

STANDARD OPERATING PROCEDURE

(Standard Operating Procedure (SOP) is a document describes the regularly recurring operations to ensure that are carried out correctly (quality) and always in the same manner (consistency).



VISVESVARAYA COLLEGE OF ENGINEERING & TECHNOLOGY

NAAC “A” Grade Accredited Institution,
An ISO 9001: 2015, 9001:14005 Certified Institution

(Approved by AICTE, New Delhi and Affiliated to JNTUH, Hyderabad)

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Contents

Sop for industry institute partnership cell.....	6
Sop for preparation of monthly report.....	13
Sop for record management policy	15
Sop for posting on social media	35
Sop for training & placement cell	39
Sop for work from home.....	63
Sop for conducting remedial class.....	66
Sop for course content development.....	68
Sop for course outcomes.....	70
Sop for curriculum development.....	72
Sop for feedback about faculty	75
Sop for online certification course	77
Sop for project guides.....	79
Sop for research proposal.....	82
Sop for sponsoring faculty for higher studies & program.....	85
Sop for subject allotment.....	87
Sop for preparation of syllabus.....	89
Sop for organizing & conducting first year's orientation program	92
Sop for awards and appreciation	96
Sop for communication skill enhancement	99
Sop for monitoring duty.....	102
Sop for club activities	104
Sop for students feedback.....	107
Sop for admission process.....	110
Sop for academic & administrative bodies.....	115
Sop for department incharges responsibilities	128

Sop for branding of an institution	137
Sop for competencie	140
Sop for conduction of meeting.....	142
Sop for environment management system.....	144
Sop for fees collection	150
Sop for internal aca- demic audits	152
Sop for nba, naac and nirf	154
Sop for preparation of institutional budget	158
Sop for purchase of consumables	161
Sop for purchase of equipments	163
Sop for stock verification.....	166
Sop for website up- dation and maintainance.....	168
Sop for academic performance index	170
Sop for academic review meeting	172
Sop for fdp, seminar, workshop and conferences.....	174
Sop for preparation of class and individual time table	177
Sop for classroom allotment.....	179
Sop for slow and advanced learners	181
Sop for conduct- ing remedial class.....	185
Sop for curriculum development.....	189
Sop for preparation of lab manual.....	192
Sop for library	194
Sop for allocation of project guides	199
Sop for course allotment.....	203
Sop for organizing and conducting orientation program	205
Sop for awards and appreciation.....	208
Sop for conduction of technical symposium / technofest.....	211
Sop for canteen	215
Sop for campus clean- liness and infrastructure maintenance	218

Sop for class room maintenance.....	224
Sop for laboratory maintenance	226
Sop for mentorship	229
Sop for computer facilities/wi-fi.....	238
Sop sports and games facilities.....	242
sop for industry institute interaction cell (iiic).....	244
sop for preparation of monthly report	250
sop for record management	253
sop for posting on social media.....	272
sop for training & placement cell	277
sop for whatsapp group.....	298
sop for work from home	301
sop for conducting remedial class	304
sop for course content development	306
sop for course outcomes	308
sop for curriculum development	310
sop for feedback about faculty	313
sop for online certification course.....	315
sop for project guides	317
sop for research proposal	320
sop for sponsoring faculty for higher studies & program	323
sop for subject allotment	325
sop for preparation of syllabus	327
sop for organizing & conducting first year's orientation program	330
sop for awards and appreciation	334
sop for communication skill enhancement.....	337
sop for monitoring duty	340
sop for club activities.....	342
sop for students feedback	344

<u>Sop</u> amendments procedures	347
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**SOP FOR INDUSTRY INSTITUTE
PARTNERSHIP CELL**

SOP FOR INDUSTRY INSTITUTE PARTNERSHIP CELL (IIPC)

Purpose:

Industry Institute partnership cell (IIPC) is established for bridge the gap between the institute and industry and thus enhancing the relationship among each other.

This cell identifies the industrial expectation and promotes institutional preparation for meeting industrial needs by facilitating sponsored R&D projects, seminars, workshops and various other industrial training programmes.

Objective:

The aim of the cell is to make an effective contribution to educational system identifying the gap between academic curriculum and need of the industry.

Industry Institute partnership promotes in equipping faculty to latest practices and makes the students industry-ready by providing exposure to current industry practices and hone their skills to adapt changing technologies.

The primary focus of IIPC is to interact with elite industries across the country and establish partnership them.

Suggested Activities of the Cell:

The institute has set up an Industry-Institute Partnership Cell to carry out the following activities:

1. Bridging the gap between Industry-Institute by interactive programs
2. Promoting a partnership approach towards mobilizing industrial personnel.
3. To arrange for students' industrial visit.
4. Organizing seminars, symposium, exhibitions and workshops both for faculties and students in cutting edge technologies to cater to the current need of the industry.
5. To arrange industrial training for students and faculty members.
6. To identify the opportunities for student project work in Industries.
7. To encourage the department level tie-ups or MoU with Industries for the mutual benefit.
8. To promote consultancy activities and research and developmental activities with industry.
9. To enrich the teaching learning process through identified industrial gap.
10. To invite industry experts for guest lectures, seminars Brain-storming sessions and expertise sharing.

Roles & Responsibilities

1. Coordinator:

To initiate different collaboration with industries at institute level by identifying the industrial expectation and promoting institutional preparation for meeting industrial needs by facilitating project work, seminars, workshops and various other industrial training programmes.

2. Committee Members:

To identify the gap in the curriculum keeping in mind the Program Specific Outcome of their respective department and cater to them by initiating different events, workshop, industry visit etc. in collaboration with different industries.

3. Student Members:

To identify the need of the industry and current trend by getting the requirement from the students for initiating different events, workshop in collaboration with different industries.

Committee Composition

Advisory Committee

4. Principal – Chairman
5. Dean R&D – Member
6. HOD's – Member
7. Representatives from Industries – Member
8. Representatives from CII – Member
9. Alumni Entrepreneur – Member
10. Representative from Industry Associations/ Entrepreneurs – Member
11. Representatives from reputed R&D institutions of the region – Member
12. Training and Placement Officer – Member
13. Chief Coordinator of the Cell - Convener

Internal Committee

14. Coordinators
15. Faculty members from each department
16. Student members from each department

Meeting

The Advisory committee should meet twice in a year.

Sample E-mail to be shared with Industry Person to invite them to be member of IIPC Cell, VCET.

Sub: Invitation to be Board Member of IIPC, VCET

Dear Sir,

Greetings from VCET College of Engineering...!!!

I am pleased to invite you to be a member of our Industry Institute Partnership Cell (IIPC).

Industry Institute Partnership Cell of VCET is established to bridge the gap between the institute and industry and thus enhancing the relationship among each other.

The primary focus of IIPC, VCET is to interact with elite industries across the country and establish partnership them.

Function of the Cell

The institute has set up an Industry-Institute Partnership Cell with the following objectives:

1. Bridging the gap between Industry-Institute by interactive programs
2. Promoting a partnership approach towards mobilizing industrial personnel.
3. To arrange for students' industrial visit.
4. Organizing seminars, symposium, exhibitions and workshops both for faculties and students in cutting edge technologies to cater to the current need of the industry.
5. To arrange industrial training for students and faculty members.
6. To identify the opportunities for student project work in Industries.
7. To encourage tie-ups or MoUs with Industries for the mutual benefit.
8. To promote consultancy activities and research and developmental activities with industry.
9. To enrich the teaching-learning process through the identified industrial gap.
10. To invite industry experts for guest lectures, seminars Brain-storming sessions and expertise sharing.

Requesting you to kindly accept our invitation.

Thanks & Regards,

Name of the Coordinator of IIPC

Designation, Visvesvaraya College of Engineering and Technology

Contact Details:

Note: The sample format is indicative only. Appropriate amendments may be incorporated.

Sample Format of MoU MEMORANDUM OF UNDERSTANDING

The MOU is made on the dd/mm/yyyy between:-

1. Name of the Industry
Address
Hereinafter called abv.

And

2. Visvesvaraya College of Engineering & Technology
M.P Patelguda, Ibrahimpatnam Ranga Reddy Dist,501510

This Memorandum of Understanding (MOU) sets for the terms and understanding between the _____ of VCET and _____ of _____ to established Industry Institution collaboration project.

Background

Brief about the industry.....

3. Visvesvaraya College of Engineering & Technology (VCET) is an engineering college located in Telangana Hyderabad, India. The college was established in 2007. The Institution is declared Autonomous by the University Grants Commission (UGC) in 2024. It is affiliated to JNTU Hyderabad). The institution is approved by All India Council for Technical Education (AICTE).

Purpose

This MOU shall undertake the following activities:-

1. _____ would allow the industrial visits of students (VCET) for half/full day to provide them with an exposure to various equipment, instrument available at _____.
2. _____ will conduct Workshop/Seminar at VCET
3. _____ will conduct Grooming Session at VCET
4. VCET and _____ shall make provisions to share their respective facilities in order to promote academic and research interaction in the areas of cooperation.
5. Practical training of VCET students at _____.
6. Joint guidance of student projects/thesis.

7. VCET faculty member/s or _____ can share their consultancy for product/process modification, modernization, trouble shooting, etc.

Duration

1. This MOU shall be effective from the date of its approval by competent authorities at both ends.
2. The duration of the MOU shall be for a period of 5 years from the effective date.
3. During its tenancy, the MOU may be extended or terminated by a prior notice of not less than six months by either party. However, termination of the MOU will not in any manner affect the interests of the students/faculty/scientists who have been admitted to pursue a programme under the MOU.

IN WITNESS WHEREOF PARTIES HERE TO HAVE ENTERED INTO THIS AGREEMENT
EFFECTIVE AS ON XXX.

• Visvesvaraya College of Engineering & Technology Name of the Industry

Note: The sample format is indicative only. Appropriate amendments may be incorporated.

Sample format for approach letter for Industrial Visit

Sub: Request for Industrial visit in your esteemed organization

Dear Sir,

Greetings from VCET College of Engineering!

VCET College of Engineering is the flagship institute under Jawahar Educational Society Initiative spearheading professional education for over a decade (Established in 2007). VCET College of Engineering is accredited by NAAC – A' Grade, and AICTE. The institute offers courses which are approved by AICTE and affiliated to JNTUH). The institution has been awarded Autonomous status by UGC in the academic year 2024, which makes it the first of its kind in West Bengal. Detailed information is available at: www.vcethyd.ac.in

The institute nurtures engineering & management acumen of global standards, innovation and professionalism entwined with free and passionate environment of idea exchange, skill enhancement with a focus on integrity, ethics and human values. The institute takes pride of transforming talents and life of thousands of its present and past students with an impeccable professional track record.

In this context we are requesting you to allow our B.Tech students to have a day- long visit to your esteem organization.

The visit may be conducted in _ days with a batch of _ on each day.

The preferable dates maybe within dd/mm/yy, or as per your convenience.

This will complement their knowledge and trigger the passion to be a complete professional in the days to come.

Your kind cooperation in this regard is highly appreciated. Thanks &

Regards,

Name

Designation, VCET Contact:

Note: The sample format is indicative only. Appropriate amendments may be incorporated.

SOP FOR PREPARATION OF MONTHLY REPORT

SOP FOR PREPARATION OF MONTHLY REPORT

Objective: To elaborate the procedure for preparing Monthly Report.

Responsibility:

1. All the teaching/non-teaching staff members
2. Department Monthly Report Coordinator
3. Institution Monthly Report Coordinator
4. Heads of the respective Departments
5. Principal

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Sharing of the various activity option sheet to all faculty members.	Department Monthly Report coordinator	1 st working day of Every month
2.	Day to day update of the shared sheet along with photographs	All the teaching/non- teaching staff members	Every working day
3.	Consolidation and Preparation of department Monthly Report.	Department Monthly Report coordinator.	Final week of every month
4.	Submission to HoD for necessary approval for Department Monthly Report.	Department Monthly Report coordinator.	Last working day of Every month
5.	Consolidation and Preparation of Institution Monthly Report.	Institution Monthly Report coordinator	1 st week of Subsequent month.
6.	Submission to Principal for necessary approval for Institution Monthly Report.	Institution Monthly Report coordinator	6 th working day of every month
7	Presentation of MIR to Managing Director	Principal / Registrar / Dean / HoD	7 th working day of every month
8.	Releasing the Monthly Report to all teaching/non-teaching staff members.	Principal of the institution	8 th working day of every month

SOP FOR RECORD MANAGEMENT POLICY

SOP FOR RECORD MANAGEMENT POLICY

1. PURPOSE

The purpose of the Record Management Policy is to promote proper management, retention, preservation, and disposal of records of college operations, in order to ensure efficient current and future operations, preserve a historical record, comply with legal obligations, and eliminate outdated and unnecessary records. The policy also provides guidance to individual departments regarding their legal obligations with respect to record retention and disposal.

2. APPLICATION

This policy applies to all official records generated in the course of college operations. "Official record" means any tangible thing containing recorded information that is created, received, used, recorded, or filed in the course of college educational and/or business operations, regardless of format, except for the following categories of documents.

1. Records of immediate or transitory value only, such as routing slips, routine letters or memo, telephone messages, notices, or memoranda that give only logistical information such as a change of location for a meeting and "for your information" notes
2. Faculty research records and notes
3. Duplicate materials and blank forms
4. Personal or private documents (including e-mail) neither created nor received in connection with college operations
5. Magazines and newspapers not published by JISCE
6. Published reports and other documents produced by entities other than JISCE
7. Notes, drafts, or working papers once a project is completed, unless they provide more complete information than the final report.

3. ADMINISTRATION

1. Responsibilities of Principal & Registrar

The Office of Principal & Registrar shall be responsible for reviewing and updating this policy on a regular basis to conform to legal standards, and for responding to questions about application of this policy in particular circumstances.

2. Responsibilities of College Archivist

JISCE archives serves as a repository for non-current official records and other records of the college that have enduring value. The archives preserve

and makes accessible these records for legal, administrative, and research needs. Some records may be closed for 20 years or longer, depending on the nature of the records, and may only be used by permission. Once official records have met their retention schedule in a department on campus, they will either be disposed of or transferred to the archives for permanent retention. Some permanent records may be held at locations other than the archives, such as in the department in which they were created. The archivist will be responsible for managing the selection and transfer of records to the archives as well as access to and preservation of the records.

3. Responsibilities of Department Heads.

Each department head, holds the following responsibilities under this policy:

1. Develop and implement the department's record management practices to conform to this policy;
2. Educate staff within the department to understand and implement this policy;
3. Establish the appropriate level of confidentiality and security for specific types of records and ensure that the department maintains that level;
4. Ensure the transfer to the archives of any records of historic value and/or documents that are to be maintained permanently;
5. Ensure the destruction of inactive records that have no archival value upon passage of the applicable retention period.

4. OWNERSHIP OF RECORDS

With the exception of records owned by faculty members, employees, or students, official college records are, pursuant to the college's Intellectual Property Policy, the property of the college and not of the officers, faculty members, or employees who create them or to whom they are entrusted. All members of the community are responsible for maintaining the integrity and security of such records.

5. DISPOSAL OF RECORDS

Certain official records must be retained for a specified time period as dictated in this policy. Once official records have met their retention schedule, they should be disposed of, unless they are of value to the archives. If official records are retained beyond their retention schedule, college resources may be unnecessarily used in managing and storing them.

Permanent Records. Permanent records are records that have historical, administrative, or research value to the college and will be kept indefinitely. The college archivist assists in the identification and classification of permanent records, and ensures that they are transferred to the archives once they become inactive. Examples of permanent records include meeting minutes, architectural drawings, organization charts, real estate records, endowment agreements, student theses, selected faculty papers, college policies, and photographs of events and buildings.

Duplicate Copies. Most records will eventually have multiple copies in several offices and departments at the college. There is only one “official copy” of any record, and the individual in the office designated by the department chair or director to hold the “official copy” is the official custodian and is responsible for the record’s retention and possible classification as an archival record. Copies may be kept as long as they are useful. For example, the Principal’s Office is the “official custodian” of academic search files. All other copies of materials related to a search may be destroyed when no longer needed. Office of Principal is responsible for retaining the record for the period required by law or longer if appropriate, and for transferring the record to the Archives, if appropriate. Whenever an office or person is designated as the official custodian of a document (pursuant to the schedule below) all other offices should consult with the official custodian before destroying copies of records that the official custodian is maintaining.

Destruction Methods: Destruction includes:

- Recycling is generally appropriate for all non-confidential paper documents, including public documents of other organizations, magazines, annual reports, newsletters, announcements, and drafts of policies or other memos which are not confidential.
- Shredding, using a cross-cut or strip shredder, should be used for all documents that should not be read by others after they are no longer needed. This is essential for any document containing personal information.
- Suspension of Record Destruction. In the event of a governmental audit, investigation, or pending litigation, record disposal may be suspended at the direction of the Principal. For this purpose, the Principal should be informed of any situation that might give rise to legal action as soon as the situation becomes apparent.
- Document Destruction Record. A Document Destruction Record (DDR), in a form attached as Attachment B, must be completed whenever official records are destroyed pursuant to this policy. The DDR may include categories of documents, rather than individual documents. DDRs shall be maintained in the office where the destroyed records were generated.

6. ELECTRONIC RECORDS.

Many official records are created and maintained in an electronic format. These include documents on a computer hard drive, email and its attachments, and documents that have been scanned and reside on CDs or on other removable storage media. File maintenance of these records requires coordination among the places where they are stored – hard- drives on desk tops, laptops, on shared drives (network systems), and on removable storage media.

An electronic file that has permanent value to the college should be retained in the appropriate Master folder on the college's server, rather than on a personal desktop computer, which is not designed for the permanent retention of records. All data on the college's server is backed-up regularly in order to ensure business continuation in the event of a disaster or crisis. Therefore, individual offices only need to retain their copies of electronic records if they are useful for day-to-day business. One notable exception involves special compilations of data that offices or departments may create using data from Power Campus. Because of the way data is preserved or changed over time, it may not always be possible to re-create a compilation of data in the future. Any report created from special compilations, as opposed to merely printing data from the system, should be retained by the office or department creating it as the official copy.

Some offices, academic departments, or units have created electronic data systems by purchasing software to help manage a specific database for research or other purposes. If it is determined that the records created by that database should be maintained for a specific period or should be permanently retained, the maintenance of the software license and the availability of it can be very important. Before purchasing or using specialized software for these purposes, the official custodian should discuss with Information Technology the purchase and any agreement needed in order to back up the data system.

All college faculty and staff entrusted with electronic data must adhere to these practices:

- Appropriately secure data and keep it inaccessible to non-approved users when not in use;
- Use, retain, and dispose of data consistent with this policy for paper copies of records;
- Develop policies for the appropriate and frequent back-up of data systems and their storage in locations that will keep them available in the event of a disaster affecting the original data system;
- Dispose of electronic documents containing private or confidential data properly, which means erasing hard drives and disks so that the data are not retrievable.

- Consultation with Information Technology Services staff & System Administration on how to properly erase hard drives is vital before computers are transferred to other users or discarded;
- Treat electronic mail like any other electronic record. Mail that has information that should be retained according to a retention schedule should either be printed and filed as would any other paper record or saved to an archived e-mail file.

7. PROTECTION OF VITAL RECORDS

One part of the college's records management program is the identification and protection of vital records. A record is vital when:

1. The re-establishment of an authentic replacement of a lost or unavailable record would be impossible or prohibitively difficult; and
2. Permanent loss of the record would abridge, jeopardize, or otherwise have a major negative impact on a significant right of an individual, a significant right or asset of the college, or the performance of an essential function of the college.

3. RETENTION PERIODS

The Retention Schedule is the most common types of records at the college with a required retention period. Almost every department or office in the college will have records that are not on the retention schedule but should be retained.

ACT = while active, employed, or enrolled PERM =

permanent

SOL = Statute of Limitations V

= vital record

*(Annexure C) Attached

VITAL RECORDS MANAGEMENT POLICY

1. INTRODUCTION AND DEFINITION OF VITAL RECORDS

An important part of the college's records management program is the identification and protection of vital records. A record is vital when:

1. The replacement of a lost or unavailable record would be impossible or prohibitively difficult; and
2. Permanent loss of the record would abridge, jeopardize, or otherwise have a major negative impact on a significant right of an individual, a significant right or asset of the college, or the performance of an essential function of the college.

2. PURPOSE

The purpose of this policy is to establish the guidelines for the protection of vital records through:

1. Establishment of criteria for identification of vital records; and
2. Selection of secure and economical methods of protection.

Adherence to these guidelines should ensure that vital records of the college are reasonably protected as far as is economically possible from such hazards as fire, flood, and vandalism.

3. CRITERIA FOR IDENTIFICATION OF VITAL RECORDS

Three types of college records may be classified as vital:

1. Records essential to the protection of the rights of individuals;

Examples: current payroll records necessary to pay employees; permanent student transcripts necessary to show completion of course work;
employee service records required for protection of tenure and retirement status

2. Records essential to the protection of the college's rights or assets;

Examples: drawings and specifications required to repair and maintain the college's facilities; records necessary to establish college ownership of
buildings, equipment, and land; promissory notes and evidence of other receivables

3. Records necessary for the execution of the college's contractual obligations and other essential functions.

Examples: significant contracts; accounts payable records; lease agreements

Identification of a particular record as vital is a matter of discretionary judgment that is most effectively exercised by the creators or users of the record, using the criteria in III.A, B and C, above.

Many types of records are of great importance but not of vital importance as defined in this policy. Such records may require much effort and expense to reconstruct if lost, or may have intrinsic historical value. The requirements of this policy do not apply to those important but not vital records, although the standards and methods of protection outlined in this policy may be applied by any department to such records to the degree that the values, risks, and available resources for protection make such protection appropriate.

4. PRE-IDENTIFIED VITAL RECORDS

The following college records have already been determined to be vital. For ease of reference, these records are also annotated in the Record Retention Policy by the symbol (V) after the record listing.

1. Student Records

1. Student transcripts and academic records
2. Student disciplinary records resulting in suspension or dismissal
3. Enrollment agreements
4. Patient medical records

1. Employee Records (Department of Human Resources)

5. Payroll records
6. Individual employee personnel files
7. Health plan and life insurance enrollment, change and cancellation forms

1. Faculty Records (Principal's Office)

8. Faculty personnel and R&D files

1. Institutional Records (Principal's Office & Registrar's Office)

9. Managing Trustee records (including Board of Trustees minutes, corporate resolutions, bylaws and articles of incorporation)
10. Deeds
11. Campus building records (including architectural drawings, floor plans, equipment inventory records, improvement records)

12. Endowment records, gift agreements, bequest files
- Financial records (including general ledger, auditors reports, current accounts payable and receivable records)
13. Ownership records of vehicles and other major assets
14. AAGC membership records
15. Promissory notes
16. Federal and state required statistics and reports

1. Library and Archives holdings

Departments holding original copies of pre-identified vital records have the responsibility to ensure they are protected in accordance with the guidelines outlined in this policy.

This list of pre-identified vital records is not intended to be all-encompassing. Additional vital records may be identified by departments as provided in Section III.

17. SELECTION OF METHODS OF PROTECTION

1. Each department is required to develop a written plan that identifies all vital records maintained by the department and describes how the department protects such records (hereinafter “protection plan”). This plan should be provided to the Records Management Committee Chair according to a schedule to be determined by the Records Management Committee. The following guidelines are provided to assist departments in the development of protection plans for vital records.

The two most important factors guiding the selection of a method of protection for vital records are the level of risk to the record and the cost of the proposed protection method. Departments should take these factors into consideration by evaluating the ratio of the effectiveness of the protection method to the cost of that protection method. Since it is possible to attain no more than relative security, the best choice is the one for which the cost of security is most closely in line with the degree of risk, i.e., the greater the risk to a record, the greater the cost that can be justified in protecting it.

2. Beyond the evaluation of actual risks of loss for vital records, three other factors have a measure of importance in the selection of protection methods:

1. Need for accessibility. Vital records that must be close at hand and available for use at all times may require different methods of protection from those records that are infrequently used.

2. Length of retention. The best methods for protecting vital records of a short-term nature may be different from those methods best for long- term or permanent records.

3. Physical qualities of records. Susceptibility of records to destruction from heat, water, chemicals, and aging varies with both the record medium and the duration of retention.

Magnetic tape and film often require different protection from that needed for paper documents. Paper itself varies greatly in its ability to withstand aging.

3. Six methods of records protection are reviewed below. More than one of those methods can be used to protect a given vital record. It is not uncommon to protect the active portion of a series of records through the preservation of existing duplicates while protecting the inactive portion through other means. Methods 5 and 6 should be considered secondary methods of records protection. For instance, if it is not feasible to implement methods 1, 2, 3, or 4 for reasons of economics, methods 5 or 6 should be used to provide at least a minimum level of protection.

1. Preservation of existing duplicate copies at another location. Many records already have a form of "natural protection" because of the regular paperwork routine. For example, legal counsel may retain the original copy of a contract, while another department may retain a copy of the same contract for reference during the life of the contract. If duplicates exist for a vital record series, the preservation of those duplicates is very effective protection. The likelihood of both copies being destroyed at any one time is extremely low. This method is equally effective for long- and short-term retention, durable or fragile records, and high- or low-access requirements.

2. Creation of duplicate copies for preservation at another location.

Duplicate "security" copies of many vital record series may be created. For example, copies of major gift agreements may be scanned so that they can be maintained electronically, while the original gift agreement is moved to a safe location either on or off campus. Methods of creating copies range from direct reproduction on copying machines to scanning paper copies into an electronic database. This kind of protection is as effective as the first method described. However, the cost of creating duplicate copies is sometimes relatively high.

3. Preservation of source records that would be used to reconstruct vital records. In many cases, documents that are sources for vital records are held by the college or a vendor. For example, statistical reports prepared for the government may be based on college records that are currently available. If such sources can be identified and agreements made for holding them for the length of time protection is required,

this method of protection can be nearly as effective for all situations as the first two. Effectiveness is reduced only slightly because several source document series may be involved, any one of which might be destroyed. The overall cost of this method may be higher than the first method, because larger volumes of source records must be retained for longer periods than would ordinarily be the case. However, the net

cost of this method will usually be much less than the cost of creating duplicate security copies.

4. Storage in special equipment such as fire resistant cabinets, safes, or vaults. Original and unique copies of vital records can be protected from most hazards through the use of special storage equipment. While the protection thus obtained is not absolute, its relative

effectiveness is only slightly lower than the first three methods. However, of all protection methods, the use of special storage equipment is usually the most costly. This method should be considered only when the other methods are physically not feasible.

5. Removal of hazardous conditions from area of storage. By removing unnecessary hazards such as combustible materials and steam or water pipes and by eliminating undesirable conditions such as air-borne chemicals and extremes of heat or humidity, a relative improvement can be achieved in protection of records. Since the effectiveness of this method is low, it should be considered only when other methods are economically unfeasible.

6. Relocation of records to a less hazardous area. Because of differences in construction, some college buildings are less hazardous for records storage than others. The effectiveness of relocation as a method of protection can be equal to or slightly better than that for removal of hazardous conditions. Cost will be equally low or lower. However, when requirements exist for frequent access to the records, this method may not be feasible. If relocation is considered, the college archivist and the director of Facilities Management Services should be consulted to determine the relative safety of various proposed storage areas.

4. RESPONSIBILITIES

1. Departments and Offices

The individual department is responsible for reviewing its records in relation to the guidelines set forth in this policy, identifying by title those records that are vital, and consulting with legal counsel and other departments, as appropriate, regarding the location of each vital record and the type of protection given to it. Development of a written protection plan, as identified in Section V, is mandatory. In cases where protection is not provided for any vital record, a short explanation should be included in the departmental protection plan.

2. Records Management Coordinators

Each Records Management Coordinator is responsible for coordinating the development of department protection plans in his/her area of responsibility and for reporting the status of the plans' development to the Records Management Committee. Coordinators shall be appointed by the college president and shall serve as a member of the Records Management Committee.

Coordinators shall be appointed for the following areas of responsibility:

1. Student Records (Registrar, Financial Aid, Dean of Student's Office, Career Development Office, Student Activities, Residence Life, Athletics)

2. Employee Records (Department of Human Resources)
 3. Faculty Records (Principal's Office, Faculty Committees)
 4. Institutional Records (HO, Principal's Office & Registrar's Office)
 5. Library and Archives holdings
-
6. Records Management Committee

The Records Management Committee is responsible for the overall management and periodic review of this policy. The Chair of the Committee shall be appointed by the President, and the committee shall be composed of the records management coordinators, together with the College Archivist, the Vice President for Planning and Information Technology, and Legal Counsel. The Committee will prescribe the

required frequencies of vital records protection plans, which will be not less than once every five years.

The Committee shall meet regularly to evaluate the sufficiency of protection plans, evaluate the need for resources to assist in the protection of vital records at the college and provide advice to departments in the implementation of this policy. The Committee shall also report regularly to the Risk Management Committee.

Annexure A

Special Collections & Archives

Guide to Transferring Materials to the College Archives

JISCE Archives is the college's official repository for all historically valuable non-current records generated and received by college offices and employees during the course of official college business. Permanently valuable historical records document the growth and development of the college, including its physical plant and grounds, curriculum and research, relationship with the local community, and the activities of its student body, faculty, and alumnae/i. Current or active records are documents that must be consulted frequently or accessed immediately for legal, operational, or administrative policy purposes. Some of these will eventually come to the archives; others will be destroyed.

Please see JISCE Records Management Policy that determines the college's official records retention schedule. Once records have met their retention schedule, they will either be disposed of or transferred to the archives for permanent retention. Some records may be closed for 20 years or longer, depending on the nature of the records and may only be used by permission.

1. SELECTING MATERIAL – for College Archives, official records

The archivist is always available to work with faculty and staff to determine what materials to transfer.

Types of records to transfer to the archives:

In general, significant records created in the conduct of college business are appropriate for transfer to the archives. Also, records that chronicle a department's activities are part of the institutional memory and would be helpful to future students and historians. Records that are valuable to understanding the organizational culture, differing points of view, and how decisions were made should also be preserved. Many of these records will be closed for 25 years and only accessible with special permission. Specific records appropriate for the archives include:

- Constitutions and by-laws, minutes and proceedings, transcripts, and lists of officers of the varied official college offices and governing bodies
- Select office files, including incoming and outgoing official correspondence and memoranda and subject files related to projects, activities, functions, and special events
- Annual budgets
 - Historical files related to policy and decision-making, committee and task force reports, and surveys
- Manuscripts, lectures, speeches
- Publications: two copies of all newsletters, brochures, journals, handbooks, monographs, programs, posters and announcements issued by the college or its departments. The college archives should be on all official mailing lists

- Reports of external groups about the college, including surveys, audits, accreditation reports, and planning documents
- Academic program materials, including curricula, feasibility studies, class schedules, and course syllabi
- Audiovisuals, including photographs, negatives, and transparencies; maps, plans, films, sound and video recordings, microforms and other illustrative media. PLEASE LABEL AND IDENTIFY THESE MATERIALS AS COMPLETELY AS POSSIBLE.
- Records and minutes of campus organizations funded and/or sponsored by the college
- Artifacts and memorabilia of permanent significance to the college's history

Records that generally are disposed of after their current use:

- Records of specific financial transactions
- Routine correspondence of transmittal and acknowledgement
 - Correspondence not specifically addressed, such as circulars and memoranda, except for one record copy maintained by the generating office
- General administrative and management files
- Student academic and employment records
 - Recommendations and other personnel files that were to be destroyed after use; e.g., search committee files on individuals not hired by JISCE
- Replies to questionnaires once the results are recorded and published

2. PERSONAL FACULTY PAPERS– For Special Collections, non-official records

The college collects the papers of faculty for the Special Collections. These are materials not produced while conducting official college business. The line between institutional and personal records may be difficult to determine, so please contact the archivist with questions.

The Special Collections consist of non-official materials such as rare books, personal papers, manuscript collections, objects, artifacts, institutional/organizational records, and other materials that reflect the history of the college, curriculum, programs, current collection strengths, and the history of Baltimore and Maryland.

Material of particular interest for Special Collections:

- Biographical material, including curriculum vitae, resumes, published and unpublished biographical sketches, and memoirs, reminiscences, and wills
- Correspondence: outgoing and incoming letters relating to all facets of one's career, including correspondence with colleagues, publishers, organizations; personal letters to and from friends, relatives, and business associates
- Business or organizational records: agendas, minutes, reports, correspondence, annual reports, charters, articles of incorporation, constitutions, by-laws, handbooks, newsletters or other publications, organizational charts, brochures, and press releases

- Published articles and monographs; drafts and manuscripts of articles, papers, books, and speeches, critical works
- Audiovisuals, including photographs, films, and sound and video recordings
- Photographs: prints, negatives, slides
- Typescripts, drafts, and galleys of publications, when they reflect the creative process
- Books, research papers, articles, and reprints written by others unless of direct significance
- Research notes and data, if a summary is not available
- Memorabilia, scrapbooks, diaries, notebooks, journals
- Maps, printed items
- Research files: outlines, research designs, raw data, notes, analyses, and reports of findings

Records that should not be transferred to the Archives without prior consultation:

- Detailed financial records, canceled checks, and receipts
- Human resources, payroll, or otherwise confidential material
- Detailed financial records, canceled checks, and bills/receipts
- Grade books and rosters
- Non-personally addressed mail and routine letters of transmittal and acknowledgement
- Junk mail, duplicates, mailing lists, and date books and calendars
- Routine correspondence, including memoranda and letters of transmittal and acknowledgement
- Duplicates and multiple copies of publications
- Artifacts and memorabilia unless of particular significance to the college.

3. PREPARING MATERIAL

The following measures are helpful prior to transferring materials. The archivist is available to assist in this process.

Pack records in boxes.

- Do not overfill boxes. Use records storage boxes if possible (approx 15 ½" x 12" x 10 ½").

Put documents in folders before packing into boxes. Please do not put loose papers in boxes.

- Label folders if possible with subjects and dates.
- Remove hanging holders
- If materials are in binders, keep in binders and place in box.

Box similar materials together--do not mix different kinds of files.

- Separate boxes for work done in separate areas/projects. For example, keep records related to work on a faculty committee separate from papers related to work on a city commission.

- Separate boxes for different series or types of material. For example, keep public relations materials separate from general correspondence.
- Keep physical types separate. For example, do not mix videotapes, paper press releases and photographs all together.

Keep materials in original order

- When removing items from file drawers, or from shelves, place in box in order as found.

Keeping materials in the order which they were used is helpful for researchers.

•

If unorganized, put in logical order.

- If the files should be organized alphabetically, chronologically, etc., and you find that they are not when you start to pack them, take some time to organize them properly.

Label boxes.

- Include Name/Author, Type of files (e.g. correspondence), Subject (e.g. bridge construction),
Date range, and Box number. Also, note if the file contains fragile materials. For example:
- John George
- Correspondence, Stadium funding bill
- 1990s – 2002
- Box 4

Create an inventory (box and folder list) for the boxes.

- List each box, and the titles of the folders in the box.
- Place the folder list for each box into that box where it can be easily found.
- Send copies of list(s) to the archivist.

ANNEXURE B

DOCUMENT DESTRUCTION RECORD

Department _____

Date _____

Description of records:

Method of destruction:

☐ Confidential ☐ Not confidential

☐ Document moved off-site to _____(location)

.....

Destruction carried out by:

Name

Signature

Departmental approval:

Print Name

Signature

Annexure-c

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 plane 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

Type of Document	Minimum Retention Requirement
Academics	
Curriculum development, POs, PEOs and PSOs, vision & mission	10 yeas
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

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

SOP FOR POSTING ON SOCIAL MEDIA

SOP FOR POSTING ON SOCIAL MEDIA

1. Purpose:

Social media has become a powerful tool for communication and propagation that have a significant impact on an organization and professional reputation. As its uses obviate the discrimination between personal voice and organizational voice, JIS College of Engineering (JISCE) adopts the policy elucidated in the ensuing paragraphs to help protect personal and professional reputations while participating in social media.

The main aims of this SOP are: -

1. To streamline guidelines for use of social media for educational and constructive purposes and to prevent misuse of social media.
2. Guide employees and students to use social media while effectively complying with online ethics and adherence to JISCE organizational rules and regulations.
3. To make the employees and students cautious about ethical principles and legal compliance when they use social media.
4. To caution them about discrimination and defamation online, and how to demonstrate appropriate behavior on social networks.

2. Scope

This standard operating procedure applies to employees and students of the JISCE till they have the privilege of lien with the institution as employee or student.

3. Responsibilities

All heads of departments and administrative divisions will ensure adherence to these guidelines by their students and subordinates as the case may be.

4. Procedure / Guidelines

Both in professional and academic roles, the employees and students need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with co-workers, teachers, students, supporting staff and general public apply online as in the real world. Employees and students are liable for anything they post on social media – those who violate the Institution's policy regarding social media do so at the risk of disciplinary action.

Precautionary Measures for Social Media Sites:

1. Protect confidential and personal information – do not post confidential or personal information, and photographs of others without their permission.
2. The employees and students must follow the code of conduct of JISCE while posting on social media.
3. Social networking sites are not appropriate forums to engage in differences of opinion with respect to professional or organizational issues or discussing the performance or competence of employees.
4. All employees and students are prohibited from posting defamatory posts both in photographic or writing form against anyone within or outside JISCE; specifically, they should be very cautious in commenting on heads/employees of organizations. Political posts are strictly prohibited, failing which disciplinary action will be initiated against the concerned employees/students.
5. Respect copyright and fair use when posting, be mindful of the copyright and intellectual property right of others.
6. Do not use JISCE logos for endorsements or images on personal social media sites.
7. Do not use JISCE name to promote any product, idea which does not pertain to the institution.
8. JISCE reserves the right to monitor social networking sites.

Appreciable Practices Social Media Sites:

Think twice before posting:

9. Privacy does not exist in the world of social media.
10. Consider what could happen if a post becomes widely known and how that may reflect both on the initiator of the post and the Institution.
11. Be aware that search engines can turn up posts years after they are created, and comments can be copied and saved.

Make endeavors for accuracy:

12. Get the facts straight before posting them on social media.
13. Review content for grammatical and spelling errors, especially if posting on behalf of JISCE.

Be respectful:

14. Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas.
15. Be careful in with respect to your tone and selection of words, for words have different meanings in different tones/contexts.

Be mindful of your audience:

16. Be aware that a presence in the social media world is or can easily be made available to the public at large and this includes JISCE's stakeholders such as prospective employees/students and society.
17. Consider this before publishing to ensure that your post will not alienate, harm, or provoke any of these groups.

Identify your views as your own:

18. If you identify yourself as JISCE staff member/student on your personal site, it should be clear that the views expressed are not necessarily those of the Institution

Photography:

19. Consider adding a watermark to protect your intellectual property.
20. Photographs of other staff / students must not be published without prior consent of the persons appearing in such photographs.

Organizational posts:

21. Only the authorized persons may post on behalf of JIS College of Engineering.
22. Before posting it may be approved from Principal or the concerned authority.
23. The accuracy of the information must be ensured while posting on behalf of the organization.
24. The deputed Social Media Coordinator should monitor the official pages for derogatory comments and should remove it instantly.
25. Check and recheck the sentences to avoid syntactic errors and semantic ambiguity.
26. While designing any post in the official template of JISCE, Brand Manual of JIS Group to be followed.
27. Logo of JISCE & JIS Group must be added properly in each and every post.
28. All the staff members must "LIKE" each and every post of the institute.

5. Monitoring:

Social media coordinator along with departmental coordinator will monitor the activities of their staff/students.

6. Corrective Action:

Any employee/student found or established to be violating the rules, will be dealt with under the college rules, for the time being in force.

SOP FOR TRAINING & PLACEMENT CELL

SOP FOR TRAINING & PLACEMENT CELL

Content

- Campus Recruitment:
Explanatory Note – 1

Text of -

- Formal Invitation Letter (For companies who had conducted Campus recruitment during the last 4 years)
 - Formal Invitation Letter (For companies who have not conducted Campus recruitment during the last 4 years)
 - Furnishing of Website Links
 - E-mail inviting companies to conduct campus recruitment.
 - E-mail reminding companies for expeditious action on our request for campus recruitment
 - E-mail inviting companies to convey dates of campus recruitment.
 - E-mail expressing a note of appreciation for conducting / accepting to conduct Campus recruitment.
 - E-mail expressing a note of appreciation for recruiting students of our Institutes.
 - E-mail expressing a note of appreciation **even if students are not recruited by the company concerned.**
- Students Profile :
Explanatory Note - 2
 - Format of submission of students' data base for short listing of candidates for campus recruitment (Subject to amendment based on selection criteria by different companies)
 - Format for reporting attendance of candidates and absentee candidates.
 - Format for reporting the result of recruitment drive.
 - Visit to Companies (Hyderabad & adjoining areas):
Explanatory Note - 3
 - Submission of conveyance claim.

- Visit To Companies.

Explanatory Note – 4

- Submission of conveyance claim.
- Progress report to be submitted on a monthly basis: **Explanatory Note – 5**
 - It is essential to submit progress report highlighting success & failure of efforts to senior management in the format given below. (Including reasons for failure to achieve target)
- PAS – Personal Appraisal System :

Explanatory Note – 6

Personal Appraisal System is an integral part of the performance record of all placement officer / officials rendering help to students entering the job market. PAS cycle is broadly concurrent with the academic sessions and begins on 1st July of a given year to 30th June of the following year. The comments of the reporting officer and reviewing officer should form the basis of career enhancement prospects and promotions. The self assessment of officer reported upon, is intended to give an opportunity to placement officers to record their achievements, constraints to reach the target as also to explain the reasons for failure, if any.

The accepting officer can take a holistic view before deciding on the performance rating of the individuals concerned and take decision on promotion, training needs, reallocation of work etc. based on recommendations / observations of reporting and reviewing officers as also the statements recorded by the officer reported upon as incorporated in self assessment.

Explanatory Note – 1

1. At the commencement of each academic session, a circular letter needs to be issued to various companies inviting CEO / CMD / HR Officers to conduct campus recruitment at VCET. One letter should be addressed to companies which have conducted campus recruitment during the last four years and the second letter should be issued to companies which did not conduct campus recruitment at VCET during the last four years.
2. The same letter could be used by Placement Officers while meeting HR Officers on a one to one basis during the academic session.
3. Most of the companies request for website details. Unfortunately, the HR officers are reluctant to search the specific information they require and, therefore, they request website links to various courses of study as incorporated in the placement brochure. Consequently, it becomes essential to provide links for engineering, computer application etc
4. As a follow up action to issuance of circular letter and / or direct contact with various companies, it is essential to send an E mail inviting companies to conduct campus recruitment and seeking appointment.
5. Format for E mail reminding companies for expeditious action on our request for campus recruitment
6. It is imperative to finalize the dates of campus recruitment as also to ascertain the details of the venue and the schedule for the interview process.
7. On completion of the interview process, a note of appreciation for conducting campus recruitment should be sent.
 8. Format for expressing a note of appreciation for recruiting students of our Institutes
9. E Mail expressing a note of appreciation even if students are not recruited by the company concerned.

Date: DD/MM/YYYY

Dear Sir / Madam,

You are aware that the Visvesvaraya college of engineering and Technology considered as one of the best educational establishments in the State of Telangana. Enclosed you will find a pamphlet incorporating a synopsis of our institution, locations in Hyderabad and its suburbs and courses offered at our colleges. All the courses are approved by AICTE and affiliated to VCET. Our colleges are also NIRF, NAAC accredited. Detailed information in this regarding may be viewed at www.vcethyd.ac.in.

1. Our faculty nurtures enthusiasm of students to learn, help facilitate exchanging ideas and prepare them intellectually with diverse skill sets to face a vibrant work force on completion of their chosen curriculum and field of specialization. Achievement of academic excellence, high level of personal conduct and integrity are our main focus which you will find attractive. Our passionate learning environments not only strengthen existing talents but also challenge students to develop a pleasant and meaningful personality.
2. **As in the past, we take this opportunity to invite you again to visit our campus, initiate a phone call or write to us and consider sending a team of Officers from your Human Resources Department to conduct campus recruitment for students completing their course in the current academic year 2020-21** We would be glad to provide you and your team all the requisite logistic facilities and support services for conducting campus recruitment process and look forward to hosting your team at your convenience. Kindly let us know your selection criteria to enable us to prepare and meet your requirements.
3. Our Placement Officers will send you relevant “Placement brochures” and / or contact / meet in person officers of your HR Department to apprise them further about campus recruitment. Should your HR officials require any clarification, please feel free to contact us or any of the placement officers listed below. It would be greatly appreciated if an acknowledgement of this communication is sent to us by email and our invitation for campus recruitment is forwarded to recruiting officers / HR officials concerned.

In closing, please accept our best wishes.

Sincerely,
(Name of Placement Officer & Signature)

Name & Designation
Company
Address

{Formal Letter and / or E mail exclusively for companies **who had conducted campus recruitment during the last 4 years**}

Date: DD/MM/YYYY

Dear Sir / Madam,

You are aware that the Visvesvaraya college of engineering and Technology considered as one of the best educational establishments in the State of Telangana. Enclosed you will find a pamphlet incorporating a synopsis of our institution, locations in Hyderabad and its suburbs and courses offered at our colleges. All the courses are approved by AICTE and affiliated to VCET. Our colleges are also NIRF, NAAC accredited. Detailed information in this regarding may be viewed at www.vcethyd.ac.in.

1. Our faculty nurtures enthusiasm of students to learn, help facilitate exchanging ideas and prepare them intellectually with diverse skill sets to face a vibrant work force on completion of their chosen curriculum and field of specialization. Achievement of academic excellence, high level of personal conduct and integrity are our main focus which you will find attractive. Our passionate learning environments not only strengthen existing talents but also challenge students to develop a pleasant and meaningful personality.
2. **We take this opportunity to invite you to visit our campus, initiate a phone call or write to us and consider sending a team of Officers from your Human Resources Department to conduct campus recruitment for students completing their course in the current academic year 2020-21.** We would be glad to provide you and your team all the requisite logistic facilities and support services for conducting campus recruitment process and look forward to hosting your team at your convenience. Kindly let us know your selection criteria to enable us to prepare and meet your requirements.
3. Our Placement Officers will send you relevant "Placement brochures" and / or contact / meet in person officers of your HR Department to apprise them further about campus recruitment. Should your HR officials require any clarification, please feel free to contact us or any of the placement officers listed below. It would be greatly appreciated if an acknowledgment of this communication is sent to us by email and our invitation for campus recruitment is forwarded to recruiting officers / HR officials concerned.

In closing, please accept our best wishes.

Sincerely,

(Name of Placement Officer & Signature)

Name & Designation

Company

Address

{Formal Letter and / or E mail exclusively for companies who have not conducted campus recruitment during the last 4 years}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Hyderabad

Dear Sir/Madam,

SUB: Campus Recruitment for the students in the current academic year 20XX - XX

With reference to the above-mentioned subject; we are pleased to forward you an Invitation Letter to visit our Institutes to conduct Campus Recruitment. In addition, you may wish to check more details from our website www.vcethyd.ac.in which incorporates the course contents, names & professional qualifications of faculty members and infrastructure available in all our Institutes.

1. You are aware that VCET covering diverse courses including M.Tech, B.tech, MBA programs Should you require any specific information including students database, field of specialization, number of students graduating in courses which may be relevant to your need, we would be glad to provide the same.
2. **You may click the given links: www.vcethyd.ac.in to have complete access of our Placement Brochure relating to all disciplines of Management Programs & Engineering Programs respectively.**
3. We look forward towards an enduring & rewarding relationship with your esteemed organization as we strongly believe that students from our institutions are competent to take up assignment offered, with a high degree of personal conduct and integrity.

Looking forward to your appointment to discuss further about the proposal

Thanking you.

Warm regards & best wishes, Name:
Designation of Placement Officer
Training & Placement Cell,
VCET
Mobile Number
Email ID:

{E-mail inviting companies to conduct campus recruitment and seeking appointment}.

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Kolkata

SUB:

Dear Sir/Madam,

Please refer to our discussion regarding enlisting JIS Colleges for consideration of campus interview by your esteemed organization. We understand that you would be finalizing your list shortly. We are hopeful that you would favourably consider our request.

1. The credentials of our colleges are known to you and, as such, we can assure you that we accord high priority for our students' welfare. In addition to various skill development programs, we lay special emphasis on core subjects to facilitate students achieving highest standard of academic excellence.
2. We are confident that our students would meet your expectations.

Thanking you.

Warm regards & best wishes,

Name:
Designation of Placement Officer
Training & Placement Cell,
JIS Group Educational Initiatives.

Mobile Number
Email ID:

{E-mail reminding companies for expeditious action on our request for campus recruitment}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Kolkata

SUB:

Dear Sir/Madam,

This is in continuation of our earlier Email dated dd/mm/yyyy and subsequent telephonic conversation with you on dd/mm/yyyy regarding Campus Recruitment at JIS Group of colleges.

1. As notified earlier, we are preparing a database of [Number] students pursuing studies in different streams of **Engineering / Management / Computer Application** [*use as applicable*], and we would be able to furnish the details as soon as we hear from you about your requirements.
2. We are drawing up schedule for Campus Recruitment for various companies for the months of January, February and March, 20XX. Therefore, it would be useful to receive indications of your requirements as also feasible dates for Campus Recruitment to be conducted in the coming months.
3. In view of the fact that we accord high priority to your reputed organization, we have no hesitation to allocate 'Priority Slot' to enable you to have wider choice of meritorious students. We are confident that our students would prove to be asset to your esteemed organization.

Awaiting your response

Thanking you.

Warm regards & best wishes, Name:
Designation of Placement Officer
Training & Placement Cell,
JIS Group Educational Initiatives.
Mobile Number
Email ID:

{E-mail inviting companies to convey dates of campus recruitment.}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Hyderabad

SUB:

Dear Sir/Madam,

I would like to extend a note of appreciation for giving our students an opportunity to be considered for placement in your esteemed organisation.

1. Our students will be advised to visit the venue for the interview. It is requested that a short Job description be provided to us so that we can put up the same on our Notice Board as also brief the students appearing for the interview.
2. While we have noted that the students are required to be present at the venue on dd/mm/yyyy, we are awaiting the details of the venue and schedule for the Interview process, Names of your recruitment team and details thereof. Information by return Email would be greatly appreciated.
3. We take this opportunity to thank you once again and, at the same time, assure you that we would continue our interaction with your organisation in the years to come.

Thanking you.

Warm regards & best wishes, Name:
Designation of Placement Officer
Training & Placement Cell,
VCET
Mobile Number
Email ID:

{E-mail expressing a note of appreciation for conducting / accepting to conduct campus recruitment.}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Hyderabad

SUB:

Dear Sir/Madam,

We would like to extend a note of appreciation for giving our students opportunity to appear in the interview held on dd/mm/yyyy.

1. We understand that our students met the members of the interview board at your premises. We would be grateful if you could send us a short report about the performance of our students briefly touching upon shortcomings too. This will enable us to conduct improved preparations for students appearing for future interviews.
2. Looking forward to your decision.

Thanking you.

Warm regards & best wishes, Name:
Designation of Placement Officer
Training & Placement Cell,
VCET
Mobile Number
Email ID:

{E-mail expressing a note of appreciation for recruiting students of our Institutes}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
HYderabad

SUB: Letter of Appreciation for recruiting students of our Institutes Dear

Sir/Madam,

On behalf of VCET, we wish to record a note of appreciation for offering placement (no. to be quoted) to students of (name of the institution).

- We are confident that our students would join the vibrant workforce in your esteemed organisation and you would find their performance to be of highest order. We hope that the recruited students would contribute successfully to achieve the desired goal of your organisation.
- In closing, we hope to continue cordial relationship with you and your colleagues and build up a lasting relationship in the coming years. We look forward to participate in your further recruitment drive this academic session as also in the coming years.

Thanking you.

Warm regards & best wishes, Name:
Designation of Placement Officer
Training & Placement Cell,
VCET
Mobile Number
Email ID:

Explanatory Note – 2 - Students' Profile

- Format of submission of students' data base for short listing of candidates for campus recruitment (***Subject to amendment based on selection criteria by different companies***) may be prepared in Excel Spread Sheet following the data entries as given below. ***Apart from sending the list to the companies concerned, the list should be shared with VP Corporate Relations and Placement officers / Officials on duty for organizing campus recruitment.***

Sl. No.	Name	Present	Aptitude Test	PI	Selected	CT Number	Gender	DOB
1.								

10 th Class	YOP	12 th Class	YOP	Diploma	YOP

First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester	Semester Average.	No. of Year Gap	E-mail ID

- Format for reporting attendance of candidates and reporting about absentee candidates is reproduced below. ***This information must be collated and sent to MD / VP Corporate Relations and Directors / Dy Directors / Principals of Colleges concerned.***

Sl. No.	Name of the Company	Date of Interview	No. of Students Short listed	No. of Students appeared for Exam	No. of <u>Students absent</u>	No. of students selected for final Interview / Exams	Remarks, if any

- Format for reporting the result of recruitment drive is reproduced below. ***This information must be collated and sent to MD / VP Corporate Relations and Directors / Dy Directors / Principals of colleges concerned.***

Name of the College:

Stream	Total Eligible	Applied for the Name of the Company	No. of successful candidates	Remarks

1. Visit to Companies (Hyderabad & adjoining areas)

Explanatory Note - 3

1. Format for submission of conveyance claim is reproduced below. The claim should be submitted on a **monthly basis** specifying the names of the companies visited, mode of travel (Taxi, Auto, Bus, Metro, Private car, shuttle service etc.) and the expenditure statement duly approved by Controlling Officer forwarded to the accounts department.

Date	From	To	Name of the Company / Institution	Mode of Conveyance	Fare (Rupees)	Purpose
dd/mm/yyyy						
dd/mm/yyyy						
dd/mm/yyyy						
dd/mm/yyyy						
dd/mm/yyyy						

Signature of the claimant

Name of Placement Officer & Designation

Date

Approved by:

Name & Designation

2. Visit to Companies (Cities / Locations ***other than*** Hyderabad and adjoining areas)

Explanatory Note - 4

1. Format for submission of conveyance claim is reproduced below. The claim should be submitted immediately after returning from tour, specifying the names of the companies visited, (journey details, lodging expenses, local conveyance, daily allowances / refreshment, miscellaneous expenses etc.) and the expenditure statement duly approved by Controlling Officer forwarded to the accounts department along with relevant vouchers.

Tour Bill

Name of the Employee :
Designation :
Department : Training & Placement
Duration of the tour : dd/mm/yyyy to dd/mm/yyyy
Places visited :

Journey details:

Date	Mode of Journey	From	To	Amount (Rs.)
dd/mm/yy				
Total (A)				

Lodging Expenses:

Place	From	To	Amount (Rs.)	Remarks
	dd/mm/yy	dd/mm/yy		
Total (B)				

Local Conveyance:

Date	Place	Mode of Transport	From	To	Amount (Rs.)
dd/mm/yy					
Total (C)					

Daily Allowances / Refreshment:

Date	Particulars	Amount (Rs.)	Bills attached Y / N
dd/mm/yy			
Total (D)			

Miscellaneous Expenses:

Date	Particulars	Amount (Rs.)	Remarks
dd/mm/yy			
Total (E)			

Sl. No.	Total Expenditure	Amount (Rs.)
1	Journey details (A)	
2	Lodging Expenses (B)	
3	Local Conveyance (C)	
4	Daily Allowances / Refreshment (D)	
5	Miscellaneous Expenses (E)	
6	Grand Total (F)	

Total Expenditure :

Advance Received :

Amount Refunded :

Signature Date:

Approved by:

Name & Designation

3. Progress report to be submitted on a monthly basis.

Explanatory Note – 5

1. It is essential to submit progress report highlighting success & failure of efforts to senior management in the format given below. (Including reasons for failure to achieve target)

1. Name of Company
2. Date of visit
3. Name of person visited
4. Person's designation
5. Person's contact no (mobile no. & landline no.)
6. Person's email id
7. Agenda of visit
8. Outcome
9. Next follow up action
10. Approached for the batch
11. Approached for the department
12. Date of next follow up action

Name:

Designation of Placement Officer

Training & Placement Cell,

VCET

Mobile Number

Email ID:

13. PAS – Personal Appraisal System :

Explanatory Note – 6

PERSONNEL APPRAISAL SYSTEM (PAS)

PERFORMANCE RECORD

PAS Cycle: 20XX- 20XX

Performance Period: 01/07/20XX-30/06/20XX

Name :
Gender : Male / Female
Email :
Designation :
Address :
College Phone No :

Signatures Completed PAS for Period and Cycle indicated above.

First Reporting Officer

Name :
Designation :

Signature.....

Date.....

Second Reporting Officer (Reviewing Officer)

Name :
Designation :

Signature.....

Date.....

Staff Member

Name :
Designation :

Signature.....

Date.....

Accepting Authority

Work Plan of Unit

I have the received a copy of the work plan for my unit.

Yes ☐ No ☐

OBJECTIVE

To achieve XX% placement through Campus interview as was done in 20XX.

GOALS / PERFORMANCE EXPECTATIONS

Run an efficient placement cell

1. Consultation with Directors / Principals of Colleges and Placement Officers
2. Identify new companies for inclusion in the roster
3. Provide statistics of key actions taken
4. Project targets of achievement

PLAN OF ACTION

[July to October; November to February; March to June]

	November	March	July	Annual
Inclusion of new companies	☐	☐	☐	☐
Number of standardized letters sent to various companies	☐	☐	☐	☐
Number of names senior officers to be invited for lectures / seminars Target	☐	☐	☐	☐
for Placement of students	☐	☐	☐	☐
Summer Training (With out Financial involvement)	☐	☐	☐	☐
ACCOUNTABILITY				
Actual Placement of Students	☐	☐	☐	☐

SELF ASSESSMENT

A brief write-up not exceeding 150 words may be submitted highlighting the achievements and constraints, if any, in the performance of the assigned task.

(NAME)

FIRST REPORTING OFFICER

Evaluation and Comments on the Work Plan and Accomplishments

Core Values and Core Competencies: [Please tick (√) the appropriate box]

	Unsatisfactory	Developing	Fully Competent	Outstanding
Integrity	☐	☐	☐	☐
Professionalism	☐	☐	☐	☐
Teamwork	☐	☐	☐	☐
Planning & Organization	☐	☐	☐	☐
Accountability Judgment / Decision-Making	☐	☐	☐	☐

Overall Rating

- ☐ ☐ Consistently exceeds performance expectations ☐
- ☐ ☐ Frequently exceeds performance expectations ☐
- ☐ ☐ Fully successful performance ☐
- ☐ ☐ Partially meets performance expectations ☐
- ☐ ☐ Does not meet expectations ☐

Recommendation

1. Increment	Accelerated	Normal	Not eligible
2. Promotion	Accelerated	Normal Course	Not eligible

Brief comments / suggestions including training needs to enhance skill sets and professional expertise may be recorded. [Not exceeding 100 words]

First Reporting Officer

Sign off Date

SECOND REPORTING OFFICER’S (REVIEWING OFFICER’S) COMMENTS

The assessment of first reporting officer has been shared with the officer reported upon – Yes ☐ No ☐

Adverse comments, if any, communicated to the officer reported upon - Yes ☐ No ☐

The observations of the reporting officer is –

Unduly Critical

Too Lenient

Balanced

Taking into account the representation, if any, of the officer reported upon –

Agree with the assessment of Reporting Officer. ☐

Partially agree with the assessment of Reporting Officer. ☐
[Comments may be recorded]

Do not agree with the assessment of Reporting Officer. ☐
[Comments may be recorded]

Second Reporting Officer (Reviewing Officer) Sign off Date

Accepting Authority

SOP FOR WHATSAPP GROUP

SOP FOR WHATSAPP GROUP

VCET College of Engineering has created WhatsApp Group. WhatsApp group will provide a platform to connect and scope of networking among stakeholders. People in the group will stay updated about college happenings.

Each VCET College of Engineering WhatsApp Group is created for the following purpose:

1. Knowledge sharing and collaboration with other members.
2. Handholding, mentorship, advisory and guidance through quick communication to the members.
3. Connecting the members of the group to create cohesiveness among them.

Following protocol that all member needs to follow:

1. Respect the purpose and objective of each group.
2. Don't use groups just to send memes, videos, pictures and news, without reading and reacting to the content shared by others. The purpose of WhatsApp groups is to establish collective conversations with others.
3. Never send content, information or "news" that HASN'T been verified.
4. If you feel uncomfortable in a group for any reason, feel free to leave or "mute" the notifications. It's better to be criticized for leaving than for always complaining.
5. Before sending a complaint to a group, identify the "administrator" and share your thoughts with him/her.
6. Don't get angry if someone doesn't respond to your messages in a group. No one is obliged to do so. Better send him/her a direct message.
7. Before sending a video, picture, meme or any content, analyze if such material will be in the interest of the majority of the members of the group.
8. When forwarding a message, picture or video and you're choosing multiple recipients, avoid sending it to all your groups, since hardly the same content will be suitable or of interest to all.
9. Avoid sending any content that is violent.
10. Avoid unnecessary debates.
11. When replying to a specific comment from a person, use the "reply" function to make sense of your comment and avoid confusion.
12. When noticing that you're having a dialogue with a single member of the group, consider changing the conversation to direct message, because the rest of the group may not be interested in reading your conversation with another person.
13. Keep in mind that your words can be interpreted in multiple ways, so use short sentences that can't be misinterpreted.
14. Don't abuse emojis. There are some that don't require explanation, but others can be interpreted in different ways and generate confusion.

15. Avoid sending videos or files that are very large, since nobody likes to saturate the memory of their smartphone or waste their data/internet plan on nonsense.
16. WhatsApp messages that require a response must end with "Please Respond"
17. WhatsApp communication may only take place between Monday to Sunday from 8:30 AM to 10:30 PM.

Agreement to terms, rules & guidelines:

Your continued presence in the group will mean you agree and abide to the terms of the group.

Important: Removal from the Group

Any deviation from the group guidelines will be taken seriously and offenders will be removed from the group permanently without notice. Also Admins reserve the right to remove the offenders from all the associated groups of VCET.

SOP FOR WORK FROM HOME

SOP FOR WORK FROM HOME

Overview

VCET is committed to providing a healthy, safe and flexible working environment for its staff.

The purpose of VCET Work from Home Policy is to optimize for the benefits while limiting the risks, ultimately setting up our employees to be as successful outside the office as they are in it.

During mandatory Work from Home situations (such as a health or safety crisis I), it helps ensure that our employees are set up for success and that they can continue to remain healthy and productive.

Responsibilities:

All Teaching & Non – Teaching Staff Members Head of
the Department
Dean Registrar
Principal

Requirements for home-based work **Staff**

responsibilities

Staff approved to work from home must:

Adhere to all the policies and procedures of VCET be contactable during the normal span of hours ensure fitness for work requirements are met. If staff members are unwell or unable to work due to other reasons, then leave entitlements are to be accessed ensure home worksite complies with health and safety requirements at all times report any health, safety and wellbeing hazards, near misses and incidents maintain accurate and up to date records of hours worked at home within normal span of hours Head responsibilities.

The HOD must:

ensure the staff member is working in accordance with their Working from Home assignment and adhering to VCET policies and procedures, review and sign off on records of daily task performed as required monitor and review the WFH agreement on a regular basis as recorded in the WFH agreement schedule communication meetings including methods of disseminating information to staff who are working from home where practicable, provide equipment and tools required to perform the tasks required (does not include workstation furniture, additional services or costs)

accurately document the ownership and usage arrangements of the equipment and assets.

Indemnity

The staff member indemnifies VCET College all loss or damage to the staff member's property and all claims by third parties in respect of personal injury and property damage except to the extent caused by the negligent act, error or omission of the institution.

Services

Not all on-campus services are available or supportable when used from home. The staff member accepts this and agrees not to impose any overheads on the University for additional services.

Work from Home Includes:

1. Defining eligibility to work from home.
2. Establishing an approval process.
3. Setting regular working hours.
4. Creating attendance and availability standards.
5. Streamline communications channels.
6. IT support.
7. Maintaining security standards.
8. Continuing internal communication programs, including all-hands meetings.
9. Maintaining a dress code for Business Meetings.
10. Recording acknowledgement of receipt.
11. Gathering feedback and iterate.

SOP FOR CONDUCTING REMEDIAL CLASS

SOP FOR CONDUCTING REMEDIAL CLASS

Objective: To elaborate the procedure for conducting coaching class.

Responsibility:

1. All the teaching staff members
2. Mentors
3. Department Remedial class Coordinator
4. Heads of the respective Departments
5. Dean

Procedure:

Sl.	Activities	Responsibility	Target days
1.	After each monthly test identify the slow learners	Subject Teacher	6 th day of each monthly test
2.	Prepare students name list both class wise and subject wise	Remedial Class coordinator	7 th day of each monthly test
3.	Call for common meeting of all department remedial class coordinators for sharing the information	Dean	7 th day of each monthly test
4.	Prepare schedule and get approval from HoD.	Coordinator	7 th day of each monthly test
5.	Circulation of the schedule to the respective subject teacher along with subject wise student name list.	Remedial Class coordinator	7 th day of each monthly test
6.	Circulate the remedial class schedule & class wise name list to students through Mentors	Mentors	7 th day of each monthly test
7.	Remedial class attendance must be monitored in daily basis and absentees details may be intimated to respective Mentors.	Subject Teacher	Daily basis
8.	In case of absentees mentors must take corrective action.	Mentors	Daily basis
9.	At the end of each semester the subject teachers are asked to submit the attendance and evaluation sheet to the coordinator for maintaining record.	Subject Teacher and Department Remedial class Coordinator	After last working day of each semester.

SOP FOR COURSE CONTENT DEVELOPMENT

SOP FOR COURSE CONTENT DEVELOPMENT

Objective: To elaborate the procedure for course content development

Responsibility:

Faculty Members

Academic Coordinator

Time and Duration:

Course content to be prepared before the commencement of new semester.

Procedure:

Sl.	Activities	Responsibilities
1.	Concerned Faculty Members to prepare the course contents as per the prescribed Syllabus.	Faculty Members
2.	Content in the form of PDF, PowerPoint presentation, Audio or Video formats or a blend of all these	Faculty Members
3.	Each unit should conclude with Questionnaire for easy revision	Faculty Members
4.	Any video/Web reference can also be added to the course contents	Faculty Members
5.	Academic Coordinator to verify the course contents of each faculty member	Academic Coordinator

SOP FOR COURSE OUTCOMES

SOP FOR COURSE OUTCOMES

Objective: To detail the procedure for framing course outcomes for all the theory and lab courses

Responsibility:

All the teaching faculty members
Department CDC members
Heads of the respective Departments
BOS members

Procedure:

Sl.	Activities	Responsibility	Target Days
1.	Framing of course outcomes based on the syllabus contents [4 to 8 outcomes]	CDC members	2 nd week of May
2.	Validation of course outcomes	HoDs & CDC members	3rd week of May
3.	Final approval of syllabus along with outcomes	Academic Council & BOG	FinaMay
4.	Attainment calculation		At the end of each internal tests and
5.	Attainment value verification [70%-75%-- core subjects, >60% - other subjects]	HoDs & CDC members	-
6.	If attainment value below 60%, reframe the syllabus/outcomes in next regulation	HoDs & All faculty members	-

*CDC = Course Curriculum Development Cell

SOP FOR CURRICULUM DEVELOPMENT

SOP FOR CURRICULUM DEVELOPMENT

Objective: To elaborate the procedure for preparing Curriculum for respective programme.

Responsibility:

1. Subject Experts of respective Departments
2. Heads of the respective Departments
3. Principal
4. CDC members

Procedure:

Sl.	Activities	Responsibility	Target Date
1.	Analyzing the need for curriculum revision	HODs in consultation with stakeholders	November 1 st week
2.	Constitution of Curriculum Development / Revision Committee	Principal	November 2 nd week
3.	Call for Meeting 1: Assessment / Analysis of the existing Curriculum	Principal, CDC Members	November 2 nd week
4.	Call for meeting 2 : Submitting new course proposals, course revisions, changes in course credit, changes in elective designations, course removal, special credit courses, changes in prerequisites, changes in course title.	Institution CDC Coordinator	November 3 rd week
5.	Submission and Appraisal of the Preliminary Draft to management , core companies & Educationalists	Department CDC incharges / HODs	December 1 st week
6.	Arranging meeting with core companies and educationalists to discuss about the change in Curriculum & syllabi	Department CDC incharges	December 3 rd week
7.	Making modifications against suggestions from core companies and educationalists	Department CDC incharges / HODs	December 4 th Week

8.	Preparing final report which includes new courses, course revisions, elective designations on courses, special electives, open electives, special credit courses and credit hours.	Department CDC incharges / HODs	December 4th week
9.	Submitting the developed curriculum to BOS chairman for suggestions, corrections & updating	Department CDC in charge	January 1st week
10.	BOS chairman to submit the corrected final curriculum to standing committee	BOS Chairman	January 2nd week
11.	Call for meeting : to inspect the final developed curriculum	Standing Committee chairman	January 2nd week
12.	Prepare proceedings of curriculum accompanying the suggestions from standing committee	BOS Chairman	January 3rd week
13.	Forward the proceedings to Academic council for final validation & approval	Standing Committee chairman	January 3rd week
14.	Call for meeting: to validate the proceedings of the curriculum	Academic convener	January 4th week
15.	Compile the proceedings with all amendments from academic council	BOS Chairman	January 4th week
16.	Submission of all departments curriculum for appreciation and approval	Institution CDC Coordinator	February 1st week
17.	Forward to core companies and educationalists	BOS Chairman	February 1st week
18.	Getting approval from management	Principal / BOS Chairman	February 2 nd week
19.	Distribution of authenticated curriculum to concerned departments and CoE	BOS Chairman	February 2 nd week
20.	Implementation & Monitoring	Principal, BOS Chairman	June onwards

SOP FOR FEEDBACK ABOUT FACULTY

SOP FOR FEEDBACK ABOUT FACULTY

Objective: To elaborate the procedure for Collecting feedback about faculty

Responsibility:

1. All teaching staff
2. All the students
3. Heads of the respective Departments
4. Peer evaluators

Procedure:

Sl.		Responsibility	Target dates/days
1.	Preparation of format for feedback 1. To be collected from students (Online) 2. To be collected from Peer Evaluators	HoDs	Beginning of every semester
2.	Sharing of feedback forms with students through Google forms	HoD	Mid of the semester
	Sharing of feedback forms with Evaluators		1 st week of Reopening of classes
3.	Collection of Feedback from students	Students	Within one week (After the form is shared)
	Faculty Evaluation	Peer Evaluators assigned by HoD	Twice or Thrice in a Semester
4.	Consolidate the collected feedback from students	HoD	Within one week (After the form is filled)
	Consolidate the collected feedback from Evaluators	Peer Evaluators assigned by HoD	Within two days (After the faculty is evaluated)
5.	Necessary actions will be taken based on feedbacks for faculty performance improvement	HoD and Principal	Immediate

SOP FOR ONLINE CERTIFICATION COURSE

SOP FOR ONLINE CERTIFICATION COURSE

Responsibility:

1. All Faculty
2. Mentor
3. Department Coordinators
4. Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility
1.	Providing information about available courses and sites.	HoDs, Coordinator, Mentors
2.	Motivating staff and students to join	Coordinator, Mentors
3.	Maintaining a register of the no . of candidates in each course	Mentors & Coordinator
4.	Detailed instructions given about the course assignments and the time frames	Coordinator
5.	Arranging suitable lab for effective Learning	Coordinator
6.	Ensuring that the registered Candidates attend the exams.	HoDs , Coordinator, Mentors
7.	Announcement of Result	HoDs & Coordinator
8.	Ensuring that credits are given to the candidates	HoDs and Mentors

SOP FOR PROJECT GUIDES

SOP FOR PROJECT GUIDES

Objective: To elaborate the procedure for Guiding Student projects

Responsibility:

1. All the Project Supervisors.
2. Project Coordinators.
3. Final year B.Tech students
4. Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target Dates/Days
1.	UG students are to decide on their team members for their final semester project with their proposed project domain and title.	Final year B.Tech students, Project Coordinators.	2 nd week of July
2.	HODs shall allocate the Project Supervisors based on their area of expertise. (not more than 3 batches to a supervisor)	HoDs	3 rd week of July
3.	Ensuring that students have regular discussion meetings with their Project guides.	Project Supervisors, Project Coordinators, HoDs	Every week starting from July till April
4.	Verification of Student project log book.	Project Supervisors.	On Every project discussion meet.
5.	Approval of PPT: Abstract, Existing, Proposed system. 30% of proposed work. 80% of proposed work. 100% of proposed work.	Project Supervisors.	Before 0 th review Before 1 st review Before 2 nd review Before final viva-voce
6.	Preparation of faculty panel list, timing and venue for review.	Project Coordinators, HoDs	2 days prior to every

7.	Organizing project reviews: 0 th review, 1 st review, 2 nd review	Project Supervisors, Project Coordinators,	From start of semester, Within 3 weeks Within 6 weeks Within 11 weeks
8.	Displaying approved review marks to the students.	Project Coordinators, HoDs	Within 2 days from each review
9.	Preparing schedule for Redo students (Insufficient content, Plagiarism, poor presentation Genuine Absentees)	Project Coordinators, HoDs	Next day of review
10.	Organizing final project viva-voce.	Project Coordinators, HoDs	Within 16 Weeks from the start of semester
11.	Evaluation of Project report submitted in each of the Phase – I & Phase – II.	Project Supervisors, HoDs	1 week before the viva-voce
12.	Ensuring that If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.	Project Coordinators, HoDs	On the same day of viva-voce
13.	Ensuring that If a candidate fails in the viva-voce examinations of Phase–I he/she has to redo the Phase–I in the subsequent semester. If he / she fail in the viva-voce examination of Phase–II he/she shall resubmit the Project report within 60 days from the date of viva-voce. The resubmitted project will be evaluated during the subsequent academic session.	Project Coordinators, HoDs	On the same day of viva-voce.
14.	Collecting copies of the approved project report after the successful completion of viva examinations.	Project Supervisors, Project Coordinators.	On the same day of viva-voce

SOP FOR RESEARCH PROPOSAL

SOP FOR RESEARCH PROPOSAL

Objective: To elaborate the procedure for preparing Research Proposal.

Responsibility:

1. All the Faculty members
2. Researchers
3. Heads of the respective Departments
4. Dean R&D

Procedure:

Sl.	Activities	Responsibility
1.	Individual researchers will undertake periodic reviews of the research calls of relevance to their research	Researchers/ Faculty members
2.	Researchers contacted by an organization / individual to join a consortium already created or to investigate the possibility to collaborate with JISCE in any capacity are to inform the Head of the department by e-mail of their intention to contribute to the application process	Researchers/ Faculty members
3.	Researchers will upload any relevant documentation to Research Funding agencies	Researchers/ Faculty members
4.	Researcher to log the application through funding agency portal	Researchers/ Faculty members
5.	Researcher to provide contact details of all potential partners involved in the proposal (indicating Principal Investigator, Co-Investigator)	Researchers/ Faculty members
6.	Researcher to meet with Research coordinators to prepare the budget proposal for the project	Researchers/ Faculty members
7.	Researcher to meet with Head of the department to identify potential resources needed to complete the project	Researchers/ Faculty members & HoD
8.	The decision to further develop the proposal will be taken jointly among the Researcher and co coordinators about Timelines for proposal Submission Other upcoming calls and proposals	Principal Investigator, Co Investigator

9.	Researchers are required to 1. Upload the draft proposal Provide supporting documentation (budget Plan of activities etc.)	Researchers / Faculty members
10.	Researchers to review and amend proposal if required and to resubmit for second stage of approval	Researchers / Faculty members
11.	Second stage Approvers to review final proposal	Researchers / Faculty members
12.	Researcher to submit proposal	Researchers / Faculty Members
13.	Researcher is to ensure that all finalized document versions are uploaded 1. Description of work (final version to be submitted) 1. Detailed projected Project budget breakdown - full proposal	Researchers / Faculty members
14.	Researcher is required to requested to provide copies of the following documents Evaluation report with scoring (for successful and non-successful projects) Details of Grant Preparation (when proposal has been successful)	Researchers / Faculty members
15.	Researchers are requested to upload copies of the following documents from the implementation of the project Deliverables for which JISCE is responsible Milestones for which JISCE is responsible Dissemination and Communication Plans All budgetary and financial communications Interim Project Activity Reports Final reports	Researchers / Faculty members
16.	Researchers are responsible for uploading all peer reviewed publications, proceedings, and conference papers etc.	Researchers / Faculty members
17.	Details of all the published research work to be submitted at the Office of Dean R&D for records.	Researchers / Faculty members
18.	Dean R&D to keep a record and prepare a consolidated report of R&D activities and to submit it to Principal at the end of academic year.	Dean R&D

**SOP FOR SPONSORING FACULTY
FOR HIGHER STUDIES &
PROGRAM**

SOP FOR SPONSORING FACULTY FOR HIGHER STUDIES & PROGRAM

Objective: To elaborate the procedure for Sponsoring our faculty members for higher studies.

Responsibility:

2. All the teaching staff members
3. Heads of the respective Departments
4. Principal of the institution

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Releasing the academic schedule to all teaching staff	Principal & HoDs	Start of the Academic Year
2.	Grouping the faculty members based on their specialization	HoDs	Start of the Academic Year
3.	Conducting department meeting to confirm the need of higher studies to the faculty	HoDs	Start of the Academic Year
4.	Finalization of number of faculties need to pursue to higher studies	HoDs	Start of the Academic Year
5.	Selection on the area of research topic, Guide and duration of the research	Faculty members	Start of the Academic Year
6.	Collection of all necessary documents need for higher studies	Faculty members	Start of the Academic Year
7.	Completion of the entire registration process of the concerned university	Faculty members	Start of the Academic Year
8.	Outcome from the research work to the Institution	Faculty members	Start of the Academic Year
9.	Verification of bills and research work of the Faculty member	HoD, Principal	Start of the Academic Year
10.	Submission of the entire report copy containing all particulars for the remuneration to the work	Faculty members	Start of the Academic Year
11.	Approval for remuneration to the faculty considering the norms	Principal	Start of the Academic Year

SOP FOR SUBJECT ALLOTMENT

SOP FOR SUBJECT ALLOTMENT

Objective: To elaborate the procedure for allocating Theory Subjects and Practical labs to staff members.

Responsibility:

1. All the teaching/non-teaching staff members
2. Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Preparation of academic schedule for academic year	Dean & HoDs	1 st week of April
2.	Releasing the academic schedule to all teaching/non-teaching staff members	Principal	2 nd week of April
3.	Receiving students choices on elective courses	HoDs and Faculty	3 rd week of April
4.	Receiving service courses from the relevant departments	HoDs	3 rd week of April
5.	Sharing the course option sheet with all faculty members	HoDs	4 th week of April
6.	Analyzing the competency of staffs in subject chosen based on their possession of PhD/Publication/MOOC certification/FDP certification in addition to the M.E. Specialization	HoDs	4 th week of April
7.	Allocating the subjects to the faculty based on the number of times the subject handled, result analysis and earlier student's feedback	HoDs	4 th week of April
8.	Assigning the Practical labs corresponding to the theory allotted to the faculty.	HoDs	4 th week of April
9.	Conducting department meeting on course allocation based on willingness & competency	HoDs & faculty members	1 st week of May
10.	Approval by Principal for Subject allotment	HoDs	1 st week of May

SOP FOR PREPARATION OF SYLLABUS

SOP FOR PREPARATION OF SYLLABUS

Objective: To elaborate the procedure for preparing the syllabus.

Responsibility:

1. All the teaching/non-teaching staff members
2. Curriculum Development Cell – Coordinators
3. Heads of the respective Departments
4. Syllabus validation committee

Procedure:

Sl.	Activities	Responsibility	Target days
1.	After every semester collect the suggestion from concerned staff and student regarding syllabus	Syllabus validation committee using feedback mechanism	At the end of each semester.
2	Discuss the outcomes and objective for each subject in the domain by brain storming.	HODs , faculty members	2 nd week of April
3	Release the comments received from Industry experts and other stake holders like senior batch students, staff who have handled the subject recently.	Respective HoDs	3 rd week of April
4	List out the most important concepts to be learned by an undergraduate student in that subject	Staff members in each domain	3 th week of April
5	Frame a draft syllabus using some benchmark syllabus and feedback from stake holders.	Assigned Faculty with subject expertise	4 th week of April

6	Discussion on prerequisite, reference books, other fine tuning	Staff members in each domain	1 st week of May
7.	Preparing the second draft based on the discussion done	assigned faculty	2 nd week of May
8.	Discussion regarding the assessment component suitable for each subject from the list of assessment methods	Staff members in each domain	2 nd week of May
9.	Preparing the final draft with all type of mapping done.	Assigned faculty	3 rd week of May
10	Evaluate the syllabus using a rubrics	Syllabus validation committee	4 th week of May
11.	Validation of syllabus using an External expert	Syllabus validation committee	4 th week of May
12.	After incorporating the changes make the final draft to be submitted for BOS meeting	Assigned faculty	Final working day of May

**SOP FOR ORGANIZING & CONDUCTING
FIRST YEAR'S ORIENTATION
PROGRAM**

SOP FOR ORGANIZING & CONDUCTING FIRST YEAR'S ORIENTATION PROGRAM

Objective: To elaborate the procedure for organizing first year's orientation program

Responsibility:

1. Principal of the institution.
2. All the Heads of the Departments.
3. Heads of the various organizing committees
4. Mentor of First year classes.
5. All the teaching/non-teaching staff members.

Procedure:

Sl.	Activities	Responsibility	Target Days
1.	Orientation programme date to be finalized	Principal	1 st week of July
2.	Chief Guest to be finalized	Coordinator and Principal	3 rd week of July
3.	Formation of Committees- Seating, Stage, Reception, Transport, Food and Information Committee	Principal	3 rd week of July
4.	Roadmap pamphlets (department wise)	Heads of respective Department	3 rd week of July
5.	To inform newly admitted students and their parents about orientation Programme	Communication Committee, Faculty Advisors and	3 rd week of July
6.	Invitation and Agenda Finalization	Principal & Organizing Committee head.	15 days before orientation
7.	Meeting of committee members with the Organizing Committee head to discuss about their roles & responsibilities.	Principal, Organizing Committee head and Committee Members	15 days before orientation
8.	Meeting with the transport committee to finalize the bus routes and timings.	Committee Head and Transport Committee Members	15 days before orientation

9	Meeting with the seating committee to finalize the seating arrangements for students, parents, guests and for the press.	Committee Head and seating committee Members	15 days before orientation
10.	Meeting with the Reception Committee	Committee Head and Reception Committee members	15 days before orientation
11.	Meeting with the Food Committee to finalize 1. The menu for lunch and the list of volunteers. 2. Number of participants	Committee Head and Food Committee members	15 days before orientation
12.	Meeting with the stage committee to finalize 1. the flow of events on stage 2. stage decoration, 3. arrangement of Design of stage backdrop and the introduction videos.	Committee Head and stage Committee members	15 days before orientation
13.	Finalization of academic schedule for academic year	Principal & HoDs	1 week before orientation
14.	To check the readiness of all committee works with committee Heads and Members	Principal and Organizing Committee Head	4 days before orientation
15.	Welcome Message from principal and HoDs to all the students and parents	Principal & HoDs	4 days before orientation
16.	Sending Time table, Academic schedule, syllabus and course information to students.	HoD	2 days before orientation
17.	Final meeting with all the organizing committees.	Principal, Organizing Committee head and HoDs	1 day before Orientation

Guidelines of Induction Program as directed by AICTE

Need - When new students enter an institution, they come with diverse thoughts, backgrounds and preparations. It is important to help them adjust to the new environment and inculcate in them the ethos of the institution with a sense of larger purpose. The incoming undergraduate students are driven by their parents and society to join engineering without understanding their own interests and talents. As a result, most students fail to link up with the goals of their own institution.

Objective - The term induction is generally used to describe the whole process whereby the incumbents adjust to or acclimatize to their new roles and environment. In other words, it is a well planned event to educate the new entrants about the environment in a particular institution, and connect them with the people in it.

Induction Programme is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature.

Outcome - Engineering institutions were set up to generate well trained manpower in engineering with a feeling of responsibility towards oneself, one's family, and society. The graduating student must have values as a human being, and knowledge and meta- skills related to his/her profession as an engineer and as a citizen.

Duration – 3 Weeks

Modules to be covered during the Induction Programme:

4. *Physical Activity*
5. *Creative Arts*
6. *Universal Human Value*
7. *Literary*
8. *Proficiency Modules*
9. *Lectures by Eminent People*
10. *Visits to Local Area*
11. *Familiarization to Dept./Branch & Innovations*

Link to AICTE Guide:

<https://www.aicte-india.org/sites/default/files/Detailed%20Guide%20on%20Student%20Induction%20program.pdf>

***Note: Amendments to be made as per the guidelines of AICTE and to be executed by VCET accordingly from time to time.**

SOP FOR AWARDS AND APPRECIATION

SOP FOR AWARDS AND APPRECIATION

Objective: To recognize and felicitate the outstanding performers in different categories.

Responsibility:

Award and Appreciation Committee

Sl.	Activities	Responsibilities	Tentative Days
1.	Formation of Award and Appreciation Committee	Dean	30 days before
2.	Identifying different category of awards	Award Appreciation Committee and	Immediately after the formation
3.	Evaluating the budget and submission with detailed proposal to Principal/ Registrar for approval	Award Appreciation Committee and	25 days before
4.	Selecting the Chief Guest	Principal	As Applicable
5.	Preparing the list of award winner	Award Appreciation Committee and	20 days before
6.	Arrangements for award / cash/ memento proceeded by finalizing of vendor and handing over work order for execution.	Award Appreciation Committee and	18 days before
7.	Design / Prepare the Certificate for the awardee	Award Appreciation Committee and	15 days before
8.	Intimating awardees and sending invitation	Award Appreciation Committee and	10 days before
9.	Venue Preparation	Logistics Committee	7 days before
10.	Arrangement of refreshment for the guest & participants	Refreshment Committee	7 days before
11.	Publicity	Publicity Committee	Pre & Post event
12.	Presenting the award to the winner by Chief Guest	Chief Guest / Principal	On the day

13.	Sending congratulations note along with the photograph of the ceremony with the participants	Award and Appreciation Committee	One day after the program
14.	Preparation of Report	Award and Appreciation Committee	Two days after the program
15.	Submission of bill and statement of expense to accounts	Award and Appreciation Committee	Five days after the program

SOP FOR COMMUNICATION SKILL ENHAMCEMENT

SOP FOR COMMUNICATION SKILL ENHAMCEMENT

Objective: To elaborate the procedure for enhancing the oral, written and presentation skills of students

Responsibility:

1. Mentors
2. Heads of the respective Departments
3. Communication Expert

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Grouping of students based on their written, oral & presentation skills	Mentors & HoDs	End of 1 st week after Orientation Programme in the First Year/Second Year (Lateral Entry Students)
2.	Grouping of students with average / poor written, oral & presentation skills: 1. English Medium students not ready to showcase their written, oral & presentation skills 2. English medium students not able to enhance their written, oral & presentation skills 3. Bengali medium students	Mentors & HoDs	End of 2 nd week after Orientation Programme in the First Year / Second Year (Lateral Entry Students)
3.	Continuous & exclusive training for all the three different need based groups	Communication Expert / Mentors	3 hours / week / Saturday

4.	Monthly Assessment& Submission of Report to HODs	From Communication Expert through Mentors to HoDs.	4 th Friday of the month
5.	Semester Assessment& Submission of Report to HODs	Communication Expert / Mentors	Final working day of the semester.
6.	Segregation of students based on their performance in Final Assessment	Mentor & HoDs	1 st week after the commencement of the 5 th semester
7.	Continuous training for the students, who are still not able to give their best in written, oral & presentation skills	Communication Expert	Till the end of 6 th Semester
8.	Encouraging students with good written, oral & presentation skills to participate in national & international level programmes / competitions	Mentor / HoDs	Continuously in the 3 rd & 4 th years of study

SOP FOR MONITORING DUTY

SOP FOR MONITORING DUTY

Objective: To maintain the discipline in the campus and regularity of all students during class hours on all working days.

Responsibility:

4. Mentors
5. Heads of the respective Departments
6. Dean Student Affairs

Procedure:

Sl.	Activities	Responsibilities
1	Depute faculty members for each day to monitor the disciplinary and regularity of students in various venues.	All HODs & Dean
2	Students shall be strictly monitored for their proper dress code and identity card with institution lanyard.	All Faculty members
3	Attendance will be noted from each class and submitted to respective HODs before break.	Deputed faculty for the day
4	During observation if any student is found late, he/she will be warned.	Mentors and Deputed faculty for the day
5	Faculty may also exercise their own discretion for permitting any late comer to enter the class by giving/withholding attendance.	HODs, Mentors and Deputed faculty for the day
6	Strict action will be taken on continuous irregularities on analyzing the reason behind it.	HODs, Mentors
7	Mentors and HoDs shall continuously keep track of the student's progress.	HODs, Mentors

SOP FOR CLUB ACTIVITIES

SOP FOR CLUB ACTIVITIES

Objectives: To coordinate the club activities.

Responsibility:

1. Club in charge
2. Club coordinators

Procedure:

Sl.	Activities	Responsibility
1.	Introduction about the club during Induction Program	Club Coordinator
2.	Sharing the member Registration form with all students	Club Coordinator
3.	Registering students responses	Club Coordinator
4.	Selecting club coordinators	Club In Charge
5.	Scheduling club activities	Club Coordinator
6.	Detailed instructions given about the activity	Club Coordinator
7.	Discussion with the students about activity	Club Coordinator
8.	Organizing and executing programs through clubs	Club In charge & Club Coordinator
9.	Preparation of report and recording the activities.	Club In charge & Club Coordinator
10.	Announcement of Result and Honoring	Club In charge & Dean

SOP FOR STUDENTS FEEDBACK

FOR STUDENTS FEEDBACK

Objective: To outline the procedure for student's feedback regarding different areas of the interest.

Responsibility:

1. Mentor
2. All the students
3. Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of format for feedback and sending to students.	HoD	As an when required
2.	Assign the other department staff to collect the feedbacks from students. i.e who are not teaching subjects to respective students(ex: For CSE assign EEE staff)	Mentors & students	
3	Mentor shall monitor and collect the feedbacks from respective staff		
4	Consolidate the collected feedback from students	HoD	

**STANDARD OPERATING PROCEDURE
FOR
ADMISSION PROCESS**

STANDARD OPERATING PROCEDURE FOR ADMISSION PROCESS

Objective: To elaborate the procedure for student admission

Responsibility:

4. All the Head of the departments
5. Admissions section

Procedure:

S. No	Activities	Responsibility
1.	Selection of faculty members to be put in charge of the admission process	Principal, HoDs
2.	Facilitating Admission	Admissions section
3.	Scrutiny of documents for admission and registration process as per the eligibility criteria.	Admissions section
4.	Admission through counselling and Collection of copies of relevant certificate and payment of fees.	Admissions section and department wise faculty coordinator
5.	Collection of data from enrolled students for printing student Identity card.	Admissions section, System Administrator and ICT incharge
6.	Intimation of orientation program for students.	Head of the department

Documents to be checked at the time of Admission-by-Admission section:

6. Admission Form (Online)
7. Bank Challan/Fee receipt
8. EAPCET seat allotment order issued by Convener
9. Joining Report issued by Convener
- 10.EAPCET Rank Card
- 11.EAPCET Hall Ticket
- 12.SSC or equivalent
- 13.Inter or Equivalent Certificates
- 14.Study Certificates (VI to XII)
15. Transfer Certificate
16. Conduct Certificate
17. Caste Certificate

18. Income Certificate (in case of fee exempted students)
19. Proof of residential address
 1. Aadhar Card/ Pan Card
 2. Gas Connection Bill
 3. Telephone Bill
 4. Voter ID
20. Extra-Curricular Activities Certificate(s) if any
21. Medical Fitness Certificate along with Blood group
22. Migration Certificate for students from other States (Mandatory)
23. Latest Color passport size photo
24. Undertaking forms for
 1. Anti-Ragging
 2. Academic Regulations UG20
 3. Address for correspondence slip

Eligibility Criteria to be checked at the time of Admission-by-Admission Cell

Programme		Branch	Eligibility	Duration
B. TECH	I	CIVIL ENGINEERING	25. Candidates must be at least 17 (seventeen) years of age. There is no upper age limit. Candidates must pass Higher Secondary (10+2) Examination of Telangana Council of Higher Secondary Education or equivalent examination from a recognized Council/Board with: 26. Individual pass marks in Physics and Mathematics as compulsory subjects along with Chemistry / Computer Science 27. Minimum of 45% marks in the Physics and Mathematics as compulsory subjects along with Chemistry / Computer Science taken together as well as pass in English with a minimum of 30% marks in the said qualifying examination. Valid Rank of qualifying examination EAPCET).	4 YEARS
	II	COMPUTER SCIENCE & ENGINEERING		
	III	ELECTRICAL ENGINEERING		
	IV	ELECTRONICS & COMMUNICATION ENGINEERING		
	V	MECHANICAL ENGINEERING		
	VI	ARTIFICIAL INTELLIGENCE & MACHINE LEARNING		
	VII	DATA SCIENCES		
B.TECH - (LATERAL) (Scholarship available)			Candidates must be a Diploma Holder in Engineering from an AICTE approved institute with minimum of 45% marks, or B.Sc. Degree holder from a UGC recognized university with minimum 45% marks, with a valid Rank of ECET (conducted by Telangana and AP)	3 YEARS
	I	CIVIL ENGINEERING		
	II	COMPUTER SCIENCE & ENGINEERING		
	III	ELECTRICAL ENGINEERING		
	IV	ELECTRONICS & COMMUNICATION ENGINEERING		
	V	ARTIFICIAL INTELLIGENCE & MACHINE LEARNING		
	VI	DATA SCIENCES		

	VII	MECHANICAL		
M.TECH	I	COMPUTER SCIENCE & ENGINEERING	Candidates must be a B.E. / B.Tech Graduate /M.Sc in the respective field with a valid rank of GATE / PGECET other	2 YEARS
	II	EMBEDDED SYSTEMS		
MBA	I	HR FINANCE MARKETING	Candidates must pass Graduation (in any stream B.COM/B.A/B.SC/B.TECH/M.TECH) or equivalent examination from a recognized University/Institute with a valid rank of ICET other	2 YEARS

*To be amended from time to time.

**STANDARD OPERATING PROCEDURE FOR
ACADEMIC AND ADMINISTRATIVE
BODIES**

STANDARD OPERATING PROCEDURE FOR ACADEMIC & ADMINISTRATIVE BODIES

The organization has a well-structured administrative setup with Governing Body as the highest decision-making along with other functional bodies and committees.

Governing Body

A group of intellectuals from industry and academia constitute the Governing Body. The body meets twice in a year to discuss various issues and aspects related to the development of the college. Major decisions which include considering and approving the institution strategic plans to achieve the goals of the institute, are taken by these members.

Functions and Responsibilities:

Governing Body shall have powers to function subject to the existing provision in the bye-laws of Jawahar Educational Society and rules lay down by the state government / affiliated university.

The following are the functions of Governing Council:

28. Evolves the Vision, Mission and Objectives of the institute and ensures that they are achieved
29. Ensures total Academic and Administrative Autonomies for achieving Short Term and Long term objectives of the Institute.
30. Governing Council makes all policy decisions (Autonomous Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance Manual, Alumni Manual, IT Policy, Globalization Policy, Innovation & Incubation Policy and Patent Policy etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and students academic and non-academic activities, also it ensures that they are periodically updated
31. Approves the curriculum as recommended by the Academic Council.
32. Approves new programs of study leading to degree.
33. Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations
34. of the Academic Council. And ensures the adequacy of financial resources for asset management
35. All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned.
36. It administers the physical resources of the Institute.
37. Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and Industry collaborations.
38. Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Principal, HOD and other Officers of the Institute in all matters of fundamental concern.
39. Ratifies and resolves the minutes of Academic Council, Board of Studies, Finance Committee and IQAC
40. Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, UGC etc.)
41. Monitors on the effective functioning of different institute – level non statutory committees of the institute
42. Encourages and gives directions to apply for funds from different funding agencies

Academic Council

Academic Council has been constituted with the Principal as the Chairman, three members from the University, four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc. nominated by Governing Body, all Heads of Departments, Four Senior Faculty of the College and a Member Secretary.

Academic Council is the principal academic body of this Institute. It is responsible for laying down, regulating, and maintaining the standards of instruction, education and examination within the Institute. It has the right to advise the Governing Body on all academic matters.

Functions and Responsibilities:

- 43. To promote the overall academic affairs of the institute.
 - 44. To provide direction with regard to methods of instruction, evaluation or research or improvement in academic standards
 - 45. To consider matters of academic interest either on its own initiatives or at the insistence of the governing council and take proper action there on.
 - 46. To introduce value added courses/ certificate courses which are required to meet industry needs
 - 47. To prescribe courses of study leading to undergraduate and post graduate degree of the institute
 - 48. To develop the regulations for student's admission based on government policies.
 - 49. To formulate guidelines for the conduct of examinations in conformity with bye-laws of the institute and the affiliating university
 - 50. To maintain proper standards of the examination
 - 51. To develop the guidelines for sports, extracurricular activities, maintenance and functioning of play grounds and hostels
 - 52. To promote research within the institute and acquire reports on such research from time to time for further guidance and advice
 - 53. To prescribe measures for departmental coordination
- To make recommendations to the governing council for the following:
- 54. Inception of new courses
 - 55. Initiate measures for improvements of standards of teaching, training and research
 - 56. Institution of fellowships, travelling fellowships, scholarships, medals, prizes etc.
 - 57. Establishment or discontinuation of courses / centers and formulate by laws guiding the academic functioning of the institute admissions and examinations.

Functions and Responsibilities:

- 58. To approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and program educational objectives (PEOs) of the programs offered by the department
- 59. Design the syllabus as per mission, vision, program outcomes, program specific outcomes, and course outcomes of all programs offered by the department
- 60. Prepares the contemporary syllabi for different programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national / regional / global developmental needs.
 - 61. Approve the curriculum and its structure for all the programs of the department.
 - 62. Advises innovative pedagogical methods teaching and evaluation methods
 - 63. Suggest panel of names to the academic council for appointment of examiners
- 64. Co-ordinates research, teaching, consultancy and any other academic matters for the growth of the department/institute.

To make recommendations to the Academic Council for the following:

- 65. Starting of new courses
- 66. Initiate measures for improvements of standards of teaching, Training and research

Finance Committee

The committee focuses on examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made. The committee also examines the annual statement of the accounts and financial estimates of the Institute prepared by the Finance and Accounts Officer and submit it to Governing Body and Governing Council for further action.

Functions and Responsibilities:

The following are the functions and Responsibilities of Finance Committee:

67. The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Council together with the comments of the Finance Committee for approval.
68. The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
69. No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
70. To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Institute Development Committee.
 71. Estimates the income from fees and other sources.
 72. Estimates the fund received from DST/UGC/AICTE/any other funding agency.
 73. Prepares plan of expenditure for running of the institution on day-to-day basis.
74. Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget.
 75. Proposes the budget for the financial year for the departments and the institute.
 76. To consider audited accounts of the Institute and submits the audited accounts to GC.

To make recommendations to the Governing Council for the following to:

77. Advise the Governing Council on all financial matters.
78. To scrutinize the budget submitted by the different departments and monitor the utilization of department budget.
 79. Propose the budget for the financial year for the departments and institute.
 80. Consider and submit the audited accounts.

Research Advisory Board

Functions and Responsibilities:

81. Identifying the funding agencies
82. Finalize thrust areas for institutional R&D projects
83. Identifying the research projects
84. Review the progress of the research projects
85. Review of new / existing Center for Excellence in the Institute
86. Efforts looking for additional resources for research infrastructure
87. Contributing towards the development of curriculum.
88. Recognizing recent trends in science and technology
89. Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.

Internal Quality Assurance Center (IQAC)

Functions and Responsibilities:

- 90. Dissemination of information on various quality parameters of higher education.
- 91. Facilitating the creation of a learner-centric environment.
- 92. Development and application of quality benchmarks / parameters for all the academic and administrative activities of the institution.
- 93. Acting as a nodal agency of the Institution for coordinating quality- related activities
- 94. Development of quality concerned culture in the institute.

Staff Selection Committee

Functions and Responsibilities:

- 95. Properly scrutinize and short list the applications as per the requirements
- 96. Conduct the interviews and rank the applicants as per the interview scores
- 97. Make final list of selected candidates and recommend for the approval.
- 98. Select qualified, meritorious, talented and efficient faculty.
- 99. Responsible for appointment of technical, administrative and other staff.

Examination Committee

Functions and Responsibilities:

- 1. Preparing academic calendar which includes all the academic related activities.
 - 2. Conducting the Continuous Internal Examinations (CIE) and Semester End Examinations (SEE).
 - 4. Processing and publishing results in time.
- 5. Issuing certificates such as Grade Sheet, Consolidated Statements of Grade, Provisional Certificate and Transcripts.
- 6. Sending a list of successful candidates with their Cumulative Grade Point Average (CGPA) to the Jawaharlal Nehru Technological University Hyderabad, Hyderabad for issuing Original Degree Certificate.

Departmental Advisory members (DAB)

Functions and Responsibilities:

The Departmental Advisory Board (DAB) has been framed with the objective of remaining up to date with the latest requirements of the industry and incorporating necessary components in the curriculum as much as possible. The DAB is composed of members from eminent institutions as well as members from industry, alumni and members of faculty of the department.

Roles and Responsibilities

- 7. The Committee interacts and maintains liaison with key stakeholders.
- 8. Monitor the report of the DAB and progress of the program.
- 9. Develop and recommend new or revised goals and objectives of the program.
- 10. Review and analyses on the gap between curriculum and Industry requirement and gives necessary feedback or advice actions.
 - 11. Monitoring of Course plan and delivery.
- 12. Verification of Faculty Dairy including Attendance Entry, Internal and AAT Marks, Syllabus Coverage, Identification of Slow Learners and above average performers and necessary actions.
 - 13. Submission of report to the IQAC in the prescribed format

Department academic Committee

The departmental academic committee is responsible for smooth functioning and monitoring of all academic activities.

Composition

14. Head of the department - Convenor

15. Three to Five senior faculty members in the department nominated by HOD – Members

Members to the DAC (UG and PG) will be opted covering each specialization of the department. In very small departments one or more faculty members of other departments may be opted by the HOD with approval of Dean of Academic. One or more external members may be opted by the Convenor, DAC on specific occasions such as making the syllabus for new courses, updating / modifying of present syllabus etc. The tenure of the departmental academic committee shall be two years. The composition of the DAC shall need approval of the Principal.

Functionalities of DAC

16. Decide the course structure, detailed syllabus, value added course, professional and open electives, mandatory courses and MOOC courses offered by the department.
 17. Assign teaching duties to the faculty and to make the facilities available for quality of teaching.
 18. Allocation of faculty mentors to the new batch of students admitted.
19. Review the cases of slow / weak students and decide appropriate action in advance in coordination with faculty mentors.
 20. Monitoring continuously by the student's performance and take necessary actions.
 21. Guide faculty members towards ensuing continuous evaluation.
 22. Ensuring discipline among students.
 23. Facilitating and supervising the co-curricular and extracurricular activities of the students.
 24. Decide award of medals and prizes wherever available based on departmental merit or activities.

The DAC will meet as often as necessary. Faculty mentors and other members of the faculty may be invited to meetings when necessary. The DAC will seek and review the reports of all course handling faculty and faculty mentors and submit its reports to HOD for remedial action if so needed. The DAC's recommendations may, if situation so demands to be discussed and amended by a meeting of the total faculty in a department.

Research Incentives and Review Committee

Functions and Responsibilities:

25. Reviews the faculty publications
26. Recommends the incentives for all those papers published in the peer reviewed journals
27. Suggests the faculty for further work

Library and Information Resource Centre Committee

Functions and Responsibilities:

28. Collecting the requirements of the text books, reference books,
29. journals and ensuring adequate number of copies are made available in the library as per norms.
30. Planning and implementing the library automation, procedures, digital library development and usage.
31. Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration.
32. Conducting annual stock verification

Grievance Redressal Committee(Staff and Student) and Faculty / Staff

Functions and Responsibilities:

33. Grievance Redress and Monitoring System (GRAMS) is an online platform available to the stakeholders to lodge their grievances to Grievance Officer on any subject related to service delivery.
34. The status of the grievance filed in GRAMS can be tracked with the unique registration ID provided at the time of registration of the complainant. GRAMS also provides appeal facility, if they are not satisfied with the resolution by the Grievance Officer. After closure of grievance if the complainant is not satisfied with the resolution, he/she can provide feedback to the Principal. If you have not got a satisfactory redress of your grievance within a reasonable period of time, you may seek help of Principal.

35. All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
36. Committee tries to settle the issues amicably in a time bound manner.
37. Introduces a reasonable and reliable solution for grievances of various issues received from students/parents.
38. Ensures that the grievances are resolved on time impartially and confidentially.
39. The committee focuses on the holistic staff development, executes and monitors all the activities in regard to the staff development. It conducts training, seminars/workshop & supports activities related to continuing education.

Anti-Ragging Committee

40. Ragging has ruined countless innocent lives and careers. In order to eradicate it, Hon^{ble} Supreme Court in Civil Appeal No. 887 of 2009, passed the judgment wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti-Ragging database.
41. An Institute Anti-Ragging Committee has been constituted on 11 November 2014.
42. Complying with the directives of the Hon^{ble} Supreme Court of India (vide its order dated 16 May 2007) and AICTE Notification dated 25 March 2009 (issued vide F. No. 37-3/Legal/AICTE/2009), an Anti-Ragging Committee is formed for overseeing the implementation of the provisions of the Anti-Ragging verdict.
43. It shall be the responsibility of the Anti Ragging Committee to ensure compliance with the provisions of UGC Regulations on Curbing of Menace of Ragging in Higher Educational Institutions 2009, as well as the provisions of any law for the time being in force concerning ragging and also to monitor and oversee the performance of the Anti- Ragging Squads detailed for prevention of ragging in the Institutions.
44. The Committee will monitor the measures taken by the Institute for prevention of ragging and suggest appropriate actions/punishments against individuals indulged in ragging.

Functions:

45. To secure almost all areas in the college (i.e. canteen, parking places, different blocks, play grounds etc.) and ensure that at least one faculty member is present at a particular time at all locations to avoid ragging.
46. To take precautions to avoid ragging activities at other locations like bus stops and give instructions to appoint student volunteers & secret informers at various boarding points.
47. To conduct anti-ragging campaigns in the form of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.
48. To associate with Grievances & Redressal committee and help in anti-ragging activities.
49. To conduct awareness programs on Anti - Ragging in the form of meetings and PPTs to the senior students, faculty & non-college personnel.
50. To conduct meeting whenever required and discuss relevant issues, intimating the Director.
51. Complaints can be sent to antiragging@SVCN.ac.in

Women Cell

Functions and Responsibilities:

- 52. Eve teasing incidents in the campus and the institute buses.
- 53. Inappropriate behavior towards women staff.
- 54. Improper treatment of girl students
- 55. Passing of unaesthetic and provocative comments and messages.
- 56. Equips the female students, faculty and staff members with the knowledge of their legal rights.
- 57. Safeguards the rights of female students, faculty and staff members.
- 58. Provides a platform for listening to complaints and redressal of grievances

Disciplinary Committee

Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises.

Functions and Responsibilities:

- 59. To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period. Every day's cumulative attendance of the student should be sent to the parent's mobile as SMS.
- 60. To attend all counseling sessions convened by the mentors and should feel free to explain their academic/ personal/ career difficulties and seek solutions
- 61. To note that any violence in the campus, destruction of college property, manhandling of teachers or administrative staff or any other person in the college campus or the authorities of the college and misbehavior with girl students be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period.
- 62. To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.
- 63. To note that in all discipline matters the decision taken by the Principal is final and will be binding on all the students involved.
 - 64. To conduct meeting whenever required and discuss relevant issues.

Extra Curricular & Co-Curricular /NSS Committee

Functions and Responsibilities:

The committee promotes and arranges extracurricular activities to bring out the talents of students in performing arts. It is responsible for all intra and inter collegiate cultural events in the institute as per the tentative dates included in the academic calendar. The Convener of the committee shall conduct meeting to discuss and delegate tasks.

The committee shall plan for creating the infrastructural facilities

- 65. Submission of quarterly report regarding the adequacy and quality of the maintenance of the facilities
 - 66. The committee is responsible for:
 - o Event planning
 - 67. Scheduling the events
 - 68. Budget planning
 - 69. Ensuring maximum possible participation
 - 70. Coordinating the student activities

Sports Committee

Functions and Responsibilities:

- 71.To plan, conduct all sports in the institute including competitions
- 72.Train the students for inter college and inter university, state and national level competitions
- 73.Monitor and maintain the discipline in student players
- 74.Up keep of all play grounds, sports equipment,
- 75.Scheduling all the related activities without effecting the class/Lab work, examination schedules
- 76.Give System of development of sports and extra-curricular activities
- 77. Plan for all the infrastructural facilities required as per norms through Professor In charge resources
 - 78.Plan and monitor the maintenance of all the infrastructural facilities related to sports and games
 - 79.Organize Inter collegiate tournaments and also organize annual sports fest.

Placement and Training Committee

Institute has a dedicated placement and training officer who actively encourage students to gain relevant work experience through a summer or full semester internship or semester – Long Placement. It also provides guidance to help, prepare you for the rigorous recruitment and selection procedures used by employers. Students with relevant training provided by Careers and Employability Center (CEC) tend to fare much better in the campus recruitment process as they can demonstrate greater skills, competencies, strengths and experiences.

PAT believes in combining the three facets that together spell success - Ability, Motivation and Attitude.

Responsibilities:

- 80.To facilitate, co-ordinate and administer training programs.
- 81.To prepare annual calendar for training, up gradation of skills.
- 82. Enhancing placement segment by arranging FDPs, Seminars, workshops and Internship pro- grammes.
 - 83.Creating a stand-alone facility for placements, specialized in making MOU with industries.
 - 84.Creating SOP and policies for placement and training.
 - 85.Networking with major employees in companies and relationship building.
 - 86.Creating database for companies and students.
- 87. To coordinate with other engineering colleges and educational institutions for resource sharing in the field of training needs.
- 88. Assist, guide and support HR Practices and participate in CII, NHRD and HMA Conferences / Seminars to promote HR Practices.
 - 89.To be a wonderful counsellor and coordinator.

Alumni Coordination Committee

SVCN has produced engineers working for government organizations besides producing efficient soft- ware engineers, hardware engineers, entrepreneurs, artists, writers, managers who have a wealth of knowledge and experience. The Alumni Meet brings all these outstanding people together on a single platform. The institute intends to stay in touch with its alumni continuously, to help them in their various endeavors, and to enable them to connect to and stay in touch with their batch mates, their seniors, their juniors, and current students. The former students of SVCN have been placed in various reputed companies and they set a good example for the students who take admission here.

Functions and Responsibilities:

90. Responsible for the registration of all the outgoing students as alumni members and maintenance of the database.
91. Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.
92. Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute.
 93. Establishes the network of the alumni.
 94. Responsible for establishing alumni chapters and conducting their annual meets frequently.
95. Host the alumni details on the Institute website interacting with individual HOD's update the same regularly.
 96. Circulates the details of alumni to the present students for their benefit.
 97. Invites the Alumni in good professional position for guest lecturers under discussions with HOD.
 98. Host a website for online registration of Alumni.
 99. Forwards information through E-News Letter and update the early calendar of events.
100. Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab up gradation,
 101. Collects funds to develop Library / Equipment / Computer centers, Buildings etc.

Industry Institute Interaction Committee

The Industry-Institute Partnership Centre (IIPC) of the institute is a dedicated to promote the close interaction of industry and various departments of the institute. The IIPC facilitates consultancy, sponsored R & D projects and industrial and academic trainings those are not prescribed in the syllabus in addition to conducting industrial exhibitions and interaction meets. IIPC prepares engineering students for jobs in multinational companies, by exposing them to newer technologies and engineering methodologies. This bridges the gap between industry and the academic institute.

To promote Industry - Institute Interaction following schemes are being undertaken:

102. Organizing workshops, conferences and symposia with joint participation of the faculty and the industries.
 103. Encouraging engineers from industry to visit Institution to deliver lectures.
 104. Participation of experts from industry in curriculum development.
 105. Arranging visits of staff members to various industry
 106. Professional consultancy by the faculty to industries.
 107. Industrial testing by faculty & technicians at site or in laboratory.
 108. Joint research programmes and field studies by faculty and people from industries.
109. Visits of faculty to industry for study and discussions or delivering lectures on subjects of mutual interest.
110. Visits of industry executives and practicing engineers to the Institute for seeing research work and laboratories, discussions and delivering lectures on industrial practices, trends and experiences.
111. Memoranda of Understanding between the Institute and industries to bring the two sides emotionally and strategically closer.
 112. Human resource development programmes by the faculty for practicing engineers.
113. B.Tech and M.Tech projects / dissertation work in industries under joint guidance of the faculty and experts from industry.
 114. Short-term assignment to faculty members in industries.
 115. Visiting faculty/professors from industries.
 116. Professorial Chairs sponsored by industries at the Institute.
 117. R & D Laboratories sponsored by industries at the Institute.
 118. Scholarships/fellowships instituted by industries at the Institute for students.
 119. Practical training of students in industries.

Canteen Committee

Functions and Responsibilities:

120. Supervise, take steps for the maintenance of canteen facilities with hygiene
121. Maintain and control the quality of food supplied in the canteen To modernize the canteen equipment and cooking procedures
 122. Control and make suggestions to the canteen management
123. Plan for all the infrastructure facilities required as per norms through Professor In charge resources
 124. Plan and monitor the maintenance of all the infrastructure facilities related to Canteen
 125. Maintain the canteen premises clean and Hygiene.

Minority Cell

Minority cell of the institute was established with the purpose of empowering the minority communities in the institute.

Institute has been very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and nationality. The Minority Cell basically helps minority students including Christian, Muslim etc. for their academic development.

Sexual Harassment Committee

Functions and Responsibilities:

126. Prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.
 127. Provide the healthy and safe environment in the Institute for the female students/employees.
128. Provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution.
 129. Resolve issues pertaining to girls or women sexual harassment.

SC / ST/ OBC Cell

Functions and Responsibilities:

130. Resolves the Grievances of SC/ST students and employees of the institute and render them necessary help in solving their academic as well as administrative problems.
 131. Looks after the work related to SC/STs matters and no other work is assigned to the Cell.
132. Ensures the effective implementation of the guidelines / policies and program of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged.
133. Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and non- teaching positions in the institute and informs the same to the deserve people.
134. Gives wide publicity through circulars to all the faculties and informs the students about the various scholarships.
135. Collects reports and information from the Government of India and the UGC orders on various aspects of education, training and employment of OBC.
136. Circulates Government of India orders and UGC's decisions and to collect information in respect of appointing.
137. To help them apply for post within the University a stipulated date and take follow up action where required. Collects statistics on OBC students and employees.
138. Functions as a Grievances Redressal cell for the Grievances of OBC students including minority students and employees

Internal Compliance Committee

The main objective of ICC is to develop a healthy atmosphere in the institute which ensure zero tolerance to sexual harassment and gender discrimination. This committee provide a platform to express their grievances freely without any fear of being victimized. The women employees / students can raise their grievances through SMS / Call / Email / Letter / Website.

The committee takes the responsibility for ensuring the prohibition and redressal of any kind of women grievances in the institute.

Functions and Responsibilities:

139. Creates awareness about the internal compliance committee cell among the Institute academic and administrative units.
 140. Promotes effective communication and collaboration among those responsible for compliance.
141. Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint.
 142. Encourages an open-dialogue with the complainant from the committee members.
 143. Monitors emerging compliance trends and circulate the information as needed.
 144. Serves as a resource in developing or improving compliance related processes.

**STANDARD OPERATING PROCEDURE
FOR
ASSIGNMENT OF RESPONSIBILITIES**

STANDARD OPERATING PROCEDURE FOR DEPARTMENT INCHARGES RESPONSIBILITIES

Objective: To elaborate the procedure for assigning roles and responsibilities to staff member

Responsibility:

- 100. All the teaching/non-teaching staff members
- 101. Heads of the respective Departments
- 102. Principal

Procedure:

S. No	Activities	Responsibility
1	List the roles that are needed for each task in the procedure	Principal and HODs
2	Include the responsibilities for each role	Principal and HODs
3	Roles to be assigned to the individuals, and a list for assignment of different roles to be prepared.	HODs
4	Assign role to different members based on their knowledge and experience.	HODs
5	Review the roles of staff member periodically and rotate.	Principal and HoDs

DUTIES OF M.TECH CO-ORDINATOR

- 103. Overall observation of all M.Tech works and maintains coordination with main M.Tech coordinator nominated by College.
- 104. If any instructions received by main M.Tech coordinator/Principal/management regarding mid exam dates , labs ,marks, fees, projects ect., inform to HOD/Principal for preparation of the action plan to implement that instructions, otherwise follow the instructions received by HOD.
- 105. Preparation of workload, Time tables, monthly syllabus coverage, monthly class review committee, feedback from students, lab experiments list in every semester.
- 106. All works related to JNTUH,AICET,AIFRC of M.Tech (example: faculty details & lab equipment uploading)
- 107. Maintain the Lab records, manuals, lab purchase orders and Invoices, stock registers, Student Answer script for both mids and lab exams
- 108. Prepare or collect the Mid/lab question papers from respective subject teacher and send them to exam branch, soft copy of the same as to save in department computer.
- 109. Conduct the Mid and Lab exams to students and preserve exam attendance sheets.
- 110. After completion of Mid & lab exams distribute the answer scripts to respective subject teacher for evaluation and recollect the scripts from them and send to exam branch.
- 111. Prepare the soft copy of mid & lab marks within one week period after completion of exams and send them to respective teacher & HOD for signature, same as to send to exam branch. And take a copy of university uploaded marks sheet for semester, preserve in the department
- 112. Prepare and maintain the soft copy of fortnight attendance for every 15 days (1st to 15th and 16th to 31st every month) and submit by 17th and 2nd every month respectively to HOD for approval. And same as to send to exam branch, and take a copy of university uploaded attendance sheet,

- and overall consolidated attendance for semester, preserve in the department,. Take assistance of attendance Incharge to prepare it.
113. Do the Phone calls to students about exams, seminars, and project and in emergency cases, the conversation detail as to record in log register and send it to HOD for signature.
 114. Maintain the M.Tech staff and students details with phone numbers, address, credits, detention students,
Re-joining students, discontinued student's ext.
 115. If any seminars, workshops, programs, Fest ect., conducted in college or outside of the college inform to students through phone/sms/letters.
 116. Implementation and execution of instantaneous instructions received by HOD/Principal/Management.
 117. Support to Projects & Seminars coordinator under work pressure or his/her absence

DUTIES OF LATERAL ENTRY STUDENTS CO-ORDINATOR

118. All works related to Lateral entry students.
119. Collect the phone numbers, address and photos of lateral entry students of all years (2nd, 3rd, 4th) and prepare soft copy. (especially 2nd year new later entry students **date of joining ,Type of admission**)
120. Conduction of mid and lab exams by collecting question paper and bit papers from department exam branch Incharge, after completion of mid & lab exams collect answer scripts from students and distribute to respective subject teacher for evaluation and recollect the scripts from them add to answer sheets of regular students and send to exam branch.
121. Prepare the soft copy of mid & lab marks within one week period after completion of exams and add it to regular students mid marks and send them to respective teacher & HOD for signature, same as to send to exam branch and principal. And take a copy of university uploaded marks sheet for semester, preserve in the department. Take assistance of Department exam branch incharge and Class Incharge
122. Do the Phone calls to students about exams, seminars, and project and in emergency cases, the conversation detail as to record in log register and send it to HOD for signature
123. Prepare and give information of Mid exam and lab exam dates as per HOD/Principal Instructions
124. If any instructions received by main Lateral entry students coordinator/Principal/management regarding mid exam dates , labs ,marks, fees, projects ect., inform to HOD for preparation of the action plan to implement that instructions, otherwise follow the instructions received by HOD/principal
125. If any difficulties arises with lateral entry students inform to HOD/Pincipal
126. Prepare and maintain the information of Lateral entry students credits, detention, Re-joining, discontinued student's ext.
127. If any seminars, workshops, programs, Fest ect., conducted in college or outside of the college inform to students through phone/sms/letters.
128. Implementation and execution of instantaneous instructions received by HOD/Principal/Management.
129. Assist to JNTUH,AICET,AIFRC works Incharge related to your works

DUTIES OF DEPARTMENT EXAM BRANCH INCHARGE

- Prepare or collect the Mid/lab question papers from respective subject teacher and send them to exam branch, soft copy of the same as to save in department computer.
- Also collect the atleast one set of objective type bit papers from exam branch and preserve in department and give to lateral entry students co-coordinator on his/her demand when will he/she ask.
- Conduct the Mid and Lab exams to students and preserve exam attendance sheets.
- After completion of Mid & lab exams distribute the answer scripts to respective subject teacher for evaluation and recollect the scripts from them and send to exam branch and take acknowledgement.
- Prepare the soft copy of mid & lab marks within one week period after completion of exams and send them to respective teacher & HOD for signature, same as to send to exam branch. And take a copy of university uploaded marks sheet of all exams (mid-1, mid-2 and lab internal and external) for semester, preserve in the department.
- Soft copy of mid marks sheet must consist Descriptive, objective, Assignment and total column for each subject, grand total and percentage.
- If in case the mid exams have to conduct by department on the request of exam branch, the department exam branch incharge must conduct the exams with help of other faculty member or Lab Incharge. (In this case HOD may arrange minimum two faculties who are available in dept at that time)
- Always maintain coordination with main exam branch incharge for knowing updates received by JNTUH. And also class Incharges
- Maintain and preserve the exam time tables, circular or any other documents/messages received form exam branch and inform to students immediately through phone/sms/directly.
- If any Instruction received regarding mid exams and marks of M.Tech and Lateral entry students Inform to respective Incharges and HOD for further action
- Coordinate with all Incharges and coordinator for their work execution
- Implementation and execution of instantaneous instructions received by HOD/Principal/Management
- Support to Projects & Seminars coordinator under work pressure or his/her absence
- Assist to JNTUH,AICET,AIFRC works Incharge related to your works

DUTIES OF PROJECTS & SEMINARS COORDINATOR (B.TECH AND M.TECH)

- Prepare the batches with maximum four students per batch, it must consist of two regular and two latterly entry students, list as to submit to HOD for signature and approval
- Each batch consists of atleast one topper and one poor student or irregular student. But M.Tech projects must to individual.
- Allocate the project Internal Guides(batch/person wise) as per their specializations under HOD guidelines
- Arrange the at least three seminar based on project (abstract seminar, seminar based on module preparation, seminar based on result and conclusion). Addition to this one general technical seminar must be conducted. For this insist the students to select and prepare PPTS based on one advanced technical topic. Report as to submit to HOD on same day.

- If the students are doing their project at outside of college, prepare separate sheet with their names/batches & recommendation letters as per HOD/Dean of Academics /Principal instructions and Preserve them in department.
- Collection of Project fee and submit it to account section/Management take acknowledgement from them same as to submit to HOD.
- If any Instruction received by management/Principal regarding to projects informed to HOD for further action.
- Prepare project internal, comprehensive viva, seminar marks under guidance of HOD, same as to send to exam branch. And take a copy of university uploaded marks sheet from exams branch for semester, preserve in the department.
- Nominate external project guide name to viva-voce under guidance of HOD.
- Insist the students to publish a paper based on their project.
- In case, absence of main seminar coordinator regular weekly seminars must be conducted and topic and number of attended students and any PPSs have to digitalize in department system.
- Implementation and execution of instantaneous instructions received by HOD/Principal/Management
- Assist to JNTUH,AICET,AIFRC works Incharge related to your works

DUTIES OF JNTUH, AICET, AIFRC RELATED WORKS INCHARGE

1. Handle and maintained all JNTUH,AICET,AIFRC RELATED WORKS assigned by HOD/vice principal/principal /Academic director and inform to HOD
2. Entry of all Faculty members in University portal and maintain a list of university upload faculty data both teaching and non-teaching
3. Maintained and preserve of soft and hard copies of all JNTUH uploaded faculties details from 2014-2015 academic year (Xerox copies of all certificates, btech & mtech ODs, SSC, Inter, Pan, adhar, selection committee meeting, relieving orders ,reporting letters, appointment orders, personal single page biodata forms, bank account number, branch name, IFSC code ,JNTUH registration forms and registration numbers, AICTE Ids Ext). Take assistance of all class Inchrages and Lab incharges
4. Maintained and preserve details of soft and hard copies of Education and qualification details from 2014-2015 academic year (year of passing of degrees, data of joining, studied college and university, personal address both present and permanent and contact numbers, JNTUH registration passwords, project guides in both btech and mtech, date of birth ect.)
5. Maintain original set of certificates of faculties
6. Handle commercial matters with help of HOD
7. Maintain of non-teaching staff details with all required documents.
8. Entry of lab equipments in JNTUH portal at the time of inspection (collection of photos if required ,take assistance of lab incharges)
9. Implementation and execution of instantaneous instructions received by HOD/Principal/Managemen

DUTIES OF SEMINAR,WORK SHOPS, STUDENT ASSOCIATIONS,PROGRAMS AND FEST.

1. You must conduct seminars at every week in slot provided in the time table of Department .Do the class incharge part of this.
2. At the time of his/her absence, cancellation of seminar, it must be assigned to project seminar coordinators of both B.Tech & M.Tech , a report as to submit to HOD/Principal based on this why he/she handover to project seminar coordinator. Otherwise arrange the class work during that periods
3. Insist the faculty members to give seminar to students on recent developing technologies.
4. Insist the students to give seminar on some special technical topics.
5. Prepare action plane to conduct workshops, programs, Fest.
6. Insist students to form association and insist and motivate them to bare the amount required for this by their own.
7. Insist students to take student member ships (ex: IEEE,JKC,TASK ect)
8. Prepare documentation for workshops, seminars, association ect.
9. Collect the information about seminars, Fests, works shops conducted by various organizations and insist the student to participate in that.
10. Preserve the related documentation in department both soft and hard
11. Implementation and execution of instantaneous instructions received by HOD/Principal/Management
12. Maintained discipline of students at the time of events.

DUTIES OF ATTENDANCE INCHARGE (B.TECH & M.TECH)

1. Prepare and maintain the soft copy and hard copy of fortnight attendance for every 15 days (1st to 15th and 16th to 31st every month) and submit by 17th and 2nd every month respectively to HOD for approval. And same as to send to exam branch, and take a copy of university uploaded attendance sheet, and overall consolidated attendance for semester, preserve in the department,. Take assistance of attendance Incharge to prepare it.
2. Prepare original consolidated attendance every month and take signature of respective faculties and HOD preserve in Department.
3. Collect the student attendance registers for every 15days from respective faculty members and submit to HOD along with fortnight attendance reports for signature. After completion of signature return them to respective faculties.
4. Also maintain faculty registers.
5. Prepare detention and condonation list base on lack of attendance
6. Collect readmitted and detained students data (due to lake of credits) form exam branch.
7. Maintained staff leave account register
8. Coordinate with dept exam branch and Class Incharges.

9. Implementation and execution of instantaneous instructions received by HOD/Principal/Management
10. Assist to JNTUH,AICET,AIFRC works Incharge related to your works

DUTIES OF LABS MAINTANCE INCHARGE

1. Maintaining of stock registers, manuals, old records, lab photos, experiment labels, purchase orders and Invoices, stools, experiment tables ,equipment kits and machinery ect. For this take assistance of Lab Incharges and Class Incharges, Lab assistances.
2. Update the Lab manuals every year.
3. Maintain movement register and note down details of any equipment transfer to or receiving from other labs and take respective authorized person, and check every week and send to HOD for notice and signature
4. Do stock verification every year with help of lab assistant, Lab incharges and note down the details of not working, repair equipment details in format available in department prepare soft copy and send it to HOD for further action.
5. At the time of inspection update the lab equipment details in JNTUH portal
6. Insist the faculties to prepare an action plan/schedule to perform all experiments (minimum 10 experiments) in the lab
7. If any case the minimum required experiments are not performed in the lab give a report to HOD with reason, for further action.
8. Make sure the lab and kit/machinery must be neat and clean with help of attendar /sweepers.
9. Implementation and execution of instantaneous instructions received by HOD/Principal/Management
10. Assist to JNTUH,AICET,AIFRC works Incharge related to your works

DUTIES OF TOOLS AND STATIONARY MAINTANCE

1. Maintain the entire stationary available in department (ex: pens,A4 papers, Pencils, files ,chalk boxes ,dusters ect)
2. Open a department tools and stationary maintance register and record the details of issues and receiver ect, this as to send to HOD for signature.
3. Also Note down printouts, Xerox details in registers
4. Preparation of Indent for goods in store or purchase of goods under principal's imprest as per HOD guidelines.
5. Arrangement of benches in class rooms, diases, writing boards ect
6. Arrangement of Class rooms for all year students
7. Maintance of LCD and OHB projectors (if they or not available or under repair in the department arrange them from other department).
8. Coordinate with all lectures and class incharges and projects coordinators
9. Implementation and execution of instantaneous instructions received by HOD/Principal/Management
10. Assist to JNTUH,AICET,AIFRC works Incharge related to your works

DUTIES OF PARENTS CONTACT AND PHONE CALLS/SMS INCHARGE

1. If a student he/she is continuously absent for 3 days or long absent inform to parents or guardian through phone/sms/letters and open a parent intimation register (if already open no need new one) record the call summary clearly.
2. Send Student counseling summary and mid marks(the students who do not write the mid exams and those who got less mid marks only) to parents by sms/letters
3. Obtain the student attendance from class incharge or attendance incharge, mid marks from dept. exam branch incharge, counseling summary from student counseling coordinator

DUTIES OF STUDENT COUNSELING COORDINATOR

1. Coordinating with class incharge or attendance incharge for attendance, dept. exam branch incharge for mid marks.
2. Collect the information of regular absent students/students who absent continuously for 3-days every day and details of students who do not write the mid exams and those who got less mid marks and give it to HOD and class Incharge
3. Counsel those students with the help of class Incharges, parent contacts/sms Incharge and senior faculty members available in the department, and record the counseling summary in format submit it to HOD on same day available in department. And submit it to HOD on same day
4. Monitor the activities of those students after once he/she has counseled, if he/she repeat same thing inform to HOD or Parents for kind information and record the intimation summary of parent in given format by HOD.
5. Implementation and execution of instantaneous instructions received by HOD/Principal/Management
6. Assist to JNTUH,AICET,AIFRC works Incharge related to your works

DUTIES OF CLASS REVIEW COMMITTEE & MONTHLY SYLLABUS COVERAGE INCHARGE:

1. Conduct the Class review committee by selecting at least four students who have 75% of attendance from each class (2nd, 3rd, 4th years) by 3rd every month.
2. Record the information of syllabus completion given by students in format available in the department and take signature of the students. If need take assistance of HOD or senior faculty available in the department.
3. Record and bring notice to HOD about needs and complaints of students.
4. Prepare syllabus coverage reports by 3rd every month with faculty own hand writing in prescribed format, submit them to HOD for signature.
5. Implementation and execution of instantaneous instructions received by HOD/Principal/Management
6. Assist to JNTUH,AICET,AIFRC works Incharge related to your works

DUTIES OF DEPARTMENT WORK INCHARGE

- Save/Maintain of all files in Department
- Update the files in Department if required make them to soft copy
- Typing of documents or any letters in department computer
- Maintaing of Department Almara and computer record daily the computer user details in log registers
- Maintance of lab manuals, stock registers, bills ect
- Issue of stationary in the case of absence of tools and stationary coordinator

- Assist to all Incharges and coordinator in their works
- Implementation and execution of instantaneous instructions received by HOD/Principal/Management
- Assist to JNTUH,AICET,AIFRC works Incharge related to your works

DUTIES OF CLASS INCHARGES

- Make the students to attend the classes regularly and send 1st period and 5th period attendance
- Coordinating with Student counseling Incharge or attendance incharge for attendance, dept. exam branch incharge for mid marks.
- Collect the information of regular absent students/students who absent continuously for 3-days every day and details of students who do not write the mid exams and those who got less mid marks and give it to HOD and class Incharge
- Counsel those students with the help of class Incharges, parent contacts/sms Incharge and senior faculty members available in the department, and record the counseling summary in format submit it to HOD on same day available in department. And submit it to HOD on same day
- Monitor the activities of those students after once he/she has counseled, if he/she repeat same thing inform to HOD or Parents for kind information and record the intimation summary of parent in given format by HOD.
- Maintain the mentor file and Corse file
- Insist the students to maintain the discipline, Dress code and wearing of Id cards Etc
- Controlling of late comers in first hour (if necessary take aid of lab assistant)
- Monitoring of students roaming on the corridors, send them to class if in case they do not have class send them to library.
- Adjust the class work in absence of any faculty member without intimation related to that class
- Implementation and execution of instantaneous instructions received by HOD/Principal/Management
- Assist to JNTUH,AICET,AIFRC works Incharge related to your works
- Do the Phone calls to students about exams, seminars, and project and in emergency cases, the conversation detail as to record in log register and send it to HOD for signature.
- Collect the information about seminars, workshops, programs, Fest ect., conducted in college or outside of the college inform to students through phone/sms/letters/in class.
- Assist to attendance incharge in preparation of your class students attendance

**STANDARD OPERATING PROCEDURE
FOR
BRANDING OF AN INSTITUTION**

STANDARD OPERATING PROCEDURE FOR BRANDING OF AN INSTITUTION

Objective: To elaborate the procedure for the responsibility to be carried out to brand the Institute.

Resource:

7. Updated curriculum
8. Performance of the students (Co-curricular & Extracurricular)
9. Conduction of events
10. Performance of the faculty
11. Research proposal / funding
12. Magazine/newsletter
13. Focusing on public relation (Industry and foreign professor connect)
14. Resources and new facilities

Procedure:

15. Updated Curriculum

1. Assigning BOS members (should be from both academics and industries)
2. Sending mails regarding to Board of Studies meeting
3. Conduction of Board of Studies meeting
4. Revise the syllabus
5. Implementation
6. Budget

16. Conducting events in department level

1. Proposal about the event which is to be conducted
2. Approval from Principal and Head of the Department
3. Formation of committees
4. Assigning of coordinators
5. Meeting with coordinators
6. Budget allocation and resource person
7. Sponsorship
8. Preparation of agenda

Research proposal/ funding

Research and teaching go hand in all academic institutes of excellence. It helps the quality and standards of imparting engineering education in the country, through various research activities, an institute can be branded positively.

The following are to be carried out in research activities:

9. Publications of research papers in conferences
10. Publications of research papers in reputed journals
11. Research proposals and funding

Standard Operating Procedure:

12. There should be a target for publishing a research paper by the faculty members.
13. Faculty must be provided with benefits.
14. A faculty or the team of faculty members can submit their proposal based on their research interest.
15. Research proposal will help to get funds from funding agencies.
16. Apply for project / workshop / seminar / FDP proposal as per the instruction given by the funding agencies
17. Get approval from HOD and Principal
18. Budget allocation
19. Details of resource persons must be submitted

Magazine/Newsletter

A magazine and Newsletter is a publication, usually a periodical publication, which is printed or electronically published (sometimes referred to as an online magazine). Magazines are generally published on a regular schedule and contain a wide variety of content. They have variety of information about the institute. Through the magazines the qualities such as teaching learning process, laboratory facilities, co-curricular and extra-curricular activities carried out, student participation in various events, prize winners and etc.

Faculty can be allotted for this

20. All the faculty must furnish the details to him/her periodically
21. All the details must be verified by the head
22. Newsletter can be published once in a semester and magazine can be published once in a year.
23. A copy of periodicals must be kept in all the departments.

17. Focusing on public relation (Industry and foreign professor connect)

The objective of focusing on public relation is to make the students industry ready, and get placed in a core companies. Each department in the institute involves in the industry connect based on their discipline.

1. Identification of core industries
2. Make a contact over phone or email and ask for industrial visit, in-plant training, internship and guest lectures.
3. It will help the students to project them and it will help for better placement. Performance of the faculty

Faculty members play an extraordinary role in the lives of students. They involve themselves in molding their students into responsible citizens of their country. Faculty should involve in wide variety of activities so that they can contribute to the development of institution.

Performance of the students

Performance of the student in co-curricular and extra-curricular activities to be highlighted

**STANDARD OPERATING PROCEDURE
FOR
COMPETENCIE**

STANDARD OPERATING PROCEDURE FOR COMPETENCIE

Objective:

To elaborate the procedure for improving competencies of individual staff member.

Responsibility:

18.All the teaching staff members

19.Heads of the respective Departments

S. No	Activities	Responsibility	Target Dates
1	Identify the recent trends and area to improve themselves	Faculty Member	As and when required
2	Periodic Checking of conferences, seminar, FDP, workshop, Hands – on Training etc., on the corresponding field / area		
3	If identified, get the approval from respective HODs and Principal		
4	Attend the respective program		
5	Prepare a Write-up and delivery a seminar regarding the program attended.		
6	Share the knowledge with the students.		
7	Listed are the ways with which a faculty can improve the competency level: 20.Faculty Development Programs 21.Seminars 22.Workshops 23.Conferences 24.Guest lectures 25.Online Courses 26.Certification Courses 27.Publications 28.Research Work 29.Proposals to Funding Agencies 30.Industrial Training 31.Short – Term Courses etc.		

**STANDARD OPERATING PROCEDURE
FOR
CONDUCTION OF MEETING**

STANDARD OPERATING PROCEDURE FOR CONDUCTION OF MEETING

Objective:

32. To detail the agenda and the purpose of the meeting
33. To collaborate with staff on developing norms for expected behavior

Responsibility:

- All the teaching / non-teaching staff members
- Deans
- Heads of the Departments

S. No	Activities	Responsibility	Target Dates
1	Preparation of Agenda for the meeting	Principal/ Dean & HOD	Before 2 days
2	Posting the Agenda to all the teaching /non-teaching faculty members	HOD	Before 2 days
3	Preparation of materials that is required for the discussion in the meeting	HOD & Members	Before the meeting
4	Making arrangement such that they are unoccupied at the time of meeting	HOD & Members	A day before
5	Availability of the fixed venue & arrangement of chairs should be made	Attendees	Whenever a meeting is call forward
6	A reminder for the meeting	HOD	The Day morning
7	Arrival of members and HOD to the venue	HOD & Members	Before 10 minutes
8	Commencement of the discussion based on the agenda with general greeting.	HOD & Faculty Members	On time
9	Taking minutes	Assigned person	During the meeting
10	Work allotments that are made in the discussion should be noted	Concerned members	During the meeting
11	General discussions and suggestions	Dean, HOD & Members	Last session of the meeting
12	Refreshments can be provided to attendees	Attendees	Last session of the meeting
13	Ending of the meeting	HOD	On time
14	Making of minutes in both soft and hard copy	Assigned person	Next day of the meeting
15	Distributing / emailing the minutes to all the present and absentee members along with a copy to Principal office	Assigned person	Next day of the meeting
16	Minutes been acknowledged by HOD, faculty and staff members and file the minutes	Dean, HOD and Members	Next day of the meeting

**STANDARD OPERATING PROCEDURE
FOR
ENVIRONMENT MANAGEMENT SYSTEM**

STANDARD OPERATING PROCEDURE FOR ENVIRONMENT MANAGEMENT SYSTEM

Purpose:

To improve environmental performance of the Institution.

Environmental Management System (EMS) refers to the management of an organization's environmental programs in a comprehensive, systematic, planned and documented manner. It includes planning, resource development, implementing and maintaining policy for environmental protection.

Scope:

This SOP lays down guidelines to be followed for handling the generated waste such as planning, sensitization of all stakeholders for active participation, segregation of waste as per the norms and treatment in accordance with the principle of „Refuse, Reuse, Recycle, Recover and Regenerate“(RRRRR) to achieve the goal of Eco-friendly and Eco-Sensitive campus.

- **Green Campus:** The purpose of green campus is to reduce and control the carbon emission through proper management of spaces by developing and maintaining gardens/trees and their refuse. (Annexure A)
- **Collection and Segregation and of Generated Waste:** Three type of waste are mainly generated in the institutes viz. electronic waste (e-waste), chemical waste and biomedical waste, along with paper and plant waste. (Annexure B)
- **Handling Dry Waste:** Dry waste collected from each source will be taken to the processing yard and further segregated as metals, bottles, plastic, etc. The segregated dry waste will be sent to recycling units or sold to agencies handling such materials. After resource recovery level segregation, the residue from the dry waste will be sent for incineration in an eco-friendly incinerator, depending on quantum of waste, can be leveraged for generation of electrical energy by use of some simple technologies.
- **Handling Wet Waste:** Wet waste aggregated from various sources shall be sent for processing to produce bio-gas through aerobic or anaerobic processes as designated in the plan. It may also be sent for composting via appropriate composting techniques. The success of the campaign is determined by effective segregation of wet waste at source, proper collection/aggregation without mixing and effective treatment. (Annexure C)
- **Handling of Electronic waste (e-waste):** Electronic waste is generated almost by every department. There should be a provision of collection of e- waste at a designated place in the institute. All the e-waste collected should be audited prior to disposal. (Annexure E)
- **E-governance:** Staff and students should be educated to minimize the use of paper for all types of communications unless very important. The institutes should instead use e-communication systems such as email and other electronic media for communication.
- **Bicycle and Pedestrian Master Plan:** Should be drawn by the campus authorities to create a pedestrian-friendly campus that encourages walking and biking.

- **Energy and Water Efficiency:** Proper operation and maintenance of buildings and grounds improves energy and water efficiency. Proper use of material resources ensures occupant health and well-being at workspaces and residences. Such practices will eventually help attain energy and water efficiency and sustainability. (Annexure F)
- **Dining Facilities:**
 - Create and implement new products and programs that decrease the waste stream;
 - Minimize food waste at the food preparation and consumption stages;
 - Provide composting and recycling bins in kitchen and seating areas;
 - Encourage use of reusable items such as shopping bags, take-out containers, cups and utensils;
 - Design and implement programs to channelize food waste during both, food preparation and dining events.
- **Awareness Generation and Stakeholder Involvement:** Enabling an eco-friendly campus requires effective participation from all the stakeholders. Possible stakeholders are all residents, officials working, visitors, students, maintenance staff and other personnel offering various services on the campus. (Annexure G)
- **Giving back to Society:** All stakeholders should interact with the society in the surrounding areas. Institute should implement certain socially beneficial ecofriendly activities such as cleanliness drives, tree plantation events, creating water resources, providing alternative sources of energy, adopting a village etc. at least once a year and maintain proper records for the same.

34. ANNEXURE

ANNEXURE A:

GREEN CAMPUS

Purpose Green campus management is an operational practice developed to control pollutant discharges by using routine maintenance procedures for mowing and debris control.

Maintenance of Garden/Green Area *STEP 1: Plants / Tree Care*

- 35. Regular watering of plants and lawns.
- 36. Pruning of trees and plants / shrubs as and when required. Regular mowing and sweeping of lawn.
- 37. Removal of garden refuse from garden to the designated place. Conversion of garden garbage to compost its use as manure. Encourage plantation of seasonal flowers and trees.

STEP 2: Lawn Care and Signage in Garden Proper maintenance of garden benches, if any. Educate students to respect the utility of the lawns. Classify trees and plants by proper signage.

ANNEXURE B:

COLLECTION AND SEGREGATION AND OF GENERATED WASTE

38. Say NO to Plastics: The first and most critical element for success of waste management is the rejection of non-biodegradable materials such as plastic covers and plastic bottles.
39. Say Yes to Plastic Alternatives: Instead of plastic, utilize biodegradable materials such as cloth bags, jute baskets, reusable bags, reusable glass bottles etc.
 40. Process for Replacing Plastic Bottles and Bags:
41. Assess the current usage of plastic bottles and bags through a survey form, observation from the collected waste and general usage across the institutions.
42. Deliver a one week notice to everyone in the institution to eliminate all their current non-recyclable plastic bottles and bags as well as to ban the carrying of plastic bottles or bags on the campus.
 43. Arrange collection points at all convenient locations to collect discarded bottles and bags.
 44. Arrange cloth and paper bag counters across the institution for anyone to purchase if required.
45. The Principles of „Refuse“ and „Reuse“ will be promoted for eliminating usage of plastic in the Institutions.
46. All the bags will be checked at the entrances of the Institution for any possible plastic bags or bottles being brought in and have them replaced with paper, cloth or jute bags. Reject any plastic bags being provided and use your own non-plastic bags instead. A handmade paper unit may be setup in the campus for selling paper bags.
47. Segregation of Generated Waste: Segregation of the waste at source i.e. primary segregation will be executed at the laboratory, household, hostel kitchen, hostel dining halls, and canteen levels.
48. Appropriate bins should be placed at every feasible location in Institutions i.e. wet waste in green bin, recyclable waste in blue bin, and hazardous waste in the red bin. Have a hazardous materials logo on the red bin to prevent its use for disposing e- waste.

ANNEXURE C:

HANDLING WET WASTE:

49. Waste, particularly from kitchen, such as vegetable refuses, food scraps, etc. is wet waste. Wet waste is to be sent for composting using aerobic or anaerobic methods.
 50. Aerobic Method: Windrow composting, vermi-composting, and are some of the popular methods.

ANNEXURE E

HANDLING OF ELECTRONIC WASTE (E-WASTE):

51. **Prepare Material Recovery Facility (MRF)** Each Institution to have one Material Recovery Facility (MRF) where non compostable waste can be temporarily stored in order to facilitate segregation. Sorting and recovery of recyclables from various components of waste by authorized informal sector of waste pickers, recyclers or any other work force should be engaged by the Institution for the purpose before the waste is delivered or taken up for its processing or disposal. OR

52. **Extended Producer Responsibility (EPR)** One way is as mooted by the E-Waste Management Rules – 2016 i.e. Extended Producer Responsibility (EPR). Under EPR, manufacturers of computers and other electronic items should take back end of life products.
If some producers / manufacturers want to appoint a „Producer Responsibility Organization“ which on behalf of manufacturers, collect, dismantle and recycle end-of-life products that can be opted. Institution shall use such facility for the disposal of e-waste.
OR
53. The e-waste generated should be collected periodically by the institute and should assign the disposal of this waste to a vendor who has specialization in proper disposal of hazardous waste materials.

ANNEXURE F

ENERGY AND WATER EFFICIENCY

54. Building Occupant Behavior

1. Turn off laboratory equipment, lights, window air conditioners and/or any other energy consuming equipment when not in use;
2. Shut fume hood sashes to appropriate safety levels when not in use;
3. Turn off lights and equipment in common areas at the end of the workday and over the weekend;
4. Turn off personal computers and equipment at the end of the workday and over the weekend;
5. Utilize devices that power down automatically when not in use;
6. Close windows and doors of conditioned spaces when the building is heating or cooling;
7. Use task lighting and day lighting for rather than overhead lighting whenever possible; and
8. The use of personal electric heaters in buildings is prohibited unless authorized by Facilities Operations.

55. Lighting

1. Minimize interior and exterior decorative lighting;
2. Utilize in-board and out-board switching for lighting fixtures;
3. Project design must maximize use of day lighting and day lighting controls; and
4. Disconnect all beverage vending machine lamps and specify use of energy saving vending miser devices.

56. Water Efficiency

1. Utilize water capturing and/or reuse systems, such as storm water collection and condensate recovery, for non-potable uses;
2. Use low water use flush valves and flow restrictors on faucets and showers in shower facilities, labs, and restrooms;
3. Do not use single-pass cooling water for mechanical equipment in new construction or remodels;
4. Eliminate existing equipment that uses single-pass cooling water systems;
5. Renewable Energy
6. Should support the development and installation of renewable energy sources on campus.

57. Housekeeping Practices

1. Use eco-friendly chemical products that meet or exceed standards set forth by statutory bodies;
2. Use cleaning equipment that reduces noise levels, improves overall indoor air quality, and improves worker safety;
3. Supplies will be selected to minimize waste at the source, promote use of recycled material, and to allow the materials to be recycled following use;
4. Supplies will be selected to reduce the use of potable water;
5. Provide on-the-job training for housekeeping to ensure continuous delivery of a clean and healthy environment for building occupants.

ANNEXURE G

AWARENESS GENERATION AND STAKEHOLDER INVOLVEMENT

Depending on the type of stakeholders, appropriate strategy and awareness shall be implemented. The broad steps will be as follows:

58. Preparation and display of awareness material, and continuous awareness generation activities for each stakeholder group;
59. Launching awareness activities including road shows, skits, posters, pamphlets, group meetings, and assembly announcements, etc.;
60. Display adequate sign boards at appropriate locations across the Institution to prompt action and thereby lead to continuous involvement of all the stakeholders for the plan to be successful;
61. Continuing activities at regular intervals to drive the focus and keep up the momentum;

**STANDARD OPERATING PROCEDURE
FOR
FEES COLLECTION**

STANDARD OPERATING PROCEDURE FOR FEES COLLECTION

Objective: To elaborate the procedure for fees collection.

Responsibility:

- Accounts Office
- HOD
- Principal

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of fees structure for the academic year for the respective years of course of study	Principal, Admission section	Every year 30th of April for the academic year
2	Intimating fees details through Notice / Telegram from the Office of Principal	Principal	Every year 01st May, for the academic year
3	Preparing the details of the fees paid in the current academic year by accounts officer and sharing for follow up.	Accounts officer	On 1st week of June
4	Follow up for the fees payment	HOD and Mentor	On 2nd week of July
5	Submission of fees collection report to the principal	Accounts officer	At the end of the month (i.e 30th July)
6	Follow up with the students to pay fees with late fine	HOD and Mentor	Up to end of the May Month
7	Submission of fees collection report to the Principal	Accounts officer	30th May of every year

**STANDARD OPERATING PROCEDURE
FOR
INTERNAL ACADEMIC AUDIT**

STANDARD OPERATING PROCEDURE FOR INTERNAL ACADEMIC AUDITS

Objective:

The process of Academic auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers / researchers passing out from Engineering Institutions.

Responsibility:

- All the teaching and non-teaching staff members.
- Heads of the respective Departments
- Deans

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Depute faculty members to maintain and consolidate the required files	All HODs	1st week of June
2	Depute faculty members to ensure academic accountability and safeguard functionalities of technical education.	All HODs	1st week of June
3	Prepare the list as per norms of NBA of files to be maintained	Dean & All HODs	2nd week of June
4	Presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, Research and consultancy and class/course committees	All HODs and all faculty members	2nd week of June
5	Mock preparation by department	All the teaching and non-teaching staff members of the department	3rd week of June
6	Conduct internal audit department wise	Deputed internal auditor, Dean and HODs	4th week of June
7	Approval of audited reports.	Deputed internal auditor	1st week of July
8	Grievances can be rectified and updated.	HODs and all faculty members	2nd week of July

**STANDARD OPERATING PROCEDURE
FOR
NBA, NAAC AND NIRF**

STANDARD OPERATING PROCEDURE FOR NBA, NAAC AND NIRF

Objective: STANDARD OPERATING PROCEDURE FOR NBA, NAAC AND NIRF To elaborate the procedure for preparing the Guidelines of NBA, NAAC, NIRF related work.

Responsibility:

- 62.Principal
- 63.Heads of the respective Departments
- 64.Deans
- 65.All the teaching and non-teaching staff members.

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of details required for Prequalifier application	Faculty incharge	15 days before the application Submission
2	Internal verification of Prequalifier application	Principal, Dean & HODs	10 days before the application submission
3	Preparation of final Copy application and Uploading in the e-NBA/NAAC portal	Faculty In charge	10th Day
4	Criterion incharge meeting with Principal regarding the preparation of SAR and files	Faculty In charge of concerned department, HOD	11th to 15th day
5	Preparation of SAR and related files	Faculty Incharge and HODs	16th to 60th day
6	Verification by department HODs	Faculty Incharge and HODs	61st to 65th day
7	Improvisation of SAR and files from the feedback and comments of by experts	Faculty Incharge, HODs and Deans	66th to 70th day
8	Verification by Principal and other department HODs	Principal and other department HODs	71st to 75th day
9	Improvisation of SAR and Files from the feedback and comments of Principal	Faculty In charge and HODs	76th to 80th day
10	Finalization of SAR	Faculty Incharge and HODs	81st to 85th day
11	Submission of SAR	Faculty In charge and HODs	86th to 90th day
12	File updation	Faculty Incharge	91st to 120th day
13	Mock Accreditation	Faculty Incharge, HODs and Dean	121st to 125th day
14	Improvisation of SAR and Files from the feedback and comments of expert members	Faculty Incharge and HODs	126th to 150th day
15	Fine Tuning of Files and Documents	Faculty Incharge and HODs	Till Committee Visit

Procedure: NAAC

S. No	Activities	Responsibility	Target Dates/Days
1	Criterion Incharge meeting with Principal regarding the preparation of SSR and files	Dean of IQAC	1st to 5th day
2	Preparation of SSR and related supporting documents	Dean of IQAC, and Associate incharge IQAC	6th to 50th day
3	Preparation and verification of criteria	Criteria Incharge	51st to 55th day
4	Improvisation of SSR and Files from the feedback and comments of Principal	Dean of IQAC and Criterion In charge	56th to 70th day
5	Verification by Principal and Dean of IQAC	Dean of IQAC and Associate incharge IQAC	71st to 75th day
6	Improvisation of SAR and Files from the feedback and comments of Principal	Coordinator IQAC and Criterion In charge	76th to 80th day
7	Final SSR verification by Principal, and External expert	Director IQAC, Coordinator IQAC and criterion incharge	81st to 85th day
8	Submission of SSR	Dean of IQAC	86th to 90th day
9	File updation	Coordinator IQAC and Criterion Incharge	91st to 120th day
10	Conducting mock NAAC visit	Principal and Dean of IQAC	121st to 125th day
11	Improvisation of SSR and Files from the feedback and comments of Expert Members	Coordinator IQAC and Criterion Incharge	126th to 150th day
12	Fine Tuning of Files and Documents	Dean of IQAC, and Associate incharge IQAC and Criterion In charge	Till Committee Visit

Procedure: NIRF

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of Application	NIRF coordinator	1st to 10th day
2	Verification of parameters	Principal and NIRF coordinator	11th to 15th day
3	Constructive suggestion from Principal	Principal	16th to 20th day
4	Final application preparation after making correction	Nodal Officer	20th to 25th day
5	Online Uploading of Application	Nodal Officer	Before last date

**STANDARD OPERATING PROCEDURE
FOR
PREPARATION OF INSTITUTIONAL
BUDGET**

STANDARD OPERATING PROCEDURE FOR PREPARATION OF INSTITUTIONAL BUDGET

Objective:

To elaborate the procedure for preparing department budget for the Academic Year.

Responsibility:

66.Finance Committee

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Establishment of a budget implementation team to start working on budget Planning and Preparation	Finance Committee	1st week of February
2	Start working on budget preparation, based on the requirement and new high priority spending initiatives.	Finance Committee	2nd week of February
3	Reviewing and prioritizing the on-going and new activities by finance committee and sending it to Principal	Finance Committee	3rd week of February
4	Preparation / Developing of budget plan	Finance Committee	4th week of February
5	Reviewing current program budget structure, developing program narratives and performance indicators based on actual resources.	Finance Committee	1st week of March
6	Study the requirements through sending an internal budget circular to all departments.	Finance Committee	1st week of March
7	Conducting a department brain storm session for budget preparation.	Finance Committee	2nd week of March
8	Prioritizing requirements and finalizing proposals for budget preparation for current academic year.	Finance Committee	3rd week of March
9	Preparing detailed proposal of internal department budget and submitting the proposals to Principal	Finance Committee	3rd week of March
10	Preparing final draft budget for current academic year	Finance Committee	4th week of March
11	Presenting the draft Budget to Principal	Finance Committee	4th week of March
12	Conducting the budget hearing meeting with the budget committee	Finance Committee	4th week of March
13	Budget revision based on budget hearing meeting decision.	Finance Committee	4th week of March
14	Conveying approved budget	Finance Committee	4th week of March
15	Releasing the budget fund to approved budget proposals	Management	4th week of March

67. Composition of Finance Committee:

S. No	Head	Position in the Finance Committee
1	Principal	Chairman
2	Finance Officer, SVCN	Member
3	Assistant Finance Officer, SVCN	Member

**STANDARD OPERATING PROCEDURE
FOR
PURCHASE OF CONSUMABLES**

STANDARD OPERATING PROCEDURE FOR PURCHASE OF CONSUMABLES

Objective:

To elaborate the procedure for purchasing consumable.

Responsibility:

68.All the teaching/non-teaching staff members

69.Lab in-charges

70.Purchase Committee in charge

71.Heads of the Departments

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	List of major consumables required for individual labs as per revised curriculum is to be submitted by the Lab in-charges.	Lab in charges Maintenance department	1st week of April
	List of minor consumables with low cost required for individual labs other places is to be submitted by the Lab in-charges/maintenance department		At required time
2	The purchase committee in-charge will scrutiny the requirements. Justifications have to be given for the requirements if necessary.	Purchase Committee in- charge and Lab in-charges	2nd week of April
3	After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers (minimum of 3) and should inform the same to the purchase committee in-charge	Purchase Committee in-charge and Lab in- charges	3rd week of April
4	With the approval of the purchase committee in-charge regarding the suppliers, quotations have to be collected from those companies.	Purchase Committee in- charge and Lab in-charges	3rd week of April
5	Based on the quoted price, the actual cost for the entire requirements should be calculated with the comparative statement by choosing the best supplier. The approval of the purchase for the actual amount has to be received from the Management.	Purchase Committee in- charge, HOD and Principal	4th week of April
6	Once after getting the approval from the Management, proforma invoice from the best supplier is to be collected and a request has to be put up to the Management regarding the cheque for the actual amount in the name of supplier.	Purchase Committee in- charge and HOD	2nd week of May
7	Once after receiving the cheque from the Management, the concerned laboratory in-charges have to purchase the consumables with the supplier.	Lab in-charges, non-teaching staff	4th week of May
8	The purchased consumables should be entered in the respective stock register	Non-teaching staff, Lab in- charges, Purchase Committee in-charge.	4th week of May
9	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in- charge	1st week of June

**STANDARD OPERATING PROCEDURE
FOR
PURCHASE OF EQUIPMENTS**

STANDARD OPERATING PROCEDURE FOR PURCHASE OF EQUIPMENTS

Objective:

To elaborate the procedure for purchasing equipment

Responsibility:

72.All the teaching/non-teaching staff members

73.Lab in-charges

74.Expert team

75.Purchase Committee in-charge

76.Head's of the Departments

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	List of equipment required for individual labs as per new revised curriculum is to be submitted by the Lab in-charges	Lab in charges	1st week of February
2	An expertise team (set of Faculty members) within the department will scrutiny the requirements. Justifications have to be given for the requirements if necessary.	Expert team and Lab in-charges	4th week of February
3	After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers (minimum of 3) and should inform the same to the expertise team.	Expert team and Lab in-charges	1st week of March
4	With the approval of the expertise team regarding the suppliers, quotations have to be collected from those companies.	Expert team and Lab in-charges	2nd week of March
5	Based on the quoted price, the approximate cost for the entire requirements should be calculated and the approval of the purchase for the approximate amount has to be received from the Management.	Purchase Committee in-charge, HOD and Principal	4th week of March
6	A demo should be made available to the set of Faculty members about those equipment's functions and specifications from all companies.	Non-teaching staff, Faculty members	1st week of April
7	The expert team should clarify all necessary queries including the functionalities, warranty, replacements, service backups, compatibility when changes occur in future and so on.	Faculty members	2nd week of April
8	A meeting should be organized with Purchase committee in charge and the expertise to discuss about the outcome of the demonstrations made by the companies.	Purchase committee in-charge and Faculty members	3rd week of April
9	Recommendations are collected by the purchase committee in charge from the faculty members and the expertise team and the pros and cons are to be discussed.	Purchase committee in-charge and Faculty members	End of 3rd week of April

S. No	Activities	Responsibility	Target Dates/Days
10	The Purchase committee in charge may request all the companies to give the best revised price again after the demonstrations.	Purchase committee in-charge	4th week of April
11	With the new revised cost, a comparative statement has to be prepared and remarks should be given suitable under each product and the minimum cost of different equipment for different companies should be highlighted.	Purchase committee in-charge and HOD	End of 4th week of April
12	The Purchase committee in charge should give a final recommendation for the purchase of the product based on the feedback given by expertise team. Different products can be from different suppliers.	Purchase committee in-charge and HOD	1st week of May
13	The purchase approval along with the comparative statement is sent to the Management for the final approval.	Purchase committee in-charge, HOD and Principal	2nd week of May
14	The Purchase committee in charge has to give the justification to the Management regarding the recommendations if required.	Purchase committee in-charge and HOD	3rd week of May
15	Once after getting the final approval, the purchase order should be made ready and sent to the supplier and the terms and conditions should be followed strictly.	Purchase Committee in-charge and HOD	3rd week of May
16	The details of the order placed with the one supplier should not be known to the other supplier and there should not be any personal communication regarding the purchase, failing in which will leads to enquiry and memo.	Purchase Committee in-charge	3rd week of May
17	Follow up should be made regarding the delivery	Purchase Committee in-charge	3rd and 4th week of May
18	Once after the delivery, all the equipment should be thoroughly verified by the lab in charges in terms of quantity, functionalities, help manuals, warranty cards and bills	Lab in charges and Faculty members, Non-teaching staff	1st week of June
19	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in-charge	3rd week of June

**STANDARD OPERATING PROCEDURE
FOR
STOCK VERIFICATION**

STANDARD OPERATING PROCEDURE FOR STOCK VERIFICATION

Objective:

Support the value of stock shown in the balance sheet through physical verification, verify the accuracy of stock records, disclose the possibility of fraud, theft or loss, or deterioration and to reveal the weakness of the system, if any (i.e., whether the stock is in safe custody).

Responsibility:

77.All Teaching faculties

78.Non-teaching and lab technical support persons

79.All the respective department HODs

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	End of year stock verification can be planned	Principal/HODs	1st week of May
2	Depute faculty for physical verification during end of academic year (Verification should not be done by same department staff, verification team with mixed combo of all departments included admin and accounts)	HODs	2nd week of May
3	Stock verification at laboratories and library	HODs and all faculty members	2nd week of May
4	Registered stock, available stock, condemned and other discrepancies are reported.	HODs and all faculty members	1st week of June

**STANDARD OPERATING PROCEDURE
FOR
WEBSITE UPDATION AND
MAINTAINANCE**

STANDARD OPERATING PROCEDURE FOR WEBSITE UP- DATION AND MAINTAINANCE

Introduction

Institute website showcases and communicates our vision and mission to students, faculty and staff, and the stakeholders. For many students, the website is the first glimpse they see of the College; therefore, in its simplest form, it is integral that institute website projects an image that is consistent with the quality programs and events that make the institute dynamic.

Objective:

The objective of institute website is to provide access to up-to-date and well-organized information to students and the stakeholders about programs, events and services. While the website serves as a tool for current students, it is also a vehicle to promote our programs and services to prospective students, their parents, and the society at large.

Responsibilities:

- 80.Website In-charge
- 81.Head of the departments
- 82.Principal

S. No	Activities	Responsibility	Target Dates/Days
1	Assign in charge for institute website.	Principal	-
2	Website in charge ought to exhibit all the information effectively.	Website in charge	Every working day
3	Website should be monitored	Website in charge, faculty in charges, HOD"S and Principal	Every working day
4	Depute one faculty from each department to coordinate with website updation	Faculty in charges from each department	-
5	Sharing of google sheet by website In-charge with the assigned faculty of each department for the collection of data.	Faculty in charges from each department	15th day of every month
6	The status of each department web page should be monitored.	Faculty in charges and HOD"S from each department	Every Wednesday
7	Academic schedule updation	Faculty in charges and HOD"S from each department	Before the commencement of each semester.
8	To post the events / workshop / conference / symposium / students contest /etc..	All the faculties and HOD"s	one month before the commencement of the events
9	News and events photo gallery update	All the faculties and HOD"s	One day after the events
10	Web page details, verification and approval	Principal	As an when required
11	Removal of old data from website	Website in charge	As an when required
12	Archiving of the file in cloud / drive.	Website in charge	Archiving the data just before the removal.

**STANDARD OPERATING PROCEDURE
FOR
ACADEMIC PERFORMANCE INDEX**

STANDARD OPERATING PROCEDURE FOR ACADEMIC PERFORMANCE INDEX

Objective:

To elaborate the procedure for filling up self-appraisal forms to evaluate and document one's own performance to facilitate Career advancement of the faculties.

Responsibility:

83.All the Faculties of the respective Departments

84.Heads of the respective Departments

85.Principal of the institution

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Faculty appraisal form circulated / online by Dean of Policies and Internal Audit to all the faculties.	Dean of Policies and Internal Audit	1st week of April
2	Faculties to fill in the appraisal form as per the given guidelines	Individual faculty	2nd week of April
3	HODs to review the filled in appraisal form	Head of the departments	3rd week of April
4	HOD's shall submit the appraisal forms to the Principal	HoDs	4th week of April
5	Policies and Internal Audit shall evaluate the forms and submit the same to the Principal.	Principal	1st week of May

**STANDARD OPERATING PROCEDURE
FOR
ACADEMIC REVIEW MEETING**

STANDARD OPERATING PROCEDURE FOR ACADEMIC REVIEW MEETING

Objective:

To elaborate the procedure to conduct academic review meeting.

Responsibility:

- 86.All the teaching/non-teaching staff members
- 87.Heads of the respective Departments
- 88.Principal of the institution

S. No	Activities	Responsibility	Target Dates/Days
1	Before planning of academic review meeting committee have to interact with students and mentor/Class incharge and enquiry the syllabus coverage, feedback on subjects. curriculum, any other issues related to academics	Directors/Deans and HODs	After the end of Internal test I & II (Twice in a semester)
2	Planning of academic review meeting with students and enquiry the syllabus coverage, feedback on subjects. curriculum, any other issues related to academics	Directors/Deans and HODs	After the end of Internal test I & II (Twice in a semester)
3	Intimation through circular from the head of the institution with regards to conduct of academic review meeting	Principal	Last day of Internal test I & II
4	Mentors have to intimate the parents in regards to meeting through phone / telegram/whatsapp	Mentors	Seven days prior to the meeting
5	Mentors have to prepare the consolidated marks (Internal test & end semester exam), individual academic performance and attendance percentage of students	Mentors and HOD	Three days after the completion of Internal test I and II
6	Discuss about the performance of the students	Parents, Mentor and Faculty members handling the classes and HOD	Day of Academic review meeting
7	Getting feedback from parents	Mentors	Day of Academic meeting
8	Venue Preparation	Admin (AO)	The day before the meeting
9	Arrangement of refreshments and food	Admin (AO)	Day of Academic meeting

**STANDARD OPERATING PROCEDURE
FOR
ATTENDING FDP, SEMINAR, WORKSHOP
IN OTHER INSTITUTIONS**

STANDARD OPERATING PROCEDURE FOR FDP, SEMINAR, WORKSHOP and CONFERENCES

Objective:

To elaborate the procedure for attending and conducting FDP, seminar, workshop, conferences etc. in VCET and to other institutions.

Responsibility:

- All the Faculty members
- Heads of the respective departments

S. No	Activities	Responsibility	Target Dates/Days
CONDUCTION IN VCET			
1	Identify Choose a relevant, innovative topic aligned with departmental goals or current trends related programms	Faculty member	2/Semester
2	Form a Core Committee of faculty for planning (convener, Co-Convener, Co-Ordinator, Finance head, Publicity team. Technical support team etc)	Faculty member	2 days
3	Prepare Proposal with Include objective, title, scope, resource persons, duration, expected participants, Budget, Tentative dates and outcomes	Faculty member	3days
4	Seeking Internal approval from HOD, Principal and Management and Estimate expenses (honorarium, travel, refreshments, materials, logistics)	Faculty member	3days
5	Apply for External Funding (if any) Submit proposals to AICTE, ISTE, IEEE, DST, UGC etc.	Faculty member	1 week
6	Book lecture halls, seminar rooms, labs or auditoriums and identify and invite experts from Academia, Industry, or research organizations And AV equipment, eating hospitality, Travel/Accommodation for guests	Faculty member	2 days
7	Design posters, brochures, banners (physical digital)	Faculty member	1week
8	Use college website, social media, mailing lists, whatsapp groups	Faculty member	3 days
9	Execution of program with Lighting of lamp, inviting the guests, briefing schedule of program Coordinate the speaker sessions, time management, technical support (PPTS, mic etc) Interaction/Q/A	Faculty member	1 week
10	Arrange the refreshments/lunch to participants as per the schedule	Faculty member	Not applicable
11	Validatory function and post the event details in website and media	Faculty member	Not applicable
PARTICIPATION IN OTHER INSTITUTIONS			
1	Visit websites frequently to identify the interesting and useful programs to participate	Faculty member	Not Applicable
2	Gather information about the identified programs such as number of days, dates, topics, conducting institution, registration fees and	Faculty member	Not applicable
3	Discuss with HOD about the program and getting approval by HOD and Principal	Faculty member	Before the registration closing date

4	Register for the program with all necessary documents mentioned by the organizing institution	Faculty member	Before the registration closing date
5	Make necessary alterations for the academic works with other faculty members and get approved by the HOD and Principal	Faculty member	One week before the program
6	Submit write up about the program and submit it to the HOD	Faculty member	Within three days after the program
7	Get Claim Form from office to get the registration fees	Faculty member	Within 10 days after the program

**STANDARD OPERATING PROCEDURE
FOR
PREPARATION OF CLASS
AND
INDIVIDUAL TIME TABLE**

STANDARD OPERATING PROCEDURE FOR PREPARATION OF CLASS AND INDIVIDUAL TIME TABLE

Objective:

To elaborate the procedure for preparing Master, Class and individual teaching time table.

Responsibility:

- Department time table coordinators
- Dean of academics
- Heads of the respective departments

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of academic calendar for the year.	Dean of Academic	Beginning of the academic year
2	Uploading the academic calendar into the website	Dean of academics	Beginning of the academic year
3	Registering students responses on elective courses for the coming semester	HoDs	Before commencement of Odd / Even semester
4	Conducting department meeting on course allocation based on responses & competency	Academic committee, HoDs and faculty members	Before commencement of Odd / Even semester
5	Course allocation meeting details to be used for class time table preparation	Department time table coordinator	Before commencement of Odd / Even semester
6	Common meeting of all department time table coordinators	Dean of academics and department time table coordinator	Before commencement of semester
7	Detailed Time table preparation both class-wise, individual and room occupancy and circulation through telegram messenger after duly verified	Department time table coordinator	Before commencement of every semester
8	Approval by Principal for Class, Individual time table, room occupancy	Principal	Before commencement of every semester

**STANDARD OPERATING PROCEDURE
FOR
CLASSROOM ALLOTMENT**

STANDARD OPERATING PROCEDURE FOR CLASSROOM ALLOTMENT

Objective:

To elaborate the procedure for classroom allotment to support the instructional program of the institution.

Responsibility:

89.Department coordinator and HOD

90.Admin (AO)

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Classify the lecture halls Based on the floor space, lecture halls can be categorized as 91.Large Lecture Halls: Seating capacity of 70 or higher 92.Medium lecture Halls: Seating capacity of 55-69 93.Small lecture Halls: Seating capacity less than 55	Admin (AO)	Before commencement of academic year
2	Lecture Hall Statistics List the total no of lecture halls available along with their seating capacity	Academic (AO)	Before commencement of semester
3	Department owned lecture halls List the total no of lecture halls exclusive to each department with their seating capacity	Respective HODs	Before commencement of semester
4	Student Statistics No of students admitted to each engineering branch has to be obtained year wise (First year to Final year)	Admission Section	Before commencement of semester
5	A common meeting shall be convened among the department coordinators, HODs and Admin (AO) to share the statistical data collected.	HoDs and department coordinators	Before commencement of odd / even semester
6	Based on the student strength and lecture hall size, each department can segregate their students into sections.	HoDs and department coordinators	Before commencement of odd / even semester
7	Classroom allocation Each floor of the block can be allotted to a particular department. If sufficient no of lecture halls is not available allotment can be done in the next floor.	HoDs, department coordinators and Academic (AO)	Before commencement of odd / even semester
8	A common meeting of all department coordinators and Academic (AO) can be convened to prepare the final classroom allocation chart and Department coordinators	Academic (AO)	Before commencement of academic year

**STANDARD OPERATING PROCEDURE
FOR
SLOW AND ADVANCED LEARNERS**

STANDARD OPERATING PROCEDURE FOR SLOW AND ADVANCED LEARNERS

Objective:

Identify the slow learners and advanced learners and to help them out for improvement in the academics.

Responsibility:

- 94.Principal
- 95.Examination Control Office
- 96.Heads of the respective departments
- 97.All the teaching staff members
- 98.Mentors

Procedure:

VCET provides equal learning opportunities for every student at all levels of learning. The flexibility in course credit registration enables students (from the third semester onwards) to cope with course work while taking into account their academic strength and capability. Within the classrooms faculty have to deal with different types of students; some are very intelligent who learn very fast and some are quite weak who learn very slowly. Therefore, it is required to determine the abilities of the students in the class. Based on the ability determined, some students need only guidance and some students need a hard work and regular attention.

The Institute provides learning opportunities at various levels based on students' performance in continuous internal assessments. After identifying the gaps, a few bridge courses are held for the benefit of slow learners. Generally, on the basis of their learning speed students can be classified in two groups; Slow / Advanced learners. Each type of students has different learning attitudes and learning habits. A faculty has to adapt a teaching methodology such that he / she may not lose the attention of the slow learners and bore the advanced learners.

As part of the regular teaching learning process, remedial classes for slow learners are held. Advanced learners are given tasks to help them improve their critical thinking skills. Throughout the academic year, slow learners are given special classes to help them to improve their grades based on continuous internal evaluation. E-learning Readiness videos containing (ELRV) video lectures and lecture notes are provided for the benefit of slow learners, allowing them to learn at their own pace. Advanced learners are encouraged to practice on various coding platforms, MOOCs, and are also permitted to participate in a full semester internship.

Identification criteria of slow learners / activities conducted

99.Students securing 50% of marks in $\geq 50\%$ of courses are considered as slow learners.

100. Corrective measures to improve the performance of slow learners.

- 101. After completion of each examination, students who cannot cope up with the pace of learning are advised and counselled by the mentors.
- 102. Necessary tools such as models, pictures, animated videos and E-learning readiness videos (ELRV) are employed to enhance the learning process of slow learners.
- 103. Special remedial classes (both offline and online) after college hours and exam-oriented coaching classes with simplified study materials, solved tutorial question banks, ppts and hand-outs for each course are arranged for slow learners.
- 104. Student's performances are communicated to the parents through telegram and send progress reports after the continuous internal assessments and parent's meetings are arranged for taking corrective measures to improve their performance.

Initiatives for the support of slow learners

Skill Bridge Program: A specially designed courses for job guarantee are conducted.

Mentoring: From the first to the final year, each student receives personal and professional support through counselling. Mentors continuously monitor the performance of slow learners and mentor them to improve their performance.

Remedial classes: After completion of CIA - I, students with less than 50% marks in more than 50% of courses are identified in each section and considered as slow learners. As a part of remedial class, a daily exercise will be given on the topics thought in regular class as homework and ask those students to show in the next class.

Initiatives and Implementation details of assisting slow learners

S. No	Identification Criteria	Actions Taken
1	Students securing 50% of marks in $\geq 50\%$ of courses are considered as slow learners.	1. Special remedial classes will be conducted for slow learners after college hours. 2. Student counselor follows their progress regularly and supports them to overcome difficulties in study. 3. Attendance of the students will be taken and report to be submitted to respective department. 4. Performance of students are informed regularly to parents. 5. Providing simplified material, solved question banks which helps them to improve their performance in the examinations. 6. Initiate collaborative learning among other students by forming teams to discuss and clarify their doubts. 7. Initiate collaborative learning among other students by forming teams to discuss and clarify their doubts.
2	For the lateral entry students	Additional bridge courses are conducted after the college hours for one month after the commencement of class work. Course material is provided and tutorial question bank for the respective course is discussed after the end of the class.
3	Students who fail in the semester exams	Conducting special classes to failed students before there are appearing in the supplementary examination.

Expected Outcomes:

8. Improved performance in the internal assessment examinations and semester end examinations.
9. The number of students clearing the previous arrear courses has to increase substantially.
10. Counseling by faculty and Parents must create a positive mindset and help to overcome the difficulties faced by the slow learners.
11. Improvement in understanding the courses by the students.

Initiatives to encourage advanced learners:

Students clearing all the courses in first attempt in semester end examinations (SEE) are considered as **advanced learners**.

One or more of the following options shall be used:

1. Skill-Up Program: A specially designed employability courses to achieve high impact jobs.
2. Accelerator Courses: Students with CGPA of 7.5 or higher are encouraged to take up any one additional course of the next higher semester as decided by the Program head.
3. A full semester internship leading to research publication.
4. GRE / GATE / Competitive exams: Special counselling will be given, and classes will be held separately. Completion of MOOCs through NPTEL-Swayam.
5. Encouraged to participate in co-curricular activities like symposia, workshop, and conferences, participate in activities of SVCN"s clubs and facilitated to organize technical events.
6. Motivated to participate in national and international competitions
7. Opportunities for availing international fellowship positions.
8. Students have an flexibility to undergo Full Semester Internship (FSI) program either in VII or VIII semester

Expected Outcomes

12. Excel both in academics and co-curricular activities.
13. Placement record should be appreciable.
14. Student's participation in various technical events / competitions should increase and the number of students excelling should increase year by year.

**STANDARD OPERATING PROCEDURE
FOR
CONDUCTING REMEDIAL CLASS**

STANDARD OPERATING PROCEDURE FOR CONDUCT- ING REMEDIAL CLASS

Objective:

To elaborate the procedure for conducting remedial classes. **Responsibility:**

- 15.All the teaching staff members
- 16.Mentors
- 17.Department remedial class coordinator
- 18.Heads of the respective departments

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	After the first mid-term examinations identify the slow learners	Class incharge / course handling faculty	At the end of the first mid term examination of each semester
2	Prepare students name list both class wise and course wise	Remedial class coordinator	At the end of the first mid term examination
3	Call for common meeting of all department remedial class coordinators for sharing the information	Respective HoDs	At the end of the first mid term examination
4	Prepare schedule and get approval from HoD.	Coordinator	Immediate after collecting the information of the slow learners
5	Circulation of the schedule to the respective course handling teacher along with course wise student name list.	Remedial class coordinator	Immediate after collecting the information of the slow learners
6	Circulate the remedial class schedule and class wise name list to students through Mentors	Mentors	Before start of remedial classes
7	Remedial class attendance must be monitored in daily basis and absentees details may be intimated to respective Mentors.	Course handling faculty	Daily basis
8	In case of absentees mentors must take corrective action.	Mentors	Daily basis
9	At the end of each semester the course handling faculty are asked to submit the attendance and evaluation sheet to the coordinator for maintaining record.	Course handling faculty and department remedial l class Coordinator	After last working day of each semester.

**STANDARD OPERATING PROCEDURE
FOR
COURSE CONTENT DEVELOPMENT**

STANDARD OPERATING PROCEDURE FOR COURSE CONTENT DEVELOPMENT

Objective:

To elaborate the procedure for course content development

Responsibility:

Couse coordinator

Head of the department

Time and Duration: Course content to be prepared before the commencement of new semester.

S. No	Activities	Responsibility
1	Concerned course coordinator prepare the course contents as per the prescribed syllabus.	Course Coordinator
2	Course content to be developed in LaTeX format only	Course Coordinator
3	Each module should conclude with Questionnaire for easy revision	Course Coordinator
4	Any video/Web reference can also be added to the course contents	Faculty Members
5	Head of the department needs to verify the course contents developed by course coordinator	HoDs
6	Quality of course content will be reviewed before the commencement of each semester	Dean of Quality Content Delivery Standards (QCDS)

**STANDARD OPERATING PROCEDURE
FOR
CURRICULUM DEVELOPMENT**

STANDARD OPERATING PROCEDURE FOR CURRICULUM DEVELOPMENT

Objective:

To elaborate the procedure for preparing Curriculum for respective program.

Responsibility:

Departmental Advisory Board (DAB)
 Course experts of respective departments
 Heads of the departments
 Dean of Academics
 Principal

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Analyzing the need for curriculum revision	HODs in consultation with stakeholders	1st week of November
2	Constitution of Curriculum Development / Revision Committee	Principal and Dean Academic	2nd week of November
3	Call for Meeting 1: Assessment / Analysis of the existing Curriculum	Principal, Dean Academic and DAB members	2nd week of November
4	Call for meeting 2: Submitting new course proposals, course revisions, changes in course credit, changes in elective designations, course removal, special credit courses, changes in prerequisites, changes in course title.	HoD and DAB members	3rd week of November
5	Submission and appraisal of the preliminary draft to management, core companies and educationalists	HoD and DAB members	1st week of December
6	Arranging meeting with core companies and educationalists to discuss about the change in Curriculum and syllabi	HoD and DAB members	3rd week of December
7	Making modifications against suggestions from core companies and educationalists	HoD and DAB members	4th week of December
8	Preparing final report which includes new courses, course revisions, elective designations on courses, special electives, open electives, special credit courses and credit hours.	HoD and DAB members	4th week of December
9	Submitting the revised / designed curriculum to BOS chairman for suggestions, corrections and updating	Department CDC in charge	1st week of January
10	BOS chairman to submit the corrected final curriculum to standing committee	BOS Chairman	2nd week of January
11	Call for meeting: to inspect the final developed curriculum	Standing committee Chairman	2nd week of January
12	Prepare proceedings of curriculum accompanying the suggestions from standing committee	BOS Chairman	3rd week of January

S. No	Activities	Responsibility	Target Dates/Days
13	Forward the proceedings to Academic council for final validation and approval	Standing Committee Chairman	3rd week of January
14	Call for meeting: to validate the proceedings of the curriculum	Dean of Academic	4th week of January
15	Compile the proceedings with all amendments from academic council	BOS Chairman	4th week of January
16	Submission of all department's curriculum for appreciation and approval	HoD and DAB members	1st week of February
17	Getting approval from management	Principal / BOS Chairman	2nd week of February
18	Distribution of authenticated curriculum to concerned departments and Controller of Examination	BOS Chairman	2nd week of February
19	Implementation and Monitoring	Principal, Dean Academic and BOS Chairman	June onwards

**STANDARD OPERATING PROCEDURE
FOR
PREPARATION OF LAB MANUAL**

STANDARD OPERATING PROCEDURE FOR PREPARATION OF LAB MANUAL

Objective:

To elaborate the procedure for preparing Lab Manual for the benefit of students.

Responsibility:

- 19.All the teaching staff members
- 20.Couse Coordinators of the respective departments
- 21.Heads of the respective Departments

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of rough draft of the lab manual containing course overview, course objectives and outcomes of the lab course and course contents (list of experiments) for that corresponding lab.	Lab In-charges / Lab Course coordinator	One month before the commencement (Odd) and (Even)
2	Submission of Hardware / Software requirements for the corresponding lab.	Lab In-charges, HoDs	
3	Approval of rough draft of Lab Manual	Lab In-charges, Course coordinator	
4	Preparation of fair draft of Lab Manual which includes the following: 22.List of Experiments. 23.List of additional Experiments. 24.Aim, Objectives, Procedures / Algorithm, Background theory, Sample output / readings if any 25.Conclusion / Inference	Lab In-charges / Course coordinator	
5	Approval of Fair draft of Lab Manual	Lab In-charges, HoDs and Course coordinator	
6	Preparation of Pre-Lab, Post-Lab questions for each week of lab session	Lab In-charges.	
7	Preparation of final binding of fair draft of lab manual, verification and final uploading in to the Portal	Lab In-charges, HoD Course coordinator.	One week before the commencement of the semester

**STANDARD OPERATING PROCEDURE
FOR
LIBRARY**

STANDARD OPERATING PROCEDURE FOR LIBRARY

The library provides access to an extensive range of informative resources like books, e- books, journals, e-journals, newspapers and access to wide range of resources to enhance knowledge for research and development activities of the faculty and the students.

Objective:

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

Procedure:

26. All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum.
 27. Depending on the requisitions raised, vendors are selected.
 28. Quotations are asked from 3 different vendors which are compared and evaluated for best price.
29. Comparative statement is prepared and sent for the approval of Principal. Once the Principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
 30. After the budget is sanctioned, books are procured and entry is done in the accession register.
31. After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

Roles and Responsibilities of the Librarian

32. It is mandatory to maintain silence in the library.
33. Faculty and students should not be allowed to take their personal belongings into the library
34. To promote the e-resources of the library to the target audience.
35. To assist the staff and students in proper usage of the resources.
36. To maintain a register for outgoing books.
37. To collect fine from the students if they are not returning after the due date.

Maintenance and Utilization of Laboratories:

38. The maintenance of laboratory is in regular basis by the respective department attender and cleaning staff.
 39. Working condition of all the laboratory equipment thoroughly inspected.
 40. Each and every laboratory equipment details are included in stock register.
41. Every item in the laboratory is earmarked by pasting the sticker, which contains full description of item.
42. It is the responsibility of the lab technician(s), HOD Providing a list of the required laboratory tools that will be used in the next academic year, in order to get them before the due date.
43. It is the responsibility of the lab coordinator(s), HOD to check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model,
 44. Any issue is resolved by the respective technician.
 45. Appropriate measures are to be taken to correct the problem.
46. To see to that the issued books will be returned in proper condition otherwise action will be taken

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.

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 ones 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 Boar

Circulation Policy

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.

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	---

Circulation policies and borrowing privileges for the staff members

Student	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	---	---	

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.

**STANDARD OPERATING PROCEDURE
FOR
ALLOCATION OF PROJECT GUIDES**

STANDARD OPERATING PROCEDURE FOR ALLOCATION OF PROJECT GUIDES

Objective:

To elaborate the procedure for guiding and conducting the final year student projects

Responsibility:

3. All the project guides.
4. Project work Coordinators.
5. Final year B.Tech students
6. Heads of the respective Departments

Procedure:

Project work is an important component and provides the students with the opportunity to design undertake or conduct an independent research or study related to their degree course.

Upon completion of Final year project, student should be able to Identify and describe the problem and scope of project clearly, collect, analyze and present data into meaningful information using relevant tools, select, plan and execute a proper methodology in problem solving, work independently and ethically, present the results in written and oral format effectively and identify basic entrepreneurship skills in project management.

As part of curriculum, a student is normally required to undertake a project work or full semester internship (FSI) leading to research-oriented project work. in their final year of study.

The project work activity is spread over in VII semester and in VIII semesters. A student shall carry out the project work under the supervision of a faculty member or in collaboration with an Industry, R&D organization or another academic institution/University where sufficient facilities exist to carry out the project work. Project work (phase-I) starts in VII semester as it takes a vital role in campus hiring process.

Full Semester Internship (FSI) leading to research-oriented project work shall be opted in VII semester or in VIII semester. During the FSI, student has to spend one full semester in an identified industry / firm / R&D organization or another academic institution/University where sufficient facilities exist to carry out the project work.

Types of Projects

Projects may be either one or a combination of the following categories of projects Experimental Research, Case study, Industrial applications, Analytical and Simulation.

Identification and allotment of projects and supervisors

7. The Dean of PMCS will communicate through a circular for the faculty requesting them to upload in Samvidha Portal the list of possible projects. Each faculty interested to act as project work supervisors have to upload:
 1. Two research project work titles, abstracts and related publications.
 2. Two industry related / innovation related project works.
8. Professors and Associate Professors can now supervise / guide upto 4 projects and Assistant Professors upto 2 projects. Although there May be an upper limit to the number of students allotted to each faculty, they are encouraged to list as many projects as they wish to take up during the academic period. The deadline for this will be 11:59PM on 15 April each academic year.

9. The students interested in opting FSI in their VII / VIII semester should inform head of the department by 15 April . They have to submit the form for opting FSI (which can be downloaded from college website - Downloads and Forms) to the Dean of PMCS duly forwarded by the head of the department by 18 April . By 5 PM.
10. Head of the department will announce the team leaders by 15 April each academic year to the rest of students, eliminating the students opted FSI.
11. The Dean of PMCS will announce the list of projects on 20 April . Students are encouraged to meet (in person or online) faculty members who have announced projects in their stream. Faculty will be requested to conduct online sessions for briefing students on the projects they have offered. The links to these sessions will be shared by Telegram messenger / email or will be put up on the department notice board.
12. A team size for the project work should not be more than three.
13. The team leaders have a provision to select one member of their choice and the another member will be allotted by the head of the department who have opted the projects preferred list given by faculty. This gives an equal opportunity in selecting the choice of projects and specialization. Student will be allotted projects and supervisors / guides based on the preference lists given by the students (see the project allocation algorithm). Although maximum efforts would be made to satisfy the interests of faculty and students, the best possible match between students and projects May not be guaranteed for the third student allotted by the head of the department.
14. The final project work batches will be intimated by the head of the department on 25 April each year. Students should fill and submit the form for the allotted project (which can be downloaded from college website - Downloads and Forms) to the Dean of PMCS with the concurrence of supervisor / guide and forwarded by head of the department on 30 April by 5 PM.
15. FSI students will have supervisor from the place where they do FSI research project work and Co-supervisor from concerned department. Students opting FSI in VIII semester should attend the Review-1 announced by head of the department. They should elaborate their plans and progress in receiving official permission letter from organization.
16. Students opted FSI and could not get permission letters from organization, will have to carry VIII semester FSI individually at institute Research centers / Technology Innovation and Incubation Centre (TIIC) / Science and Technology Start-Up Park (STSP). Students opting FSI in VII semester should follow the evaluation schedule announcements.
17. A FSI student should publish / present the research findings of his/her Project work in the form of research paper to a national or international peer reviewed journal / international conference with due permission from the supervisor after getting plagiarism check.
18. Students opting Non-FSI project work, will not be considered for FSI project work in VIII semester.
19. If the faculty member does not send his/her list of preferred students, or the list is insufficient, then projects announced by him/her will become non-operational.

20. Interdisciplinary project works are encouraged, but requires co-Supervisor from the major branch / Department of study.
21. The project team must report to their supervisor twice a week and show/update them with the progress of their work.
22. If a student wishes to change his supervisor or topic of the project, he can do so with the approval of the DRC. However, the DRC shall examine whether or not the change of topic / supervisor.
23. Leads to a major change of his initial plans of project proposal. If yes, his date of registration for the project work starts from the date of change of Supervisor or topic as the case may be.
24. The group must maintain a record of their meetings along with remarks of their discussion and signature of their supervisor.
25. The decision of the faculty meeting will be binding on all students and faculty participating in the procedure.

**STANDARD OPERATING PROCEDURE
FOR
COURSE ALLOTMENT**

STANDARD OPERATING PROCEDURE FOR COURSE ALLOTMENT

Objective:

To elaborate the procedure for allocating Theory and Practical labs to staff members.

Responsibility:

- 26.All the teaching faculty
- 27.Dean Academic
- 28.Academic committee
- 29.Heads of the respective departments

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of academic calendar / schedule for academic year	Dean Academics and HoDs	Before the start of Odd and Even semester
2	Releasing the academic schedule to all teaching / non-teaching staff members	Principal	Before the start of semester
3	Receiving students choices on elective courses	HoDs and Faculty	One week before start of semester
4	Receiving service courses from the relevant departments	HoDs	Two weeks before start of semester
5	Conducting department meeting on course allocation based on willingness and competency	Academic Committee / HoDs	Two weeks before start of semester
6	Sharing the course option sheet with all faculty members	HoDs	Two weeks before start of semester
7	Analyzing the competency of staffs in course chosen based on their possession of PhD/Publication/MOOC certification/FDP certification in addition to the M.E. Specialization	Academic Committee / HoDs	Two weeks before start of semester
8	Allocating the courses to the faculty based on the number of times the course handled, specialization result analysis and earlier student's feedback	Academic Committee / HoDs	Two weeks before start of semester
9	Assigning the practical laboratory courses corresponding to the theory allotted faculty.	HoDs	Two weeks before start of semester
10	Approval by Principal after course allotment	Principal	Before the start of semester

**STANDARD OPERATING PROCEDURE
FOR
ORGANIZING AND CONDUCTING
ORIENTATION PROGRAM**

STANDARD OPERATING PROCEDURE FOR ORGANIZING AND CONDUCTING ORIENTATION PROGRAM

Objective:

To elaborate the procedure for organizing first year's orientation program

Responsibility:

30. Principal of the institution.
31. All the Heads of the Departments.
32. Heads of the various organizing committees
33. Mentor of First year classes.
34. All the teaching/non-teaching staff members.

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Orientation program date to be finalized	Principal	1st week of October
2	Chief Guest to be finalized	Coordinator and Principal	2nd week of October
3	Formation of Committees- Seating, Stage, Reception, Transport, Food and Information Committee	Principal	3rd week of October
4	Roadmap pamphlets (department wise)	Heads of respective department	3rd week of October
5	To inform newly admitted students and their parents about orientation Program	Communication Committee, Faculty in charges	3rd week of October
6	Invitation and Agenda Finalization & Principal	Organizing committee head.	15 days before orientation
7	Meeting of committee members with the Organizing Committee head to discuss about their roles and responsibilities.	Principal, Organizing Committee head and Committee Members	15 days before orientation
8	Meeting with the transport committee to finalize the bus routes and timings.	Committee Head and Transport Committee members	15 days before orientation
9	Meeting with the seating committee to finalize the seating arrangements for students, parents, guests and for the press.	Committee Head and seating committee members	15 days before orientation
10	Meeting with the Reception Committee	Committee Head and Reception Committee members	15 days before orientation
11	Meeting with the Food Committee to finalize 35. The menu for lunch and the list of volunteers. 36. Number of participants	Committee Head and Food Committee members	15 days before orientation

S. No	Activities	Responsibility	Target Dates/Days
12	Meeting with the stage committee to finalize the flow of events on stage Stage decoration, Arrangement of design of stage backdrop and the introduction videos.	Committee Head and Stage Committee members	15 days before orientation
13	Finalization of academic schedule for academic year	Principal & HoDs	1 week before orientation
14	To check the readiness of all committee works with committee Heads and Members	Principal and Organizing Committee Head	4 days before orientation
15	Sending Time table, Academic schedule, syllabus and course information to students through telegram messenger	Principal and HoDs	2 days before orientation
16	Final meeting with all the organizing committees.	Principal, Organizing Committee head and HoDs	1 days before orientation

**STANDARD OPERATING PROCEDURE
FOR
AWARDS AND APPRECIATION**

STANDARD OPERATING PROCEDURE FOR AWARDS AND APPRECIATION

Objective:

To recognize and felicitate the outstanding performers in different categories.

Responsibility:

Principal

Award and Appreciation Committee

Refreshment Committee

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Formation of Award and Appreciation Committee	Principal	30 days before formation
2	Identifying different category of awards	Award Appreciation Committee	Immediately after the formation
3	Evaluating the budget and submission with detailed proposal to Principal/ Registrar for approval	Award Appreciation Committee	25 days before
4	Selecting the Chief Guest	Principal	As Applicable
5	Preparing the list of award winner	Award Appreciation Committee	20 days before
6	Arrangements for award / cash/ memento proceeded by finalizing of vendor and handing over work order for execution.	Award Appreciation Committee	18 days before
7	Design / Prepare the Certificate for the awardee	Award Appreciation Committee	15 days before
8	Intimating awardees and sending invitation	Award Appreciation Committee	10 days before
9	Venue Preparation	Logistics Committee	7 days before
10	Arrangement of refreshment for the guest & participants	Refreshment Committee	7 days before
11	Publicity	Publicity Committee	Pre and Post event

12	Presenting the award to the winner by Chief Guest	Chief Guest / Principal	On the day
13	Sending congratulations note along with the photograph of the ceremony with the participants	Award and Appreciation Committee	One day after the program
14	Preparation of Report	Award and Appreciation Committee	Two days after the program
15	Submission of bill and statement of expense to accounts	Award and Appreciation Committee	Five days after the program

**STANDARD OPERATING PROCEDURE
FOR
CONDUCTION OF TECHNICAL
SYMPOSIUM / TECHNOFEST**

STANDARD OPERATING PROCEDURE FOR CONDUCTION OF TECHNICAL SYMPOSIUM / TECHNOFEST

Objective:

To elaborate the procedure for conducting Technical Symposium.

Responsibility:

All the teaching/non-teaching staff members
Event coordinators
Institution (overall) coordinator
Heads of the respective Departments
Principal

Procedure:

Preparation and submission of a Technical symposium / Technofest proposal to the Principal / Management.

Preparatory work

The following details has to be done as preparatory work:

Selection of name and theme for the symposium / technofest
Selection of month and date to conduct the event
Selection of organizing committee members from each department and event coordinators (staff and students)
Discussion and finalization of events to be conducted by each department
Selection of venue and timing schedule to conduct events
Design of website, posters and invitation for the event

The following details has to be prepared for conducting events

Preparing the call for project / papers and poster presentation with topics and themes
Publicize the call for project / papers (via a website, email, regular mail) with deadline for proper submission
Find reviewers and establish their area of expertise
Accept project / paper submissions (via web site submission, email)
Send out confirmations of receipt of project / paper submission

Assign reviewers to each project / paper and circulate the papers to each reviewer

Follow up with reviewers to ensure they are on track and collect reviewer comments

Make the final project / paper selections.

Notify participants for acceptance or rejection

Prepare accepted list of project / papers for presentation on the day of the event

Registration Process

Determine early-bird and final registration dates

Decide on a registration procedure

Determine the price for the symposium

Determine which payment options you will accept (e.g. cheque, visa, MasterCard)

Decide on a cancellation policy

Create the registration form, including additional items such as: Meals and dietary requirements, Accommodation, Transportation, Sessions and workshops

Publish your registration form (online and/or on paper)

Send confirmation of registration to participants upon receipt of payment Arranging student and staff coordinators for various committee

Establishing various committee.

Guest of Honor and Judges for the events

Research and select judges for the events

Arrange for speaker accommodation and transportation and confirm arrival times

Arrange for speaker compensation

Budget Preparation for the event

Prepare a detailed budget for the event with the following details

Stationary for conducting events

Certificates, poster and invitation

Purchase of Registration kit (File, notepad and pen)

Registration fee details (for each event or a common fee)

Decide on registration fee amount for internal and external participants

Tea and refreshments

Lunch

Gifts and honorarium for chief guest

Prize amount for event winners

Submission of event proposal to Principal / Management along with the above details.

**STANDARD OPERATING PROCEDURE
FOR
CANTEEN**

STANDARD OPERATING PROCEDURE FOR CANTEEN

Canteen Quality and Hygiene Control

Objective: To maintain standard and quality of food served and to regulate cleanliness and hygiene within the canteen premises.

Responsibility:

- 37.Canteen Manager
- 38.Canteen Supervisor
- 39.All Canteen Staff

S. No	Activities	Responsibility
1	Dressing Standards: 40.All Canteen workers must wear clean clothes preferably uniform. 41.Canteen workers must wear gloves, apron and hair net or cap either disposable or to be washed daily.	Canteen Supervisor and All Canteen Staff
2	Maintenance of Hygiene: 42.Placing of hand wash in kitchen and dining area. 43.Cleaning of hands before preparing food. 44.Mopping and dusting is done in morning and afternoon. The frequency may increase based on the requirement. 45.Maintenance of covered dustbin inside the kitchen and outside the dining area. 46.Insect Repellant to be placed in canteen premises. 47.Eating/Drinking is not allowed in the cooking area. 48.Chewing tobacco and Smoking is strictly prohibited inside the canteen premises.	Canteen Supervisor and All Canteen Staff
3	Maintaining Quality: 49.Certified food commodities (Agmark / FSSAI) are allowed for cooking. No loose items like oil, spices, etc. must be allowed. 50.Food grade disposable is preferred. 51.Regular inspection to be carried out. 52.A suggestion / complaint box must be installed in the canteen which should be checked regular basis and action should be taken. 53.Prices of all available food item for sale to be displayed (including packaged food).	Canteen Manager Canteen Supervisor

Canteen Committee

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to ensure proper functioning of the Institute Canteen in serving the Students, Staff and Guests of the Institute and to give guidelines to the Canteen Committee for smooth running of the Canteen.

Scope:

Applicable for all the events in the institute

Responsibility:

The canteen committee members Structure:

The Canteen Committee is headed by a Professor of the Institute and Comprises members from the faculty, administrative officer and students of the Institute. The Committee shall monitor the affairs of the Institute Canteen under the directions of the Management / Principal.

Details of Activities:

- 54. The Committee shall meet at least once in a month to review the functioning of the canteen.
- 55. The suggestions given by the members and the resolutions made in the meetings must be recorded in the minutes of the meeting.
- 56. The menu for breakfast, meals and snacks are fixed by the Committee and a sub- committee will look into monitoring of the implementation of the menu suggested.

The following sub-committees are formed:

- 57. For fixing and monitoring the menu.
- 58. For verifying the quality of provisions and vegetables etc. and also for verifying the quantity and quality of various food items.
- 59. For checking and ensuring cleanliness.
- 60. For checking discipline in the canteen.

Passing on Advance Information to Canteen:

- 61. Sufficient advance information is to be given to the Canteen regarding expected congregation of students or staff or public or etc., so that arrangements can be made for tiffin or lunch or snacks.
- 62. The information regarding closure of the Institute for a holiday or cancellation of class work should be passed on to the canteen to minimize loss to the Canteen.

Records to be maintained:

- 63. Minutes of the Committee meeting
- 64. Complaint file
- 65. Action file
- 66. Circular file

**STANDARD OPERATING PROCEDURE
FOR
CAMPUS CLEANLINESS**

STANDARD OPERATING PROCEDURE FOR CAMPUS CLEAN-LINESS AND INFRASTRUCTURE MAINTENANCE

Objective:

To keep the campus and infrastructure optimal use and clean and maintain the hygiene

Responsibilities:

- 67. Supervisor
- 68. Administrative Officer
- 69. Maintenance Department
- 70. Housekeeping Staff
- 71. Transport
- 72. Security

This document describes Standard Operating Procedures (SOP) and Policies for maintaining and utilizing Classrooms and other Infrastructure facilities.

ICT facility:

1. VCET provides State of the art class rooms with good acoustics and ventilation.
2. Based on the requirements of the AICTE, JNTUH and curriculum, the classrooms are identified and assigned for various departments by the infrastructure incharge prior to semester beginning.
3. All the B.Tech, M.tech and MBA classrooms are equipped with ICT facility (ICT- Information and communication infrastructure (LCD projectors, Audio/video visual aids with internet etc.).

Civil Maintenance:

4. List of problems can be identified in the following building components Walls, Flooring, Roof, Doors & windows, Plumbing, Sanitation, Over head and Underground tanks
5. Faculty In-charge of the department inspects the premises at regular intervals and identifies the problems and report to supervisor through HOD.
6. The supervisor takes actions upon the complaints received from various rooms subjected to degree of urgency of the problem.
7. The problem is solved using the expertise of skilled workers (available in the institute or hired from outside).
8. If any material required for that, to get the approval from the Principal / AO (items involving less amount).
9. A request comprising the problem, through HOD and the Principal, has to be received

10. If the work involves more financial support quotations are invited from the vendors.
11. If the cost of the requirement exceeds Rs.5,000/-, approval must be obtained from the management by the department.
12. Calling vendors for negotiations
13. Finalizing the procurement
14. Placing the purchase order

Mechanical Maintenance:

15. As soon as the compliant is received with details, (including Guarantee period etc) identify the problem.
16. Identify whether the equipment is with in the Guarantee period IF yes contact the supplier/or concerned person.
17. Identify the problem with that equipment.
18. Identify the Technicians of our organization who can rectify the problem.
19. If not, identify the persons outside the organization who repair the equipment, if necessary contact the supplier of the equipment.
20. Call the person and instruct him to check the equipment.
21. If no items are required to purchase for repairing the equipment, the equipment is repaired immediately.
22. If items are required then send a proposal to the purchase Incharge through proper channel (concerned HOD).
23. After the items are purchased, the equipment will be repaired by the person.
24. The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

Maintenance and Repair of general equipment:

1. After identifying any problem related to electrical equipment, a requisition letter through concerned Head should be sent to the Principal.
2. An instruction will be given to faculty in-charge through senior electrician to take up the work.
3. In-charge will instruct concerned Electrician to carry out the work.
4. If the work is beyond ability of electrician or if it requires, help from outside experts will be taken
The electrician after completing the work will report to the person in-charge

Electrical Maintenance:

5. The electrical equipment maintenance section is headed by the HOD/EEE. A senior faculty in the electrical department is supported by an electrical maintenance (Manager) of the campus with the support of Electrical Engineer, Supervisor and Electricians.
6. Controlling of power to ACs, Lighting systems is provided through control panel boards separately for each block.
7. Maintenance of Generators, Transformer and UPS back up is done on AMC.

The following activities are involved in the maintenance of Diesel Generators.

1. Checking diesel in storage tank daily and top it up, if it is not up to the mark.
2. Replenishing stock of diesel at least every 15 hours of run of each generator.
3. Procurement of diesel, and also for transportation is done through AO.
4. Diesel for approved money is purchased and details are entered in stock register and Accession register and bills are submitted to the office.
5. Cleaning the generators daily with cotton waste
6. Verifying daily for due dates of servicing of generators
7. Maintaining load balance in generators
8. Painting the plinths and machines for every one year
9. Registering the number of working hours of each generator and going for maintenance once predetermined time is reached.
10. Checking earth resistance and watering the earth pits weekly

Security and Transport:

1. The Security of the college is headed by the senior Administrative staff. He is supported by the Security officer and the sergeant. Security officer assigns the duty to the security guards to control and monitor the college the premises. The sergeant takes care of the cleanliness inside the college with the support of Housekeepers and sanitary workers.
2. A fleet of 10 buses and 5 cars are running from all corners of Hyderabad to cater the needs of faculty and students to reach the campus.
3. All vehicles shall be operated and serviced in a safe, efficient and environmentally sound manner. If the vehicles have been in operation for 7 years or having any mileage problem those vehicles are replaced with new vehicles.
4. A dedicated transport in charge is available to see the maintenance and repairs of vehicles .Before start of every academic year for all vehicles it is mandatory to conduct a vehicle safety inspection and fitness prior the use of vehicles by RTO department.
 1. Vehicles are parked outside the college campus to make the campus free form the smoke

Class Room Cleaning

:

Prior-ity	Task	Frequency
1	Dust mop tile floors	Daily
2	Disinfect door handles (inside and out)	Daily
3	Empty trash receptacle	Daily
4	Straighten and clean furniture	Daily
5	Clean chalkboards and chalk trays	Daily
6	Spot mop floor	Daily
7	Dust monitor/ overhead projector	Daily
8	Check for burned out lights	Daily
9	Damp mop floor of classroom	Weekly
10	Wipe all horizontal surfaces, including student desks	Weekly
11	Wash trash receptacles	Monthly
12	Dust light fixtures and clock	Monthly

Laboratory Cleaning

:

Prior-ity	Task	Frequency
1	Dust mop tile floors	Daily
2	Wet mop on floors	Daily
3	Empty trash / waste pot (Physical, chemical and biological trashes)	Daily
4	Straighten and clean furniture	Daily
5	Disinfect and clean all sinks and fixtures	Daily
6	Clean all working surfaces	Daily
7	Dusting of machine / equipment	Daily
8	Spot clean walls, doors, jams and windows	Weekly
9	Wash trash receptacles and sanitary boxes	Weekly
10	Dust ceiling and light fixtures	Monthly

:

Corridor, Elevator and Staircase Cleaning

Prior-ity	Task	Frequency
1	Clean Staircase	Daily
2	Clean and disinfect drinking fountain(s)	Daily
3	Empty trash receptacle	Weekly
4	Spot mop floor	Weekly
5	Grills	Weekly
6	Spot clean doors, windows and walls	Weekly
7	Clean all horizontal surfaces, windows and door walls	Weekly
8	Clean mats and grids under mats (if any)	Quarterly
9	Vacuum all supply and return air vents	Quarterly
10	Dust ceiling area and light fixtures	Quarterly

Office Cleaning

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Spot mop floor & dust mop	Daily
3	Dust mop and wet mop entire floor	Monthly
4	Wipe down window ledges	Monthly
5	Wet mop tile floors	Monthly
6	Dust ceiling area and light fixtures	Monthly

Staff Rooms/Rest Rooms

Priority	Task	Frequency
1	Disinfect all sinks and fixtures	Daily
2	Disinfect all toilets, urinals and fixtures	Daily
3	Disinfect all door and partition handles	Daily
4	Empty trash and sanitary receptacles	Daily
5	Replace trash liners and fill dispensers	Daily
6	Clean all horizontal surfaces	Daily
7	Sweep and wet mop (disinfect) floors	Daily
8	Clean mirrors	Daily
9	Spot clean partitions/graffiti	Daily
10	Spot clean walls, doors, jams and windows	Weekly
11	Wash trash receptacles and sanitary boxes	Weekly
12	Clean Grills	Weekly
13	Dust ceiling and light fixtures	Monthly

**STANDARD OPERATING PROCEDURE
FOR
CLASS ROOM MAINTENANCE**

STANDARD OPERATING PROCEDURE FOR CLASS ROOM MAINTENANCE

Objective: To elaborate the procedure for Maintaining the class room.

Responsibility:

- 11. Supervisor
- 12. System Admin
- 13. All the teaching/non-teaching staff members
- 14. Heads of the respective Departments
- 15. Dean of Academic

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Department wise allotment of classrooms department wise	Dean of Academic	Two weeks before commencement of Odd / Even semester
2	Allotment of individual classrooms for respective Class students	HoDs	One week before commencement of Odd / Even semester
3	Verification of working of ICT facilities in each and every class room	System Admin	One week before commencement of Odd / Even semester
4	Arrangement / Repair of student's Desks and teacher's desks / tables.	Supervisor	Two weeks before commencement of Odd / Even semester
5	Repair of existing electrical outlets – Tubes / fans / bulbs replacement	Electrician, Supervision	One month before commencement of Odd / Even semester
6	Ventilation / Window replacements work if any	Supervisor	One month before commencement of Odd / Even semester
7	Routine services or maintenance	House keepers	Every working day
8	Keeping the classroom clean and tidy	Students and teaching staff	Every working day
9	Classroom security with lock system.	Supervisor	Every working day

**STANDARD OPERATING PROCEDURE
FOR
LABORATORY MAINTENANCE**

STANDARD OPERATING PROCEDURE FOR LABORATORY MAINTENANCE

Objective:

The procedure is to establish a controlled method for Inspection / calibration, Maintaining and Up-grading Teaching, Analysis and Research equipment.

Responsibility:

- 16.Head of Department
- 17.Lab coordinator.
- 18.Teaching Assistant(s).
- 19.Lab technician(s).

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Maintain the teaching equipment inventory list and calibration schedule and to verify calibrations / performance checks in each laboratory.	Teaching Assistant(s)	Two weeks before commencement of Odd / Even semester
2	Maintain the analytical equipment inventory list and calibration schedule and to verify calibrations / performance checks in each laboratory.	Lab technician(s)	Two weeks before commencement of Odd / Even semester
3	Teaching equipment that have a local sponsor should have an Annual Maintenance Contract (AMC) from the authorized local sponsor. The AMC shall be revised and renewed yearly.	Teaching assistants and Lab Co-coordinators.	Two weeks before commencement of Odd / Even semester
4	The “Equipment Calibration / Maintenance log” has to be filled and signed and kept in file in HoD office	Lab coordinators and HoDs	One month before commencement of Odd / Even semester
5	A copy of the teaching equipment manual shall be kept in soft and/or hard copy in the lab	Lab-Coordinator, Teaching assistant(s)	Two weeks before commencement of Odd / Even semester
6	A sticker with “Calibrated on dd/mm/yy” shall be pasted on the equipment.	Lab technician(s)	Two weeks before commencement of Odd / Even semester
7	Check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model,	Teaching assistant(s) Lab Coordinator and HoD	Two weeks before commencement of Odd / Even semester
8	Providing a list of the required lab tools that will be used in the next academic year, in order to get them before the due date.	Teaching assistant(s) and / or lab technician(s), HOD	Two weeks before commencement of Odd / Even semester

S. No	Activities	Responsibility	Target Dates/Days
9	Maintain the research equipment inventory list and calibration schedule and to verify calibrations / performance checks in each laboratory.	HOD	One month before commencement of Odd / Even semester
10	Unused or out of performance equipment should be marked with a sticker that the equipment “Out of service and not to use”.	Lab technician(s)	One month before commencement of Odd / Even semester
11	Proper forms like equipment list has to be maintained for conducting labs both inter and intra department.	Lab technician(s) and Lab coordinator.	Every working day
12	Housekeeping register has to be maintained for laboratories.	Lab technician(s) and Lab Coordinator.	Every working day

STANDARD OPERATING PROCEDURE FOR MENTOR SHIP

STANDARD OPERATING PROCEDURE FOR MENTORSHIP

• MENTORING

• Introduction:

Mentor- Mentee System has been introduced in Visvesvaraya college of engineering and Technology with a vision to extend support and guidance to the students studying in the Institution for the betterment of their academic and professional career and thereby contribute towards nation building. Mentoring is a partnership between Mentor and Mentee. Mentors are student-centric teacher-friends who help young adult learners in their transitory phases and challenging times. It is based on mutual trust and respect. It has been introduced for obtaining a holistic assessment of the learners' performance and providing inclusive spaces for growth and development. Mentors apply their guidance, experience and expertise in promoting their mentees professionally and personally, through interpersonal engagement.

Counseling to the students is provided through personal attention and regular dialogues during their stay on campus and conversation over the telephone with the mentees allotted to the teacher concerned as the Mentor. Tips are given on studies, personal counseling and guidance regarding career choices, to get success in the university examinations. Support is meted out to the mentees in the form of precise content on courses, reviews, scholarships, higher education, internships etc. The scheme aims at bridging the gap between the teacher and the student and is hoped to play an instrumental role in blending the harmonious relationship between the learner and his/her family and the institution at large, consequently creating an atmosphere of conviction and faith about the alma mater.

• Aims and Objectives:

1. To bridge the gap between the mentor and the mentee.
2. To ensure the quality performance of the students in academics.
3. To deal with the related issues for the holistic development of the students.
4. To provide mutual support and congenial learning environment.
5. To inspire and motivate for higher studies and competitive examinations
6. To discuss stress related issues.
7. To regulate the academic involvement and assess the outcome.

• MENTORING SYSTEM

The process has been established as 'Mentoring System'. Each faculty will be the mentor of a group of 10 to 15 students. Departmental faculties will continue to be mentors for the same group of students till their graduation. For the 1st year B. Tech students Mentor Allocation is done from the faculty members of the Department of Basic Sciences and Humanities and are allocated another mentor from the respective department with whom they remain attached for the remaining three years.

- **Programme Details:**

1. Mentees shall be assigned to the mentors right from the first year of the programme.
2. A mentor shall not have more than 30 mentees at a time.
3. The mentees preferably be attached to the same mentor for the entire duration of the programme.
4. The mentor shall meet the mentees regularly and record the outcome of the meeting in the
5. hard copy.
6. The details about each mentee will be recorded and periodically updated. The mentor shall identify the students performing exceptionally well in curricular or co -
7. curricular activities and report to the head of the institution/department for providing further
8. Motivation should be given to advanced/gifted learners.
9. The mentor shall also identify the students whose performance/attendance is below par.
10. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior. If required the mentor will involve the parents, head of the department for reforming the student.
11. Attendance: The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up action with regard to students who do not meet the attendance norms of the college.
12. Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term examination and help the mentee through counseling or by arranging remedial teaching, if necessary.
13. Provide help in behavioral and discipline matters of the mentee.
14. Look after the health and physical well being of the mentee and his family.
15. Monitor achievements, talents and co-curricular activities.
16. Lend a supporting hand to handle stress related issues.

2.2 Duties/Responsibilities of HOD

17. Meet all mentors of his/her department at least once a month to review the proper implementation of the system
18. Advise mentors wherever necessary.
19. Initiate administrative action on a student when necessary.
20. Keep the head of the institute informed.

- **Duties/Responsibilities of a Mentee:**

1. Attend meeting regularly
2. Fill personal information in the form at the time of joining the mentor- mentee system.
3. Provide details of attendance, continuous assessment, end term examination, co-curricular, extra- curricular activities to the mentor whenever asked for.
4. Repose confidence in the mentor and seek his/her advice whenever required.

- **Duties/Responsibilities of a Mentor:**

1. Determine the students' Academic and Non academic gaps and report to authority of the same
2. Check for any health issue and inform the authorities about the same
3. Motivate the mentees for attending all the departmental/Non departmental events to attend
4. Motivate the mentees for indulging positive thought in their activity
5. Encourage the mentees to take part more in outcome based education, assessing the course outcomes are imbibed or Not and report the same to the Academic Coordinator.
6. Analyze the results of the mentees and discuss the areas of improvement in each semester,
7. Motivate the mentees to take part more in Club Activities with positive deliverables (Exp- Product design, Publication, patent, copyright etc)
8. Motivate the mentees to opt the placement opportunities (offered by the institution time to time)
9. Conduction of Mentor mentee meet, generating MOM.
10. Introduce and discuss the concept of mentor- mentee system with the assigned mentees.
11. Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of students and discuss with them the complete schedule of future meetings.
12. Keep a track of the attendance, academic performance and behavioral aspects of the students
13. Support students academically and emotionally
14. Contact parents to inform the progress of their ward, whenever required.
15. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
16. To guide students and also to arrange for remedial teaching if required.

• COMPREHENSIVE MENTORS RECORD KEEPING FORMAT

• Mentee List:

Sl.No.	Batch	University Roll No	Name	Contact Number	Email id

• KYS

KNOW YOUR STUDENT (KYS)					
Details of Student					
Name				Color Photograph	
Roll No.		Registration Number:			
Rank		Admission Year:			
Batch		Aadhar No:			
DOB		Caste (General/ EWS/ST/SC/ST/Minority/OB C)			
Religion		Nationality			
Contact Details					
Permanent					
Communication					
Contact No.		Whatsapp Number:			
Email id		Aadhar Number:			
Parent Details					
	Father			Mother	
Name					
Contact No.					
e-mail					
Co-curricular and Extra-curricular Activities					
	Name			Any significant achievement	
Games - To be specified (i.e. football /cricket)					
Sports - Specificevent should be mentioned,(spr in t/ Long distance					
Music - Vocal/					

Dance - Bharat Natyam/ kathak/ Kunchipuri/		
Painting		
Passing free time		
Participation in Outreach Program		
[Social activity outside the		

- Record Keeping Format

ACADEMIC RECORDS:

Semester wise performance								
Semester	1st	2nd	3rd	4th	5th	6th	7th	8th
SGPA								
Details of Backlog								
Incremental Changes								

CAREER DEVELOPMENT

SKILL ENHANCEMENT ACTIVITIES				
Semester	Details of Program/Activity	Duration with Date	Attended(Yes/No)	Outcome of the Activity
1st				
2nd				

3	i					i				
	ii					ii				
4	i					i				
	ii					ii				
5	i					i				
	ii					ii				
6	i					i				
	ii					ii				
7	i					i				
	ii					ii				
8	i					i				
	ii					ii				

1. SCHOLARSHIP DETAILS

Scholarship Details				
Semester	Scholarship Scheme Aailed	Funding Agency	Duration	Amount in INR
1st				
2nd				
3rd				
4th				
5th				
6th				
7th				
8th				

2. SWOT ANALYSIS

SWOT ANALYSIS							
STRENGTH		WEAKNESS		OPPURTUNITIES		THREATS	
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	

17. MENTOR MENTEE MEETING PROCEDURE

1. Notice-Call for Meeting:

REF. NO.: (SIT/Dept./Mentor-Mentee/Session /Memo No.)

Meeting Date:; Meeting Time:; Meeting Venue ;

Subject.....;

Address to:;;;;;;..... ;

Copy to:;;.....;

2. Agenda:

1. Determination of student Academic and Non-Academic gaps.
2. Enquiry on health-related issue of Mentees and his / her family member(s).
3. No. of Academic / Extra Curricular activities attended and motivation to attend future events.
4. Motivate the member for indulging in positive thought and attitude in their academic activities.
5. Peer learning activity details (eg. Club Activity, Skill Development, GDPI Session, Short Extempore)
6. Participation in Extra-Curricular activities - Dance, Sing, Music, Poetry, Sports.
7. Soft Skill details.
8. MOOC'S attended details.
9. Student Research Activity details if any with support provided
10. Scholarship details
11. Attendance details
12. Attendance detail of Training conducted by
 1. Training and Placement
 2. HOD
 3. In house programs
13. Competitive Exam preparation details and motivation.
14. Placement preparation details.

1. Event Photograph (Geo tagged):

15. MENTORING SESSION RECORD

Date:

Time:

Venue:

1. Session Summary:

Admission year:

Class/Semester:

Name of the Mentee:

Admission Year:	
Proposed Resolution:	1. 2. ... 3. ... 4. ...

2. Minutes of the Meeting (To be submitted to HOD):

REF. NO.: (SIT/Dept./Mentor-Mentee/Session /Memo No.)

Meeting Date:; Meeting Time:.....; Meeting Venue:

..... ;

Meeting Facilitator:.....; Minutes Issued By:

.....; Meeting

Purpose/Agendas:

.....

...

.....

...

1. Member Present:
2. Member Absent:
3. Key Discussion Points on present agendas:
4. Next Steps:

Full Signature of Mentor with date:

**STANDARD OPERATING PROCEDURES FOR
COMPUTER FACILITIES/Wi-Fi**

STANDARD OPERATING PROCEDURES FOR COMPUTER FACILITIES/Wi-Fi

General

The Computer Labs WiFi in the College are maintained under the department of CSE. The Labs are headed by senior faculty along with experienced team of Network and System Administrators and software developers.

Its objective is to provide state-of-the-art hardware, software and networking support for the growth and development of College Academics, Administration, Examinations and Research related activities. It has been the epicenter of all network and application needs of the College since its inception managing the core IT infrastructure.

The computer laboratories are being upgraded from time to time to provide the best computational infrastructure.

Computer Laboratories / Wi-Fi

1. The computers are issued from the CSE department.
2. Serial number and MAC number of issued computers are entered in the register.
3. A number is assigned to each computer against their serial number.
4. The students duly enter the Check-in time and Check-out time.
5. The computers are maintained on a regular basis.
6. The regular maintenance of Wi-Fi, providing internet connections to all required locations and departments are maintained by ICT and System administrator
7. The utilization and of Wi-Fi is regularly monitor by the ICT with collaboration with CSE department
8. The unwanted/ prohibited websites have to blocked by system administers.

Maintenance of Computers (Hardware & Software) and Networking:

The computers are maintained in the Institution by CSE department. This division provides the integrated IT services like smooth running of automation, up-gradation and maintenance of automation package, college website, biometric services, troubleshooting of hardware, networking equipment including internet connectivity, procurement of hardware, software.

The CSE department is also responsible for all ICT equipment in the college.

9. Whenever there was a problem with ICT equipment or computer hardware and software the respective lab-in charge / staff submits a request through, Request form, Intercom, Oral, Mail, Message or Whatsapp, through Principal / Dean / HOD to CSE department
10. The networking and Hardware maintenance in-charge will maintain one log book containing the repair request form. Priority is assigned to the form according to the S.No.
11. As per the priority of the maintenance, the concerned hardware/networking personal will attend to the problem.
12. If the problem is solved there itself the maintenance call in the maintenance register will be closed.

13. If money is needed, the information will be brought to the principal to purchase the Hardware/networking products.
14. If the amount is below 5,000/- that will be approved by the Principal otherwise the requisition will be sent to the management.
15. The items of purchase can either be consumable or non-consumable.
16. All entries for various items of purchase after they are duly entered in the Accession Register (Day Book) shall be transferred to the individual stock registers maintained at the Section/Department/Laboratory level.
17. In the stock registers, a ledger shall be maintained for each item of purchase or entry. Separate pages for each item with serial number are created and entries be posted.
18. An account for each item is thus maintained. An index is also maintained in the stock register.
19. In cases of borrowing or lending of any tools/equipment or any other item shall clearly be stated in the separate issue register in the column remarks. This transfer shall be endorsed by the respective receiver or HODs while exit and entry.
20. The obsolete items are removed from the available list and updated in the respective stock register.

STANDARD OPERATING PROCEDURE SPORTS AND GAMES FACILITIES

STANDARD OPERATING PROCEDURE SPORTS AND GAMES FACILITIES

At VCET, Sports form one of the important aspects of a student's development. From increasing concentration level and working as a team to inculcating a winning spirit; sports helps students build a strong character and well-rounded personality. Through its excellent sports facilities, VCET offers opportunities to student for regular work-out, lifestyle management and interaction. All the sports and Games Equipment ground and various courts in college should be monitor by sport committee of VCET. The ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in a year. The purchase of any sports and games equipment can be headed by management by recommendations of sports committee and

S No.	Out Door Facilities:	In Door Facilities:
1.	Cricket Ground	Badminton Court (Boys and Girls)
2.	Volleyball Court	Chess (Boys and Girls)
3.	Kho Kho Court	Carroms (Boys and Girls)
4.	Throw ball Court	Table Tennis (Boys and Girls)
5.	Tennikoit	Yoga Room
6.	Kabaddi	Student Rest Rooms
7.	Cricket Nets	Gym
8.	Badminton Court (Boys and Girls)	

Maintenance and Utilization of Seminar Halls/Auditorium

1. VCET have two well equipped and air conditioned Seminar Halls, one located in main block and another located in second block with a seating capacity of 350 students and well-designed stage and podium. And college has well established E-class room in Block-2 with seating capacity of 200 students
2. The seminar halls and auditoria are under the purview of the computer science department,
Electrical department, Civil department and cleanliness is taken care of by the house keeping team
3. For accessing the facilities, the organizing faculty/staff member submits a request through request form through principal/HOD
4. Organizers are responsible for handling all requests form the participants in the event. These requests include answering questions about the event room, making copies for your meeting direct in participants to the correct room communicating etc

SOP FOR INDUSTRY INSTITUTE INTERATION CELL

SOP FOR INDUSTRY INSTITUTE INTERACTION CELL (IIC)

Purpose:

Industry Institute partnership cell (IIPC) is established for bridge the gap between the institute and industry and thus enhancing the relationship among each other.

This cell identifies the industrial expectation and promotes institutional preparation for meeting industrial needs by facilitating sponsored R&D projects, seminars, workshops and various other industrial training programmes.

Objective:

The aim of the cell is to make an effective contribution to educational system identifying the gap between academic curriculum and need of the industry.

Industry Institute partnership promotes in equipping faculty to latest practices and makes the students industry-ready by providing exposure to current industry practices and hone their skills to adapt changing technologies.

The primary focus of IIPC is to interact with elite industries across the country and establish partnership them.

Suggested Activities of the Cell:

The institute has set up an Industry-Institute Partnership Cell to carry out the following activities:

1. Bridging the gap between Industry-Institute by interactive programs
2. Promoting a partnership approach towards mobilizing industrial personnel.
3. To arrange for students' industrial visit.
4. Organizing seminars, symposium, exhibitions and workshops both for faculties and students in cutting edge technologies to cater to the current need of the industry.
5. To arrange industrial training for students and faculty members.
6. To identify the opportunities for student project work in Industries.
7. To encourage the department level tie-ups or MoU with Industries for the mutual benefit.
8. To promote consultancy activities and research and developmental activities with industry.
9. To enrich the teaching learning process through identified industrial gap.
10. To invite industry experts for guest lectures, seminars Brain-storming sessions and expertise sharing.

Roles & Responsibilities

1. **Coordinator:**

To initiate different collaboration with industries at institute level by identifying the industrial expectation and promoting institutional preparation for meeting industrial needs by facilitating project work, seminars, workshops and various other industrial training programmes.

2. **Committee Members:**

To identify the gap in the curriculum keeping in mind the Program Specific Outcome of their respective department and cater to them by initiating different events, workshop, industry visit etc. in collaboration with different industries.

3. **Student Members:**

To identify the need of the industry and current trend by getting the requirement from the students for initiating different events, workshop in collaboration with different industries.

Committee Composition

Advisory Committee

4. Principal – Chairman
5. Dean R&D – Member
6. HOD's – Member
7. Representatives from Industries – Member
8. Representatives from CII – Member
9. Alumni Entrepreneur – Member
10. Representative from Industry Associations/ Entrepreneurs – Member
11. Representatives from reputed R&D institutions of the region – Member
12. Training and Placement Officer – Member
13. Chief Coordinator of the Cell - Convener

Internal Committee

14. Coordinators
15. Faculty members from each department
16. Student members from each department

Meeting

The Advisory committee should meet twice in a year.

Sample E-mail to be shared with Industry Person to invite them to be member of IIPC Cell, VCET.

Sub: Invitation to be Board Member of IIPC, VCET

Dear Sir,

Greetings from VCET College of Engineering...!!!

I am pleased to invite you to be a member of our Industry Institute Partnership Cell (IIPC).

Industry Institute Partnership Cell of VCET is established to bridge the gap between the institute and industry and thus enhancing the relationship among each other.

The primary focus of IIPC, VCET is to interact with elite industries across the country and establish partnership them.

Function of the Cell

The institute has set up an Industry-Institute Partnership Cell with the following objectives:

1. Bridging the gap between Industry-Institute by interactive programs
2. Promoting a partnership approach towards mobilizing industrial personnel.
3. To arrange for students' industrial visit.
4. Organizing seminars, symposium, exhibitions and workshops both for faculties and students in cutting edge technologies to cater to the current need of the industry.
5. To arrange industrial training for students and faculty members.
6. To identify the opportunities for student project work in Industries.
7. To encourage tie-ups or MoUs with Industries for the mutual benefit.
8. To promote consultancy activities and research and developmental activities with industry.
9. To enrich the teaching-learning process through the identified industrial gap.
10. To invite industry experts for guest lectures, seminars Brain-storming sessions and expertise sharing.

Requesting you to kindly accept our invitation.

Thanks & Regards,

Name of the Coordinator of IIPC

Designation, Visvesvaraya College of Engineering and Technology

Contact Details:

Note: The sample format is indicative only. Appropriate amendments may be incorporated.

Sample Format of MoU MEMORANDUM OF UNDERSTANDING

The MOU is made on the dd/mm/yyyy between:-

1. Name of the Industry
Address
Hereinafter called abv.

And

2. Visvesvaraya College of Engineering & Technology
M.P Patelguda, Ibrahimpatnam Ranga Reddy Dist,501510

This Memorandum of Understanding (MOU) sets for the terms and understanding between the _____ of VCET and _____ of _____ to established Industry Institution collaboration project.

Background

Brief about the industry.....

3. Visvesvaraya College of Engineering & Technology (VCET) is an engineering college located in Telangana Hyderabad, India. The college was established in 2007. The Institution is declared Autonomous by the University Grants Commission (UGC) in 2024. It is affiliated to JNTU Hyderabad). The institution is approved by All India Council for Technical Education (AICTE).

Purpose

This MOU shall undertake the following activities:-

1. _____ would allow the industrial visits of students (VCET) for half/full day to provide them with an exposure to various equipment, instrument available at _____.
2. _____ will conduct Workshop/Seminar at VCET
3. _____ will conduct Grooming Session at VCET
4. VCET and _____ shall make provisions to share their respective facilities in order to promote academic and research interaction in the areas of cooperation.
5. Practical training of VCET students at _____.
6. Joint guidance of student projects/thesis.

7. VCET faculty member/s or _____ can share their consultancy for product/process modification, modernization, trouble shooting, etc.

Duration

1. This MOU shall be effective from the date of its approval by competent authorities at both ends.
2. The duration of the MOU shall be for a period of 5 years from the effective date.
3. During its tenancy, the MOU may be extended or terminated by a prior notice of not less than six months by either party. However, termination of the MOU will not in any manner affect the interests of the students/faculty/scientists who have been admitted to pursue a programme under the MOU.

IN WITNESS WHEREOF PARTIES HERE TO HAVE ENTERED INTO THIS AGREEMENT
EFFECTIVE AS ON XXX.

1. Visvesvaraya College of Engineering & Technology Name of the Industry

Note: The sample format is indicative only. Appropriate amendments may be incorporated.

Sample format for approach letter for Industrial Visit

Sub: Request for Industrial visit in your esteemed organization

Dear Sir,

Greetings from VCET College of Engineering!

VCET College of Engineering is the flagship institute under Jawahar Educational Society Initiative spearheading professional education for over a decade (Established in 2007). VCET College of Engineering is accredited by NAAC – A' Grade, and AICTE. The institute offers courses which are approved by AICTE and affiliated to JNTUH). The institution has been awarded Autonomous status by UGC in the academic year 2024, which makes it the first of its kind in West Bengal. Detailed information is available at: www.vcethyd.ac.in

The institute nurtures engineering & management acumen of global standards, innovation and professionalism entwined with free and passionate environment of idea exchange, skill enhancement with a focus on integrity, ethics and human values. The institute takes pride of transforming talents and life of thousands of its present and past students with an impeccable professional track record.

In this context we are requesting you to allow our B.Tech students to have a day- long visit to your esteem organization.

The visit may be conducted in _ days with a batch of _ on each day.

The preferable dates maybe within dd/mm/yy, or as per your convenience.

This will complement their knowledge and trigger the passion to be a complete professional in the days to come.

Your kind cooperation in this regard is highly appreciated. Thanks &

Regards,

Name

Designation, VCET Contact:

Note: The sample format is indicative only. Appropriate amendments may be incorporated.

SOP FOR PREPARATION OF MONTHLY REPORT

SOP FOR PREPARATION OF MONTHLY REPORT

Objective: To elaborate the procedure for preparing Monthly Report.

Responsibility:

- All the teaching/non-teaching staff members
- Department Monthly Report Coordinator
- Institution Monthly Report Coordinator
- Heads of the respective Departments
- Principal

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Sharing of the various activity option sheet to all faculty members.	Department Monthly Report coordinator	1 st working day of Every month
2.	Day to day update of the shared sheet along with photographs	All the teaching/non- teaching staff members	Every working day
3.	Consolidation and Preparation of department Monthly Report.	Department Monthly Report coordinator.	Final week of every month
4.	Submission to HoD for necessary approval for Department Monthly Report.	Department Monthly Report coordinator.	Last working day of Every month
5.	Consolidation and Preparation of Institution Monthly Report.	Institution Monthly Report coordinator	1 st week of Subsequent month.
6.	Submission to Principal for necessary approval for Institution Monthly Report.	Institution Monthly Report coordinator	6 th working day of every month
7	Presentation of MIR to Managing Director	Principal / Registrar / Dean / HoD	7 th working day of every month
8.	Releasing the Monthly Report to all teaching/non-teaching staff members.	Principal of the institution	8 th working day of every month

SOP FOR RECORD MANAGEMENT

SOP FOR RECORD MANAGEMENT

• PURPOSE

The purpose of the Record Management Policy is to promote proper management, retention, preservation, and disposal of records of college operations, in order to ensure efficient current and future operations, preserve a historical record, comply with legal obligations, and eliminate outdated and unnecessary records. The policy also provides guidance to individual departments regarding their legal obligations with respect to record retention and disposal.

• APPLICATION

This policy applies to all official records generated in the course of college operations. “Official record” means any tangible thing containing recorded information that is created, received, used, recorded, or filed in the course of college educational and/or business operations, regardless of format, except for the following categories of documents.

- Records of immediate or transitory value only, such as routing slips, routine letters or memo, telephone messages, notices, or memoranda that give only logistical information such as a change of location for a meeting and “for your information” notes
- Faculty research records and notes
- Duplicate materials and blank forms
 - Personal or private documents (including e-mail) neither created nor received in connection with college operations
- Magazines and newspapers not published by JISCE
- Published reports and other documents produced by entities other than JISCE
 - Notes, drafts, or working papers once a project is completed, unless they provide more complete information than the final report.

• ADMINISTRATION

1. Responsibilities of Principal & Registrar

The Office of Principal & Registrar shall be responsible for reviewing and updating this policy on a regular basis to conform to legal standards, and for responding to questions about application of this policy in particular circumstances.

2. Responsibilities of College Archivist

JISCE archives serves as a repository for non-current official records and other records of the college that have enduring value. The archives preserve

and makes accessible these records for legal, administrative, and research needs. Some records may be closed for 20 years or longer, depending on the nature of the records, and may only be used by permission. Once official records have met their retention schedule in a department on campus, they will either be disposed of or transferred to the archives for permanent retention. Some permanent records may be held at locations other than the archives, such as in the department in which they were created. The archivist will be responsible for managing the selection and transfer of records to the archives as well as access to and preservation of the records.

3. Responsibilities of Department Heads.

Each department head, holds the following responsibilities under this policy:

1. Develop and implement the department's record management practices to conform to this policy;
2. Educate staff within the department to understand and implement this policy;
3. Establish the appropriate level of confidentiality and security for specific types of records and ensure that the department maintains that level;
4. Ensure the transfer to the archives of any records of historic value and/or documents that are to be maintained permanently;
5. Ensure the destruction of inactive records that have no archival value upon passage of the applicable retention period.

- **OWNERSHIP OF RECORDS**

With the exception of records owned by faculty members, employees, or students, official college records are, pursuant to the college's Intellectual Property Policy, the property of the college and not of the officers, faculty members, or employees who create them or to whom they are entrusted. All members of the community are responsible for maintaining the integrity and security of such records.

- **DISPOSAL OF RECORDS**

Certain official records must be retained for a specified time period as dictated in this policy. Once official records have met their retention schedule, they should be disposed of, unless they are of value to the archives. If official records are retained beyond their retention schedule, college resources may be unnecessarily used in managing and storing them.

Permanent Records. Permanent records are records that have historical, administrative, or research value to the college and will be kept indefinitely. The college archivist assists in the identification and classification of permanent records, and ensures that they are transferred to the archives once they become inactive. Examples of permanent records include meeting minutes, architectural drawings, organization charts, real estate records, endowment agreements, student theses, selected faculty papers, college policies, and photographs of events and buildings.

Duplicate Copies. Most records will eventually have multiple copies in several offices and departments at the college. There is only one “official copy” of any record, and the individual in the office designated by the department chair or director to hold the “official copy” is the official custodian and is responsible for the record’s retention and possible classification as an archival record. Copies may be kept as long as they are useful. For example, the Principal’s Office is the “official custodian” of academic search files. All other copies of materials related to a search may be destroyed when no longer needed. Office of Principal is responsible for retaining the record for the period required by law or longer if appropriate, and for transferring the record to the Archives, if appropriate. Whenever an office or person is designated as the official custodian of a document (pursuant to the schedule below) all other offices should consult with the official custodian before destroying copies of records that the official custodian is maintaining.

Destruction Methods: Destruction includes:

1. Recycling is generally appropriate for all non-confidential paper documents, including public documents of other organizations, magazines, annual reports, newsletters, announcements, and drafts of policies or other memos which are not confidential.
2. Shredding, using a cross-cut or strip shredder, should be used for all documents that should not be read by others after they are no longer needed. This is essential for any document containing personal information.
3. Suspension of Record Destruction. In the event of a governmental audit, investigation, or pending litigation, record disposal may be suspended at the direction of the Principal. For this purpose, the Principal should be informed of any situation that might give rise to legal action as soon as the situation becomes apparent.
4. Document Destruction Record. A Document Destruction Record (DDR), in a form attached as Attachment B, must be completed whenever official records are destroyed pursuant to this policy. The DDR may include categories of documents, rather than individual documents. DDRs shall be maintained in the office where the destroyed records were generated.

- **ELECTRONIC RECORDS.**

Many official records are created and maintained in an electronic format. These include documents on a computer hard drive, email and its attachments, and documents that have been scanned and reside on CDs or on other removable storage media. File maintenance of these records requires coordination among the places where they are stored – hard- drives on desk tops, laptops, on shared drives (network systems), and on removable storage media.

An electronic file that has permanent value to the college should be retained in the appropriate Master folder on the college's server, rather than on a personal desktop computer, which is not designed for the permanent retention of records. All data on the college's server is backed-up regularly in order to ensure business continuation in the event of a disaster or crisis. Therefore, individual offices only need to retain their copies of electronic records if they are useful for day-to-day business. One notable exception involves special compilations of data that offices or departments may create using data from Power Campus. Because of the way data is preserved or changed over time, it may not always be possible to re-create a compilation of data in the future. Any report created from special compilations, as opposed to merely printing data from the system, should be retained by the office or department creating it as the official copy.

Some offices, academic departments, or units have created electronic data systems by purchasing software to help manage a specific database for research or other purposes. If it is determined that the records created by that database should be maintained for a specific period or should be permanently retained, the maintenance of the software license and the availability of it can be very important. Before purchasing or using specialized software for these purposes, the official custodian should discuss with Information Technology the purchase and any agreement needed in order to back up the data system.

All college faculty and staff entrusted with electronic data must adhere to these practices:

1. Appropriately secure data and keep it inaccessible to non-approved users when not in use;
2. Use, retain, and dispose of data consistent with this policy for paper copies of records;
3. Develop policies for the appropriate and frequent back-up of data systems and their storage in locations that will keep them available in the event of a disaster affecting the original data system;
4. Dispose of electronic documents containing private or confidential data properly, which means erasing hard drives and disks so that the data are not retrievable.

5. Consultation with Information Technology Services staff & System Administration on how to properly erase hard drives is vital before computers are transferred to other users or discarded;
6. Treat electronic mail like any other electronic record. Mail that has information that should be retained according to a retention schedule should either be printed and filed as would any other paper record or saved to an archived e-mail file.

- **PROTECTION OF VITAL RECORDS**

One part of the college's records management program is the identification and protection of vital records. A record is vital when:

1. The re-establishment of an authentic replacement of a lost or unavailable record would be impossible or prohibitively difficult; and
2. Permanent loss of the record would abridge, jeopardize, or otherwise have a major negative impact on a significant right of an individual, a significant right or asset of the college, or the performance of an essential function of the college.

- **RETENTION PERIODS**

The Retention Schedule is the most common types of records at the college with a required retention period. Almost every department or office in the college will have records that are not on the retention schedule but should be retained.

ACT = while active, employed, or enrolled PERM =

permanent

SOL = Statute of Limitations V

= vital record

*(Annexure C) Attached

VITAL RECORDS MANAGEMENT POLICY

1. INTRODUCTION AND DEFINITION OF VITAL RECORDS

An important part of the college's records management program is the identification and protection of vital records. A record is vital when:

1. The replacement of a lost or unavailable record would be impossible or prohibitively difficult; and
2. Permanent loss of the record would abridge, jeopardize, or otherwise have a major negative impact on a significant right of an individual, a significant right or asset of the college, or the performance of an essential function of the college.

2. PURPOSE

The purpose of this policy is to establish the guidelines for the protection of vital records through:

1. Establishment of criteria for identification of vital records; and
2. Selection of secure and economical methods of protection.

Adherence to these guidelines should ensure that vital records of the college are reasonably protected as far as is economically possible from such hazards as fire, flood, and vandalism.

3. CRITERIA FOR IDENTIFICATION OF VITAL RECORDS

Three types of college records may be classified as vital:

1. Records essential to the protection of the rights of individuals;

Examples: current payroll records necessary to pay employees; permanent student transcripts necessary to show completion of course work;
employee service records required for protection of tenure and retirement status

2. Records essential to the protection of the college's rights or assets;

Examples: drawings and specifications required to repair and maintain the college's facilities; records necessary to establish college ownership of
buildings, equipment, and land; promissory notes and evidence of other receivables

3. Records necessary for the execution of the college's contractual obligations and other essential functions.

Examples: significant contracts; accounts payable records; lease agreements

Identification of a particular record as vital is a matter of discretionary judgment that is most effectively exercised by the creators or users of the record, using the criteria in III.A, B and C, above.

Many types of records are of great importance but not of vital importance as defined in this policy. Such records may require much effort and expense to reconstruct if lost, or may have intrinsic historical value. The requirements of this policy do not apply to those important but not vital records, although the standards and methods of protection outlined in this policy may be applied by any department to such records to the degree that the values, risks, and available resources for protection make such protection appropriate.

4. PRE-IDENTIFIED VITAL RECORDS

The following college records have already been determined to be vital. For ease of reference, these records are also annotated in the Record Retention Policy by the symbol (V) after the record listing.

1. Student Records

1. Student transcripts and academic records
2. Student disciplinary records resulting in suspension or dismissal
3. Enrollment agreements
4. Patient medical records

1. Employee Records (Department of Human Resources)

5. Payroll records
6. Individual employee personnel files
7. Health plan and life insurance enrollment, change and cancellation forms

1. Faculty Records (Principal's Office)

8. Faculty personnel and R&D files

1. Institutional Records (Principal's Office & Registrar's Office)

9. Managing Trustee records (including Board of Trustees minutes, corporate resolutions, bylaws and articles of incorporation)
10. Deeds
11. Campus building records (including architectural drawings, floor plans, equipment inventory records, improvement records)

12. Endowment records, gift agreements, bequest files
- Financial records (including general ledger, auditors reports, current accounts payable and receivable records)
13. Ownership records of vehicles and other major assets
14. AAGC membership records
15. Promissory notes
16. Federal and state required statistics and reports

1. Library and Archives holdings

Departments holding original copies of pre-identified vital records have the responsibility to ensure they are protected in accordance with the guidelines outlined in this policy.

This list of pre-identified vital records is not intended to be all-encompassing. Additional vital records may be identified by departments as provided in Section III.

17. SELECTION OF METHODS OF PROTECTION

- Each department is required to develop a written plan that identifies all vital records maintained by the department and describes how the department protects such records (hereinafter “protection plan”). This plan should be provided to the Records Management Committee Chair according to a schedule to be determined by the Records Management Committee. The following guidelines are provided to assist departments in the development of protection plans for vital records.

The two most important factors guiding the selection of a method of protection for vital records are the level of risk to the record and the cost

of the proposed protection method. Departments should take these factors into consideration by evaluating the ratio of the effectiveness of the protection method to the cost of that protection method. Since it is

possible to attain no more than relative security, the best choice is the one

for which the cost of security is most closely in line with the degree of risk, i.e., the greater the risk to a record, the greater the cost that can be justified in protecting it.

- Beyond the evaluation of actual risks of loss for vital records, three other factors have a measure of importance in the selection of protection methods:

- Need for accessibility. Vital records that must be close at hand and available for use at all times may require different methods of protection from those records that are infrequently used.

- Length of retention. The best methods for protecting vital records of a short-term nature may be different from those methods best for long-term or permanent records.

- Physical qualities of records. Susceptibility of records to destruction from heat, water, chemicals, and aging varies with both the record medium and the duration of retention.

Magnetic tape and film often require different protection from that needed for paper documents. Paper itself varies greatly in its ability to withstand aging.

- Six methods of records protection are reviewed below. More than one of those methods can be used to protect a given vital record. It is not uncommon to protect the active portion of a series of records through the preservation of existing duplicates while protecting the inactive portion through other means. Methods 5 and 6 should be considered secondary methods of records protection. For instance, if it is not feasible to implement methods 1, 2, 3, or 4 for reasons of economics, methods 5 or 6 should be used to provide at least a minimum level of protection.

- Preservation of existing duplicate copies at another location. Many records already have a form of "natural protection" because of the regular paperwork routine. For example, legal counsel may retain the original copy of a contract, while another department may retain a copy of the same contract for reference during the life of the contract. If duplicates exist for a vital record series, the preservation of those duplicates is very effective protection. The likelihood of both copies being destroyed at any one time is extremely low. This method is equally effective for long- and short-term retention, durable or fragile records, and high- or low-access requirements.

- Creation of duplicate copies for preservation at another location.

Duplicate "security" copies of many vital record series may be created. For example, copies of major gift agreements may be scanned so that they can be maintained electronically, while the original gift agreement is moved to a safe location either on or off campus. Methods of creating copies range from direct reproduction on copying machines to scanning paper copies into an electronic database. This kind of protection is as effective as the first method described. However, the cost of creating duplicate copies is sometimes relatively high.

- Preservation of source records that would be used to reconstruct vital records. In many cases, documents that are sources for vital records are held by the college or a vendor. For example, statistical reports prepared for the government may be based on college records that are currently available. If such sources can be identified and agreements made for holding them for the length of time protection is required,

this method of protection can be nearly as effective for all situations as the first two. Effectiveness is reduced only slightly because several source document series may be involved, any one of which might be destroyed. The overall cost of this method may be higher than the first method, because larger volumes of source records must be retained for longer periods than would ordinarily be the case. However, the net

cost of this method will usually be much less than the cost of creating duplicate security copies.

- Storage in special equipment such as fire resistant cabinets, safes, or vaults. Original and unique copies of vital records can be protected from most hazards through the use of special storage equipment. While the protection thus obtained is not absolute, its relative

effectiveness is only slightly lower than the first three methods. However, of all protection methods, the use of special storage equipment is usually the most costly. This method should be considered only when the other methods are physically not feasible.

- Removal of hazardous conditions from area of storage. By removing unnecessary hazards such as combustible materials and steam or water pipes and by eliminating undesirable conditions such as airborne chemicals and extremes of heat or humidity, a relative improvement can be achieved in protection of records. Since the effectiveness of this method is low, it should be considered only when other methods

are economically unfeasible.

- Relocation of records to a less hazardous area. Because of differences in construction, some college buildings are less hazardous for records storage than others. The effectiveness of relocation as a method of protection can be equal to or slightly better than that for removal of hazardous conditions. Cost will be equally low or lower. However, when requirements exist for frequent access to the records, this method may not be feasible. If relocation is considered, the college archivist

and the director of Facilities Management Services should be consulted to determine the relative safety of various proposed storage areas.

18. RESPONSIBILITIES

- Departments and Offices

The individual department is responsible for reviewing its records in relation to the guidelines set forth in this policy, identifying by title those records that are vital, and consulting with legal counsel and other departments, as appropriate, regarding the location of each vital record and the type of protection given to it. Development of a written protection plan, as identified in Section V, is mandatory. In cases where protection is not provided for any vital record, a short explanation should be included in the departmental protection plan.

- Records Management Coordinators

Each Records Management Coordinator is responsible for coordinating the development of department protection plans in his/her area of responsibility and for reporting the status of the plans' development to the Records Management Committee. Coordinators shall be appointed by the college president and shall serve as a member of the Records Management Committee.

Coordinators shall be appointed for the following areas of responsibility:

1. Student Records (Registrar, Financial Aid, Dean of Student's Office, Career Development Office, Student Activities, Residence Life, Athletics)

2. Employee Records (Department of Human Resources)
3. Faculty Records (Principal's Office, Faculty Committees)
4. Institutional Records (HO, Principal's Office & Registrar's Office)
5. Library and Archives holdings

- Records Management Committee

The Records Management Committee is responsible for the overall management and periodic review of this policy. The Chair of the Committee shall be appointed by the President, and the committee shall be composed of the records management coordinators, together with the College Archivist, the Vice President for Planning and Information Technology, and Legal Counsel. The Committee will prescribe the

required frequencies of vital records protection plans, which will be not less than once every five years.

The Committee shall meet regularly to evaluate the sufficiency of protection plans, evaluate the need for resources to assist in the protection of vital records at the college and provide advice to departments in the implementation of this policy. The Committee shall also report regularly to the Risk Management Committee.

Annexure A

Special Collections & Archives

Guide to Transferring Materials to the College Archives

JISCE Archives is the college's official repository for all historically valuable non-current records generated and received by college offices and employees during the course of official college business. Permanently valuable historical records document the growth and development of the college, including its physical plant and grounds, curriculum and research, relationship with the local community, and the activities of its student body, faculty, and alumnae/i. Current or active records are documents that must be consulted frequently or accessed immediately for legal, operational, or administrative policy purposes. Some of these will eventually come to the archives; others will be destroyed.

Please see JISCE Records Management Policy that determines the college's official records retention schedule. Once records have met their retention schedule, they will either be disposed of or transferred to the archives for permanent retention. Some records may be closed for 20 years or longer, depending on the nature of the records and may only be used by permission.

• SELECTING MATERIAL – for College Archives, official records

The archivist is always available to work with faculty and staff to determine what materials to transfer.

Types of records to transfer to the archives:

In general, significant records created in the conduct of college business are appropriate for transfer to the archives. Also, records that chronicle a department's activities are part of the institutional memory and would be helpful to future students and historians. Records that are valuable to understanding the organizational culture, differing points of view, and how decisions were made should also be preserved. Many of these records will be closed for 25 years and only accessible with special permission. Specific records appropriate for the archives include:

1. Constitutions and by-laws, minutes and proceedings, transcripts, and lists of officers of the varied official college offices and governing bodies
2. Select office files, including incoming and outgoing official correspondence and memoranda and subject files related to projects, activities, functions, and special events
3. Annual budgets
4. Historical files related to policy and decision-making, committee and task force reports, and surveys
5. Manuscripts, lectures, speeches
6. Publications: two copies of all newsletters, brochures, journals, handbooks, monographs, programs, posters and announcements issued by the college or its departments. The college archives should be on all official mailing lists

7. Reports of external groups about the college, including surveys, audits, accreditation reports, and planning documents
8. Academic program materials, including curricula, feasibility studies, class schedules, and course syllabi
9. Audiovisuals, including photographs, negatives, and transparencies; maps, plans, films, sound and video recordings, microforms and other illustrative media. PLEASE LABEL AND IDENTIFY THESE MATERIALS AS COMPLETELY AS POSSIBLE.
10. Records and minutes of campus organizations funded and/or sponsored by the college
11. Artifacts and memorabilia of permanent significance to the college's history

Records that generally are disposed of after their current use:

12. Records of specific financial transactions
13. Routine correspondence of transmittal and acknowledgement
14. Correspondence not specifically addressed, such as circulars and memoranda, except for one record copy maintained by the generating office
15. General administrative and management files
16. Student academic and employment records
17. Recommendations and other personnel files that were to be destroyed after use; e.g., search committee files on individuals not hired by JISCE
18. Replies to questionnaires once the results are recorded and published

• **PERSONAL FACULTY PAPERS– For Special Collections, non-official records**

The college collects the papers of faculty for the Special Collections. These are materials not produced while conducting official college business. The line between institutional and personal records may be difficult to determine, so please contact the archivist with questions.

The Special Collections consist of non-official materials such as rare books, personal papers, manuscript collections, objects, artifacts, institutional/organizational records, and other materials that reflect the history of the college, curriculum, programs, current collection strengths, and the history of Baltimore and Maryland.

Material of particular interest for Special Collections:

19. Biographical material, including curriculum vitae, resumes, published and unpublished biographical sketches, and memoirs, reminiscences, and wills
20. Correspondence: outgoing and incoming letters relating to all facets of one's career, including correspondence with colleagues, publishers, organizations; personal letters to and from friends, relatives, and business associates
21. Business or organizational records: agendas, minutes, reports, correspondence, annual reports, charters, articles of incorporation, constitutions, by-laws, handbooks, newsletters or other publications, organizational charts, brochures, and press releases

22. Published articles and monographs; drafts and manuscripts of articles, papers, books, and speeches, critical works
23. Audiovisuals, including photographs, films, and sound and video recordings
24. Photographs: prints, negatives, slides
25. Typescripts, drafts, and galleys of publications, when they reflect the creative process
26. Books, research papers, articles, and reprints written by others unless of direct significance
27. Research notes and data, if a summary is not available
28. Memorabilia, scrapbooks, diaries, notebooks, journals
29. Maps, printed items
30. Research files: outlines, research designs, raw data, notes, analyses, and reports of findings

Records that should not be transferred to the Archives without prior consultation:

31. Detailed financial records, canceled checks, and receipts
32. Human resources, payroll, or otherwise confidential material
33. Detailed financial records, canceled checks, and bills/receipts
34. Grade books and rosters
35. Non-personally addressed mail and routine letters of transmittal and acknowledgement
36. Junk mail, duplicates, mailing lists, and date books and calendars
37. Routine correspondence, including memoranda and letters of transmittal and acknowledgement
38. Duplicates and multiple copies of publications
39. Artifacts and memorabilia unless of particular significance to the college.

• **PREPARING MATERIAL**

The following measures are helpful prior to transferring materials. The archivist is available to assist in this process.

Pack records in boxes.

40. Do not overfill boxes. Use records storage boxes if possible (approx 15 ½" x 12" x 10 ½").

Put documents in folders before packing into boxes. Please do not put loose papers in boxes.

41. Label folders if possible with subjects and dates.
42. Remove hanging holders
43. If materials are in binders, keep in binders and place in box.

Box similar materials together--do not mix different kinds of files.

44. Separate boxes for work done in separate areas/projects. For example, keep records related to work on a faculty committee separate from papers related to work on a city commission.

45. Separate boxes for different series or types of material. For example, keep public relations materials separate from general correspondence.
46. Keep physical types separate. For example, do not mix videotapes, paper press releases and photographs all together.

Keep materials in original order

47. When removing items from file drawers, or from shelves, place in box in order as found.

Keeping materials in the order which they were used is helpful for researchers.

48.

If unorganized, put in logical order.

49. If the files should be organized alphabetically, chronologically, etc., and you find that they are not when you start to pack them, take some time to organize them properly.

Label boxes.

50. Include Name/Author, Type of files (e.g. correspondence), Subject (e.g. bridge construction),
 51. Date range, and Box number. Also, note if the file contains fragile materials. For example:
 52. John George
 53. Correspondence, Stadium funding bill
 54. 1990s – 2002
 55. Box 4

Create an inventory (box and folder list) for the boxes.

56. List each box, and the titles of the folders in the box.
57. Place the folder list for each box into that box where it can be easily found.
58. Send copies of list(s) to the archivist.

ANNEXURE B
DOCUMENT DESTRUCTION RECORD

Department _____

Date _____

Description of records:

Method of destruction:

- ☐ Confidential ☐ Not confidential
- ☐ Document moved off-site to _____(location)

.....

Destruction carried out by:

Name

Signature

Departmental approval:

Print Name

Signature

Annexure-c

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 plane 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
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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

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

SOP FOR POSTING ON SOCIAL MEDIA

- Purpose:

Social media has become a powerful tool for communication and propagation that have a significant impact on an organization and professional reputation. As its uses obviate the discrimination between personal voice and organizational voice, JIS College of Engineering (JISCE) adopts the policy elucidated in the ensuing paragraphs to help protect personal and professional reputations while participating in social media.

The main aims of this SOP are: -

- To streamline guidelines for use of social media for educational and constructive purposes and to prevent misuse of social media.
- Guide employees and students to use social media while effectively complying with online ethics and adherence to JISCE organizational rules and regulations.
- To make the employees and students cautious about ethical principles and legal compliance when they use social media.
- To caution them about discrimination and defamation online, and how to demonstrate appropriate behavior on social networks.

- Scope

This standard operating procedure applies to employees and students of the JISCE till they have the privilege of lien with the institution as employee or student.

- Responsibilities

All heads of departments and administrative divisions will ensure adherence to these guidelines by their students and subordinates as the case may be.

- Procedure / Guidelines

Both in professional and academic roles, the employees and students need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with co-workers, teachers, students, supporting staff and general public apply online as in the real world. Employees and students are liable for anything they post on social media – those who violate the Institution's policy regarding social media do so at the risk of disciplinary action.

Precautionary Measures for Social Media Sites:

- Protect confidential and personal information – do not post confidential or personal information, and photographs of others without their permission.
- The employees and students must follow the code of conduct of JISCE while posting on social media.
- Social networking sites are not appropriate forums to engage in differences of opinion with respect to professional or organizational issues or discussing the performance or competence of employees.
- All employees and students are prohibited from posting defamatory posts both in photographic or writing form against anyone within or outside JISCE; specifically, they should be very cautious in commenting on heads/employees of organizations. Political posts are strictly prohibited, failing which disciplinary action will be initiated against the concerned employees/students.
- Respect copyright and fair use when posting, be mindful of the copyright and intellectual property right of others.
- Do not use JISCE logos for endorsements or images on personal social media sites.
 - Do not use JISCE name to promote any product, idea which does not pertain to the institution.
- JISCE reserves the right to monitor social networking sites.

Appreciable Practices Social Media Sites:

Think twice before posting:

- Privacy does not exist in the world of social media.
 - Consider what could happen if a post becomes widely known and how that may reflect both on the initiator of the post and the Institution.
 - Be aware that search engines can turn up posts years after they are created, and comments can be copied and saved.

Make endeavors for accuracy:

- Get the facts straight before posting them on social media.
 - Review content for grammatical and spelling errors, especially if posting on behalf of JISCE.

Be respectful:

- Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas.
- Be careful in with respect to your tone and selection of words, for words have different meanings in different

tones/contexts.

Be mindful of your audience:

- Be aware that a presence in the social media world is or can easily be made available to the public at large and this includes JISCE's stakeholders such as prospective employees/students and society.
- Consider this before publishing to ensure that your post will not alienate, harm, or provoke any of these groups.

Identify your views as your own:

- If you identify yourself as JISCE staff member/student on your personal site, it should be clear that the views expressed are not necessarily those of the Institution

Photography:

- Consider adding a watermark to protect your intellectual property.
 - Photographs of other staff / students must not be published without prior consent of the persons appearing in such photographs.

Organizational posts:

- Only the authorized persons may post on behalf of JIS College of Engineering.
 - Before posting it may be approved from Principal or the concerned authority.
 - The accuracy of the information must be ensured while posting on behalf of the organization.
 - The deputed Social Media Coordinator should monitor the official pages for derogatory comments and should remove it instantly.
 - Check and recheck the sentences to avoid syntactic errors and semantic ambiguity.
 - While designing any post in the official template of JISCE, Brand Manual of JIS Group to be followed.
 - Logo of JISCE & JIS Group must be added properly in each and every post.
 - All the staff members must "LIKE" each and every post of the institute.
- Monitoring:

Social media coordinator along with departmental coordinator will monitor the activities of their staff/students.

- Corrective Action:

Any employee/student found or established to be violating the rules, will be dealt with under the college rules, for the time being in force.

SOP FOR TRAINING & PLACEMENT CELL

SOP FOR TRAINING & PLACEMENT CELL

Content

1. Campus Recruitment:

Explanatory Note – 1

Text of -

1. Formal Invitation Letter (For companies who had conducted
Campus recruitment during the last 4 years)
2. Formal Invitation Letter (For companies who have not conducted
Campus recruitment during the last 4 years)
3. Furnishing of Website Links
4. E-mail inviting companies to conduct campus recruitment.
5. E-mail reminding companies for expeditious action on our request for
campus recruitment
6. E-mail inviting companies to convey dates of campus recruitment.
7. E-mail expressing a note of appreciation for conducting / accepting to conduct
Campus recruitment.
8. E-mail expressing a note of appreciation for recruiting students of our Institutes.
9. E-mail expressing a note of appreciation **even if students are not
recruited by the company concerned.**

2. Students Profile :

Explanatory Note - 2

1. Format of submission of students' data base for short listing of
candidates for campus recruitment (Subject to amendment based on
selection criteria by different companies)
2. Format for reporting attendance of candidates and absentee candidates.
3. Format for reporting the result of recruitment drive.

3. Visit to Companies (Hyderabad & adjoining areas):

Explanatory Note - 3

1. Submission of conveyance claim.

4. Visit To Companies.

Explanatory Note – 4

1. Submission of conveyance claim.

5. Progress report to be submitted on a monthly basis: **Explanatory Note – 5**

1. It is essential to submit progress report highlighting success & failure of efforts to senior management in the format given below. (Including reasons for failure to achieve target)

6. PAS – Personal Appraisal System :

Explanatory Note – 6

Personal Appraisal System is an integral part of the performance record of all placement officer / officials rendering help to students entering the job market. PAS cycle is broadly concurrent with the academic sessions and begins on 1st July of a given year to 30th June of the following year. The comments of the reporting officer and reviewing officer should form the basis of career enhancement prospects and promotions. The self assessment of officer reported upon, is intended to give an opportunity to placement officers to record their achievements, constraints to reach the target as also to explain the reasons for failure, if any.

The accepting officer can take a holistic view before deciding on the performance rating of the individuals concerned and take decision on promotion, training needs, reallocation of work etc. based on recommendations / observations of reporting and reviewing officers as also the statements recorded by the officer reported upon as incorporated in self assessment.

Explanatory Note – 1

1. At the commencement of each academic session, a circular letter needs to be issued to various companies inviting CEO / CMD / HR Officers to conduct campus recruitment at VCET. One letter should be addressed to companies which have conducted campus recruitment during the last four years and the second letter should be issued to companies which did not conduct campus recruitment at VCET during the last four years.
2. The same letter could be used by Placement Officers while meeting HR Officers on a one to one basis during the academic session.
3. Most of the companies request for website details. Unfortunately, the HR officers are reluctant to search the specific information they require and, therefore, they request website links to various courses of study as incorporated in the placement brochure. Consequently, it becomes essential to provide links for engineering, computer application etc
4. As a follow up action to issuance of circular letter and / or direct contact with various companies, it is essential to send an E mail inviting companies to conduct campus recruitment and seeking appointment.
5. Format for E mail reminding companies for expeditious action on our request for campus recruitment
6. It is imperative to finalize the dates of campus recruitment as also to ascertain the details of the venue and the schedule for the interview process.
7. On completion of the interview process, a note of appreciation for conducting campus recruitment should be sent.
 8. Format for expressing a note of appreciation for recruiting students of our Institutes
9. E Mail expressing a note of appreciation even if students are not recruited by the company concerned.

Date: DD/MM/YYYY

Dear Sir / Madam,

You are aware that the Visvesvaraya college of engineering and Technology considered as one of the best educational establishments in the State of Telangana. Enclosed you will find a pamphlet incorporating a synopsis of our institution, locations in Hyderabad and its suburbs and courses offered at our colleges. All the courses are approved by AICTE and affiliated to VCET. Our colleges are also NIRF, NAAC accredited. Detailed information in this regarding may be viewed at www.vcethyd.ac.in.

1. Our faculty nurtures enthusiasm of students to learn, help facilitate exchanging ideas and prepare them intellectually with diverse skill sets to face a vibrant work force on completion of their chosen curriculum and field of specialization. Achievement of academic excellence, high level of personal conduct and integrity are our main focus which you will find attractive. Our passionate learning environments not only strengthen existing talents but also challenge students to develop a pleasant and meaningful personality.
2. **As in the past, we take this opportunity to invite you again to visit our campus, initiate a phone call or write to us and consider sending a team of Officers from your Human Resources Department to conduct campus recruitment for students completing their course in the current academic year 2020-21** We would be glad to provide you and your team all the requisite logistic facilities and support services for conducting campus recruitment process and look forward to hosting your team at your convenience. Kindly let us know your selection criteria to enable us to prepare and meet your requirements.
3. Our Placement Officers will send you relevant “Placement brochures” and / or contact / meet in person officers of your HR Department to apprise them further about campus recruitment. Should your HR officials require any clarification, please feel free to contact us or any of the placement officers listed below. It would be greatly appreciated if an acknowledgement of this communication is sent to us by email and our invitation for campus recruitment is forwarded to recruiting officers / HR officials concerned.

In closing, please accept our best wishes.

Sincerely,
(Name of Placement Officer & Signature)

Name & Designation
Company
Address

{Formal Letter and / or E mail exclusively for companies **who had conducted campus recruitment during the last 4 years**}

Date: DD/MM/YYYY

Dear Sir / Madam,

You are aware that the Visvesvaraya college of engineering and Technology considered as one of the best educational establishments in the State of Telangana. Enclosed you will find a pamphlet incorporating a synopsis of our institution, locations in Hyderabad and its suburbs and courses offered at our colleges. All the courses are approved by AICTE and affiliated to VCET. Our colleges are also NIRF, NAAC accredited. Detailed information in this regarding may be viewed at www.vcethyd.ac.in.

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2. **We take this opportunity to invite you to visit our campus, initiate a phone call or write to us and consider sending a team of Officers from your Human Resources Department to conduct campus recruitment for students completing their course in the current academic year 2020-21.** We would be glad to provide you and your team all the requisite logistic facilities and support services for conducting campus recruitment process and look forward to hosting your team at your convenience. Kindly let us know your selection criteria to enable us to prepare and meet your requirements.
3. Our Placement Officers will send you relevant “Placement brochures” and / or contact / meet in person officers of your HR Department to apprise them further about campus recruitment. Should your HR officials require any clarification, please feel free to contact us or any of the placement officers listed below. It would be greatly appreciated if an acknowledgment of this communication is sent to us by email and our invitation for campus recruitment is forwarded to recruiting officers / HR officials concerned.

In closing, please accept our best wishes.

Sincerely,

(Name of Placement Officer & Signature)

Name & Designation

Company

Address

{Formal Letter and / or E mail exclusively for companies who have not conducted campus recruitment during the last 4 years}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Hyderabad

Dear Sir/Madam,

SUB: Campus Recruitment for the students in the current academic year 20XX - XX

With reference to the above-mentioned subject; we are pleased to forward you an Invitation Letter to visit our Institutes to conduct Campus Recruitment. In addition, you may wish to check more details from our website www.vcethyd.ac.in which incorporates the course contents, names & professional qualifications of faculty members and infrastructure available in all our Institutes.

1. You are aware that VCET covering diverse courses including M.Tech, B.tech, MBA programs Should you require any specific information including students database, field of specialization, number of students graduating in courses which may be relevant to your need, we would be glad to provide the same.
2. **You may click the given links: www.vcethyd.ac.in to have complete access of our Placement Brochure relating to all disciplines of Management Programs & Engineering Programs respectively.**
3. We look forward towards an enduring & rewarding relationship with your esteemed organization as we strongly believe that students from our institutions are competent to take up assignment offered, with a high degree of personal conduct and integrity.

Looking forward to your appointment to discuss further about the proposal

Thanking you.

Warm regards & best wishes, Name:
Designation of Placement Officer
Training & Placement Cell,
VCET
Mobile Number
Email ID:

{E-mail inviting companies to conduct campus recruitment and seeking appointment}.

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Kolkata

SUB:

Dear Sir/Madam,

Please refer to our discussion regarding enlisting JIS Colleges for consideration of campus interview by your esteemed organization. We understand that you would be finalizing your list shortly. We are hopeful that you would favourably consider our request.

1. The credentials of our colleges are known to you and, as such, we can assure you that we accord high priority for our students' welfare. In addition to various skill development programs, we lay special emphasis on core subjects to facilitate students achieving highest standard of academic excellence.
2. We are confident that our students would meet your expectations.

Thanking you.

Warm regards & best wishes,

Name:
Designation of Placement Officer
Training & Placement Cell,
JIS Group Educational Initiatives.

Mobile Number
Email ID:

{E-mail reminding companies for expeditious action on our request for campus recruitment}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Kolkata

SUB:

Dear Sir/Madam,

This is in continuation of our earlier Email dated dd/mm/yyyy and subsequent telephonic conversation with you on dd/mm/yyyy regarding Campus Recruitment at JIS Group of colleges.

- As notified earlier, we are preparing a database of [Number] students pursuing studies in different streams of **Engineering / Management / Computer Application** [*use as applicable*], and we would be able to furnish the details as soon as we hear from you about your requirements.
- We are drawing up schedule for Campus Recruitment for various companies for the months of January, February and March, 20XX. Therefore, it would be useful to receive indications of your requirements as also feasible dates for Campus Recruitment to be conducted in the coming months.
- In view of the fact that we accord high priority to your reputed organization, we have no hesitation to allocate 'Priority Slot' to enable you to have wider choice of meritorious students. We are confident that our students would prove to be asset to your esteemed organization.

Awaiting your response

Thanking you.

Warm regards & best wishes, Name:
Designation of Placement Officer
Training & Placement Cell,
JIS Group Educational Initiatives.
Mobile Number
Email ID:

{E-mail inviting companies to convey dates of campus recruitment.}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Hyderabad

SUB:

Dear Sir/Madam,

I would like to extend a note of appreciation for giving our students an opportunity to be considered for placement in your esteemed organisation.

- Our students will be advised to visit the venue for the interview. It is requested that a short Job description be provided to us so that we can put up the same on our Notice Board as also brief the students appearing for the interview.
- While we have noted that the students are required to be present at the venue on dd/mm/yyyy, we are awaiting the details of the venue and schedule for the Interview process, Names of your recruitment team and details thereof. Information by return Email would be greatly appreciated.
- We take this opportunity to thank you once again and, at the same time, assure you that we would continue our interaction with your organisation in the years to come.

Thanking you.

Warm regards & best wishes, Name:
Designation of Placement Officer
Training & Placement Cell,
VCET
Mobile Number
Email ID:

{E-mail expressing a note of appreciation for conducting / accepting to conduct campus recruitment.}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
Hyderabad

SUB:

Dear Sir/Madam,

We would like to extend a note of appreciation for giving our students opportunity to appear in the interview held on dd/mm/yyyy.

1. We understand that our students met the members of the interview board at your premises. We would be grateful if you could send us a short report about the performance of our students briefly touching upon shortcomings too. This will enable us to conduct improved preparations for students appearing for future interviews.
2. Looking forward to your decision.

Thanking you.

Warm regards & best wishes, Name:
Designation of Placement Officer
Training & Placement Cell,
VCET
Mobile Number
Email ID:

{E-mail expressing a note of appreciation for recruiting students of our Institutes}

To,
The
HR Manager,
Name of Company
Address

Date: dd/mm/yyyy
HYderabad

SUB: Letter of Appreciation for recruiting students of our Institutes Dear

Sir/Madam,

On behalf of VCET, we wish to record a note of appreciation for offering placement (no. to be quoted) to students of (name of the institution).

1. We are confident that our students would join the vibrant workforce in your esteemed organisation and you would find their performance to be of highest order. We hope that the recruited students would contribute successfully to achieve the desired goal of your organisation.
2. In closing, we hope to continue cordial relationship with you and your colleagues and build up a lasting relationship in the coming years. We look forward to participate in your further recruitment drive this academic session as also in the coming years.

Thanking you.

Warm regards & best wishes, Name:
Designation of Placement Officer
Training & Placement Cell,
VCET
Mobile Number
Email ID:

Explanatory Note – 2 - Students' Profile

- Format of submission of students' data base for short listing of candidates for campus recruitment (***Subject to amendment based on selection criteria by different companies***) may be prepared in Excel Spread Sheet following the data entries as given below. ***Apart from sending the list to the companies concerned, the list should be shared with VP Corporate Relations and Placement officers / Officials on duty for organizing campus recruitment.***

Sl. No.	Name	Present	Aptitude Test	PI	Selected	CT Number	Gender	DOB
1.								

10 th Class	YOP	12 th Class	YOP	Diploma	YOP

First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester	Semester Average.	No. of Year Gap	E-mail ID

- Format for reporting attendance of candidates and reporting about absentee candidates is reproduced below. ***This information must be collated and sent to MD / VP Corporate Relations and Directors / Dy Directors / Principals of Colleges concerned.***

Sl. No.	Name of the Company	Date of Interview	No. of Students Short listed	No. of Students appeared for Exam	No. of Students absent	No. of students selected for final Interview / Exams	Remarks, if any

- Format for reporting the result of recruitment drive is reproduced below. ***This information must be collated and sent to MD / VP Corporate Relations and Directors / Dy Directors / Principals of colleges concerned.***

Name of the College:

Stream	Total Eligible	Applied Name of the Company	No. of successful candidates	Remarks

1. Visit to Companies (Hyderabad & adjoining areas)

Explanatory Note - 3

1. Format for submission of conveyance claim is reproduced below. The claim should be submitted on a **monthly basis** specifying the names of the companies visited, mode of travel (Taxi, Auto, Bus, Metro, Private car, shuttle service etc.) and the expenditure statement duly approved by Controlling Officer forwarded to the accounts department.

Date	From	To	Name of the Company / Institution	Mode of Conveyance	Fare (Rupees)	Purpose
dd/mm/yyyy						
dd/mm/yyyy						
dd/mm/yyyy						
dd/mm/yyyy						
dd/mm/yyyy						

Signature of the claimant

Name of Placement Officer & Designation

Date

Approved by:

Name & Designation

2. Visit to Companies (Cities / Locations *other than* Hyderabad and adjoining areas)

Explanatory Note - 4

1. Format for submission of conveyance claim is reproduced below. The claim should be submitted immediately after returning from tour, specifying the names of the companies visited, **(journey details, lodging expenses, local conveyance, daily allowances / refreshment, miscellaneous expenses etc.)** and the expenditure statement duly approved by Controlling Officer forwarded to the accounts department along with relevant vouchers.

Tour Bill

Name of the Employee :
Designation :
Department : Training & Placement
Duration of the tour : dd/mm/yyyy to dd/mm/yyyy
Places visited :

Journey details:

Date	Mode of Journey	From	To	Amount (Rs.)
dd/mm/yy				
Total (A)				

Lodging Expenses:

Place	From	To	Amount (Rs.)	Remarks
	dd/mm/yy	dd/mm/yy		
Total (B)				

Local Conveyance:

Date	Place	Mode of Transport	From	To	Amount (Rs.)
dd/mm/yy					
Total (C)					

Daily Allowances / Refreshment:

Date	Particulars	Amount (Rs.)	Bills attached Y / N
dd/mm/yy			
Total (D)			

Miscellaneous Expenses:

Date	Particulars	Amount (Rs.)	Remarks
dd/mm/yy			
Total (E)			

Sl. No.	Total Expenditure	Amount (Rs.)
1	Journey details (A)	
2	Lodging Expenses (B)	
3	Local Conveyance (C)	
4	Daily Allowances / Refreshment (D)	
5	Miscellaneous Expenses (E)	
6	Grand Total (F)	

Total Expenditure :

Advance Received :

Amount Refunded :

Signature Date:

Approved by:

Name & Designation

3. Progress report to be submitted on a monthly basis.

Explanatory Note – 5

1. It is essential to submit progress report highlighting success & failure of efforts to senior management in the format given below. (Including reasons for failure to achieve target)

1. Name of Company
2. Date of visit
3. Name of person visited
4. Person's designation
5. Person's contact no (mobile no. & landline no.)
6. Person's email id
7. Agenda of visit
8. Outcome
9. Next follow up action
10. Approached for the batch
11. Approached for the department
12. Date of next follow up action

Name:

Designation of Placement Officer

Training & Placement Cell,

VCET

Mobile Number

Email ID:

13. PAS – Personal Appraisal System :

Explanatory Note – 6

PERSONNEL APPRAISAL SYSTEM (PAS)

PERFORMANCE RECORD

PAS Cycle: 20XX- 20XX

Performance Period: 01/07/20XX-30/06/20XX

Name :

Gender : Male / Female

Email :

Designation :

Address :

College Phone No :

Signatures Completed PAS for Period and Cycle indicated above.

First Reporting Officer

Name :

Designation :

Signature.....

Date.....

Second Reporting Officer (Reviewing Officer)

Name :

Designation :

Signature.....

Date.....

Staff Member

Name :

Designation :

Signature.....

Date.....

Accepting Authority

Work Plan of Unit

I have the received a copy of the work plan for my unit.

Yes ☐ No ☐

OBJECTIVE

To achieve XX% placement through Campus interview as was done in 20XX.

GOALS / PERFORMANCE EXPECTATIONS

Run an efficient placement cell

1. Consultation with Directors / Principals of Colleges and Placement Officers
2. Identify new companies for inclusion in the roster
3. Provide statistics of key actions taken
4. Project targets of achievement

PLAN OF ACTION

[July to October; November to February; March to June]

	November	March	July	Annual
Inclusion of new companies	☐	☐	☐	☐
Number of standardized letters sent to various companies	☐	☐	☐	☐
Number of names senior officers to be invited for lectures / seminars Target	☐	☐	☐	☐
for Placement of students	☐	☐	☐	☐
Summer Training (With out Financial involvement)	☐	☐	☐	☐
ACCOUNTABILITY	☐	☐	☐	☐
Actual Placement of Students	☐	☐	☐	☐

SELF ASSESSMENT

A brief write-up not exceeding 150 words may be submitted highlighting the achievements and constraints, if any, in the performance of the assigned task.

(NAME)

FIRST REPORTING OFFICER

Evaluation and Comments on the Work Plan and Accomplishments

Core Values and Core Competencies: [Please tick (√) the appropriate box]

	Unsatisfactory	Developing	Fully Competent	Outstanding
Integrity	☐	☐	☐	☐
Professionalism	☐	☐	☐	☐
Teamwork	☐	☐	☐	☐
Planning & Organization	☐	☐	☐	☐
Accountability Judgment / Decision-Making	☐	☐	☐	☐

Overall Rating

- ☐ ☐ Consistently exceeds performance expectations ☐
- ☐ ☐ Frequently exceeds performance expectations ☐
- ☐ ☐ Fully successful performance ☐
- ☐ ☐ Partially meets performance expectations ☐
- ☐ ☐ Does not meet expectations ☐

Recommendation

- | | | | |
|--------------|-------------|---------------|--------------|
| 1. Increment | Accelerated | Normal | Not eligible |
| 2. Promotion | Accelerated | Normal Course | Not eligible |

Brief comments / suggestions including training needs to enhance skill sets and professional expertise may be recorded. [Not exceeding 100 words]

First Reporting Officer

Sign off Date

SECOND REPORTING OFFICER’S (REVIEWING OFFICER’S) COMMENTS

The assessment of first reporting officer has been shared with the officer reported upon – Yes ☐ No ☐

Adverse comments, if any, communicated to the officer reported upon - Yes ☐ No ☐

The observations of the reporting officer is –

Unduly Critical

Too Lenient

Balanced

Taking into account the representation, if any, of the officer reported upon –

- ☐ ☒ Agree with the assessment of Reporting Officer. ☐
- ☒ ☒ assessment of Reporting Officer. ☐
[Comments may be recorded] Partially agree with the
- ☒ ☒ of Reporting Officer. ☐
[Comments may be recorded] Do not agree with the assessment

Second Reporting Officer (Reviewing Officer) Sign off Date

Accepting Authority

SOP FOR WHATSAPP GROUP

SOP FOR WHATSAPP GROUP

VCET College of Engineering has created WhatsApp Group. WhatsApp group will provide a platform to connect and scope of networking among stakeholders. People in the group will stay updated about college happenings.

Each VCET College of Engineering WhatsApp Group is created for the following purpose:

- Knowledge sharing and collaboration with other members.
 - Handholding, mentorship, advisory and guidance through quick communication to the members.
- Connecting the members of the group to create cohesiveness among them.

Following protocol that all member needs to follow:

- Respect the purpose and objective of each group.
 - Don't use groups just to send memes, videos, pictures and news, without reading and reacting to the content shared by others. The purpose of WhatsApp groups is to establish collective conversations with others.
- Never send content, information or "news" that HASN'T been verified.
 - If you feel uncomfortable in a group for any reason, feel free to leave or "mute" the notifications. It's better to be criticized for leaving than for always complaining.
 - Before sending a complaint to a group, identify the "administrator" and share your thoughts with him/her.
 - Don't get angry if someone doesn't respond to your messages in a group. No one is obliged to do so. Better send him/her a direct message.
 - Before sending a video, picture, meme or any content, analyze if such material will be in the interest of the majority of the members of the group.
 - When forwarding a message, picture or video and you're choosing multiple recipients, avoid sending it to all your groups, since hardly the same content will be suitable or of interest to all.
- Avoid sending any content that is violent.
- Avoid unnecessary debates.
 - When replying to a specific comment from a person, use the "reply" function to make sense of your comment and avoid confusion.
 - When noticing that you're having a dialogue with a single member of the group, consider changing the conversation to direct message, because the rest of the group may not be interested in reading your conversation with another person.
 - Keep in mind that your words can be interpreted in multiple ways, so use short sentences that can't be misinterpreted.
 - Don't abuse emojis. There are some that don't require explanation, but others can be interpreted in different ways and generate confusion.

- Avoid sending videos or files that are very large, since nobody likes to saturate the memory of their smartphone or waste their data/internet plan on nonsense.
- WhatsApp messages that require a response must end with “Please Respond”
- WhatsApp communication may only take place between Monday to Sunday from 8:30 AM to 10:30 PM.

Agreement to terms, rules & guidelines:

Your continued presence in the group will mean you agree and abide to the terms of the group.

Important: Removal from the Group

Any deviation from the group guidelines will be taken seriously and offenders will be removed from the group permanently without notice. Also Admins reserve the right to remove the offenders from all the associated groups of VCET.

SOP FOR WORK FROM HOME

Overview

VCET is committed to providing a healthy, safe and flexible working environment for its staff.

The purpose of VCET Work from Home Policy is to optimize for the benefits while limiting the risks, ultimately setting up our employees to be as successful outside the office as they are in it.

During mandatory Work from Home situations (such as a health or safety crisis l), it helps ensure that our employees are set up for success and that they can continue to remain healthy and productive.

Responsibilities:

All Teaching & Non – Teaching Staff Members Head of
the Department
Dean Registrar
Principal

Requirements for home-based work **Staff**

responsibilities

Staff approved to work from home must:

Adhere to all the policies and procedures of VCET be contactable during the normal span of hours ensure fitness for work requirements are met. If staff members are unwell or unable to work due to other reasons, then leave entitlements are to be accessed ensure home worksite complies with health and safety requirements at all times report any health, safety and wellbeing hazards, near misses and incidents maintain accurate and up to date records of hours worked at home within normal span of hours Head responsibilities.

The HOD must:

ensure the staff member is working in accordance with their Working from Home assignment and adhering to VCET policies and procedures, review and sign off on records of daily task performed as required monitor and review the WFH agreement on a regular basis as recorded in the WFH agreement schedule communication meetings including methods of disseminating information to staff who are working from home where practicable, provide equipment and tools required to perform the tasks required (does not include workstation furniture, additional services or costs)
accurately document the ownership and usage arrangements of the equipment and assets.

Indemnity

The staff member indemnifies VCET College all loss or damage to the staff member's property and all claims by third parties in respect of personal injury and property damage except to the extent caused by the negligent act, error or omission of the institution.

Services

Not all on-campus services are available or supportable when used from home. The staff member accepts this and agrees not to impose any overheads on the University for additional services.

Work from Home Includes:

- Defining eligibility to work from home.
- Establishing an approval process.
- Setting regular working hours.
- Creating attendance and availability standards.
- Streamline communications channels.
- IT support.
- Maintaining security standards.
- Continuing internal communication programs, including all-hands meetings.
- Maintaining a dress code for Business Meetings.
- Recording acknowledgement of receipt.
- Gathering feedback and iterate.

SOP FOR CONDUCTING REMEDIAL CLASS

SOP FOR CONDUCTING REMEDIAL CLASS

Objective: To elaborate the procedure for conducting coaching class.

Responsibility:

1. All the teaching staff members
2. Mentors
3. Department Remedial class Coordinator
4. Heads of the respective Departments
5. Dean

Procedure:

Sl.	Activities	Responsibility	Target days
1.	After each monthly test identify the slow learners	Subject Teacher	6 th day of each monthly test
2.	Prepare students name list both class wise and subject wise	Remedial Class coordinator	7 th day of each monthly test
3.	Call for common meeting of all department remedial class coordinators for sharing the information	Dean	7 th day of each monthly test
4.	Prepare schedule and get approval from HoD.	Coordinator	7 th day of each monthly test
5.	Circulation of the schedule to the respective subject teacher along with subject wise student name list.	Remedial Class coordinator	7 th day of each monthly test
6.	Circulate the remedial class schedule & class wise name list to students through Mentors	Mentors	7 th day of each monthly test
7.	Remedial class attendance must be monitored in daily basis and absentees details may be intimated to respective Mentors.	Subject Teacher	Daily basis
8.	In case of absentees mentors must take corrective action.	Mentors	Daily basis
9.	At the end of each semester the subject teachers are asked to submit the attendance and evaluation sheet to the coordinator for maintaining record.	Subject Teacher and Department Remedial class Coordinator	After last working day of each semester.

SOP FOR COURSE CONTENT DEVELOPMENT

SOP FOR COURSE CONTENT DEVELOPMENT

Objective: To elaborate the procedure for course content development

Responsibility:

1. Faculty Members
2. Academic Coordinator

Time and Duration:

Course content to be prepared before the commencement of new semester.

Procedure:

Sl.	Activities	Responsibilities
1.	Concerned Faculty Members to prepare the course contents as per the prescribed Syllabus.	Faculty Members
2.	Content in the form of PDF, PowerPoint presentation, Audio or Video formats or a blend of all these	Faculty Members
3.	Each unit should conclude with Questionnaire for easy revision	Faculty Members
4.	Any video/Web reference can also be added to the course contents	Faculty Members
5.	Academic Coordinator to verify the course contents of each faculty member	Academic Coordinator

SOP FOR COURSE OUTCOMES

SOP FOR COURSE OUTCOMES

Objective: To detail the procedure for framing course outcomes for all the theory and lab courses

Responsibility:

1. All the teaching faculty members
2. Department CDC members
3. Heads of the respective Departments
4. BOS members

Procedure:

Sl.	Activities	Responsibility	Target Days
1.	Framing of course outcomes based on the syllabus contents [4 to 8 outcomes]	CDC members	2 nd week of May
2.	Validation of course outcomes	HoDs & CDC members	3rd week of May
3.	Final approval of syllabus along with outcomes	Academic Council & BOG	FinaMay
4.	Attainment calculation		At the end of each internal tests and
5.	Attainment value verification [70%-75%-- core subjects, >60% - other subjects]	HoDs & CDC members	-
6.	If attainment value below 60%, reframe the syllabus/outcomes in next regulation	HoDs & All faculty members	-

*CDC = Course Curriculum Development Cell

SOP FOR CURRICULUM DEVELOPMENT

SOP FOR CURRICULUM DEVELOPMENT

Objective: To elaborate the procedure for preparing Curriculum for respective programme.

Responsibility:

1. Subject Experts of respective Departments
2. Heads of the respective Departments
3. Principal
4. CDC members

Procedure:

Sl.	Activities	Responsibility	Target Date
1	Analyzing the need for curriculum revision	HODs in consultation with stakeholders	November 1 st week
2	Constitution of Curriculum Development / Revision Committee	Principal	November 2 nd week
3	Call for Meeting 1: Assessment / Analysis of the existing Curriculum	Principal, CDC Members	November 2 nd week
4	Call for meeting 2 : Submitting new course proposals, course revisions, changes in course credit, changes in elective designations, course removal, special credit courses, changes in prerequisites, changes in course title.	Institution CDC Coordinator	November 3 rd week
5	Submission and Appraisal of the Preliminary Draft to management , core companies & Educationalists	Department CDC incharges / HODs	December 1 st week
6	Arranging meeting with core companies and educationalists to discuss about the change in Curriculum & syllabi	Department CDC incharges	December 3 rd week
7	Making modifications against suggestions from core companies and educationalists	Department CDC incharges / HODs	December 4 th Week
8	Preparing final report which includes new courses, course revisions, elective designations on courses, special electives, open electives, special credit courses and credit hours.	Department CDC incharges / HODs	December 4 th week

9.	Submitting the developed curriculum to BOS chairman for suggestions, corrections & updating	Department CDC in charge	January 1st week
10.	BOS chairman to submit the corrected final curriculum to standing committee	BOS Chairman	January 2nd week
11.	Call for meeting : to inspect the final developed curriculum	Standing Committee chairman	January 2nd week
12.	Prepare proceedings of curriculum accompanying the suggestions from standing committee	BOS Chairman	January 3rd week
13.	Forward the proceedings to Academic council for final validation & approval	Standing Committee chairman	January 3rd week
14.	Call for meeting: to validate the proceedings of the curriculum	Academic convener	January 4th week
15.	Compile the proceedings with all amendments from academic council	BOS Chairman	January 4th week
16.	Submission of all departments curriculum for appreciation and approval	Institution CDC Coordinator	February 1st week
17.	Forward to core companies and educationalists	BOS Chairman	February 1st week
18.	Getting approval from management	Principal / BOS Chairman	February 2nd week
19.	Distribution of authenticated curriculum to concerned departments and CoE	BOS Chairman	February 2nd week
20.	Implementation & Monitoring	Principal, BOS Chairman	June onwards

SOP FOR FEEDBACK ABOUT FACULTY

SOP FOR FEEDBACK ABOUT FACULTY

Objective: To elaborate the procedure for Collecting feedback about faculty

Responsibility:

1. All teaching staff
2. All the students
3. Heads of the respective Departments
4. Peer evaluators

Procedure:

Sl.		Responsibility	Target dates/days
1.	Preparation of format for feedback 1. To be collected from students (Online) 2. To be collected from Peer Evaluators	HoDs	Beginning of every semester
2.	Sharing of feedback forms with students through Google forms	HoD	Mid of the semester
	Sharing of feedback forms with Evaluators		1 st week of Reopening of classes
3.	Collection of Feedback from students	Students	Within one week (After the form is shared)
	Faculty Evaluation	Peer Evaluators assigned by HoD	Twice or Thrice in a Semester
4.	Consolidate the collected feedback from students	HoD	Within one week (After the form is filled)
	Consolidate the collected feedback from Evaluators	Peer Evaluators assigned by HoD	Within two days (After the faculty is evaluated)
5.	Necessary actions will be taken based on feedbacks for faculty performance improvement	HoD and Principal	Immediate

SOP FOR ONLINE CERTIFICATION COURSE

SOP FOR ONLINE CERTIFICATION COURSE

Responsibility:

1. All Faculty
2. Mentor
3. Department Coordinators
4. Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility
1.	Providing information about available courses and sites.	HoDs, Coordinator, Mentors
2.	Motivating staff and students to join	Coordinator, Mentors
3.	Maintaining a register of the no . of candidates in each course	Mentors & Coordinator
4.	Detailed instructions given about the course assignments and the time frames	Coordinator
5.	Arranging suitable lab for effective Learning	Coordinator
6.	Ensuring that the registered Candidates attend the exams.	HoDs , Coordinator, Mentors
7.	Announcement of Result	HoDs & Coordinator
8.	Ensuring that credits are given to the candidates	HoDs and Mentors

SOP FOR PROJECT GUIDES

SOP FOR PROJECT GUIDES

Objective: To elaborate the procedure for Guiding Student projects

Responsibility:

1. All the Project Supervisors.
2. Project Coordinators.
3. Final year B.Tech students
4. Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target Dates/Days
1	UG students are to decide on their team members for their final semester project with their proposed project domain and title.	Final year B.Tech students, Project Coordinators.	2 nd week of July
2	HODs shall allocate the Project Supervisors based on their area of expertise. (not more than 3 batches to a supervisor)	HoDs	3 rd week of July
3	Ensuring that students have regular discussion meetings with their Project guides.	Project Supervisors, Project Coordinators, HoDs	Every week starting from July till April
4	Verification of Student project log book.	Project Supervisors.	On Every project discussion meet.
5	Approval of PPT: Abstract, Existing, Proposed system. 30% of proposed work. 80% of proposed work. 100% of proposed work.	Project Supervisors.	Before 0 th review Before 1 st review Before 2 nd review Before final viva-voce
6	Preparation of faculty panel list, timing and venue for review.	Project Coordinators, HoDs	2 days prior to every

7.	Organizing project reviews: 0 th review, 1 st review, 2 nd review	Project Supervisors, Project Coordinators,	From start of semester, Within 3 weeks Within 6 weeks Within 11 weeks
8.	Displaying approved review marks to the students.	Project Coordinators, HoDs	Within 2 days from each review
9.	Preparing schedule for Redo students (Insufficient content, Plagiarism, poor presentation Genuine Absentees)	Project Coordinators, HoDs	Next day of review
10.	Organizing final project viva-voce.	Project Coordinators, HoDs	Within 16 Weeks from the start of semester
11.	Evaluation of Project report submitted in each of the Phase – I & Phase – II.	Project Supervisors, HoDs	1 week before the viva-voce
12.	Ensuring that If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.	Project Coordinators, HoDs	On the same day of viva-voce
13.	Ensuring that If a candidate fails in the viva-voce examinations of Phase–I he/she has to redo the Phase–I in the subsequent semester. If he / she fail in the viva-voce examination of Phase–II he/she shall resubmit the Project report within 60 days from the date of viva-voce. The resubmitted project will be evaluated during the subsequent academic session.	Project Coordinators, HoDs	On the same day of viva-voce.
14.	Collecting copies of the approved project report after the successful completion of viva examinations.	Project Supervisors, Project Coordinators.	On the same day of viva-voce

SOP FOR RESEARCH PROPOSAL

SOP FOR RESEARCH PROPOSAL

Objective: To elaborate the procedure for preparing Research Proposal.

Responsibility:

- All the Faculty members
- Researchers
- Heads of the respective Departments
- Dean R&D

Procedure:

Sl.	Activities	Responsibility
1.	Individual researchers will undertake periodic reviews of the research calls of relevance to their research	Researchers/ Faculty members
2.	Researchers contacted by an organization / individual to join a consortium already created or to investigate the possibility to collaborate with JISCE in any capacity are to inform the Head of the department by e-mail of their intention to contribute to the application process	Researchers/ Faculty members
3.	Researchers will upload any relevant documentation to Research Funding agencies	Researchers/ Faculty members
4.	Researcher to log the application through funding agency portal	Researchers/ Faculty members
5.	Researcher to provide contact details of all potential partners involved in the proposal (indicating Principal Investigator, Co-Investigator)	Researchers/ Faculty members
6.	Researcher to meet with Research coordinators to prepare the budget proposal for the project	Researchers/ Faculty members
7.	Researcher to meet with Head of the department to identify potential resources needed to complete the project	Researchers/ Faculty members & HoD
8.	The decision to further develop the proposal will be taken jointly among the Researcher and co coordinators about Timelines for proposal Submission Other upcoming calls and proposals	Principal Investigator, Co Investigator
9.	Researchers are required to • Upload the draft proposal Provide supporting documentation (budget Plan of activities etc.)	Researchers / Faculty members

10.	Researchers to review and amend proposal if required and to resubmit for second stage of approval	Researchers / Faculty members
11.	Second stage Approvers to review final proposal	Researchers / Faculty members
12.	Researcher to submit proposal	Researchers / Faculty Members
13.	Researcher is to ensure that all finalized document versions are uploaded 1. Description of work (final version to be submitted) 1. Detailed projected Project budget breakdown - full proposal	Researchers / Faculty members
14.	Researcher is required to requested to provide copies of the following documents 1. Evaluation report with scoring (for successful and non-successful projects) 2. Details of Grant Preparation (when proposal has been successful)	Researchers / Faculty members
15.	Researchers are requested to upload copies of the following documents from the implementation of the project 1. Deliverables for which JISCE is responsible 2. Milestones for which JISCE is responsible 3. Dissemination and Communication Plans 4. All budgetary and financial communications 5. Interim Project Activity Reports 6. Final reports	Researchers / Faculty members
16.	Researchers are responsible for uploading all peer reviewed publications, proceedings, and conference papers etc.	Researchers / Faculty members
17.	Details of all the published research work to be submitted at the Office of Dean R&D for records.	Researchers / Faculty members
18.	Dean R&D to keep a record and prepare a consolidated report of R&D activities and to submit it to Principal at the end of academic year.	Dean R&D

**SOP FOR SPONSORING FACULTY
FOR HIGHER STUDIES &
PROGRAM**

SOP FOR SPONSORING FACULTY FOR HIGHER STUDIES & PROGRAM

Objective: To elaborate the procedure for Sponsoring our faculty members for higher studies.

Responsibility:

- All the teaching staff members
- Heads of the respective Departments
- Principal of the institution

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Releasing the academic schedule to all teaching staff	Principal & HoDs	Start of the Academic Year
2.	Grouping the faculty members based on their specialization	HoDs	Start of the Academic Year
3.	Conducting department meeting to confirm the need of higher studies to the faculty	HoDs	Start of the Academic Year
4.	Finalization of number of faculties need to pursue to higher studies	HoDs	Start of the Academic Year
5.	Selection on the area of research topic, Guide and duration of the research	Faculty members	Start of the Academic Year
6.	Collection of all necessary documents need for higher studies	Faculty members	Start of the Academic Year
7.	Completion of the entire registration process of the concerned university	Faculty members	Start of the Academic Year
8.	Outcome from the research work to the Institution	Faculty members	Start of the Academic Year
9.	Verification of bills and research work of the Faculty member	HoD, Principal	Start of the Academic Year
10.	Submission of the entire report copy containing all particulars for the remuneration to the work	Faculty members	Start of the Academic Year
11.	Approval for remuneration to the faculty considering the norms	Principal	Start of the Academic Year

SOP FOR SUBJECT ALLOTMENT

SOP FOR SUBJECT ALLOTMENT

Objective: To elaborate the procedure for allocating Theory Subjects and Practical labs to staff members.

Responsibility:

1. All the teaching/non-teaching staff members
2. Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Preparation of academic schedule for academic year	Dean & HoDs	1 st week of April
2.	Releasing the academic schedule to all teaching/non-teaching staff members	Principal	2 nd week of April
3.	Receiving students choices on elective courses	HoDs and Faculty	3 rd week of April
4.	Receiving service courses from the relevant departments	HoDs	3 rd week of April
5.	Sharing the course option sheet with all faculty members	HoDs	4 th week of April
6.	Analyzing the competency of staffs in subject chosen based on their possession of PhD/Publication/MOOC certification/FDP certification in addition to the M.E. Specialization	HoDs	4 th week of April
7.	Allocating the subjects to the faculty based on the number of times the subject handled, result analysis and earlier student's feedback	HoDs	4 th week of April
8.	Assigning the Practical labs corresponding to the theory allotted to the faculty.	HoDs	4 th week of April
9.	Conducting department meeting on course allocation based on willingness & competency	HoDs & faculty members	1 st week of May
10.	Approval by Principal for Subject allotment	HoDs	1 st week of May

SOP FOR PREPARATION OF SYLLABUS

SOP FOR PREPARATION OF SYLLABUS

Objective: To elaborate the procedure for preparing the syllabus.

Responsibility:

1. All the teaching/non-teaching staff members
2. Curriculum Development Cell – Coordinators
3. Heads of the respective Departments
4. Syllabus validation committee

Procedure:

Sl.	Activities	Responsibility	Target days
1.	After every semester collect the suggestion from concerned staff and student regarding syllabus	Syllabus validation committee using feedback mechanism	At the end of each semester.
2	Discuss the outcomes and objective for each subject in the domain by brain storming.	HODs , faculty members	2 nd week of April
3	Release the comments received from Industry experts and other stake holders like senior batch students, staff who have handled the subject recently.	Respective HoDs	3 rd week of April
4	List out the most important concepts to be learned by an undergraduate student in that subject	Staff members in each domain	3 th week of April

5	Frame a draft syllabus using some benchmark syllabus and feedback from stake holders.	Assigned Faculty with subject expertise	4 th week of April
6	Discussion on prerequisite, reference books, other fine tuning	Staff members in each domain	1 st week of May
7.	Preparing the second draft based on the discussion done	assigned faculty	2 nd week of May
8.	Discussion regarding the assessment component suitable for each subject from the list of assessment methods	Staff members in each domain	2 nd week of May
9.	Preparing the final draft with all type of mapping done.	Assigned faculty	3 rd week of May
10	Evaluate the syllabus using a rubrics	Syllabus validation committee	4 th week of May
11.	Validation of syllabus using an External expert	Syllabus validation committee	4 th week of May
12.	After incorporating the changes make the final draft to be submitted for BOS meeting	Assigned faculty	Final working day of May

SOP FOR ORGANIZING & CONDUCTING FIRST YEAR'S ORIENTATION PROGRAM

SOP FOR ORGANIZING & CONDUCTING FIRST YEAR'S ORIENTATION PROGRAM

Objective: To elaborate the procedure for organizing first year's orientation program

Responsibility:

1. Principal of the institution.
2. All the Heads of the Departments.
3. Heads of the various organizing committees
4. Mentor of First year classes.
5. All the teaching/non-teaching staff members.

Procedure:

Sl.	Activities	Responsibility	Target Days
1.	Orientation programme date to be finalized	Principal	1 st week of July
2.	Chief Guest to be finalized	Coordinator and Principal	3 rd week of July
3.	Formation of Committees- Seating, Stage, Reception, Transport, Food and Information Committee	Principal	3 rd week of July
4.	Roadmap pamphlets (department wise)	Heads of respective Department	3 rd week of July
5.	To inform newly admitted students and their parents about orientation Programme	Communication Committee, Faculty Advisors and	3 rd week of July
6.	Invitation and Agenda Finalization	Principal & Organizing Committee head.	15 days before orientation
7.	Meeting of committee members with the Organizing Committee head to discuss about their roles & responsibilities.	Principal, Organizing Committee head and Committee Members	15 days before orientation
8.	Meeting with the transport committee to finalize the bus routes and timings.	Committee Head and Transport Committee Members	15 days before orientation

9	Meeting with the seating committee to finalize the seating arrangements for students, parents, guests and for the press.	Committee Head and seating committee Members	15 days before orientation
10.	Meeting with the Reception Committee	Committee Head and Reception Committee members	15 days before orientation
11.	Meeting with the Food Committee to finalize 1. The menu for lunch and the list of volunteers. 2. Number of participants	Committee Head and Food Committee members	15 days before orientation
12.	Meeting with the stage committee to finalize 1. the flow of events on stage 2. stage decoration, 3. arrangement of Design of stage backdrop and the introduction videos.	Committee Head and stage Committee members	15 days before orientation
13.	Finalization of academic schedule for academic year	Principal & HoDs	1 week before orientation
14.	To check the readiness of all committee works with committee Heads and Members	Principal and Organizing Committee Head	4 days before orientation
15.	Welcome Message from principal and HoDs to all the students and parents	Principal & HoDs	4 days before orientation
16.	Sending Time table, Academic schedule, syllabus and course information to students.	HoD	2 days before orientation
17.	Final meeting with all the organizing committees.	Principal, Organizing Committee head and HoDs	1 day before Orientation

Guidelines of Induction Program as directed by AICTE

Need - When new students enter an institution, they come with diverse thoughts, backgrounds and preparations. It is important to help them adjust to the new environment and inculcate in them the ethos of the institution with a sense of larger purpose. The incoming undergraduate students are driven by their parents and society to join engineering without understanding their own interests and talents. As a result, most students fail to link up with the goals of their own institution.

Objective - The term induction is generally used to describe the whole process whereby the incumbents adjust to or acclimatize to their new roles and environment. In other words, it is a well planned event to educate the new entrants about the environment in a particular institution, and connect them with the people in it.

Induction Programme is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature.

Outcome - Engineering institutions were set up to generate well trained manpower in engineering with a feeling of responsibility towards oneself, one's family, and society. The graduating student must have values as a human being, and knowledge and meta- skills related to his/her profession as an engineer and as a citizen.

Duration – 3 Weeks

Modules to be covered during the Induction Programme:

4. *Physical Activity*
5. *Creative Arts*
6. *Universal Human Value*
7. *Literary*
8. *Proficiency Modules*
9. *Lectures by Eminent People*
10. *Visits to Local Area*
11. *Familiarization to Dept./Branch & Innovations*

Link to AICTE Guide:

<https://www.aicte-india.org/sites/default/files/Detailed%20Guide%20on%20Student%20Induction%20program.pdf>

***Note: Amendments to be made as per the guidelines of AICTE and to be executed by VCET accordingly from time to time.**

SOP FOR AWARDS AND APPRECIATION

SOP FOR AWARDS AND APPRECIATION

Objective: To recognize and felicitate the outstanding performers in different categories.

Responsibility:

Award and Appreciation Committee

Sl.	Activities	Responsibilities	Tentative Days
1.	Formation of Award and Appreciation Committee	Dean	30 days before
2.	Identifying different category of awards	Award and Appreciation Committee	Immediately after the formation
3.	Evaluating the budget and submission with detailed proposal to Principal/ Registrar for approval	Award and Appreciation Committee	25 days before
4.	Selecting the Chief Guest	Principal	As Applicable
5.	Preparing the list of award winner	Award and Appreciation Committee	20 days before
6.	Arrangements for award / cash/ memento proceeded by finalizing of vendor and handing over work order for execution.	Award and Appreciation Committee	18 days before
7.	Design / Prepare the Certificate for the awardee	Award and Appreciation Committee	15 days before
8.	Intimating awardees and sending invitation	Award and Appreciation Committee	10 days before
9.	Venue Preparation	Logistics Committee	7 days before

10.	Arrangement of refreshment for the guest & participants	Refreshment Comittee	7 days before
11.	Publicity	Publicity Committee	Pre & Post event
12.	Presenting the award to the winner by Chief Guest	Chief Guest / Principal	On the day
13.	Sending congratulations note along with the photograph of the ceremony with the participants	Award and Appreciation Committee	One day after the program
14.	Preparation of Report	Award and Appreciation Committee	Two days after the program
15.	Submission of bill and statement of expense to accounts	Award and Appreciation Committee	Five days after the program

SOP FOR COMMUNICATION SKILL ENHAMCEMENT

SOP FOR COMMUNICATION SKILL ENHANCEMENT

Objective: To elaborate the procedure for enhancing the oral, written and presentation skills of students

Responsibility:

- Mentors
- Heads of the respective Departments
- Communication Expert

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Grouping of students based on their written, oral & presentation skills	Mentors & HoDs	End of 1 st week after Orientation Programme in the First Year/Second Year (Lateral Entry Students)
2.	Grouping of students with average / poor written, oral & presentation skills: • English Medium students not ready to showcase their written, oral & presentation skills • English medium students not able to enhance their written, oral & presentation skills • Bengali medium students	Mentors & HoDs	End of 2 nd week after Orientation Programme in the First Year / Second Year (Lateral Entry Students)

3.	Continuous & exclusive training for all the three different need based groups	Communication Expert / Mentors	3 hours / week / Saturday
4.	Monthly Assessment& Submission of Report to HODs	From Communication Expert through Mentors to HoDs.	4 th Friday of the month
5.	Semester Assessment& Submission of Report to HODs	Communication Expert / Mentors	Final working day of the semester.
6.	Segregation of students based on their performance in Final Assessment	Mentor & HoDs	1 st week after the commencement of the 5 th semester
7.	Continuous training for the students, who are still not able to give their best in written, oral & presentation skills	Communication Expert	Till the end of 6 th Semester
8.	Encouraging students with good written, oral & presentation skills to participate in national & international level programmes / competitions	Mentor / HoDs	Continuously in the 3 rd & 4 th years of study

SOP FOR MONITORING DUTY

SOP FOR MONITORING DUTY

Objective: To maintain the discipline in the campus and regularity of all students during class hours on all working days.

Responsibility:

- Mentors
- Heads of the respective Departments
- Dean Student Affairs

Procedure:

Sl.	Activities	Responsibilities
1	Depute faculty members for each day to monitor the disciplinary and regularity of students in various venues.	All HODs & Dean
2	Students shall be strictly monitored for their proper dress code and identity card with institution lanyard.	All Faculty members
3	Attendance will be noted from each class and submitted to respective HODs before break.	Deputed faculty for the day
4	During observation if any student is found late, he/she will be warned.	Mentors and Deputed faculty for the day
5	Faculty may also exercise their own discretion for permitting any late comer to enter the class by giving/withholding attendance.	HODs, Mentors and Deputed faculty for the day
6	Strict action will be taken on continuous irregularities on analyzing the reason behind it.	HODs, Mentors
7	Mentors and HoDs shall continuously keep track of the student's progress.	HODs, Mentors

SOP FOR CLUB ACTIVITIES

SOP FOR CLUB ACTIVITIES

Objectives: To coordinate the club activities.

Responsibility:

1. Club in charge
2. Club coordinators

Procedure:

Sl.	Activities	Responsibility
1.	Introduction about the club during Induction Program	Club Coordinator
2.	Sharing the member Registration form with all students	Club Coordinator
3.	Registering students responses	Club Coordinator
4.	Selecting club coordinators	Club In Charge
5.	Scheduling club activities	Club Coordinator
6.	Detailed instructions given about the activity	Club Coordinator
7.	Discussion with the students about activity	Club Coordinator
8.	Organizing and executing programs through clubs	Club In charge & Club Coordinator
9.	Preparation of report and recording the activities.	Club In charge & Club Coordinator
10.	Announcement of Result and Honoring	Club In charge & Dean

SOP FOR STUDENTS FEEDBACK

FOR STUDENTS FEEDBACK

Objective: To outline the procedure for student's feedback regarding different areas of the interest.

Responsibility:

1. Mentor
2. All the students
3. Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of format for feedback and sending to students.	HoD	As an when required
2.	Mentor shall monitor and collect the feedbacks from students.	Mentors & students	
3.	Consolidate the collected feedback from students	HoD	
4.	Necessary actions will be taken based on feedbacks	HoD and Principal	

**AMENDMENT
TO
STANDARD OPERATING PROCEDURES**

AMENDMENTS TO STANDARD OPERATING PROCEDURES

These SOPs will be strictly followed by all concerned and any changes, modifications, and improvement herein will be recorded/updated in the revision history given below: -

File. No	Suggested Revision in brief	Revising Authority	Effective Date	Remarks (Attach the revision document)

Amendments Approved by:

Date:

PRINCIPAL