

**VIKAS COLLEGE OF ENGINEERING & TECHNOLOGY**  
(Approved by AICTE & Affiliated to Jawaharlal Nehru Technological University, Kakinada)



**RULES, POLICIES AND PROCEDURES**

*Nunna-521 212, Vijayawada Rural, Krishna Dt., A.P, India*

**2019-2020**

**VIKAS COLLEGE OF ENGINEERING & TECHNOLOGY**

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## **CHAPTER -1**

### **EXTENT OF APPLICATION**

- 1.1 The rules, policies and procedures shall come in to force with immediate effect.
- 1.2 The Rules, Policies and Procedures shall apply to all employees of Vikas College of Engineering and Technology, unless otherwise expressly provided by an order or agreement made between the employee and the College.
- 1.3 These Rules, Policies and Procedures are subject to deletion, amendment and introduction of new Rules, Policies and procedures by the Competent Authority i.e. Governing Body of Vikas College of Engineering and Technology.
- 1.4 Words importing masculine gender shall also include feminine gender and vice versa
- 1.5 In case of any ambiguity or doubt arising in the interpretation of any Rule, it shall be referred to the Principal of the College. The decision of the GB of the College shall be final.

## **VISION**

- To be a premier educational institution for knowledge and skill development

## **MISSION**

- Inculcate self-learning abilities and impart value based education
- Promote knowledge sharing and innovation with mutual partnerships
- Involve in activities, trainings for the overall development of the stakeholders
- Provide an ambience conducive for building engineers, entrepreneurs and administrators
- Inspire and make the rural youth ready for the competitive world with values and ethics

## **QUALITY POLICY**

Our quality policy is to impart value based education and strives for continuous improvement by adopting modern training methodologies with quality infrastructure, human resources that meet the needs of society.

## **CHAPTER – 2**

### **DEFINITIONS**

- 2.1 Academic Year means a period of twelve (12) months commencing from the dates Specified by the Affiliating University for commencement of class work.
- 2.2 Principal means Principal of the Vikas College of Engineering and Technology.
- 2.3 College means the Vikas College of Engineering and Technology.
- 2.4 Competent Authority means Principal.
- 2.5 Disciplinary Authority means Principal of Vikas College of Engineering and Technology,
- 2.6 Appointing Authority means Principal of Vikas College of Engineering and Technology.
- 2.7 On Duty: An employee is said to be on duty when:
- He is performing the duties of a post to which he is appointed or performing other assigned duties or attending a Seminar /Symposium/Workshop or undergoing a training programme for which he has been nominated.
  - He is absent from duty on account of closed holidays and vacation.
  - He is absent from duty on account of availing the leave in accordance with the leave rules.
  - He is deputed for attending any examinations related work by the College as per orders of the Affiliating University.
  - He performs any other duties assigned to him by the competent authority, outside the College campus.

2.8 Employee means any person appointed by the College to any service or post in connection with the affairs of the College. The term employee does not include a person employed on daily wages, part time employees or appointed under a contract.

2.9 Faculty means all teaching staff

2.10 Non-Teaching Staff - Technical means all staff appointed with technical qualifications in the Laboratories /Computer Centre/ and Maintenance work (excluding helpers / attenders)

2.11 Non-Teaching staff means all ministerial and supporting staff

2.12 Month means a Calendar month.

2.13 Principal means the Head of the College

2.14 Student includes a person enrolled in the College for studying a course or other academic distinction or for undergoing any training in the College.

## **CHAPTER-3**

### **LEAGAL PROVISIONS**

3.1 The Vikas College of Engineering and Technology shall have perpetual succession. It can be sued and shall sue by that name.

3.2 In all suits and other legal proceedings by or against the College/Society, the pleading shall be signed and verified by the Chairman. All process of such suits and proceedings shall be issued to and served on him.

**CHAPTER-4**  
**SERVICE RULES**

**4.1 SCOPE & DEFINITION**

4.1.1 These Rules shall be known as Vikas College of Engineering and Technology service rules and shall herein after be referred to as “SERVICE RULES’

4.1.2 These SERVICE RULES are to define the service conditions of the employee of the Vikas College of Engineering and Technology for reference, understanding and implementation.

4.1.3 These Service Rules are to regulate the conduct, discipline and allied matters of the employees of the Vikas College of Engineering and Technology.

4.1.4 These Service Rules will apply to all employees, whether permanent or temporary who are in the whole time employment of Vikas College of Engineering and Technology, unless otherwise provided by the terms of any contract or agreement or letter of employment.

**4.1. INTERPRETATION**

The Institution reserve the right to interpret these Service Rules and any supplementary rules or orders issued there under and such interpretation shall be final and binding upon the employees and every person concerned thereto.

**4.3 MODIFICATION**

The Institution reserves the right to modify, cancel or amend any or all of the Service Rules or any supplementary rules or orders issued in connection with these service rules at any time.

**4.4 WORKING HOURS**

4.4.1 The hours of work of the employee shall be such, as notified by the Institution from time to time

4.4.2 An employee may however be required by the Competent Authority to work on Sundays/Holidays/after College hours due to exigencies of work



4.4.3 Every employee shall be punctually present in the College at the beginning time and shall not, unless otherwise permitted, leave the work place before the closing time.

#### **4.5 ATTENDANCE**

4.5.1 Attendance shall be marked daily according to the methods prescribed by the Institution from time to time

4.5.2 Every Employee shall be punctually present at the Institution at the opening time and shall not, unless otherwise permitted, leave the place of work before the closing time

#### **4.6. HOLIDAYS**

4.6.1 Every employee of the Institution shall be allowed a weekly holiday.

4.6.2 In addition to the weekly holiday, an employee shall be allowed in a calendar year closed holidays including national holidays as per the list of holidays declared by the affiliating University for the affiliated colleges (I.e. JNTUK).

4.6.3 An employee however cannot avail the summer holidays declared by the Competent Authority for the Students of the Institution, unless permitted by the Competent Authority.

#### **4.7. LEAVE RULES**

4.7.1 An employee allowed 12 days causal leave in a Calendar Year. The Competent Authority reserves the right to modify the leave entitlement with full wages from time to time

4.7.2 An Employee on completion of minimum of 2 calendar years is eligible for 3 earned leaves and there after eligible for 3 earned leaves on completion of each calendar year. Holidays occurring during the period od earned leave shall be counted as earned leave.

4.7.3 All leaves shall be applied for in writing to the Competent Authority well in advance.

Sanction of leave may not be presumed and leave asked for shall not be availed of unless it has been sanctioned

4.7.4 The Competent Authority has the discretion to refuse the leave, asks the employee to postpone or curtail the leave due to exigencies of work. The Competent Authority has the right to revoke the leave or recall an employee to the place of work during his leave period, due to exigencies of work.

4.7.5. Sundays and other Holidays may be prefixed and/or suffixed with the causal leave with the permission of the Competent Authority

4.7.6 An Employee before proceeding on leave shall intimate the Competent Authority his address while on leave and / or telephone number, and shall keep the Competent Authority informed of any change in his address or phone numbers previously furnished.

4.7.7 If an employee absents from duty without the prior permission of the Competent Authority such employee shall be liable for disciplinary action as decided by the Competent Authority The decision of the Competent Authority shall be firm and binding on the employee

4.7.8 If an employee could not attend the duty due to illness or injury suffered intimation and apply for leave at the time of resuming duty. He/she may produce a medical certificate from the Hospital/ or Registered Private medical practitioner from where he has taken the treatment

4.7.9 An employee shall not leave the headquarters without the prior permission of the Competent Authority.

4.7.10 Study Leave: All Teaching Staff desirous of pursuing PG Course or Ph.D (Full Time/Part Time) shall obtain permission from the Competent Authority to and execute an undertaking that he/she will serve the College for minimum 2 years.. This condition shall be relaxed at the discretion of the Competent Authority. In case of Full Time study, the employee shall not be entitled for salary and other benefits

during the period of study leave. The Same rule shall apply to Non-Teaching Technical Staff desirous of improving their technical qualifications.

#### 4.8 **APPOINTMENTS**

4.8.1 All appointments will be made by the Competent Authority to the teaching and non-teaching (technical and ministerial) posts as per requirement .

4.8.2 All appointments shall be made in respect of Teaching and non-teaching posts after seeking applications through open advertisements. Applications submitted personally or through e-mail by interested candidates may also be considered on basis of the merit.

4.8.3 The qualifications for the appointment of Principal, Teaching Staff, Physical Director and Librarian shall be as prescribed by AICTE, New Delhi and where applicable, as prescribed by the Affiliating University.

4.8.4 All appointments, excluding administrative staff, shall be made on the basis of the recommendations of a duly constituted selection committee and approved by the Competent Authority.

4.8.5 All Appointments in the Institution are on permanent basis.

4.8.6 Appointment in all teaching posts made by the Institution may have to be ratified by the Affiliating University, in respect of which the Competent Authority shall take necessary action.

4.8.7 Appointment to all posts of Office staff and other supporting staff shall be filled on the basis of the vacancies as per requirement, by the competent authority. The qualifications shall be commensurate with the nature of the Job for which appointments are made. In respect of office staff the minimum qualification is graduate with computer knowledge but can be relaxed by the Competent Authority depending on the skill and experience of the Candidate.

4.8.8 After accepting the Offer of Appointment , the employee is required to deposit their original Certificates in the Institution Such Original Certificates deposited in the Institution shall be returned to the employee either on termination of his service, or after acceptance of his resignation by the Institution or after retirement,

#### **4.9. SALARY & WAGES**

4.9.1 Appointments of teaching staff shall be made on the scales of pay and allowances allowances as per norms of AICTE, New Delhi

#### **4.10 TRAVELLING ALLOWANCES**

4.10.1 Travelling allowance and daily allowance shall be paid to employees proceeding on official tours at the following rates, the rates are subject to revision by the Competent Authority from time to time. In respect of official tours, the employees shall take prior permission from the Competent Authority.

BY TRAIN : Actual Train fare AC II Tire for Teaching Staff  
(by shortest route) Actual II Sleeper Class for Non-Teaching Staff

In case of travel by Road, due to non-availability of Train Tickets, reimbursement will be made at actual or limited to the train fare of class of entitlement.

#### **4.11. PROVIDENT FUND**

4.11.1 All employees drawing salary up to Rs.6500/- per month shall subscribe to the Provident Fund / ESI compulsorily. Employees drawing salary exceeding Rs.6000/- Per month can also contribute to the Provident Fund voluntarily. The monthly subscriptions to the Employees Provident Fund shall be recovered from the employee's salary every month at the rates as per the E.P.F Act, 1952 or as prescribed by the Government from time to time.

4.11.2 Accounts Department of Vikas College of Engineering and Technology shall remit the monthly subscriptions of employees to Employees Provident Fund Account I of

the subscribers together with the Employer's contribution to the Commissioner of Provident Fund as per the provisions of the Employees Provident Fund Act.

#### **4.12. TERMINATION / RESIGNATION FROM SERVICES**

4.12.1 The services of an employee may be terminated by the Institution by giving such notice as may be stipulated in the terms of his appointment. In the absence of any such specific provisions in the terms of his appointment, the services of an employee may be terminated by the Institution in the following manner:

“The Institution, at any time, may terminate the services of an employee  
without assigning any reason whatsoever.”

4.12.2 An Employee resigning from the services of the Institution shall be required to give such notice as stipulated in the terms of his appointment. If there is no such stipulation in the terms of his appointment, an employee shall be required to either give three months prior notice or pay three months salary in lieu thereof

#### **4.12.3 Special Circumstances:**

Where an employee has been convicted for a criminal offence or where the competent authority is satisfied that it is expedient or against the interests of security to continue his employment, the Competent Authority shall remove or dismiss the employee from the services of the College without any notice.

4.12.4 Every employee before leaving the services of the Institution return all the property or equipment/ tools/instruments/library books and journals etc. belonging to the College issued or lent to him in connection with his employment in the Institution . In case he fails to do so, the cost of such items not returned to the Institution shall be liable to be deducted from his pay or the amount due to him or recovered otherwise.

4.12.5 The final settlement of accounts of an employee leaving the services of the Institution on resignation or termination or retirement from the services of the Institution shall be made only after receipt of No-Dues certificates from the concerned departments and Library.

#### **4.13 CONDUCT, DISCIPLINE AND APPEAL RULES**

4.13.1 Every Employee of the Institution shall at all times:

Maintain absolute integrity

Maintain devotion to duty

Must be properly dressed

Not indulge in acts which may damage the reputation of the Institution

4.13.2 An Employee shall be deemed to be a whole time employee of the Institution and shall not, except with the previous sanction of the Competent Authority, on such terms and conditions as may be prescribed by the Institution, engage directly or indirectly in any trade, business, or undertake any part time employment or private tuitions.

4.13.3 An employee may however without such sanction undertake honorary work of social or charitable nature or occasional work of a literary or scientific character subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the College

4.13.4 No permission is required for publications embodying one's researches or Books.

No employee shall publish any letter in any news paper / journal or participate in any discussions to be telecast by the electronic media, which may cause embarrassment to any authority or damage the goodwill of the College.

4.13.5 It shall be the duty of every employee not to disclose any information, obtained by him in the course of his employment in the college, to outsiders or to make use thereof after leaving the services of the Institution.

4.13.6 If employees resort to public criticism of the administration or any other aspects of the college, it shall be deemed to be misconduct and disciplinary action shall be taken against such employee(s) by the competent authority

4.13.7 No employee can take active part in politics or stand for elections, unless he is Permitted to do so by the competent authority.

4.13.8 No employee is permitted to criticize or encourage cast/regional/religious feelings among the Students and staff of the Institution

4.13.9 If an employee continue to remain absents from duty without any valid reasons Without the prior permission of competent authority, he shall be liable for disciplinary action.

- 4.13.10 A teacher is liable to be punished for dereliction of duty and involve in misleading the students in to untoward activities by giving lectures on unethical, religious, political or any other aspects either in the class room or outside the campus, which in the opinion of the Competent Authority, is objectionable and may cause damage to the reputation of the Institution.
- 4.13.11 Every employee shall be courteous in discharging his duties with other employees of the college, students, parents and general public.
- 4.13.12 Consumption of alcohol or drugs are strictly prohibited in the College premises. Employees should not indulge in these activities. If any employee is found indulged in such activities, disciplinary action shall be taken against him.
- 4.13.13 No suit shall lie in any court against the college, with regard.

#### **4.14 EMOLUMENTS AND BENEFITS TO EMPLOYEES**

- 4.14.1 The appointing authority shall fix the initial pay of an employee appointed to a post in the College at any stage in the time scale attached to the post. The time scales for teaching staff are those prescribed by AICTE,
- 4.14.2 An employee who is holding a post and is promoted to a higher post shall be entitled to draw a basic pay in the time scale of pay of the higher post at the stage next above his basic pay in the lower post.
- 4.14.3 In the case of an employee whose basic pay in the lower post is equal to or has exceeded the minimum basic pay of the higher pay-scale, his basic pay in the higher scale of pay shall be re-fixed by adding increments
- 4.14.4 The Principal shall sanction the drawl of increments in the time scale to the employees
- 4.14.5 Additional increments to an employee may be sanctioned by the Principal in specially deserving cases.
- 4.14.6 By Attending the workshops/ Conferernces / FDP's with a prior approval of Principal employee can reimburse the amount.
- 4.14.7 When an increment of an employee is withheld as a disciplinary measure, the competent authority ordering the withholding of the increment shall state the period for which the increment shall be withheld and whether it shall have the effect of postponing the future increments, i.e. with or without cumulative effect.

#### **4.15 Retirement**

4.15.1 The date of retirement of Teaching Staff of the College is the date on which he completes 65 years.

4.15.2 The Principal shall have the power to re-employ after retirement in special cases teaching staff for a period not exceeding 5 years subject to the following conditions Service during the period of re-employment shall not Count for the purpose of Provident Fund. The employee is eligible for the pay and other allowances as fixed by the competent authority.



## **CHAPTER 5 FINANCE & ACCOUNTS**

### **5.1 Sources of Income**

Vikas College of Engineering and Technology was established for the benefit of the Society and serves the public and is not a profit making organization.

The College shall receive income from the following sources:

- i) Tuition fees from the students
- ii) Contributions from the sponsoring Society
- iii) Interest from fixed deposits
- iv) Grants from Govt/other agencies for Research Projects/Consultancy

#### **5.1.1 Bank Accounts:**

The following accounts shall be maintained by the College

- i) Current Account in Banks in the name of Vikas College of Engineering and Technology
- ii) Scholarship Account in the Bank in the name of Vikas College of Engineering and Technology.
- iii) Examination fees Account
- iv) Other heads of accounts as found necessary.

### **5.2 Accounting Procedure**

- 5.2.1 All remittances to the College shall be paid in the name of the College.
- 5.2.2 Tuition fees, Hostel, Transport and other fees shall be paid to the Cashier Accounts Department for which proper receipt will be given to the students.
- 5.2.3 Scholarships granted by the Social Welfare Departments, Government of Andhra Pradesh shall be received and disbursed to the students thro' Account payee cheque
- 5.2.4 Payment of bills relating to all purchased shall be made by the Accounts Department, with the approval of the Principal. All payments shall be made as far as possible by Cash / SBI bank.
- 5.2.5 The financial accounts of the College shall be maintained by the Accounts Dept
- 5.2.6 All cash receipts shall be remitted in to the Bank account not later than the first working day following on which the Bank is open.
- 5.2.7 The Accountant shall obtain a Bank statement and reconcile the accounts once in each month.
- 5.2.8 All Bills received from suppliers shall be checked by the concerned officials and Accountant and initialed before releasing the payment.
- 5.2.9 Salaries to the teaching staff and non – teaching staff shall be made by cheque or account transfer.
- 5.2.10 Income Tax, Professional Tax , Provident Fund and other recoveries, if any, should be deducted from the salaries of employees before payment is made.

- 5.2.11 The acquaintance Register of payments made towards salaries of the employees shall be maintained in the prescribed form. Signature of the employees shall be taken in the acquaintance register before payment of salaries.
- 5.2.12 All payments of salaries of teaching and non teaching staff shall be made subject to the condition that excess payments, if any, shall be recovered from the persons concerned.
- 5.2.13 All traveling allowances shall be paid as per rules with the approval of Chairman / Principal.
- 5.2.14 No claim for traveling allowance shall be made unless the bill is countersigned by the Head of the Department concerned or any other person authorized in this behalf
- 5.2.15 T.A & D.A bills shall be checked to see that the journeys have been performed with the approval of the competent authority; the rates claimed there in are in accordance with the sanctioned rates.
- 5.2.16 Physical verification of assets and stores shall be carried out at the end of each financial year to ensure that the physical stock tallies with the stock registers maintained in the Departments. If any discrepancy found this should be reported to Chairman/Principal.
- 5.2.17 At the end of each financial year, the annual accounts of the College prepared and audited by the Chartered Accountants appointed for the College. The Audited Statement of Accounts shall be placed before the Governing Body.

### **Budgets.**

Budget is the statement of the estimated receipts and expenditure, prepared well in advance, of the desired plan of action for the ensuing financial year. The Budget estimates are prepared by the Accounts Department after receiving the Budget proposals from the Departments and submitted to Chairman. The Budget estimates shall be placed before the Governing Body for its approval also.

Budget estimates for each year shall be prepared by the Accounts Department on realistic and need based. The provisions under the various heads of accounts shall be scientifically worked out.

While sanctioning expenditure the approved budget provision shall be verified. If for any reason, the provision made in the approved budget is found to be insufficient to accord sanction for any expenditure, sanction has to be taken from Chairman to re-appropriate the funds from other heads of accounts where there is a scope for surplus at the end of the year. If for any reason there is no scope to re-appropriate any amount from the other heads of account in the budget, the alternative is to seek for additional provision under the same head of account to the extent necessary.

## **Scholarship Policy :**

The scholarship in the form of Tuition Fee Concession will be awarded to the meritorious students at the time of admission and subsequent years for students admitted in Academic Session 2020-21.

### **AT THE TIME OF ADMISSION**

The scholarship will be admissible to students of UG/PG courses on the basis of marks obtained as under:

- a) **Based on previous course percentage.**
- b) **All Subjects must be cleared with 90% of marks in both Internal and External Examinations.**
- c) **Student from Rural Background has their own merit certification ( Prathiba Award Winners) also eligible for scholarships.**
- d) The scholarship for the student of lateral entry will also be admissible as per the above criteria. To ascertain their eligibility, the aggregate marks will be considered.
- e) 5% extra scholarship in the form of Tuition Fee Concession will be awarded to the candidates who will be secured more than 95% of Attendance.
- f) The candidates seeking admissions in B. Tech. programs and not covered in the Government scholarship slabs will be awarded flat 10% scholarship in the form of tuition fee concession.
- g) If any candidate will be admitted in Pharmaceutical courses with the recommendations of the Principal, will be granted 5% extra scholarship in the form of Tuition Fee Concession, if he/she produces the recommendation letter of the Principal.
- h) Eligibility list will be finalized by the principal and sent the list to secretary.

## **MAINTENANCE POLICY**

The construction of new infrastructure and maintenance of existing infrastructure is carried out by the trust. The trust has designated officers and sufficient supporting staff for overseeing the maintenance of buildings, class-rooms and laboratories. The maintenance departments maintain the physical infrastructure on the campus which includes both breakdown

and preventive maintenance of facilities. All maintenance activities are reported to the concerned officer by the departmental head and the same is attended to as soon as possible. Depending on the job, Sometimes the specialized technician, manufacturer or supplier are also hired from outside to complete the job in time. Each department has its own staffs that include mechanics and technicians to maintain the lab equipments, under the guidance of Lab In charge, who is a faculty in the department. Besides, the College also has a Maintenance Cell, which maintains and repairs the equipment etc.

#### **SCHEDULED MAINTENANCE:**

1. Classrooms, seminar halls, Library, laboratories, restrooms are regularly clean and swept by outsourcing.
2. Regular maintenance of equipment in laboratories was carried out by the technical staffs at the departmental level.
3. Electrical maintenance and generator are carried out by Technical staff of respective Department
4. Computer hardware and software, networking and peripherals are taken care by technical staff & maintenance engineers of CSE department.
5. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
6. Annual stock verification was done in all departments and reports of damaged/nonfunctional equipment's were forwarded. Necessary repair were undertaken accordingly.

#### **BREAKDOWN MAINTENANCE:**

1. Major maintenance or repair cases are referred to equipment supplier, manufacturer or servicing agencies by laboratory in-charges to HOD. The HOD brings to the notice of The Principal. The Principal and HOD identify the service agency to specific task.
2. Regular maintenance of Computer Laboratory equipment's are done by Laboratory assistant headed by the faculty in-charge and in some cases by outsourcing.

## E-GOVERNANCE POLICY

1. Implementation of E-governance in various functioning of the institution.
2. Achieving efficiency in our functioning.
3. Achieving paperless administration of the institution.
4. Promoting transparency and accountability
5. Facilitating online communication between various entities of institute.
6. Facilitate easy access to information.

### POLICY:

1. In order to provide simple and efficient system of governance within the institute, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. The institute has already started with e-governance in some aspects of functioning like administration, finance and accounts, academics and library. But now the management have resolved to implement e-governance in more areas and with this in view have drafted this policy framework.

E-governance is the integration of Information and Communication Technology (ICT) in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective

1. **Administration:** To provide a hassle free and convenient process maximum of the administration of the institute should be handled with ICT tool based technology. Course fee with due dates for payment, backup of data, posting of news or events are done here. Facilities should be provided for online leave management of employees, copy of salary certificate etc.,
2. **Planning and Development:** The institute uses ICT in the process the planning of college events, activities and academics. The college uses software for planning and developing Lesson plan, Individual student performance. Important notices, reports and communication are also circulated to the faculty as well as students.
3. **Finance & Accounts:** The fee for each student and due dates ,daily fee collection and annual budget for each branch etc are made available in this section.
4. **Student admission support:** The admitted students information is entered through excel sheet. The students can get lecture notes and video lectures etc., through this mode.

## CHAPTER 6 RULES AND REGULATIONS

## **(For Conduct & Discipline of Students)**

6.1 These Rules and Regulations are called the Rules & Regulations for conduct and discipline of students of the Vikas College of Engineering and Technology, Nunna, Vijayawada rural.

6.2 These Rules & Regulations will come into force from the date of approval  
Chairman/Governing Body.

### **6.3 Definitions:**

6.3.1 Discipline Committee shall mean the Committee of Members appointed by Chairman/Principal for deciding the action to be taken against the student in the event of misconduct.

6.3.2 College shall mean Rural Institute of Social Sciences and Empowerment Vikas College of Engineering and Technology, Nunna.

6.3.3 Student means a student registered for an diploma / Undergraduate /Post graduate Program for full time study leading to Dipolma /Bachelor/Masters Degree

### **6.4 RULES AND REGULATIONS:**

6.4.1 Students admitted in Vikas College of Engineering and Technology shall abide by the Rules and Regulations of the College notified from time to time to deal with the discipline of the students in the Departments, the College Campus and Hostels. The Rules and Regulations may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities of the students.

6.4.2 In addition, any Rules imposed by the Affiliating University /Government (Both State and Central Govt. ) are binding upon the students of the College.

6.4.3 Students studying in the College, if found indulging in antinational activities or in any activity contrary to the Rules of Discipline of the College , will be liable to be expelled from the College without any notice by the Principal.

6.4.4 Ragging by the Students of the College within or outside of the Institute is strictly prohibited. Any student who directly or indirectly, commit, participate in, abets or propagates ragging within or outside the Institute, shall on conviction be punished as per the Prohibition of Ragging Act of the Government of Andhra Pradesh.

- 6.4.5 Any student convicted of an offence of ragging shall be dismissed from the College from the date of conviction, and the Affiliating University shall be kept informed about the dismissal of the student.
- 6.4.6 Remaining absent from the Institute without prior permission of the Principal is strictly prohibited.
- 6.4.7 Students involved in common off are liable to fine and punishment as decided by the Disciplinary Committee
- 6.4.8 The students who put in less attendance than the percentage prescribed by the Affiliating University in their Academic Regulations shall be detained and shall not be allowed to appear for the University Examinations, unless their shortage in attendance is condoned as per University Regulations.
- 6.4.9 Such students who are detained due to shortage of attendance will be readmitted in the subsequent year in the same Year/Semester in which the student has been detained.
- 6.4.10 If a student is required to remain absent due to illness, permission of the Principal has to be obtained by supporting medical certificate.

## **6.5 Behavior**

- 6.5.1 The students are required to move silently through the corridors without disturbing the nearby classes and /or Practical work in Laboratories
- 6.5.2 Students should not sit on the corridor walls or stay in group (s) and gossip in the corridors:
- 6.5.3 Students should give way to teaching staff and visitors while moving in the corridors and staircases
- 6.5.4 No student(s) should involve in (a) blocking physical entry to or exist from buildings, corridors or rooms, (b) engage in shouting , whistling or similar means of interfering in a class work, or in office (c) obstructing a College employee engaged in Performing his assigned duties (d) Obstructing or interfering with a student engaged in attending classes or College-run program / activities (b) disrupting access to College computing facilities and (e) misuse of Institute computing facilities/ Inter-net/website
- 6.5.5 Student(s) should not involve in unauthorized possession of the Institute property or property of another student/ faculty/staff.
- 6.5.6 Students should not involve in making false statements to Chairman/Principal/HOD/ Faculty and staff on any matter concerning his admission, studies and related matters or refuse to identify him to the College staff.

## **6.6 Uniform:**

- 6.6.1 All the students are required to wear the College Uniform on all working days except on Saturday.

## **6.7. Hostel**

6.7.1 In case of any problem relating to Hostel, the student is required to contact the Warden first. For any additional help the student should contact the HOD/ Principal

6.7.2 Day-Scholars should not enter the Hostel without the permission of the Warden

## **6.8. Academic matters:**

On matters relating to study the student should contact the Class Teacher first. For any other personal grievances /problems the students should contact the H.O.D/ Principal. For any specific problem, the student is free to meet the Chairman of the Institute.

## **6.8 General Awareness:**

6.8.1 The students are required to use water and electricity economically in the Hostels/ College.

6.8.2 The students should switch off the lights/fans/computers/ equipments while going out of the rooms /Laboratories.

6.8.3 Each students should carry the Identity Card issued to him/her by the College and produce the same on demand

6.8.4 Students are prohibited to use their personal vehicles to move within the campus as it causes disturbance to the class/Practical work and also causes pollution

6.8.5 Students should not involve in defacing the students desks, doors, toilets or walls of the College Buildings.

6.8.6 Smoking / drinking alcohol, chewing of tobacco and spitting are strictly prohibited in the Hostel building and College Campus. If anyone is found indulging in such activities, he is liable for strict disciplinary action



## **6.9 Misbehavior**

6.9.1 If any student is found misbehaving with the faculty or staff of the College, misbehaving in the Hostel or College premises, or resort to unfair means which may damage the image of the College, is liable for punishment. :

6.9.2 If a student misbehaves with the security staff, he shall be liable for disciplinary action

## **6.10 Constitution of the Disciplinary Committee**

The Disciplinary Committee shall normally consist of:

- a) Principal
- b) Head of the Department
- c) One Faculty Member of the same Department

In case of serious matters, if required a separate Disciplinary Committee may be constituted by the Chairman of the Institute, depending on the nature of the matter:

## **CHAPTER 7**

### **GENERAL REGULATIONS CONDUCT AND DISCIPLINE OF STUDENTS – LEVY OF FINES AND PENALTIES**

#### **7.1. FINES & PENALTIES**

For the following acts of misconduct or for sufficient other reasons fines and penalties will be imposed on the students:

- 7.1.1 Disruption of Teaching, examinations, administrative work, co-curricular or extra-curricular activities
- 7.1.2 Damaging or defacing the College Property, or the property of other members of the Vikas College of Engineering and Technology or Visitors to the College.
- 7.1.3 Attempting wrongful confinement of faculty, staff, students of the College or creating nuisance inside the Campus
- 7.1.4 Use of abusive and derogatory language or incitement of hatred or violence or any act calculated to further the same
- 7.1.5 Eve teasing or disrespectful behavior towards girl students and women employees inside and outside the College campus
- 7.1.6 Tampering with identity cards /Bus passes/ hall tickets or any other official documents or records and committing forgery
- 7.1.7 Furnishing of false certificate or false information to the College
- 7.1.8 Indulging in acts of gambling in the College Campus
- 7.1.9 Smoking and possessing alcoholic drinks or other intoxicants in the College Premises
- 7.1.10 Tearing of pages, defacing or destroying Library Books and Journals
- 7.1.11. Non-return of Library Books or stealing of Library Books/ journals
- 7.1.12 Damage/ breakage/ theft of laboratory equipment and apparatus
- 7.1.13 Unauthorized occupation of Hostel Rooms, accommodating guests or other persons without the permission of the Warden/ Faculty Member in charge of the Hostel
- 7.1.14 Improper behaviour while on industrial tours, while participating in Tech Fests/Seminars being conducted by other Institutions/organizations.

7.1.15 Pasting of posters or distributing pamphlets of objectionable nature or writing on walls and disfiguring buildings in the College Campus

7.1.16 Unauthorized or improper use of the College Property, Library, Laboratories, computers, internet and telephones of the College.

7.1.17 Any other act which may be considered by the Head of the Department / Principal /Chairman to be an act of violation of discipline.

## **7.2. Nature of Penalties**

The following fines and penalties may, for act of indiscipline, or misconduct or for sufficient other reasons, be imposed on a student:

7.2.1 Fine equivalent to the cost of the equipment, instrument, and apparatus damaged or pilfered by the student. In case of accidental breakage/damage to lab equipments and apparatus in the practical classes the Lab In-charge shall submit a report to the Head of the Department / and Principal for either writing off the cost or for recovery of the cost of the unit from the student.

7.2.2 For non-return of the Book(s) to the Library on the due date, penalty of Rs.1/- per book per each working day shall be charged from the student.

7.2.3 If book(s) are not returned after one month from the date of issue by the Librarian, Penalty of Rs. 30/- per month shall be levied on the student(s). In case the book is not returned to the Library within three months, the cost of the book(s) at actual shall be recovered from the student.

7.2.4. In case of damage or loss of the Book the student will be given the option to either buy at his cost the book of the same author, title and contents or pay the replacement cost of the Book.

7.2.5 For theft or Pilferage of books/Journals from the Library, if after enquiry it is found that a particular student has committed the offence, he shall be fined the cost of the Book or Journal and also additional fine up to 100% cost of the Book or Journal .

7.2.6 For defacing the walls, ceilings etc. in the Hostel Penalty as decided by the Principal on the basis of the report of the Warden shall be imposed on the Hostel-in-mate concerned. For tampering with the electrical fittings, the cost of replacement shall be charged to the occupants of the room at actual cost.

7.2.7 For breakage caused to window glass panes etc, the cost of replacement shall be recovered from the concerned occupants of Hostel room at actual cost..

In case of damages caused to furniture and fixtures, computers and other College Property enquiry shall be conducted to fix responsibility for the damage. If it is proved, penalty will be levied on the concerned person by the Principal. The quantum of penalty to be paid shall be determined on the basis of the extent of damage caused and the repairing/rectification/replacement cost involved.

7.2.8 For Plucking of fruits/flowers from the College gardens , on the basis of the report of the Security staff, a penalty of Rs 10 to Rs.50/- shall be imposed on the erring person.

7.2.9 In other cases of misconduct the following penalties/disciplinary action shall be imposed / taken for minor / major offences:

Written warning and information to the Parent/Guardian

Suspension from classes for a temporary period

Debarring from Unit Test or Examinations.

7.2.10 In case an offence is considered as major offence the Disciplinary Committee will decide the quantum of punishment.

7.2.11 These rules are subject to modification from time to time. In all matters, the decision of the Chairman of the College shall be final and binding on the students,

## **CHAPTER 8 LIBRARY**

8.1 The Central Library of Vikas College of Engineering and Technology shall be under the administrative control of the Librarian. The Librarian will report to the Principal.

8.2 The Librarian shall be responsible for the day to day administration of the Library. He shall also periodically check the stock of the Library Books/Journals etc and report the details to the Principal, if necessary. He is assisted by Library Assistants in managing the Library.

8.3 Library Advisory Committee:

There shall be a Library Advisory Committee constituted by the Chairman to review the Functioning and render advise for its overall development.

The Constitution of the Committee shall be:

Principal	Chairman
H.O.Ds	Members
Librarian	Convener.

8.4. Procedure for procurement of Books:

8.4.1 The list of library books required shall be prepared by the Heads of Departments in consultation with the other faculty members in the Department.

8.4.2 In preparing the list of library books required, it shall be the duty of the teacher concerned to give preference to standard books. Preference shall be given to the books essential for the conduct of classes and teaching as per the syllabus of the Affiliating University.

8.4.3 The Heads of Departments shall send to the Principal the list of Library books required, well in advance for approval, preferably before commencement of the academic year/Semester

8.4.4 The list of books received shall before submission for sanction, be checked carefully by the Librarian with reference to the existing stock of books and the orders pending for supply.

8.4.5 The Principal shall take necessary steps to get financial sanction from the Chairman.

8.4.6 Orders for supply of the books shall be placed through Admins Office of the College at Vijayawada.

8.4.7. The Librarian is responsible for receiving and verifying the books received as per original indent and supplier's Invoices.

8.4.8 The Librarian shall check the Supplier's bills with reference to the Purchase Order and certify the receipt of all the books supplied as per the Bills, and forward the Bills to Accounts Department for releasing payment

8.4.9 All the books procured shall be accessed and placed in the appropriate racks in the Library, for use by the students and faculty and staff

8.4.10 The Librarian shall intimate the concerned departments about the procurement of books as per the list given by them.

8.5 The following Rules and Regulations shall be strictly implemented for smooth and efficient functioning of the Library.

8.5.1 Every student, faculty and staff of the College shall automatically become members of the Vikas College of Engineering and Technology Library. Non-members are not allowed to enter the Library

8.5.2 Books shall be issued / returned from 10.00 AM to 2.00 PM and 2.30 PM to 4.15 PM on all College working days.

8.5.3 Lunch break shall be from 2.00 PM to 2.30 PM

8.5.4 Students entry in to the Library is only on production of identity cards.

8.5.5 Students and staff while selecting the Books shall not misplace the books on the rack from their original position.

8.5.6 The students shall be provided with three books under his passbook and passbook is not transferable.

8.5.7 The Library books shall be given on loan to the students for a period of two weeks and to the teaching staff for a period of four weeks.

8.5.8 Books / Journals are to be borrowed and returned in person.

8.5.9 Books borrowed shall be returned in good condition on or before the due date failing which fine shall be levied as per the rules.

8.5.10 The students can get a borrowed book renewed on or before the due date by presenting the book at the Library counter, provided that there is no demand for the same book. However the books can be renewed once only for two weeks, i.e. a student can keep the book for a maximum period of four weeks and after that it cannot be renewed further.

8.5.11 The faculty members are provided with four books on his passbook and passbook is not transferable.

8.5.12 The non-teaching staff shall be provided with two books.

8.5.13 The user can also reserve a book which he could not get for a long time by providing all the details of the book at the Library counter with a request for reservation.

8.5.14 The last borrower shall be held responsible for any damage to the book borrowed

8.5.15 Borrowed books shall not be permitted inside the Library, unless these are brought for returning to the Library.

8.5.16 When a member ceases to be an employee of the College and/or a student on completion of his period of study in the College should return the books borrowed and the borrower tickets to the Library for issue of 'No-dues' certificate.

8.5.17 If a student or an employee is found stealing the book / journal or indulging in any kind of mutilation, disciplinary action will be taken against him which may include levy of penalty.

8.5.18 Personal belongings such as files, folders, drawing sheets, records, hand bags, printed books etc. shall not be allowed inside the library. The student shall keep his personal belongings outside the library in the place earmarked for this purpose. Only note books are allowed inside the Library.

8.5.18 The premises of the Library shall be kept clean and the users shall not indulge in gossip, leaping or any other acts of indiscipline, strictsilence shall be observed in and around the Library. If any member is found indulging in such activities, necessary action shall be taken against him.

8.5.19 Cell phones should not be used in the Library.

8.5.20 If a student misuses the reading room facility, he may be disallowed to use the reading room facility.

## **8.6 Fines and Penalties**

Fines and penalties shall be levied if a student fails to adhere to the Library Rules, as per Paragraphs 7.2.2, 7.2.3, 7.2.4 and 7.2.5 Chapter 7- General Regulation – Conduct and Discipline of students - Levy of Fines and Penalties.

## **CHAPTER – 9 HOSTELS**

- 9.1 The Hostel shall be under the administrative control of the Faculty Member In charge and the Warden(s) appointed for the Hostel.
- 9.2 The Warden is responsible for the day-to-day administration of the Hostel and shall periodically check the accounts of the Hostel and report the same to the Faculty Member in charge of the Hostel /Principal.
- 9.3 Hostel Disciplinary Rules:
- 9.3.1 The Warden shall allot the rooms as per availability.
- 9.3.2 No complaints or representations relating to the change of room or roommate will be entertained. However the Hostel administration reserves the right to allow the changes on merits of the case.
- 9.3.3 Unauthorized changing of rooms without the permission of the Warden shall be treated as misconduct and necessary action will be initiated against those found guilty.
- 9.3.4 The Hostel inmates should keep their rooms neat and tidy and should not damage the walls with writings, drawings and paintings etc. Failing which penalty shall be imposed.
- 9.3.5 The Hostel inmates should not tamper with the electrical fittings or wiring. The cost of replacement / repairs shall be charged to the occupants of the room.
- 9.3.6 Usage of Cell phones, tape recorders, mini TVs, transistors, electrical stoves, water heaters, iron boxes etc. is strictly prohibited. Any one found misusing electricity for such purposes is liable for expulsion from the Hostel with a fine.
- 9.3.7 Each hostel inmate shall surrender the room in person at the end of the academic session to the Warden.
- 9.3.8 If the Hostel inmate leaves the hostel without intimation, the Warden shall break the lock. In the presence of the Faculty Member in charge of the Hostel/ Principal and take possession of the room and allot the same to another student. In such case, the absentee shall not complain of loss of any of his belongings.
- 9.3.9 The Hostel inmates shall not indulge in ragging or in any such activity, which may cause inconvenience, embarrassment or hurt the feelings of other inmates and day-scholars. Any student found ragging would be dealt with seriously as per rules prescribed for prevention of ragging.
- 9.3.10 Smoking, consumption of alcohol or drugs in the premises is strictly prohibited.
- 9.3.11 The hostel inmates shall not engage any employee to do any errands for them or to demand any special service from the employees.



9.3.12 The hostel inmates should not resort to ill-treat or misbehave with any employee of the Hostel / College.

9.3.13 The Hostel inmates shall not celebrate any religious functions or rituals or to invite any outside person for holding communal discourses etc in the rooms or premises of the Hostel.

9.3.14 The Hostel inmates are not allowed to accommodate any non-inmates in their rooms. Any inmate found to violate this rule shall be asked to leave the Hostel.

9.3.15 The Hostel inmates, in case of sickness, shall immediately report himself to the Warden who shall take necessary steps for their medical treatment. In forming the parents, providing special food as suggested by the doctors etc.

9.3.16 Sick students have to apply for room service with the approval from the Warden.

9.3.17 Arms or inflammable or objectionable materials should not be kept in the Hostel room. The Warden is at liberty to check the rooms. In case any such material is found in the Hostel room the inmate(s) disciplinary action will be taken against them.

9.3.18 The entire Hostel inmates are required to make entry of their movements in the Movement Register kept at the entrance gate of the Hostel. Prior permission is required to be taken by the inmates before going out of the Hostel from the appropriate authority.

9.3.19 The inmates shall produce their identity cards whenever required by the Hostel administration.

9.3.20 The Hostel inmates are strictly responsible for the safe keeping of their belongings. They are permitted to use their locks to secure their rooms.

9.3.21 The Hostel administration shall not take any responsibility for the misbehavior of the inmates outside the Hostel premises.

9.3.22 Breakfast and meals shall be served in the Mess /Canteen as per timings notified.

9.3.23 Any complaints regarding Mess shall be brought to the notice of the Vice Principal / Principal through Warden.\

9.3.24 The Hostel inmates should not enter into the Mess Kitchen or Store room in the Hostel

#### **9.4 Fines and Penalties**

Fines and penalties shall be levied if a student fails to adhere to the Hostel Rules, as per relevant Paragraphs Chapter 7- General Regulation – Conduct and Discipline of students - Levy of Fines and Penalties

**CHAPTER 10**  
**GRIEVANCE REDRESS PROCEDURE**

10.1 The aim is to settle or redress individual grievances of faculty, staff and students promptly, fairly by methods acceptable to all parties.

10.1.1 The grievances to which this part applies are ones by members of the faculty, Non-Teaching (Technical), Non-teaching administrative staff or other supporting staff, concerning their appointments or employment where the grievances relate:

- i) to matters affecting themselves as individuals; or
- ii) to matters affecting their personal dealings or relationship with other staff of the College or students.

10.1.2 If other remedies within the faculty, staff, department or other similar area have been exhausted the member of the staff may raise the matter with the Head of the Department or other similar area.

10.1.3 If the staff member is dissatisfied with the result of approach 10.1.2, or if the grievance directly concerns the Head of the Department, the staff member may approach the Principal for redress of his grievance.

10.1.4 If the Principal feels that the grievance is trivial or invalid, he will take no action upon it. If it is felt by the Principal that the grievance needs redress, he shall inform the staff member. And the Grievance Committee accordingly.

10.1.5 If the Principal does not reject the complaint, he shall decide whether it would be appropriate, having regard to the interests of justice and fairness, for him to seek to dispose it of informally. If he so decides, he shall notify the member and proceed accordingly.

10.2 Grievance Committee Procedure:

10.2.1 If the grievance is not disposed of informally under paragraph 7.1.5, the Principal shall refer the matter to the Grievance Committee.

10.2.2 The Grievance Committee to be appointed by the principal shall comprise :

Principal	Chairman
Senior Professors	Two– Members

10.3 The procedure in connection with the consideration and determination of grievances shall be dealt with in such a way so as to ensure that the aggrieved person or any person against whom the grievance lies shall have the right to be heard at a hearing.

10.4 The Committee shall inform the Principal and or Chairman whether the grievance is or is not well-founded and if it is well found, the Committee shall make such proposals for the redress of the grievance as it sees fit

- 10.5 If the aggrieved person is not satisfied, he can approach the Chairman of the Institution. If the nature of the problem is of higher magnitude and needs any policy decision, this will be referred to the Governing Body for a decision.
- 10.6 The grievances to which this part applies are ones by students concerning their studies or other areas, where those grievances relate :
- i) to matters affecting themselves as individuals
  - ii) to matters relating to studies/teaching /examinations
  - iii) to matters affecting by the services of the College Staff/Departments
  - iv) to matters affecting their personal dealings or relationships with other students, faculty and staff.
- 10.6.1 If other remedies within the faculty, staff and students or other similar area are exhausted, the aggrieved student may raise the matter with the Head of the academic department.
- 10.6.2 If the aggrieved student is dissatisfied with the result of his approach. He can approach the Principal for redress of the grievance.
- 10.6.3 If the aggrieved student is still not satisfied, he can drop a letter in the grievance box available in the Main Building which is kept under lock and key.
- 10.6.4 One of the Grievance Committee member opens the box every day, collects the letters and places before the Grievance Committee for redress of the grievance(s)
- 10.6.5 If the aggrieved student is still dissatisfied, he can approach the Chairman for redress of his grievance.

## **CHAPTER-11 PURCHASE & STORES PROCEDURE**

### **11.1. Purchase Procedure**

11.1.1. Separate indent shall be raised by the Departments for different categories of Items. After seeking the approval of Chairman, quotation will be invited by:

- i) Academic Departments for Lab equipment, software, instruments etc from the know/reputed Suppliers as per the specifications:
- ii) Other items like Computers, furniture & fixtures, Stores, stationary, etc Admin Office will process the indents for purchase.
- iii) Stores items required for electrical and civil maintenance work of the College Buildings are raised by the Engineers in-charge of the maintenance work. These indents are processed for procurement by the Admin Office.

11.1.2. After receiving the quotation enders, these will be opened on the due date and scrutinized by the concerned Departments / Purchase Committee and purchase proposals submitted to Chairman for approval, after taking in to consideration the specifications, price, warranty, terms of delivery etc.

11.1.3 Purchase Orders will be placed by the Departments. After receipt of the lab equipments, instruments etc. these will be inspected either before or after installation and commissioning by the supplier, as the case may be, by the concerned Faculty Members in charge of the Laboratories/workshops

11.1.4 After inspection and acceptance of the equipments, instruments etc, the invoices of the suppliers are duly certified by the Departments and forwarded to the Accounts Department for releasing payment to the suppliers.

### **11.2 Stores Procedure**

11.2.1 Shortage or rejections: The rejected materials after inspection should be kept aside and the supplier should be informed immediately by the Department. Shortages/ damage found on opening the consignment at site should be intimated at once to the supplier concerned so that the supplier can replace the short/damaged items/parts and/or for getting the stores surveyed for lodging insurance claims if any by the supplier.,

11.2.2 All equipments, instruments and other materials received in the Departments should be entered in the Department Stock Register. The date of receipt, supplier's Challan / Bill No and date, quantity received and price should be mentioned in the Stock Register.

11.2.3 Stores items procured for electrical and civil maintenance work of the College Buildings, will be received, stored and accounted for in a separate stores by the Engineers in-charge of the maintenance work

11.2.4: The stationery items procured are delivered to Principal's Office, where separate stores will be maintained. Different Departments draws their requirement of stationery from these stores.

11.2.5 Gate Pass: No material shall be allowed to pass out side the main gate of the College without a gate pass. The gate pass should be prepared in duplicate in the form by the Carbon process, one being office copy to be maintained by the Department, the second to be collected by the Security staff at the gate.

11.2.6 Annual Physical Stock taking: At the end of each financial year physical verification will be carried out in each Department as per the stock register by a person(s) nominated by the Principal. After the physical verification is over, a statement shall be prepared indicating the nomenclature, unit stock as per stock ledger, physical stock Surplus or shortage found if any and submitted to Principal. For investigation and for further necessary action..

11.2.7 Numbering of assets: All the assets in each Department shall be numbered to have proper control .The item code shall be recorded in the asset register for identification at the time of verification.