



# **AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES**

CHERUKUPALLI (V), BHOGAPURAM (M), VIZIANAGARAM DIST.

ANDHRA PRADESH

## **HUMAN RESOURCES POLICY HANDBOOK**

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# Human Resources Policy and Service Rules

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## The Management

Avanthi is committed to improve Core competence and Ethical balance of mind in the students and to make them the most sought after technocrats who would significantly contribute to the evolution of such knowledge based society in our country.

## Governing Body

|     | <b>Name and Designation</b>  | <b>Role</b>                        |
|-----|--|------------------------------------|
| 1.  | Smt. M. Gnaneshwari<br>President, Avanthi Educational Society                          | <b>Chairperson</b>                 |
| 2.  | Mr. M.V.S.S Nandish<br>Vice President, Avanthi Educational Society                     | Member                             |
| 3.  | Mr. N. Sai Ram<br>Secretary, Avanthi Educational Society                               | Member                             |
| 4.  | Dr. M. Priyanka<br>General Secretary, Avanthi Educational Society                      | Member                             |
| 5.  | Mr. I. Sravan Kumar<br>Treasurer & MD, Avanthi Educational Society                     | Member                             |
| 6.  | Dr. A. Chandra Sekhar<br>Director-HR, Avanthi Institute of Engineering and Technology  | Member Secretary                   |
| 7.  | Dr. B. Nalini<br>Assistant Professor of ECE and HOD, CEV, JNTU-GV                      | Member (University Representative) |
| 8.  | Prof. S. Satyanarayana, Former Principal, AUCoPS                                       | Member                             |
| 9.  | Dr. V. Uma Sankar<br>Vice Principal  | Member                             |
| 10. | Dr. M. Pavani<br>Professor and HOD, Dept. of Pharmacy                                  | Member                             |
| 11. | Dr. M. B. Venkatapathi Raju<br>Principal, Avanthi Institute of Pharmaceutical Sciences | Member Secretary                   |

# Human Resources Policy and Service Rules

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## Programmes Offered

The college offers the following programs extending over a period of four years, leading to Bachelor Degree in Pharmacy, 6 years program Pharm. D and also a two year P.G. Programs M. Pharm Pharmaceutics, M. Pharm Pharmaceutical Technology, M. Pharm Pharmaceutical Analysis and M. Pharm Pharmacology

### UG Programs

**B. Pharm with intake :100**

### PG PROGRAMS

**Pharm. D with intake : 30**

**Pharm. D (P.B) with intake : 10**

**M. Pharm Pharmaceutics :15**

**M. Pharm Pharmaceutical Technology :15**

**M. Pharm Pharmaceutical Analysis :15**

**M. Pharm Pharmacology :15**

## 2. VISION

### Vision

#### Vision

To develop highly skilled professionals with ethics and human values.

### Mission

1. To impart quality education with industrial exposure and professional training.
2. To produce competent and highly knowledgeable engineers with positive approach.
3. To develop self confidence among students which is an imperative pre-requisite to Face the challenges of life.

### Objectives

- a. To promote an integral and holistic growth of young and inquiring minds.
- b. To strengthen their confidence and competence to capably handle the emerging trends in their related fields.
- c. To empower them to face real life challenges.
- d. To train them for employment and entrepreneurship. To develop highly skilled professionals with ethics and human values.

### Goals

#### A. Short Term

- To achieve highest percentage of pass in University examinations.
- To Train students in a wide range of management skills and operating techniques.
- To make the students competent to build, motivate and lead project teams effectively.
- To organize life skills programmes so that the students can communicate coherently, rationally and convincingly.
- To receive NBA Accreditations and ISO Certification.
- To provide an environment most conducive to learning and create an intellectual atmosphere.
- To encourage students participation in academic Non Academic activities.
- To attain cent percent placements.

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# Human Resources Policy and Service Rules

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## Long Term

The institute gives utmost importance to discipline, sanctity and decorum in the campus and aims.

- To be a provider of quality Education on par with National Institutes.
- To attain the status of a University.
- Formulate various programmers to provide quality education.
- Develop the personality of students to form responsible members of society.
- To undertake nationality acknowledged research and Development works by forging alliances with Research Organizations and Industries.

## Quality Policy

- Imparting quality Education & Training.
- Developing students with a Disciplined and Integrated personality.
- Facilitating Faculty and Supporting Staff to update their knowledge and skills to match the industrial and technological development.

**Failure Means Delay..... Not Defeat**



# Human Resources Policy and Service Rules

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## 3. HUMAN RESOURCE PLANNING

### Working Days and Timings

The college works from 8.30 a.m. to 4.00 p.m. for six days in a week.

The total instruction weeks are 18 in a semester as notified by Jawaharlal Nehru Technological University Gurajada Vizianagaram, Vizianagaram.

There are two spells of vacation in each academic year, one each at the end of odd and even semesters approximately of 60 days in an year.

### Job Responsibility

- The workload is allotted to the faculty members as per AICTE norms.
- Teachers have to perform a variety of tasks which includes

#### a. Academic

1. Teaching & Lab. Instruction
2. Development of Laboratory, curriculum and Resource Material.  
Evaluation of students in the college and University Exams.
3. Participation in the curricular and co-curricular activities.
4. Self development through upgrading qualification, knowledge and skills. Publishing of various articles in journals and magazines.

#### b. R & D and Consultancy

1. R & D Activities including Guidance  
Providing consultancy and Testing  
services  
Promotion of Institute Industry  
Interaction  
Promotion of innovative  
activities
2. The college encourages its teachers to take consultancy and R & D assignments within institution, with other institutions or industries, appropriate to the teacher's competence.

# Human Resources Policy and Service Rules

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## **c. Administration**

Academic and administrative Management.

Design and development of new programmes & promotional activities.

Mobilizing resources for the institution.

## **d. Extension**

Guiding the students in overall character development.

Extension services by interacting with society & community.

Providing technical support in areas of social relevance.

## **Salary & Disbursement**

Based on the experience/ qualification, salary is fixed as per AICTE norms. Dearness Allowance(DA), House Rent Allowances(HRA) are paid to the staff members as adopted by the state Government.

Income tax if any, and P.F. are deducted from the salary and paid to the Government.

## **Teaching Schedule**

All the staff members, plan their teaching schedule, for the whole semester as per syllabus prescribed by the university before the semester commences and lectures are delivered as per schedule.

## **Lesson Plan**

Lesson plans in each subject prepared by the teacher concerned are provided to students in the beginning of each semester so that they attend classes prepared in advance. This helps in better understanding of the subject and makes the classes more interactive.

A positive attempt is made to give extra knowledge to the student community in addition to the prescribed syllabus. The students are also exposed to the seminars by eminent experts from Industries/Institutions and workshops which cover advanced and industry related topics and also by faculty within the campus.

## **Evaluation of Faculty by Students**

At the end of every semester, the students evaluate the teachers handling their subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer on-line-evaluation pertains to various aspects such as

## Human Resources Policy and Service Rules

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- Ability to communicate effectively.
- Innovativeness in teaching methods
- Creating interactive environment in class room and encouraging probing questions from students.
- Proper planning in teaching activity.

Absolute confidentiality is maintained to avoid any identification of the individual assessors.

After the evaluation process is completed, the teachers found to be deficient are advised to improve by a committee consisting of Principal, Deans and the HOD concerned. The administration has taken steps to encourage and reward teachers with excellent performance.

**Life is all about intelligent decisions.**

## 4. SERVICE CONDITIONS

### Cadres of Staff and Strength

#### a. Teaching Staff :

The Teaching staff comprises of the following categories.

- Director/Principal
- Professor
- Associate Professor
- Assistant Professor

#### a. Supporting Staff:

This comprises of two categories.

##### Supporting Staff(Technical)

- Computer Programmer      Laboratory Technician
- Computer Operator      Laboratory Attainder  
Grades I,II and III

##### Supporting Staff (Non-Technical)

Asst. Librarian  
Library Assistant  
Physical Director  
Admn. Officer/ Office  
Superintendent

Stenographer  
Office Assistant/Clerk  
Attainder  
Driver

#### b. Cadre Strength :

The cadre strength i.e., the No. of posts in each cadre shall be as approved by the Governing body from time to time

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## **Qualification & Experience**

The Qualification and Experience required for the candidates to fill various posts shall be as decided by the Governing body from time to time taking into consideration the norms prescribed by the AICTE/University/State Government.

## **Scales of Pay**

Scales of pay, allowances and other financial benefits for various categories of staff shall be as decided by the Governing Body, keeping in view the scales suggested by AICTE/University/Government.

Scales are Assistant professor 15,600-39,100 Pay band with Rs 6,000/- AGP.

Scales are Associate professor 37,400-67,000 Pay band with Rs 9,000/- AGP.

Scales are professor 37,400-67,000 Pay band with Rs 10,000/- AGP.

## **Modes of Selection**

Candidates shall be selected by one of the following methods, as decided by the Executive Committee.

- a. Direct Recruitment by open advertisement.
- b. Invitation
- c. Promotions from amongst existing staff
- d. Selection criteria is done with the following three methods.
  1. Written test
  2. Demo(Presentation by the Candidate)
  3. Personal Interview.

NOTE: Teaching Staff shall be selected by adopting methods(a) or (b)

## **Selecting Authority:**

Appointment of Teaching Staff & Staff Selection Committee.

Appointment or Promotion of supporting Staff.

Promotion of supporting staff from the lower category shall be on the basis of merit and ability. Seniority shall be considered only when merit and abilities are equal.

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The selection committee interviews the candidates and makes its recommendations in the order of merit. The selection committee may reject all the candidates, if they are found not suitable.

Selection committee adopts suitable selection procedure which is not open to questioning. It is the prerogative of the appointing authority either to appoint or reject the selection list.

## **Nature of Appointments**

These appointments are made by regular selection and recommendation by the competent committees.

## **Appointing Authority**

All appointments are made by the Director with the approval of the Chairman based on the recommendations of various committees. The recommendations of appointment are submitted to Governing Body for information and approval before issue of orders. In case of urgency, Director issues Appointment orders and bring Governing Body for ratification.

## **Faculty Recruitment**

### **a. Reporting to Duty:**

At the time of reporting to duty, the staff members have to submit an undertaking that they would serve the institute for a minimum period of two years and abide by its conduct rules.

They should also submit their original certificates of degree/diploma and marks sheets along with the undertaking.

Declaration of probation does not confer on the employee any special right of permanence to continue in the Post.

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### **b. Seniority:**

Staff members in the higher cadre are senior to those in the lower cadre.

Staff members on scale are senior to those on consolidated salary with the same designation.

**Note: This does not apply to persons employed after retirement.**

Two or more persons appointed in the same cadre

One who is ranked higher in the selection list, provided it is prepared as per merit, is senior irrespective of the dates of the joining.

One who joined in the college earlier is senior to the others recruited in subsequent Interviews.

If the list does not specify the merit order of selected candidates, then Internal Person is senior to external ones.

Seniority in the lower cadre is upheld, in case of internal staff members, irrespective of their dates of joining.

One who joins the institute earlier is senior to the rest, in case of external candidates.

The person with higher age is senior, if two or more external candidates join on the same day.

### **NOTE:**

All the posts are filled by SELECTION and NOT BY PROMOTION.

Internal staff members also have to appear before the selection Committee, along with external candidates, for selection to higher posts.

Existing seniority has no bearing on the recruitment to the higher cadre.

### **c. Resignation and Relive**

The following procedure shall be adopted by the employees to resign from the post they are holding

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**Teaching staff** : **3 months notice**

**Supporting Staff** : **1 month notice**

In case, applications are submitted through the institution for seeking employment/pursuing higher education, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any inconvenience to the academic programme in the college.

## **Transfers:**

Staff recruited for the college may be transferred to other institutions or organizations run by Avanthi Educational Society with no reduction in the total emoluments at the discretion of Executive Committee with the approval of the Governing Body.

## **d. Orientation**

- Every teacher appointed in the college shall be given a brief introduction about the college by the Principal on the date of his/her joining.
- The principal shall take him/her to the department of his/her work and introduced to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and supporting members of the department
- The HOD will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the college.
- The HOD will also ensure all the registration formalities, including submission of joining report etc, by obtaining the assistance of the office team.
- He will introduce the new faculty member in the first class he/she is going to handle in every section of his/her assignment.

## **e. Promotions**

- Eligibility norms for selection to higher scale/category of post are as laid down by AICTE.



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- A Staff Member is required to inform the principal about his/her acquiring higher qualification as it may be useful for his/her promotion. While informing the principal, the individual should also submit a copy of degree certificate or any other relevant document.
- Internal staff members also have to appear along with external candidates before the selection committee for selection to higher posts.

### **f. Retirements:**

All teaching and non-teaching staff shall retire on completing the age of superannuation, i.e., 60 which can be relaxed by the chairman. However, the age of superannuation as mentioned above shall not be applicable to the professors of Emeritus and Special Category appointments.

- When a faculty member completes the age of superannuation on a day of any month he/she shall be retired on the last date of that month.
- The college will communicate in writing before 3 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.

**LOSERS think of the penalties of FAILURE**  
**WINNERS think of the rewards of SUCCESS**

## 5. BENEFITS / INCENTIVES

### Employees Provident Fund (EPF)

The members of the staff on permanent establishment are enrolled under EPF scheme and the contribution as fixed by the government is deducted from their salary. The management makes an equal contribution.

### Incentives & Awards

Awards are instituted for the faculty as well as supporting staff members. These awards are in the form of promotions, increments, cash, Laptops etc.

Staff members are selected for these awards based on their performance, conduct and commitment in their academic activities as well as their involvement in the developmental activities of the department and the college.

Similarly bright students are also encouraged and motivated.

### Retirement Benefits

- All employees, coming under the purview of the Employees' Provident Fund Legislation, shall be enrolled as members, on the date of their joining the college and on completing one year of service.
- The college contributes 12% of the pay subject to the ceiling of Rs. 780 per Person, towards the Employer's contribution to the EPF Scheme.
- The college shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme.
- The college shall remit both the contributions as stated above to the EPF Scheme authorities.

### Faculty Development

Since the development of good students depends on the quality of teachers, members of faculty are given necessary encouragement to improve their competence in various areas.

The plan for such faculty development envisages

- Deputing staff regularly for quality improvement programmes, seminars, conferences, workshops, summer and winter continuing education courses.
- Providing opportunity to involve in research or developmental activities of their choice in the department and at the Institutional level.
- Identifying teachers with special talents and competence and encouraging them by honouring them with awards, monetary benefits etc.

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- Encouraging teachers to conduct training courses for personnel in Industries/ Educational Institutions.
- Motivating teachers to organize Seminars, Conferences, Summer and Winter Schools etc.

**If you will set the example, you won't need to set many rules- Mama Ziglar**

## 6. LEAVE RULES

### General

- Leave of any kind cannot be claimed as a matter of right and will be granted only at the sole discretion of HOD/PRINCIPAL.
- Any leave under these rules can be granted in combination with or in continuation of any other kind of leave, except casual leave.
- No leave shall be granted beyond the date on which an employee must compulsorily retire.
- They are deemed to have come into effect from the date, the class work is inaugurated.
- Leave account of each employee is maintained separately by the Principal.
- Unauthorized absence from the duty not only results in cut in the emoluments for the period but also considered as misbehavior inviting disciplinary action.
- An employee, on leave, cannot take up any service or accept any other employment or remuneration.
- Application for leave on medical ground shall be accompanied by a Medical certificate by a Registered Medical Practitioner.
- Any employee on leave or on vacation can be called back to duty, in case of exigencies.
- All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency, it can be availed before sanction. As far as possible, it is obligatory to the employee to inform the sanctioning authority about his/her availment of casual leave.

### Casual Leave

12 days of casual leave in an year for the staff members who have completed 1 year of service In other cases it is proportionate to the service put in by the employees during the year of initial recruiting.

### Special Casual Leave

Seven days in a calendar year for teaching staff sanctioned only for attending Ph.D work, Seminars/workshops, Examinerships etc.

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## **Earned Leave**

The earned leave admissible to a permanent employee declared as eligible for vacation shall be 6 days in calendar year. The leave account of every permanent employee shall be credited with earned leave every calendar year. i.e., January – December.

The Earned Leave at the credit of an employee at the end of calendar year shall be carried forward to the next year, subject to the condition that the leave so carried forward plus the credit for the year does not exceed 120 days. An employee ceases to earn such leave when the leave reaches the limit of 120 days. Maximum leave that can be granted at a time is 120 days.

## **Half Pay Leave**

The half pay leave, admissible to a permanent employee, on medical or health grounds shall be 20 days for every year of completed service. Maximum limit of accumulated leave is 30 days.

## **Commutated Leave**

Commutated Leave not exceeding half the period of half pay leave may be granted (to non-vacation staff) on a medical certificate or on private affairs subject to the following conditions.

- When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- The maximum commuted leave on private affairs that may be granted at a time shall be 120 days.
- If the commuted leave on private affairs is combined with Earned leave the total period shall not exceed 180 days.
- The competent authority to grant leave is to be satisfied that there is reasonable prospect of the employee returning to duty on its expiry.

## **Extraordinary Leaves**

Extraordinary leave shall be leave without salary and may be granted when no other leave by its rule, admissible or when other leave is admissible the employee applies in writing for the grant of Extraordinary leave. The duration of extraordinary leave on any one occasion shall not exceed 3 months without medical certificate, 6 months where the employee has completed a continuous services of not less than one year on the date of expiry of leave and the request for such leave supported by a medical certificate and two years for the purpose of higher studies or undergoing any professional training provided the employee has completed three years of continuous service. Prior approval of the management shall be taken before sanctioning the study leave.

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## Maternity Leave

A female employee may be granted maternity leave on full pay for a period of 60 days.

- 2 months maternity leave with full salary given for the staff members who have put in a minimum 2 years service in our society.
- This benefit is given only once.
- Staff members availing this leave have to give an undertaking before availing leave that they will work for a minimum period of 2 years after their return from leave.

Maternity leave not exceeding six weeks may be granted in case of miscarriage or abortion including induced abortion provided that the application for leave is supported by a medical certificate. Maternity leave may be combined with vacation or any other kind of leave except casual. Such leave not exceeding 60 days may be granted without production of medical certificate. The Maternity leave shall not be debited against the leave account.

## Vacation

Out of the total number of 90 days (approx.) vacation declared at the end of odd and even semesters in each academic year, a staff member, under category 'vacation staff' is eligible to avail up to a total Number of 60 days.

All the vacation staff are expected to be on duty during the rest of the 30 days attending the college.

However, the days on which the staff members attend to invigilation, evaluation, practical examination and such other works assigned by the College/University are treated as duty. Detailed rules/guidelines governing eligibility and other details/conditions governing grant of leave are available for reference in the Institute office.

Staff members with one year's experience can avail a total vacation of 2 months including the summer and winter vacations. Those who have put in less than one year's experience will get proportionate vacation in a calendar year.

## 7 . CODE OF CONDUCT

An employee shall be governed by the following rules:

### 7.1 DO'S

An employee at all times, shall

- Maintain absolute integrity and devotion to duty
- Attend the college regularly and punctually
- Engage classes, both theory and practicals, punctually and affectively.
- Correct the assignment and lab. records systematically.
- Be meticulous in submitting the question papers and marks of the internal tests.
- Warn the students concerned for their irregular attendance and poor performance in the internal tests.
- Be honest, impartial in dealings and be courteous with others.
- Abide by the rules and regulations of the institution.
- Promote dignity and discipline among staff and students .
- Institute devices & mechanisms to improve academic standards.
- Acquire professional competence and enhance interpersonal competence among staff and students.
- Facilitate team work and reinforce the feeling of oneness.
- Cooperate with the administration in complying with the imposed restrictions.
- Behave like a true Academician.

### 7.2 DON'Ts

- Knowingly or willfully neglect duties.
- Propagate communal or sectarian outlook or incite/ allow any student to indulge in communal or sectarian activity.
- Discriminate against any person on the ground of caste , creed, language, place of origin, social and cultural background.
- Indulge in or encourage any form of malpractice, connected with examination or any other activity,
- Leave the campus , while on duty in the institute, without prior permission of the Head of the Institution.
- Remain absent from the institution, without leave or without the prior permission of the Head of the institution,
- Undertake private tuition, either to students of other colleges.

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- Prepare or publish any books commonly known as keys. However writing University level text books comes outside this purview.
- Enter into any monetary transactions with any student or parent.
- Cause, or incite any other person to cause, any damage to institution property,
- Indulge in any violence or any conduct which involves moral turpitude,
- Organize or attend any meeting without permission.
- Pass comments on the students' religious, regional, personal or cultural sentiments
- Be a member of a political party or shall take part in politics.

An employee who commits an offence or dereliction or does an act detrimental to the interest of the college is liable for consequences.

## **Discipline**

Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action.

If a teacher commits an act of misconduct or misdemeanor, anyone can report in writing to the Principal.

The Principal shall hold a preliminary enquiry whenever the code of conduct is violated.

If the Principal is satisfied with the facts on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

The principal shall proceed with issuing a Show Cause notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

The course of action for disciplining a teacher shall be under the following categories.

- Memo and censure
- Warning in writing, with recovery of amount, where financial loss is involved
- Suspension from work without remuneration
- Dismissal or discharge from service



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- a. where the punishment proposed is Suspension/Dismissal, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- b. The Principal shall report the proceedings periodically to the Chairman.

### **Grievance Cell**

The Principal shall constitute a Grievance Committee to redress the Grievances of the teaching and supporting staff.

The Grievance Committee shall be composed of three persons in the ranks of Head of the Department, or the professor.

The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

Any teaching or supporting staff having a grievance, shall make a representation to the Committee.

The coordinator of the Grievance Committee shall include such grievance as an item of the agenda in the next meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

The grievances shall be redressed immediately by the committee and the Principal shall be informed.

The coordinator shall record and maintain the minutes of meetings.

## **8. FACILITIES & AMENITIES**

### **IEEE,CSI,ISTE,IETE Chapter & Forums**

#### **a. IEEE,CSI,ISTE,IETE**

Staff members are encouraged to become life members of ISTE, IEEE, CSI, IETE. The Management encourages by co-sponsoring some of its activities.

#### **b. Forums**

Apart from class room teachings, students need to get exposed to the latest developments in their disciplines. Keeping this in view, all departments have started Departmental Forums. Departments conduct seminars, lectures by experts, group discussions, arrange education tours and so on.

### **Staff Quarters & Medical care**

#### **a. Staff Quarters**

Quarters for the Non-Teaching and a few faculty members are available in the campus.

#### **b. Medical Care**

A health clinic with all basic facilities is functioning under the supervision of qualified Doctors. Under emergency condition, the staff members are taken to corporate hospitals in the town.

### **Canteen/Fast Food Centre**

The canteen is located in a spacious, well planned building to meet the needs of the students and staff and is equipped with modern cooking facilities. Hygienic and delicious food items are offered at reasonable rates in the canteen and Fast Food Centre.

### **Sports and Games**

The Department of Physical Education is providing sports facilities to the members of the staff of the college. They take part in shuttle, Table Tennis and Tennis whenever they are free. Apart from this, competitions are conducted for the staff and the winners are awarded with prizes on the college annual day.

**Good Books Are Good Friends**

## 9. STUDENT DEVELOPMENT PROGRAMMES

### Student Counseling Scheme

Students are given individual attention through “Student Counseling Scheme” & NSS Scheme and are encouraged to improve their academic performance and to participate in extracurricular activities like creating awareness in rural areas. Students are encouraged to become members of ISTE, IEEE, CSI, IETE their by promoting their talents through various papers and presentations. Through this scheme, parents are periodically informed of their wards’ progress in the Institute.

### Incentives and Rewards

The following incentives and rewards are awarded to the students:

- Students securing 1<sup>st</sup> and 2<sup>nd</sup> Ranks in a semester – Medals/ Cash awards and additional library tokens.
- Best Outgoing Students Award
- Best Student Award (Department-wise).
- Free personality development, entrepreneurship, ethics, communication skills, computing skills and placement specific programs for students.
- Free / Subsidized add-on skills programs as per industrial requirements.

### Co curricular Calendar

Co curricular activities i.e., Quiz, Group Discussion, Seminars, Paper Presentation, Communication Skills, Extempore etc., are incorporated in the regular time tables for all the classes. This calendar enables the activities to be conducted more systematically & regularly thus improving soft skills of the students.

### Attendance

The following are the student’s attendance requirement as prescribed by JNTUK, Kakinada.

- A student shall be eligible to appear for University examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the subjects.
- Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester or I year may be granted by the College Academic Committee.

## Human Resources Policy and Service Rules

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- A student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester / I year, as applicable. They may seek re-admission for that semester / I year when offered next.
- Shortage of Attendance below 65% in aggregate shall in NO case be condoned.
- Students whose shortage of attendance is not condoned in any semester / I year are not eligible to take their end examination of that class and their registration shall stand cancelled.
- A stipulated fee shall be payable towards condonation of shortage of attendance.

The teachers shall periodically warn/caution the students who do not attend classes regularly. **Attendance Registers are to be maintained as follows.**

- Attendance should be marked on cumulative basis.
- Attendance is marked as 1 for the first class taken against the student present in the class.
- If the student is present for the second class, 2 should be marked against this/her name and if she/he is absent, 1 only should be marked against his/her name and so on.

### Academic Requirements

- A student shall register and put up minimum attendance in all 224 credits and earn 216 credits. Marks obtained in the best 216 credits shall be considered for the calculation of percentage of marks.
- Students who fail to earn 216 credits as indicated in the course structure including compulsory subjects within eight academic years from the year of admission shall forfeit their seat in B.Tech. course and their admission shall stand cancelled.

### Award of Class

After a student has satisfied the requirements prescribed for the completion of the programme and is eligible for the award of B.Tech. Degree he/she shall be placed in one of the following four classes:

| Class Awarded                | % of marks to be secured        | From the aggregate marks secured for the best 216 credits |
|------------------------------|---------------------------------|---|
| First Class with Distinction | 70% and above                   |   |
| First class                  | Below 70% but not less than 60% |   |
| Second class                 | Below 60% but not less than 50% |   |
| Pass class                   | Below 60% but not less than 40% |   |

**Learning makes a man fit company for himself --- Thomas Fuller**

## 10. ASSESSMENT

### Internal Assessment

#### Distribution and Weight age of Marks

- The performance of a student in each semester / 1 year is evaluated subject – wise with a maximum of 100 for theory and 75 marks for practical subject. In addition, Industry oriented mini-project, seminar and project work is evaluated for 50, 50 and 200 marks respectively.
- For theory subjects the distribution is 25 marks for Internal Evaluation and 75 marks for the End Examination.
- For theory subjects, during the semester there shall be 4 tests, which include, 2 subjective type tests each for a duration of 20 minutes and 2 subjective type tests each for a duration of 90 minutes. One objective type test and one subjective test to be conducted in 1-4 units and one objective type test and one subjective type test are to be conducted in 5-8 units of each semester. The best 3 tests will be considered for awarding 25 sessional marks.
- For the 1 year class which shall be on yearly basis, there shall be 6 tests which include, 3 objective type tests and 3 subjects type tests with the same duration and weightage for each test as mentioned above. However, the performance in the best 4 tests will be considered for awarding 25 sessional marks. The distribution of syllabus for the conduct of objective and subjective type tests in the first year shall be as follows:

1-2 Units                      one objective type and one Subjective type test

3-5 Units                      one Objective type and one Subjective type test

6-8 Units                      one Objective type and one Subjective type test

- Each objective test question paper contains 20 objective type questions for 10 marks. Each subjective type test question paper contains 4 questions out of which any 2 questions need to be answered. The subjective type question paper should also be for 10 marks, 5 marks for Assignment. Though the test pattern is different, all the tests (objective and subjective type tests) have equal weightage.
- For practical subjects there is a continuous evaluation during the semester for 25 sessional marks and 50 end examination marks. Of the 25 marks for internal, 15 marks are awarded for day-to-day work and 10 marks to be awarded by conducting an internal laboratory test. The end examination is conducted by the teacher concerned and another member of the staff appointed by the University.

## Human Resources Policy and Service Rules

- The internal assessment marks in the case of project work are based on the evaluation of the project work at the end of the VIII semester by a committee.
- The internal assessment marks awards to the students in theory as well as practicals are displayed on the notice boards about one week prior to the commencement of the theory/practical examination. Students are required to bring to the notice of the Head of the Department the discrepancies, if any.

### **Tests and Examinations**

- Prepare the question papers for each test in the pattern of University as per schedules. After each test, value the answer scripts and marks attendance reports send to the HOD then Examination Branch followed by University in time.
- Report for invigilation duty at least 20 minutes before the start of examinations / tests.
- Conduct the examinations / tests in a disciplined manner as per the guidelines given by the college / University.
- Bring to the notice of Chief Superintendent / Principal any case of malpractice in their rooms during invigilation.

**NOTE:**      **The rules & regulations given in this book are only guidelines.**  
                    **The management reserves the right to modify them at any time.**

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| <p><b>A man is but the product of his thought - what he thinks, he becomes</b><br/><b>-- Mohandas Gandhi</b></p> |
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