The institute is committed to its implementation.

E-GOVERNANCE POLICY

Visvesvaraya college of Engineering & Technology has framed an E- Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support and Examination sections of the institute.

E-Governance in the field of the educational sector has changed the way of administration. With the data and processes model of an educational Institution, makes the process easy, well organized and error free. This is designed to make the system user-friendly, time saving and cost saving also. It helps in improving transparency, providing speedy information, dissemination, improving administrative efficiency and public service in all the aspects of education.

The institution was successful in implementing the following services in this year.

Objectives:

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of institutional functioning.
- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and outside as well.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.

I-Administration:

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- An Attendance Management Software will be used by the faculty and staff to record and track attendance, Internal assessment etc.

- Digital messaging services like SMS, Mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.
- The administrative Office will use advanced Excel and File Management System Tools to maintain database.
- Make transition towards Paperless transactions by enhancing the use of Google facilities like;
 - ✓ Google sheet : For data collection from Various Departments
 - ✓ Google Docs: To prepare notices and activity reports.
 - ✓ Google Forms: To prepare Feedback forms and get online feedbacks from stakeholders.
- The Administration shall use e mail service in its communication withGoverning Body members as well as the teaching and non-teaching staff.
- Regularly publish administrative information including notices and circulars onthe website and digital displays at all strategic locations.
- All staff members shall use Biometric attendance.
- Upgrade to a fully automated, wireless office with 24x7 internet facility in near future.
- CCTV Cameras will be installed at various places of need.
- ICT shall be introduced in every administrative function /work.

II- Finance and Accounts:

- The accounts of the institution will be maintained through Tally software and ERP.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Purchase latest software versions.
- Make application of software to generate Profit and loss, Balance Sheet etc..

- Generate all the analysis reports through Tally.
- Implement appropriate security measures for maintaining confidentiality in transactions.
- Provide regular training in updated versions of software to the new as well as existing staff.
- Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.

III- Student Admission and Support:

- Use ERP to manage all student data including course, fee submission.
- Update college website regularly for real time information sharing/dissemination, including admission and online transaction interfaces etc.
- Make timely update of website by the designated Information and website committee.
- Post regular updates on Alumni portal for information of passed out students
- Share Digital Brochure, video teaser, social media posts on course details, sanctioned intake, placements, and facilities during admission time.

IV- Examination:

- Use ERP to handle the entire Examination Process.
- Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any. .
- Maintain compatibility of examination process with the regulations of the affiliating University as far as e-governance policy is concerned.

IMPLEMENTATION OF ERP

- ERP access is provided 24/7 for employees and students of the Visvesvaraya College of Engineering & Technology
- Each user shall be given the necessary and restricted access to the ERP.
- Employees shall be held responsible for inappropriate use of information, which they have to feed in to it. All passwords must be kept confidential and computers shall be logged out after usage.
- The institute has the right to monitor any and all of the aspects of its technology.
- Employees shall be required to read and follow the technology updates sent from time to time. These shall include tips for effective use of technology, information security and upgrades.
- All personal greetings, displays or messages on any technology shall be formal and professional.
- Carrying information in printed or soft copy shall be prohibited without prior sanction and any information shall not be copied illegally.
- Inappropriate use of any technology can cause unintended consequences. An employee shall consider the availability of resources for others as well as the overall operational efficiency of the technology system.

USER ACCESS AND ROLES

- Access to the ERP system will be role-based, ensuring users only access data relevant to their functions. A formal process is followed to grant, modify and revoke access rights. Periodic audit of user roles will be conducted to prevent unauthorized access.
- The Principal/ Officer-in-Charge, being the super-admin will have the access to all modules of the ERP.
- The Coordinator, IQAC will have the access to the IQAC and student feedback modules.
- The Principal/ Officer-in-Charge, as the Controller of Examinations, and the Convener and Joint Convener of PG Examination Committee, as the Deputy Controller will have the access to the Controller Module. The Convener of the PG Result Publication Committee will also have the restricted access to the module.
- The Convener of the Website Committee will have the access of Website module. All Heads of the Departments will have the limited access to the Website module only for their respective department.
- The LPP module can be accessed by all Heads of the Departments.
- The Store module can be accessed by all Heads of the Departments and the Office Staff assigned for the duty by the college authority.

- Fees, students and finance modules can be accessed by the Office as assigned by the college authority.
- All teaching faculty will have the access to the LMS, Faculty, Employee and Notification modules.
- ERP administrator will set the strategic direction for ERP use, approve any major changes or upgrades to the system, and oversee day-to-day operations of the ERP system.
- Administrator will also ensure policy compliance, manage user roles.
- All users must adhere to the policy and guidelines. Any discrepancies, issues, or security concerns must be reported to the ERP administrator.
- A breach of any of the guidelines or not following the policy guidelines shall lead to disciplinary action against the concerned employee.

Data integrity and quality

All data entered into the ERP system must have defined quality standards. Regular data validation and cleaning exercises will be conducted to maintain data accuracy.

Maintenance and upgrades- Scheduled maintenance will be communicated in advance to all users. Unplanned issues will be addressed promptly to the stakeholders.

Customization and integration- Integration with other systems requires prior approval from the ERP administrator and College authorities. Customized features should not compromise the integrity, performance, or security of the system.

Policy Review

This policy shall be reviewed every 2 years or as required by changes in technology or regulations