

MANUAL
for
ADMINISTRATION



GOKARAJU RANGARAJU
Institute of Engineering and Technology
(Autonomous)

2017

MANUAL for ADMINISTRATION



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First Edition April 2005

Second Edition December 2012

Third Edition June 2017

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**MANUAL
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**PART-I
Governing Policy**

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GOVERNING POLICY

1. Introduction

Gokaraju Rangaraju Institute of Engineering and Technology (GRIET) was started in the year 1997 by the Gokaraju Rangaraju Educational Society (GRES), a non-profit organization, to impart and foster quality Technical Education. GRIET is a non-minority, self Financed Institute. It is affiliated to JNTU Hyderabad. GRIET has become an Autonomous Institute in the year 2011.

2. Governing Body

2.1 GRIET shall be governed by a Governing Body (GB). Overall development and monitoring of the governance of GRIET rests on GB.

(a) The Governing Body shall have at least 13 members including the Chairman and the Member Secretary, and the remaining members will be nominated as indicated below :

Functions:

(a) Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the governing body of the above colleges shall have powers to:

- (i) Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
- (ii) Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- (iii) Approve institution of new programmes of study leading to degrees and/or diplomas.
- (iv) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the college has been declared as autonomous.

(b) The number of members can be increased by adding nominees of the GRES and an equal number of educationists from the Region keeping in view the interest of the Technical institutions. The total number of Members of the Governing Body shall however not to exceed 21.

Recommended Composition and Functions of Board of Governing Body

Constitution of Governing Body of Private management Autonomous College

Number	Category	Nature
5 members	Management	Trust or management as per the constitution or byelaws, with the chairman or president/director as the chairperson.
2members	Teachers of the college	Nominated by the principal based on seniority.
1member	Educationist or industrialist	Nominated by the management
1 member	UGC nominee	Nominated by the UGC
1 member	AICTE nominee	Nominated by the AICTE
1 member	State government nominee	Academician not below the rank of professor or state government official of Directorate of Higher Education/State Council of Higher Education.
1 member	University nominee	Nominated by the university
1 member	Principal of college	Ex-officio

Term: Two years, except for the UGC nominee whose term will be a full six years.

- 2.2 The Chairman of the Governing Body shall preferably be a technical person either an entrepreneur or an industrialist or an educationist of repute who is interested in the development of Technical education and has demonstrated an interest in promotion of quality education in particular.
- 2.3 The Governing Body shall meet at least once in three months.
- 2.4 For passing any resolution, the quorum should be 1/2 of the GB strength.

3. Vision

Gokaraju Rangaraju Institute of Engineering and Technology has a vision “To be among the best of the institutions for engineers and technologists with attitudes, skills and knowledge and to become an epicenter of creative solutions.”

4. Mission

The management of GRIET has the mission “To achieve and impart quality education with an emphasis on practical skills and social relevance.”

5. Strategy

To translate the vision into action and accomplish the mission, GRIET should strive to

- (a) provide state-of-the-art infrastructure.
- (b) recruit, develop and motivate high caliber diverse faculty.
- (c) continuously review and innovate teaching methods and learning resources.
- (d) focus on research, education, training and consultancy through an integrated industry-institute interaction.

6. Quality Policy

- 6.1 Gokaraju Rangaraju Institute of Engineering and Technology is committed “To provide an integrated learning environment to enable students to grow towards their full potential and meet high expectations of Industry and Society“.
- 6.2 All the processes and procedures should be so designed that quality is inherent throughout.

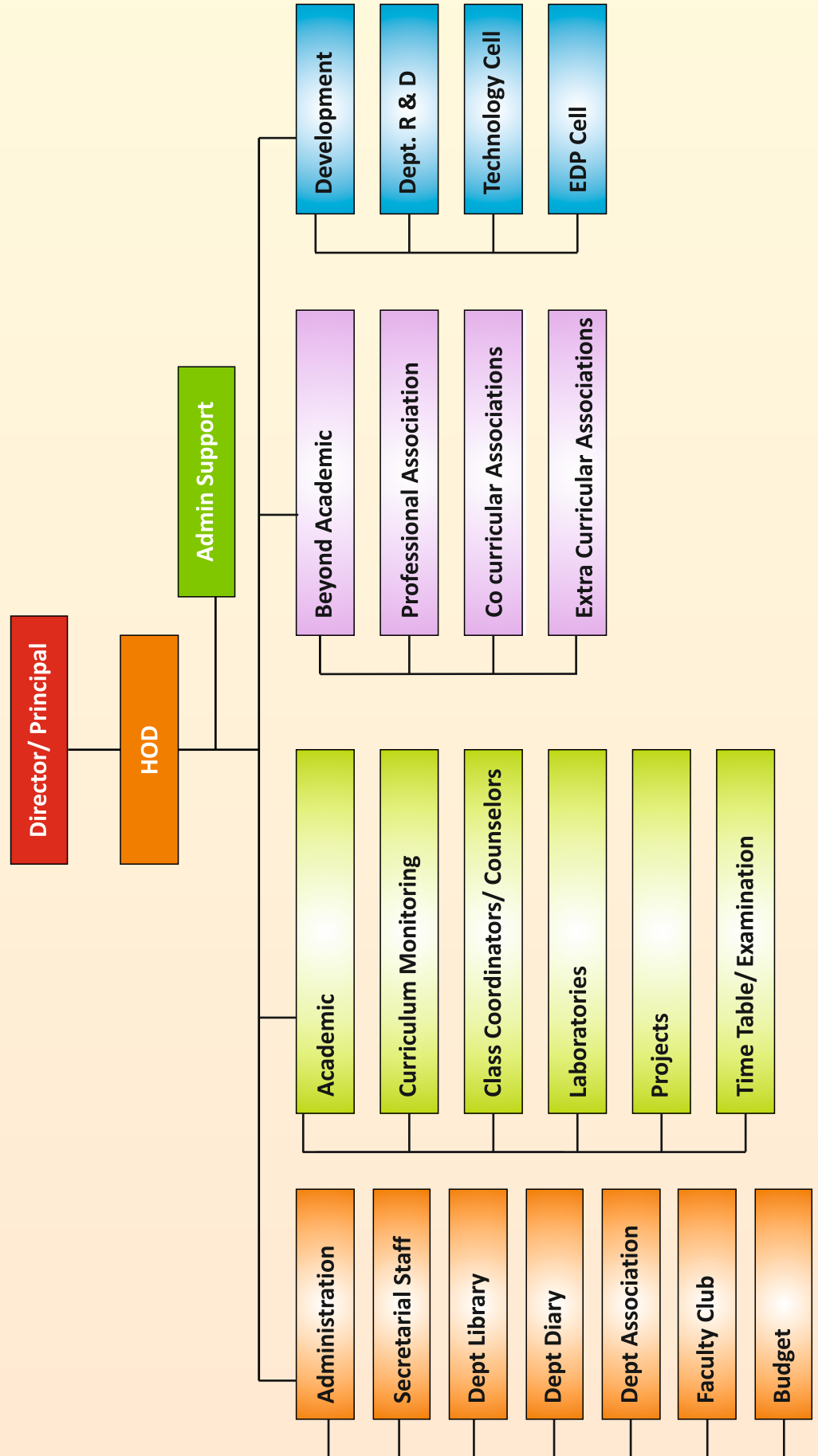
7. Organisation Chart

The Organization Chart of Governing Body is structured as shown in the fig.1





ORGANIZATION CHART - DEPARTMENT



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**PART-II
Human Resource Policy**

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1. Recruitment

1.1 Cadre Structure for Teaching Staff

- (a) Director/ Principal
- (b) Principal/ Dean
- (c) Dean/ Head/Professor
- (d) Professor/ Associate Professor
- (e) Associate Professor/ Assistant Professors
- (f) Assistant Professors/ Senior Librarian
- (g) Senior Librarian/ Librarian/ Director of Physical Education
- (h) Teaching Assistants.

1.2 Qualifications

Faculty is recruited based on the qualifications prescribed by the AICTE from time to time. The norms are listed in Appendix I of Part II.

1.3 Mode of Selection of Teaching Staff

Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed:

- (a) Advertisements are issued in leading newspapers.
- (b) Applications are scrutinized on the fourth day after the last day for receipt of application.
- (c) Selection Committee constituted as per Affiliating University and AICTE norms.
- (d) Call letters for interviews sent to eligible candidates, specifying place date and time of interview.
- (e) Selection Committee decides and recommends candidates
- (f) Letters of appointment issued to selected candidates. Sometimes depending on emergency / exigencies of the situation, adhoc appointments are made on contract basis for specified periods.

1.4 Composition of Selection Committee

- (a) President/ Nominee of President of the Society
- (b) Principal/ Director
- (c) Head of the departments concerned
- (d) Expert Members (Nominated by AICTE/ University)

1.5 Cadre Structure for Non-Teaching Staff

- (a) Office
 - (i) Administrative Officer
 - (ii) Office superintendent
 - (iii) Senior Assistant
 - (iv) Junior Assistant
 - (v) Record Assistant/ Data Entry Operator
 - (vi) Attender

- (b) Labs(other than computer Labs)
 - (i) Lab Assistant
 - (ii) Lab Technician (Diploma)
 - (iii) Lab Attender (SSC/Inter/ITI)
- (c) Computer Labs
 - (i) System Administrator
 - (ii) Programmer
 - (iii) Lab Assistant
 - (iv) Lab Technician

1.6 Qualifications

Non-Teaching Staff is recruited based on the qualifications prescribed by the AICTE. The norms are listed at Appendix II of Part II

1.7 Mode of Selection of Non – Teaching Staff

All positions are advertised in the news papers or notified in the local notice boards. After scrutiny of applications received, a short listing is made by the GRES Secretary / Director/ Principal; Interview call letters will be sent to eligible candidates to appear for a trade test and subsequent personal interview. The Selection Committee consists of some or all of the following:

- (a) President / Nominee of President of the Society
- (b) Principal / Director
- (c) Administrative Head
- (d) HOD of concerned Dept.,

All appointments Teaching and non-Teaching and staff made after selection, are forwarded to the Chairman for approval and the Governing Body is notified.

1.8 Terminology

Management is a single term used to collectively represent the society through president of GRES also known as Chief Executive Officer (CEO) Vice President also known as Chief Operations Officer (COO).

2. Service Rules

2.1 Service Conditions

- (a) A person shall be deemed to have been appointed to a post at Gokaraju Rangaraju Institute of Engineering and Technology provided the post is in accordance with existing AICTE / Government of Andhra Pradesh norms, but shall exclude staff appointed on deputation / adhoc / on contract or temporarily.
- (b) Every person appointed shall be certified to be of sound mental health and physically sound for service by medical authority as specified from time to time.
- (c) The pay scales of teaching faculty shall be fixed by the Selection Committee as per the scales promulgated by the AICTE from time to time. Currently, the following are the scales as per the Sixth finance commission prescribed by the AICTE.

CATEGORY	BASIC PAY BAND	GRADE PAY
Assistant Professor	Rs.15,600 - 39,100	Rs. 6,000
Associate Professor	Rs.37,400 - 67,000	Rs. 8,000
Professor	Rs.37,400 - 67,000	Rs. 10,000

Annual Increment:

3% of the Basic Salary (Basic Pay + Grade Pay) with compounding effect

4% of the Basic Salary(Basic Pay + Grade Pay) with compounding effect for 2years for a select few

25% in the Pay Band Rs. 15600-39100 on the basis of better teaching and research performance.

Fresh appraisals are be made after two years.

Stagnation Removal

An incumbent after reaching the top of the scale in the pay band shall move to the next pay band without any change in the grade pay.

- (d) Pay of non-teaching staff shall be as fixed by the Selection Committee.

2.2 Probation

- (a) All appointments of candidates selected will be temporary and deemed to be on probation for a period of 18 months. After the completion of the period, the services of the employee shall be reviewed and if found satisfactory, his / her services will be confirmed. His / her service conditions will be governed by the rules and regulations of GRIET in force.
- (b) In the case of tenure or contractual assignments, employees would be deemed to be on probation for a period of 12 months and this period could be extended.
- (c) If candidates are appointed on purely temporary basis in any vacancy, they have no right or lien to claim a permanent post. However such candidates may apply for such posts in a regular procedure as for open competition.
- (d) If a person initially appointed in a temporary vacancy is subsequently appointed to a regular position, he / she shall commence probation from the date fixed for appointment on probation.
- (e) Services of any candidate appointed on temporary / adhoc basis, can be terminated without any notice and without assigning any reason thereof.

2.3 Increments

- (a) Increments will be sanctioned only on satisfactory performance review. In Teaching Staff, the increment is sanctioned based on the
 - (a1) Annual Appraisal Report of the employee by:
 - (i) Feedback from Students
 - (ii) HOD concerned
 - (iii) Principal
 - (iv) Management
 - (a2) Course Files maintained by the faculty
 - (a3) Academic results
 - (a4) Academic and Administrative Tasks /Activities delegated by the superiors to complete within the target date on day-to-day basis.

PERFORMANCE BASED INCREMENTS (PBI)

The following factors will be considered for calculating the % of PBI at the end of completion of one service year:

1. All faculty will get annual increment with effect from 01 August of that academic year.
2. Adjustment in calculations between the academic year and service year/period will be made as such that if the service period by 01 August of that academic year (a) is less than 3 months – no increment (b) is more than 3 months but less than or equal to 6 months – 50% increment (c) is more than 6 months but less than or equal to 9 months – 75% increment (d) is more than 9 months – 100% increment.
3. A minimum of 5% increment after completion one service year
4. A maximum of 15% increment after completion one service year (10% increment is only on performance based)
5. The factors to be considered for the performance are the following:
 - (a) Annual Performance Appraisal Report
 - (b) Course Files maintained by the faculty
 - (c) Academic Results
 - (d) Academic & Administrative Tasks/Activities delegated to complete within the target date on day-to-day basis.
6. In case of non-teaching staff, the appraisal is made by:
 - (I) HOD concerned
 - (ii) Principal
 - (iii) Management
7. Increments may be withheld to an employee if the performance / conduct has not been good / satisfactory. The authority withholding the increment shall state the period for which it is withheld and if so whether the postponement shall have the effect of postponing future increments also. Leave periods shall be taken into account for the postponement.

2.4 Promotions

Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis of merit / efficiency, the commitment / dedication of the faculty to the all round development / improvement of the corporate ambience of the institution. Seniority will be the deciding criteria. If Ph.D. is obtained while working at the Institute, an incentive up to three increments/ promotion could be considered.

2.5 Retirement

- (a) An employee of the college shall be retired on superannuation on attaining the age of 60 years provided the authority shall have the right to issue orders of retirement of an employee who has attained the age of fifty eight (58) years for reasons of inefficiency, ill health and the like. Superannuation age may be extended to 70 years in certain exceptional cases as decided by the management.
- (b) This rule stated in (a) is however not applicable to those who are appointed on contract basis by the Management.

2.6 Resignation

- (a) Any member of the faculty in permanent service shall give three months notice of his/her intention to resign or one month's salary in lieu thereof. The resignation shall be effective from the date of acceptance by the Authority Normally, they will not be relieved in the middle of the academic year.
- (b) Any member of the supporting staff in permanent service shall give one month's notice of his/her intention to resign or shall pay one month's salary in lieu, thereof.
- (c) Any member during probation shall give one month's notice in case he / she desired to be relieved or one month's salary in lieu thereof.
- (d) The appointing authority reserves the right to waive the notice period or the compensation thereof.

2.7 Termination

- (a) The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.
- (b) The Management reserves the right to terminate the service of an employee on medical grounds giving suitable notice / suitable salary in lieu, as it may deem fit
- (c) The Management may terminate an employee whether temporary or permanent if he / she is involved in political activity / a criminal case / has failed to do his duty leading to moral turpitude / negligence of duty
- (d) Interpretation of rules, not withstanding anything said anywhere, subject to availability of funds, decision of the Management will be final.

2.8 Code of Conduct

- (a) Every employee of GRIET shall devote his/ her whole time to the service of the college and shall not engage directly or indirectly in any trade or business / activity in any other institution which is likely to interfere in the proper discharge of his / her duties. This provision shall not apply to academic work like giving guest lecturers, talks or any other work undertaken with the prior permission of the Principal.
- (b) Every employee shall at all times maintain absolute integrity and be committed to the development of the college and do nothing that can go against the dignity and prestige of the college particularly in his relationship with the Management , Principal, Staff, students and visitors to the college.
- (c) No employee, without the previous sanction of the Principal / Management, solicit or accept in any way to raise subscriptions in pursuance of any objective what so ever except for routine farewell or felicitation functions connected with the college.

- (d) No faculty shall engage himself or herself in undertaking coaching or private tuition for students for remuneration .
- (e) No employee shall except with the previous sanction of the Principal own, wholly or in part, conduct or participate in editing / managing any news paper or periodical, or any other publication.
- (f) No employee, while on duty, participate in politics or stand for elections either as an independent or on any party.
- (g) No employee shall invite or participate in strikes or incitement there to pertaining to this service or other conditions which tends to bring disrepute to the college.
- (h) No employee shall take recourse to any organization / forum / courts or the press in order to vindicate or air his grievances. The Governing Body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his / her case.
- (i) No employee may absent himself / herself from duty without prior permission. In case of proceeding on leave in an emergency without prior permission, he / she must explain the circumstances before rejoining duty.
- (j) Every employee shall be at work punctually at timings fixed unless permitted otherwise by his / her superior. After reporting for duty, no employee shall be absent during the period of work assigned to him / her.
- (k) The following shall be considered as misconduct
 - (i) Failure to exercise efficient supervision.
 - (ii) Insubordination or disobedience shown to his / her superior officer.
 - (iii) Gross negligence in teaching or other duties.
 - (iv) No outsider should be allowed into the college premises so as to endanger college property.
 - (v) Any act which is immoral and can be punished under the IPC.
 - (vi) Intemperate habits affecting the efficiency of teaching.
 - (vii) Failure on the part of an employee in suppressing factual information of his / her previous history.

2.9 Disciplinary Proceedings

- (a) No employee shall be subjected to any punishment unless
 - (i) The member is informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed, and is given an opportunity to make a presentation in person or in writing.
 - (ii) such representations would be taken into consideration by the competent authority before a penalty is imposed.

2.10 Punishments and Appeals

- (a) All employees of GRIET may for sufficient reasons be imposed the following penalties.
 - (i) Censure
 - (ii) Fine
 - (iii) Withholding of increments / promotion
 - (iv) Reduction to a lower post or a lower stage in the time scale
 - (v) Recovery from pay (whole or partial) pecuniary loss caused to the college by negligence.
 - (vi) Suspension / Compulsory retirement.
 - (vii) Removal / Dismissal from service.
- (b) All actions indicated above shall be decided by a Committee consisting of the
 - (i) President of the Society
 - (ii) Vice President of the Society
 - (iii) Principal/Director
- (c) The enquiry shall be conducted by a duly constituted Board of Enquiry and no action shall be contemplated or taken unless the employee is given a reasonable opportunity to be heard. The Board of Enquiry shall be constituted by the Principal/Director.

2.11 Arrival and Clearance Formalities :

All staff arriving after the recruitment and leaving GRIET after resignation/retirement should follow the arrival and clearance formalities which are listed at Appendix III and IV respectively in Part II

3. Job Responsibilities

As per AICTE Sixth Pay Commission (2008) recommendations, the job responsibilities of faculties are divided amongst the following four areas.

- (a) Academic
- (b) Research and Consultancy
- (c) Administration
- (d) Extension Services

They are broadly identified as follows

3.1 Academic

- (a) Class Room Lectures.
- (b) Laboratory Guidance / Instruction.
- (c) Curriculum Development.
- (d) Development of Learning Resource Material / Course Files.
- (e) Development of Laboratories, Manuals, etc.
- (f) Student Evaluation and Assessment including examination work of University.
- (g) Participation in Co-curricular and Extracurricular work.
- (h) Students Counselling.
- (i) Continuing Education, Summer schools / Winter schools, Symposia – conducting and participation
- (j) Books, Publications, Seminars.
- (k) Self up-gradation by acquiring higher qualifications, keeping abreast of developments in his / her own field.
- (l) Out of the weekly working hours, the minimum contact hours of a teacher (teaching load) should be as follows:
 - (i) Principal / Dean : 4 hours / week
 - (ii) HOD/Professor : 8 hours / week
 - (iii) Associate/Asst. Professor : 16 hours / week
 - * Laboratory load Considered as half of teaching load.

3.2. Research and Consultancy

- (a) R and D activities , Research / Project Guidance.
- (b) Industry sponsored Projects / Sponsored Projects of Governmental National Labs.
- (c) Providing industrial consultancy and testing service, active participation in promoting Industry - Institute Interaction.
- (d) Innovations, Patents

3.3. Administration

Academic and administrative management of the Department , Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.

- (a) Design and development of newer programmes and disciplines, Participation in National / State level policy planning bodies, Organisation of Institute level / State / National level faculty / Student Societies.
- (b) Planning / Development of Schedules for classes both at departmental / Institution levels. Help mobilize resources for the Institution, Maintain and Cross check accountability, conduct performance appraisals.

3.4. Extension Services

- (a) Interaction with Industries/Service Institution, Promote Community Service amongst students.
- (b) Help, Develop, Vocational services in the neighbourhood, contribute towards promoting / providing non-formal education, Promote entrepreneurship and job creation.

4. Working Hours

- (a) The normal working hours of the college is 7 hours which includes lunch break with staggered timings i.e. 8.00 AM to 3.00 PM, 9.00 AM to 4.00 PM and 10.00 AM to 5.00 PM. The college works on all Saturdays except first Saturday in a calendar month.

5. University Stipulation on Instructional Days

JNT University stipulates that the college working / teaching days should be 90 days / semester or 180 full teaching days per year.

6. Appraisal

6.1 Performance Appraisal Report

Annual Staff Performance Appraisal system consists of appraisal by :

- (a) Students through feedback form
- (b) Head of the Dept.
- (c) Principal
- (d) Management

6.2 Weightages of Appraisal

- (a) For Teaching Staff

Appraisal By	Asst Prof	Associate Prof / Professor / HOD
Students	40%	10%
HOD	30%	-
Principal	20%	60%
Management	10%	30%

- (b) For Non-Teaching Staff

Appraisal By	Without Student Interaction
Students	-
HOD	40%
Principal	40%
Management	20%

6.3 Transparency & Procedure

The Principal / Dean / HOD will discuss the results of the appraisal with every employee. Continuous and sustained performance will be a necessary requirement for internal promotions, for selection as HOD's or Sectional Chairman of various committees, selection for incentives, deputation, eligibility for study leave and other financial benefits, awards, etc., appraisal reports will be in their respective files. The format for feedback by students is given as appendix V and the for the for the appraisal form of Teaching Staff as Appendix VI. The annual appraisal report is raised at the end of each academic year. Non submission of appraisal report in any year has an impact on promotion / increments.

7. Leave Rules

Leave rules shall apply to faculties and staff and shall be called the “Leave Rules of Gokaraju Rangaraju Institute of Engineering and Technology.”

7.1 Casual Leave (C.L.)

- (a) All employees of GRIET are entitled for 12 days of C.L., in a calendar year on a pro rata basis of one C.L., in a month. In case an employee has accumulated C.L., in a calendar year, he / she can avail only 3 days C.L., at a stretch.
- (b) Non – working Saturdays, Sundays and declared holidays, availed during the period of C.L., are not counted as part of C.L., They can be prefixed or suffixed to C.L.,
- (c) Vacation and on- duty leave cannot be combined with C.L.
- (d) C.L., unavailed in any calendar year cannot be carried over to the next calendar year. Half a day's C.L. is not permitted.
- (e) C.L. can be availed only on prior sanction. In case of emergencies, the employee can be absent from duty and the leave reported on resuming duty after the C.L. is availed. This is permitted only in an emergency.
- (f) It is the responsibility of the faculty to make alternative arrangements for the classes or other works missed because of the casual leave, HOD would also monitor and ensure that no class is left unattended.
- (g) HOD / Principal's office shall maintain the C.L. register and permission granted for the staff under his / her control. This statement shall be submitted to the Administration Manager (Accounts) before the last working day to prepare the Pay Bill.
- (h) The Rules and Regulations indicated above will be strictly followed while calculating the Pay Bill for the month.
- (i) An employee taking leave without prior permission or without any information for two days continuously will be deemed to be absent and the same treated as “Leave without pay”.

7.2 Permission

A permission of one hour duration can be availed of by an employee in a month.

7.3 Vacation Leave

- (a) Faculty are eligible for a vacation leave of one week / one year of service subject to a maximum of four weeks in an academic year. Those who have not completed one year of service are eligible for the college's closed vacation only. The vacation leave shall be availed of in one spell. Intervening non-working Saturdays, Sundays and governmental public holidays shall be added to the vacation leave. However, vacation leave for specific cases can be considered by the Management.
- (b) Vacation leave mentioned above is inclusive of common vacation declared by the college at the end of the academic year if any.

7.4 On Duty

- (a) (i) Faculties deputed by the institute to attend Conferences / Seminars / Meetings and other College or Institute work shall be deemed to be as “ On Duty” or on terms specified by the Management from time to time. Any faculty shall be allowed to attend any 'one' Conference / Seminar / Meeting during the academic year for which the Management shall bear the expenses of registration or conference fees, traveling and daily allowances / accommodation and boarding charges. The faculty can also attend a Conference / Seminar / Meeting after obtaining the permission of the Management, on his own for which the Management shall not defray any expenses. The “on duty” leave in this case shall be restricted to the days of the conference. The leave for both these periods shall be deemed to be “ on duty” and shall not exceed 3 (three) days in a year, 'both' occasions included. However for paper presentation by the faculty in International Conferences / Seminars, he / she will be allowed 15 days to attend the program and considered as on duty on O.D.
- (ii) When TA/DA is paid, the faculty is required to give an undertaking that they will serve for a minimum period from the date of returning from the Conference/ Seminar. The period is three years if the Seminar is outside the country and one year if it is within the country.
- (iii) A cash incentive up to Rs 5000/- may be awarded to those who publish articles/ papers in a reputed National/International journals with impact factor.
- (b) Faculties could undertake JNT University Examination work / Central Valuation / Laboratory External Examinations / any other University connected work which is remunerated, not exceeding 6 days in each semester, but cannot be carried over for subsequent semester. Faculty on such duty are expected to produce proof of attendance to the HOD concerned immediately on return. HOD should forward it to the Management office with Principal's remarks.
- (c) Any faculty who has completed two (2) calendar years of service at GRIET, can be sponsored for higher studies after furnishing a bond to hold a lien on his job. During the period of his sponsorship he will not be paid any salary / allowances, if the person sponsored needs to be away from the college for more than 10 hours per week, or one day in a week.
- (d) At any given time, the total number from a department who could be away on Seminars/ Workshops is decided considering the workload of the department.
- (e) Budgetary provisions should be made in the beginning of the year for these faculty development activities.
- (f) Any faculty proceeding on leave for a long period, unless sponsored by the Management, has to terminate his assignment with the Institute.

7.5 Maternity Leave

Permanent employee of the Institute with an experience of 2 years proceeding on maternity grounds of the body is entitled to avail maternity leave to an extent of 15 days prior to birth / 15 days after the birth on producing a medical certificate. They are entitled to full pay and can draw the salary on rejoining duty. They should in such cases continue to serve the Institute for a minimum period of 2 years thereafter. This leave is not debited to the leave account. This is limited to the first delivery only.

8. Career Advancement / Promotion Rules

- (a) Minimum length of service for a Lecturer to move into the grade of Lecturer (Senior Scale) would be 4 years for those possessing a Ph.D degree, 6 years for those with M. Phil / M.E. / M.Tech. degree and 7 years for those with B.E. / B.Tech. degrees.
- (b) Minimum length of service for a Lecturer (senior scale) to move into the grade of Assistant professor shall be 5 years.
- (c) Since 1998, for movement into grades of Asst. Professor and above the minimum eligibility criteria is a Ph.D Teachers without Ph.D. can go up to the level of Sr. Lecturer only.
- (d) For every upward progression of faculty a selection process as per the norms / rules and regulations laid down by the AICTE / JNT University to which the college is affiliated, is followed.
- (e) Period spent on higher studies is also reckoned for purposes of awarding a higher scale.
- (f) Every faculty acquiring an additional higher relevant degree while in service, (through examinations and course work) is entitled to one advance increment on producing the provisional degree certificate, pertaining to the higher qualification.
- (g) Sponsorship for higher studies is based on seniority, preference being given to doctoral programmes, and secondly to Master's degree programmes, on executing a bond as desired by the Management. The said facility is limited to one faculty member per year from one department, without affecting the course work / projects of students.
- (h) Any faculty seriously interested in promoting or advancing the cause of research and who exhibits interest will be suitably encouraged by the Institute and shall receive special commendations.

9. Staff Development and Training

9.1 Supporting Staff (Administration and Technical)

- (a) Arranging in-house training programmes, with the help of resource person from the English and Management departments (with inputs of English grammar basics). Arranging professionals from the industry and Government to deliver training programmes in Administration and Accounts (for all those in administration and accounts) on all aspects of management and technical skills needed for running an office in a self-financing educational Institution.
- (b) To impart computer knowledge to all ministerial and subordinate staff with the help of faculty from the Computer Department, training such staff in a working knowledge of English is also needed, and this is done with the faculty from the English department. Laboratory technicians are likewise given special exposure to newer equipment and processes by Heads of Departments.

10. Awards

- (a) “Excellence in Teaching” awards and the “Best Supporting Staff” awards have been instituted by the Management to recognize deserving staff and the awards are presented every year on Annual Days.
- (b) Faculty who show and exhibit dedication and commitment are also recognized by deputing them for special conference and seminars and are also issued recommendation letters.
- (c) Cash incentives are given to teaching staff for the academic excellence in terms of 100% passes in a subject or 100% marks in a theory subject up to pre-final semester.

11. Grievance Redressal Cell

Any employee having any kind of grievance can address his / her problem to the Grievance Redressal Cell in writing. Grievance Redressal Cell shall consist of COO as Chairman, with Director, Principal, Dean of Discipline and Dean of Faculty Development as Members. Genuine grievances of the staff and students are considered and remedial measures instituted.

12. Women's Development Cell

The activity addresses problems of women employees and empowerment of women. This is headed by a WDC coordinator. All cases of Sexual Harassment can be reported to this Cell.

**Minimum Qualifications and Experience Prescribed by AICTE for
Teaching Posts in Degree Level Technical Institutions**

Engineering and Technology Disciplines

Sl.	Cadre	Qualifications and Experience	Qualifications and Experience for Candidates from Industry and Profession
1.	Assistant Prof.	First Class Bachelor's OR First Class Master's degree in the appropriate branch of Engineering / Technology.	First Class Bachelor's degree in the appropriate branch of Engineering / Technology OR First Class Master's Degree in the appropriate branch of Engineering / Technology.
2.	Assistant Professor OR Associate. Prof.	Ph.D. with first class at bachelor's or Master's degree level in the appropriate branch of Engineering / Technology with 3 years experience in Teaching / Industry Research at the level of Lecturer or equivalent. OR First Class Degree at Master's Level in the appropriate branch of Engg. / Tech with 5 year's experience in Teaching / industry at the level of Lecturer or equivalent. Such candidates will be required to obtain Ph.D degree within a period of 7 years from the date of appointment as Assistant Professor.	Candidates from Industry / Profession with First Class Bachelor's / First Class Master's degree in the appropriate branch of Engineering / Technology AND Professional work which is significant and can be recognized as equivalent to Ph.D degree and with 5 years Industrial / Professional experience would also be eligible.
3.	Professor	Ph.D with first Class Degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and Associate Prof. / or equivalent.	Candidates from Industry / Profession with Master's Degree in Engineering / Technology and with professional work which is significant and can be recognized as equivalent to Ph.D and with 10 years Industrial / Professional experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor, would also be eligible.
4.	Principal / Head of Institute	Qualifications as per the qualifications of the Professor in the respective discipline. In addition, the candidate should be an eminent	Candidates from Industry / Profession with Master's Degree in Engineering / Technology and with Professional work which is

Sl.	Cadre	Qualifications and Experience	Qualifications and Experience for Candidates from Industry and Profession
		person in the field with 15 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Professor or above.	significant and can be recognized as equivalent to Ph.D. degree and with 15 years' Industrial / Professional experience of which at least 5 years should be at a Senior level comparable to that of a professor would be eligible. Desirable: Administrative Experience in a responsible position.
5.	Librarian	Master's degree in Library / Information Sciences / Documentation or an equivalent Professional degree with at least 60% marks at Bachelor's or Master's level.	Experience in Computerization, well versed with systems, procedure for a period of 2yrs. at least is required
6.	Director / Directress of Physical Education	A Master's degree in Physical Education / Master's degree in Sports with at least 60% marks at Bachelor's / Master's Level.	Represented the University College at inter university / inter collegiate at the state or National level.

Note: if a class / division is not awarded at B.E. / B.Tech. / M.E. / M.Tech. / Equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted, the CGPA will be converted into equivalent marks and minimum CGPA shall be 6.75 in the ten point scale.

**Minimum Qualifications and Experience for Non - Teaching Posts
in Degree Level Technical Institutions**

Administrative Manager	Master's degree from any recognized University in Education, Law, Literature, Commerce, Business Management, etc.	At least 7 years experience in a responsible admin. position preferably with working knowledge of an Academic set up, with Computer knowledge.
Accounts Manager (Finance and Audit)	Degree in Commerce, C.A., A.C.S., etc.	At least 15 years' experience in a responsible post in Financial Institution preferably with knowledge of budgeting in an academic background, Exposure to computing system.
Incharge of Exams	Masters' degree in Engineering / Technology	At least 15 years' experience in an Academic environment dealing with examinations; exposed to on line system.
Office Assistant	Bachelor's degree or equivalent knowledge of MS Office.	
Laboratory Assistant (Engg.)	First class diploma in the concerned branch.	At least 2 years experience in a recognised Academic institution of repute.
Laboratory Assistant (Science)	First class B.Sc., in the concerned subject	At least 3 years experience in a recognized Academic Institute of repute.
Laboratory Technician	A certificate from ITI in the relevant trade.	At least 3 years experience in the trade desirable.
Assistant	Xth Std. able to drive a Moped / Motorcycle and use a bicycle.	

ARRIVAL FORM

Name :		Designation :	
Dept :	<input type="text"/>	Date of Joining :	<input type="text"/>

I Administration

Item	Appointment	Name	Sig with date
Joining Report			
Certificates			
Profile			
Employee Register			
ID No			
Name into Attendance Register			
Thumb Impression			
Photo for Smart Card			
Bank Account No			

II Library

Registration			
--------------	--	--	--

III Department

Profile			
Dept Library			
Table Key No			
Cupboard Key No			
Secondary Duty			

IV Inter Departmental

HOD BT	HOD BME	HOD CSE	HOD ECE	HOD MBA
HOD EEE	HOD IT	HOD MECH	HOD MCA	
DEAN ACADS	DEAN STDS	DEAN T & P	DEAN DISCIP	DEAN EXAMS
DEAN FACULTY DEVP	FACULTY CLUB			

Signature of Faculty**Principal**

Note: Arrival formalities should be complete within 6 working days from date of joining. Completed form should be handed over to A.O. for starting pay and allowances.

CLEARANCE FORM

Name :	Designation :
Dept : <input style="width:150px;" type="text"/>	Proposed Date : <input style="width:150px;" type="text"/> AO :

Item	Appointment	Name	Sig with date
I Department			
Course File			
Course Register			
Dept Library			
Table Key No			
Cupboard Key No			
Secondary Duty			

II Library

No dues			
---------	--	--	--

III Administration

Request in writing			
Employee Register Entry			
Name in Attendance Register			
Smart Card			
Deleting from pay records			
ID card			

IV Inter Departmental

HOD BT	HOD BME	HOD CE	HOD CSE	HOD ECE
HOD EEE	HOD IT	HOD MECA	HOD MBA	HOD MCA
DEAN ACADS	DEAN STDS	DEAN T&P	DEAN DISCIP	DEAN EXAMS
DEAN FACULTY DEVP	FACULTY CLUB	DEAN R & D	PURCHASE ORDER	

Signature of Faculty

Principal

Note: Certificates and pay dues shall be handed over only after this form is completed.

Certificates :

Pay Dues :

Service certificate :

Received

GOKARAJU RANGARAJU INSTITUTE OF ENGINEERING & TECHNOLOGY

**Student Appraisal Form
(Theory Subjects)**

1.	Course:	Branch:	Year:	Semester:	Dt.								
2.	Percentage of your attendance:												
Note: Kindly indicate your sincere opinion on the following important questions on a scale of 4 to 1. Information is anonymous and													
<u>Name of the Subject</u>													
<u>Name of the Teacher</u>													
1	How does the teacher explain the subject?												
	Exceedingly well (4)					Very well (3)							
	Reasonably well (2)					Partly well (1)							
2	The teacher pays attention to												
	All the students (4)					Bright students (3)							
	Average students (2)					Below average students (1)							
3	How do you find the language and communication skills of the teacher?												
	Excellent (4)					Good (3)							
	Average (2)					Scope for improvement (1)							
4	Is the session interactive?												
	Exceedingly well (4)					Very well (3)							
	Reasonably well (2)					Partly well (1)							
5	Rate your teachers explanation in clearing the doubts												
	Very good (4)					Good (3)							
	Satisfactory (2)					Unsatisfactory (1)							
6	Rate your teachers commitment in completing the syllabus												
	Excellent (4)					Good (3)							
	Satisfactory (2)					Unsatisfactory (1)							
7	Rate your teachers punctuality												
	Excellent (4)					Good (3)							
	Satisfactory (2)					Unsatisfactory (1)							
8	Rate your teachers use of teaching aids like LCD, OHP etc												
	Excellent (4)					Good (3)							
	Satisfactory (2)					Unsatisfactory (1)							
9	Rate your teachers guidance in other activities												
	Excellent (4)					Good (3)							
	Satisfactory (2)					Unsatisfactory (1)							
10	What is your overall opinion about the teacher?												
	Excellent (4)					Good (3)							
	Satisfactory (2)					Unsatisfactory (1)							



**GOKARAJU RANGARAJU INSTITUTE OF ENGINEERING & TECHNOLOGY
ANNUAL APPRAISAL REPORT FOR THE ACADEMIC YEAR _____**

(Assistant Professor)

**PART-A (Along with this performance, planning document should be reviewed and evaluated)
(To be filled in by the Faculty)**

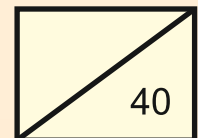
Name _____ Date of Birth _____
 Designation _____ Highest Qualification _____
 Department / School / Centre _____
 Date of joining the Institute _____
 Present post _____ held from _____

**PRIMARY WORK
(Attach extra sheet wherever necessary)**

I. Instructional work assigned

S.No	Course		Title	No. of hours per week			Strength of class	Result (Pass%)	No. of students with grades				Student feedback (40)
	Sem	Year & Branch		L	T	P			A	B	C	D	

40L => Lecture; T => Tutorial; P=> Lab Course / Practical
 A ≥70% B ≥60 C ≥40% D <40% for MCA, MBA C,D% are 50%



II. Supervisory support provided:

a) Ph.D. Theses:

S. No	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission

b) M.E./M.Tech./M.S. Theses:

S. No	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission

c) Project Work at B.Tech. / MCA / MBA Level

S. No	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission

HIINCC /NSS/NSO/Warden/Guidance/Counseling/Cultural/Sports/HOD/HOC/Dean

S.No.	Position	Period	Special Achievements

IV Activities organized:

(Seminars/ Workshops / Conferences/ Symposia/Continuing Education Programmes etc.)

S.No.	Title	Duration	Major Sponsor ((s)	Level International / National

V Research papers/ Books /Conference Proceedings/Articles/Monographs etc. Published:

S.No.	Title	Authors	Journal / Conference details / Publisher	Level International, National Text, Reference, ect.

VI. Sponsored Projects :

S.No.	Project Title	External Funds Received	Position	Sponsor	Date of Commencement	Duration (Years)	Status (Completed / On going)

VII. Consultancy

S.No.	Project Title	External Funds Received	Position	Sponsor	Date of Commencement	Duration (Years)	Status (Completed / On going)

VIII. Achievements / Awards/Recognition during the year: (Use separate sheet if needed)

IX. Participation : (Seminars / Workshops / Conferences / Symposia / Continuing Education Programmes / Training etc.)

S.No.	Title	Duration	Institution

X. Overall self-appraisal

Outstanding Very Good Good Poor

Date: _____

Signature

Difficulties and suggestions with regard to academic assignments/ self growth to be given in an Annexure.

**PART-B (Along with this performance, planning document should
be reviewed and evaluated)
(To be filled by the Reporting Officer)**

ANNUAL APPRAISAL REPORT FOR THE ACADEMIC YEAR _____

Name of the Faculty: _____

Designation: _____

I. Attitude and Interpersonal Skills (Give ratings on a four point scale with '4' being the best and '1' the poorest):

1. Initiative: a self-starter; able to work without constant supervision	
2. Responsibility: Understands duties; accepts responsibilities readily	
3. Punctuality: arrives on time. Generally available for student during working hours	
4. Commitment: Committed to his / her work	
5. Loyalty: supports and follows institute's policies and guidelines	
6. Development: Keeps knowledge up to date	
7. Oral Communication: speaks effectively with supervisor, colleagues and students	
8. Written Communication	
9. Team work: effective in a team	
10. Leadership: gives clear directions and listens to co-workers	
11. Relationship with fellow faculty and staff	
12. Dress Code	
13. Maturity	
14. Temperament	
15. Relationship with students	
Total	

**II. Contribution of the faculty:
To the Department**

To the Organisation

III. Remarks of Reporting Officer Grade obtained by the faculty as per the overall rating of the Reporting Officer

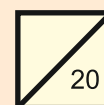
Outstanding Very Good Good Poor



Signature of Reporting Officer

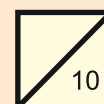
IV. Remarks of Reviewing Officer

Signature of Reviewing Officer



V. Remarks of Director/ Principal / Management

Signature of Director/ Principal / Management Representative



VI. Overall Grading



**GOKARAJU RANGARAJU INSTITUTE OF ENGINEERING & TECHNOLOGY
ANNUAL APPRAISAL REPORT FOR THE ACADEMIC YEAR _____**

(Associate Professor / Professor)

**PART-A (Along with this performance, planning document should be reviewed and evaluated)
(To be filled in by the Faculty)**

Name _____ Date of Birth _____

Designation _____ Highest Qualification _____

Department / School / Centre _____

Date of joining the Institute _____

Present post _____ held from _____

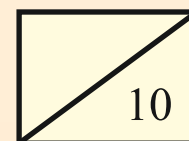
PRIMARY WORK

(Attach extra sheet wherever necessary)

I. Instructional work assigned

S.No	Course		Title	No. of hours per week			Strength of class	Result (Pass%)	No. of students with grades				Student feedback
	Sem	Year & Branch		L	T	P			A	B	C	D	

40L => Lecture; T => Tutorial; P=> Lab Course / Practical
A ≥70% B ≥60 C ≥40% D <40% for MCA, MBA C,D% are 50%



II. Supervisory support provided:

a) Ph.D. Theses:

S. No	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission

b) M.E./M.Tech./M.S. Theses:

S. No	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission

c) Project Work at B.Tech. / MCA / MBA Level

S. No	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission

III NCC /NSS/NSO/Warden/Guidance/Counseling/Cultural/Sports/HOD/HOC/Dean

S.No.	Position	Period	Special Achievements

IV Activities organized: (Seminars/ Workshops / Conferences / Symposia/Continuing Education Programmes etc.)

S.No.	Title	Duration	Major Sponsor ((s)	Level International / National

V Research papers/ Books /Conference Proceedings/Articles/Monographs etc. Published:

S.No.	Title	Authors	Journal / Conference details / Publisher	Level International, National, Text, Reference, ect.

VI. Sponsored Projects :

S.No.	Project Title	External Funds Received	Position	Sponsor	Date of Commencement	Duration (Years)	Status (Completed / On going)

VII. Consultancy

S.No.	Project Title	Cost	Position	Sponsor	Date of Commencement	Duration (Years)	Status (Completed / On going)

VIII. Achievements / Awards/Recognition during the year: (Use separate sheet if needed)

IX. Participation : (Seminars / Workshops / Conferences / Symposia / Continuing Education Programmes / Training etc.)

S.No.	Title	Duration	Institution

X. Resource Person for :

Outside College :

Inside College :

XI. Overall self-appraisal

Outstanding Very Good Good Poor

Date: _____

Signature

Difficulties and suggestions with regard to academic assignments / self growth to be given in an Annexure.

**PART-B (Along with this performance, planning document should
be reviewed and evaluated)
(To be filled by the Reporting Officer)**

ANNUAL APPRAISAL REPORT FOR THE ACADEMIC YEAR _____

Name of the Faculty:

Designation:

I. Attitude and Interpersonal Skills (Give ratings on a four point scale with '4' being the best and '1' the poorest):

1. Initiative: a self-starter; able to work without constant supervision	
2. Responsibility: Understands duties; accepts responsibilities readily	
3. Punctuality: arrives on time. Generally available for student during working hours	
4. Commitment: Committed to his / her work	
5. Loyalty: supports and follows institute's policies and guidelines	
6. Development: Keeps knowledge up to date	
7. Oral Communication: speaks effectively with supervisor, colleagues and students	
8. Written Communication	
9. Team work: effective in a team	
10. Leadership: gives clear directions and listens to co-workers	
11. Relationship with fellow faculty and staff	
12. Dress Code	
13. Maturity	
14. Temperament	
15. Relationship with students	
Total	

**II. Contribution of the faculty:
To the Department**

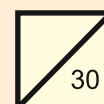
To the Organisation



**III. Remarks of Reporting Officer Grade obtained by the faculty as per
the overall rating of the Reporting Officer**

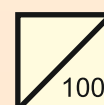
Outstanding Very Good Good Poor

Signature of Reporting Officer



**IV. Remarks of Reviewing Officer
Signature of Reviewing Officer**

V. Overall Grading



VI. Remarks of Director/ Principal

Signature of Director/ Principal

Signature of Vice President

**MANUAL
for
ADMINISTRATION**



**PART-III
Duties and Responsibilities**

GOKARAJU RANGARAJU
Institute of Engineering and Technology
(Autonomous)

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DUTIES AND RESPONSIBILITIES

1. Duties and Responsibilities of Director

Director is overall responsible for achieving GRIET Vision, Mission and Goals with strategies defined by the Management. As a Director he shall advise the Management and the Principal in all educational, financial and administrative matters of the institute. In addition he shall:

- (a) Report to the President/Vice President of the BOG
- (b) Be responsible for manpower planning for teaching and non-teaching staff for long and short term requirements.
- (c) Advise the principal in the annual budget preparation
- (d) Participate in the recruitment process of teaching and non-teaching staff
- (e) Lay down norms for fixing the salaries, promotions, increments, etc.
- (f) Inspect the departments and their functioning on day to day
- (g) Maintain liaison and coordinate with JNTUH, AICTE, and other professional bodies, engineering and allied departments/industries etc.
- (h) Approve all financial matters related to the day to day functioning of the institute
- (i) Work to develop the institute in all areas
- (j) Encourage the various faculty and staff development programmes
- (k) Participate in BOG meetings as a member and advise in various policy decisions
- (l) Advise the Principal, HODs and faculty in various academic and administrative matters
- (m) Represent the institute in various State and regional level bodies, societies, councils as required.

2. Duties and Responsibilities of Principal

Principal is overall responsible for establishing an ideal institute by promoting the various circular, co & extra-curricular activities, administrative and financial matters. As a Principal he shall advise the Management and the Director in all educational, financial and administrative matters of the institute. In addition he shall:

- (a) Report to the President/Vice President/Director of the BOG
- (b) Be responsible for human resource planning for teaching and non-teaching staff for long and short term requirements.
- (c) Assist the Director in the annual budget preparation
- (d) Inspect the departments and their functioning on day to day
- (e) Liaison and coordinate with JNTUH, AICTE, and other professional bodies, engineering and allied departments/industries etc.
- (f) Work to develop the institute in all areas for an all-round growth of the institute
- (g) Arrange and organise the various faculty and staff development programmes
- (h) Participate in BOG meetings as a member secretary, advise in various policy decisions and ensure implementation of decisions
- (i) Advise the HODs and faculty in various academic and administrative matters
- (j) Represent the institute in various State and regional level bodies, societies, councils as required.
- (k) Optimize the resources available in academic, administration, finance, etc.
- (l) Implement integrated and uniform systems in academic, administration, finance, etc. where and when ever it is possible
- (m) Conduct regular meetings of the various committees for better liaison and coordination in academic, administration, finance, etc. and to exchange the ideas and to cooperate in various activities

- (n) Arrange and participate in Board of Studies and Academic Council Meetings in developing the curriculum for an autonomous institute
- (o) Conduct Institute Development & Monitoring Committee Meetings to ensure

3. Duties and Responsibilities of Head of Department.

Head of Department is overall responsible for establishing an ideal learning environment and promoting the departmental activities to achieve its objectives and in turn, the objectives of GRIET, in that.

- (a) Responsible for the overall discipline of the students and staff of the department
- (b) The teaching load is equally distributed as per the norms.
- (c) Should assist in the preparation of time tables (class room) and monitor it through teacher and day time tables
- (d) Should ensure through appropriate departmental members
 - (i) Daily attendance
 - (ii) Student Proctorial sheet
 - (iii) Mid examinations
- (e) Maintain the files registers such as
 - (i) Ready Recover
 - (ii) Student Record
 - (iii) Faculty Profile
 - (iv) Mid exams and University Question paper
 - (v) Subject
- (f) Encourage faculty to develop new teaching aids, tutorials, Lab exercises extension to syllabus specified.
- (g) Encourage in-house projects by all students
- (h) Monitor progress of subjects through subject diaries each faculty
- (i) Conduct the meetings as per the academic calendar
 - (i) Departmental staff meetings
 - (ii) Class Committee meetings implementation of decisions

4. Duties and Responsibilities of Dean of Academic Affairs

Dean of Academic Affairs (DA) is responsible for the efficient conduct of all academic activities pertaining to curriculum and faculty development, in that:

- (a) Generation of student data required for Student Information System (SIS).
- (b) Dissemination of Syllabus Changes, Preparation and Circulation of Time-Tables (Class, Room).
- (c) Preparation and Circulation of mid –term examination timetables before the start of the academic session.
- (d) Preparation and Circulation of end term laboratory time tables.
- (e) Follow up the following activities of the Departments:
 - i) Submission on time the mid-term examination marks to the office of the Principal.
 - ii) Taking Student Feedback for each Subject (Two times in a Semester-First Feedback one month after Commencement of Class work and the Second at the end of the Semester). Appropriate action to be taken by the HOD's in Consultation with the Dean and the Principal.
 - iii) Taking Suitable action on the feedback received from the parents, employers.
- (f) Conduct Workshops at the Institute and encourage the Faculty to attend workshops at the National level for the academic development of the Faculty.

5. Duties and Responsibilities of Dean of Discipline

Dean of Discipline (DD) is responsible for promoting the overall discipline of the Institute environment involving students and staff, in that:

- (a) To ensure that all matters pertaining to discipline which are referred to him should be dealt with appropriately through the discipline committee and suitable recommendations are given to the Principal for further necessary action.
- (b) To suggest any timely measures to improve the quality of discipline and good order in GRIET.
- (c) To deal with ragging menace through a systematic and timely approach.
 - (i) Awareness: Make the seniors aware of ills of ragging and consequences if indulged, by way of posters, notices, counselling lectures by faculty, class in charges, HODs, Principal/ Director/ Management Representatives, undertakings by students, parents etc
 - (ii) Avoidance: Enforce measure to avoid contact between first years and seniors by staggering timings of first year activities, formation of anti ragging squads and continuous surveillance with them at possible areas of ragging such as canteen, toilets, terraces, outside bakeries eating points bus stops etc
 - (iii) Act: In case ragging is reported, take appropriate disciplinary action.

6. Duties and Responsibilities of Dean of Student Affairs

Dean of Student Affairs (DSA) is overall responsible for efficient conduct of co and extra curricular activities and availability of amenities to the best satisfaction of the committee, in that.:

- (a) To provide inputs for the academic calendar for various co and extracurricular activities
- (b) To ensure proper conduct of co-curricular activities through respective in charges
 - (i) Spirals
 - (ii) Quizzicals
 - (iii) xKernal
 - (iv) Scientific Forestep
 - (v) Pragnya
- (c) To ensure proper conduct of extracurricular activities through respective in charge.
 - (i) Sports & Games
 - (ii) Spices
 - (iii) Rhythms
 - (iv) Reflections
 - (v) NSS
- (d) To ensure through respective In-Charges proper functioning of amenities such as
 - (i) Canteen
 - (ii) Transport
 - (iii) Cooperative store
 - (iv) Recreational Facilities
- (e) To redress any suggestion / complaint from the students through respective In-Charges.
- (f) To ensure proper planning/coordination/execution of industrial / information
- (g) visits through respective HODs

7. Duties and Responsibilities of Dean of Examinations

Dean of Examinations (DE) is overall responsible for the evaluation system in that:

- (a) To liaise with Dean of Academic Affairs for preparation of mid exam and end Lab exam schedules.
- (b) To ensure that mid exam papers as per the norms in sufficient copies as per the strength of the class along with attendance sheets should reach the departments before exam due date.
- (c) To ensure proper conduct of the examination
- (d) To preserve the Question papers of Mid exams and End exams for future review.
- (e) To preserve the evaluated Mid exams and Lab answer sheets, End exam answer sheets branchwise, yearwise for a period of one academic year and have them destroyed after the due date as per norms
- (f) Any change in schedule due to valid but unavoidable reason duly approved by the Principal should accordingly be made and communicated to students through departments.

8. Duties and Responsibilities of Dean of Training and Placements

The Dean of Training and Placements (DTP) is overall responsible for Career Counselling and making the environment conducive for Students, Smooth Transition of Students into appropriate career of their Choice, in that:

- (a) Ensure maintenance of database of Students.
- (b) Ensure maintenance of database of prospective employers, liaise with them and attract them to consider our Students for ON/OFF Campus Placements and co-ordinate the Selection Procedures.
- (c) Ensure maintenance database of Universities.
- (d) Ensure maintenance of Entrepreneurship Information.
- (e) Facilitate preparation for interviews and competitive examinations.
- (f) Liaise with GRIET Alumni Association for Alumni Data.

9. Duties and Responsibilities of Dean of Faculty Development

- (a) To arrange orientation program for the newly recruited faculty
- (b) To encourage the faculty to participate / publish in the conferences /symposiums/journals at National and International levels.
- (c) To advice every faculty to undergo the training programs periodically, improvising their skills/methodologies in teaching - learning, workshops to enhance teaching.
- (d) To support the individual faculty with information regarding various training programs available inside/outside the campus
- (e) To oversee the faculty to enhance their skill based training programs in their respective courses/ Labs.
- (f) To arrange a counseling to individual faculty based on prerequisites
- (g) To assist in budgeting and provision of funding for faculty development
- (h) To maintain and update a record of every faculty's training profile

10. Duties and Responsibilities of Dean of Research and Development

The Dean of Research and Development (DRD) is overall responsible to develop, sustain and advance a research mission in the college, among its faculty and students, and through collaborative partnerships with industry and other institutions, in that:

- (a) Develop and promote the integration of research programs and research initiatives in collaboration with the Dean for Academic Affairs.
- (b) Lead the quest to establish Centers of Excellence via facilitating research creativity and innovations throughout and collaboratively with global academic and / or engineering industries.
- (c) Conduct a program of research to maintain scientific & engineering expertise in accountability.
- (d) Support research development among faculty and students.
- (e) Establish research programs in the college in accord to the HOD's and faculty's priorities.
- (f) Lead, facilitate and support grant-writing activities for research investigation within the college and throughout its collaborative partnerships in academics and industry.
- (g) Advise to build research infrastructure within the college and collaboratively to facilitate and advance research productivity.
- (h) Build relationships with engineering industries throughout India.
- (I) Build relationship with local, national and international foundation and facilitate communication and international foundation and facilitate communication and interaction with federal funding agencies.
- (j) Advise and assist faculty on research proposals, patenting research contracts and intellectual property issues.
- (k) Assist faculty members in identifying and securing the resources necessary for successful extramural.
- (l) Funding. Develop mechanisms for identifying research funding sources and systems to support grant applications.

11. Duties and Responsibilities of Dean of Publicity & Alumni Affairs

- (a) Planning, developing and implementing Publicity strategies to enhance the image of GRIET and GRES.
- (b) Liaising with, and answering enquiries from media, individuals and other organizations through all media paper/electronic/telephone.
- (c) Researching, writing and distributing press releases to targeted media.
- (d) Preparing and supervising the production of publicity brochures, handouts, direct mail leaflets.
- (e) Review of information on the organization's website in association with Webmaster.

- (f) Create strong network with the Alumni and ensure that all stake holders are benefited.
- (g) Enhance endowment fund of GRIET through donations from alumni and wellwishers and assist management in its effective utilization.
- (h) Preparation of data and submission to various private and government ranking agencies;
- (i) Issuing advertisements for Admissions, Recruitment and other promotional activities of the organization.

12. Duties and Responsibilities of Dean Incubation Center

- (a) To encourage and nurture entrepreneurial ideas.
- (b) To provide platform for innovative product development.
- (c) To create suitable environment for campus startups.
- (d) To provide infrastructural facilities like space, computer, internet facility, typing, printing etc.
- (e) To extend technical support by providing mentoring help from industry and institute, to provide laboratory facilities and library support.
- (f) To organize training programs on business planning, feasibility studies, financial guidance for the incubates and for mentors.
- (g) To extend constant guidance for the incubates to establish startups, connect to venture capitalist and lead them to be successful in their business platform.

13. Duties and Responsibilities of Dean of Admission

- (a) To oversee admission of students (regular, lateral entry, transfer, detained, reregistered) into various programmes in the college and provide assistance for registration process.
- (b) To manage and participate in recruitment and admission activities and device necessary promotional literature, publicity of incentive schemes, scholarship etc.
- (c) To develop, execute, and assess office policies, procedures and data processing systems of the Admissions Office.
- (d) To present the institute with studies, reports, and analyses of admissions data as requested.
- (e) To maintain admission register and provide information for University authorities/other Government agencies collecting Statistical data like NIRF, AISHE etc. up-to date strength of admissions at any given time, in any format.
- (f) To perform other duties as assigned by the Principal.

14. Duties and Responsibilities of Dean of Counseling & Career Guidance

- (a) Responsible for identifying students interests, skills, values, and personality type and determine areas in which students need to improve or gain knowledge or experience.
- (b) Responsible for supporting students in gathering information and identify top and emerging technologies in students major study area and occupations that fit to interests, skills and values.
- (c) Responsible for helping students to make decisions based on the information gathered in steps 1 and 2 to take effective decisions.
- (d) Responsible for supporting students in taking positive action and define a goal and set realistic action steps to achieve them .
- (e) Responsible for coordinating and arranging events on /off campus or sharing information to students available related to study abroad and career planning.
- (f) Responsible for identifying the academically weak students with support of coordinators & mentors and arrange mentors meetings with support of coordinators every month to know the status update and measures to be taken for improvements of academically weak students. Also inter their emotional status and advise parents assistance if any.

15. Duties and Responsibilities of Dean Finishing school

- (a) To support all the students to complete their course as per their respective academic calendar and be ready to take up the careers of their choice (Employment, Entrepreneur ship and Higher studies).
- (b) To identify academically weak students in all the Four years and assist them throughout the course by conducting Remedial Classes.
- (c) To assist Training and Placement Cell, Career Guidance & Counseling Cell and EDP Cells by providing appropriate skills to the students and thus to make them contributive force to the society.

16. Duties and Responsibilities of Training and Placement Officer

To facilitate the Training and Placement Officer in carrying out the following activities.

- (a) Collection of data in the prescribed proforma during III Year II Semester from GRIET Students of all the Disciplines related to their bio-data.
- (b) Preparation of latest bio-data of GRIET students discipline wise for selecting the students for placement.
- (c) Co-ordinating with various companies for conducting On-Campus or OFF Campus Selection Tests / Interviews for GRIET students of different disciplines. In the event of any ON/OFF Campus and GRIET Students at different stages,.
- (d) Keeping an up-to-date year-wise data regarding GRIET students going abroad or pursuing higher studies in India.
- (e) Keeping an up-to -date year-wise data regarding GRIET students selected/joined in different companies.
- (f) Preparation of printed matter giving details about College, Department, Course Structure etc and giving it to companies with the information to know about GRIET.
- (g) Co-ordinating with various companies for GRIET students carrying out final semester project work on current areas either at company premises or at GRIET.

17. Duties and Responsibilities of Laboratory Assistant

- (a) The Laboratory Incharge (Lab I/C) is responsible for the safety, upkeep of all the equipment in the room as listed in the inventory for the room.
- (b) The Lab I/C should maintain the following documents
 - (i) The inventory of the laboratory
 - (ii) Layout
 - (iii) Room Time Table.
 - (iv) Organisation Chart
 - (v) Log Book for daily usage
 - (vi) Complaint Register
 - (vii) Lab Manuals
 - (viii) List of Experiments
- (c) The Lab I/C should ensure proper discipline at laboratories by ensuring the following:
 - (i) No bags or eatables are to be allowed into the lab
 - (ii) Excess talking/unnecessary movement of the students is avoided
 - (iii) Chairs are in proper position at the time of leaving
 - (iv) Equipment is switched off or made inactive as per authorised procedure before leaving
 - (v) All fans/ lights wherever not needed are in OFF condition
 - (vi) Room and equipment are maintained neat and clean at all times
 - (d) Assist the class teachers in the laboratory proceedings.
 - (e) Suitable motivation boards and list of experiments are displayed.
 - (f) Lab I/C should be conversant with all the lab experiments and exercises.
 - (g) Lab I/C should be conversant with the key, location, locking procedure of the room, emergency procedures in case of fire, accident etc.

18. Duties and Responsibilities of Subject Teacher for Laboratory

- (a) The Subject Teacher for Laboratory, in consultation with Subject Teacher for the corresponding theory subject and teachers for the same subject but for other sections, is responsible for preparing the list of experiments, as prescribed by JNTU.
- (b) In addition, supplementary problems are to be developed for skill development and concept understanding.
- (c) The teacher should be thorough with the experiments designed.
- (d) The problems should be made known to the students well in advance for their preparation.
- (e) Ensure attendance is taken as per the procedure and seating is done as per the order.
- (f) Teacher should make sure that observation book is maintained by every student.
- (g) At periodic intervals, teacher should ensure that the records are maintained neatly by all students. The experiments/ programmes listed in the syllabus should mandatorily be described in the record books.

Assist students in case of queries.

- (i) Prepare and update the lab manuals continuously.
- (ii) Internal assessment is done as per JNTU regulations. This may include continuous assessment and/or lab exams at the end.
- (iii) Sessional marks are handed over to the respective departments by due date.
- (iv) As an Internal Examiner, assist the External Examiner for the conduct of university lab exam.

19. Duties and Responsibilities of Faculty In-charge for Laboratory

The Faculty In-Charge is responsible to HOD of Department for following

- (a) The Faculty In-Charge of lab have to
 - i. Take the attendance of students for the Lab.
 - ii. Verify the observation books.
 - iii. Make students to upkeep Record.
 - iv. Day to day assessment.
 - v. Conduct Final Lab Internal Exam.
 - vi. Finalize internal marks[Session Marks].
 - vii. Assist External Examiner to conduct the Final Lab Exam .,if detailed as Internal Examiner.
- (b) Creating and Implementing New Exercises over University Syllabus requirements.
- (c) Is responsible for Monitoring the proper utilization and upkeep of Lab Equipment.
- (d) Is responsible for Preparing / Updating the Lab Manual.

20. Duties and Responsibilities of Class Coordinator

The Class Coordinator is responsible to HOD of Department for following duties

- (a) The class coordinator has to ensure about maintenance of student list and their databases including in G-CAP.
- (b) Has to maintain an up-to-date attendance of the class as below :
 - i. Ensure that the next day attendance sheet of class is generated .
 - ii. Ensure that the sheet is handed over to class representative before the classes get commenced on that day.
 - iii. Ensure that the filled in sheet is returned to the Attendance Data Entry Operator in the Evening on the same day.
- (c) Problems regarding the class room (or) with the teaching aids should be addressed to.
- (d) By periodic meetings with the students verify about any difficulties of subject (or) faculty (or)both , and the same should be assisted.
- (e) Is responsible for collecting & maintaining the student feedback of teachers twice a semester as follows :
 - i. One month after course starts .
 - ii. Before last 10 days.
- (f) Maintain the regular Result Analysis of class.
- (g) Is Responsible for coordinating effectively between students of class & HOD.
- (h) Has to ensure, through class counsellors, updation of the Proctorial Sheets, assisting and counseling students observing their performance.

21. Duties and Responsibilities of Mentor

The Mentor is responsible for the batch of students assigned for the entire academic year and is answerable to the respective HOD of the students while carrying the following duties:

- (a) Should maintain the record of the students in the pink sheets and GCAP, the information includes contact details, admission details, academic record, co/extra curricular activities details, achievements and disciplinary actions if any etc.
- (b) Meet them at least once a month for the counseling sessions and record it.
- (c) Know the physical, mental, emotional status of the student and provide assistance or bring it to higher authorities notice wherever necessary.
- (d) Long absenteeism to classes or internal exams, abnormal academic performance, unusual or unacceptable behaviour should definitely be brought to the notice of the parents and college authorities.
- (e) Emphasis should be made on attitudes, value systems, hard work, career planning in all the counseling sessions.
- (f) In short, Mentror should act as a buddy, a guide as well as a mentor.

22. Duties and Responsibilities of Maintenance & Safety In-charge

The Maintenance in-charge is responsible to the Director in ensuring the following:

MAINTENANCE

- (a) He has to liaise with local authorities for uninterrupted supply of municipal and bore water as per the requirement of the college, steady as well as peak loads.
- (b) He has to supervise the maintenance team for general cleanliness of rooms, corridors, toilets, stair and surroundings.
- (c) He has to direct with maintenance team for prompt repairs such as leaks and blockages in toilets, broken window panes, or any such maintenance works.
- (d) He has to liaise with horticulture advisor for the upkeep of college lawns, pathways, surroundings and gardens.

HYGIENE

- (a) He is responsible for the quality management of hygiene of college.
- (b) He should periodically inspect the condition of water bowser, coolers and ensure that quality of drinking water is safe.
- (c) He should periodically inspect the toilet cleaning for proper upkeep.
- (d) He should periodically inspect the canteen premises, wash areas for safe upkeep.

SECURITY

- (a) He should liaise with the security in charge for the overall safety of the college.
- (b) He should carry out surprise visits to ensure the movement of personnel and material is as per the procedures.
- (c) He should periodically inspect to ensure that premises are locked with power switches made safe and windows closed.

For the above activities, he should maintain records

**MANUAL
for
ADMINISTRATION**



**PART-IV
Systems**

GOKARAJU RANGARAJU
Institute of Engineering and Technology
(Autonomous)

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1. File System

1. Introduction

In GRIET, a uniform Numbering System for all the files and Letters (which means any form of written correspondence, including circulars, notes etc, and sent by a department to any other department within GRIET or to any organization outside GRIET) was introduced. The following are the salient points of the system.

1.1 File Maintenance

Each department shall open the departmental files, as per the numbering system (GRIET/Dept/Sub/Type/Sl No/Year) as given in Section 1.7. The cover page of each file shall contain the details as given below.

- (a) Department Name & Code (Section .1.8)
- (b) Subject & Code (Section 1.9)
- (c) File Opening Date
- (d) File Closing Date, if the file has been closed. Also, it shall be written on the file cover that the file has been closed, and a cross on the full file cover shall be marked. Each letter originated from a file shall have the file number (GRIET/Dept/Sub/Type/Sl No/Year)

1.2 File Index Register

Each department shall maintain a File Index Register, giving the list of current files with date of opening for each file, and the list of closed files with date of closing of each file. The register shall also contain the dates of Verifications of File Index Register and all the Departmental Files.

1.3 Receipt Register

Each department shall maintain a Receipt Register, in which there is an entry for each letter received, in serial order for one academic year. After entry in the Receipt Register, that serial number shall also be marked on the received letter, along with the date of receipt. The different columns of entry in the Receipt Register shall be as follows:

Sl No.	Receipt date	Received From which organization	Subject of letter	Staff member concerned	Any other remarks
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1.4 Dispatch Register

Each department shall maintain a Dispatch Register, in which there is an entry for each letter sent by the department. The Numbering System for the letter is detailed in Section 1.7. The different columns of entry in the Dispatch Register shall be as follows:

Sl No.	Date of Letter	To whom sent	Subject of letter	Staff member concerned	Remarks
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1.5 Periodic Verification

Physical Verification for the availability and maintenance of files as per the Numbering Code and as given in the File Index Register shall be done, at least once every semester, by the Principal through a representative nominated by him. The Verification shall also cover whether the entries are being carried out systematically for the inward letters in the Receipt Register and outward letters in the Dispatch Register.

1.6 Life

- (a) All files are to be preserved for three academic years since its opening date. Then they are to be destroyed, keeping the record of destruction in the file index register.
- (b) For posterity and auditable verification certain information is maintained in registers format, the details of which are given in Section 1.10.
- (c) To have centralized information, it is mandatory for the departments to send information periodically to the Principal's office. The periodicity, format and due dates are indicated in Section 1.11.
- (d) Each department shall follow the Numbering System, as detailed in this circular, with effect from 7th July 2005.

1.7 Numbering System

Every letter or communication shall have the numbering, as given below, along with the date of dispatch.

GRIET/Dept/Sub/Type/Sl.No./Year

Where,

Dept : Department Code, consisting of 2 to 4 alphabets as given in Section 1.8

Sub : Two-digit Subject Code Number, as given in Section 1.9

Type : Letter P for matter related to policy and G for general correspondence

Year : Academic Year (Example : 12-13)

1.8 Department Code

Department Code, consisting of 2 to 4 alphabets, shall be as given below.

ADM	:	Administration Department
BME	:	Biomedical Engineering Department
BT	:	Basic Science Department
CE	:	Civil Engineering
CSE	:	Computer Science & Engineering Department
DIR	:	Director's Office
DAA	:	Dean of Academic Affairs
DCGC	:	Dean of Career Guidance and Counseling
DD	:	Dean of Discipline
DE	:	Dean of Examinations
DFD	:	Dean of Faculty Development
DRD	:	Dean of research and development

DSA	:	Dean of Student Affairs
ECE	:	Electronics and Communication Engineering Department
ECPG	:	PG Cell of Electronics and Communication Engineering Department
EEE	:	Electrical and Electronics Department
EEPG	:	PG Cell of Electrical and Electronics Engineering Department
FIN	:	Finance Department
HUM	:	Humanities Department
IT	:	Information Technology Department
LIB	:	Library
MBA	:	Master of Business Administration
MCA	:	Master of Computer Applications Department
MEC	:	Mechanical Engineering Department
MEPG	:	PG Cell of Mechanical Engineering Department
PRIN	:	Principal's Office
SECR	:	Joint Secretary's Office
SPRT	:	In-charge Sports
TC	:	Technology Cell
TRPL	:	Training & Placement Cell
VPR	:	Vice-Principal's Office

1.9 Subject Code

Subject code shall be of two digits, as given below



FILE INDEX

Unrestricted (G-General, P-Policy)

- 01 : A...Related to AICTE B...State Government C...Organisation (G B Meeting) D... Infrastructure/ Construction, E...Deemed University, F...TEQIP-II Projects
- 02 : JNTU (All JNTU matters other than exam time tables and marks), B...Fast Forward(JNTU Project)
- 03 : JNTU (Exam Time Tables, Marks and Results Analyses etc)
A...Exam Time Tables, Invigilator B...Online examinations, C...Marks and result Analyses
D...Admissions, E...Malpractices, F...Substitute Subjects, G...Court Cases, H...Examinations(Autonomous)
- 04 : Unit Test Schedule and Marks (Marks are field in ring folder)
A...Unit Test Schedules B...Letters of Attendance & Marks C...Syllabus, D...Remedial Actions, E... Vacation Schedule, F...Detention & Readmissions, G...Detained Students List, H...Academic Calendar
- 05 : Lecture / Lab Class Time Tables, B...Faculty Load
- 06 : Seminar, Workshops, Guest Lectures etc
A...Attended B...Conducted C...Activity Record
- 07 : Students' Visits to Organisation
- 08 : Students' Projects
- 09 : A...Consultancy, Research and Development, B...MOU, C...Technology Cell, D...e-resource, E...JNTU research Center, F...CWE, G...IUCEEE
- 10 : Alumni
- 11 : A...Placements B...JKC, C...Soft Skills, D...Competitive Exams
- 12 : A...Discipline (Students) B...Student Counselling
- 13 : Co and Extra-Curricular Activities/Augmentation

A..... Sports	H.... Pragnya
B... Xkernel / Scientific Forestep	I... SAE / CSI / IEEE / ISTE
C.... NSS	J.... Dept. Association
D... Rhythms / Spices / Quizzicals / Spirals	K...Women's Development Cell
E....IEG/CII/IE (Institute of Engineering)	L.... EDC
F.... Faculty Club	M... Renewable energy club & Robotic club
G.... PLUSE	N... Reflections
O.... Obfuscation of Code / FSF - ACC	P. Bridge Course
Q.... Certificate Course (IIITH)	R... GRIET Journal

- 14 : Director's / Principal's Circulars
- 15 : A...Staff Meetings B...Inter-Departmental Correspondence, C...Academic Council Meetings(Autonomous)
- 16 : Intra Departmental Correspondence (Within department)
- 17 : A...External Correspondence other than JNTU / AICTE / State Govt., B...BSNL C: Publicity

- 18 : A...Budget B...Purchases C...Part files of each scheme: - 1. Met Life
 19 : A...Diary B...System Maintenance group 2. Student information
 20 : Personnel (Teaching) stem idenizen
 A...Recruitments, B...Profiles, C...Faculty Development Initiative 3. Web Page e-Icon D...FDI through JNTUH UGC, E...Enhance Edu IIITH, 4. Internet (Sify) F...Faculty Selection 5. Rational Rose
 21 : Personnel (Non Teaching) 6. Microsoft / Campus
 A...Recruitments B...Profiles C...Staff Development Initiative Agreement, Academic
 22 : A...Pay & Allowances B...Cash Incentives / Appreciations Alliance
 C...JSL Award 7. Fiber Option (Net Pro Global Consortium)
 23 : Scholarships Academic Alliance
 24 : Fee Correspondence (Net Pro Global)
 25 : CCC Correspondence 8. Oracle
 26 : Celebrations:- A...Annual Day, B...Graduation Day
 27 : A...Security B...Environment C...Transportation
 28 : Hostel
 29 : Feedback (Stake Holders) in Ring folder
 30 : Internal Audit
 31 : PG Correspondence:- A...Mech, B...ECE, C...EEE, D...MBA, E...MCA, F...CSE
 32 : EAMCET/ECET (External Examinations)/PGCET/IIT JEE
 100 : Removed Letters

Confidential

- 50 : Discipline (Staff) 51 : Assessment (Staff) 52: Grievance Cell

Note:

- (i) A department may not open a file of a particular number if there is no possibility of any inward or outward letter on that subject for the department; for example, Training & Placement Cell may not open File No.13C (NSS).
- (ii) In order to have an easy access to correspondence related to policy matters, some of the files [for example File No.12(Director's/Principal's Circulars) etc] shall have two separate files; one file related to policy Matters (File No.12/P); and other containing General Correspondence(File No.12/G).
- (iii) A department having a very large number of letters in any file can open, if necessary, a number of files of that number, with alphabet A, B etc attached. For example, Training & Placement Cell may have separate files for external correspondence with some of the major organizations, such as, 17A for all companies, 17B for satyam, and 17C for WIPRO.
- (iv) Diary: It contains Form No.GRIET/F100, sent by every department by 8th of each month to the staff in-charge of Reflections.
- (v) File No.s27 to 49 have not been allotted at present, and shall be allotted, if necessary, in future.

1.10 Registers to Be Maintained By Departments

- (a) Departmental Staff Meetings(HB)
 (b) Class Committee Meetings(HB)

- (c) Staff Profiles(PF)
- (d) Student Progress Record(RF)
- (e) (One Ring folder for each batch say 2001-05 containing Proctor Sheets, monthly marks/ attendance record, sessional marks, competitive exam results)
- (f) University Question Papers (RF)
- (g) Unit Test Question Papers (RF)
- (h) Stock Register (HB)

*NOTE: Considering the type of information and usage utility, the registers could be of the type:

- (i) Hard Bound (HB)
- (ii) Ring Folders (RF)
- (iii) Pouch Files (PF)

1.1 Periodic Returns By Each Department

S.No.	Item	Format	Submitted to	Due Date
1	Monthly Student Attendance and Marks	GRIET/F101	AO	5th of each month
2	Diary	GRIET/F100	AO	8th of each month
3	Sessional Marks of each year	JNTU Format	AO	10 days from last working day

2. GRIEVANCE REDRESSAL AND DISCIPLINE

1. Introduction

All grievances of staff are to be redressed expeditiously, as each staff is a key member of the organization. Any grievance reported verbally or written should be appropriately dealt with by the concerned Head of the Department. However, the staff, if desires or not feel that his grievance is not redressed to satisfactorily, can approach the Grievance cell for redressal. The composition of Cell is

Chairman	-	Vice President GB
Members	-	Director Principal Dean Student Affairs Dean Faculty Development Dean Discipline

2. Discipline Committee

Self-discipline is desirable and all members in the environment adhering to rules and regulations is an ideal situation. Any aberrations in this regard are to be referred to the Discipline Committee, who should dispose of the case expeditiously. All discipline matters of students and matters related to Teaching and non-Teaching staff are to be referred to Discipline Committee, consisting of

Chairman	-	Dean Discipline
Members	-	Dean Student Affairs Physical Director Two faculty Member
Co-opted Member	-	HOD of concerne staff/student

3. Anti-ragging

Anti -ragging teams are to be formed to prevent ragging. Any cases of ragging observed to be referred to Disciplinary Committee for appropriate action.

3. WOMEN'S DEVELOPMENT CLLL

The activity addresses problems of women employees and empowerment of women.

1. History & Inception

The Supreme Court Judgment on Sexual Harassment of working women (Aug. 1997) also includes a legal definition of what is sexual harassment, gives guidelines on how to identify, this kind prohibitive behaviour and the preventive steps to be taken. The JNT University also makes it mandatory for all affiliated colleges to have a Women's Development Cell and gives guidelines to colleges establishment and functioning of gender issues cells (2001). Following in the footsteps of the JNT University, Gokaraju Rangaraju Institute of Engineering & Technology also intends establish a Women's Development Cell.

2. Scope

The Women's Development Cell of GRIET purports to conduct activities for the students, teachers and administrative / supporting staff of the college at 3 level — Apex, College and Departmental levels. Activities at the Institutional Apex, level will aim at the community at large, the focus being on providing community interaction and meaningful humanitarian experience to students and teachers. It will also interacts with governmental I social bodies that address women's issue such as sexual harassment — verbal or physical in nature.

3. Objectives

- (a) Create awareness on equal opportunity for women which will ultimately lead to improved attitude and behaviour.
- (b) Bring about attitudinal and behavioural change in adolescent youth of the female gender.
- (c) Provide a working I living harassment free atmosphere by identifying and fixing responsibility on concerned persons for ensuring equal treatment of and participation by women in all areas.
- (d) Conduct programmes for ladies to empower them financially, emotionally, mentally and physically.
- (e) Deal appropriately with reported cases of sexual harassment, abuse or discrimination, and initiate action against particular grievances in respect of unfair treatment due to gender bias.

4. Constitution of the Women's Development Cell

President	(Management Representative)	Chairman
Vice President	(Management Representative)	CEO
Secretary	(Dean)	Dean Student's Affairs
Coordinator	Lady Teaching Staff	

4.1 Programmes

In order to achieve the stated goals, the following programmes will be conducted / celebrated.

March 8	-	Women's Day
April 7	-	Health Day

Lecturers will be organized, as convenient, on adolescent health issues, women's professional problems, women's domestic / personal problems due to work — place pressure, gender discrimination at levels. Quiz, Debates and, Elocution competitions will be held besides activities of interest to ladies such as Rangoli, Mehendi and college - making competitions.

4. WELFARE MEASURES

The following are some of the amenities / service facilities provided to the 'Teaching and Non-Teaching staff of the college:

- (a) Provision of a separate lunch room for the benefit of lady / gents staffmembers and girl students.
- (b) Provision of an excellent canteen in the campus.
- (c) The Management grants maternity leave for women employees for a period of 30days for the first child.
- (d) Educational loan for higher studies (conditions apply).
- (e) Group Insurance Scheme.
- (f) Interest free loans for emergency.
- (g) Free transport for Teaching and Non-Teaching staff.
- (h) In the event of the death of an employee, while in service, his / her dependant will be considered for employment, depending on individual merits, limited to the case of junior assistant subject to availability of the posts. In case highly qualified, would go through the normal selection process, but all things being equal, preference shall be given.
- (I) Subsidised lunch.
- (j) Car provided for senior faculty from the residence to college.
- (k) Medical unit is available for the staff and students.

5. INSTITUTE DEVELOPMENT AND MONITORING

1. Introduction

Organizational development primarily rests on the members and stakeholders of the organization. Each one is capable to contribute, and should be tapped so that the efforts should synergically focus towards all-round growth of the Institution. A bottom up approach for Development and a top-down approach for Monitoring shall be the desired . The mechanisms so designed that each member should feel a part of the growth plan and promote his / her involvement voluntarily.

2. Aim

The Institute Development and Monitoring System at GRIET is shown schematically as:

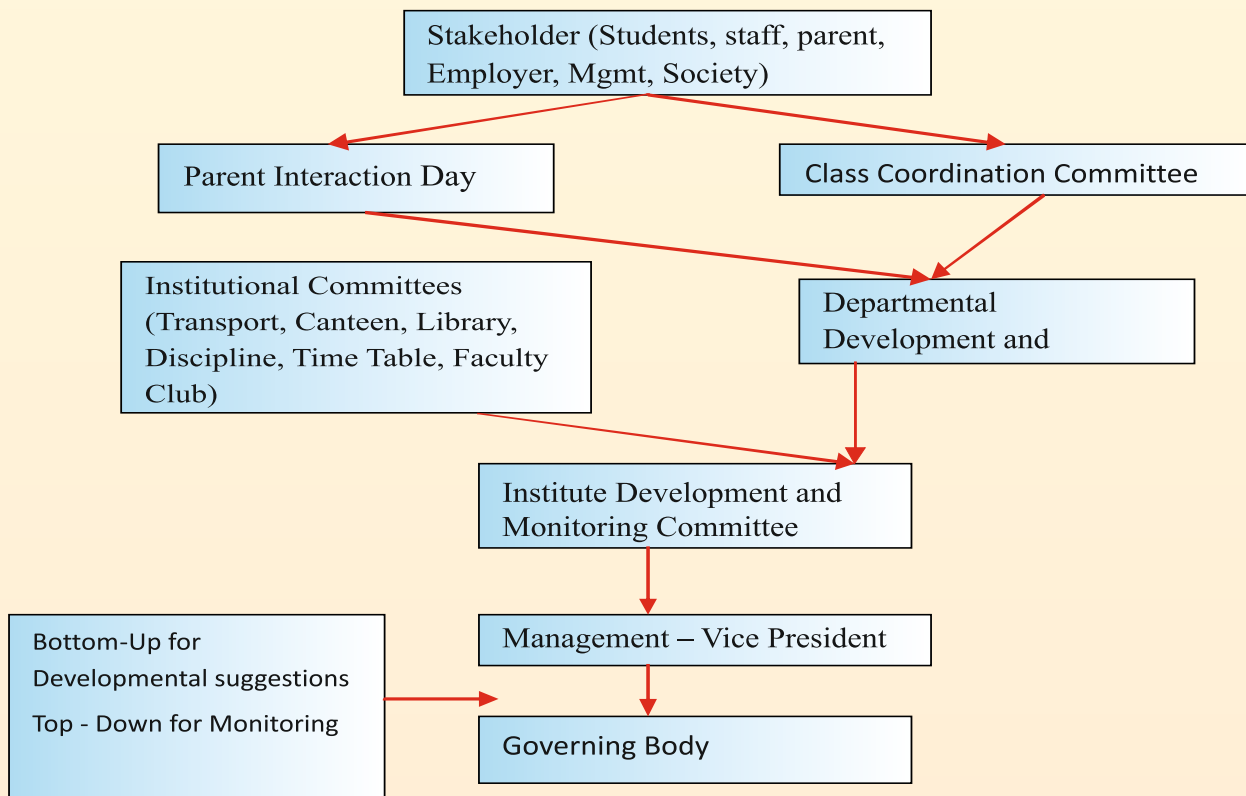


Fig 1. institute Development and Monitoring System
(For clarity, the chart is shown with GB. the apex body. at the bottom)

3. Functions

The system aims to maximize the following functions:

- Suggest developmental activities, keeping Vision and Quality Policy of GRIET in focus, in tune with the regulations of the higher bodies like University, AICTE, State Government and the dynamic Industry and technology levels.
- Convert the plans to goal-oriented time-bound action plans.
- Estimate and allocate budget appropriately
- Feel the pulse of the organization through appropriate feedback for mid course corrections.
- Monitor the implementation at appropriate level.
- Suitably acknowledge the proposals and implementation efforts by the Organizational members.

4. Composition

The Class Coordinating Committee (CCC) is the appropriate body to tap the suggestions of the Students for the development of the Institute. It takes into consideration of the Teacher-Learning Environment. The class coordinating committee is composed of

- (a) Head of Department - Chairman
- (b) Faculty who are designated as Class Coordinators up to four members.- one of them shall act as Secretary for conduct of meeting, recording minutes and follow-up action.
- (c) Minimum of two subject teachers for that class.
- (d) Six students comprising two each from upper, middle and lower group in terms of academic performance out of which two should be girls. If there are more than one section for the same class, them both should be adequately represented.

5. Departmental Developmental and Monitoring Committee (DDMC) plans and monitors the growth of the Department. A Department being a unique sub-part of the Organization having an identity and clear cut goals, its infrastructure, support facilities and activities can be so planned to achieve its aims. The DDMC consists of

- (a) Head of Department - Chairman
- (b) Departmental Faculty - one of them will act as Secretary for the conduct of the meeting, recording of minutes and follow-up action
- (c) Co-opted members from other departments
- (d) Co-opted members from University / Industry

6. Institute Developmental and Monitoring Committee (IDMC) is at the highest level collecting inputs from various sources, playing a key role in finalizing the developmental plans, making budgetary provisions and monitoring and directing the executions. The IDMC consists of

- (a) Principal - Chairman
- (b) Director
- (c) Heads of Departments
- (d) Deans
- (e) Two co-opted members from Industry
- (f) One co-opted member from the University
- (g) Management Representative

7. Periodicity

- (a) The Class Coordinating Committee shall meet at least twice in a semester / three times for year system.
- (b) The Departmental Developmental and Monitoring Committee and Institute Development and Monitoring Committee should meet at least once a month.
- (c) All meetings shall be recorded and relevant points shall be communicated upwards. Principal shall monitor the progress of meetings and implementation by appropriate heads of departments.

6. INSTITUTE DIARY

1. Record of all events, achievements, personnel movement and all other development activities of the Institute are chronologically recorded as part of history record. Each department should submit the diary of events in the prescribed format GRIET/F100 on 8th of each month for the preceding month.



GRIET .

GRIET / F100

Date :

/19/G/01/2012-13

DIARY OF EVENTS

Department:

Month:

Academic Year: 2012-13

1. Staff Joined:
2. Staff Left:
3. Seminars/Courses/Workshops Attended:
4. Seminars/Courses/Workshops Conducted:
5. Guest Lectures:
6. Visitors:
7. Students Visit:
8. Co-curricular Activities (within college):
9. Co-curricular Activities (outside college):
10. Extra-curricular Activities (within college):
11. Extra-curricular Activities (outside college):
12. NSS:
13. Any other information:

AQ

HOD

7. IMAGE ENHANCEMENT

1. Introduction

Timely projection of the Institute in the right perspective always enhances the image and benefits in terms of status, quality intake, placements, projects, financial assistance etc.

2. Composition and Tasks

- (a) The Image enhancement of the Institute has to be overseen by dean Training and Placement who shall act as the Chief Public Relations Officer of the Institute.
- (b) Timely preparation and distribution of press releases, video preparation, pamphlets, brochures and liaising with external publicity agencies are his main tasks. In addition he would ensure formation of a Web Page Committee and oversee that GRIET's homepage is updated on a prompt basis.

3. Web Page Committee

Web Page Committee is overall responsible for making GRIET accessible to the web world in the most interesting, informative, authentic and timely manner.

3.1. Composition

The Web Page Committee should consist of

- (a) A Faculty Member as a Chief Coordinator
- (b) A Faculty Member
- (c) A maximum three student core members
- (d) One student representative from each department for liaison.

3.2 Tasks

The tasks of Web Page Committee are

- (a) To ensure that information provided is authentic and attractive
- (b) To ensure that the information is timely and outdated information is removed promptly.
- (c) To ensure that curricular, co and extra-curricular activities of all departments are projected in a balanced manner.
- (d) To ensure that student participation is maximized in this activity and continuity is maintained.
- (e) To ensure that data collection and action thereof are prompt and accountable.

8. ACADEMIC COUNCIL

I. Composition:

1. The principal (Chairman).
2. All the heads of department in the college.
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.
5. Three nominees of the university.
6. A faculty member nominated by the principal (member secretary).

II. Terms of Members:

The term of the nominated members shall be two years.

III. Meetings:

The principal shall convene a meeting of the Academic Council at least twice a year.

IV. Functions:

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- (a) Scrutinise and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Make regulations regarding the admission of students to different programmes of study in the college.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (g) Perform such other functions as may be assigned by the Governing Body.

9. BOARD OF STUDIES

I. Composition:

1. Head of the department concerned (Chairman).
2. The entire faculty of each specialisation.
3. Two experts in the subject from outside the college to be nominated by the Academic Council.
4. One expert to be nominated by the vice-chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal. The chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - (a) Experts from outside the college whenever special courses of studies are to be formulated.
 - (b) Other members of staff of the same faculty.

II. Term

The term of the nominated members shall be two years.

III. Meeting

The principal of the college shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least once a year.

IV. Functions

The Board of Studies of a department in the college shall:

- (a) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b) suggest methodologies for innovative teaching and evaluation techniques;
- (c) suggest panel of names to the Academic Council for appointment of examiners; and
- (d) coordinate research, teaching, extension and other academic activities in the department/college.

10. FINANCE COMMITTEE

I. Composition:

- (a) The principal (Chairman).
- (b) One person to be nominated by the Governing Body of the college for a period of two years.
- (c) One senior-most teacher of the college to be nominated in rotation by the principal for two years. The Finance Committee will be an advisory body to the Governing Body, and will meet at least twice a year to consider:
 - (i) budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
 - (ii) audited accounts for the above.

11. EXAMINATIONS

Evaluation is a challenging academic duty and is integral to the learning process, through which the assimilation, knowledge potential and application capability of a student are evaluated. It also indirectly gives feedback on the learning environment and teacher's involvement, it is therefore, imperative that all concerned follow standing procedures as per JNTUH academic regulations and for courses (UG & PG) from 2011-12 as per GRIET autonomous academic regulations. Dean of Examinations (DE) is overall in-charge who is answerable to Director / Principal. Organisation, Scheduling, Conduct of Mid and End Semester examinations are given in GRIET examination manual, which is amended time to time as per the need.

12. TIME TABLES AND SCHEDULES

1. The following are the major points and their order for consideration in preparing a Successful schedule.
 - (a) Finalise the number of sections Branch wise
 - (b) Finalise the laboratories as per current syllabi. Consider for the whole year, this will result in more than one semester duration and also overlap for various years of B.Tech and MCA.
 - (c) Finalise the time table for labs/drawing/workshop, i.e. all those which require duration of three hours/three periods at a stretch Make sure that same labs or not put continuously i.e. at least some theory is covered between two consecutive labs and also on one day there should not be two of labs/drawing/workshop or combination.
 - (d) Each branch / Department should depute a representative who should be available with the list of subjects, faculty for the subjects, along with the existing load of faculty and their preferences (like inabilities for some medical reasons etc.)
 - (e) Time Table should be finalized giving preference to HOD, senior faculty and to faculty who take multiple sections like Basic Sciences. Management subjects.
 - (f) Always arrange classes diagonally so that time of the day is evenly distributed, some in the beginning of the day, some in the middle and some at the end of the day. Where ever possible give at least one day as free day to all the faculty.

2. Composition

The Time Table committee shall be comprised of:

- (a) Chairman
- (b) One faculty member from each
- (c) Branch/Department.

13. TECHNOLOGY CELL

1. Introduction

- (a) GRIET, since its inception in the year 1997, has strived to adopt innovative practices to improve the learning environment. Industry - Institute interaction has been a prime consideration. Consultancy, research and development have been emphasized. So far, the attention has been on to developing equipment for its laboratories. GRIET has designed and produced the equipment for its laboratories and is proud to pass on the know-how for these equipment to various Engineering Colleges in the State and to private manufacturers.
- (b) In order to formalise and accelerate the consultancy, research and developmental activities at GRIET, it is decided to establish a Technology Cell in GRIET.

2. Aim

The aim of the Technology Cell is to promote the Industry — Institute interaction.

3. Objectives

The objectives of Technology Cell are:

- (a) Promote time-bound solutions and product development culture among the students and staff of GRIET.
- (b) Promote the culture of standardised documentation and quality consciousness among the students and staff of GRIET.
- (c) Provide industries with cost-effective solutions to the nagging problems in their products.

4. Composition

The Technology Cell shall consist of the following:

- (a) Technology Cell Coordinator: A senior faculty, with relevant industrial experience and academic interest
- (b) Departmental Members: One faculty from each of the departments (BME, BS, BT, CSE, ECE, EEE, IT, CE, MCA and Mech). Each of these members shall act as coordinator for the concerned department
- (c) Co-opted Members: On specific task or the sub-system being developed, the Technology Cell Coordinator or the Departmental Members can co-opt more teaching or non-teaching staff (having expertise in the task) or the students (preferably, Final Year B. Tech., MCA or M. Tech.)
- (d) Administratively, the Technology Cell Coordinator and the Members shall report directly to the Principal.
- (e) The teaching load of the concerned Departmental Member or the Co-opted Member in a semester shall be adjusted by the respective HOD in tune with the extent of the developmental activities to be carried out by the concerned member in that semester.

5. Location

The Technology Cell shall be located at a convenient place with space for developmental / experimental work. The Cell shall have the facilities of computers (with the required soft ware), contact telephone, file cabinets etc.

6. Documentation

Files shall be maintained, separately for each Project (which includes any task to be done, software to be developed, solution to be provided, design to be given. Sub-system to be developed etc) from the industry, with proper documentation of the following information:

- (a) The definition, detailed scope, committed time, and terms & conditions of the Project.
- (b) The Bar Chart, showing the different sub-activities and their time durations in that Project.
- (c) The intermediate queries received from the industry along with the replies sent.
- (d) Periodic reports generated for internal use or sent to the industry.
- (e) Final report submitted to the Industry, if that Project has been completed.
- (f) Persons involved in the concerned Project, with specific contribution by each member.

7. Benefits

- (a) Updating the knowledge of staff and sharing the practical solutions with the industry.
- (b) Increase in the number of publications by GRIET staff in technical seminars / conferences, Journals etc.
- (c) Providing GRIET students with practical and live problems for their Projects.

8. Payments / Remuneration

- (a) Students: Any amount received by a student from an industry for Project work done by him at the industry shall remain with him, and GRIET shall not have any role in it.
- (b) Staff: At the time of receiving the Project from an industry to be done at GRIET, the Principal shall decide the category (i) or (ii), to which the Project belongs.
 - (i) If the execution of Project involves the use of college hardware or software, then 50 % of the amount received from the industry shall be retained by GRIET as the separate fund for Technology Cell, and the remaining 50% amount shall be distributed among the staff members, who have actually contributed in the execution of Project The amount to be paid (after the completion of Project) to each member shall be decided by the Principal in consultation with the Technology Cell Coordinator.
 - (ii) If the execution of Project does not involve the use of college hardware or software, then 33.3 % (one- third) of the amount received from the industry shall be retained by GRIET as the separate fund for Technology Cell, and the remaining 66.7 % (two- third) amount shall be distributed among the staff members, who have actually contributed in the execution of Project. The amount to be paid (after the completion of Project) to each member shall be decided by the Principal in consultation with the Technology Cell Coordinator.

9. Intellectual Property Rights (IPR)

Regarding the IPR related to each Project, it shall be governed by the MOU between the Sponsoring Organisation and GRIET, or the prevalent bylaws of GRIET.

14. ENTREPRENEURSHIP DEVELOPMENT CELL

1. Introduction

- (a) Entrepreneurship is the backbone for the growth of any economy. It is no more a topic of interest confined to management & economics students. We are aware of students from premier institutions into entrepreneurs. Now, it is the time for GR1ETians also to follow suit.
- (b) The strong need for building an entrepreneurial culture in science & technology institutions is due to the fact that India, now ranked as the 10th largest economy in the world, is not getting much of a contribution from the manufacturing sector. We have to do leaps and bounds in manufacturing, whereas China, our counterpart with similar strengths as ours, is a giant in the sector. This is where the engineering community has to seriously think in terms of using the strong technical knowledge to develop new technologies and methods to either produce existing products differently or entirely new products. This is exactly what we would like to promote by setting up an Entrepreneurship Development Cell (EDC).

2. Aims

The EDC is set up with the following aims:

- (a) To develop entrepreneurial awareness & ability in students.
- (b) To help the college gain a competitive advantage by fostering an based study and through promoting a conceptual outlook.
- (c) To create a forum for potential entrepreneurs in the campus.
- (d) To develop an interface between Academy and Industry.

3. Plan of Action

EDC is proposed to have the following action plan:

- (a) To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes in the region for the benefit of Science and Technology students.
- (b) To conduct research work and survey for identifying entrepreneurial opportunities (Particularly in Science and Technology areas and service sector).
- (c) To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining, project approvals, loans and facilities from agencies of support system, information on technologies, etc.
- (d) To organize guest lectures, TV & Radio talks, Seminars, etc, for promotion and growth of S&T based entrepreneurship.
- (e) To extend necessary guidance and escort services to the trainees in obtaining approval and execution of their Projects.
- (f) To arrange visits to industries for prospective entrepreneurs.
- (g) To act as a Regional Information Centre on business opportunities, processes. Technologies, market, etc by creating and maintaining relevant database.
- (h) To provide testing, Calibration, quality assurance, design, tool room pilot plant and other facilities for entrepreneurs besides expertise in intellectual property rights, patents search etc.
- (I) To conduct competitions among students in developing project proposals.
- (j) To conduct management games in the area of developing innovative ideas, creativeness and initiative.

4. Composition of EDC

EDC shall have a coordinator and members from each departments.

15. TRANSPORT COMMITTEE

1. Functions

Transport Committee is responsible for the safe and efficient operation of GRIET transport system, in that

- (a) To promote usage of GRIET buses rather than individual vehicles by students.
- (b) To ensure timely issues of bus passes.
- (c) To monitor that unauthorized students for that timing slot do not cause inconvenience to the genuine passengers.
- (d) To monitor that bus staff are aware and follow all safety precautions while driving and dealing with students at alighting points.
- (e) To ensure that first aid support is available in all buses
- (f) To monitor that buses are maintained as per schedules.
- (g) To redress any suggestions given by students and staff.

2. Composition

Transport Committee shall be comprised of:

- (a) Chairman
- (b) Two faculty members one male and one female, who use transport
- (c) Six student members representing the male and female student bus users of B Tech, MCA and M Tech courses

16. CANTEEN COMMITTEE

1. Functions

Canteen Committee is responsible for a high overall satisfaction level by all users of the canteen, in that:

- (a) To redress any suggestion given by any user of the canteen
- (b) To monitor and suggest hygiene measures
- (c) To monitor and suggest measures to improve quality and type of food.
- (d) To monitor and suggest methods for optimum utilization of canteen so that Service is prompt.

2. Composition

Canteen committee shall be comprised of:

- (a) Chairman
- (b) Two faculty members, one male and one female, who use canteen.
- (c) Five student members representing the male and female student canteen users of B Tech, MCA and M Tech courses

17. LIBRARY SYSTEM

1. Introduction

GRIET Library was established in 1997. It has built a large collection of documents, comprising of books, periodicals, journals CD's etc. It also has a rich collection of resources in the form of printed notes. It caters to the needs of large groups of users, including more than 2000 students, 200 faculty, and equally large number of supporting staff. It has computerized its house-keeping activities using software that is being maintained and updated regularly. It uses state-of-the-art technology in its functioning and services. Not only having a very good reference section, Library has been subscribed to access ACM and IEEE Digital Library. The general rules of Library are given in Appendix-I. Documents

Document is a generic name, hereinafter, shall refer to any book, reference book, CD, video cassette, magnetic tape, periodical, journal or a paper.

2. Working Hours

Accession Hours : 8.00 am to 5.00 pm (all working days)
9.00 am to 12.00 noon (on all Sundays)

	Book Issue Hours	Book Issue Hours
Documents other than Reference Books	10.00 AM to 4.00 PM	9.00 AM to 4.00 PM
Reference Books (Overnight Issue)	4.00 PM to 5.00 PM	9.00 AM

3. Eligibility

The following persons are eligible for making use of the Library.

- Members of the Staff of GRIET
- Students of GRIET
- Other persons admitted with the special permission of the Director/Principal! Chairman, Library Committee.

4. Book Issuing Norms

Undergraduate Students	2 Books for 15 Days
MCA	2 Books for 15 Days
M.Tech Students	4 Books for 15 Days
Staff	4 Books for session

Beyond due date, a fine of Rupee 1.00 per book per day is charged

4.1 Loan of Documents

Period of issue of documents is as follows:

- Books for 15 days
- Reference books, Periodicals including back volumes, video cassettes, software, magnetic tapes, etc (overnight only)
- Secret documents and Mirage Documents (circulation restricted)

NOTE: A document issued on loan can be recalled at any time in case of urgency. A document recalled and not returned carry a fine of Rs 1.00 per bay after the due date.

5. Loss of Document

In case of loss of any document, double the cost of the document borrowed from the Library will be recovered or replacement of document with new document.

5.1 Inter Library Loan (ILL)

(presently not implemented) Documents not available at GRIET can be obtained from other libraries on ILL and vice-versa. The ILL system is under consideration for implementation.

5.2 Acquisition of Documents

Documents can be acquired into GR1ET Library through:

- (a) Readers can suggest documents etc., for addition to the Library, through the suggestion book kept at the Library.
- (b) An annual book exhibition is held in Library to enable readers to suggest the documents required by them.
- (c) Library Committee

6. Book Issue/ Return Procedure

For issue of book, the users are given an issue slip consisting of details to be filled by the user which contains Book Acc No, Title, Author, Issue date and signature with name of the user. After filling the issue slip, the user has to hand over the slip to the Library Staff that in turn, will check the entries and verify with book to be issued. The staff will then put the due date stamp on the due date slip of the book and the same date is stamped on the issue slip given by the user. The issue slip is then kept in increasing order of registration number in their respective department branch-wise, On returning the book, the issue slip is located and returned to the user by canceling the book. The colour of the issue slip is periodically changed between staff and students.

No: GRIET LIBRARY	
ACC No:	REG NO: Branch
Title :	
Author :	
Issue Date :	Due date :
Signature with Name	

Fig I Format for Issue slip

7. Xeroxing

Xeroxing facilities are available at the Library, from 9.00 AM to 4.30 PM (on all working days) on payment basis

8. Book Bank Services

Book Bank Services are provided to undergraduate students mainly for SC/ST students and Students of Lower Income Groups. Book Bank Books are issued to such students for one semester. Library Book Bank has a collection of more than 200 books.

9. Text Book Lending Services

A unique system of lending one book for one subject to students as per the prescribed syllabus of JNTU for each subject for that academic session (year- wise in case of 1st year and semester- wise from 2nd year onwards) can be lent to each and every student .These books have to be returned after completing the year/semester. Like- wise next semester/year books are issued

10. Library Committee

A Library Committee is appointed by the Principal for efficient administration of the Library. The committee comprises of a Chairman, a senior faculty nominated by the Principal and members nominated from all Departments. Other members of the Committee include two students and a member management to act as liaison.

The Committee's functions are:

- (a) To review and advise the Library administration on policies related to collection development, collection evaluation, and bibliographic activities, especially in the humanities, social sciences, and general reference.
- (b) To advise the Library administration on other major policy issues concerning staffing levels, automation, and user regulations. Significant gift collections, special fund-raising efforts, appointments are some of the items on which the Committee should be consulted.
- (c) To respond to the concerns of faculty, staff and students who use Library. The Committee will recommend acquisition of books, periodicals, reports, Journals, CD ROMs, Audio Lessons etc. for the Library as necessary in respect of both academic and other Publications.
- (d) The Committee will periodically review the functioning of Library and make recommendations for improvements, as considered necessary.
- (e) The committee should meet at least once in a month and more often, if necessary.
- (f) The Committee can co-opt members as required.
- (g) The Committee shall arrange for display of the information about new acquisition on the notice boards as also through LAN on monthly basis or earlier, if required.

11. Computerisation

The Library was computerized way back in 1997 using software developed in house for operations such as transaction, searching, reporting, etc. The software, presently being used, is developed in visual basic, with access database satisfying all the Library functions.

12. Classification of Books

The books are classified according to DDC21 edition, namely Dewey Decimal Classification System. The basic arrangement is by discipline and a specific subject can occur in any number of disciplines. The universe of subject is divided into ten main classes. Each main class is again divided into ten divisions. Each division gets divided into ten sections. At each stage of divisions, a given number is subdivided decimally. This type of classification, namely Dewey decimal classification, is presently accepted in most of the libraries in the world. GRIET Library is also currently implementing the DDC21 edition and under the process of classification.

13. Library Records

Library should maintain the following records:

- (a) Accession Register: All the documents other than periodicals are entered along with their accession numbers. Essentially it contains the stock.
- (b) Periodical Register: List of periodicals is maintained.
- (c) Issue Registers: Students and staff Issue Registers are maintained separately, with the user entering the books issued against their names at the time of issue on a daily basis.
- (d) Visitor Register: Any person entering the Library has to enter his/ her details, along with time of entry and signature on the Visitor Register kept at the entrance of the Library in order to identify the number of users of Library for statistics purpose.
- (e) Suggestions and Requisitions Register: A separate register for suggestions and requisitions are kept in the Library for users and Visitors to express their ideas for improvement of documents in the Library.

14. Stock Verification

In order to check the status of the stock and identify any losses and damages, a stock verification is done every year in the summer holidays with the use of computers to avoid any mismatch. The report should be submitted to the Vice President through the Principal.

GENERAL LIBRARY RULES (Appendix I)

- (a) Before entering the Library, readers are requested to deposit their belonging in the rack that is placed near the entrance of the Library.
- (b) The Library has open access to documents and closed access to a few reference documents.
- (c) Newly arrived books, periodicals etc., are displayed in the Library for a period of ONE week.
- (d) Smoking, loud conversation and similar objectionable practices are not allowed in or near the Library premises.
- (e) Readers are responsible for any damage or injury done by them to the books or other property belonging to the Library.
- (f) The Library Staff at the Counter are authorized to check the identity of the reader and to examine everything that passes in and out of the Library.
- (g) Members leaving the organization on long leave, transfer or resignation are requested to obtain a "NO DUES CERTIFICATE" from the Library.
- (h) The Director/principal/Chairman Library Committee will have powers to suspend the use of Library to any reader found neglecting to comply with any of these rules.
- (i) Notwithstanding anything contained in these rules, the Principal /Director /Chairman Library Committee will have powers to cancel in full or in part or to modify suitably any or all rules herein mentioned.

18. FEEDBACK SYSTEM

1. Introduction

- (a) Organisation should be responsive to the needs of the stakeholders by continuously monitoring the pulse of the Institution. This will ensure proper implementation of programmes, help to take mid course corrections, provide a mechanism to monitor and reward the good performers at the same time make the lagging behind to improve. To ensure an effective feed back and corrective mechanisms
- (b) Feedback forms are carefully designed for the following stake holders with responsibility indicated in brackets.
 - (i) Students (Head of Individual Dept)
(Appendix. I)
 - (ii) Faculty (Dean of Faculty Development)
(Appendix. II)
 - (iii) Parents (HOD of Individual Dept)
(Appendix. III)
 - (iv) Employers (Dean of Training & Placements)
(Appendix. IV)
 - (v) Alumni (GRIET Alumni Association)
(Appendix. V)

2. Periodicity

The Periodicity is chosen to form a valuable and appropriate input

- (a) Student: Twice in a academic session once after a month of Subject coverage and Second after the subject completion.
- (b) Faculty: Twice a year in the month of May and November.
- (c) Parent: Once on Institute Parent interaction Day and as and when a parent visits the institution.
- (d) Employer: Once a year at least.
- (e) Alumni : Once on Alumni Day i.e. on 15th August of each year.

3. Corrective Mechanism

- (a) The feedbacks have to be analysed by respective departmental Heads and provide the summary for discussion for Departmental and Institutional Developmental Monitoring meetings.
- (b) The student feedback is confidential. Therefore each HOD should exercise while preparing the summary sheet strictly for the benefit of the individual concerned, take his signature on the summary sheet and the same needs to be transferred to the appraisal system.
- (c) Alumni feedback need to be perused by GRIET alumni association secretary.
- (d) Employers feedback need to be reviewed by Dean Training and Placements.

GOKARAJU RANGARAJU INSTITUTE OF ENGINEERING & TECHNOLOGY

Student Appraisal Form (Theory Subjects)

1.	Course:	Branch:	Year:	Semester:	Dt.
2.	Percentage of your attendance:				
Note: Kindly indicate your sincere opinion on the following important questions on a scale of 4 to 1. Information is anonymous and					
<u>Name of the Subject</u>					
<u>Name of the Teacher</u>					
1	How does the teacher explain the subject?				
	Exceedingly well (4)		Very well (3)		
	Reasonably well (2)		Partly well (1)		
2	The teacher pays attention to				
	All the students (4)		Bright students (3)		
	Average students (2)		Below average students (1)		
3	How do you find the language and communication skills of the teacher?				
	Excellent (4)		Good (3)		
	Average (2)		Scope for improvement (1)		
4	Is the session interactive?				
	Exceedingly well (4)		Very well (3)		
	Reasonably well (2)		Partly well (1)		
5	Rate your teachers explanation in clearing the doubts				
	Very good (4)		Good (3)		
	Satisfactory (2)		Unsatisfactory (1)		
6	Rate your teachers commitment in completing the syllabus				
	Excellent (4)		Good (3)		
	Satisfactory (2)		Unsatisfactory (1)		
7	Rate your teachers punctuality				
	Excellent (4)		Good (3)		
	Satisfactory (2)		Unsatisfactory (1)		
8	Rate your teachers use of teaching aids like LCD, OHP etc				
	Excellent (4)		Good (3)		
	Satisfactory (2)		Unsatisfactory (1)		
9	Rate your teachers guidance in other activities				
	Excellent (4)		Good (3)		
	Satisfactory (2)		Unsatisfactory (1)		
10	What is your overall opinion about the teacher?				
	Excellent (4)		Good (3)		
	Satisfactory (2)		Unsatisfactory (1)		



Gokaraju Rangaraju Institute of Engineering & Technology
Bachupally, Kukatpally, Hyderabad – 500 072

FEEDBACK FORM
(FACULTY)

1. How long have you been working in this College?
 Less than one year more than one year
2. Do you feel the administration takes employee's views in policy making and functioning of the institute? If so how?
3. What changes, if any, do you feel need to be made in the organization to improve working conditions?
4. What changes, if any, do you feel need to be made in your department to improve working conditions?
5. To improve the quality of teaching what suggestions do you make?
6. How do you receive support from administration for your academic excellence and research activity? What more support do you feel necessary to strengthen the above?
7. Do you interact with relevant industries of your subject, if so how often and give details?
8. How often do you make use of library facilities?
 Often always rarely
9. What additional support would help you do your job more effectively?
10. Are you aware the grievance redressing mechanism in the institute? Suggest if any to improve the above mechanism
11. Suggest if any to improve the role of various co & extra curricular groups including the faculty club for promoting overall development

Date :



Gokaraju Rangaraju Institute of Engineering & Technology Bachupally, Kukatpally, Hyderabad – 500 072

FEEDBACK FORM (PARENTS)

Student's Name : Branch :

Roll Number : Year : Sem :

Name of the parent / guardian:

Contacts Telephone : Cell:

E-mail :

- How often do you contact the teachers?
 Once in a month Once in a semester Never
- How often do you contact the HOD / Principal?
 Once in a month Once in a semester Never
- How often do you contact the Management Secretary?
 Once in a month Once in a semester Never
- How often do you receive feedback on attendance / marks of your ward, in a semester / year?
 Once Twice Thrice Never
- Are you aware of the mid-exams (internal exams) schedule? Yes / No
- Are you aware of the JNTU policy on attendance? Yes / No
- Are you aware of the JNTU policy of credits requirement for promotion, to the next year / semester? Yes / No
- Have you read the college magazine ("Reflections")? Yes / No
- How often do you visit the college website www.gokaraju.org?
 Occasionally Regularly Never

● Would you recommend any changes / improvements / additions to the information presented on the website?

● Suggestions for improvement in transport / canteen / sports facilities

● Suggestions for improvement of co & extra curricular activities

● General suggestions

DATE :

Signature
(Parent / guardian)

Your feedback is valuable to us. we sincerely thank you for your opinions and time

**PRINCIPAL
GRIET**

Covering letter for employers

To

Dear Sir,

We are very much happy and thankful to you to inform you that the following numbers of students of our college are selected for employment in your esteemed company in the last three academic years.

Academic Year	2002-03	2003-04	2004-05
No of students selected			

We welcome and appreciate your suggestions as you are one of prestigious stake holders of this institution. A separate suggestions sheet is attached with this letter.

Thanking you,

Date:

Sincerely



Gokaraju Rangaraju Institute of Engineering & Technology
Bachupally, Kukatpally, Hyderabad – 500 072

FEEDBACK FORM (EMPLOYER)

Company Name :

Employee's Name :

Designation :

Phone No. :

E-mail :

1. Apart from the course curriculum what else do you suggest to be emphasized in the college to suit your needs?
2. In addition to visiting GRIET for campus recruitment of students, do you also visit the college periodically to assess to the quality of students?
3. Have you visited our website recently www.gokaraju.org?
4. Suggestions if any to improve institute-industrial interactions.

Date:

Signature



Gokaraju Rangaraju Institute of Engineering & Technology
Bachupally, Kukatpally, Hyderabad – 500 072

Feedback Form (Alumni)

Name:

Roll No:

Year of Passing:

Present Organization:

Position :

Address:

Is GRIET know in your Organization (Y/N)?.....

How would you like to contribute for the enhancement of education process At GRIT?

How would you contribute for improving employability of GRIET students?

Date:

Signature



Gokaraju Rangaraju Institute of Engineering & Technology (Autonomous)

Bachupally, Kukatpally, Hyderabad – 500 072 A.P., India. (040) 66864440

Alumni Survey

The national Board of Accreditation (NBA) of AICTE is the professional accrediting organization that accredits Engineering and Technology Programs. NBA requires each accredited program to demonstrate that certain criteria are met through a specific multi-tiered process.

The purpose of this survey is to obtain your input on the quality of the EEE, ECE, CSE, IT, CE & ME Engineering Programs at GRIET and to assess if academic Program Objectives / Outcomes are met. We seek your help in completing this survey. Your response is a key part of our continuous improvement process and is critical to our NBA accreditation endeavour.

Organisation Information :

Name :

Name of organisation :

Type of Business :

Organisation Size (Number of Employees) :

Number of GRIET EEE, ECE, CSE, IT,

ME.....CE..... Engineering Graduates in your Organization.

Year of Graduation :

EEE, ECE, CSE IT, & ME Engineering Program Objective / Outcomes :

From your experience please rate the degree to which GRIET prepared its graduates to achieve the indicated EEE, ECE, CSE, IT, CE & ME Engineering Program Objectives / Outcomes.

Please insert 'X' in the appropriate Box for your degree of satisfaction

1* - Excellent

2* - Good

3* - Average

4* - Poor

S.No.	Program Objectives / Outcomes prepared Me for	1*	2*	3*	4*
1	The ability to function in multidisciplinary teams				
2	A successful EEE4/ECE/CSE/IT/ME/CE engineering career to become leaders in industry and the public sector, or pursue an advanced degree if so desired.				
3	The necessary skills related to basic planning analysis, design, implementation and operation of major EEE/ECE/CSE/IT/ME/CE engineering systems.				
4	Contemporary professional practice of EEE/ECE/CSE/IT/ME/CE engineering using advanced analytical, computational and experimental tools.				
5	The identification, formulation, and solving EEE/ECE/CSE/IT/ME/CE engineering problems.				
6	Professional responsibilities, ethical values, economic considerations, environmental, societal context and global issues related to EEE/ECE/CSE/IT/ME/CE engineering.				
7	The ability to continue professional development to engage in life long learning and to have the necessary skills related to team work and effective communications.				



Gokaraju Rangaraju Institute of Engineering & Technology (Autonomous)

Bachupally, Kukatpally, Hyderabad – 500 072 A.P., India. (040) 66864440

Competitive Tests Survey

The purpose of this survey is to obtain input of the graduating students on the quality of education they received and the level of preparation they had in EEE, ECE, CSE, IT,CE & ME Engineering programs at GRIET. The survey is meant to assess if the academic program achieved its program objectives and Outcomes. At recent Competitive Tests drive for the graduates of the EEE, ECE, CSE, IT,CE & ME Engineering programs at GRIET, we seek your help in completing this survey.

General Information :

Name of the Placement

Officer :

Name of the Student :

Department / Program :

Name of the Competitive Test :

Year of Graduation :

EEE, ECE, CSE, IT,CE & ME Engineering Program Objectives / Outcomes :

Please rate the extent to which the objectives / Outcomes of EEE, ECE, CSE, IT,CE & ME Engineering Programs helped students to develop the following knowledge, abilities, abilities and skills and to be successful at various Competitive Tests.

Please insert 'X' in the appropriate Box for your degree of satisfaction

1* - Excellent

2* - Good

3* - Average

4* - Poor

S.No.	Program Objectives / Outcomes prepared the student for	1*	2*	3*	4*
1.	Apply knowledge of mathematics, science, and engineering				
2.	Design and conduct experiments in EEE/ECE/CSE/IT/ME/CE Engineering as well as to analyze and interpret data				
3.	Design a system, component, or process to meet desired needs in EEE/ECE/CSE/IT/ME/CE engineering within realistic constraints such as economic, environmental, social, political, ethical health and safety, manufacturability, and sustainability				
4.	Function on multidisciplinary teams,				
5.	Identify, formulate, and solve EEE/ECE/CSE/IT/ME/CE engineering problems,				
6.	Understand professional and ethical responsibility				
7.	Communicate effectively				
8.	Acquire the broad education necessary to understand the impact of EEE/ECE/CSE/IT/ME/CE Engineering solutions in a global, economic, environmental, and societal context				
9.	Recognise the need for, and an ability to engage in life long learning.				
10.	Acquire the knowledge of contemporary issues				
11.	Use the techniques, skills, and modern EEE/ECE/CSE/IT/ME/CE engineering tools necessary for engineering practice.				
12.	Create and or use EEE/ECE/CSE/IT/ME/CE Engineering related software tools and equipment to analyze engineering problems				
13.	Get an employment in EEE/ECE/CSE/IT/ME/CE Engineering and related industry and be able to participate and succeed in competitive examinations like GRE, GATE GMAT, etc.				

Sig

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Gokaraju Rangaraju Institute of Engineering & Technology (Autonomous)

Bachupally, Kukatpally, Hyderabad – 500 072 A.P., India. (040) 66864440

Employer / Industry Survey

The national Board of Accreditation (NBA) of AICTE is the professional accrediting organization that accredits Engineering and Technology Programs. NBA requires each accredited program to demonstrate that certain criteria are met through a specific multi-tiered process. At the highest level are Educational Objectives which are the broad statements that describe the career and professional accomplishments that describe the career and professional accomplishments that the programs are preparing graduates to achieve in 3-6 years after graduation.

The purpose of this survey is to obtain employers input on the quality of graduates of the EEE, ECE, CSE, IT, CE & ME Engineering Programs at GRIET and to assess if academic Program Objectives / Outcomes are met. We seek your help in completing this survey. Your response is a key part of our continuous improvement process and is critical to our NBA accreditation endeavour.

Organisation information :

Name of organisation :

Type of Business :

Organisation Size (Number of Employees) :

Number of GRIET EEE, ECE, CSE, IT,
ME.....CE.....Engineering Graduates in your Organization.

EEE, ECE, CSE, IT, CE & ME Engineering Program Objectives / Outcomes :

From your experience with recent graduates of the EEE, ECE, CSE, IT, CE & ME Engineering Programs at GRIET, please rate the degree to which these graduates achieved the indicated EEE, ECE, CSE, IT, CE & ME Program Objectives / Outcomes, The stated EEE, ECE, CSE, IT, CE & ME Program Objectives are expected to be normally achieved within a period of 3-5 years after graduation. Please use the indicated scale to provide your opinion.

Please insert 'X' in the appropriate Box for your degree of satisfaction

1* - Excellent

2* - Good

3* - Average

4* - Poor

S.No.	Program Objectives / Outcomes prepared Me for	1*	2*	3*	4*
1.	The ability to function in multidisciplinary teams				
2.	A successful EEE4/ECE/CSE/IT/ME/CE engineering career to become leaders in industry and the public sector, or pursue an advanced degree if so desired.				
3.	The necessary skills related to basic planning analysis, design, implementation and operation of major EEE/ECE/CSE/IT/ME/CE engineering systems.				
4.	Contemporary professional practice of EEE/ECE/CSE/IT/ME/CE engineering using advanced analytical, computational and experimental tools.				
5.	The identification, formulation, and solving EEE/ECE/CSE/IT/ME/CE engineering problems.				
6.	Professional responsibilities, ethical values, economic considerations, environmental, societal context and global issues related to EEE/ECE/CSE/IT/ME/CE engineering.				
7.	The ability to continue professional development to engage in life long learning and to have the necessary skills related to team work and effective communications.				

Observations : Based on your observations of GRIET'S EEE/ECE/CSE/IT/ME/CE Engineering graduates, please list any observed Strengths and / or Deficiencies :

Strengths :

Deficiencies :

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Gokaraju Rangaraju Institute of Engineering & Technology (Autonomous)

Bachupally, Kukatpally, Hyderabad – 500 072 A.P., India. (040) 66864440

Entry Level Students Survey

The purpose of this survey is to obtain input of the graduating students on the quality of education they received and the level of preparation they had in EEE, ECE, CSE, IT, CE & ME Engineering programs at GRIET. The survey is meant to assess if the academic program achieved its program objectives and Outcomes. At recent Competitive Tests drive for the graduates of the EEE, ECE, CSE, IT, CE & ME Engineering programs at GRIET, we seek your help in completing this survey.

General Information :

Name of the student :

Department / program Year (I/II/III/IV).....

Section (A/B/C/D/) : Year of Entry

Answer the following questions by marking (yes) against the choice anser and fill the information on the dotted lines whenever it is required :

1. What is your educational background ?

- a. Inter b. CBSE - 12th Standard
c. Diploma d. In case of others, please specify

2. What is the % marks in your SSC / Xth Class

3. What is the % of marks in your Inter / CBSE - 12th Standard / Diploma / Others

4. What is you EAMCET Rank ?

5. Do you consider yourself well organized? If so, then please rate yourself on a scale of 1 to 5 where 1 is the highest and 5 is the lowest

- a. 1 b. 2 c. 3 d. 4 e. 5

6. Do you think that you are motivated to work to your fullest capability ?

- a. Yes b. No c. No Comments.

7. Who motivates you the most?

- a. Friends b. Teachers c. Family Members d. Neighbours

8. do you know about outcome Based Education (OBE)?

- a. Yes b. No

9. Do you know the difference between objectives and outcomes?

- a. Yes b. No

10. What is your strategy, mostly used for enhancement of your knowledge, skills and attitude ?

- a. Classroom lectures / tutorials/assignments b. Group discussion / Combined study
c. Library / Web browsing d. Thinking positively e. All a,b,c, & d

EEE, ECE, SCE, IT, M, BME, BT & Civil Engineering Program Objectives, Outcomes :

Please rate the extent to which you understand the following objectives/ Outcomes of your respective Engineering Program which will help you to develop your knowledge, abilities and skills over a period of 4 years.

Please insert 'X' in the appropriate Box for your degree of satisfaction

1* - Excellent

2* - Good

3* - Average

4* - Poor

S.No.	Program Objectives / Outcomes prepared the student for	1*	2*	3*	4*
1.	Apply knowledge of mathematics, science, and engineering				
2.	Design and conduct experiments in EEE/ECE/CSE/IT/ME Civil Engineering as well as to analyze and interpret data				
3.	Design a system, component, or process to meet desired needs in EEE/ECE/CSE/IT/ME Civil engineering within realistic constraints such as economic, environmental, social, political, ethical health and safety, manufacturability, and sustainability				
4.	Function on multidisciplinary teams,				
5.	Identify, formulate, and solve EEE/ECE/CSE/IT/ME Civil engineering problems,				
6.	Understand professional and ethical responsibility				
7.	Communicate effectively				
8.	Acquire the broad education necessary to understand the impact of EEE/ECE/CSE/IT/ME Civil Engineering solutions in a global, economic, environmental, and societal context				
9.	Recognise the need for, and an ability to engage in life long learning.				
10.	Acquire the knowledge of contemporary issues				
11.	Use the techniques, skills, and modern EEE/ECE/CSE/IT/ME Civil engineering tools necessary for engineering practice.				
12.	Create and or use EEE/ECE/CSE/IT/ME Engineering related software tools and equipment to analyze engineering problems				
13.	Get an employment in EEE/ECE/CSE/IT/ME Civil Engineering and related industry and be able to participate and succeed in competitive examinations like GRE, GATE GMAT, etc.				

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Gokaraju Rangaraju Institute of Engineering & Technology (Autonomous)

Bachupally, Kukatpally, Hyderabad – 500 072 A.P., India. (040) 66864440

Exit / Graduating Students Survey

The purpose of this survey is to obtain input of the graduating students on the quality of education they received and the level of preparation they had in EEE, ECE, CSE, IT, CE & ME Engineering programs at GRIET, The survey is meant to assess if the academic program achieved its Program Objectives and Outcomes. As a recent graduate of the EEE, ECE, CSE, IT, CE & ME Engineering programs at GRIET, we seek your help in completing this survey.

General information :

Name of the Students :

Organisation Name (If already obtained a placement) :

Position (if already obtained a placement)

Year of Graduation

EEE, ECE, CSE, IT, CE& ME Engineering Program Objectives / Outcomes :

Please rate the extent to which the Objectives / Outcomes of your respective Engineering Program helped you to develop the following knowledge, abilities and skills.

Please insert 'X' in the appropriate Box for your degree of satisfaction

1* - Excellent

2* - Good

3* - Average

4* - Poor

S.No.	Program Objectives / Outcomes prepared the student for	1*	2*	3*	4*
1.	Apply knowledge of mathematics, science, and engineering				
2.	Design and conduct experiments in EEE/ECE/CSE/IT/ME/CE Engineering as well as to analyze and interpret data				
3.	Design a system, component, or process to meet desired needs in EEE/ECE/CSE/IT/ME/CE engineering within realistic constraints such as economic, environmental, social, political, ethical health and safety, manufacturability, and sustainability				
4.	Function on multidisciplinary teams,				
5.	Identify, formulate, and solve EEE/ECE/CSE/IT/ME/CE engineering problems,				
6.	Understand professional and ethical responsibility				
7.	Communicate effectively				
8.	Acquire the broad education necessary to understand the impact of EEE/ECE/SCE/IT/ME/CE Engineering solutions in a global, economic, environmental, and societal context				
9.	Recognise the need for, and an ability to engage in life long learning.				
10.	Acquire the knowledge of contemporary issues				
11.	Use the techniques, skills, and modern EEE/ECE/CSE/IT/ME/CE engineering tools necessary for engineering practice.				
12.	Create and or use EEE/ECE/CSE/IT/ME/CE Engineering related software tools and equipment to analyze engineering problems				
13.	Get an employment in EEE/ECE/CSE/IT/MECE Engineering and related industry and be able to participate and succeed in competitive examinations like GRE, GATE GMAT, etc.				

Sig

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**Gokaraju Rangaraju Institute of Engineering & Technology
(Autonomous)**

Bachupally, Kukatpally, Hyderabad – 500 072 A.P., India. (040) 66864440

Faculty Survey

The purpose of this survey is to obtain input of the graduating students on the quality of education they received and the level of preparation they had in EEE, ECE, CSE, IT,CE & ME Engineering programs at GRIET, The survey is meant to involve and access if the academic programs achieved program Objectives and outcomes. The Faculty involvement and contribution in the development and continuous improvement of the program Educational Objectives (PEOs)/ Outcomes of the EEE, ECE, CSE IT,CE & ME Engineerings programs at GRIET, we seek your help in completing this survey.

General information :

Name of the Faculty :

Department / Program :

Designation :

EEE, ECE, CSE, IT, & ME Engineering Program Objectives / Outcomes :

From your experience with recent graduates of the EEE, ECE, CSE, IT,CE & ME Engineering Programs at GRIET, please rate the degree to which these graduates achieved the indicated EEE, ECE, CSE, IT,CE & ME Program Objectives / Outcomes.

Please rate the extent to which the Objectives / Outcomes of EEE, ECE, CSE, IT,CE & ME Engineering Programs helped students to develop the following knowledge, abilities and skills.

Please insert 'X' in the appropriate Box for your degree of satisfaction

1* - Excellent

2* - Good

3* - Average

4* - Poor

S.No.	Program Objectives / Outcomes prepared the student for	1*	2*	3*	4*
1.	Apply knowledge of mathematics, science, and engineering				
2.	Design and conduct experiments in EEE/ECE/CSE/IT/ME Civil Engineering as well as to analyze and interpret data				
3.	Design a system, component, or process to meet desired needs in EEE/ECE/CSE/IT/ME Civil engineering within realistic constraints such as economic, environmental, social, political, ethical health and safety, manufacturability, and sustainability				
4.	Function on multidisciplinary teams,				
5.	Identify, formulate, and solve EEE/ECE/CSE/IT/ME Civil engineering problems,				
6.	Understand professional and ethical responsibility				
7.	Communicate effectively				
8.	Acquire the broad education necessary to understand the impact of EEE/ECE/CSE/IT/ME Civil Engineering solutions in a global, economic, environmental, and societal context				
9.	Recognise the need for, and an ability to engage in life long learning.				
10.	Acquire the knowledge of contemporary issues				
11.	Use the techniques, skills, and modern EEE/ECE/CSE/IT/ME Civil engineering tools necessary for engineering practice.				
12.	Create and or use EEE/ECE/CSE/IT/ME Engineering related software tools and equipment to analyze engineering problems				
13.	Get an employment in EEE/ECE/CSE/IT/ME Civil Engineering and related industry and be able to participate and succeed in competitive examinations like GRE, GATE GMAT, etc.				

Sig



Gokaraju Rangaraju Institute of Engineering & Technology (Autonomous)

Bachupally, Kukatpally, Hyderabad – 500 072 A.P., India. (040) 66864440

Management Survey

The purpose of this survey is to obtain input of the Management on the quality of education the students received and the level of preparation they had in EEE, ECE, CSE, IT, CE & ME Engineering programs at GRIET. The survey is meant to involve and assess if the academic programs achieve its Program Objectives and Outcomes. The management involvement and contribution in the development and continuous improvement of the Program Educational Objectives (PEOs) / Outcomes of the EEE, ECE, CSE, IT, CE & ME Engineering programs at GRIET, We seek your help in completing this survey.

General Information :

Name of the Member in BOG :

Designation :

Organisation :

Position in BOG :

EEE, ECE, CSE, IT, CE & ME Engineering Program Objectives / Outcomes:

From your experience with recent graduates of the EEE, ECE, CSE, IT & ME Engineering Programs at GRIET, please rate the degree to which these graduates achieved the indicated EEE, ECE, CSE, IT CE & ME program Objectives / Outcomes.

Please rate the extent to which the objectives / outcomes of EEE, ECE, CSE, IT, CE & ME Engineering Programs helped students to develop the following knowledge, abilities and skills.

Please insert 'X' in the appropriate Box for your degree of satisfaction

1* - Excellent

2* - Good

3* - Average

4* - Poor

S.No.	Program Objectives / Outcomes prepared the student for	1*	2*	3*	4*
1.	Apply knowledge of mathematics, science, and engineering				
2.	Design and conduct experiments in EEE/ECE/CSE/IT/ME/CE Engineering as well as to analyze and interpret data				
3.	Design a system, component, or process to meet desired needs in EEE/ECE/CSE/IT/ME engineering within realistic constraints such as economic, environmental, social, political, ethical health and safety, manufacturability, and sustainability				
4.	Function on multidisciplinary teams,				
5.	Identify, formulate, and solve EEE/ECE/CSE/IT/ME/CE engineering problems,				
6.	Understand professional and ethical responsibility				
7.	Communicate effectively				
8.	Acquire the broad education necessary to understand the impact of EEE/ECE/SCE/IT/ME/CE Engineering solutions in a global, economic, environmental, and societal context				
9.	Recognise the need for, and an ability to engage in life long learning.				
10.	Acquire the knowledge of contemporary issues				
11.	Use the techniques, skills, and modern EEE/ECE/CSE/IT/ME/CE engineering tools necessary for engineering practice.				
12.	Create and or use EEE/ECE/CSE/IT/ME/CE Engineering related software tools and equipment to analyze engineering problems				
13.	Get an employment in EEE/ECE/CSE/IT/ME/CE Engineering and related industry and be able to participate and succeed in competitive examinations like GRE, GATE GMAT, etc.				

Sig



Gokaraju Rangaraju Institute of Engineering & Technology (Autonomous)

Bachupally, Kukatpally, Hyderabad – 500 072 A.P., India. (040) 66864440

Parent's Survey

The purpose of this survey is to obtain input of the Management on the quality of education the students received and the level of preparation they had in EEE, ECE, CSE, IT, CE & ME Engineering programs at GRIET. The survey is meant to involve and assess if the academic programs achieve its Program Objectives and Outcomes. The management involvement and contribution in the development and continuous improvement of the Program Educational Objectives (PEOs) / Outcomes of the EEE, ECE, CSE, IT, CE & ME Engineering programs at GRIET, We seek your help in completing this survey.

General Information :

Name of the Parent :

Name of your ward :

Name of Program of your ward :

EEE, ECE, CSE, IT, CE & ME Engineering Program Objectives / Outcomes:

From your experience with recent graduates of the EEE, ECE, CSE, IT, CE & ME Engineering Programs at GRIET, please rate the degree to which these graduates achieved the indicated EEE, ECE, CSE, IT, CE & ME program Objectives / Outcomes.

Please rate the extent to which the objectives / outcomes of EEE, ECE, CSE, IT, CE & ME Engineering Programs helped students to develop the following knowledge, abilities and skills.

Please insert 'X' in the appropriate Box for your degree of satisfaction

1* - Excellent

2* - Good

3* - Average

4* - Poor

S.No.	Program Objectives / Outcomes prepared the student for	1*	2*	3*	4*
1.	Apply knowledge of mathematics, science, and engineering				
2.	Design and conduct experiments in EEE/ECE/CSE/IT/ME/CE Engineering as well as to analyze and interpret data				
3.	Design a system, component, or process to meet desired needs in EEE/ECE/CSE/IT/ME/CE engineering within realistic constraints such as economic, environmental, social, political, ethical health and safety, manufacturability, and sustainability				
4.	Function on multidisciplinary teams,				
5.	Identify, formulate, and solve EEE/ECE/CSE/IT/ME/CE engineering problems,				
6.	Understand professional and ethical responsibility				
7.	Communicate effectively				
8.	Acquire the broad education necessary to understand the impact of EEE/ECE/SCE/IT/ME/CE Engineering solutions in a global, economic, environmental, and societal context				
9.	Recognise the need for, and an ability to engage in life long learning.				
10.	Acquire the knowledge of contemporary issues				
11.	Use the techniques, skills, and modern EEE/ECE/CSE/IT/ME/CE engineering tools necessary for engineering practice.				
12.	Create and or use EEE/ECE/CSE/IT/ME/CE Engineering related software tools and equipment to analyze engineering problems				
13.	Get an employment in EEE/ECE/CSE/IT/ME/CE Engineering and related industry and be able to participate and succeed in competitive examinations like GRE, GATE GMAT, etc.				

Observations : Based on your observations of GRIET's EEE/ECE/CSE/IT/ME Engineering graduates / your wards, please list any observed Strengths and / or Deficiencies :

Sig



Gokaraju Rangaraju Institute of Engineering & Technology (Autonomous)

Bachupally, Kukatpally, Hyderabad – 500 072 A.P., India. (040) 66864440

Placement Statistics Survey

The purpose of this survey is to obtain input of the graduating students on the quality of education they received and the level of preparation they had in EEE, ECE, CSE, IT,CE & ME Engineering programs at GRIET, The survey is meant to assess if the academic program achieved its Program Objectives and Outcomes. At recent placements drive for the graduates of the EEE, ECE, CSE, IT,CE & ME Engineering programs at GRIET, we seek your help in completing this survey.

General Information :

Name of the Placement Officer :

Name of the Student :

Department / Program :

Organisation name :

Position : Starting Salary

Year of Graduation

EE, ECE, CSE, IT, CE & ME Engineering Program Objectives / Outcomes:

Please rate the extent to which the Objectives / Outcomes of EEE, ECE, CSE, IT, CE & ME Engineering Programs helped students to develop the following knowledge, abilities and skills and to get placements.

Please insert 'X' in the appropriate Box for your degree of satisfaction

1* - Excellent

2* - Good

3* - Average

4* - Poor

S.No.	Program Objectives / Outcomes prepared the student for	1*	2*	3*	4*
1.	Apply knowledge of mathematics, science, and engineering				
2.	Design and conduct experiments in EEE/ECE/CSE/IT/ME/CE Engineering as well as to analyze and interpret data				
3.	Design a system, component, or process to meet desired needs in EEE/ECE/CSE/IT/ME/CE engineering within realistic constraints such as economic, environmental, social, political, ethical health and safety, manufacturability, and sustainability				
4.	Function on multidisciplinary teams,				
5.	Identify, formulate, and solve EEE/ECE/CSE/IT/ME/CE engineering problems,				
6.	Understand professional and ethical responsibility				
7.	Communicate effectively				
8.	Acquire the broad education necessary to understand the impact of EEE/ECE/SCE/IT/ME/CE Engineering solutions in a global, economic, environmental, and societal context				
9.	Recognise the need for, and an ability to engage in life long learning.				
10.	Acquire the knowledge of contemporary issues				
11.	Use the techniques, skills, and modern EEE/ECE/CSE/IT/ME/CE engineering tools necessary for engineering practice.				
12.	Create and or use EEE/ECE/CSE/IT/ME/CE Engineering related software tools and equipment to analyze engineering problems				
13.	Get an employment in EEE/ECE/CSE/IT/ME/CE Engineering and related industry and be able to participate and succeed in competitive examinations like GRE, GATE GMAT, etc.				

Sig



**Gokaraju Rangaraju Institute of Engineering & Technology
(Autonomous)**

Bachupally, Kukatpally, Hyderabad – 500 072 A.P., India. (040) 66864440

Self & Peer Evaluation Survey

The purpose of this survey is to obtain input of the graduating students on the quality of education they received and the level of preparation they had in EEE, ECE, CSE, IT, CE & ME Engineering programs at GRIET, The survey is meant to assess if the academic program achieved its Program Objectives and Outcomes. At recent placements drive for the graduates of the EEE, ECE, CSE, IT, CE & ME Engineering programs at GRIET, we seek your help in completing this survey.

General Information :

Team name & No. :

Program / Department :

Year (I/II/III/IV) :Section (A/B/C/D) :

Self name (SF) :

Name of Team Member-1 (Tm1) :

Name of Team Member-2 (Tm2) :

Name of Team Member-3 (Tm3) :

EEE, ECE, CSE, IT, CE & ME Engineering Program Objectives / Outcomes :

Please rate the extent to which the Objectives / Outcomes of your respective Engineering Program helped you and your Teammates to develop the following knowledge, abilities and skills.

Think carefully and please insert the number (1, 2, 3, 4) in the appropriate Box for the evaluation of Self and your Teammates as a degree of achievement.

1* - Excellent

2* - Good

3* - Average

4* - Poor

S.No.	Program Objectives / Outcomes prepared Me and My Teammates for	SF	TM1	TM2	TM3
1.	Apply knowledge of mathematics, science, and engineering				
2.	Design and conduct experiments in EEE/ECE/CSE/IT/ME/CE Engineering as well as to analyze and interpret data				
3.	Design a system, component, or process to meet desired needs in EEE/ECE/CSE/IT/ME/CE engineering within realistic constraints such as economic, environmental, social, political, ethical health and safety, manufacturability, and sustainability				
4.	Function on multidisciplinary teams,				
5.	Identify, formulate, and solve EEE/ECE/CSE/IT/ME/CE engineering problems,				
6.	Understand professional and ethical responsibility				
7.	Communicate effectively				
8.	Acquire the broad education necessary to understand the impact of EEE/ECE/SCE/IT/ME/CE Engineering solutions in a global, economic, environmental, and societal context				
9.	Recognise the need for, and an ability to engage in life long learning.				
10.	Acquire the knowledge of contemporary issues				
11.	Use the techniques, skills, and modern EEE/ECE/CSE/IT/ME/CE engineering tools necessary for engineering practice.				
12.	Create and or use EEE/ECE/CSE/IT/ME/CE Engineering related software tools and equipment to analyze engineering problems				
13.	Get an employment in EEE/ECE/CSE/IT/ME/CE Engineering and related industry and be able to participate and succeed in competitive examinations like GRE, GATE GMAT, etc.				

Sig

19. INTERNAL QUALITY AUDIT

1. Introduction

Organization needs to follow some procedure for regular checks on the work being implemented. Quality depends on implementation and it requires periodical verification. It is well known that an insider is always the best judge and he can made to independently assess the status, the benefits are many fold. Hence Internal Quality Auditing is an essential ingredient of any growing organization.

2. Quality Policy

“Gokaraju Rangaraju Institute of Engineering and Technology (GRIET) is committed to provide an integrated learning environment to enable students to grow towards their full potential and meet high expectations of Industry and Society.”

3. Objectives

GRIET'S management has established the following quality objectives as the institutional level in the alignment with its quality policy.

- (a) To ensure high student achievements in academics.
- (b) to provide value added education to make students mor employable
- (c) to provide adequate and well qualified staff who will contribute effectively to student learning and organizational delvelopment
- (e) to evolve and implement management and administrative mechanisms that are responsive, reliable and efficient.

4. Procedure

Well formed Quality teams as per the periodicity carry out the checks so that the procedures lead to objectives. The checks are divided broadly into :-

- (a) Teacher-Student Learning
- (b) Department Services
- (c) File Administration
- (d) Lab Support

5. Quality Teams

Two Faculty member from each department

6. Periodicity

- (a) Atleastonce in 4 months for all departments and as and when necessary for any specific department
- (b) Quality terms with members formed form other departments
- (c) The team the Audit Should submit a report to the Principal asper the format shown in Annexure-1 within two working days after the inspection.

7. Follow Up

Principal / HOD should initiate appropriate remedial action based on the audit report and make the actions aware through appropriae committee meetings.

**Annexure 1
(Refer Para 6 (c))
Report**

1. The report at the end of Internal Audit should contain the following

- (a) The authority to conduct the audit along with the dates.
- (b) Details of Audit Members
- (c) Enclosures
 - i. Teacher - Student Learning Form
 - ii. Department Services Form
 - iii. File Administration Form
 - iv. Lab Support Services

Note : Example covering letter and the forms are enclosed for reference

Department of Computer Science & Engineering

GRIET/CSE/15c/G/01/05-06

04 Nov 05

INTERNAL QUALITY AUDIT REPORT

1. Reverence is made to the letter -GRIET/PRIN/15c/G/01/05-06 dated 01 Nov 05, the Quality Audit of Mechanical dept. is carried out on 02 Nov 05 by the following

- a) Member : CSE:
- b) Member : CSE :

2. Enclosed are the following forms duly attested

- a) Teacher-Student Learning Form
- b) Department Service Form
- c) File Administration Form
- d) Lab Support Services

Signature :

Signature :

Member :

Member :

Principal



INTERNAL QUALITY AUDIT

Dept.

Date :

DEPARTMENT SERVICES FORM

	Yes/No	Remarks
1. OHP No		
2. Number of classrooms		
3. No of White Board Wall Movable		
4. Screens Wall Movable		
5. Inventory List availability for each room		
6. fire Extinguisher availability		
7. Suggestion box availability with keys		
8. Notice Boards availability with keys		
9. Dustbins availability		
10. Cleanliness of rooms		
11. Working of Tube lights		
12. Working conditions of fans		
13. Upkeep of Furniture		

Signature

Name

Signature

Name



INTERNAL QUALITY AUDIT

Dept.

Date :

FILE ADMINISTRATION FORM

	Yes/No	Remarks
1. File Register		
2. No of files		
3. Main IN / OUT Register		
4. Student Folders No		
5. Proctral Sheets		
6. Faculty profile folder		
7. Visitors Book		
8. Department Dairy file Dept Development and Monitoring Committee		
9. Meeting Record		

Signature

Name

Signature

Name



INTERNAL QUALITY AUDIT

Dept.

Date :

LAB SUPPORT FORM

Yes/No

Remarks

1. List laboratory manual
2. Organization Chart
3. Lab Layout Chart time Tables of all semesters that are handled in the
4. Lab displayed
5. Syllabus copies of all subjects that are handled in Lab
6. Lab conduct rules displayed Solution Records for all the subjects that are handled in
7. The Lab
8. Manuals of the corresponding Lab Subjects
9. No of switches, computers etc.
10. Computer Hardware Details record
11. Softwares that are available in Lab List
12. Complaint Register
13. No of outstanding entries in Complaint Register

Signature
Name

Signature
Name



INTERNAL QUALITY AUDIT

Dept.

Date :

TEACHER-STUDENT LEARNING ENVIRONMENT FORM

	Yes/No	Remarks
1. Teacher-Student Environment		
2. Term plan available and displayed		
3. Academic calender dairy:		
4. Time Table & Display		
5. Course Files :		
6. Course Register :		
7. Student Feedback		
8. Class-Committee		
9. Department Books Cds Racks CO/Extra Cirricular activities files		
11. Availability		
12. Exam scheedules displayed		
13. Removed Notices folder Completetive Exams Record		
14. (GRD/GMA/CAT etc)		

Signature

Name

Signature

Name

20. COLLEGE EVENTS

1. Spirals

This group focuses on literary activities such as debates, essay writing, elocution, crosswords, treasure hunts etc so that skills required to project ones personality sharply are honed.

2. Quizzicals

This group aims to provide a platform to concentrate on facts and figures and spontaneity in this competitive world through quiz programmes.

3. xKernel

This group conducts periodic contests mainly in the software area.

4. Scientific Fore step

Skills in hardware are put to constant test through this group.

5. Pragnya

A Technical test conducted annually in July-August each year involving symposiums, paper regulations hardware software contest, quizzes, workshops etc.

6. Rhythms

The latent talents of the students in the realm of music and dance are brought out through periodic competitions and stage shows.

7. Spices

A unique group which concentrates in giving a scope for students to practice their culinary skills in a competitive environment.

8. Reflections

College should bring out their view and news through Reflections a bimonthly magazine. In addition to this an annual issue should be published giving the highlights of the academic year.

9. Souvenir

A brochure prepared with the pictures, contact information of the outgoing students discipline.

10. Pulse

An annual cultural fete conducted in January of each year involving students in around Hyderabad.

11. Alumni Association

College should have registered alumni association and a magazine to constantly keep in touch with the progress of the alumni for mutual benefit.

12. Faculty Club

To promote harmony and interdepartmental cooperation, a faculty club is to be established and meetings and activities should be organized through their elected representatives.

13. GEMs

GRIET e-Magazine for Students reflects the opinions, feelings of students, events ion and around GRIET influencing the environment through the web, fully monitored and implemented by students.

**MANUAL
for
ADMINISTRATION**



**PART-V
Financial Policy**

GOKARAJU RANGARAJU
Institute of Engineering and Technology
(Autonomous)

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1. Financial Powers

1.1. President (Chief Executive Officer): As CEO, he is vested with full financial autonomy and enjoys unlimited powers:

- (a) To appoint as per the norms and fix the remuneration / salary to the teaching / non-teaching staff of the college and also sanction increments.
- (b) To purchase fixed assets within the limit sanctioned in the budget.
- (c) To make investment decisions and also arrange for resource mobilization to meet the financial requirements of the college.
- (d) To authorise the payment of purchase bills and to confirm the oral sanction given if any to Principal / Dean / HODs, etc., over and above the delegated powers.
- (e) Delegate financial powers down the line in case of any exigency.
- (f) Introduce adequate checks & control systems to enforce financial discipline.
- (g) To enter into any contract for any service / work.

CEO shall exercise the powers vested with him judiciously for the effective management of the financial System. All the financial actions of CEO are subject to ratification by the Governing Body

1.2 Vice President (Chief Operating Officer) – (COO)

- (a) To look after day– to-day activities.
- (b) Financial powers up to a maximum of Rs. 5,00,000/-
- (c) COO may obtain oral permission from CEO if any expenditure is incurred due to emergency which exceeds his powers and get it ratified by the CEO.

1.3 Director / Principal : Principal is delegated with financial powers up to a maximum of Rs. 2,00,000/- for any academic, co-curricular, extra-curricular activities for the following.

- (a) To authorise purchase of consumables for laboratories over and above the powers of the Head of the Department.
- (b) To permit reimbursement of traveling and other expenses for official purposes within the permitted limited to be decided by the CEO.
- (c) To entertain guests.
- (d) To sponsor faculty / staff for any academic and co-curricular activities as per norms.
- (e) To authorise any other expenses he may deem essential.

The Principal may in case of any contingency obtain oral permission from the CEO, if the expenditure to be incurred exceeds his powers and get ratified by the CEO along with required receipts.

1.4 Heads of Departments : The HODs are delegated with powers up to Rs. 25,000/- for sanctioned work and Rs. 10,000/- for unplanned work

- (a) To make urgent consumable purchases for Lab.
- (b) To meet small non-recurring expenses.
- (c) To incur any other expense deemed necessary

2. Traveling, Conveyance and Telephone Expenses

- (a) CEO/COO/ Principal on production of the relevant bills should reimburse the expenses for vehicle / Phone. Dean, HODs and other executive provided with the Transport facility may be reimbursed the charges actually incurred subject to production of necessary bills if the vehicle is not available for any reason.
- (b) The faculty / staff sponsored for any outstation programmes and trainings etc. authorized by the Principal can be reimbursed the expenses incurred, the amount actually spent or II sleeper fare whichever is less. Daily allowance as approved by CEO will be paid.
- (c) The staff on official work can be paid the local conveyance expenses at the rate approved by CEO. Auto fare shall be reimbursed only if the place of visit is not connected either by Train or Bus.

3. Sports and Games

To encourage the activities in the field of Sports & produce quality sportsmen / sportswomen, it is necessary to expose them to matches / tournaments organized by the university / Sports bodies. The participant students shall be provided the allowances as under:

	DA	TA
(a) Outstation & distance above 50 km.	Rs. 75/-	
(b) Within city & distance upto 50 km	Rs. 25/-	Rs. 20/-

The claims with necessary details duly authorized by Physical Director and Principal shall be submitted for sanction.

4. Staff Loan / Salary Advance

Any request for loan / advance shall be made by the permanent staff to CEO for his consideration as per norms.

5. Budget

All the departments including the Hostel, Library, Transport should critically analyse their requirements taking into account the syllabus, technology, upgradation, quality / quantity, etc. and prepare the budget estimates for next academic year before the beginning of financial year.

Each laboratory or a subsection of a department should prepare the estimate in the format given in Annexure-A and B. This is to be done separately for recurring and nonrecurring. Each department should consolidate the same and review in the Departmental Development and Monitoring Committee before submitting for the Institute Development and Monitoring Committee. The same is required to be ratified by GB for implementation. The implementation need to be done in a phased manner monitored by Development and Monitoring Committees of Institute and the respective Departments.

6. Purchase

- (a) The Purchase Committee, headed by COO, meets periodically and decides on the purchase to be made and call for quotations from the Vendors who have the capacity and capability, financial soundness and reputed standing. The quotations will be called by the Stores department as directed by the purchase committee. The performance of the Vendors may be ascertained from the market reports; discrete enquires which will form the basis for final selection of the Vendor.

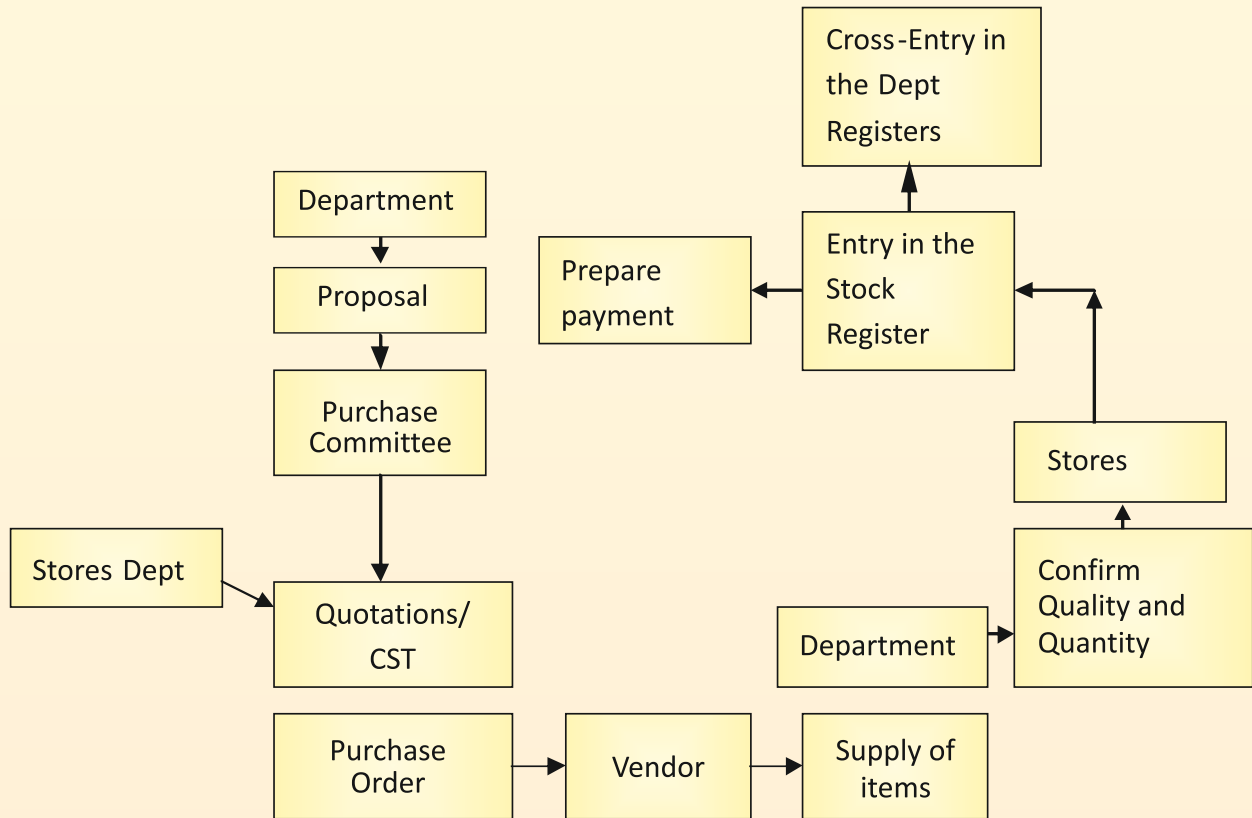


Fig 6.1 Purchase Procedure

A complete database of the products relevant to the concerned departments, suppliers and prices to be prepared and used at the time of taking decisions.

- (b) Instances of poor quality / difference in quantity should be brought to the notice of the Stores Department for taking corrective measures and review the concerned vendors.
- (c) The Stores Incharge is responsible for all the receipts, issues and balance. He will be made accountable for all his actions and he has to maintain the proper records to be made available as and when called for.
- (d) The purchases can be made in case of emergency and by cash on the unit cost of the item to avoid undue delay.

7. Stores

- (a) The enquiries are to be invited by the Stores / HOD as per the format from suppliers asking them to send their lowest quotation.
- (b) The Purchase Committee shall forward the quotations received to Stores / HOD for compilation & preparation of comparative statement.
- (c) The Purchase Committee will decide upon the vendor and purchase order is issued by Secretariat.
- (d) The stores receipt for all purchases has to be prepared by user dept. after inspection of the material to record either acceptance or rejection.
- (e) The materials accepted to be entered in Stores procurement Register.
- (f) The stores will issue the item on receipt of requisition from the concerned department.
- (g) The departments are expected to maintain for each laboratory
 - i) Asset Register (for non-consumable item)
 - ii) Consumable stock Register (item wise folio, details of receipts and issue, balance)
 - iii) Relevant registers as prescribed from time to time.

8. Inventory

8.1 Stores Incharge is responsible for maintaining the master registers

- (a) Master stock Register
- (b) Master consumable Register
- (c) Master Furniture and Fitments Register

8.2 These registers are maintained chronologically, with item details, Bill details, Cost, department Lab/subsection to whom the item issued, along with the contra entry of labs, corresponding Lab Stock Register entry details and the signature of Lab In-charge with date.

8.3 The departmental Lab/subsection should maintain

- (a) Lab/subsection stock register(for non-recurring items)
- (b) Lab/subsection consumable register(for recurring items)

The above registers need to be maintained item wise.

S.No.	Bill No.	Cost	Master register	Qty	Qty
Qty	Sign	Contra entry	received	w....	cumulative
Name					

8.4. Inventory audit should be done at least once in a year in summer vacation and items beyond economical repairs should be recommended for write off. After due sanction from COO, the registers are to be updated.

8.5. Percentage inventory check need to be done whenever there is a change in responsibilities.

8.6. Surprise check for certain attractive items need to be done once a year at least as designed by principal.

9. Finance and Audit

9.1 Finance Officer is responsible for all cash and bank transactions. He has to maintain the following documents

- (a) Day Book – Manual & Computerised
- (b) Reconciliations details at least once in two months with all the banks with which accounts are operated.
- (c) Tuition Fee Registers batchwise
- (d) Pay Bill Registers
- (e) Fixed Deposit Registers
- (f) Fee Receipt Books
- (g) Purchase Register- Computerized

9.2 Pay and Allowances

Pay bill has to be prepared on 1st of every month taking into consideration the leaves applied in the previous month.

9.3 Student Fees

Fee should be collected at the beginning of the year(odd semester) through bank giving 15 days time. Fine should be levied on defaulters.

9.4 Computerization

Every office transaction is to be computerized.

9.5 Audit

Records of GRIET are to be submitted in time to GRES so that the college accounts are audited by a chartered accountant. The audited reports to be placed before the Governing Body for its approval.

10. Scholarships

10.1 Scholarship and Who is Responsible

Scholarship clerk on the direction of the Principal collects the applications from the concerned departments and distributes them to needy students. He will collect the filled in applications and submit them to the concerned departments. Some departments send their officers to interview the applicants to know their genuineness. Clerk incharge of scholarships inform the students and arrange interview on the designated date. The scholarship clerk will be in constant touch with the department people and receive the cheque for scholarship.

10.2 Mode of Collection and Disbursement

The cheques will be collected from the departments and the individual crossed cheques will be prepared after deducting the tuition fee and distributed to the students. In the case of BC students, the amounts will be directly paid to them by crossed cheques as they all pay tuition fee in the beginning of the year.

11. Augmentation of Income and Cost Control

The Institutional Development and Planning Committee will review once in a month the financial aspects viz the collection of fees dues, expenditure incurred, i.e., the budget allocation, utilisation of funds allocated and also to suggest steps to curtail / reduce the wasteful expenditure, if any and for speedy collection of fees pending. In a top-down approach, these action plans are discussed for implementation at Departmental levels through Departmental Development and Planning Committees.

12. Banking

The students remit fees at the beginning of the academic year at the Bank / College mostly by draft or through bank by direct remittance of cash into GRIET Principal's account. Bankers to the college are willing to provide ATM / Debit cards to all the account holders. This will facilitate the students from upcountry, to pay the fees without any hassle if they open their accounts at their place and pay the fees through debit cards. This will also avoid risk of holding accumulated cash with the Trust / college. The students will also be benefited in that they can develop the savings habit and they need not idle away their valuable time at the college.

13. Endowments

GRIET should create and maintain endowment fund as it has the maturity and backed by its alumnus positioned globally.

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