



SNIT ADOOR

MANUAL OF PROCEDURES

2022

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OFFICE OF THE MANAGING DIRECTOR, SNIT ADOOR

PROCEEDINGS

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Date: 14/07/2022

Present: Er. Abyin Ampadiyil

Subject: SNIT Adoor, Manual of Procedures - Authentication- Reg.

AUTHENTICATION

SNIT Adoor IQAC has proposed a document titled SNIT Adoor Manual of Procedures (MoP) to systematise all the academic and other institutional management processes. The college council has deliberated on this matter and recommended introducing the Manual of Procedures (MoP) in this institution. Subsequently, the college Principal has presented the MoP to the college Governing Body in his capacity as its Secretary. Also, the college Governing Body has deliberated on the matter in detail and approved the MoP for implementation in this institution.

Therefore, the undersigned hereby authenticates SNIT Adoor Manual of Procedures (MoP) as a bona fide document for strictly following in this institution.

This MoP consists of the institutional management and academic policies vis-a-vis the procedures and practices governing the management of staff and students at this institution. These procedures detail from admission to transfer of students as far as student management is concerned and recruitment, induction, duties, responsibilities and all other services as far as the HR department is concerned. Wherever government and university rules, regulations, directions and Office Memorandum (OM) are there; they will override this MoP. On any matter where procedures are not mentioned in this MoP, conventional practices can be followed. The IQAC is entitled to propose additions or deletions to this MOP whenever deemed necessary and when recommended by the College Council, approved by the college Governing Body and authenticated by the Managing Director, the same will become an addendum to this manual.

Approved as above.



Managing Director

MANAGEMENT TEAM

SNIT Adoor has been established by the **Pattayil Kunjukunju Memorial Charitable Trust**. The Management Team consists of the following luminaries:

Shri. Vellappally Natesan: Chief Patron

Shri. K. Sadanandan: Founder Chairman

Shri. Abyin Ampadiyil: Managing Director

Shri. Vipin Ampadiyil: Executive Director

Smt. Usha Sadanandan: Director

DRAFTING COMMITTEE

Dr. Keshav Mohan: Academic Chairman

Lekshmi R. Nair: IQAC Coordinator

Dr. Divya G.: NAAC Coordinator

Anand V. J.: NAAC Coordinator

Retheesh Sreedhar: Editor

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PREFACE

The purpose of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels for the advancement of the objectives of SNIT. Also, this MoP elaborates academic policies of the institution. These policies and procedures extend from the recruitment of the different categories of staff, defining their roles and obligations, providing training and positioning them to perform the job they have been recruited for, in compliance with the values of the institution. This Manual also defines the terms of employment and conditions of service of employees engaged by SNIT for different assignments/ services of any other sort at SNIT. This MoP lays down ample guidelines for effectively conducting teaching-learning transactions abiding by the overall academic framework of the University. The Manual covers provisions for improving the performance and effectiveness of the organisation by boosting the efficiency of the staff through enhancing their knowledge, skills and attitudes with provisions for suitable remunerations & perks and enjoyable working conditions.

It is also the envisioned objective of this Manual to clearly outline the process of Human Resource Management and make the whole affairs a transparent one and minimize subjectivity in the process of handling any aspect of Human Resource Management.

The Manual is meant to institutionalize an organizational culture which respects basic human values and practices that promote team spirit, shared responsibility and participatory functioning.

This Manual, though cannot be considered to be exhaustive in covering every detail pertinent to Human Resource Management, should be able to create a convivial atmosphere for the staff on the journey with the organization to respond to the emerging needs of humanity.

SNIT Adoor reserves the right to interpret the meaning of the rules pertaining to the service conditions of its employees and the supplementary rules that may be issued hereinafter at any point in time by the legitimate authority.

MOTTO:***PRAJNANAM BRAHMA***

--- SNIT Adoor has identified *PRAJNANAM BRAHMA* as its Motto. It is an illustrious *MAHAVAKYA* from the *PURANIC* Scriptures. *PRAJNANAM BRAHMA* conceptually means that “*WISDOM IS THE SELF*”. *Prajnanam* refers to intuitive truth which is subjected to cognitive reasoning and is time tested. It is a very high order of intellect that ascertains *THE ULTIMATE TRUTH*

VISION:

To evolve SNIT Adoor as a CENTRE OF EXCELLENCE in Technology and Management.

MISSION:

- Apply Technology and Management education as a powerful means to eliminate social inequalities.
- Encourage inquisitiveness, innovation, creativity, and entrepreneurship among Students and Teachers.
- Improve the teaching-learning process through experimental and participatory learning.
- Impart technical and management education enabling the students to think and act beyond boundaries.
- Abreast with advanced e-learning/management technologies for effective teaching transactions.
- Encourage sustainable practices for the management of energy, provisional ecosystem services and environmental resources.

PART A: HUMAN RESOURCES POLICY

CHAPTER 1: METHOD OF RECRUITMENT

- Recruitment is normally done once a year during May or June.
- Number of vacancies assessed on the basis of statutory requirements will be reported to the Manager by the Principal during the end of the semester/academic year. The Management / HR wing shall issue notifications inviting applications from qualified candidates.
- A suitable selection committee as per the statutory norms will be constituted by the Managing Director / Manager through office proceedings. A ranked list / selection list will be prepared on the basis of screening / interviews and appointment orders will be issued by the Managing Director / Manager.
- The HR Department will take further necessary actions for imparting induction training to the new appointees.

CHAPTER 2: ESTABLISHMENT

2.1 Service Records / Service Book

- A Service Book for recording all details of incumbent staff – educational qualification, date of entry in the service and achievements shall be maintained by the Administrative Office of the Institution.
- All activities of an employee in his/her official position shall be recorded in the service book and each entry must be attested by the HoD / Principal.
- The Administrative Officer shall show the service book to each employee in the month of April every year on demand and the employee can submit additional records if any for verification and updating the service book.
- The following original certificates should be submitted at the time of joining the service of the institution.
 - SSLC
 - Plus Two
 - Under Graduate Degree
 - Post Graduate Degree
 - M Phil / PhD
 - Additional Certifications if any
 - Experience Certificate
 - Copies of PAN card, Aadhar card and Relieving letter
 - Conduct Certificate
 - Any other relevant documents.
- A separate file for keeping the original certificates and the service book of staff shall be maintained by the Administrative Office in respect of each employee of the institution.

2.2 Service Conditions for the Staff

- All staff members should sign in the attendance register every working day and also record it in the bio-metric system at least 05 minutes before the commencement and at the end of the stipulated duty time of the day.
- All the new appointees on the staff shall be on probation for a period of one year from the date of joining.
- Salary / Remuneration / Perks of the incumbents shall be remitted to the designated bank account as decided by the management.

- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be set from time to time by the competent authority.
- Staff members should be available on the institution premises during the entire period of office hours, on all working days
- Every member of the staff shall serve himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal / Designated Authority or other officers under whom he/she shall be placed from time to time. He / She shall discharge all duties of the office / department and perform in such a manner which may be required of him / her or which is necessary to be done in his / her capacity as aforesaid.
- Every incumbent shall devote his/her whole time to the duties of the said service and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / consulting work, private tuition or the like of a remunerative kind or an honorary nature without the specific written permission of the Principal / Appointing Authority.
- Notwithstanding anything said above, whenever any consultation work for any private firm or institution is undertaken by the institution; the staff will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.
- If a staff member is on any kind of leave and intends to go out of town, he / she should intimate the Principal / Designated Authority about his / her present contact details.
- No member of the staff shall apply, during the period of his / her service in this institution, for any employment, study or training, except with the prior permission of Management and such application should be routed through the Principal / Designated Authority.
- Any breach of this rule will be viewed seriously and suitable disciplinary action shall be taken. The Management may permit not more than two such applications in an academic year, but reserves the right to refuse to forward such applications in case of any pending services or bond of obligation for the employee for a particular period of service in the institution.
- If an incumbent intends to resign from the service of the institution during the probationary period or the period of temporary appointment, he/she must give one-month prior notice for the same. Those who are in permanent service of the institution must give two months prior notice while submitting their resignation. In any case of failure to comply with the notice period, the incumbent may be given an option at the discretion of the management to end his/her service by remitting a fine for the above said period. However, the management will consider such applications and relieve the incumbent only at the end of an academic year or

semester subject to the conditions of fulfilling all academic/administrative obligations of the incumbents.

2.3: Disciplinary Actions

- The Principal/Designated Authority shall have the power to place any staff under suspension on charges of dereliction of duties or misconduct.
- In a case of derelictions of duties/misconduct of any incumbent, the designated authorities such as Workshop Superintendent/Administrative Officer/HoD/Vice-Principal/Principal/Director may conduct a fact-finding enquiry suo moto or through an appropriate committee and forward the report with specific remarks to the higher authority for appropriate disciplinary actions. Such actions taken by the Principal/Director/Manager/Appointing Authority will be strictly binding to the incumbent concerned.
- The Appointing Authority/Manager/MD shall have the power to terminate the services of any member of the staff, for any of the following reasons:
 - Serious misconduct and wilful negligence of duty
 - Gross insubordination
 - Physical or mental unfitness
 - Involvement in any criminal offense or immoral conduct
- In such cases of termination of any incumbent from the service; the incumbent will not be eligible for any terminal benefits as the case may be.

2.4: Retirement

The employees in all categories of posts in the institution shall retire from the service on attaining the age of superannuation (70 years for Academic positions while 65 for Administrative positions) w.e.f the afternoon of the last day of the month in which their date of superannuation falls. However, the appointing authority may extend the service of any incumbent if deemed necessary for further specific periods till new recruitment is made against the post or till the incumbent enjoys the pleasure of the authority. If an incumbent, whose service is extended as above, but he/she is ceased to enjoy the pleasure of the Appointing Authority (AA) at any time shall be removed from the rolls on the staff by the AA without any advance notice.

2.5: General Matters

All members of staff have to inculcate intimate belongingness to the institution through their thought, words, and actions. It is the binding obligation for all the members of the staff to strive for upholding and achieving the mission and vision of the institution. The management expects it as the cardinal responsibility of all the members of the staff to thrive in a very conducive academic environment in the institution that embraces in its arms the students, parents and society at large. All the staff should devote their efforts to attracting student enrolments, achieving curricular and extracurricular laurels and attracting societal goodwill.

- The staff may further endeavour for the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- In any meeting or assembly, decorum should be maintained and differences of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- Staff members should get prior permission from Manager/ Principal/Designated Authority to contact any outside agency or government department for any matter related to the college / hostels.
- Staff Members, if and when relinquishing their job, shall hand over their duties and responsibilities and get the No Objection Certificate (NOC) from the departments concerned.
- All the members of the staff shall be governed by general rules/norms/procedures practised by the college from time to time.

CHAPTER 3: LEAVE RULES

3.1: General Leave Rules

- All types of leaves are considered as privileges and cannot be claimed as a matter of rights by the incumbents. Leave will be sanctioned on the discretion of the designated authority.
- A member of the staff shall not normally be absent on any pretence from duties without prior intimation/permission of his/her controlling/superior/designated authority.
- Application for leave in the prescribed format should be submitted through the proper channel to the sanctioning authority in advance of two days. The controlling officers may forward such applications with their specific remarks to the higher authority. The applicant can avail of such leave only with the approval of the sanctioning authority.
- In the case of leave on medical grounds/on emergency situations; the applicant is required to apply for such leaves to HoD/Principal/AO/Designated Authority within 12 hours of the start of medical attention. The incumbent shall produce a Medical Certificate and Fitness Certificate at the time of rejoining after the leave on medical grounds.
- The total number of Casual Leave(CL) in a year is counted from January to December
- The numbers of CL eligible for each category of staff are detailed and specified in the letter of appointment. A maximum of 2 CL is permitted for each faculty member in a month.
- All leave applications during internal/external examinations in the college shall be routed through CoE/Exam Cell for confirmation regarding exam duty.
- Leave of any kind cannot be carried over in cumulative nature to subsequent years.
- The total leave of absence at a time shall not exceed seven days inclusive of prefixed/suffixed/Sundays /holidays.
- Holidays fall in between leaves availed consecutively shall also be treated as leave.
- Late/Early permission not exceeding one hour on any working day may be granted at the discretion of the designated authority subject to a maximum of 4 hours per month. Application for the same in the prescribed format shall be routed through the proper channel in advance.
- Staff applying for leave must make substitution arrangements duly acknowledged by the substituted staff. It shall be routed through the proper channel.
- A Leave register shall be maintained in the department/establishment section.

3.2: Vacation Leave (VL)

- Teaching staff are usually granted vacation leave in June and May i.e. at the end of the academic year.

- Teaching staff who have completed one full calendar year (12 months)/one full academic year of service and whose probation has been declared 'completed satisfactorily' shall only be eligible for VL
- Maximum number of VL is limited to 28 days in an academic year. However, VL may be sanctioned in slots of 7/14 days at a time to ensure the regular functioning of the institution.
- Teaching staff who avail VL must be present in the institution on the day preceding /succeeding the vacation
- Intervening holidays/days prefixed or suffixed will also be counted as VL
- The sanction of vacation leave is subject to the discretion of the designated authority.

3.3: Leave on Loss of Pay (LoP):

- Any leave over the prescribed limit detailed in the offer of appointment in a month/semester/year, applied or availed by the incumbent will be treated as leave on LoP
- LoP in any case, shall not be more than 10 days continuously unless on exceptional exigencies
- LoP more than 15 days at a stretch will be treated as a break of service unless otherwise approved in advance by the designated authority. In such cases the incumbent has to undergo probation once again.
- Incumbents who avail leave on LoP for any period more the 10 days at a stretch will not be eligible for any service benefits for the calendar/academic year.

3.4: Out Station Duty (OD)

- Incumbent teachers/supporting staff may be granted outstation duty (OD) as and when required and deemed necessary.
- Teachers/Supporting staff shall submit a request in a prescribed format through the proper channel under the clause OD for attending/participating/presenting a research paper in seminars/workshops/FDP/conferences/training programs in the relevant domains/subjects may be limited to 5 days at a stretch in a semester
- The HoD/Dean-Research/AO may specifically recommend such applications for OD
- The Incumbent who avails OD shall submit a detailed report on the activities during the period related to the OD to the authority concerned when they rejoin duty and the report shall consist of the details of knowledge/skills gained by the incumbent for the development of the students/institution.

3.5: Duty Leave (DL)

- DL is essentially a duty in the relevant domain but performed outside the Office/Institution.
- The incumbents can avail of DL during

- University Examination /Valuation/Viva-Voce /Exam Observation
- Students' Industrial Visits/ Students' Study Tour/ Out Bound Teaching Learning Experience (OBTLE)
- Institutional Promotion/Admission
- Extension Activities/Outreach Programs

3.6: Joining Report

The Incumbents who avail OD/DL/ shall submit a joining report in the prescribed format along with a detailed report of activities during OD/DL.

CHAPTER 4: CODE OF CONDUCT AND DISCIPLINE

4.1: Conduct

- Every employee shall, at all times, maintain absolute integrity and commitment to the institution and his/her duties
- Every employee shall abide by and comply with the rules and regulations of the institution and all orders and directions issued from time to time by his/her Superior Authority/Designated Authority
- Every employee shall extend utmost courtesy and attention to all persons with whom he/she interacts during the course of his/her duties.
- Every employee shall endeavour to promote the interest of the institution and shall not act in any manner in prejudice.
- No employee shall be a member, or be otherwise associated with, any political party or any organization, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement/ activity.
- No employee shall join, or continue to be a member of an association, the objectives or activities of which, are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State/Central Government.
- No employee shall engage directly or indirectly in any trade or business or undertake any other employment in any other institution/organization. The incumbent shall obtain the prior permission of the authority concerned for undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character.
- No employee shall use any intoxicating drink/drug/smoke/chewing substances or in any other mode while on duty on the campus/the premises.
- Every staff shall maintain the oath of secrecy regarding the affairs in the institution and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public/any other individual/ organization/entity unless compelled to do so by a judicial authority or unless instructed to do so by a law enforcing authority/agency or by the employer/designated authority.
- The employees shall not engage in any trade or business without the prior permission of the Designated Authority.

- The employees shall not undertake/accept/engage/seek any outside employment or office while on duty or leave no matter whether stipendiary or honorary.
- No employee of the institution shall enter any partnership or accept any fees, endowment or commission whatsoever from any party other than the institution, except with the prior permission of the employer/designated authority.

4.2: Discipline

- All employees of the institution shall put on a category-specific dress code and shall prominently display their Identity Card (ID) issued by the institution while on duty.
- Teaching staff shall reach the classroom on time and shall engage the class as per the stipulated timetable.
- All supporting staff/non-teaching staff shall report for duty on time and shall remain on the duty at the allotted place/office/section/department/area concerned during the stipulated duty hours.
- Teachers shall be role models to the students through their words /deeds/etiquette
- All employees shall refrain from the use of abusive language/gestures/deeds that may amount to teasing/insulting /harassing any other employee/students/parents/guests in the institution.
- All employees shall abide by the instructions of their superiors/designated authorities and shall refrain from the use of any language/gestures/deeds that may amount to disrespect/insubordination.
- All categories of employees shall be punctual and regular in discharging their duties.
- Any misconduct or deviations of the employee from the above said code of conduct and the discipline observed/reported by any other employees/stakeholders/designated authorities shall invite disciplinary actions leading to termination from the service of the institution.
- The Employer/Designated Authority may place an employee under suspension while disciplinary proceedings are initiated against him/her.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention/conviction by an order of the Employer/Designated Authority and shall remain under suspension until further orders.
- An order of suspension made or deemed to have been made under the clause said above shall continue to remain in force until it is modified or revoked by the authority competent to do so.

CHAPTER 5: ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)

- All members of the staff shall submit their Annual Self Performance Appraisal Report (APAR) at the end of every academic year for teaching/technical staff and calendar year for non-teaching/supporting staff.
- Format of APAR prescribed for each category of staff will be issued by the immediate supervising authority at the end of the academic year/calendar year.
- All employees shall enter relevant details in the APAR pertaining to their service in the institution and their professional and personal achievements during the reporting period.
- The immediate supervising officer shall verify and authenticate the report, make his/her comments/observations/remarks regarding the incumbent and forward the APAR to the next higher authority.
- The Head of the Institution (HoI) shall receive the APAR from all the constituent units/sections; review it, make specific remarks and forward the APAR to the Academic Chairman/Manager for further proceedings.
- The incumbent will be granted a declaration of probation/continuance of service/promotion /other service benefits on satisfactory assessment on APAR.

CHAPTER 6: GRIEVANCE REDRESSAL MECHANISM

The institution has a two - tier mechanism for redressing the grievance of the staff. The institutional - level Grievance Redressal Committee (GRC) is a statutory mechanism whereby any staff can submit their workplace grievances in written form. The committee shall, enquire deliberate on any such submissions and submit a report in detail to the Designated Authority of the institution, who in turn shall place the matter to the College Council for appropriate directions/actions

The institution has another two - tier mechanism to redress the grievance of women employees at the workplace to curtail any harassment towards women in the institution.

6.1: Institutional Redressal Committee

The Head of the Institution/Designated Authority shall promulgate an ordinance constituting institutional level Grievance Redressal Committee with a Senior Academic/HoD as its Chairman. The committee shall have adequate representation from all stakeholders (teaching, non-teaching, and supporting staff). Adequate representation is also ensured for women employees in the institution. The institutional level Grievance Redressal Committee shall address all grievances that may arise as a complaint or suo moto and shall take action regarding any such occurrences of workplace grievances among employees in the institution. The tenure of the committee shall be one academic year/calendar year.

6.2: Grievance Redressal for Women Employees

The Head of the Institution/ Designated Authority shall declare an ordinance constituting institutional-level Grievance Redressal Mechanism (GRM) for women employees with a senior woman academic/senior women HoD as its Chairperson for curtailing harassment against women employees at the workplace. The committee shall have adequate representation from all categories of women employees in the institution (teaching, non-teaching, supporting staff.) The institutional-level Grievance Redressal Committee (GRC) shall address all grievances that may arise as a complaint or Suo Moto and shall take action regarding any such occurrences of workplace grievances among women employees in the institution. The tenure of the committee shall be one academic year/calendar year.

CHAPTER 7: ROLES, FUNCTIONS AND RESPONSIBILITIES OF LEADERSHIP POSITIONS

SNIT Adoor, since its inception in 2011, has grown into a full-fledged Postgraduate Engineering & Management Teaching - Research Institution of very high credibility and acceptance. Several Eminent Academics, Industrialists and Researchers are attracted to the institution in different functional roles. Therefore, it has become very important to delegate functions, responsibilities and authority to different leadership positions in the institution. Based on deliberations in the matter, the following roles, functions & responsibilities are fixed to different levels of Key Functionaries in the Institution.

7.1: Manager

The Manager represents the Managing Trust of the Institution and is the sole authority of all affairs of the institution. He/ She shall pronounce the policies of the institution on behalf of the Managing Trust. The Manager shall plan the HR policies of the institution and manage financial matters on behalf of the Managing Trust. The Managing Director of the managing Trust shall be the Ex-Officio Manager of the Institution. The Manager shall look after the routine affairs of the Institution. The Manager shall report to the Chairman of the Managing Trust.

7.2: Academic Chairman

A very senior and outstanding academic with a proven track record of academic achievements including successful PhD guidance, administrative credibility and proven leadership traits demonstrated through establishing higher education institutions and research centres is identified by the Management as Academic Chairman of the Institution.

Functions:

- (a) Academic Chairman is to support, guide, help and assist the Managing Director in policy formulations and management of the institution.
- (b) Evolve practices and suggest programs for effective administration and quality performance of the institution.
- (c) Act as a think-tank for the progression of the institution.
- (d) Chair the staff selection committee.
- (e) Chair the College Governing Body as per the norms of APJAKTU in a capacity as representative of the Management.

Reporting: To the Managing Director/Manager

7.3: Principal

A senior academic with a proven track record of more than twenty years of Teaching, Administration and Research experience is identified by the search committee chaired by the Academic Chairman and presented to the Managing Director for further interactions and orders if agreed for appointment as Principal. Essential qualifications for the role of Principal are M.Tech, PhD and twenty years of teaching in Engineering as per the existing norms of AICTE and APJAKTU.

Functions:

- (a) Principal is the Head of Engineering Programs in the institution and will plan, act, delegate, coordinate and review Teaching-Learning – outreach activities and report to the authorities concerned.
- (b) Principal should conduct Engineering Programs as per the norms, guidelines and academic calendar of the affiliating university.
- (c) Principal should strive for academic excellence in the institution as evident from the university exam results.
- (d) Ensure discipline among Teaching Staff and Students.
- (e) Ensure conduct of Teaching – Learning effectively and ensure desired Learning Outcome.
- (f) Issue notifications and circulars to staff and students in respect of academic and administrative matters.
- (g) Ensure an emulative and conducive academic environment in the institution.
- (h) Ensure the effective functioning of the mentorship program in the institution.
- (i) Ensure the progression of engineering students.
- (j) Authorize suitable staff members for discharging specific tasks and delegate powers as required.
- (k) Plan and evolve actions for NAAC/NBA accreditation and reaccreditation processes.
- (l) Chair the College Council as per the norms of APJAKTU.
- (m) Act as Ex Officio Secretary to the College Governing Body as per the norms of APJAKTU.
- (n) Communicate with AICTE, APJAKTU, Government, Judicial, ASC and other relevant bodies or individuals for and on behalf of the institution.
- (o) Reporting to AICTE, APJAKTU, ASC and the Government on all academic and administrative matters as and when required.
- (p) Monitoring attendance and performance of faculty members and students of engineering programs.

- (q) Conduct Annual Performance Appraisal of Teaching/Supporting Staff and submit the report to the MD/Manager.
- (r) Conduct annual stock verifications and submit a consolidated report to MD/Manager.
- (s) Assess requirements of equipment, materials and Staff and submit to MD/Manager.
- (t) Forward application of leave requests by staff/ or such other applications on relevant matters to the Manager/MD with specific remarks.
- (u) Forward application for refund of CD/issue of TC/ return of certificates or such other applications on relevant matters to the MD/Manager with specific remarks.
- (v) Approving IV/ Collaborations or MoU
- (w) Plan and implement Add on Programs.
- (x) Ensure full enrollment for engineering programs.
- (y) Act as an academic leader and role model to staff and students.
- (z) Carry out such other tasks assigned by the MD/Manager from time to time.

Reporting: To the MD/Manager.

7.4: Director, Business School

A senior academic with a proven track record of more than twenty years of Teaching, Administration and Research experience OR similar executive-level managerial functions in Industry/Government is identified by the search committee chaired by the Academic Chairman and presented to the Managing Director for further interactions and orders, if agreed, for appointment as Director, Business School. Essential qualifications for the role of Director are MBA and PhD as per the existing norms of AICTE and APJAKTU.

Functions:

- (a) Director is the Head of Business Programs in the Business school of the institution and will plan, act, delegate, coordinate and review Teaching-Learning – outreach activities and report to the authorities concerned.
- (b) Director should conduct Business Programs as per the norms, guidelines and academic calendar of the affiliating university.
- (c) Director should strive for academic excellence in the Business School as evident from the university exam results and placements.
- (d) Ensure discipline among Teaching Staff and Students of the Business School.
- (e) Ensure the conduct of Teaching – Learning effectively as per the academic calendar.
- (f) Issue notifications and circulars to staff and students in respect of academic and administrative matters.
- (g) Ensure an emulative and conducive academic environment in the Business School of the institution.

- (h) Ensure effective conduct of Mentorship programs and ensure progression of students and staff in the Business School.
- (i) Authorize suitable staff and delegate powers as required for effective functioning of the Business School.
- (j) Plan and evolve actions for NAAC/NBA accreditation and reaccreditation processes.
- (k) Chair the Business School Council as per the norms of APJAKTU.
- (l) Chair all academic and administrative bodies in Business School.
- (m) Communicate with AICTE, APJAKTU, Government, Judicial, ASC and other relevant bodies or individuals for and on behalf of the Business School.
- (n) Reporting to AICTE, APJAKTU, ASC and the Government on all academic and administrative matters as and when required.
- (o) Monitoring attendance and performance of Faculty members and students of Business programs.
- (p) Conduct Annual Performance Appraisal of Teaching/Supporting Staff and submit the report to the MD/Manager.
- (q) Conduct annual stock verification and submit a consolidated report to MD/Manager.
- (r) Assess the requirement of Staff/ Equipment/Books/ Materials and submit the report to MD/Manager.
- (s) Forwarding application of leave requests by staff/ or such other applications on relevant matters to the MD/Manager with specific remarks.
- (t) Forwarding application for refund of CD/issue of TC/ return of certificates or such other applications on relevant matters to the MD/Manager with specific remarks.
- (u) Approving IV/ Collaborations or MoU matters of Business School.
- (v) Plan and implement Add-on Programs/MOOC/MOODLE in Business School.
- (w) Ensure conduct of Teaching – Learning effectively and ensure desired Learning Outcome.
- (x) Ensure full enrollment for Business programs.
- (y) Act as an academic leader and role model to staff and students of the Business School.
- (z) Carry out such other tasks assigned by the MD/Manager from time to time.

Reporting: To the MD/Manager.

7.5: Vice-Principal

A senior industrialist/academic with a proven track record of more than twenty years of experience in executive-level functions in Industry in relevant domains such as product development or product management with requisite academic accomplishments and experience may be identified by the search committee chaired by the Academic Chairman and presented to the Managing Director for further interactions and orders, if agreed, for appointment as Vice

Principal, Engineering Programs. Essential qualifications for the role of Vice Principal are M.Tech./MSc and PhD as per the existing norms of AICTE and APJAKTU.

Functions:

- (a) Vice Principal is to assist the Principal in all academic and administrative matters on the engineering programs in the institution.
- (b) Vice Principal will act in the role of the Principal in the absence of the Principal and discharge current duties unless otherwise specifically notified by the MD/Manager.
- (c) Vice Principal has to ensure Total Quality Management (TQM) in academic activities in the institution and will chair the TQM cell.
- (d) Act as Convener of IQAC; conduct internal academic auditing in cooperation with IQAC coordinator.
- (e) Vice Principal will coordinate academics of first-year B.Tech programs.
- (f) Organize induction and orientation programs for first-year B.Tech students.
- (g) Act as Placement Officer of the institution and ensure placements.
- (h) Conduct placement training.
- (i) Conduct induction training for new faculty members.
- (j) Organize FDP
- (k) Plan, organize and facilitate 'Add on Courses', MOOC and courses on MOODLE platforms
- (l) Establish industrial tie-up and MoU
- (m) Apply and attract funded projects
- (n) Establish industry incubation
- (o) Facilitate and promote industry consultancy.
- (p) Propose IV programs for various batches of students following guidelines, practices and procedures.
- (q) Coordinate Student Mentor Program in the institution.
- (r) Act as an academic leader and role model to staff and students.
- (s) Carry out such other tasks assigned by the MD/Manager/Principal from time to time.

Reporting: To the Principal

7.6: Academic Coordinator

A senior academic with a proven track record of managing staff, students, and parents is identified by a search committee for the purpose and presented to the MD/Manager for further interactions and orders, if agreed, for appointment as Academic Coordinator. The essential qualification for the role of Academic Coordinator is that of a Professor as per the norms of UGC/AICTE.

Functions:

- (a) Liaison with AICTE/APJAKTU/ and the government for all matters pertaining to the institution.
- (b) Media and public relations for the institution.
- (c) Act as chair of the institution-level Grievance Cell
- (d) Act as Co-Chair of PTA.
- (e) Act as Co-Chair of the institution-level Alumni Association
- (f) Act as Co-Chair of the admission promotion committee
- (g) Act as a special observer for IQAC/Auditing/LMS for submitting 'Z' (confidential) files to MD/Manager.
- (h) Carry out such other tasks assigned by the MD/Manager from time to time.

Reporting: To the MD/Manager/Principal

7.7: Head of Department (HoD)

A senior Professor/Associate Professor/Assistant Professor in the department concerned with a proven track record of Teaching, Research and outreach services in this institution or outside may be identified by the search committee chaired by the Academic Chairman and is presented to the MD/Manager for further interactions and orders, if agreed, for appointment as Head of Department. Essential qualifications for the role of HoD are as per the existing norms of AICTE and APJAKTU.

Functions:

- (a) HoD will chair the Department Academic Council (DAC) and will plan, act, delegate, coordinate and review Teaching-Learning, outreach activities in the department and report to the authorities concerned.
- (b) HoD should conduct Engineering/Business School Programs as per the norms, guidelines and academic calendar of the affiliating university.
- (c) Ensure PO, PSO, CO and fulfilling all the learning objectives effectively.
- (d) Undertake/promote consultancy/research /workshops/seminars in the department.
- (e) HoD should strive for academic excellence in the department as evident from the university exam results.
- (f) Ensure discipline among Staff and Students in the department.
- (g) Ensure emulative and conducive academic environment in the department.
- (h) Ensure effective functioning of mentorship program in the department.
- (i) Ensure progression of students in the department.
- (j) Authorize suitable staff members in the department for discharging specific tasks and delegate powers as required.

- (k) Plan and evolve actions for NAAC/NBA accreditation and reaccreditation processes in the department.
- (l) Monitor attendance and performance of Faculty members and students in the department.
- (m) Forward application of leave requests by staff/ or such other applications on relevant matters to the Principal offering specific remarks.
- (n) Forward application for refund of CD/issue of TC/return of certificates or such other applications on relevant matters to the Principal offering specific remarks.
- (o) Propose IV/ Collaborations or MoU of the department
- (p) Propose Add-on Programs/MOOC.
- (q) Conduct annual stock verification and submit the report to the Principal.
- (r) Assess requirements of Staff/Books/Materials and submit the report to the Principal.
- (s) Ensure full enrollment for courses/programs in the department.
- (t) Act as an academic leader and role model to staff and students in the department.
- (u) Carry out such other tasks assigned by the MD/Manager/Principal from time to time.

Reporting: To the Principal/the Director

7.8: Administrative Officer

A senior person who has put in a minimum of ten years of service in managing the office of higher education institution/college/university/research organization shall be identified by the search committee constituted for the purpose. The person identified as such shall be conversant with all rules and regulations/procedures governing higher educational institutions. The Managing Director/Manager/Designated Authority may consider the proposal of the search committee and appoint a suitable person on probation for one year. Extension of the service may be considered on satisfactory completion of the probation.

Functions:

- (a) Maintain all files as required by the university /NAAC/NBA (A B C D E)
- (b) Keep current/ note files as required
- (c) Maintain all registers as required
- (d) Maintain Service book/Service File of all staff in the institution
- (e) Allocate and manage workflow in the office
- (f) Maintain cash in-flow/out-flow records
- (g) Ensure the safe custody of cash book/ Cheque Book/ FD Receipts /Certificates /all other Relevant Documents
- (h) Maintain and update all registers
- (i) Submit all files to the MD/Manager for final orders

Reporting: To the MD/Manager.

CHAPTER 8: OFFICE PROCEDURES

The Manual of Office Procedure is intended to serve as a guide for regulating office procedure in the office of the Heads of Departments.

8.1: Definitions

- **Tappal:** All communications received in the office which are official, unofficial or demi-official are until registry known as tappal.
- **Current:** Communications received in the office which is distributed to the sections with the dated seal and a number called the current. The number assigned to a current is called a current number.
- **Case:** A case consists of current file, note file and any previous papers and books put up for reference.
- **Current file:** Current file is that part of a case consisting of papers received drafts of interim references, replies to such references and draft of final orders issued. It is arranged chronologically from top to bottom.
- **Note file:** Note file is that part of a case which contains the notes written by clerks and other officers including the Director. It is written to facilitate the disposal of the case.
- **Disposal:** Disposal is the statement of the final decision of head of office on any case submitted for information and orders.
- **Back file:** The disposals containing decisions already taken put up for reference to processing fresh cases are called back files.
- **Drafting:** Drafting is the preparation of any communication which is proposed to be issued.
- **Enclosure:** A communication or a statement or a plan, sketch or other document which is attached to another communication to supplement or elucidate the point is called an enclosure.
- **Arising Reference:** Any reference issued from the office which originates the file.
- **Demi-Official Correspondence:** A correspondence is called Demi-Official when Govt. officers correspond with each other or with any member of the public on administrative or official matters without official formality and with a personal touch.
- **Flagging:** Flagging is the process of attaching to the top of papers put up for reference in a case slips with alphabetical letters.
- **Linking:** When one case has relevance in relation to another case, both cases are submitted together and this process is called linking of files.
- **Registry:** A paper is said to be registered when it is given a current no. and entered with abstract in the PR.

- **Referencing:** Referencing is the process of putting up in a case, previous correspondence, laws, rules, reports etc. required for its disposal, flagging them and indicating the fact in the margin of the note file/current file.
- **New case:** A paper which is not connected with a pending case in the office or one which originates in the office is termed as a new case.
- **Issue:** A term used to denote the process of copying and despatching communications.
- **Put up papers:** Put up papers means the previous orders or other papers connected with or having a bearing on the subject of a current under consideration and put up with the current.
- **Official Correspondence:** A correspondence is called official when one Govt. officer addresses or is addressed by another Govt. officer or by any public body or private individual in writing in accordance with certain fixed rules as to form, matter and procedure and with the intention that such correspondence may be the public record regarding the question discussed.
- **Section:** The minor division of the office consisting of a Superintendent and one or more clerks.
- **Old Case:** A reply to a reference issued from the office or a paper which though not a reply of that nature has for any other reason to be filed with the current already pending is called an old case.
- **Tagging:** The current and its enclosures are punched at the top left-hand corner and a tag is passed through the hole. This process is called tagging.

8.2: TAPPAL

- All communication received in the office until numbering is known as tappal. It may be cards, envelopes, packets or telegram. Tappal is received by the tappal clerk and acknowledged.
- Tappal received after office hours are kept in a box. The same will be opened on the next day along with the tappal of that day. Tappal is opened in the presence of the Head Office or authorized officer. The officer can make necessary instructions at that time on Tappal.
- The tappal is then date sealed, numbered and sorted section wise and entered in the Distribution Register by the tappal clerk. Then it is sent to the Section Superintendent for distribution to the concerned section clerks along with the Distribution Register. The concerned clerk acknowledges the tappal by taking the same after verifying the distribution register.

8.3: Papers which need not be entered in DR

Telegraphic messages, tour programmes, spare copies, unstamped or insufficiently stamped petitions, papers wrongly addressed, applications which are not in the prescribed form, gazettes,

printed pamphlets and publication need not be entered in the DR.

8.4: When valuables are received in office

- Enter them in the Security Register by Tappal clerk.
- Separate from the communications.
- Hand over it to the Manager/MD for safe custody after acknowledgement

8.5: Stamp affixed petition

- Defaced and punched by Tappal clerk.
- Superintendent should see it is done.

8.6: Urgent and Ttelegraphic ccommunications on holidays

- Those received on holidays and out - of - office hours will be sent to Head of office by special messenger.
- Action should be taken on the day itself if necessary.

8.7: Functions of Office Section:

The office section is under the charge of an Office Superintend. Attends mainly to the receipt of papers, their distribution, minimizing of outward communications, transmission of disposals to records, upkeep of specified registers, procurement and distribution of stationery etc

8.8: Personal Register (PR)

- Currents to be acknowledged in the Despatch Register (DR) and registered in the Personal Register.
- Only bound volumes to be used as PR
- Name of the Superintendent and Clerk to be pasted on the cover.
- Superintendent to certify the register.
- New PR opened for every calendar year.
- Sufficient blank pages to be left to carry over pending files.
- All currents to be entered in the PR in the order of current number.
- Normally 3 entries in one page.
- Title/subject to be brief and clear.
- Nature of reference issued, reminders sent and received should be noted.
- Nature of disposal with date to be noted in red ink in column 10.
- When closed column (1) should be rounded off in red ink.
- Provide sufficient lines in the PR when protracted correspondence is anticipated – only 1 or 2 entries in one page.

- If space is inadequate, paste slips.
- Delay or neglect in entering the currents in the PR amounts to dereliction of duty.
- Old cases need not be given Serial No. while registering in the PR.

8.9: Referencing

- Referencing is a process of putting up in a case previous correspondence, rules, reports etc. required for its disposal, flagging them and indicating the fact in the margin of note file/current file/draft in which they are mentioned or quoted.
- Every paper quoted by its number and date in the current file should be put up. If it is in the current file, the page number may be indicated in pencil in the margin. If it is in a disposed file, it may be obtained from records and flagged and the relevant paragraph and page number are indicated in margin.
- For every statement made in the note file, an authority must be quoted. If it is in the current file, the page number may be quoted in the body of the note at the end of each sentence in brackets in pencil. If it is in a disfile, the old disposal is flagged and the disposal number, relevant page and paragraph noted in the note file and its flag letter are noted in pencil in the margin.

8.10: Flagging

- Every disposal files mentioned in the current file or note file to which a reference is made in the file, should be put up for reference with flags attached to the docket.
- Flags should not be pinned to any page of the current file/note file.
- When there are more than one disposal for reference, flags should be attached in alphabetical order. There must be only one flag on a this file.
- If there is more than one disposal, one flag should not cover another. Flags bearing the same letter should not again be attached to the disposals put up for reference in a file.

8.11: Linking of file

- Linking of files becomes necessary when a reference is made in a file to a paper or notes or orders in another pending file.
- The two files are then linked and attention invited to the concerned pages of the linked file.
- The principal file is kept above but its strings are tied below and the file referred to, is kept below and with its strings the two files are tied.
- The papers in the two files should remain unchanged.
- Files should not be linked unnecessarily.
- Linking should be made only if it is absolutely necessary for disposing of the case.

- If possible, extracts from the other files can be taken and put up to avoid linking of files.
- If the two files contain similar issues, the two files can be combined into one.

8.12: Note file and Current file

- A case or file consists of a note file, current file and put up papers, if any. Note file and current file are kept separate till disposal of the case.
- Current file is tagged to a blue fly leaf.
- Current file consists of communications received and references issued.
- Note file is separate and tagged to a yellow fly leaf.
- Note is written to facilitate the disposal of the case.
- A note is continued till a final decision is taken in the case.

8.13: Noting

- The aim of a note is to present the facts in the most intelligible, condensed and convenient form so that the decision taking authority may take a quick and correct decision. Past history of the case, precedents, if any etc. are to be mentioned in the note.
- Rules and regulations and standing orders relating to the case should be quoted and discussed briefly.
- All materials should be analyzed and the pros and cons of the matter discussed properly.
- There is no necessity to reproduce the matter contained in the current file, but the deficiencies and omissions should be supplied in the note.
- It should be as brief as possible. For ready reference, back files, extracts of rules and regulations or reference books should also be put up along with the file with proper referencing.
- Note must run continuously. Precise of contents of the current file can be written where the communication is too lengthy.
- The clerks and superintendents are not expected to give any opinion or suggestions. In simple cases, a draft can also be put up along with a note.

8.14: Method of Noting

- Notes will be written in foolscap size sheets with 1/3 margin. On the top will be written the subject in red ink. The file number will be noted on the top left corner.
- Note sheets will be tagged to a yellow fly leaf. Pages on both sides and paragraphs will be given numbers.
- When a reference is issued, that fact will be indicated in square brackets underlined by red

ink in the note. Similarly, receipt of communications will also be noted in square brackets in the note file.

- Officer's queries in the current file will be copied in the note file and answered in the note file. When drafts are put up for approval that fact should be indicated in the note file.
- Note file will be separate from the current file till its disposal. Note file will be placed above the current file always.
- While submitting the file to officers, blank sheets should be added to the note file. Handwriting should be legible and tidy.
- A note should not end at the very end of a page. Below each completed note the clerk or superintendent who prepared it, should put his initials and date, in the left hand side.

8.15: Drafting

- Drafts are written in separate sheets. Long drafts must be typed. Sufficient space should be left for making corrections. They are placed above the current file and below the note file. At the head of every draft it should be noted whether it is a letter, memorandum or
- D.O. etc. In draft letters, the name and designation of the addressee will come above while in the proceedings, memorandum etc. the list of addressees will be given at the bottom of the draft. The draft should not contain information more than what is necessary. The matter in the draft should not drag the government/HOD into controversies.
- Draft must be complete and brief. As far as possible enclosures should be minimized. Self-contained drafts are always good. They should be written in a polite but effective language which can convey the spirit of the decision taken in the office. Amount indicated in drafts should be written in words also; Piece meal correspondence should be avoided

8.16: Points to be borne in mind while preparing drafts

- Drafts should be written or typed in half margin in separate sheets. The margin should not be used for writing explanatory notes.
- Only the flag number of the disposal quoted or page number of the current file or note file quoted should be indicated in pencil in the margin.
- Drafts should be complete and brief.
- A slip bearing DFA (Draft For Approval) may be attached with the draft.
- Nature of disposal such as R Dis, D Dis, K Dis, etc. should be indicated above the draft.
- The next reminder date may be indicated below or in the margin. Enclosures, if any, to be sent to any of the addressee may be clearly specified.
- Care should always be given for correct usage and good language.

8.17: Forms of Correspondence

- Letter Form
- Proceedings Form
- Memorandum Form
- Endorsement Form
- Demi-Official Form
- Circular Form
- UO Note Form
- Office Order Form
- Telegram/Fax

8.17.1: Letter Form

All official correspondence whether to non-officials or subordinates or higher authorities shall be in the form of letter. Letter form should be used in the following cases for correspondence.

- Government
- An equal or higher authority
- The PSC
- The Board of Revenue (Land Revenue Commissioner)
- An Officer not in the administrative control of the Government of Kerala.
- The VC or Registrar of the University.
- MLA, MP
- The President or Chairman of any Local Self Governing Institution or Co-operative Society.
- A non-official or a non-official association or society of distinction.
- When one department addresses an officer of another department
- Subordinates

8.17.2: Proceedings Form

When the MD/Manager/HoI takes an important decision or records his decision in exercise of a statutory power, such order is communicated in the form of proceedings.

8.17.3: Memorandum Form

It is used only for internal use of office such as to communicate and call for information between the sections of the same office. Charge Memo and Show- Cause notice are issued in the Memorandum Form.

8.17.4: Endorsement Form

When a paper or its copy has to be sent to a subordinate office for information or remarks or disposal, it is sent in the form of an Endorsement.

When it is for remarks it is N REFERENCE and when it is for information it is N DISPOSAL.

8.17.5: Demi-Official Correspondence (DO Letter)

When an officer personally corresponds with another officer or non-official without the formalities of the official procedure with the intention of interchange of opinion or information or to get the personal attention of the officer concerned, DO letter form is used. DO Letters cannot be referred to in communications.

8.17.6: Circular

Important instructions of a standing nature to be uniformly followed by various authorities are communicated in the form of a circular.

8.18: Rules of Correspondence

- Only the Head of the Department can address the higher authorities directly. The contents of any communication must be complete, condensed and without too many enclosures.
- Repetition and unnecessary details should be avoided.
- As far as possible one topic will be included in one communication. DO letter shall not be quoted in official correspondence. The Head of office shall sign fair copies of letters addressed to higher authorities. In other cases, by the officer to whom this power is delegated. All communication must be issued in the name of Head of the office.
- All proceedings must be signed by the Head of office. If the Head does not sign the letter, the word “for” should be entered before the designation and the authorized person should sign. Communication to the High Court will be addressed to the Registrar and letters to PSC will be addressed to the Secretary.
- Letters to the Corporations/Municipalities will be addressed to the commissioner or the Mayor.
- The prefixes Shri, Smt, Kumari will be used as form of address. The salutation of letters should be “Sir” or “Madam” and the subscription should be “Yours faithfully”.
- Amount, if any, specified in the communication should be written in figures and words.

8.19: Despatch

- The clerk should see that the despatch has been correctly made and reminder dates, if any, are noted in the reminder diary.

- If it is only an interim reference, the draft, after issue, will be added to the current file, page numbered and the file kept on the shelf. In the case of final disposal, the file is arranged properly, the arrangement being first the note file, and then the current file.
- On the outside of the disposal jackets are boldly marked, the name of the department and office, nature of disposal, pages in the file, year of the file. The back file referred to will be noted on the inside of the jacket.
- Similarly, in the disfile taken for reference, a forward number will be noted. Such chain referencing is very essential. Before sending the disposal to record, the Superintendent should satisfy that no further action is necessary.

8.20: Records Section

- Records Section is a very important section as far as an office is concerned.
- The old records, containing important orders and decisions and valuable registers have to be arranged and kept with proper numbering in a section for future reference.
- If these documents are kept in the respective seats they will be lost. It may not be easy to find them out. Even if they are found out, a lot of time would be wasted searching for such documents. Therefore, it is necessary to keep these documents in an arranged manner so that they may be made available within the shortest time possible.
- If disposals are kept in the same seat, a lot of space will also be necessary to keep them. So, a systematic arrangement is necessary to keep the old records, to make them available for immediate reference and also for weeding out of the old records.
- All documents and files received and forwarded are to be properly numbered

8.21: Disposals: Different kinds of disposals

1. R Disposal	:	Retain	-	To be retained permanently
2. D Disposal	:	Destroy	-	To be destroyed after 10 years
3. K Disposal	:	Keep	-	To be destroyed after 3 years
4. L Disposal	:	Lodge	-	To be destroyed after 1 year

N Disposals are those to be sent out in original (need not be retained)

F Disposals are those that are to be filed.

- ✓ X marked on a paper need not be registered.
- ✓ XN do not register but return in original
- ✓ XL does not register but lodged.

Only papers of an ephemeral character which are not numbered will be given XN/XL disposal.

8.22: Indexing (Numbering)

- The object of indexing is to enable one to trace papers containing orders passed on any particular subject. Index slips on all important orders passed from a Department are consolidated annually and typed or printed for the perusal of the officer and reference by office. This helps office to put up for reference orders of similar nature issued earlier and thus helps to bring continuity and consistency in Government administration.
- A list of standard heads is given in the MOP. The index contains Head, Sub Head and Title. The head is selected from the approved list. The head must be a word that will naturally occur to anyone who wants the paper.
- Consistency is essential in the selection of index heads. Even if the heads are badly chosen, so long as there is consistency, there is no harm. After the Head and Sub Head comes local classification and then title. Brevity is the merit of a title. If the title gives the message at a sight like press headlines, the title is good. Papers relating to officers should be indexed under the name of the officer concerned.

8.23: Checks on delays and arrears in Office

It is the duty of the Head of Office, Superintendent and Manager to check delays in the transaction of business in their offices. Their responsibility to check arrears and delays is two-fold: (1) to ensure proper processing of papers already in the section
(2) to ensure that reports called for from subordinate offices are not delayed.
They must periodically inspect PRs of Clerks, call books, registers of periodicals and stock files.

8.23.1: Inspection of Personal Register

- Inspection of personal register is an effective mechanism for checking delay and arrears. The HOD must prescribe a schedule for inspection of PRs by the Officers. Superintends, must inspect the PR every month.
- The Inspecting Officer must see that papers are submitted by the clerk within 5 days of receipt. The PR should be accompanied by a running note for inspection. The queries or remarks made based on the inspection must be answered immediately and registers resubmitted.

8.23.2: Call Book

- When action in a file for a conceivable time, say 3 months to 6, is not active, then such entries are closed in the PR and they are entered in the call book to be opened on a specified date or earlier.

- There should be only one common CB for a section. The reopening of files to be ensured by the Inspecting Officers.

8.23.3: Reminder Diary

- The RD is primarily intended to remind initiation of further action in any file on a specified future date.
- The clerk's first duty on each working day is to examine the entries in his RD against that date.

8.23.4: Periodical Register

- Periodical registers should be maintained in sections receiving as well as issuing periodical returns to watch their punctual receipt and dispatch.
- Each clerk will maintain a Register.

8.23.5: Lie over cases

Cases which are ordered by the Head of Office to be kept in abeyance for a definite period, say not exceeding 3 months is known as Lie over cases. This type of cases should also be noted in the Reminder diary, so that action can be taken at the appropriate time.

8.23.6: Stock File

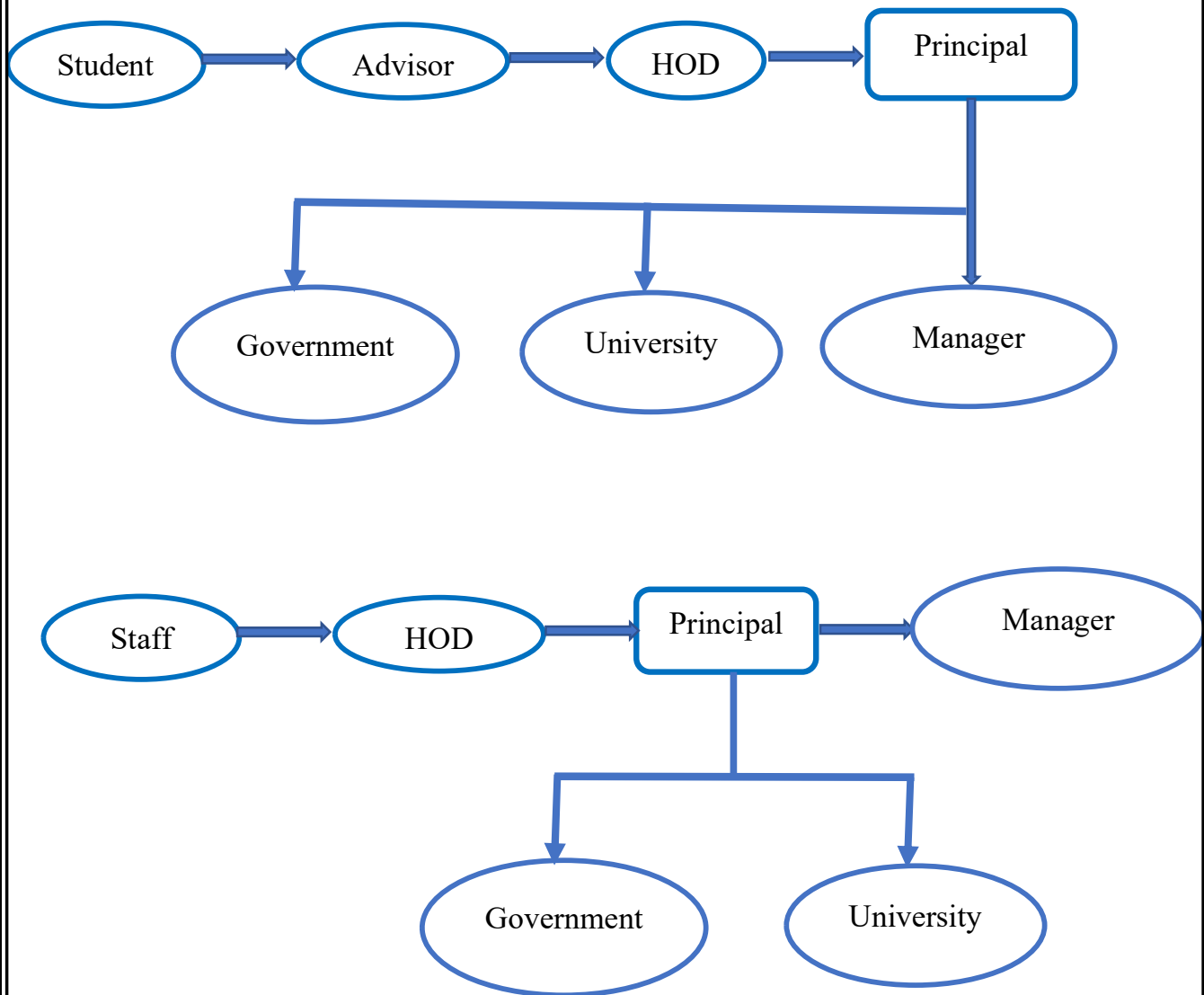
Permanent files of important orders should be maintained for reference and should be carefully kept up to date. Each stock file will have a table of contents prefixed to it giving the number and date of each paper filed, its title and its page in the file for easy reference.

8.24: Monthly Business Statement

The monthly business statement (arrear list) is intended to bring to the notice of superior officers the slackness in disposal or accumulation of arrears. This is taken as a reflection of the transaction of business in the section. Before the 5th of every month, each section has to prepare its monthly business statement.

CHAPTER 9: FILE MOVEMENT SYSTEM

File Movement System



9.1: Application/Request originating from staff

- Every application originating from staff should be forwarded through a proper channel
- The first supervisory person in a department is the HoD. She/He shall verify the authenticity, applicability or acceptance of the application/request.
- The receipt of the request, the HoD shall put a file tracking number, formats of the file tracking may be the name of department/subject/faculty/date

- Example of file tracking: EEE/LMS/LRN/01.01.2020
- The HoD may forward the request with specific recommendations to the Principal
- The HoD may also return the request for correction if required or may reject the request at his/her level itself
- The Principal/HoI/Director is the second level of supervision. He/she may consider the specific recommendations made by HoD. The Principal/HoI/Director may also seek more details if required from the HoD or the administrative section before taking a final decision on the request
- The Principal/HoI/Director may take an appropriate decision if the request falls within the power vested in him/her. The Principal may approve/reject the request at his/her level
- If the Principal/HoI/Director requires approval from the Managing Director/Manager on the request made by the staff member; the application/request concerned must be forwarded to the MD/Manager with specific recommendations.

9.1.1: Application/Request originating from students

- Every application originating from a student should be forwarded through a proper channel
- The first supervisory person in a department is the class advisor. He/she shall verify the authenticity, applicability or acceptance of the application/request and with proper comments forward it to HoD.
- The Advisor may also return the request for correction if required or may reject the request at his/her level itself
- On receipt of the request, the HoD shall put a file tracking number, formats of the file tracking maybe name of department/subject/admission no./date
- For example EEE/LMS/1030/01.01.2020
- The HoD may forward the request with specific recommendations to the Principal/Director
- The HoD may also return the request for correction if required or may reject the request at his/her level itself
- The Principal/HoI/Director is the third level of supervision. He/she may consider the specific recommendations made by HoD. The Principal/HoI/Director may also seek more details if required from the HoD or the administrative section before taking a final decision on the request
- The Principal/HoI/Director may take an appropriate decision if the request falls within the power vested in him/her. The principal/Director may approve/reject the request at his/her level

- If the Principal/Director requires approval from the Managing Director/Manager on the request made by the student; the application/request concerned must be forwarded to the MD/Manager with specific recommendations.

9.1.2: Application/Request for Casual Leave from Staff Members

- Casual leave application form is to be generated from the prescribed Google form. Fill up all the entries in an error-free manner and forward them to HoD, Exam Cell and respective staff members for confirmation regarding substitution for duties. The application is to be sent two days before availing it. For emergency leave (5 nos.) mention the reason in the cover letter.
- The faculty member concerned, who receives the request for confirmation shall verify the applicability or acceptance of the request and reply to the HoD concerned regarding the acceptance.
- On receipt of the confirmations by the substitutes, the HoD shall put a file tracking number, formats of the file tracking may be name of department/subject/faculty/date. For instance EEE/Leave/LRN/01.01.2020.
- The HoD may verify and forward the request with specific recommendations to the Principal/Director.
- The HoD may also return the request for correction if required or may reject the request at his/her level itself.
- The Principal/HoI/Director may consider the specific recommendations made by HoD. The Principal/HoI/Director may also seek more details if required from the HoD before forwarding the request.
- The Principal/HoI/Director may forward the application/request concerned to the MD/Manager with specific recommendations.

9.1.3: Application/Request for DL/OD from Staff Members

- The faculty member have to arrange substitution of duties and is to be intimated priorly to HoD
- The HoD shall verify the applicability or acceptance of the request and send intimation to the Principal regarding the acceptance and arrangements along with reason in the prescribed intimation form on the day of availing DL/OD.
- The Principal/HoI/Director may forward the intimation concerned, to the MD/Manager with specific recommendations.
- The faculty member shall submit the duty certificate with HoD authentication to the administrative office within one week.
- The guidelines elaborated in the clause 'Leave Rules' are binding to all staff concerned.

CHAPTER 10: PURCHASES AND SERVICING

10.1: Purchases and Servicing

- Department should fill up the requisition form in the given prescribed format with details of requirements and suppliers (email id & contact no. is essential) and it should be submitted to the Principal/Director
- The Principal/Director shall invite quotations, prepare a comparative statement with the help of respective department purchase committee members, present it to the institutional purchase committee for approval and forward to the MD/Manager for further actions.
- Following files should be maintained at the administrative office and updated along with separate stock registers for consumable and non-consumable materials:
 - Requisition from department
 - Enquiry for quotations
 - Comparative statements with quotations
 - Purchase order
 - Invoice (photocopy)
 - Receipts (photocopy)
- Once orders are issued by the MD/Manager; the Purchase Order (PO) should be prepared based on final approval and a photocopy of the same should be sent to A.O/Accountant.
- Files containing copies of the following should be maintained at the Administrative office along with the payment register:
 - Purchase order
 - Invoice & receipts
- Central store clerk should receive the materials/supplies. The same should be tested and verified by the HOD/faculty in charge of the laboratory concerned and certified that the received items of equipment are in satisfactory condition.
- Respective entries should be made in the central stock register and departmental stock register with all the details.
- Department should maintain a separate utilization register (along with stationery items) for the consumable items procured in the department.
- Central store clerk should fill up all the information in the prescribed format on the backside of the invoice (stamp) or a separate paper attached to the invoice (date, purchase order no, central stock register page no, lab stock register page no).
- Invoice should be submitted to purchase officer along with central store stock register.
- Purchase officer should sign on the invoice and in the central store register after verifying all the details

- Purchase officer should sign on the invoice and in the central store register after verifying all the details.
- Photocopy of the invoice should be maintained in a separate file at the central store.
- Original invoice should be submitted to A.O/Accountant.
- Accountants should fill up all the details in the payment register.
- Purchase officer & Principal/Director should sign in the payment register before submitting to the MD/Manager.
- Accountant should send a photocopy of the receipt to the central store.

10.2: Servicing or Repairing of the Equipment:

- Department should fill up the required details in a prescribed format regarding repair or servicing work of computers, UPS, AC, Electrical wiring etc. and hand over the same to the System Administrator and obtain their signature in the respective register that they have received the complaint
- System Administrator or AO should send the complaint to the technical staff concerned and get it rectified at the earliest. After proper rectification of the complaint, they should obtain the signature of the HOD concerned in the respective register.
- For the servicing or repair work of any other equipment in any of the laboratories, the Department should fill up the details in a prescribed format with an entry on a specific page of the x stock register concerned. The format and stock register should be sent to the central store for further processing.
- After the completion of the work, the instrument can be placed back in the laboratory concerned only after the completion of respective entries in the central store.

10.3: Requirement of stationery items:

- Department should fill up the requisition form in the prescribed format with details of the requirement of stationery items and submit the same to the stationary store in-charge with the signature of the Administrative Officer.
- Administrative officer should verify the previous entries of the consumption of the same items in the utilization register (which has to be maintained by each Department) and sign the requisition form.
- After issuing the required material to the Department concerned, the stationary store-in-charge should obtain the signature of the department clerk concerned in the store register.

CHAPTER 11: WELFARE OF STAFF

All staff in the institution are, by default, members of the institutional staff club. The staff club is captioned as SNIT Adoor Staff Club. It aims at the overall development of the staff by providing welfare schemes. The Staff Club ensures a channel for interaction and synergy among the staff. It maintains a database of staff serving in the institution.

- It shall plan and organise cultural programmes and activities for the welfare and recreation of the staff.
- It shall nurture kinship, camaraderie and synergy among the staff for the overall growth of the institution.
- It shall look after the welfare and recreational needs of the staff to attain a general environment of high morale and motivation in the institution.

CHAPTER 12: APPEALS AND REVIEWS

Any staff, who has been placed under disciplinary actions by the appropriate designated authority, may submit an appeal/review of the said disciplinary actions to the immediate higher authority of the incumbent.

- The incumbent shall provide necessary supporting documents/clarifications/explanations for substantiating the appeal.
- The incumbent shall provide circumstantial evidence/additional witness in support of the appeal.
- The Principal /Director may consider the appeal if deemed fit or may forward the same to the disciplinary committee for reviewing and reporting.
- The Principal/Director may also place the appeal before the College Council if deemed necessary for deliberations and advice.
- The Principal/Director may submit the report to the manager/MD for orders wherever required.
- Decision taken on the appeal by the appropriate authority shall be final and binding to the staff concerned.

PART B

ACADEMIC POLICIES & PROCEDURES

CHAPTER 13: ACADEMIC STAFF

13.1: Assistant Professor/Associate Professor/Professor/ Dean

Academic Staff are identified, selected and engaged strictly following the norms of AICTE/University and the HR policy of the Institution. Assistant Professor/Associate Professor/Professor shall:

- Teach and supervise Diploma /Under Graduate/Graduate Students as per the course, curriculum syllabus and course plan.
- Conduct technical demonstrations ,experiments and field investigations
- Conduct class seminars and presentations
- Supervise student-internship and project.
- Ensure teaching within the quality assurance framework of the institution and perform student admissions and assessments.
- Ensure teaching design and methods comply with the educational standards and regulations of the institution
- Conduct industrial visits for students
- Undertake and conduct Continuous Internal Evaluation(CIE) of students
 - Act as an examiner for internal/external/viva examinations
 - Undertake research projects
 - Support all curricular and extracurricular activities in the institution
 - Support maintaining academic and student discipline
 - Act as a Head /Member of different committees /clubs in the institution
- Maintain all files such as advisor file /class file /course file/course diary etc
 - Update all relevant info in the Learning Management System.
- Act as Advisor/Mentor
- Promote and develop team spirit and team coherence.
- Develop the ability of students to engage in critical discourses and rational thinking
 - Undertake all other duties assigned by the University/Principal /HoD/Dean
 - Promote student enrolment for different courses in the institution
- Conduct community services/extension activities and institutional promotion.
- Be a role model to the students

A senior professor having outstanding teaching and research experience and contribution to Science/ Technology or Management, shall be assigned duty in the role of Dean Academics.

The Dean Academics shall:

- Coordinate Post Graduate studies and research in the institution
- Promote research in different areas of studies in the institution
- Apply and attract research funds/projects
- Establish research units in different departments in this institution
- Act as a think-tank and source of inspiration for students and teachers
- Act as a guide and motivator for students and teachers
- Help to implement the Vision and Mission of the institution
- Develop and suggest academic strategic planning and curriculum development for the institution.

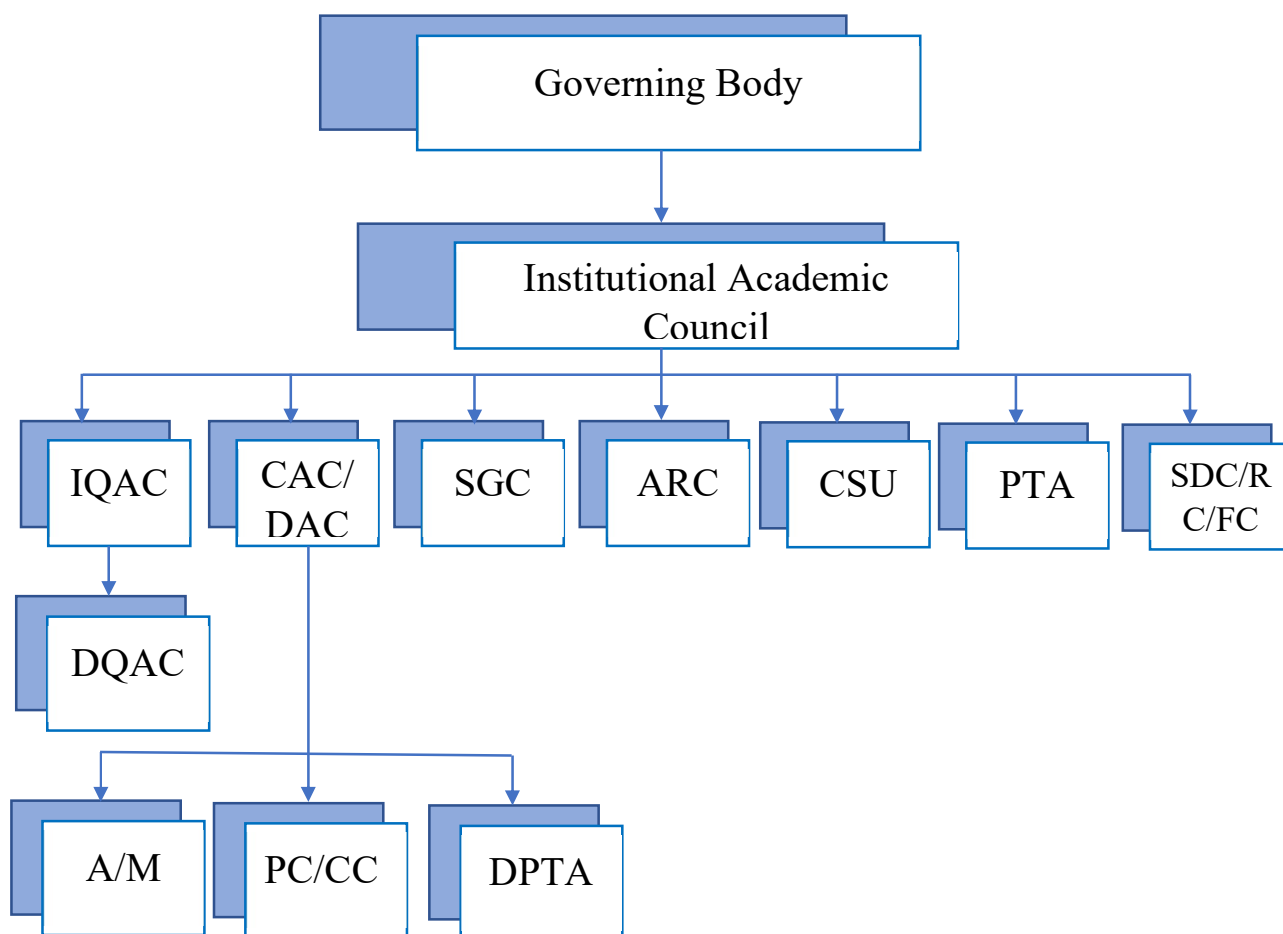
13.2: Technical -Supporting Staff

The workshop superintendent is virtually the Head of technical-supporting staff. A senior technical person experienced in the training /teaching of laboratory courses for engineering students shall be assigned the duty of Workshop Superintendent. The Technical-supporting Staff are employed in the Laboratories/ Workshops of various departments to instruct the students in technical/laboratory courses, while the faculty member in charge of the Workshop/Laboratory class is responsible for briefing the students about the practical class, the theory behind it, precautions to be adopted etc. The technical-supporting staff shall be responsible for:

- Erection/installation/commissioning of laboratory/ workshop equipment
- Stocking, maintaining and keeping tools/workshop accessories
- Maintaining stock registers and workshop/laboratory log books
- Repairing and maintaining machines /equipment/accessories
- Reporting requirements/fault /repair etc to the workshop superintendent
- Ensure workshop/laboratory decorum and safety procedures
- Ensure student discipline
- Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks
- Issuing of raw materials, tools and equipment for workshop classes.
- Guiding the students in the performance of practical tasks and skill exercises and evaluating their performance.
- Assisting students and faculty members in the fabrication of their project work.
- Undertake annual stock verification and report to the workshop superintendent

- Participating in professional development activities.
- Assisting the workshop superintendent in functions as and when required.
- Ensuring safety procedures and safety practices among students.
- Undertaking institutional promotion/ extension activities/student enrolment promotion.
- Adhere to the institutional code of conduct.
- Perform all such other duties assigned from time to time by the HoD concerned/ the Principal.

CHAPTER 14: ACADEMIC MANAGEMENT



Legend: GB: Governing Body, IAC: Institutional Academic Council, IQAC: Internal Quality Assurance Cell, DQAC: Department Quality Assurance Cell, CAC: College Academic Committee. DAC: Department Academic Committee, A/M: Advisor/Mentor, PC/CC: Program Committee/ Course Committee, DPTA: Department PTA, SGC: Students Grievance Cell, ARC: Anti-Ragging Committee, CSU: College Students Union, PTA: Parent Teacher Association, SDC/RC/FC: Student Development Council/ Research Council/ Finance Committee

14.1: Governing Body

Governing-Body is the top policy-making body of the institution. It is chaired by a senior academic /industrialist. The governing body is constituted by the Managing Director of the Managing Trust strictly under the university statutes. The Governing Body shall meet a minimum of two times at the beginning and closure of the semester /academic year. The constitution of the current Governing Body is included in this MoP as Appendix A- I

14.2: Institutional Academic Council

The Academic Council is the academic advisory body of the institution. It is chaired by the HoI. The Academic Council is constituted by the Managing Director of the Managing Trust, strictly following the university statutes. The Academic Council shall meet once a month or as required by the Chairman. HoI is the Ex-officio Chairman of the Academic Council. The constitution of the current Academic Council is included in this MoP as Appendix A- II

14.3: College Academic Committee (CAC)

The college shall have a duly constituted CAC, comprising the heads of departments to plan effective academic transactions. The colleges shall have duly constituted Grievances Redressal Committee and Malpractice Prevention Committee as prescribed in regulations.

Composition

The CAC shall have a minimum of seven members, including the Chairman. All other members will be nominated by the Chairman. The constitution of the CAC will be as follows:

Principal of the College - Chairman

All Heads of the departments

Two other senior faculty members of the college

The College Academic Committee meetings shall be convened frequently, not less than four times a semester and the interval between two consecutive meetings shall not be more than one month.

Functions

- To review the academic and other related activities of the college
- To review the students and faculty development programmes.
- To promote research and extension activities on the college campus.
- To promote teaching innovations and student placement programmes
- To plan for sustaining the quality of education, quality improvement and accreditation of the college
- To recommend schemes to promote the participation of academic departments in community development activities in the region
- To consider such other activities for the furtherance of academic excellence
- To review students attendance /malpractices in examinations.
- To oversee the internal examinations/ evaluation/ recording

The constitution of the Academic Committee is included in this MoP as Appendix A- III

14.4: Internal Quality Assurance Cell (IQAC)

Since quality enhancement is a continuous process, the IQAC will become a part of an Institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions.

Objective of IQAC

The primary aim of IQAC is:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through the internalization of quality culture and institutionalization of best practices.

Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra-institutional workshops, seminars on quality-related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database to maintain /enhance the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Strategies

IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services
- Sharing of research findings and networking with other institutions in India and abroad.

Benefits

- Ensure a heightened level of clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Act as a dynamic system for quality changes in HEIs;
- Build an organised methodology of documentation and internal communication

Constitution

IQAC has been constituted by the Principal strictly in adherence to university statutes. IQAC meets twice during a semester /academic year and deliberates on quality attainments and issues for improvement. IQAC submits its reports to the HoI of the institution for appropriate actions. The Constitution of the current IQAC is given as Appendix –A- IV of the MoP.

14.5: KTU/ Institutional Academic Calendar

The course delivery and conduct of activities are planned following the university academic calendar. All the academic and extra-curricular activities of the institution/department are conducted with strict adherence to the university academic calendar. A institutional/departmental list of activities is prepared well in advance before the commencement of each semester based on the activities planned in the college and in line with the university calendar.

14.6: Department Academic Council (DAC)

The DAC is a body which assists the HoD in decision-making with regard to academic, courses of instruction, and rules of discipline of students in the department concerned. This body is constituted by the HoD/Principal. The council will be asked to consider and report on any question concerning the academic, courses of instruction and rules of discipline by the Principal/Director. The council shall meet at least once in a month.

14.6.1: Department Quality Assurance Cell (DQAC)

D.Q.A.C is constituted for the smooth and effective functioning of the IQAC. Head of the Department will be the Chairman with two members as coordinators from the department concerned to constitute D.Q.A.C. They meet once in a month to look after the quality parameters of the department concerning curricular and co curricular aspects.

14.6.2: Department Programme Committee/Course Committee

Programme Committee/Programme Specific Committee/Class Committee

All branches of studies will have program committee/programme specific committee/class committee constituted by the HoI/HoD. The chairman of the committee shall be a senior faculty member of the institution/branch/class.

Members:

- i) All faculty members teaching different courses for the programme.
- ii) Two student representatives nominated by the HoI/HoD.

The course committees and class committees shall meet at least thrice in a semester, the first at the beginning of the semester, the second and the third after the first and the second internal tests respectively. Both committees should monitor the conduct of the courses, adherence to the course plan and schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time. At the end of the semester, the committee shall meet without student representatives to review the conduct of the course and finalize the internal assessment marks and approve them.

Course Committee

This is for common courses (electives are excluded) offered to students admitted for the B. Tech. programme irrespective of their branch of study. Each of such courses will have a course committee constituted by the Principal of the college. The chairman of the course committee shall be a senior faculty member of the institution/department.

Members:

All teachers offering the course during the semester/year

14.6.3: Internal Examination Scrutiny Committee (IESC)

- While setting Question Paper (QP), the Faculty Member should prepare the detailed answer key, Scheme of Valuation (SV) and submit it to the HOD for approval.
- The HoD shall constitute examination scrutiny committee consisting of senior faculty members in the department
- The IESC is empowered to verify QP to ensure quality and conformity with CO/PO.
- The HoD shall place the QP and SV before the department examination scrutiny committee for verification and recommendation

14.6.3.1: Invigilation Duty

- Invigilation duties will be allotted by the Examination branch to all the Faculty Members (of all cadres) as per their availability for the same.
- During invigilation, the Faculty Member should be vigilant.
- He /She should watch closely so that nobody does any malpractice in the exam/test.
- Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the Chief Superintendent. (Class co-ordinator and HOD concerned in the case of series test / Model Examination).
- The test papers must be valued within three days from the date of examination and the marks should be submitted to the HOD for forwarding to the Principal with remarks.
- The faculty members should be very fair and impartial in awarding internal marks to students or in selecting the outstanding students of the Department /Institution as per the prescribed norms.

14.6.4: Academic Timetable

Preparation of all timetables including class-wise, faculty-wise, classroom wise and laboratory wise must be completed by respective **timetable co-coordinators** of the departments before the commencement of a semester/academic year.

- The same shall be approved by HoD/ Principal/Director
- Timetables must include slots for training and placement activities. The slots for training and placement activities shall be planned in coordination with the training and placement cell.
- Classroom occupancy and laboratory occupancy are to be displayed for classroom and laboratories.

Course allocation is to be done by the HoD by the end of the previous semester in order to enable faculty members to start their preparation on vacation for the courses allotted to them. The steps to be followed by departments are

- Collecting electives choices from the students
- Collecting the course choices from faculty members
- Finalisation of electives considering the student choices, faculty choices, faculty expertise and previous experience of faculty members.
- Calculation of theory and practical teaching hours as per the finalised electives and university structure
- Allocation of courses to faculty

14.6.5: Department PTA

Department-wise PTA shall be formed and the faculty members of the department shall be the members of the DPTA. HoD shall be the Chairman and one of the representatives of the parents may be appointed as the deputy chairman. One of the Faculty Members of the department shall be the secretary of the Department PTA and it shall meet at least once a month.

14.6.6: Class Teacher/ Senior Faculty Advisor (SFA) / Faculty Advisor (FA)

- There shall be one Senior Faculty Advisor (SFA) for a class and a Faculty Advisor (FA) each for 20 to 30 students in the class for class monitoring and student support. The Principal shall assign a regular faculty member with a minimum of five years of experience as the Senior Faculty Advisor (SFA) in discussion with the HoD concerned.
- The documents regarding all academic and non-academic matters of students under an advisory group shall be kept under the custody of Faculty Advisor/Senior Faculty Advisor. All requests/applications from a student or parent to higher offices are to be forwarded/recommended by his/her Faculty Advisor/Senior Faculty Advisor.
- Students and parents shall first approach their Faculty Advisor/ Senior Faculty Advisor for all kinds of advice, clarifications and permissions on academic matters. It is the official responsibility of the institution to provide the required guidance, clarifications and advice to the students and parents strictly based on the prevailing academic regulations.
- The SFA shall arrange separate or combined meetings with advisors; course faculty, Parents and students as and when required and discuss the academic progress of students under their advisory group. The Senior Faculty Advisor/ Faculty Advisor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students in their advisory group. Advisory meetings shall preferably be convened:

- Immediately after the commencement of the semester.
- Immediately after announcing the marks of the first internal evaluation test.
- The internal marks, activity points earned during the semester and eligibility of attendance shall be uploaded in the University portal only after displaying the same on the department notice board at least for two working days. This is for the information and feedback of the students. Any concerns raised by the students regarding attendance and internal marks and activity points shall be looked into in the combined meetings of advisors, course faculty and the students concerned.
- The Principal/Director/ HoD shall ensure the proper redressal of the concerns raised by the students regarding internal assessment and attendance. The FA/SFA shall be the custodian of the minutes and action-taken reports of the advisory meetings. The SFA shall get the minutes and action taken-reports of advisory meetings approved by the HoD Principal/Director. It shall be the duty of the HoD/Principal/Director to produce it before the University as and when required.
- The FA/SFA shall keep a hard copy of the consolidated statement of attendance, activity points and internal marks of the students in their advisory group. It shall be kept with the HoD without fail for all sorts of inspections.
- Regular communication with the parents of students in respect of progress in academic matters and other general issues shall be the responsibility of the Senior Faculty Advisor/ Faculty Advisor. The Principal/Director shall inform/forward all regulations, guidelines, communications and announcements issued by the University regarding student-academic and other matters to the HoD/ Senior Faculty Advisors for information and timely action.
- It shall be the official responsibility of the Principal/Director to arrange necessary orientation programmes for the HoD, SFAs and SAs regarding student counselling, the prevailing University norms, regulations, guidelines and procedures on all academic and other University-related matters.

The Class Advisor shall:

- Ensuring the Roll call list, batches, students and their parents/ local guardians' data with address, mobile number and email address are recorded and maintained properly.
- Maintain advisor file/yellow card etc.
- Collection and maintenance of Theory and Practical Attendance Records from subject Teachers and preparing monthly defaulter students' list.
- Monitoring the conduct of Theory and Practical classes regularly and making alternative arrangements in case of any shortcomings. She/he will also inform the Head of Department about the substitute arrangements in case when a faculty is on leave.
- Communicating class tests, timetable and other academic activities to the students well in

advance and ensuring that class timetable is displayed on the class notice board as well as department notice board.

- Monitoring the syllabus completion (Theory and Practical) fortnightly and submitting the report to Department Academic Coordinator.
- Maintaining informal feedback from students (if any).
- Monitoring leave and late reporting students.
- Conduct Class committee, Advisory Committee and class PTA in the prescribed time and update the minutes in the log book.
- Take a minimum of two of the feedback reports in LMS one before Test 1 and the next before Test 2 and do the analysis and take necessary actions in consultation with HoD.
- Ensure all communication from the university reaches all students.
- Publish monthly attendance statements to students and parents on or before the 5th working day of every month and collect student signature.
- Publish Series-Test marks and internal mark of all students including course repeat and summer courses and collect student signature before uploading them to the university.

14.6.7: Department Student Association /Chapters

Department associations are to foster a strong sense of community within the college by promoting the development and well-being of students. It will bind the students with each other with unity and leadership traits. Association activities will help students to think and plan together which help them in future to work in corporate.

14.7: Teaching Plan, Lab plan, CO PO PSO Correlation

- Affiliating University prescribes the syllabus which specifies the number of lectures per week, a list of recommended books and an assessment scheme of internal and external marks.
- Every faculty member will prepare the Teaching Plan and Lab -plan for the entire semester in line with the syllabus, department's academic calendar and the class timetable.
- Detailed unit-wise and date-wise plan for theory as well as the lab will be prepared as per format. Also each Faculty will represent the course outcomes correlation with Program outcome and program specific outcome with help of CO-PO matrix and CO- PSO matrix.
- Teaching plan and CO, PO, PSO Correlation shall be approved by HoD/Principal/ Director /Dean Academics.

14.8: Course File

Every faculty will prepare the course file, lesson plan and get it approved by HOD, Dean Academics and Principal/Director before the commencement of the semester.

Course File should consist of the following:

- Teaching Plan
- Lab Instruction Plan
- CO PO PSO Correlation document for both Theory and Lab
- Academic Calendar
- Class Timetable
- Faculty Timetable
- Assignment Schedule
- Previous question papers
- Unit wise theory question bank
- Unit test records such as Question papers, Attendance, Result Analysis, Remedial Measures
- Assignment/ Tutorial Record
- Continuous assessment record
- HoD and Academic Audit Cell shall keep a copy of the checklist for reference.

14.9: Curriculum Delivery (Theory and Practical Sessions)

- The effective implementation of curriculum will be ensured by supplementing classroom teaching with expert lectures, presentations/seminars, mini projects, in- house and industry-supported projects, tutorials, group assignments, case studies, industry visits, industrial training, internship, hands-on-sessions, e-learning, NPTEL lectures, MOODLE, assignments, internal-tests, blogs etc.
- Contents beyond curriculum will be identified and taught both in the classroom and in the laboratory to expose student learning to recent trends in the industry.
- OBTLE shall be encouraged wherever possible.

14.10: Academic Monitoring

The Principal shall constitute the following cell for College level Academic monitoring.

- Internal Quality Assurance Cell (IQAC)
- Internal Audit Cell (IAC)
- Total Quality Management (TQM)

HoD, Stream Coordinator, Department Coordinator and Principal/Director will monitor the progress of syllabus coverage and academic delivery. The number of lectures planned and the number of lectures conducted will be monitored by the Internal Academic Audit Cell (IAC) and

necessary corrective actions will be taken for filling the gap.

Following activities related to academic monitoring should be carried out:

- Daily class and lab session monitoring
- Attendance Monitoring (Subject-wise, Class-wise)
- Slow and advanced learner activity monitoring
- Syllabus coverage monitoring
- Continuous Assessment monitoring
- Internal Examination schedule and result analysis
- Uploading assignments, video lectures and class notes on LMS
- Communication with parents

14.11: Department Academic Coordinator

- Department Academic Coordinator shall be the secretary of the Department Academic Council and responsible for all administrative work related to the department concerned.
- She/He shall be the custodian of all the files and log books in the department with proper documentation.
- She/He can assign faculty members in the department to update these files and log books in consultation with HoD and shall monitor the updating and authenticate monthly once before the verification of HoD.
- Responsible for convening Department Advisory Committee
- Take necessary steps to update department vision and mission
- Monitor accreditation related activities in the department
- Check CO and PO attainment monthly

14.12: Specific Documents

The institution shall maintain the following files in soft, hard or in blended form, according to the practice and convenience of the institution. These documents may be made available to the external/internal auditor for the audit.

14.12.1: College Specific Documents

- Academic calendar with days marked with working days, holidays and other activities
- Minutes and action taken reports of students' grievances and appeal committee meetings
- Minutes and action taken reports of discipline and welfare committee meetings

- Teaching and technical staff details with acquaintance register
- Central library register showing volume and title of books, journals etc.
- IQAC meeting minutes, internal audit reports etc
- Institution Budget
- Details of central computing facility
- All other relevant documents mentioned in this MoP

14.12.2: Department Specific Documents

➤ A1 Files (Academic Files)

- Time table (with tutorials) – Staff arranged in hierarchical order
- Internal exam QP (DQAC Approved)
- Innovative Teaching approaches
- Tutorial samples with log book
- SFR (Computation as per NBA)

➤ A2 File (Academic Files)

- Course files

➤ A3 Files (Academic Files)

- CO-PO, CO-PSO mapping
- PO, PSO attainment
- Curriculum Gap (with Gaps and course identified to address the POs, PSOs)
- Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)
- Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)
- Add-on Courses

➤ B Files (Staff Files)

(These files shall be updated for the period July- June)

- Research funding (a. Internal, b. External)
- Consultancy
- Collaborative works/research and outcomes
- Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals
- Publications: Conference, Books, Book chapters, Articles, etc.
- IPR (and related activities)
- MoU
- FDP Attended: (a. outside college b. inside college)
- FDP/Conference Organized
- Awards / Honours
- External Interaction

➤ C Files (Student Files)

- Roll List
- KTU Results and Analysis (Semester-wise)

- Success Data of Passed Out Batch
- Placement
- Higher Studies
- Career/Skill Development Programs
- Achievements
- Entrepreneurship / Start ups
- Professional Society Activity

➤ **D – Files (Miscellaneous Files)**

- Staff Extension Activities
- Staff Duties/Responsibilities
- Staff/Guest Appointment Details
- Guest Acquaintance (Semester-wise)
- Department Budget

In addition to above files, following documents shall also be maintained:

- Minutes and action taken reports of course/class committees of UG/PG
- Minutes and action taken reports of advisory meetings
- Course Diary for all the courses
- Equipment log registers used in Laboratories
- Log book for summer and contact courses
- Question paper and sample answer scripts for assessment of practical courses
- Details showing the conduct of remedial/minor/honours classes
- Details of faculty evaluation and action taken on it
- Department library register showing volume and title of books, journals etc
- Register showing activity points
- Details of MOOC courses taken by UG/PG students
- Details of computing facility in the computer lab (UG/PG)
- Details of relevant licensed software available in the department

14.13: Student Grievances Redressal Committee (SGRC)

The function of the committee is to look into the complaints lodged by any student and determine their merit. Anyone with a genuine grievance may approach the committee members in person or through the Student Council. Grievances may also be sent through e-mail to the Chairman of SGRC. The committee then redresses the grievances promptly and judiciously.

Objectives

A Grievance Redressal Committee is constituted for the redressal of the problems reported by the students of the College with the following objectives:

- Upholding the dignity of the College by ensuring overall good conduct and discipline in the Institution through promoting cordial student-student relationships, student-teacher relationships, etc.
- Encouraging students to record their complaints and solve their problems related to academics, resources and personal grievances freely and frankly without any fear of victimization.

- A suggestion/complaint box is installed in front of the library in which the students, who wish to remain anonymous, may drop in their grievances and their suggestions for improving the academics/administration in the Institution.
- Complaints regarding harassment of women will be handled as per government guidelines by the Internal Complaint Committee of SNIT.

14.14: Anti Ragging Committee

The Principal/Director shall constitute Anti Ragging Committee (ARC) in the institution as per the norms of AICTE/ University at the commencement of every academic year. The ARC shall have participative representation of all the stakeholders as per the norms. Ragging, in any form, is strictly prohibited both inside and outside the institution. Any violation of ragging or disciplinary rules should be urgently brought to the notice of the Principal/Direct

The legal definition of ragging is as follows:

'Ragging' means the doing of any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student, and includes

- (a) Teasing or abusing or causing hurt to any student.
- (b) Asking any student to do any act, or perform anything, which he/she would not, in the ordinary course, be willing to do or perform.

Ragging is different from other crimes because the motive is solely to get perverse pleasure.

The following types of abuses and activities will be termed as ragging:

- Physical abuse, for example, forcing to eat, drink or smoke, forcing to dress or undress.
- Verbal abuse, for example, swear words and phrases, direct or indirect derogatory references to the person's appearance, attire, religion, caste, family or chosen field of study.
- Forced activity, for example
 - Chores for seniors e.g. copying notes, cleaning rooms, etc.
 - Missing classes. Not being allowed to study.
 - Staying awake late or getting up at unreasonable times.
 - Singing or dancing or performing in any other way.
 - Using foul language or shouting or cheering loudly.
 - Misbehaving with strangers, particularly women.
 - Reading or browsing porno-graphic/objectionable material
 - Lifestyle restrictions, for example

- Not allowing certain kinds of clothing or accessories e.g. jeans, belts etc.
- Enforcing rules regarding shaving or oiling hair. Forcing certain kinds of dress.
- Restricting access to parts of the hostel e.g. common room.
- Requiring certain modes of address i.e. seniors should be called Sir or Ma'am.
- Requiring a particular wake-up time.
- Conversational mind-games. Particular forms of interaction in which a senior or set of seniors manipulates the conversation so as to humiliate the first-year student or make him/her feel stupid or insecure or generally threatened.

Observation and Directives of the Supreme Court:

The Supreme Court of India has observed that enrolment in academic pursuits or a campus life should not immunize any adult citizen from the penal provisions of the laws of the land.

According to the directions of the Supreme Court, if any instance of ragging is brought to the notice of the administration or the faculty, it is legally binding on the institute to report the matter to the Local Police.

Our Directives to the seniors:

- Any interaction between freshers and seniors where the seniors are friendly, welcoming and non-aggressive is encouraged.
- Seniors may invite participation in clubs and other activities by announcing promotional events at well-designated times and places. However, no fresher should be forced to attend. Participation by fresher's can only be voluntary.
- Seniors are expected to maintain self-imposed discipline and restraint. In particular, they must be careful about:
 - Any "interaction" outside public areas.
 - Visiting freshers' rooms during the interaction period, or inviting fresher's to their rooms.
 - Forcing fresher's to sing, dance or perform in any way under the guise of "talent search" or "interaction".
 - Being over-enthusiastic about making fresher's participation in student activities - cultural or sports.

As per AICTE notification regarding prevention and prohibition of ragging in institutions, the committee has been constituted to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student with or without an intent to derive a sadistic pleasure or

showing off power, authority or superiority by a student over any fresher or any other student on the campus.

14.15: College Students Union

The College Students Union acts as an interface between the students, staff and the management. It provides opportunities for the students to develop their social skills and cultural talents and focuses on the overall development of the individual. The students union also undertakes the responsibility of bringing out the annual college magazine.

Selection Procedure

1. The Parliamentary System is adopted for the selection of student representatives
2. Two class representatives from each class - one boy and one girl representative, are elected by voters in the presence of the SFA/FA
3. A Student Council is formed with the representatives
4. The following office-bearers are elected from the student council : Chairperson, Vice Chairperson, General Secretary, University Union Councilor, Magazine Editor, Sports Secretary, Arts Secretary, & Representatives for each year
5. The SNIT Student Council includes the elected members, along with the faculty advisors
6. After the swearing-in ceremony, the Student Council assumes office and henceforth coordinates all student activities in the academic year.
7. The Student Council is valid for one year

14.16: Student Discipline Committee (SDC)

The Principal/Director shall constitute SDC for every academic year. The College Discipline Committee is constituted for the maintenance of discipline among the students in the institution. The committee will ensure that students obey rules and remain orderly and peaceful according to educational objectives/goals in the college community.

Objectives:

- To ensure a calm and peaceful academic atmosphere on campus.
- To avoid physical confrontation among students.
- To conduct enquiries on the report of undisciplined activities among students
- To initiate model actions against students involved in undisciplined activities
- To initiate steps to reduce violence, and confrontation in future.

14.17: Research Committee (RC)

The GB may constitute RC with suitable composition for the institution. The Dean Research shall coordinate the activities of the RC. The research committee functions for inculcating research culture among faculty and students. The committee encourages the faculty and students to participate in various seminars/ workshops and conferences. Invited talks and interactions with academicians are organised to develop research interest among the students as well as teachers. Timely information regarding the submission of research proposals to different agencies is communicated to faculty and students and encourages them towards applying for the same.

14.18: Institutional Level Finance Committee (FC)

The GB may constitute Institutional Level FC on recommendations of CAC for an academic/financial year. The Principal/Director shall be the Chairman of Institutional Level Finance Committee.

Functions and Responsibilities

- The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Body together with the comments of the Finance Committee for approval.
- The Finance Committee shall fix limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
- No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
- To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of the Institute Development Committee (IDC).
- Estimates the income from fees and other sources
- Estimates the fund received from UGC/AICTE/any other funding agency
- Prepares a plan of expenditure for running the institution on day to day basis
- Scrutinizes the budget submitted by the different departments and monitor the utilization of the department's budget.
- Proposes the budget for the financial year for the departments and the institution
- To consider audited accounts of the Institution and submits the audited accounts to Governing Body.
- To make recommendations to the Governing Body for the following:

- Advise the Governing Body on all financial matters.
- To scrutinize the budget submitted by the different departments and monitor the utilization of the department budget.
- Propose the budget for the financial year for the departments and institution.
- Consider and submit the audited accounts.

14.19: Parent Teacher Association (PTA)

The Parent Teacher Association is actively involved in helping the smooth functioning of the college. The objectives of the association are:

- To work for the welfare of the students and the institution.
- To offer constructive suggestions on various issues for the smooth and successful functioning of the college.
- To promote better participation of the parents in the various programs of the college and to establish better liaison with the teachers.
- All parents/guardians of the students on the rolls of the college and members of the teaching faculty are members of the association. It is compulsory for a parent/guardian of a student on the rolls of the college to be a member of the PTA.

The college PTA actively appreciates the students for their academic performance. Teachers are also appreciated for their teaching performance. Following is the list of awards sponsored by the PTA and awarded every year.

- Best teacher award
- Gold medal for rank holders
- Memento and certificate for semester toppers and other extracurricular activities.
- Award for best outgoing boy student and girl student.

14.20: Expected Outcome

- Timely conduction of academic activities
- Timely maintenance of Records
- Improvement in University Result

14.21: Skill-Updation

- Management encourages faculty towards facilitating research-oriented practices and better handling of projects through utilizing needed support. Faculty members should update their skills in a specific domain(s) by joining the training program, refresher courses, online courses prescribed by NPTEL etc after getting prior permission.

- Faculty members can contribute their skills and knowledge to the students by initiating a specialized training program through the Training and Placement Cell.
- They are expected to motivate students to work on in-house projects (micro, mini and major Level).
- Excellent projects and the Project Guides will be awarded after the successful execution of the project.
- Outstanding projects of each Dept. as decided by an expert in the branch concerned will be published and displayed in the R and D laboratory.

14.22: Remedial Classes

- After the announcement of the results of the first mid-semester exams, Department has to identify the students who require extra coaching.
- Faculty members should take remedial classes in their respective subjects to support these weak students to fare well in the subsequent exams.
- All details of the remedial classes are to be recorded in the log book and kept in the advisor/course file.

14.23: Student – Faculty Rapport

- The Faculty Member should have good control of students.
- As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers, the teacher should try to correct the student through personal counselling and if it does not bring any change the student must be directed to meet the class advisor/HoD.
- The Faculty Member should act with tact and deal with insubordination by students maturely.
- The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.
- The faculty mentor has to interact with the group of students (each group consists of a maximum of 20 students) assigned to him/her regularly and fill up the required data in the mentoring register given to them.

14.24: Commencement of Semester

- Principal shall constitute college level committee such as

- College Council
 - IQAC
 - Grievance and Redressal Cell
 - Disciplinary Action Committee
 - Internal Audit Cell
 - Student Welfare Committee
 - Staff Welfare Committee
 - Arts and Activity Cell
 - Hospitality Committee
 - Ethics Committee
 - PTA
- HOD shall prepare the workload in consultation with the Principal and collect approval for it.
 - Update the members of department committees such as the Department advisory committee; Department timetable committee can be formed. And update the duties and responsibilities of the faculty members.
 - Linways (LMS) coordinator ensures that Linways is updated for the current semester and inform the same to Principal, Dean, Academic Coordinator and all HODs.
 - Following College- level events calendar is to be formed
 - 1. College calendar-Academic Coordinator
 - 2. Internal Audit calendar-IAC Coordinator
 - 3. Events calendar-Activity coordinator
 - The activity coordinator shall conduct the meeting and decide the co-curricular and extra-curricular activities of the current semester.
 - IQAC meeting is to be conducted with the following agenda Formation of College calendar
 - Approval of master time table and class time tables
 - Approval of workload
 - Decision of dates for conduction of meeting of all committees
 - Approval of CO and PO
 - Formation of Couse/Class/Advisory committee
 - Linways Updation
 - Academic Council can be met on the following agenda
 - Approval of College calendar

- Approval of master time table and class time tables
- Approval of workload
- Semester/Course registration
- Decision of dates for conduction of meeting of all committees
- Approval of CO and PO
- Formation of Couse/Class/Advisory committee
- LMS Updation
- Internal Audit Calendar
- Events calendar

14.25: Registration

14.25.1: Semester Registration

- Students who have been accepted and eligible for a UG/PG program may register on the web/manual, after meeting with their advisor, at the beginning of the semester before the commencement of class.
- Apply for admission: Go to admissions if you have not yet applied or been accepted to a program.
- If an ongoing student, Review Previous Works: Go to previous semester works to check your eligibility.
- Clear and dues of the previous semester from the Department, Laboratory, Library, R& D cell and Accounts section.
- Ensure that your tuition is paid online and must bring a copy of payment details to the advisor and cashier and make sure that fee payment is credited to the college account. Keep the transaction details for further registration procedure and collect the receipt from the advisor.
- Meet with your academic advisor. If you have completed steps 1-3, and you are eligible for registration, check the instructions on how to register.
- You must go to the online/manual registration as instructed by an advisor and complete the process.
- Confirm your registration status. Meet with your advisor and confirm the registration status.
- Update Your Information. You can make corrections in "Personal Information" at the time of registration. The request form is to be submitted to the advisor with the necessary proof. It's important to register for classes early for the smooth functioning. Once you have met with your academic advisor, you can register and follow the fee payment deadlines.

14.25.2: Course Registration

- KTU coordination informs all HODs regarding course regarding the registration
- HODs direct students through advisors to registration
- HOD ensure that Registration of Course Repeat, Honours and Minor course etc are done on time
- KTU coordinator acknowledges Principal, Dean, Academic Coordinator and all HoD regarding the completion of course registration.

14.25.3: Course Repeat Registration

- Meet with your academic advisor. Collect the details of the faculty member mapped for the course
- Clear and dues of the previous semester from the Department, Laboratory, Library, R&D cell and Accounts section.
- Meet with the faculty member concerned. You must go to the online/manual registration as instructed by an advisor and complete the process.

14.25.4: Summer Course Registration

- Meet with your academic advisor. Collect the details of the faculty member mapped for the summer course
- Meet with the faculty member concerned. You must go to the online/manual registration as instructed by the advisor and complete the process.

14.26: Commencement of Class

- 1st day first hour is to be engaged by the class advisor and discuss the college rules as well as university rules with students
- Advisors form separate WhatsApp groups for students, parents as well as subject-taking faculty members.
- Share the class timetable with students
- Form class/course committee belongs to the class
- Form the department association with selected members
- Update the members in all committees related to students.

14.27: Student Attendance and Medical Leave

- KTU Rule 8.1 will be followed for student attendance. Attendance will be taken within 10 minutes of the commencement of the class. In exceptional cases, a grace time of 5 more

minutes may be given for the first period only. Latecomers beyond 8.45 a.m. can enter the class only in the next period. No student is allowed to leave the class after taking the attendance.

- If any student is assigned a duty, it should be done only with the concurrence of the concerned Subject Staff, Mentor, Staff Advisor, HOD, and Principal. The class advisor should keep a record of all such cases.
- The concerned students will be considered on duty when they submit the duty certificate before the closing of attendance of that week. Such cases should be recorded as on duty in the absentee's statement. Duty leave should be marked in the same week itself, and it cannot be entertained if the student brings it after a week. For duty leave KTU R8.1, RU-3 will be followed.
- Attendance cannot be granted to a student on the basis of a Medical Certificate unless on the ground of having a congenital disease.
- Consolidated Attendance for each month for each class will be prepared by the concerned class advisor before the third working day of the next month and will be published on Notice Boards.
- Students can verify their attendance and put their signature in the attendance statement provided by the class advisor. If any student reports some complaint regarding attendance, it should be clarified and get it corrected by HOD.
- The final attendance after getting it endorsed by the students will be published before the 5th working day of the next month.
- In case of prolonged illness, the break of study is permitted as per KTU Rule 7.1.

14.27.1: Student Leave of Absence and Medical Certificate

- Students who want to take leave under Rule 2 have to submit a leave letter to the teacher conducting the course.
- This letter is to be forwarded to the Head of the Department with recommendation of the teacher indicating the total leave of absence the student has so far availed.
- Leave is to be sanctioned by the Head of the Department.
- For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by a Government Medical Practitioner.

14.27.2: Student Duty Leave (Competitions/Championships/Tournaments (Rule 8.2)

- The Principals are authorized to grant attendance relaxation (duty leave) to the students in officially sponsored national level competitions/championships/ tournaments when called

upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extracurricular activities: within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department.

- Under any circumstances, the principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.
- The student shall get official prior permission from class advisor and HoD for availing duty leave, and also get prior permission from the University for representing the University.

14.27.3: Student Duty Leave for organizing Extra-curricular/ Co-curricular Activities (Rule 8.3)

- The Principals are authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 05%.
- Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities: within ten days of the events.
- The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department.
- Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.
- This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including the University-sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards.
- All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc. All students must refrain from indulging in all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.

14.27.4: Procedure for Student Duty Leave

- Apply leave in the prescribed format to the class advisor/ HOD through official mail id and take prior permission at least two days before availing duty leave
- Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities: within ten days of the events
- The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department.
- The documents with principal approval/disapproval are to be filed in Advisor backup file.

14.28: Credit Requirement

- 2019 Scheme

Minimum Cumulative Credit Requirements for Registering to Higher Semesters				
Semester	Allotted Credits	Cumulative Credits	Minimum Cumulative Credits required for B. Tech	Minimum Cumulative Credits required for B. Tech Lateral Entry.
First	17	17	Not Applicable	Not Applicable
Second	21	38	Not Insisted	Not Insisted
Third	22	60	Not Insisted	Not Insisted
Fourth	22	82	Not Insisted	Not Insisted
Fifth	23	105	21 Credits from S1& S2	Not Insisted
Sixth	24	129	Not Insisted	Not Insisted
Seventh	15	144	47 Credits from S1 to S4	09 Credits from S3 to S4
Eight	16	160	Not Insisted	Not Insisted

14.29: Grade Points

Grade and Grade Points		
Grades	Grade Point (GP)	% of Total Marks obtained in the course
S	10	90% and above
A+	9.0	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8.0	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C +	7.0	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6.0	55% and above but less than 60%
P (Pass)	5.5	50% and above but less than 55%
F (Fail)	0	Below 50% (CIE + ESE) or Below 40 % for ESE
FE	0	Failed due to lack of eligibility criteria (R6.6)
I	0	Could not appear for the end semester examination but fulfills the eligibility criteria.
Classification of B. Tech Degree.	First Class with Distinction	CGPA 8.0 and above
	First Class	CGPA 6.5 and above
Equivalent percentage mark shall be = $10 * CGPA - 2.5$		

14.30: Student Activity Points

Apart from technical knowledge and skills, to be successful as professionals, students should have excellent soft skills, leadership qualities and team spirit. They should have entrepreneurial capabilities and societal commitment. In order to nurture these qualities, KTU has introduced activity points to be earned by the students during their academic stay at the University covering extra-curricular and co-curricular activities. All students have to earn a minimum of 100 activity points from various activity segments listed to qualify for the B.Tech degree. Two credits are given for this on a pass/ fail basis and are mandatory for getting the B.Tech Degree. As no grade is given for these two credits, they are not included in the CGPA calculation. For lateral entry students joining from the third semester, the activity point requirement is 75. Points earned by the student will be indicated in the consolidated academic statement. Colleges shall consolidate the activity points earned by students on a semester basis and enter the consolidated points on an academic year basis in the KTU portal. In the case of NSS and NCC, points can be entered after the completion of the two-year Programme. The portal for this will only be open for a specific

period. All documental proof for awarding the activity points should be obtained and kept with the college authorities to be verified by the Academic Auditor. The main activity segments are as given below:-

1. National Initiatives
2. Sports & Games
3. Cultural Activities
4. Professional Self Initiatives
5. Entrepreneurship and Innovation
6. Leadership & Management

The following table gives the list of activities under each of these segments, the level of achievement expected, activity points, evidence needed to assign the points and the minimum duration needed for certain activities. Additional activities falling under these segments can be considered, if requested by the college with full details. However, this has to be approved by the Academic Committee of the KTU. Activities that a student can engage in and the maximum quantum of points that can be earned from them are listed below.

Activity Head	Sl. No	Activity	Achievement Levels and Assigned Activity Points					** Approval Document	Max. Points	Min. Duration of activity
			*Level	I	II	III	IV			
National Initiatives Participation	1	N C C	-	-	-	-	-	a/b	60	2 Year
	2	N S S	-	-	-	-	-	a/b	60	2 Year
	<p>For C certificate / outstanding performance supported by certification, additional marks upto 20 can be provided subjected to maximum limit of 80 points.</p> <p>Best NSS Volunteer Awardee (University level) / Participation in National Integration Camp/ Pre Republic Day Parade Camp (South India), supported by certification, additional marks upto 10 can be provided subjected to maximum limit of 70 points</p> <p>Best NSS Volunteer Awardee (State / National level) / Participation in Republic Day Parade Camp / International Youth Exchange Programme, supported by certification, additional marks upto 20 can be provided subjected to maximum limit of 80 points</p>									
Sports & Games Participation	3	Sports:	8	15	25	40	60	a	60	1 Year
	4	Games	8	15	25	40	60	a	60	1 Year
		First Prize	10	10	10	20	20	Additional points can be provided for winning. The maximum limit for activity points is 60. But for Level IV and V winning, the maximum point limit is enhanced to 80.		
		Second Prize	8	8	8	16	16			
		Third Prize	5	5	5	12	12			
Cultural Activities Participation	5	Music	8	12	20	40	60	a	60	1 Year
	6	Performing arts	8	12	20	40	60	a	60	1 Year
	7	Literary arts	8	12	20	40	60	a	60	1 Year
		First Prize	10	10	10	20	20	Additional points can be provided for winning. The maximum limit for activity points is 60. But for Level IV and V winning, the maximum point limit is enhanced to 80.		
		Second Prize	8	8	8	16	16			
		Third Prize	5	5	5	12	12			

Professional Self Initiatives	8	Tech Fest, Tech Quiz	10	20	30	40	50	a	50		
	9	MOOC with final assessment certificate	50					a	50		
	10	Competitions conducted by Professional Societies - (IEEE, IET, ASME, SAE, NASA etc.)	10	15	20	30	40	a	40		
	11	Attending Full time Conference/ Seminars / Exhibitions/ Workshop/ STTP conducted at IITs /NITs	15					a	30		
	11 a	Attending Full time Conference/ Seminars / Exhibitions/ Workshop/ STTP conducted at KTU or its affiliated institutes	6					a	12		
	12	Paper presentation/ publication at IITs /NITs	20					a	40		
	Additional 10 points for certificate of recognition.										
	12. a	Paper presentation/ publication at KTU or its affiliated institutes	8					a	16		
	Additional 2 points for certificate of recognition.										
	13	Poster Presentation at IITs /NITs	10					a	20		
	Additional 10 points for certificate of recognition.										
	13. a	Poster Presentation at KTU or its affiliated institutes	4					a	8		
	Additional 2 points for certificate of recognition.										

	14	Industrial Training/ Internship (atleast for 5 full days)	20	a/b	20	
	15	Industrial/ Exhibition visits	5	a/b/d	10	
	16	Foreign Language Skill (TOEFL/ IELTS/ BEC exams etc.)	50	a	50	
Entrepreneurship and Innovation	17	Start-up Company – Registered legally	60	d	60	
	18	Patent-Filed	30	d	60	
	19	Patent - Published	35	d	60	
	20	Patent- Approved	50	d	60	
	21	Patent- Licensed	80	d	80	
	22	Prototype developed and tested	60	d	60	
	23	Awards for Products developed	60	d	60	
	24	Innovative technologies developed and used by industries/users	60	d	60	
	25	Got venture capital funding for innovative ideas/products.	80	d	80	
	26	Startup Employment (Offering jobs to two persons not less than Rs. 15000/- per month)	80	d	80	
	27	Societal innovations	50	d	50	

Leadership & Management			Core coordinator	Sub coordinator	Volunteer			
	28	Student Professional Societies (IEEE, IET, ASME, SAE, NASA etc.)	15	10	5	d	40	
	29	College Association Chapters (Mechanical, Civil, Electrical etc.)	15	10	5	d	40	
	30	Festival & Technical Events (College approved)	15	10	5	d	40	
	31	Hobby Clubs	15	10	5	d	40	
	32	Elected student representatives	30 (Chairman)	25 (Secretary)	15 (Other Council Members)	d	60	

- *Level I College Events
- *Level II Zonal Events
- *Level III State/ University Events
- *Level IV National Events
- *Level V International Events

**Approval Documents: (a) Certificate (b) Letter from Authorities (c) Appreciation recognition letter (d) Documentary evidence (e) Legal Proof (f) Others (specify)

14.31: Provisional Certificates and Consolidated Grade Cards

The Provisional Certificates and Consolidated Grade Cards of students of affiliated Colleges are dispatched to the Colleges/students from KTU by Registered Post after the Course completion. The provision for the application of the final certificate will be enabled in student portal.

14.32: Feedback

- Online and offline feedback will be collected by students of all classes regarding teaching of Individual faculty member. This exercise will be conducted twice in a semester preferably before conducting series examinations.
- The outcome of the individual feedback will be shared with respective faculty members and consolidated with class advisors.
- While appreciating the faculty members who are consistently receiving excellent/very good feedback, certain guidelines will be issued to those not obtaining satisfactory remarks. Based on the outcome of the feedback following advise will be issued to the respective faculty member.
 - i. To attend classes of senior/experienced faculty members
 - ii. To attend soft skill development courses

- iii. To attend online technical courses being conducted by NPTEL/Some other agencies
- iv. To attend FDP in relevant domains
- v. To undergo training to improve lecture delivery technique.

14.33: Log Books

Log No.	Log Name
D42	Leave log
D43	Inward/Outward
D44	Log of Students attending extracurricular activities
D45	Department meeting Minutes
D46	Department Album
D47	Log book of MOOC courses by students
D48	Log book of MOOC/STTP/Training/Workshop by faculty members
D49	Movement Log
D50	Visitor's Log
D51	Department stock register
D52	Department Association register

File No.	Name of File	File No.	Name of File	File No.	Name of File
*D1	List of students with details	D15	Result Analysis(Internal and External)	D29	List of Department coordinators
D2	List of faculty with details	D16	External Correspondence	D30	List of Stream Coordinators
D3	Time Table(Master/Class / Lab/Faculty)	D17	Students attending extracurricular activities with proofs	D31	Industry Interaction
D4	Individual Workload	D18	Students attending /clearing competitive examinations with proofs	D32	Branch association activity reports
D5	Subject allocation	D19	Staff attending STTP/workshops/seminars with certificates	D33	Correspondence Received
D6	University Regulation, Curriculum & Syllabus(Mention academic year and semester)	D20	List of student representatives	D34	Department calendars
D7	Circulars received	D21	Notice board documents	D35	Uploaded attendance and IA marks
D8	Disciplinary actions/Enquiry reports	D22	KTU calendars	D36	List of seminar coordinator/student/topic/guides

D9	College calendars	D23	Result and analysis	D37	List of mini project coordinator/student/topic/guides
D10	Student Feedback and analysis	D24	List of design project coordinator/student/topic/guides	D38	Department news letters
D11	List of project coordinator/student /topic/guides	D25	List of awards/prizes received by faculty members with proofs	D39	List of electives taken
D12	List of awards/prizes/recognition received by students with proofs	D26	List of students got higher studies abroad with proofs	D40	Portion completion
D13	List of placement details with proofs	D27	List of class teachers	D41	Vision, Mission, PO,PSO,CO updates
D14	Department circulars	D28	List of mentors	D42	List of files ,log books and in charges

*D stands for department name

APPENDIX A: I Governing Body

Sl. No :	Name of the committee	Structure	Convener/ Tenure/ Frequency
1	Governing Body	1.Chairman: Management representative 2.Secretary: Principal 3.AICTE Nominee 4.KTU Syndicate Nominee 5.Faculty members nominated by trust: All HoD 6. Educationalist / Industrialist	HoD nominated by management/ One year/ Once in a semester

Roles:

1. To review the academic and other related activities of the college.
2. To review the students and faculty development programs.
3. To visualize and formulate perspective plans for the development and growth of the college.
4. To promote research and extension activities in the college campus.
5. To promote teaching innovations and student placement programs.
6. To plan for sustaining the quality of education, quality improvement and accreditation of the college.
7. To oversee the internal examinations/ evaluation/ recording.

APPENDIX II

2	College Council	<ol style="list-style-type: none"> 1. Chairman: Principal 2. Department HOD's: 3. Faculty in charge Physical Education 4. College Union Chairman 5. College Union Lady Representative 6. Selected Members from Faculty 7. Guests 	<p>Faculty Representative nominated by CC / Two years/ Once in a semester</p>
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Roles:

1. Be responsible for the integrated planning process, with input from all parts of the campus community. Every three years, the Council will update the Mission statement and long-term goals.
2. Review the annual component goals produced by Academic Affairs, Student Services, and Administrative Services. CC can recommend changes in accordance with the mission and vision of the college.
3. Receive and review recommendations from the Budget Committee, and make allocation decisions based on these materials subject to review by the President.
4. Receive accountability reports from Academic Affairs, Student Services, and Administrative Services and discuss their activities related to program review and/or action plans for the previous year's planning cycle.
5. Discuss issues important to the college community and assign these issues to the appropriate advisory group or campus committee.
6. Organize open forums for discussion of important or controversial issues.
7. Establish timelines for the flow of information and final recommendations.
8. Review new Board policies or Board policy changes and makes recommendations to the President for presentation to the Board.
9. Review the shared governance process and Board Policy on shared governance as part of the Accreditation Self-Study, and recommend changes as necessary. Changes will be discussed with the entire campus community before implementation.
10. Bylaws Review and Revision
11. Consideration of One-Time Funding allocations.

12. Review of Accreditation midterm report.
13. Suggest appointing, exchanging, delegating and promoting faculty members.
14. Promote and coordinate scientific research, and work on publishing the research papers.
15. Appointment of enquiry committees.
16. Amendment in the college regulations.
17. Suggest the training and exchange programs needed.
18. Suggest the extracurricular activities plan of the college.
19. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
20. Appointment of all committee members, Class advisors and Mentors.

APPENDIX III

3	College Academic Committee	<ol style="list-style-type: none"> 1. Chairman – Principal 2. Convener - Academic Coordinator 3. Members- HoD of all departments 	Faculty Representative nominated by CC / One year/ Once in a month and before examination and after publishing result
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Roles:

1. Prepare the academic calendar of the college.
2. Prepare a timetable and allocate class-rooms.
3. Review the occupancy in classrooms and resolve overlapping in lecture timings.
4. Accommodate tutorials/seminar presentations etc.
5. Maintain a record of all curricular activities organized and conducted in the college.
6. Keep a record of the events organized in the college and the prizes won by the students, staff and the college.
7. Collect data from the alumni students both their employment and higher education.
8. Classify, analyze & file all sorts of data and make it available whenever required.
9. Finalizing the department budget.
10. Recommends staff for higher education/ workshops/ FDPs.
11. Department result assessment.
12. Define/refine of course outcomes.
13. Recommends Research and Development activities.

APPENDIX IV

4	IQAC	<ol style="list-style-type: none"> 1. Chairman: Principal 2. Convener: HoD nominated by CC 3. Members: <ol style="list-style-type: none"> a. Management Representative b. All HoD c. Administrative officer d. Accreditation Coordinator e. Representative of stock holders f. Representative of local society g. Representative of Industrialist h. Representative of employer i. Representative of Alumni j. Representative of Student 	Faculty Representative nominated by CC / Two years/ Once in a semester
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Roles:

1. Committee assists in the development of operational procedure for developing both Quality and Official policies & procedures.
2. To advise the GB regarding the direction & growth of the Quality concerned with the academic and non-academic materials.
3. To procure the requirements and accordingly project the yearly budgets.
4. Maintenance of the assets.
5. Smooth running of routine Quality activities.
6. Revise the policies and practices for the best practices.
7. Timely, efficient and progressive performance of academic, administrative and financial tasks.
8. The relevance and quality of academic and research programs.
9. Equitable access to and affordability of academic programs for various sections of society
10. Optimization and integration of modern methods of teaching and learning.
11. The creditability of evaluation procedures.
12. The adequacy, maintenance and proper allocation of support structure and services Functions.

13. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institutions.
14. Dissemination of information on the various quality parameters of higher education.
15. Recommendation of workshops, seminars on quality-related themes and promotion of quality circles.
16. Documentation of the various programs/activities leading to quality improvement.
17. Monitoring of the functioning of all committees of SNIT.
18. Acting as a nodal agency of the institution for quality-related activities.
19. Preparation of the Annual Quality Assurance Report (AQAR) based on the quality parameters.

APPENDIX V

5	TQM Cell	<ol style="list-style-type: none"> 1. Chairman - Principal 2. Vice Chairman/Convener- HoD of any department nominated by CC 3. Members- <ol style="list-style-type: none"> 1) IQAC coordinator, 2) Members of all departments nominated by HoD 	HoD of any department nominated by CC / One year/ Once in a month
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Roles:

1. Total Quality Management Committee is constituted under IQAC to monitor the quality processes in the teaching-learning activity.
2. The TQM committee shall conduct regular meetings and inspections once in every month.
3. TQM shall cover the course delivery and adherence to course plan, syllabus coverage, academic functioning of the college encompassing students and faculty including the quality processes in the form of learning and teaching activity and academic and non-academic Grievance and Appeals Committees.

The committee shall be responsible for obtaining feedback from the student for the same.

APPENDIX VI

6	Disciplinary Action Committee	<ol style="list-style-type: none"> 1. Chairman -HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoD 	<p>Faculty Representative nominated by CC / One year/ Once in a month</p>
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Roles:

1. To maintain and enforce discipline within the college campus.
2. To make the rules and regulations as per the disciplinary requirement.
3. To make the student aware of the discipline.
4. To make the student follow the disciplinary rules.
5. To take disciplinary action against any of the misconduct.
6. Ensure the dress code of all the students while they are on campus.
7. Monitor any misbehaviour or violation of the college rules.
8. To enforce the prohibition of cell phone usage by the students in the classroom.
9. To monitor the movement of the students in the college and prevent students from loitering around in the corridors during the college working hours.
10. To ensure that students maintain complete silence in the library.
11. To maintain proper discipline in the college canteen and student waiting room during the college working hours.
12. If any damage is caused to the college property by any student / group of students, to impose proper disciplinary action on the said student / group.
13. In case of malpractices in end-semester examinations, the report given by the college DAC and the action decided by the committee shall be intimated to the Controller of Examination of the University.
14. To do follow-up action for Grievance and Appeals Committee and appeals committee.

APPENDIX VII

7	Anti-Ragging Committee	<ol style="list-style-type: none"> 1. Chairman - Principal 2. Vice Chairman - HoD of any department nominated by CC 3. Convener- Faculty Representative nominated by CC 4. Members- <ol style="list-style-type: none"> 1) HoD of all departments 2) Representative from all departments nominated by HoD 3) PTA Vice president 4) Representative from Police Department 5) Representative of Civil Administration 6) Representative from NGO 7) Administrative officer (Non-Technical staff) 8) Media representative 9) Student Representative (Male and Female freshers as well as senior students nominated by CC) 	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment on the college Campus.
2. The Anti-Ragging Squad- office bearers will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation.
3. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging.
4. To publicize to all students' prevalent directives and the actions that can be taken against those indulging in ragging.
5. To consider the complaints received from the students and conduct enquiry and submit the report to the Anti-Ragging Committee along with punishment recommended for the offenders.
6. Oversee the procedure of obtaining an undertaking from the students in accordance with the provisions.
7. Conduct workshops against ragging menace and orient the students.
8. To provide students with the information pertaining to the contact address and telephone numbers of the person(s) identified to receive
9. complaints/distress calls.
10. To oversee and monitor the overall discipline of students in the college, and review it periodically.
11. Recommend appropriate actions related to indiscipline of the students as and when required.
12. Taking all precautionary measures to prevent ragging.
13. Creating awareness among senior students and new entrants.
14. Immediate action against reported incidents/ complaints.
15. Nominate monitoring staff in the buses.

APPENDIX VIII

8	Anti-Ragging Squad	<ol style="list-style-type: none">1. Chairman - HoD of any department nominated by CC2. Convener- Faculty Representative nominated by CC3. Representative from all departments nominated by HoD	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. The Anti-Ragging Squad- office bearers will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation.
2. Organize surprise visits to college premises.
Submit reports of activities in the prescribed format to Anti Ragging Cell.

APPENDIX IX

9	Grievance And Appeals Committee	<ol style="list-style-type: none"> 1. Chairman - Principal 2. Vice Chairman- HoD of any department nominated by CC 3. Convener- Faculty Representative nominated by CC 4. Members- Members of all departments nominated by HoD 	Faculty Representative nominated by CC / Two years/ Once in a month
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Roles:

1. The function of the cell is to look into the complaints lodged by any student, and judge its merit.
2. The Grievance and Appeals Committee cell is also empowered to look into matters of harassment.
3. Anyone with a genuine Grievance and Appeals Committee may approach the department members in person, or in consultation with the class in-charge.
4. In case the person is unwilling to appear in self, Grievance and Appeals Committees may be dropped in writing at the letterbox/ suggestion box of the Grievance and Appeals Committee Cell on Administrative Floor. Grievance and Appeals Committees may also be sent through e-mail to the officer in-charge of Students' Grievance and Appeals Committee Cell.
5. The cases will be attended to promptly on receipt of written Grievance and Appeals Committees from the students. The Grievance and Appeals Committee Cell will act upon those cases which have been forwarded along with the necessary documents.
6. The Grievance and Appeals Committee Cell will assure that the Grievance and Appeals Committee has been properly solved within a stipulated time limit provided by the cell.
7. The cell formally will review all cases and will prepare statistical reports about the number of cases received.
8. The cell will give the report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
9. All Grievance and Appeals Committees referred to the Grievance and Appeals Committee Redressal committee /Principal/ Director shall be entered in a register to be maintained for the purpose by the Convener of Grievance and Appeals Committee Redressal Committee.
10. The number of Grievance and Appeals Committee settled or pending will be reported to the Principal every month.

11. The student may appeal to the Grievance and Appeals Committees for a relook on the examination-related matter. Based on the committee's report, the Principal shall take a final decision on the matter.
12. Provide assistance if an employee or a student chooses to file a complaint with the police.
13. Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.
14. Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender.
15. Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

APPENDIX X

10	Internal Audit Cell	<ol style="list-style-type: none"> 1. Chairman – Principal 2. Vice Chairman- IQAC Coordinator 3. Convener- Faculty Representative nominated by CC 4. Members- Members of all departments nominated by HoD 	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. To conduct monthly audit and internal audits as instructed by university.
2. The internal academic auditing cell in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations.
3. This cell is to prepare academic audit statements for each semester at regular intervals. These reports are to be presented to the external academic auditor approved by the University, who will use it as a reference for his independent auditing and for the final report to the University.

APPENDIX XI

11	Accreditation Coordination Committee	<ol style="list-style-type: none">1. Chairman - Principal2. Vice Chairman - HoD of any department nominated by CC3. Convener/Coordinator- Senior faculty member nominated by CC4. Members-<ol style="list-style-type: none">1) IQAC coordinator2) Members of all departments nominated by HoDs	Senior faculty member nominated by CC / One year/ Once in a month
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Roles:

1. To arrange for periodic assessment and accreditation of the institution.
 2. To stimulate the academic environment for the promotion of quality in teaching-learning and research in institutions.
 3. To encourage self-evaluation, accountability, autonomy and innovations in higher education.
 4. To undertake quality-related research studies, consultancy and training programs.
- To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

APPENDIX XII

12	Examination Cell	<ol style="list-style-type: none">1. Chairman – Principal (COE)2. Vice Chairman- HoD of any department nominated by CC3. Convener- Faculty Representative nominated by CC4. Members- Members of all departments nominated by HoD	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. To prepare the schedule of Examinations.
2. To appoint Paper-setters, Examiners and Moderators.
3. To collect question paper scrutiny details.
4. To prepare the financial estimates for incorporation in the budget of the University and submit the same to the Finance & Accounts Committee.
5. To appoint Vigilance Squads.
6. To fix the venue of the Central Assessment Program and the seating Arrangement of students.
7. To prepare Examinations Programs for all the Examinations (Time Table); making arrangements for advances to the colleges.
8. To distribute Stationery to the venue concerned, distribute Question Papers to the examination venue etc.
9. To visit various examinations venue.
10. To make arrangements to collect the answer books from the various examinations venue.
11. To get the answer books to be assessed by the examiners/moderators.
12. To receive the report of the unfair means cases reported by the vigilance squads from the examination venue.
13. To receive the Practical examinations, Mark lists from the Chairman concerned, the examination venue.
14. To carry out the work of an assessment of answer books, collecting mark lists /C.D. of mark lists from the examiners.
15. To collect result analysis.
16. To declare the results of various examinations.
17. To receive the report of grievances from the students regarding examinations and take necessary actions.
18. To make the arrangements for the distribution of certificates.
19. To make arrangements of sending the answer books received from the examination venues to the university and preserve the record of the examinations.
20. To make communications with the university and send details regarding examination/invigilation/ attendance and marks.
21. To deal with the cases of unfair means and lapses on the part of the students and teachers respectively.
22. To make available the statistical/other examination information to CC/IQAC.

23. To ensure actions for malpractices based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college. The student may appeal to the Grievance and Appeals Committees and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

APPENDIX XIII

13	Exam Squad	<ol style="list-style-type: none"> 1. Chairman – Controller of Examinations 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoD 	Faculty Representative nominated by CC / /One year/ Frequently during exam time
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Roles:

1. Making a surprise visit to examination halls to ensure smooth and fair conduction of examinations.
2. Report irregularities/anomalies, if any to COE.
3. Any other assignments given by COE.

APPENDIX XIV

14	Question Paper Scrutiny Cell	<ol style="list-style-type: none"> 1. Chairman-HoD 2. Convener: Exam cell member 3. Member- <ol style="list-style-type: none"> 1) Stream Co-ordinator 	Exam cell member /One year/Before internal Evaluation/
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Roles:

1. The Question Paper Scrutiny Cell must guarantee the quality of the internal examination and the marks allotted to the students.
2. Proofreading of the question paper.
3. To ensure marking scheme and conventions for classification.
4. Approval of examination and question paper pattern.
5. To safeguard the quality of the examination procedures.
6. To scrutinize all the checked papers before the publishing of exam marks.
7. To keep all documents.

APPENDIX XV

15	Department Advisory Committee	<ol style="list-style-type: none"> 1. Chairman – HoD 2. Convener- Stream Coordinator 3. Members- <ol style="list-style-type: none"> a. 2 Senior Faculty Members b. Industrial Expert c. Subject Expert d. Alumni 	Stream Coordinator / One year/ Once in a month
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Roles:

1. Monitors the progress of the program.
2. Program Educational Objectives and Program Outcomes.
3. Academic plans preparation by faculty members for their respective courses allotted by the Department.
4. Thrust areas to conduct Co-Curricular activities.
5. Topics beyond the syllabus and additional experiments to meet PEOs and POs.
6. Functioning of Centre of Excellence/Incubation Centre.
7. Value-added training courses.
8. The committee develops and recommends new or revised goals and objectives of the program.
9. The committee also reviews and analyzes the gap between curriculum and Industry requirements and gives necessary feedback or advice actions.
10. NPTEL, Spoken tutorial, FDP, STTP / Guest lecturers monitoring.
11. Verification of Faculty Dairy for the following:

- a. Attendance Entry
- b. Class and Series Test Marks
- c. Syllabus Coverage
- d. Identification of Slow Learners and average performers
- e. HOD Authentication.
12. Verification of Assessment & Tutorial Sheets.
13. Checking Course plan and delivery.
14. Appointment of tutors
15. Selection of elective subjects
16. Submission of report to the IQAC in the prescribed format.

APPENDIX XVI

16	NSS Advisory Committee	<ol style="list-style-type: none"> 1. Chairman - Principal 2. Vice Chairman/Convener- NSS program officer nominated by CC 3. Members- <ol style="list-style-type: none"> 1) NSS program officers 2) Members of all departments nominated by HoD 	NSS program officer nominated by CC/ Two years / Once in a month
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Roles:

1. Understand the community in which they work.
 2. Understand themselves in relation to their community.
 3. Identify the needs and problems of the community and involve them in the problem-solving process.
 4. Develop a sense of social and civic responsibility.
 5. Utilize their knowledge in finding practical solutions to individual and community problems.
 6. Develop the competence required for group living and sharing of responsibilities.
 7. Gain skills in mobilizing community participation.
 8. Acquire leadership qualities and a democratic attitude.
 9. Develop the capacity to meet emergencies and natural disasters and Practice national integration and social harmony.
- Find out activities outside the institution and display them on the notice board.

APPENDIX XVII

17	Hostel and Canteen Committee	<p>1.Chairman-Principal(Chief Warden)</p> <p>2.Vice Chairman/Convener- Senior faculty(Male/Female, Asst.Warden) nominated by CC</p> <p>3.Members-</p> <ol style="list-style-type: none"> 1) Senior faculty (Male/Female , Asst.Warden) 2) Warden(Male) 3) Warden(Female) 4) Student Representatives of Hostel (Boys & Girls) nominated by warden 	Member nominated by CC/ One year/ Once in a month
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Roles:

1. To provide a safe, secure and clean accommodation for the hostellers which will ensure smooth learning and good health.
2. Implement the rules and regulations for students as laid out by the institution.
3. Monitor student outings and special holidays as decided by the Management Committee.
4. Manage discipline problems of students that may arise from time to time and give suitable sanctions or corrective measures.
5. Maintain order and discipline during intuition functions and gatherings.
6. Report to the Principal's office the activities of the hostels periodically.
7. To provide all required facilities and commodities to all the hostellers in allotted rooms.
8. To ensure that the students can devote adequate time to their studies.
9. To ensure that students from different localities learn to live together and nurture friendly relationships among the hostellers.
10. To provide safe and convenient transportation service from hostels to the institute and vice versa for the hostellers.
11. To provide hygienic and timely food for the hostellers.
12. To provide absolute cleanliness and a Hygienic environment at all levels.
13. To provide medical service to the hostellers on the hostel campus.
14. To provide a very conducive atmosphere for studying at hostels.
15. Oversee the hostel admissions.
16. Address problems regarding the running of the mess.
17. Recommend disciplinary measures in case of violation of the rule by staff or students.
18. Maintenance of hygienic in and around the hostel and canteen.
19. Make frequent visits to monitor the regular activities of the girls in the hostel.
20. Conduct periodic meetings with student representatives to redress their grievances.
21. Inspect the canteen and Hostel premises periodically.
22. Check the sanitation and drinking water and cleanliness of the kitchen.
23. Check the quality of conducting surprise inspections.
24. Make recommendations to the management regarding the prices of commodities.

APPENDIX XVIII

18	Admission Committee	<ol style="list-style-type: none"> 1. Chairman - Principal 2. Vice Chairman - HoD of any department/Senior faculty member nominated by CC 3. Convener- Faculty Representative nominated by CC 4. Representative from all departments nominated by HoD 	<p>Faculty Representative nominated by CC / One year/ Once in a month</p>
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Roles:

1. To strengthen the admission process at SNIT, Adoor.
 2. To facilitate guidance and counselling procedures pertaining to admissions at college.
 3. To guide the admission team and oversee the counselling process in the admission department.
 4. To help solve queries of parents and students interested in taking admission to the different programs of the college.
 5. To strategize the day-to-day business of the admission department.
 6. Committee assists the management in getting maximum admissions in various courses conducted by the SNIT.
 7. To act as a coordinator with other college committees and faculty staff to receive and give suggestions regarding admissions.
 8. Prepare the list of admitted students and submit it to the principal.
 9. To check the original documents of the students.
 10. To keep the personal file of the students with proper certificates.
 11. Categorically sort out General, OBC, SC/ST and minority percentage-wise.
 12. Organize camps for admission purposes.
- To give advertisement by way of distributing pamphlets, by counselling and by organizing camps etc.

APPENDIX XIX

19	R & D Cell	<ol style="list-style-type: none"> 1. Chairman-Dean/HoD actively involved in research from PG Department 2. Convener/Coordinator- Senior faculty member nominated by CC 3. Members of all departments nominated by HoD 4. Student representatives from PG departments nominated by HoD 	<p>Senior faculty member nominated by CC / One year/ Once in a month</p>
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Roles:

1. To apply for research proposals from state and central government agencies in all the disciplines in the college and to help for preparing and submit proposals to government agencies like AICTE, UGC, DST, IE(I) etc. for obtaining funded projects.
2. To promote research activities in frontier areas of science and technology.
3. To enhance the research output of the institute by research paper publication in referred journals and reputed conferences.
4. To promote Institute- R&D Organization- Industry Collaboration.
5. To encourage multi-disciplinary research internally within the institute and externally with other organizations.
6. To encourage Core Competence and Consultancy work.
7. To organize various workshops/seminars/training related to the promotion of research.
8. To create awareness about filing Patents & IPRs.
9. Coordinate the research activities among the various departments of the college.
10. To establish collaboration with other universities and public and private sectors and identify R &D projects including consultancy services which could be undertaken at the institution.
11. To monitor and encourage the technical activities of students.
12. The research & innovation of students can be extended to patent and product development with the help of Government funding for incubators and policies & projects like the Student Starting & Innovation Policy.
13. Find out the competitions outside the institution and display them on the notice board.
14. To identify the potential areas of research in various disciplines of engineering and form the faculty into various clusters based on their specialization.
15. Encourage the staff to attend/publish papers in various National/International conferences/Journals of their specialized areas.

16. Encourage the faculty to attend various research-oriented Faculty development programs.
 17. Encourage and motivate the staff to apply for PhD at various Universities.
 18. To encourage the staff to publish their research works in reputed journals that have good impact factors and are Scopus-indexed.
 19. To plan for resource mobilization through industry interaction, consultancy and Extramural funding.
 20. Scrutinize and recommend the student's project proposals and send them to various agencies for financial support and recommend suitable projects.
 21. To keep all activities documented.
 22. Conduct annual in-house project exhibition during February-March
 23. To publish the annual project booklet including selected projects of departments.
- Give fellowships/prizes/awards to outstanding projects.

APPENDIX XX

20	Time table Committee	<ol style="list-style-type: none"> 1.Chairman-Principal 2. Vice Chairman- Academic Coordinator 2. Members of all departments nominated by HoD 	<p>Member nominated by CC/ One year/ Once in a semester</p>
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Roles:

1. Preparation of all timetables must be completed by respective timetable co-coordinators of the departments before the commencement of the semester. The same shall be approved by the head of the department and the Principal.
 - a. Class wise
 - b. Faculty wise
 - c. Laboratory wise
 - d. Master timetable
2. Ensure that timetables must include slots of two hours per week for training and placement activities, each slot on different days. The slots for training and placement activities shall be planned in coordination with the training and placement cell.
3. Ensure classroom occupancy and laboratory occupancy is to be displayed for classrooms and laboratories.

APPENDIX- XXI

21	Women's Cell	<ol style="list-style-type: none"> 1. President-HoD actively involved in activities nominated by CC 2. Vice President- Senior faculty member nominated by CC 3. Secretary-Senior faculty member nominated by CC 4. Joint Secretary-Senior faculty member nominated by CC 5. Treasurer-Senior faculty member nominated by CC 6. Members of all departments nominated by HoD 7. Student representatives nominated by HoD 	Member nominated by CC/ One year/ Once in a month
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Roles:

1. To help the general well-being of female students and teaching and non-teaching women staff of SNIT College.
2. To strive towards enabling women to achieve equality and equal participation in all spheres of life.
3. To secure women her due rights and entitlements through suitable policy formulation, legislative measures, effective enforcement of laws, implementation of schemes/policies and devising strategies for solutions.
4. To know the specific problems/situations arising out of discrimination and atrocities against women.
5. To create awareness about health and hygiene among girl students.
6. To create social awareness about the problems of women in general and gender discrimination in particular through programs like lectures, workshops and seminars.
7. To develop skills among the girl students through workshops and training programs for their overall personality development as well as for the encouragement of self-reliance among them.
8. To create legal awareness among women by informing them about Women's Welfare Laws.
9. To encourage the participation of NGOs working in the area of women's development in the activities of the Cell.
10. To ensure a minimum of one activity per month.

APPENDIX XXII

22	Magazine Committee	1. Convenor-Senior faculty member nominated by CC 2. Elected Student Members- 1) Chairman 2) Editor; 3) Graphic designer 4) Promotion manager.	Senior faculty member nominated by CC / One year/ Once in a month
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1. To publish college magazine every year.
2. To express student opinion.
3. To update and inform students concerning student-relevant topics.
4. To provide a creative platform for student development and participation.
5. To widen student awareness.

APPENDIX XXIII

23	Activity Cell	<ol style="list-style-type: none"> 1. Chairman - Principal 2. Vice Chairman - HoD of any department nominated by CC 3. Convener/Coordinator- Senior faculty member nominated by CC 4. Members-Members of all departments nominated by HoD 	Senior faculty member nominated by CC / One year/ Once in a month
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Roles:

1. To cultivate interest in the students towards extracurricular activities and expose their skills in arts & sports.
2. To up bring the talent in pupils and shape them up to represent the institution in university & inter-college level based Arts & Sports competitions.
3. To make the students culturally and technically affectionate with the campus for which Arts & Sports will play a vital role.
4. To develop an attitude of social responsibility, positive thinking, adaptability, teamwork, leadership and respect for fellow beings.
5. To improve the productivity of students through neuro-muscular development and reducing mental trauma.
6. To induce a positive attitude towards leisure.
7. Scheduling & conduction of various Sports & Cultural events
8. Organize various events outside the college campus.
9. Liaison with government bodies and other institutes for collaboration and extension activities.
10. Promotion of students as leaders/ champions beyond the institutional level.
11. To form various teams of talented students.
12. Monitor the functioning of the Arts Club and Sports Club.

To conduct:

- a. Techno Cultural fest
- b. Arts Fest
- c. Sports Meet

Find out activities outside institution and display in notice board.

APPENDIX XXIV

24	Student's Welfare Committee	<ol style="list-style-type: none"> 1. Chairman –HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoD 	Faculty Representative nominated by CC / One year/ Once in a month
<ol style="list-style-type: none"> 1. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal. 2. The committee is responsible for arranging Scholarships, Railway Concession, Part - Time Jobs during study & Placement etc. 			

APPENDIX XXV

25	Staff Welfare Committee/Staff Club	<ol style="list-style-type: none"> 1. Chairman -- HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoD 	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. Help staff members in times of illness and difficulties.
2. See that the staff members uphold the Staff Code of Ethics and Rules and Regulations.
3. Settle staff disputes that harm the harmony of campus life.
4. Represent the staff and forward cases of complaints and grievances of staff to the Management Committee.
5. Maintain records of staff guests and visitors as per the given rules.
6. Administer the Staff Welfare Fund and ensure its proper use.
7. Maintain minutes of the meetings and submit a report of the activities each semester to the Management Committee.
8. Organize Welcome/ Farewell parties for the faculty.
9. The committee will focus on the feedback given by the students for the faculty and prepare plans for quality assurance and would implement and monitor the quality assurance plan and develop suitable mechanism for staff motivation through awards for excellence in teaching.

APPENDIX XXVI

26	Student Progression Committee	<ol style="list-style-type: none"> 1. Chairman –HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoD 	Faculty Representative nominated by CC / One year/ Once in a month
<ol style="list-style-type: none"> 1. The committee members provide consultancy for the following needful individuals. 2. Students to guide them to choose the right field for their career. 3. Psychological consultation /counselling. 4. Consultancy for the students for all programs of SNIT. 5. Consultancy of final year students, interns and pass-out students for a future career, internship, fellowship, PG courses, preparation of competitive exams, job opportunities and other availabilities etc. 6. Consultancy about recent workshops/seminars/certificate courses that will enrich and add plus points to their knowledge skills and CV. 7. Consultation about CV and interview skills. 8. To help students for higher studies abroad and all documents regarding. <p>Find out opportunities/scholarships/courses and display on the notice board.</p>			

APPENDIX XXVII

27	College Union	<ol style="list-style-type: none"> 1. Chairperson-Elected student representative 2. Vice Chairperson- Elected student representative 3. General Secretary- Elected student representative 3. Magazine editor- Elected student representative 4. Arts club secretary- Elected student representative 5. Sports club secretary- Elected student representative 6. Councillors 7. Representative of each UG/PG program 8. Lady Representative 9. Representative of each SC/ST 10. Petron cum Treasurer-Principal 11. Staff Advisor-Faculty member nominated by CC 12. Sports Secretary nominated by executive 	General Secretary / One year/ The committee meets once in two months.
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Roles:

1. To officially represent all the students in the Institute.
2. To identify and help solve problems encountered by students in the Institute.
3. To communicate its opinion to the Institute administration on any subject that concerns students and on which the council wishes to be consulted.
4. To promote and encourage the involvement of students in organizing Institute activities.
5. To promote the interests of students among the Institute administration, staff and parents.
6. To inform students about any subject that concerns them.
7. To identify and help solve problems encountered by students in the Institute.
8. To consult students on any issue of importance.
9. Organize educational and recreational activities for students.
10. To participate in developing the Institute's educational projects and to promote them to students.
11. Organize an activity to recognize the efforts of students involved in organizing Institute activities.
12. To propose activities to the Institute administration that would improve the quality of life in the Institute.
13. To maintain good relations, out of mutual respect, with the Institute staff (the Management, teaching and non-teaching personnel) and parents.
14. To form special committees for activities.
15. To represent the students on official occasions.
16. Review and keep a record of the attendance when the students attend functions and programs in the Institute and outside the Institute.
17. Ensure that the students adhere to the disciplinary policies of the Institute at all times.
18. Arrange Intra-collegiate events and ensure the participation of students in Inter college events.
19. Establish a network with the alumni through various activities conducted by the college like alumni meet and interacting with the alumni at various forums and always maintaining an updated database of the alumni.
20. Host various workshops, speaker sessions, innovative games, and competitions for aspiring entrepreneurs and support them by providing necessary resources such as mentoring, consultancy and networking.
21. Ensure that students are involved in some kind of physical activity like yoga, aerobics, gym etc.
22. Arrange a sports day in the Institute.

23. Involve the students in activities like arranging Blood donation camps, and helping the affected during natural calamities.

24. Monitor the functioning of the Arts club, Sports club and Magazine committee.

APPENDIX XXVIII

28	TBI	<ol style="list-style-type: none"> 1. Chairman –HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoD 	Faculty Representative nominated by CC / One year/ Once in a month
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1. To provide facility space, common office equipment, and technical assistance to the staff.
2. Help to find ideas.
3. To incubate start-ups by providing them with a conducive environment and mentorship.
4. Organize events in order to build and promote entrepreneurial skills among students and faculty.
5. To facilitate the creation of an entrepreneurial ecosystem at SNIT, Adoor.
6. To establish academia-industry relationships for innovation in science and technology.
7. To encourage and engage our alumni students in entrepreneurial activities.
8. To facilitate technology transfer and protection of intellectual property at SNIT, Adoor.
9. To find out funding agencies for incubations.
10. To help to find investors.
11. Find out activities outside the institution and display them on the notice board.

APPENDIX XXIX

29	IEDC	<ol style="list-style-type: none"> 1. Chairman –HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC Members- Members of all departments nominated by HoD 	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. To promote an innovation driven entrepreneurship culture among the students.
2. To develop and promote commercially viable innovative product and solution from the students.
3. To promote enterprise among budding technopreneurs and thereby creating more employment opportunities. To bridge the gap between Industry and Academia.
4. To support the budding Entrepreneurs through Grants and to create an entrepreneurship flavour in the academic fraternity.
5. To create awareness and interest among faculties and students through workshops and Hackathons.
6. To motivate, support and mentor students for identification, development and commercialisation of their innovative ideas.
7. To create a platform for the young brains to develop their skills and to give proper technological exposure.
8. To provide exposure to technology and entrepreneurship by providing Job opportunities and Internship in relevant Industry.
9. To provide Technology & Management Skill Training to the students and Faculties in building their innovative product or solution.
10. To create specialisation hubs for promoting the culture of Entrepreneurship among the student communities.
11. To organise Business Plan Competitions/Innovation. Camps/ Hackathons with active involvement of industry and alumni.
12. To keep all activity documents.
13. Find out activities outside institution and display in notice board.

APPENDIX XXX

30	Student Chapters Cell	1. Chairman – HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Student chapter advisors of all departments nominated by HoD	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. Be fully conversant with the chapter by-laws.
2. Act as the primary interface between the student chapter, advisor, the department and university within which it functions and SNIT.
3. Establish a clear set of objectives and an operating plan for the chapter year.
4. Take responsibility for the fulfilment of the chapter's established objectives.
5. Train newly elected officers and hand over materials.
6. To ensure weekly activities of all departments.
7. To review monthly activity reports.
8. To find out funding activities.
9. Coordinate different student chapter activities in SNIT.
10. To collect activity reports and proofs from all departments.
11. To arrange internal auditing for student chapters.
12. To review reports of the Treasurer including the number of dues paid, the total income and expenditures at each board meeting, and also the status of the budget. An annual written financial report should be prepared and audited. Find out activities outside the institution and display them on the notice board.

APPENDIX XXXI

31	Sports Club	<ol style="list-style-type: none">1. Chairman – Principal2. Vice Chairman- HoD of any department nominated by CC3. Convener- PED4. Members- Members of all departments nominated by HoD	PED / One year/ Once in a month
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Roles:

1. To create zeal amongst students and faculty members towards sports.
 2. To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.
 3. To enhance the interest of participants in the field of sports.
 4. To achieve the goals we plan to organize various competitions in the following sports: football, cricket, basketball, volleyball, table tennis, chess, carom and badminton etc.
 5. To promote every individual's health, and physical well-being as well as the acquisition of physical skills among the students.
 6. The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding.
 7. It is designed to serve the interests of the student's community in competitive sports and other recreational activities i.e. both indoor and outdoor
- Find out activities outside the institution and display them on the notice board.

APPENDIX XXXII

32	ARTS Club	<ol style="list-style-type: none">1. Chairman – Principal2. Vice Chairman - HoD of any department nominated by CC3. Convener - Faculty Representative nominated by CC4. Members - Members of all departments nominated by HoD	Faculty Representative nominated by CC / One year/ Once in a month
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- Roles:**
1. To create zeal amongst students and faculty members towards cultural activities.
 2. To provide a platform for students so that they can showcase their talent.
 3. To enhance the interest of participants in cultural events.
 4. To achieve the goals we organize various competitions in the following categories: dancing, singing, drama, mime, extempore, natak, debate etc.
 5. To promote every individual's interest and try to discover the talent in students.
 6. The committee aspires to inculcate qualities such as team spirit, confidence, expressiveness, and communication.
 7. It is designed to serve the interests of the student- community in a competitive cultural fest.
- Find out activities outside the institution and display them on the notice board.

APPENDIX XXXIII

33	Hospitality Committee	<ol style="list-style-type: none"> 1. Chairman –HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoD 	Faculty Representative nominated by CC / One year/ Once in a month
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- Roles:**
1. To form institutional student ambassadors. Being a Campus Ambassador is a voluntary role and usually requires a commitment to work.
 2. Arrange training sessions to increase awareness of the program in the university and college, at a time that suits your schedule.
 3. Promoting on campus can often involve methods such as putting up posters, circulating flyers, sharing updates on social media groups, running an information evening or stand, speaking to college officials and Heads of Departments, contacting the Students' Union - along with any other creative, innovative strategy they come up with.
 4. Give Volunteer Experience certificate to ambassadors.
 5. Plan and Coordinate own Marketing Campaign.
 6. Assist in campus, recruitment events.
 7. Attend one meeting per month.
 8. Assist with special projects as needed.
 9. Serve as an institution's official representative and liaison to SNIT.

10. Responsible for communications between SNIT and individuals on their campuses.
11. Assist the admission cell in developing future plans and implementing programs and activities generated by the Board.
12. Establish, when appropriate, linkages with other campus programs focusing on students.
13. Find ways to bring students together on their campuses for support and assistance.
14. Encouraged to assist at conferences and receptions and may serve on standing committees as needed.
15. If for any reason an ISA cannot complete the term, recommend a suitable replacement.

APPENDIX XXXIV

34	Socio Environment t Cell	<ol style="list-style-type: none"> 1. Chairman –HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoDs 	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. To ensure that the campus remains clean and neat and will instruct/guide the gardeners and others for maintaining the campus environment green and pleasant.
 2. Gain knowledge about the environment.
 3. Perform actions to improve the campus environment.
 4. Help to solve local environmental problems.
 5. Educate others about the environment.
 6. Motivate the students to keep their surroundings green and clean by undertaking the plantation of trees.
 7. Promote the ethos of conservation of water by minimizing the use of water.
 8. Motivate students to imbibe habits and lifestyle for minimum waste generation, source separation of waste and disposal of the waste to the nearest storage point.
 9. Educate students to create awareness amongst public and sanitary workers, so as to stop the indiscriminate burning of waste which causes respiratory diseases.
 10. Sensitize the students to minimize the use of plastic bags and not to throw them in public places as they choke drains and sewers cause water logging and provide the breeding ground for mosquitoes.
 11. Organize tree plantation programs and awareness programs such as Quiz, Essay Writing, painting competitions, rallies, natak etc. regarding various environmental issues and educate children about the re-use of waste material & preparation of products out of waste.
- Organize Nature Trail in Wild Life Sanctuaries/Parks/Forest areas to know about the Bio-diversity.

APPENDIX XXXV

35	Purchase And Procurement Cell/Finance Committee	<ol style="list-style-type: none">1. Chairman –HoD of any department nominated by CC2. Convener- Faculty Representative nominated by CC3. Members- Administrative officer, Members of all departments nominated by HoD	Faculty Representative nominated by CC / One year/ The committee meets as and when needed.
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Roles:

1. Ensure that quality materials are procured and standard purchase procedures are followed in major & minor purchases.
2. The purchase section makes arrangements for getting the quotations based on the indented specifications.
3. The comparative chart is done with the help of an indenter. Based on the recommendations of the department, usually HoD, the purchase committee will deliberate on the quotations and recommend the company from which the items may be procured.
4. To see that expenses incurred have budgetary provisions.
5. To recommend approval of financial proposals referred by the principal.
6. To check that necessary formalities have been observed in incurring expenses in case of major purchases exceeding 50,000 per item.
7. To recommend any proposal for enhancement of DA, etc. commonly for all staff referred by the principal

APPENDIX XXXVI

36	Student Academic Assessment Committee	<ol style="list-style-type: none">1. Chairman –HoD of any department nominated by CC2. Convener- Faculty Representative nominated by CC3. Members- Members of all departments nominated by HoDs	Faculty Representative nominated by CC / One year/ Once in a month and before examination and after publishing result
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Roles:

1. Oversight of policy for assessment and examination (including the development of new methods of assessment, and review of the volume of assessment).
2. Quality assurance of examinations to ensure the appropriateness of assessment and maintenance of standards (including review of External and Senior Examiners' reports including the adequacy of Advisory committee responses and IQAC responses, and identification of good practice and areas of concern).
3. Policy in respect of examination access arrangements, including reasonable adjustments and alternative modes of assessment pre-examination, and in respect of mitigating circumstances post-examination.
4. Oversight of implementation of policies, and annual reporting to the Governing Body and College Council on cases managed by the Examination Access and Mitigation Committee.
5. The integrity of the examination process (including the setting of rules for candidates to ensure proper conduct of examinations and imposition of punishments for infringement of the rules for candidates, receiving reports from the Proctors, examination security, cheating, and procedural irregularities, and the budget for examinations).
6. SAAC representatives coordinate assessment reporting and compile assessment results of all internal and external examinations.
7. SAAC suggests new academic strategies for improving results.
8. To prepare an annual report for all programs/disciplines that show assessment results, assessment strategies, future plans and the assessment cycle.
9. To keep all documents regarding results.
10. Identify the brilliant students and propose strategic plans for their good performance/rank.
11. Identify slow learners and give strategic proposals to CC.
12. To recommend any proposal for enhancement of DA, etc. commonly for all staff referred by principal

APPENDIX XXXVII

37	Library Cell	<ol style="list-style-type: none"> 1. Chairman – Principal 2. Convener- Librarian <p>Members- Members of all departments nominated by HoD</p>	Librarian / One year/ Once in a month
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Roles:

1. Enhance the reading behaviour of students & nourish the library with the latest books.
2. Maintenance of the assets.
3. Smooth running of routine library activities.
4. Revise the norms and regulations for the readers (Students & Staff).
5. Collect question papers for all examinations.
6. Collect the soft copy of the study materials of all subjects.
7. Recommended measures for upgrading the library facilities.
8. Recommends enriching stock with e-resources.
9. Solve the issues and problems raised by the students and staff members
10. Carry out Physical verification during summer holidays and submit the report to the principal.
11. Advises on maintenance of documentation of books, journals, magazines, newspapers, CDs & library materials.
12. Advises on maintaining and updating e-journals and all teaching aids – NPTEL videos etc.

APPENDIX XXXVIII

38	Training and Placement Cell	<ol style="list-style-type: none"> 1. Chairman –HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoDs 	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. Developing and Executing the Placement strategy
2. Keeping correspondence with leading companies for campus selections.
3. Getting and sharing information from Student Progression Cell.
4. Notifying the students about job opportunities and campus selections.
5. Preparing a formal list of students of different disciplines with high merit.
6. Design and Printing of Placement Brochure.
7. Organize on-campus placement.
8. Conducting Recruiting Survey.
9. Interacting with Past Recruiters.
10. Interacting with the Potential Recruiters.
11. Analyze and Benchmark student potentials.
12. Placement Presentation at various companies.
13. Maintaining student Resume Bank.
14. Developing and maintaining the Corporate Database.
15. Allocation of companies to student groups for image building.
16. Conducting Training programs for
 - 1) Career Counselling
 - 2) Resume Writing Skills
 - 3) Job Search Tips
 - 4) Interview Strategies
 - 5) Aptitude Development Workshops
 - 6) Group Discussion Competence
 - 7) Communication and Presentation Proficiency
 - 8) Personality Development Techniques
 - 9) Mock Interviews
17. Internships and Industrial Visits.
18. Keep all databases and Coordinate all the activities related to Placement.
19. Maintain a data bank of Alumni.

APPENDIX XXXIX

39	ICT Cell	<ol style="list-style-type: none"> 1. Chairman –HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoD 	<p style="text-align: center;">Faculty Representative</p> <p>nominated by CC /</p> <p>One year/ Once in a month</p>
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Roles:

1. Identify strategic initiatives for the website and present them to higher management for review and updating.
2. Develop a priority listing of the desired design and functionality enhancements.
3. Identify to update and enhance website design and content.
4. Coordinating with other committees in posting relevant information.
5. Identify and update all the department events on the website.
6. Update activities in the online social accounts of the college.
7. To ensure effective use of LMS
 - a. To make available attendance of students to the parents.
 - b. To create a facility for automatic email/SMS to students with less attendance e.g. absent for three or more days consecutively.
 - c. To develop advanced facilities in LMS.
 - d. To get online course feedback.
8. To introduce modern tools of teaching and learning.
9. To organize training for modern tools.
10. The Committee will keep the website up-to-date by contacting the concerned Head and Administrative Officer (For administrative data and information).
11. To create the infrastructural framework for creating student email IDs at the time of admission.
12. To develop an online fee payment facility.
13. Development of library web page in consultation with the library & competitive exam committee.
14. To share NPTEL resources in the internal LAN network through the library web page.
15. To create email IDs of all functionaries.
16. To create the necessary infrastructure and apply for remote centres for STTPs under the National Mission for Education through ICT.

17. To develop institutional MOOC courses.
18. To mentor students to do MOOC courses.
19. List out the MOOC courses and display them on the notice board.

Update question papers/study materials in the student's corner of the website

APPENDIX XL

40	Public Relation And Publicity Committee	<ol style="list-style-type: none"> 1. Chairman - HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoD 	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. The members will be in touch with the In-charges of different extracurricular & co-curricular activities to give publicity of the various events organized through newspapers or any other publications/media.
 2. They will send the copy to newspapers elsewhere to the Literary Committee.
 3. Any news item to be published must be approved by the Principal.
 4. To offer helps to conduct press meets.
 5. Invite media persons to conduct programs.
 6. Do online publicity of all activities.
- Find out the internal activities of the institution and display them on the notice board.

APPENDIX XLI

41	Students Affairs Committee	<ol style="list-style-type: none"> 1. Chairman –HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoDs 	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. The members will study the applications received for financial help and will guide for contacting the funding organizations and may also recommend for the same. The members will also study the case of indiscipline and will send the final report to the Principal for necessary action.
 2. The affairs related to hostels on the campus shall be looked after by this committee.
 3. The feedback & complaints regarding the hostel life of students shall be addressed by this committee.
 4. The Committee will meet for advising/suggest the working of the hostels.
 5. It will also study the suggestions received from the Rectors, Hostel Wardens & students and will send the proposal to the Principal for forwarding to the management for doing needful.
- Organizing of Cultural festivals, technical festivals and the annual day shall be looked after by this committee.

APPENDIX XLII

42	Alumni Association	<ol style="list-style-type: none"> 1.President:Principal 2.Vice President <ol style="list-style-type: none"> 1.Teacher vice president 2.Alumni vice president 3.Secretary <ol style="list-style-type: none"> 1.Teacher Secretary 2.Alumni Secretary 4.Treasurer-Nominated faculty member 5.Members <ol style="list-style-type: none"> 1.Nominated faculty members-8 2.Nominated students-8 	Faculty Representative nominated by CC / One year/ Once in a year
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Roles:			
<ol style="list-style-type: none"> 1. The Committee will work for planning the activities to be carried out during the year and means and ways to increase the life membership and Endowment Fund. 2. Prepare members' directory, promotional material, and newsletters for the Alumni members. 3. Oversee the association's budget, including preparing the annual budget, disbursing Alumni funds, and auditing the treasurer's accounts. Approval of documents from the general body. 4. Review of bylaws. 			

APPENDIX XLIII

43	SC/ST & OBC Students Counselling Committee	<ol style="list-style-type: none"> 1. Chairman –HoD of any department nominated by CC 2. Convener- Faculty Representative nominated by CC 3. Members- Members of all departments nominated by HoD 	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:			
<ol style="list-style-type: none"> 1. The committee will focus on the holistic development of SC/ST students and plan executive and monitor all the activities regarding SC/ST students' development. 2. Efforts to enhance scholarship and financial help for such students shall be made from Govt. & NGOs and supervised by this committee. 			

APPENDIX XLIV

44	Transport Committees	<ol style="list-style-type: none"> 1. Chairman – Principal 2. Vice Chairman- Administrative officer 3. Convener- Faculty Representative nominated by Administrative officer 4. Members- Members of all departments nominated by Administrative officer 	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. Responsible for the arrangement of transport for students and staff from College to Town/destination/boarding point & vice versa.
2. Responsible for periodical maintenance of all the buses.
3. Responsible for a periodical check of the log books maintained by the drivers.
4. Recommend transport for the students and staff for any educational tour, visit for sports competitions etc.
5. Recommending alteration/ inclusion/ deletion of routes.

APPENDIX XLV

45	PTA	<ol style="list-style-type: none"> 1.President-Pincipal 2.Vice President- father/mother nominated from executive committee 3.Secretary-Faculty member nominated by CC 4.Joint Secretary- father/mother nominated from executive committee 5.Treasurer-Faculty member nominated by CC 6.Members- parents nominated from general body -6 faculty members nominated by CC-6 	Faculty Representative nominated by CC / One year/ Once in two months
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Roles:

1. Oversee the association's budget, including preparing the annual budget, disbursing PTA funds, and auditing the treasurer's accounts.
2. Communicate PTA actions to the college community.
3. To foster and promote good relationships among the members of teaching staff, students and guardians of the students.
4. To create keen interest among all stakeholders for smooth working,
5. progress and development of the college, maintaining good discipline, ethical values and high academic standards.
6. To institute scholarships, prizes, medals etc., to benefit students showing high proficiency in their studies.
7. To provide amenities to the students of the college.

APPENDIX XLVI

46	Industry Institution Interaction Committee	<ol style="list-style-type: none"> 1. Chairman – Principal 2. Vice Chairman- HoD of any department nominated by CC 3. Convener- Faculty Representative nominated by CC 4. Members- Members of all departments nominated by HoD 	Faculty Representative nominated by CC / One year/ Once in a month
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1. Establish a linkage between industry and the institute.
2. Joint research projects.
3. Industrial consultancy
4. Dissemination of knowledge.
5. Promoting industrial training for students.
6. Faculty training in industry Responsibilities.
7. Helps in getting permission for industrial visits/ Training to students.
8. Mediating for laboratory testing facilities.
9. Recommending professional consultancy.
10. Recommending industrial exhibitions.
11. Recommending seminars, workshops, continuing education programs etc.

Appendix XLVII

47	FDP Committee	<ol style="list-style-type: none"> 1. Chairman – Principal 2. Vice Chairman- HoD of any department nominated by CC 3. Convener- Faculty Representative nominated by CC 4. Members-Members of all departments nominated by HoD 	Faculty Representative nominated by CC / One year/ Once in a month
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Roles:

1. Maintain and Update the faculty database.
2. Maintain faculty evaluation and teaching credentials.
3. Recommend a faculty orientation program and ensure one FDP per Department/Semester.
4. Organize an induction program for newly joined staff and students.
5. Manage scheduling, delivery, and effectiveness of FDP.
6. Assist in budgeting and provision of FDP funding.
7. Arrange for individual faculty counselling.
8. Maintain the documents of all FDP and induction programs at SNIT.

Appendix XLVIII

48	Ethics Committee	1.Chairman-Dean/Senior HoD 2.Convener-Academic Coordinator/HoD of any other department 3.Members of all departments nominated by HoD	Academic Coordinator/HoD of any other department / One year /Once in a semester
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Roles:

1. Formulate Ethics Policy for Sree Narayana Institute of Technology, Adoor.
2. Impart professional and educational ethics to staff and students of the institution.
3. Report breaches of Ethics Policy or non-compliance of ethical practices among students, faculty and staff to the Principal for taking necessary actions.
4. Recommend actions on non-compliance of ethical practices among students, faculty and staff.
5. Propose corrective actions on the report of non-adherence to the Policy.
6. Make amendments and clarity to the Policy as and when required.

APPENDIX B: SNIT FORMS

I. JOINING REPORT

II. ANNUAL APPRAISAL FORM

III. REQUEST FOR EMPLOYMENT/EXPERIENCE CERTIFICATE

IV. REQUEST FOR SALARY CERTIFICATE

V. NO-DUES CERTIFICATE

VI. REQUEST FOR DL/OD

VII. CONDUCT CERTIFICATE

VIII. SALARY FORM

IX. NLC

X. LPC