



VALLURIPALLI NAGESWARA RAO

VIGNANA JYOTHI INSTITUTE OF ENGINEERING & TECHNOLOGY

An Autonomous Institute NAAC Accredited with 'A' Grade, NBA Accredited for CE, EEE, ME, ECE, CSE, EIE, IT B. Tech Courses, Approved by AICTE, New Delhi, Affiliated to JNTUH, Recognized as "College with Potential for Excellence" by UGC, Vignana Jyothi Nagar, Pragathi Nagar,

Nizampet (S.O), Hyderabad - 500 090, TS, India.,

Telephone No: 040-2304 2758/59/60, Fax: 040-23042761,

E-mail: postbox@vnrvjiet.ac.in, Website: www.vnrvjiet.ac.in

STANDARD OPERATING PROCEDURES (SOP) MANUAL (2010-11)

Sponsored By

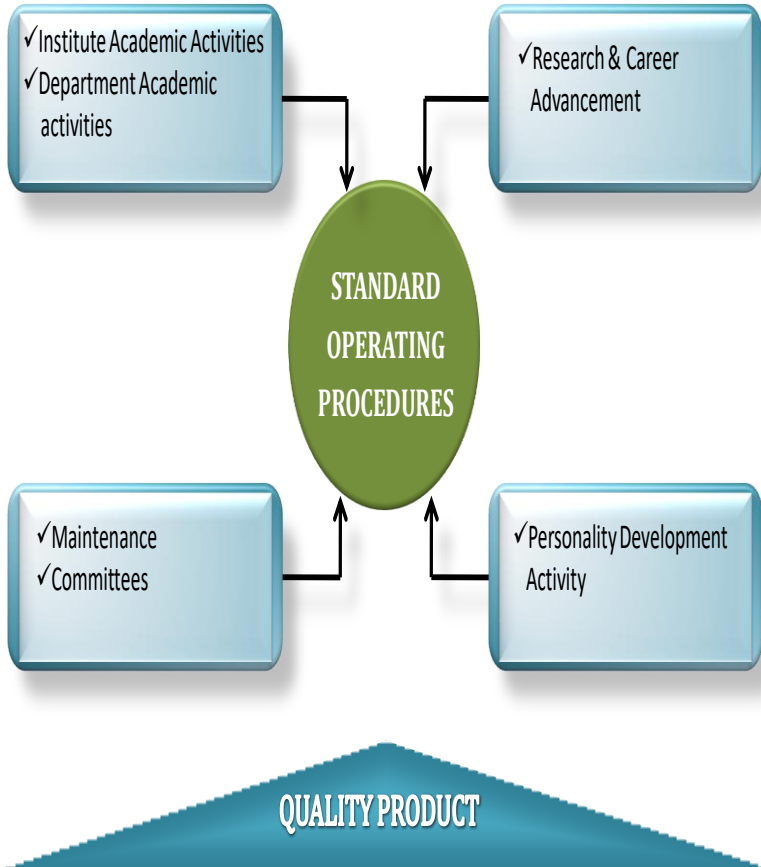
VIGNANA JYOTHI

Xavier Bhavan, Plot No.7, Road No.16

West Marredpally, Secunderabad -500 026

Phone: 040-27805778/27800819.

VIGNANA JYOTHI OPERATIONAL EXCELLENCE



CONTENTS

S.No	Description	Page No
1.	Departmental Academic activities	5
	1.1 Teaching and laboratories	5
	1.2 Examinations	18
	1.3 Project work	23
2.	Institute Academic activities	25
	2.1 Mentoring, Training & Placements	25
	2.2 Events, Guidelines & Communication	30
	2.3 Training Procedures	30
	2.4 Liaison with industries	32
3.	Project Proposal writing	42
	3.1 Practical Guide lines for Proposal writers	42
4.	Maintenance	45
	4.1 Civil	45
	4.2 Mechanical	48
	4.3 General Electrical Equipments	48
	4.4 EPABX internal Telephone Exchange	51
	4.5 Maintenance of Computers / Networking	52
	4.6 Stock Verification	54
5.	Activities of Committees	56
	5.1 Academic Council	56
	5.2 Canteen Committee	60
	5.3 Alumni Coordination Committee	62
	5.4 Purchase of Equipment / Furniture	64
	5.5 Anti - Ragging Committee	64
	5.6 Disciplinary / Redressal Committee	67

	5.7 Planning & Co-ordination Cell	68
6.	Personality Development Activities	70
	6.1 Event Organizing	70
	6.2 Student Activities(Extra Curricular)	73
	6.3 Publishing Magazines	77
7.	Rules and Regulations	81
	7.1 Student Attendance	81
	7.2 Discipline	81
	7.3 Ragging prevention	84
	7.4 Gold Medals	85
	7.5 Student Services	87

1. DEPARTMENTAL ACADEMIC ACTIVITIES

1.1 Teaching and Laboratories

1) Preparation of Academic plan:

- Every staff member who has been allotted the subject for the semester or year reviews the syllabus
- Staff members decide approximately the number of classes required for the completion of a particular unit of syllabus.
- Identification of learning objectives in that particular unit of syllabus.
- Preparation of lecture plan for each unit based on the expected number of classes for that unit.
- Identification of suitable assignment questions in that particular unit.
- University model question papers are included at end of the academic plan.

2) Conducting Classes:

- Every staff member handles a class for a specified period of time i.e. 50 minutes.
- Attendance is taken either at the beginning or the end of the class by calling the students by their names instead of their Roll Numbers.
- Before starting the lecture for that day, the staff member has to review the previous class discussion by asking suitable questions.
- Heading and Sub-headings of the topic are listed out on the board and the lecture is delivered
- The lecture must be in such a way that the staff must be able to draw and hold the attention of the students continuously by asking suitable questions through out the class time.
- At end of the class the topic is summarized and then the class is concluded.
- At the end of the class it must be ensured that the board is kept clean.
- The entries on the front page of the attendance register are to be made immediately.
- It must be ensured that the faculty member records the cumulative attendance for the month in the concerned department by the end of every month.

3) Assessment and evaluation of student:

A. Mid Examinations- Theory

- Collection of Answer scripts after the examination and evaluate the scripts for 20 marks.
- Review the overall performance of the students and identify the students whose performance in examinations is poor.
- Assignments/ Surprise tests / Slip Tests etc.
- The counselors must be informed about the poor performance of the students and guidance must be provided to them to perform better in the following examinations.
- Preparation of Award list for that examination and display on notice boards for Student information.
- Entering the marks in the registers.
- Returning the evaluated Answer Scripts to the examination branch, on or before the stipulated time.

B. Lab Evaluation:

Student's performance in the lab sessions can be measured in the following ways.

- a) Regular attendance to the labs.
 - b) Maintenance of Record books.
 - c) Maintenance of observation books.
 - d) Lab Internal Examinations.
- For the assessment and evaluation of the student's performance in the lab sessions the following evaluation sheet is maintained.

Format of evaluation sheet

S.NO	Problem definition (5M)	Analysis & Design of Exp(15M)	Execution of Exp(15M)	Viva 5M	Record (10M)

4) Remedial Work:

- Preparation of timetables for classes after normal class hours by identifying free slots in existing time tables.
- Allotment of faculty for required subjects.
- Subject allotment information to be sent to the respective faculty members.
- Extra classes can be conducted for the lateral entry students for the required subjects.
- For students with backlogs, extra classes can be conducted for the required subjects.
- Classes are conducted according to the schedules specially prepared for the remedial classes.
- An attendance register is maintained.

5) Guidance outside the class:

- The students are guided after the normal class work hours i.e. 2:40 pm to 4:10 pm.
- Guidance for the students is provided in the following instances.
 - Doubts related to subjects.
 - Project work.
 - New Technologies/Trends in the respective areas.
 - Paper presentation topics
 - Seminar topics.
- Conducting frequent reviews with the students to monitor their performance.

6) Discipline:

- The staff member is present near the class room atleast 5 minutes before the commencement of the class
- Every staff member must handle the class for the specified period of time i.e. 50 minutes for every class (staff should not go late to the class and should not leave the class early).
- Attendance must be maintained strictly throughout the semester.
- Students are not allowed to the first hour classes 5 minutes after the commencement of the class.
- When a member of the faculty intends to take leave, the information is given in advance to the Head of the Department.

- Attendance registers must be maintained upto date and every month attendance is posted in E-Z school.
- Evaluation of mid exam answer scripts must be followed according to the instructions given by Exam branch.
- Evaluated answer scripts must be returned to the exam branch on or before the due date.
- Marks must be posted in the consolidated mark sheets in the respective departments

7) Conducting Student Seminars:

- Allotment of separate seminar slot in the time tables.
- One staff member is assigned as a seminar- in-charge for every section.
- Separate attendance register is maintained for seminar sessions.
- The students are instructed to select the seminar topics in their area of interest.
- The students are helped to select the seminar topics in new areas / technologies.
- The seminar is conducted in an interactive mode i.e. by posing suitable/related questions.
- Suggestions are given for improvement
- The soft/hard copies of the literature for delivered topics are collected.

8) Establishment and Maintenance of Laboratories:

- Purpose:** The Purpose of this Standard Operating Procedure (SOP) is to provide guidelines to establish a new laboratory by the concerned laboratory In-charge whenever there is a modification in syllabus
- Scope:** This procedure is applicable to all laboratories to be established in different disciplines and for each semester and in all departments.
- Responsibilities:** Concerned faculty In-charge, lab technician and HOD are responsible for the establishment of the lab.
- Structure:** This Standard Operating Procedure (SOP) comprises activities before the commencement of a semester
 - Introduction of new course and new labs if any , are established
 - Modification of syllabus
 - For the purpose of research, etc.

e) Details of Activities:

- Prior to the start of the course. Identifying the requirements according to the syllabus/curriculum.
- Listing out the different types of equipment and categorize them i.e., furniture requirement, electrical requirement, lab equipment, consumables etc.
- Calling budgetary Quotations and demonstrations.
- Preparing the comparative statement of the prices quoted by different vendors who satisfy our requirements
- Estimating the approximate budget and the approval from higher authorities.
- Calling the vendors for price negotiations at the purchase committee meeting.
- On the recommendation of purchase committee the vendors are finalized.
- The purchase order is placed.
- The necessary approvals for the monthly budget are submitted to the accounts section.
- Based on the terms and conditions of the purchase order the vendor supplies and installs the equipment and necessary training is provided by the vendor to the concerned faculty and lab technicians.
- The bill is passed after the purchased items satisfy all requirements
- The details are entered in the accession register and lab stock register.
- The passed invoice is sent to the accounts section.
- The accounts section then sends the cheque / DD to the vendor

f) Records to be maintained:

- Procurement file
- Consumable file
- Stock register.
- Accession Register

9) Preparation of lab manuals/updating

- a) Purpose:** The purpose of this Standard Operating Procedure (SOP) is to provide guidelines to prepare or update laboratory manuals before conducting of a lab course in a semester by the concerned faculty member

- b) Scope:** This procedure is applicable to all concerned laboratory in-charge in different disciplines
- c) Responsibilities:** Concerned laboratory in-charge
- d) Structure:** This standard Operating Procedure (SOP) comprises of activities. prior to the start of the semester

e) Details of Activities:

- Prior to the start of the course
- As per the curriculum, experiments are identified.
- Select the circuit diagrams/programs, design the circuit, simulate the circuit and verify the output ,test / validate the circuit physically
- Aim of the experiment is identified
- Apparatus required for the experiment is acquired
- Design required, if any
- Circuit diagram required
- Description of the diagram/experiment
- Procedure is carried out during the experiment
- Theoretical calculations, if any
- Model graphs if any
- Space is provided for practical calculations
- Provide graph sheets if required for presenting the practical reading.
- Provide space for comparative study of theoretical and practical results
- Summary of results, References if any, Remarks of the teacher
- Marks awarded by the teacher.
- Instructions regarding precautions to be taken.

f) Records to be maintained: Copies of Lab Manual

10) Upgrading/Augmentation of labs

- a) Purpose:** The Purpose of this standard Operation Procedure (SOP) is to provide guidance to update Labs to meet the needs listed as per the syllabus by the concerned Lab in-charge.
- b) Scope:** This procedure is applicable to all faculty in-charge and technician of the concerned laboratory in different disciplines.
- c) Responsibilities:** Concerned laboratory in-charge

- d) Structure:** This standard Operating Procedure (SOP) comprises activities.
- Prior to the start of the semester
- e) Details of Activities :**
- Prior to the start of the course:
 - Whenever the University modifies the syllabus, the extra equipment required to meet the needs is listed as per the syllabus.
 - Procurement of newly identified equipment is done according to the procedure listed under “Establishment of new Labs”.
- f) Records to be maintained:**
- Service report.
 - Gate pass.
 - Purchase order, office note.
 - Stock Registers.
 - Accession Register

11) Maintaining equipment in labs:

- a) Purpose:** The Purpose of this standard Operating Procedure (SOP) is to provide guidelines to maintain equipment in laboratories to ensure perfect functioning of labs before conducting classes in a semester by the concerned lab in-charge (faculty member & technician)
- b) Scope:** This procedure is applicable to all laboratories maintained by the faculty in-charge of labs in different disciplines and in each semester of all departments.
- c) Responsibilities:** Concerned laboratory in-charge
- d) Structure:** This standard Operation Procedure (SOP) comprises of activities.
- Prior to the start of the semester
 - During the conduction of lab in that semester
 - After completion of the semester

e) Details of Activities:

- Prior to the start of the course
- Check the essentials like connecting cables, CRO probes, and equipment performance etc., every evening by Technician and repair them as and when required.
- Check the working condition of equipment in the presence of faculty lab- in- charge of the corresponding lab in each laboratory by Technician at the end of semester exams.
- As and when the equipment fails the equipment is repaired at the earliest by the laboratory Technician or by calling the Service Engineer.
- The equipment with minor repairs is serviced by technicians in the lab itself. The equipment which is not working is listed out.
- With the permission of HOD the authorized service engineer is contacted for the major repairs.
- After getting the estimation of service charges, approval is taken from the Principal, service engineer is called and the equipment is repaired.
- If it is not possible to repair it in the institute, then the equipment is sent to the service organization for repair.
- The service engineer, after servicing, gives the service charges in the form of a bill which is paid by the accounts section.
- The equipment that is sent outside for repairs is recorded in a register.
- Equipment is once again checked before the commencement of each semester.

f) Records to be maintained:

- Office note.
- Service reports.
- Stock registers.
- Gate pass.

12) Requirements, Planning Budget.

- a) Purpose:** The Purpose of this standard Operating Procedure (SOP) is to identify the requirement and planning of the budget of the concerned department by the concerned HOD.
- b) Scope:** This procedure is applicable to all HOD's of different disciplines
- c) Responsibilities:** Concerned HOD
- d) Structure:** This standard Operating Procedure (SOP) comprises of activities.
- Prior to the start of each academic year.
- e) Details of Activities:**
- Prior to the start of the course
 - Information should be collected from the lab in-charge regarding the purchase of new equipment and lab maintenance requirement
 - Estimation of the budget as per the requirements given by the lab-in-charge.
 - This process is done on a monthly and yearly basis
- f) Records to be maintained:**
- Budget proposal
 - Specific Requirements of different labs.

Budgetary Quotations Requisition Format

VNRVJIET/ECE/2009/

Hyderabad,
Date:

To

M/s

Sub:- Quotation for the ----- lab equipment – Reg

Kindly arrange to submit your lowest Quotation for the following equipment in the name of the Principal. Detailed technical literature may also be enclosed along with the Quotation.

The specifications of the following equipment are enclosed herewith.

SNO	NAME OF THE EQUIPMENT	QTY
------------	------------------------------	------------

Thanking you,

HOD/

Item No	Name of the Equipment	Qty (Nos)	NAME OF THE VENDORS					
			Make: Model: Rate: After discount & Vat rate: Amount:	Make: Model: Rate: After vat: Amount:	Make: Model: Rate: After vat: Amount:	Make: Model: Rate: After Vat Rate: Amount:	Make: Model: Rate: After Vat Rate: Amount:	

--	--	--	--	--	--	--	--	--

Comparative statement

Approval from higher authorities

VNRVJIET, DEPT OF -----

OFFICE NOTE

Date:

Sub: - Purchase of equipment for department Laboratories - Regarding.

The total amount required to purchase equipment for the department laboratories is ----- . Hence Rs----- may be sanctioned and approval may be accorded to call the representatives of the following vendors for price negotiations, before the purchase committee.

Equipment In charge

HOD/

PRINCIPAL

Chief Administrator

Joint Secretary

General Secretary

Calling the vendors for price negotiations for the Purchase Committee meeting.

NOTE TO THE PURCHASE COMMITTEE

DATE:

Sub:- Purchase of Equipment for ----- laboratories – Regarding.

Ref:- Office note dated

The following are the vendors for the ----- laboratory equipment and their quoted prices.

S.NO	NAME OF THE VENDOR	Quoted price
1		
2		
3		
4		
5		
6		

The details of the equipment to be procured is enclosed.

The total budget amount involved in these negotiations is Rs -----

The Chairman Purchase Committee may indicate a convenient date for the Purchase Committee meeting.

PRINCIPAL

Purchase Order

VNRVJIET/ECE/2009/

Hyderabad,
Date:

To

M/s

Sub:- Purchase order for the following equipment – Regarding.
Ref:-

Please supply the following equipment as per the price negotiations by the Purchase Committee meeting held on dated -----.
Price inclusive of all taxes.

S.No.	Name of the Equipment	Quantity

TERMS & CONDITIONS:

Warranty:
Price:
Delivery Schedule:
Taxes:

Thanking you,

Principal

1.2 Examinations

1.2.1 B.Tech Examinations:

a) I B.Tech (Internal Examinations):

3 Descriptive and 3 Objective exams are to be conducted and Average of best 4 exam performances is computed / considered.

b) II, III, IV B.Tech (Internal Examinations):

2 Descriptive and 2 Objective exams are to be conducted in each semester and average of best 3 exam Performances computed / considered.

I/c Examinations is to follow the checklist to monitor and control various activities

- Check for the Academic schedules of all courses in that semester / year.
- Schedule **mid examination** for all courses; communicate to all HODs with a request to communicate to the staff and to circulate among students in the class rooms of the concerned course.
- Prepare invigilation chart **for each mid examination** with the details of time, duration of examination, day, name of the staff member and date along with instructions.
- Faculties are informed to set the question papers. Duration of the objective examination is 20 minutes.
- The duration of the Descriptive Examination is 90 minutes.
- Seating arrangement with room numbers is to be prepared as per the format.
- Full Invigilation chart is to be circulated to all HODs and individual invigilation chart is to be circulated to the concerned faculty members
- A circular is to be sent to the staff stating that in case of their availing leave on personal grounds or taking off for official purpose, the faculty member is required to make alternate arrangements for the scheduled invigilation work in writing in the given format.
- A circular announcing the exam schedule is to be sent to all HODs and to the concerned classrooms instructing the students to look for details in the display notice boards

- The I/c of examinations is required to receive sealed covers consisting of question papers given by the concerned faculty member of the respective subjects, and ensure strict adherence to the announced time schedule given for preparing the question papers
- The I/c of examinations is to clearly educate the mode of conduct of examination to invigilators before the commencement of the examinations
- I/c of examinations is to distribute the pads containing the required material along with question papers to invigilators 15 minutes before the commencement of the examinations
- After the completion of examination, the I/c Exams has to receive the answer scripts from the invigilators and arrange them in sealed covers after counting the papers. An absentee statement must be prepared class wise and subject wise.
- The details of the name of faculty evaluating the answer scripts and date of submission are entered properly in a register. The date of submission is also mentioned on the sealed cover.
- The sealed covers are to be collected from the I/c Examinations by the concerned staff members after duly signing in the register.
- I/c of examinations is to ensure receipt of the evaluated answer scripts from the concerned faculty members and ensure noting down of those details in the register.
- Answer script packets shall be kept in a strong room of the Examination Branch. Reminders should be sent to the staff members who have not submitted the evaluated scripts in time.
- The award lists are collected from the examiners and kept in the specified file.
- Both hard and soft copies of the internal marks for each course for each examination are kept in the examination branch for record as collected from the departments.

Note:

1. The list of invigilators who have not attended the invigilation duty without making alternative arrangements is prepared and sent to the Principal on every examination day for necessary action.
2. Non-adherence to the time schedule for handing over the question papers as well as evaluated answer scripts will be brought to the notice of the Principal for necessary action.
3. The invigilators can report to I/c examination if any malpractice case is found during the internal examination, for further action.
4. The invigilators shall not leave the examination hall before the end of examination without intimating the I/c examinations.

c) Internal (lab) Examinations:

- Preparation of examination schedule by respective HODs
- The schedule is displayed on the notice board of the lab for the benefit of students by respective lab I/c
- Conduct of examination and evaluation by the concerned staff members as per schedule
- Finalize lab internal marks and display them on the notice board for the benefit of students
- Receiving award lists and answer script bundles from the concerned staff members by I/c examinations.

d) End Semester (lab) Examinations:

- The list of eligible candidates for lab examinations is prepared based on using the registration forms filled by the students
- A schedule for Lab Examination is prepared and sent to the respective HODs with a request to circulate among the staff to ensure that there are no overlapping duties. After correction, if any, the same is circulated to students and is also displayed on all the notice boards

- Prepare orders for external and internal Examiners with details of time, duration of examination, day, name of the staff member and date along with instructions.
- The orders are circulated to the concerned examiners
- Supply of required stationery to the concerned laboratories
- The concerned examiners conduct the lab examination for the eligible candidates
- The concerned lab examiners send the D-form along with the award lists (original and duplicate in separate covers) to the examination branch.
- The D-forms and Award lists are signed by the Chief superintendent / Principal and sealed.

e) End Semester (theory) Examinations:

- End semester examination schedule will be notified by as the examination section.
- Registration forms and hall ticket forms will be filled by the eligible candidates within the scheduled time, and appropriate fees from the candidates collected.
- After the verification of the filled in forms, Hall tickets will be issued to students.
- The time table schedule is sent to the respective HODs with a request to circulate among the staff and students and the same is displayed on all the notice boards
- Seating arrangement with room numbers is to be prepared as per the format, one copy is to be retained with the examination branch and another is to be displayed on exam day for the benefit of the students.
- An invigilation chart is prepared with the details of time, duration of exam, day, name of the staff member and date along with instructions as per the guidelines.

- Full invigilation chart is to be circulated to all HODs and individual invigilation chart is to be circulated to the concerned faculty member, one copy of it is retained in the examination branch for writing day-wise invigilation
- A circular to staff issued that in case of availing leave for personal reasons alternative arrangement in the prescribed format, should be made.
- The I/c of examinations is to clearly educate the mode of conduct of examinations to invigilators before the commencement of the examinations. Copies of instructions to the invigilators are also distributed.
- The I/c of examinations is to distribute the pads containing required materials to invigilators half an hour before the commencement of the examinations
- The seating plan for each room is prepared and attached to the sealed cover containing question papers and distributed to the examination halls under the supervision of the observer
- According to the seating plan the invigilators distribute the question papers subject wise and set wise
- The invigilators mark the absentees in the seating plan in red ink, The absentee list is collected by the examination branch to prepare seating-room statements and prepare D-forms accordingly which are countersigned by the Observer and Chief superintendent / Principal.
- I/c of examinations is to ensure receipt of the answer scripts from the invigilators. The answer scripts shall be packed set wise, branch wise, sealed and kept ready for evaluation.
- If any malpractice case is found, it will be brought to the notice of the Chief Superintendent and necessary action will be taken as per the guidelines.

Note:

1. The list of invigilators who do not report for duty without making alternative arrangements is prepared and sent to the Principal on every examination day for necessary action.

2. A list of persons who performed duties for external examinations (Theory and Lab) is prepared for payment of remuneration and the amount is disbursed to the concerned after taking the amount from accounts section.
3. The invigilators shall not leave the examination hall before the end of examination without intimating the Incharge of examinations.
4. The invigilators can leave the hall for a few minutes only after their duty is taken over by a reliever.

1.2.2 M.Tech Examinations:

a) M.Tech Mid semester Examinations: 2 subjective exams are to be conducted and average performance of the tests is considered.

b) Conduct of Examinations: Same as indicated in section 1.1(b) to (d).

c) M.Tech III and IV semester full time project work

1.3 Project Work:

- **Identification of Fields / Topics:**
 1. The department faculty has to form specialization wise groups. Each group is headed by a senior faculty,
 2. HOD has to appoint a Student Project Coordinator, who will look after the activities related to project works of students.
 3. All the faculty members in the department are instructed to give the topics for the project work with which they are familiar. The faculty is advised to give only a broader area of work rather the title of the project. The title is to be decided in consultation with the students. These topics are to be displayed on the notice board at the beginning of the III year II semester.
 4. The project coordinator has to identify the industries, research organizations etc., which permit the students for project works, with areas of specialization. He / she should also provide information how to obtain permissions for doing the project in those organizations.
 5. The project coordinator has to conduct an interactive session for the IV year I semester students, and explain the procedures to be followed for completion of the project works. He / She has to explain to the students the various specialization groups available in the department.
 6. He should conduct a brain storming session with students and allow them to form as groups of 2 to 3 students. Each group shall select the area of

specialization and topic in which it is interested in doing the project and has to register the same with the HOD.

7. Based on the topic, the HOD and project coordinator will allot the faculty to guide the students.
8. The students in consultation with their guide, shall prepare a brief report about the topic, methodology and procedure to be followed for project work, and it will be forwarded to project review committee for approval and suggestions.

- **Approval of Project Works:**

1. The HOD has to appoint a Project Review Committee (PRC) comprising the project coordinator and three senior faculty members with different specializations.
2. All the project proposals consisting of the project topic, location of work etc are to be forwarded to the PRC
3. The PRC will discuss with the project guides the feasibility and quality of the project proposals.
4. Based on the PRC recommendations, the students are given permission to start their project work.

- **Assessment of the Project Works:**

1. The progress of the project work is to be monitored periodically by respective guides.
2. Each project group has to give three seminars in the IV year II semester stating the progress of the work. These project seminars are spread evenly over the entire semester and are to be reviewed by the PRC and the guide.
3. The PRC shall help the students with suggestions for completing the project.
4. There will be 40 marks for internal assessment of the project. In consultation with HOD, PRC and project guides appropriate breakup is to be done for these 40 marks like: Literature survey, quality of work, presentation skills etc.,
5. Finally the guide & PRC should approve the work for final submission of thesis and preparation of project report.
6. Heads of Departments will give a panel of examiners for conducting the viva-voce examination and the name of the examiner is approved by the Principal / i/c Examiner.

2. INSTITUTE ACADEMIC ACTIVITIES

2.1 Mentoring, Training & Placement (MTP) Program

Background Information

There are many ways of assisting students who need extra help to maximize their learning outcomes. Recognizing that, the student mentor relationship may be a powerful influence in a student's life, particularly for those students who are vulnerable for a variety of reasons. The Management of VNRVJiet recommended the development of the MTP (Mentoring, Training & Placement) program, wherein mentoring is integrated with training and placement so that the student is groomed into a confident, competent, self disciplined individual, fully equipped with academic prowess, practical acumen and strong personal skills. An exclusive MTP record is in place where in the student enters with data like marks, activities, training programs attended etc.

a) Purpose

This SOP outlines the integration of the Mentoring, Training and Placement activities initiated by VNRVJiet. This document details the role of Mentors, Trainers and Placement Officers and how the student can take full advantage of this integrated approach. The procedures followed to achieve the objectives of the MTP program are also detailed in this document. These guidelines provide sufficient structure to encourage and meet the goals of students with different backgrounds.

b) Scope

This SOP is designed as a general reference for all involved in Mentoring, Training & Placement.

This includes:

- Mentoring, Training & Placement cell
- All mentors
- Faculty members, and
- Fresh and already enrolled engineering students of VNRVJiet

c) Responsibilities

- All mentors
- Training Officer
- Placement Officer

d) Structure

This document lists activities

- Prior to the start of the MTP program
- At the time of admission / registration of fresh engineering students,
- During mentoring sessions
- At the end of the last mentoring session
- Recognition program

e) Details of Activities

Mentor –Training-Placement Program is a student monitoring activity right from the day the student joins the Institute till the time he is placed suitably.

Prior to the Start of the Program:

- A detailed list of Mentors for Ist, IInd, IIIrd, and IVth years from each department is submitted to the mentoring Committee by the HOD's
- The mentors are required to attend a basic training program on how to use the MTP forms for mentoring
- Assigning mentors to students of Ist, IInd, IIIrd & IVth year for each Department
- Forward list of name, student i.d number and contact information (name, address, mobile number & email address) of the mentees to the mentors
- Make schedules for meetings of mentor with prospective mentees

At the time of Admission/ Registration:

- The mentors (of the respective departments) should assist the student in filling the Master Student Information (MTP form I).
- This form is then to be placed in the pouch of the MTP files allotted to the Mentors (of the respective departments) at the MTP cell.

- Mentors should contact mentees no later than second day of classes to introduce themselves and offer assistance to their mentees.

During mentoring sessions:

- Mentors must communicate with the mentee a minimum of twice each semester as given in the schedule;
- Mentors must keep accurate records of communication with his or her mentee(s);
- Mentors must treat mentees courteously, respectfully and patiently in all circumstance;
- Mentors must keep confidential all information shared with them by mentees
- Use MTP forms 2-5 to monitor the progress of the mentee at various stages of the mentee's course
- Use MTP form 6 to record details of meeting with the mentee
- Report to Parents, Head of Department or Principal on matters that are urgent
- Report to the training officer any deficiencies of the mentee that need to be corrected

At the end of last mentoring session:

The last form, (MTP Form 6) is to be transferred to the Alumni cell after entering details of the mentee, viz, Name of the student, Contact address with telephone number/mobile no, Place of recruitment, Email id & any other relevant information

Recognition Program:

At the end of each year, the Mentoring committee will sponsor recognition program. The purpose of the program will be to:

- Thank the mentors and mentees for their participation
- Acknowledge outstanding service; and
- Celebrate the success of the mentees

Forms for use by mentors :(Forms available in MTP record book)

A faculty mentor is the first student contact usually as part of the orientation (Registration) process. The students are usually attached to the same mentor until they complete their course at the Institute.

1. Master Information of the student is thus recorded at the time of registration in order to counsel, train and place the student and to give feedback to the parents at the click of a button. This is done using MTP form I. This form contains all the details of the student at the time of joining the institute.

Functions of the mentor using form I: Knowing and understanding his/her mentee using information contained in MTP form I.

2. As the student progresses through his course of study, the particulars of monthly attendance, internal marks, mock test and group discussion (GD) performances are maintained yearwise and, semesterwise along with remarks. This is done using MTP form II.

Functions of the mentor using form II: Monitoring, continuous update of attendance & internal marks

3. The University examination results of the student are maintained in MTP form III. This form gives a quick review of the University Examination performance (semester/annually) of the student annually. The mentor can thus guide the student in the right direction.

Functions of the mentor using form III: Periodically assessing the mentee.

4. MTP form IV is the comparative and consolidated academic record of the student. The placement officer reviews this from time to time and placement targets are set for the student. Simultaneously efforts will be made to recognize and overcome the student's weaknesses early.
5. MTP Form V is the mentoring details form. The dates of meeting with the mentee, events, remarks of the mentor and the advice suggested by the mentor are recorded using this form.

Functions of mentor using form VI: The day to day mentoring details are recorded by the Mentor.

6. The student is also continuously assessed right from the beginning when he joins the institute in terms of a wide variety of skills, namely management skills, soft skills, writing and communication abilities, intellectual pursuits, creative endeavors, etc. This information is recorded using MTP form VI.

The training officer provides additional inputs to reinforce plus points and tries to make the student overcome weaknesses by suggesting remedial measures.

f) Records to be maintained:

- Mentors are required to keep detailed records of their communication and activities with their mentees in the pouches of the MTP files at the MTP cell.
- Archival records of the mentees must be kept for a period of two years or the time it takes for the mentee to graduate from VNRVJIET.

2.2 Events, Guidelines & Communication Formats:

S.No.	Event	Guideline	Comm. Formats
1.	Absence from classes (shortage of attendance)	Meet HOD / Mentor	Parents communicated through MTP Commn./ format 1/Sept' 07
2.	Failure in Exams	Parents to meet HOD/Mentor	Parents communicated through MTP Commn./ format 2/Sept' 07
3.	Disciplinary action	Meet the Disciplinary committee and parents are informed	Parents communicated through MTP Commn./ format 3/Sept' 07

2.3 Standard Training Procedure

Key Result Areas: Training Students for campus placements (Aptitude skills, Group discussions, Interviews, Industry Requirements and recruiting Companies) and Individual development.

Target students: B.Tech and M.Tech students.

- Initial training inputs like short term training programme (3 days) in Aptitude, GD, and Interviews to all the students of the 1st to 3rd year and M.Tech.
- Short-term training programme as overview in software application skills (C, C++, Data Structures, RDBMS etc) with three tests, to enable students to place the technical interviews.
- Regular Mock Tests for 4th year I semester students. Interviews during the instruction classes on coordination with placement members.

- Comprehensive Result Report in Aptitude, GD, Interview as hard copy (as in format) to be placed at the MTP cell and Placement Officer.
- Analyzing and segregating the students into groups based on the required skills.
- For 3rd year / 2nd semester or 4th year students before facing the campus selections – Five final tests with the feed back training during the vacation by external Assessment agencies.

During the campus selection period:

- After the first Campus interview according to the results –segregating on training requirements i.e. on Aptitude test or GD or Technical or HR round.
- Provision of the practice test materials, CDs, as reference copies (Min 10 copies) from Institutes like TIME, Career Launcher.
- Imparting training on soft skills to the career aspirant students and provide inputs for various examinations to the students pursuing higher academics.
- The customized training (By external trainers) could include the: 4hr sessions /week during the instruction class period in aptitude (subject experts) and 2hr session/week in communication/spoken English classes total 6hr /week.

What we are doing?

- 1) On Evaluation and Training on Aptitude Skills required for the campus Selection
 - Class room sessions for the Awareness on the Industry Employability requirements. Handing over the Interview patterns, sample test papers for practice in technical and aptitude tests and Tips to face the Interviews as hard copy.
 - Short term Training programme by external training agency before actual campus selection by companies. For Example: 5 day training programme by Time Institute Pvt. Ltd .during the month of May.

- Conducting Mock Tests (total 5) in Technical(C, C++ Lang), aptitude in coordination with the Placement Members in each department for the students of 3rd year 2nd sem.
- Tabulating the results and submitting to placement Office.

2) On Group Discussion and Interviews (GDs):

- Sessions on GDs- oral presentation on Do s and Dont s in GDs and interview.
- Topic based Mock GD s, Mock Interviews with feedback and record in the MTP cell.
- GD s with results, for practice on selected topics by placement members in the departments.

2.4 Liaison with Industries:

a) Scope: The scope of this topic is to promote Industry - Institute Interaction.

b) Activities:

- Establishment of Industry-Institute Partnership /interaction Cell
- Organizing Workshops, conferences and symposia with joint participation of the faculty and the industries.
- Encouraging engineers from industry to visit Institution to deliver lectures.
- Participation of experts from industry in curriculum development.
- Arranging visits of staff members to various industry
- Professional consultancy by the faculty to industries.
- Industrial testing by faculty & technicians at site or in laboratory.
- Joint research programmes and field studies by faculty and people from industries.
- Visits of faculty to industry for delivering lectures on subjects of mutual interest
- Visits of industry executives and practicing engineers to the Institute.
- Memoranda of Understanding between the Institute and industries to bring the two sides emotionally and strategically closer.
- Human resource development programmes by the faculty for practicing engineers.
- Collaborative degree programmes.

- B.Tech and M.Tech. Project work in industries under joint guidance of the faculty and experts from industry.
- Short-term assignment to faculty members in industries.
- Visiting faculty/professors from industries.
- R&D Laboratories sponsored by industries at the Institute.
- Scholarships/fellowships instituted by industries at the Institute for students.
- Practical training of students in industries.
- Arranging visits of staff members to various industries

Pre-Process:

- What we expect?
 - For what purpose are we sending people to industry?
- Finding persons
 - Finding suitable persons from the Institute
- Approaching the persons
 - Approach the selected persons for their acceptance
- Getting approval
 - Getting approval for the selected persons from the higher authorities like HOD, Principal and Management
- Schedule preparation
 - Fix the date of seminar/workshop according to the Industries schedule.
- Making correspondence
 - Send a formal letter to the Industry through the higher officials.
- Allocation of fund
 - Allocating fund for the faculty members and securing permission for them, so that their absence from the institute may be considered on duty

Post-Process:

- Collecting feedback from the faculty members regarding the use of seminar
- Asking the faculty members to make a presentation about their experience in the industry

Participation of experts from industries to deliver lectures:

- For what purpose are we inviting the people from industry?
- Finding suitable persons from the Industry
- Collect the information about the persons like their experience and personal details: Approach the selected persons by sending mails or letters for their acceptance
- Schedule preparation - Fix the date of seminar/workshop according to their schedule.
- Making correspondence - Send a formal letter to the person through the higher officials.
- Making arrangement - Make an arrangement on the scheduled date in the institute and also making an arrangement of transportation, food and accommodation if needed for the Guest.

To

Details of the person

<<date>>

VISITS OF FACULTY TO INDUSTRY

<< Introduction about the college>>

<< Introduction about the purpose of the visit>>

<< A paragraph on why the visit would be an excellent value added to the staff members to enhance their teaching”

<< Proposed dates & time schedule>>

<< Any other requests like Presentation, practical session, lunch etc>>

With kind regards

Yours sincerely

From

Address

To

Details of the person

<<date>>

Request for Practical Training

<< Introduction about the college>>

<< Introduction about the practical>>

<< A paragraph on why the practical training would be an excellent value added to the students in understanding the concepts">>

<< Proposed dates & time schedule>>

<< Any other requests like accommodation, lunch etc>>

With kind regards

Yours sincerely

From

Address

To

Details of the person

<<date>>

Project work to carry out in Industry

<< Introduction about the college>>

<< Introduction about the students>>

<< Purpose of the project works and how it will be useful to the students>>

<< Information about the duration of the project work and team members>>

<< Any other requests like scholarships, accommodation, best project award and the placement etc>>

With kind regards

Yours sincerely

From

Address

To

Details of the person

<<date>>

Request for Collaborative Degree Programmes

<< Introduction about the college>>

<< Introduction about the courses offered>>

<< Purpose of the new course and how it will be useful to the institute and the industry>>

<< Information about the course and the preparation of brochure>>

<< Any other requests like financial assistance>>

With kind regards

Yours sincerely

From

Address

FDP / STTP / WORKSHOP FEEDBACK FORM

Name of the Faculty :
Designation :
Name of the Course :
Nature of the course : FDP / STTP / WORKSHOP / Others if any
Duration :
Host Institution :
Quality of the Program : Excellent / Good / Satisfactory / Not worthy

EFFECTIVENESS OF THE PROGRAMME

Date:

Signature

HEAD

FDP / STTP / WORKSHOP EVALUATION FORM

Name of the Faculty :
Designation :
Name of the Course :
Nature of the course : FDP / STTP / WORKSHOP / Others if any
Duration :
Host Institution :
Quality of the Program : Excellent / Good / Satisfactory / Not worthy

(To be filled by Senior Faculty member)

- ❖ Lecture delivered to the students : YES / NO
- ❖ R & D / Project Work initiated based on the course : YES / NO
- ❖ Teaching the related course in regular curriculum : YES / NO
- ❖ Course material submitted to the Department: YES / NO

HEAD

Students Feedback form

STTP / WORKSHOP/SEMINAR/VISIT FEEDBACK FORM

Name of the Students :
Year/ Sem :
Name of the Course :
Nature of the course : STTP / WORKSHOP / SEMINAR/VISIT/ Others if any
Duration :
Host Institution :
Quality of the Program : Excellent / Good / Satisfactory / Not worthy

EFFECTIVENESS OF THE PROGRAMME

Date:

Signature

HEAD

3. PROJECT PROPOSAL WRITING:

3.1 Practical Guidelines for Proposal Writers:

1. Start early. (But, don't assume that if you will not be able to meet a submission deadline or target date that you must miss a review cycle. Call the agency before the due date, explain your problem, and ask if there is a procedure for submitting late.)
2. Read the instructions carefully (before you write, while you are writing, and when you have finished writing). Not including all required information or not following the designated format will be noted by reviewers and program officers. Use the agency's maximum page limits as an indication of the detail expected in a proposal. Don't exceed it or try to fit the limit by squeezing too many words onto a page or eliminating spacing.
3. At the other extreme, a proposal that is substantially shorter than the limit is probably lacking in necessary details. Keep within stated guidelines. Avoid jargon and unnecessary abbreviations. Be liberal with headings to break up the text.(If you use number or letter designations be sure that they match in each section.) Make your goals specific and clear: What questions are you asking? Constantly keep these goals in focus. Devote at least paragraph to putting your proposed experiments in a long-term context.
4. Distinguish between your overall interests and objectives and those you wish to achieve during the tenure of the proposed grant.

Proposing much more work than can possibly be achieved during the requested grant period is one of the most common mistakes made by first-time applicants.

5. Ensure that you have an appropriate rationale for each study: Why is your work important?
6. Describe previous experiments carefully and clearly: Are you a careful and critical scientist? Have you included appropriate controls for every experiment?
7. Design your experiments with exquisite care.
Discuss pitfalls, interpretations and strategies. How are you going to do the work?
Do you have enough experience with the techniques proposed?
Have you suggested appropriate methods, not ones that you think are in fashion?

Make very clear which experiments you consider to be the most important and which you will drop if they appear unproductive.

8. Get as much help as possible from colleagues, peers and mentors from your laboratory or campus, publications (Program Announcements, Grant Proposal Guide, Web Pages, Funded Project Abstracts, Reports, Special Publications), program officers (incumbent and former “rotators”), previous panelists, serve as a reviewer, etc.
9. If you are continuing work initiated as a graduate student or postdoctoral fellow, make it clear that your work will not be competing with that laboratory.
10. If possible, include a letter from your mentor stating that the project is now yours to pursue or that you will work in cooperation, not in competition. (Collaborators from other departments, industry cooperation, letters of support and matching funds are not requirements; however, they can help you make your case.)
11. Revise relentlessly, remove verbiage and unnecessary detail – be simple and concise. At the same time give enough information in each section to ensure that your reader does not have to refer constantly to other sections.
12. Remember that “The ill and unfit choice of words wonderfully obstructs the understanding” (Francis Bacon) and “The more words there are, the more words there are about which doubts may be entertained” (Jeremy Bentham).
13. Be sure to give credit to all your sources. For example, if you use several paragraphs taken directly from a review article in your introduction, put it in quotes and cite the source (a reviewer of your proposal may have written the article!).
14. If you have papers submitted for publication, ask if you can attach them as appendices. NSF does not currently allow appendices for regular research proposals. Some agencies require that manuscripts be accepted in order to be included. Avoid listing many papers as “in preparation” as it will appear that you have a problem getting your results down on paper (and the term is virtually meaningless).
15. If you are applying to several granting agencies, avoid partially overlapping proposals. Funding of one would probably prevent the funding of the second, even though the second may contain portions that are unique to that proposal.

Why Proposals Fail?

1. Absence of innovative ideas and/or hypotheses. Surveys, preparation of standards, screening of libraries, isolation and maintenance of cell lines do not in themselves constitute novel ideas, even if the work has not been done before. Money may be requested for these studies, but usually only as part of an overall scheme.
2. Errors in logic and experimental design. The experiments will not provide the results that they are purported to do. The methods are not described properly. Adequate controls are not included. The methods may be “fashionable” but are inappropriate for the proposed studies - simpler “old-fashioned” methods will give better results more quickly and cheaply. Too few samples for statistical analysis.
3. Errors in presentation and expression. So poorly written that the reviewers miss the point, or cannot tell what questions are being addressed, or find statements ambiguous. Overcrowded writing that obscures your message. Insufficient background to support studies. Sloppily written with errors in experimental detail so that reviewers have little faith in the author’s abilities.
4. Not exciting.
5. The author has attempted to enter a new area without the background and/or expertise to make the project feasible.
6. Unrealistically ambitious (even after taking into account the inexperience of a new investigator).
7. Wholly unjustified budget. Proposal incomplete or incorrect (e.g., lack of information on current and pending support, no letters of support from named collaborators, etc.).
8. In the wrong program or not directed toward the mission of the granting agency.

Revising a Proposal:

1. Keep calm!
2. Read the reviews very carefully.
3. If your project was described poorly, your reviewers may have misunderstood your intent.
4. Answer all pertinent questions or criticisms and correct errors and omissions.
5. Add any new preliminary studies.
6. Based on the reviews, consider adding new experiments, but do not write a new proposal. If it goes to the same reviewers, as it probably will, they will find it more difficult to review a proposal that is rewritten entirely, than one that is revised appropriately.

7. If one component of your proposal is clearly undesirable, remove it and improve on other aspects or add a new one (but only if it is excellent).
8. If reviewers have mistaken your intent (see 2), revise the writing.
9. If reviewers question your expertise, emphasize where you can obtain training and/or help and collaboration from your colleagues.
10. If reviewers criticize your budget, your resources, your commitment, change them (but only if the criticisms make sense).
11. **For all of the above**, get advice from colleagues and mentors in your own field, in related and unrelated fields, and from administrators at your own institution and the granting agency (the NSF Program Director has a lot of experience in the field and is a great source of constructive advice).

4. MAINTENANCE

4.1. Civil Maintenance:

- List of problems can be identified in the following building components
Walls, Flooring, Roof, Doors & windows, Plumbing, Sanitation, Over head and Underground tanks
- a) **Scope:** Applicable to all the Departments in the institute
- b) **Responsibility:** Faculty In-charge Inspects the premises at regular intervals and identifies the problems. Takes actions upon the complaints received from various sections subjected to degree of urgency of the problem. Checks whether all the water storage and sanitation systems are cleaned at regular intervals.
- c) **Activities:** Receiving the complaints, Identification of problem. Attending to the problem using the expertise of skilled workers (available in the institute or hired from outside), Inspection of maintenance works
- d) **Details of activities:**
 - Attending to the problem
 - If any material required for that, to get the approval from the principal (items involving less amount).
 - A request comprising the problem, through HOD and the Principal, has to be received
 - If the work involves more financial support quotations are invited from the vendors.
 - Preparation of the comparative statement

- If the cost of the requirement exceeds Rs.10,000/-, approval must be obtained from the management by the department / (FIC for general items only)
- Calling vendors for negotiations
- Finalizing the procurement
- Placing the purchase order

e) **Records to be maintained:**

- Maintenance works Register
- Stock register
- Complaints register

Complaint sheet

Date:.....

S. No	Description of complaint & location	Date of receiving complaint	Date on which action taken	Remarks

Faculty-In charge
Civil maintenance

Purchase order

To,-----
(Vendor)

Date:-----

Sub.:---
Ref.:---

S. No	Description/ Specification	No. required	rate	Amount (Rs.)

Taxes

Freight and Transport

Total ----- -----

Rs.-----

Principal

Faculty-In charge

4.2. Mechanical Maintenance:

- Purpose: The purpose of this SOP is to ensure an effective Mechanical Maintenance of the equipment in the Institute as and when required, in a shortest possible duration.
- a) **Scope:** This procedure is applicable to all the equipment which requires Mechanical Maintenance.
- b) **Activities:**
 - Identifying cause of the problem
 - Identifying the technician
 - Carrying out the tasks
 - As soon as the complaint is received with details, (including Guarantee period etc) identify the problem.
- c) **Procedures:**
 1. Identify whether the equipment is within the Guarantee period IF yes contact the supplier/or concerned person.
 2. Identify the problem with that equipment.
 3. Identify the Technicians of our organization who can rectify the problem.
 4. If not, identify the persons outside the organization who repair the equipment, if necessary contact the supplier of the equipment.
 5. Call the person and instruct him to check the equipment.
 6. If no items are required to purchase for repairing the equipment, the equipment is repaired immediately.
 7. If items are required then send a proposal to the purchase Incharge through proper channel (concerned HOD).
 8. After the items are purchased the equipment will be repaired by the person.
 9. The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.
- d) **Records to be maintained:**
 - 1) File containing complaints.
 - 2) Register to record the status and remarks of the complaint.

4.3. General Electrical Equipment Maintenance.

- **Documentation of activities:**
 1. Maintenance of Power House (2x 125 KVA)
 2. Maintenance of Sub-Station (11KV/440 V, 315 KVA)
 3. Maintenance and Repair of general equipment.

1. Maintenance of Power House:

The following activities are involved in the maintenance of Power House.

- i) Checking diesel in storage tank daily and top it up, if it is not up to the mark.
- ii) Replenishing stock of diesel at least every 15 hours of run of each generator. To procure the diesel, the following procedure is followed.
 - a) Putting up an office note by faculty-in-charge of power house to the principal in standard format for approval to purchase diesel and also for transportation through Head of the department.
 - b) After getting the approval from the Principal, cash must be collected from the Accountant
 - c) Diesel for approved money is purchased and details are entered in stock register and Accession register and bills are submitted to the office.
- iii) Checking distilled water level daily and if any shortage is found, it must be refilled. For procuring the distilled water, the above procedure is followed.
- iv) Checking water level in radiator daily and filling it, if it is necessary
- v) Checking lubricant oil daily
- vi) Checking specific gravity of distilled water of batteries daily
- vii) Cleaning the generators daily with cotton waste
- viii) Verifying daily for due dates of servicing of generators
- ix) Maintaining load balance in three phases of generators
- x) Painting the plinths and machines for every one year
- xi) Registering the number of working hours of each generator and going for maintenance once predetermined time is reached.
- xii) Checking earth resistance and watering the earth pits weekly
- xiii) Checking Radiator fan belt daily

2. Maintenance of Sub-Station:

The following activities are involved in maintenance of Sub-station.

- i) Noting down readings daily from Maximum Demand Indicators and KWH meters verifying whether the power factor is maintained nearer to unity or not.
- ii) Cleaning the substation premises once in a week
- iii) Painting the transformer and other auxiliary equipment once in a year
- iv) Checking earth resistance and watering the earth pits weekly
- v) Checking H.T fuse daily and if it is found to be blown, the following procedure is followed.
 - a) Preparing a letter from faculty-in-charge requesting the local Assistant Divisional Engineer to replace the blown fuse with new one.
 - b) Accompanying and coordinating with the concerned line man while replacing the fuse.
 - c) Checking whether the fuse is replaced with correct rating.
- vi) Checking B.D.V of transformer oil every six months
- vii) Switching-on capacitor bank daily on commencement of institute work.
- viii) Switching-off capacitor bank daily on conclusion of institute work.
- ix) Prohibiting people from entering the Sub – Station.
- x) Accompanying and coordinating MRT team monthly while taking readings
- xi) Conducting H.T inspection every year after receiving the instruction from concerned A.P. Transco authorities.

3. Maintenance and Repair of general equipment:

In getting the services of electrical maintenance department and getting electrical equipment repaired, the following activities are involved.

1. After identifying any problem related to electrical equipment, a requisition letter through concerned Head should be sent to the Principal.

2. An instruction will be given to faculty in-charge through Head/EEE to take up the work.
3. In-charge will instruct concerned Electrician to carry out the work.
4. If the work is beyond ability of electrician or if it requires, help from outside experts will be taken
5. The electrician after completing the work, will report to the person in-charge.

4.4. Epabx Internal Telephone Exchange:

Purpose:

To provide Intra-departmental communication in the institute and external communication facility for Staff members.

a) Scope: This procedure is applicable to procure a new EPABX system and Maintenance of Telephone equipment and communications with in the Institute.

b) Responsibility: In-charge Telephones

c) Activities:

- Installation and maintenance of EPABX system
- Maintenance of telephone instruments and signals
- To ensure uninterrupted signals from P & T lines.

d) Procedure for Procurement of New EPABX System:

1. Identify the No. of extensions required as present requirement plus 50% as the total requirement of the telephone lines for the Institute.
2. List out the specifications of the system.
3. Estimate the approximate cost of the system and apply for financial approval from the management.
4. Identify the vendors and call them for the quotations
5. Enquire about the systems quality and reliability from the users of the system.
6. Prepare Comparative statement for the price and technical specifications.
7. After getting confirmation from the management call the vendors for price negotiations before the purchase committee.
8. On recommendations of purchase committee the vendor will be finalized.
9. Principal will place the purchase order

10. Based on the terms and conditions of the purchase order the vendor will supply and install the system.
11. Supervise the work done by the vendor as per our requirements and training will be provided by the vendor to the necessary people.
12. After satisfactory completion of the work, Bill will be settled by the accounts section after the details of the system are entered in the accession register

e) Procedure for Maintenance of Internal Telephone Exchange:

1. Check availability of spares regularly
2. After receiving the complaint from the individuals inform the same to the technician and discuss the problem and its solution.
3. Check the voltage at the telephone instrument end.
4. After that check the voltage at the Junction box and at the system end.
5. Rectify the problem where ever it is identified.
6. If the problem is related to the system, call the service engineer of the system and the supplier and rectify the problem.

f) Records to be maintained:

- EPABX File
- Telephone Complaints Register
- EPABX Maintenance File
- Standard Manuals for EPABX system and Wiring details

4.5. Maintenance of Computers (Hardware & Software) and Networking:

Purpose: The purpose of this Standard Operating Procedure (SOP) is to prepare the maintenance of computers (Hardware & Software) and networking.

- a) Scope:** This procedure is applicable to maintenance of computers in all the departments.
- b) Responsibility:** Hardware and networking maintenance in charge and Head of the Department of Information Technology.
- c) Activities/ Information:**
 - General Procedure
 - Repair Request Form
 - Policies and Procedures
- d) General Procedure:**

- Whenever there was a problem with computer hardware and software the respective lab-in charge have to fill the repair request form.
- Each and every department lab-in charges should maintain a copy of repair request form.

e) Repair Request Form:

▶ DATE:

- ▶ NAME:
- ▶ DEPARTMENT/DESIGNATION:
- ▶ EQUIPMENT:
- ▶ TYPE OF REPAIR:
- ▶ Signature of HOD

Signature of Lab in Charge/
Staff requesting repair

S.No	Dept./Lab	Type of Repair	Date of receipt	Date of problem attended	Rectified	
					Date	Signature

f) Policies and Procedures:

- The repair request form has to be signed by the concerned lab-in charge and by the HOD.
- After duly signed by the HOD and lab-in charge the repair request form comes to IT/HOD.
- Then IT/HOD will mark to the concerned hardware and networking maintenance in charge.
- The networking and Hardware maintenance in charge will maintain one log book containing the repair request form
- Priority is assigned to the form according to the S.No.
- As per the priority of the maintenance, the concerned hardware/networking personal will attend to the problem.
- If the problem is solved there it self the maintenance call in the maintenance register will be closed.

- If money is needed, the information will be brought to the principal to purchase the Hardware/networking products.
- If the amount is below 10,000/- that will be approved by the Principal otherwise the requisition will be sent to the management.

g) Records to be Maintained:

To record the problems and the time of their resolving, the following should be maintained.

1. Repair Request Form
2. Log book containing repair request forms
3. System maintenance register

4.6. Stock Verification:

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to ensure development of Stock Verification Procedure.

a) Scope:

The various items of stocks both non consumable and consumable shall be physically verified for their intactness, working condition and quantity as per stock register and to report for the discrepancies, deficits, working condition etc.

This stock verification and the procedures laid down shall be carried out in each department.

b) Activities:

This SOP comprises the following activities:

- i. Bills Procurement for items purchased
- ii. Accession Register
- iii. Stock Registers
- iv. Stock Verification Procedure
- v. Obsolete Items

i. Bills Procurement for items purchased:

- Various items are being purchased after necessary approval obtained by the Principal/Management.
- Every purchase shall be made in the name of Principal, VNRVJIET and bills, vouchers, invoices, delivery challans etc. shall be obtained in triplicate.
- Items/equipments shall be received in good condition and certified to that extent by the Section Head/HOD or by the purchasing / receiving officer and Laboratory in-charge and the same shall be recorded on

the invoices or delivery challans. Defected / damaged items shall be rejected.

ii. Accession Register (Day Book):

- Items purchased and after due compliance as above shall be entered in the Accession Register with Accession Number/Code.
Ex: A mortar cube vibrating machine is purchased for Concrete Laboratory in Civil Engineering Department. Accession Number can be generated as follows.

Accn. No: VNRVJIET/CE/ CT Lab/Eqmp./VM

Alternatively, a bar code can also be generated.

- Accession Register may be maintained at central office and also at department level.

iii. Stock Registers:

- The items of purchase can either be consumable or non-consumable.
- Separate registers shall be maintained for both consumable, non-consumable and obsolete items and entries be made accordingly.
- All entries for various items of purchase after they are duly entered in the Accession Register (Day Book) shall be transferred to the individual stock registers maintained at the Section/Department/Laboratory level.
- In the stock registers, a ledger shall be maintained for each item of purchase or entry. Separate pages for each item with serial number are created and entries be posted. An account for each item is thus maintained. An index is also maintained in the stock register.
- In cases of borrowing or lending of any tools/equipment or any other item shall clearly be stated in the stock register in the column remarks. This transfer shall be endorsed by the section heads or HODs while exit and entry.

iv. Stock Verification Procedure:

- It helps to keep updated records for the intactness, performance and cost appraisal purposes.
- It also helps to replenish consumed or defected items.
- Separate teams may be constituted to physically verify the stocks in all the sections / laboratories of each department.

- These teams will appraise for the physical presence of the item, intactness, performance etc. and make suitable recommendation or remark. During verification, the in-charges of laboratories / sections shall cooperate with the verification teams.
- Team members shall be provided necessary information of the stocks for which the physical verification is carried through.
- The individual department / section will prepare a list of laboratories & sections including names of in-charges, items of stocks both consumable & non-consumable etc. and make available copies to the verification teams.
- The team members personally visit each department / laboratory / section and physically verify the stocks as per the information or records or stock register presented by the Heads of the Departments.
- The discrepancies, lapses, physical presence of items, working condition of items, events of lending & borrowing etc. shall be recorded and a comprehensive statement to that extent shall be prepared and submitted to the Principal.
- Stocks shall be verified atleast once in a year.

v. Obsolete Items:

- Separate register shall be maintained for obsolete items.
- While posting entries in the stock registers, purchase details like name of item, quantity, cost, manufacturers address, technical specification etc. shall be clearly noted. These details will help to replace the obsolete items and to procure updated versions.

5. ACTIVITIES OF COMMITTEES

5.1. Academic Council:

Purpose:

- To evolve suitable procedures and upgrade the existing procedures for consistent and smooth working of VNR VJIET

a) Scope:

- To frame the course structure and Syllabus.
- Applicable to all B. Tech students of all disciplines and all 4 years
- The academic rules and M.Tech regulations as applicable.
- These procedures are applicable to all the theory classes and practical sessions of all disciplines.

b) Structure:

1. Student EAMCET Ranks to be recorded within one week after I B. Tech admissions.

HODs'

2. Students are encouraged to participate in seminars, paper presentation, model making, and workshops either at VNRVJIET or other institutes.

HODs'

3. Every semester conduct National seminars/paper presentation competitions (Vector, Convergence) for students.

HODs'

4. Students participating in these seminars must obtain an authorization letter from HOD/Principal

5. A record of students who attended these seminars to be maintained (Student name, Roll no, place, date, seminar topics, prizes won)

HODs'

6. The details of students appearing for TOEFEL, GRE,CAT,GMAT,GATE, must be recorded (Student's name date/year of exam, place, Rank) for III & IV B.Tech students.

HODs'

7. Procure the lecture notes of each Faculty for all subjects, whenever the syllabus is changed, new set of lecture notes to be procured. Typed hard copy/soft copy or manuscript

HODs'

8. All Laboratory Faculty to ensure the availability of lab manuals (hard copies – atleast 10 nos.) to the students. These manuals to be prepared by the concerned lab faculty & to be updated as per changes in the University syllabus.

Lab Faculty

9. These lab manuals can include new and innovative experiments in addition to the regular experiments given in the syllabus.

Lab Faculty/HODs'

10. Scheme of evaluation of lab – practical (Internal)

a) The lab internal marks are divided in to three parts namely:

i)	Record keeping For the practical done	}	10 Marks
ii)	Day to day conducting of experiments/ Results as per observation book/job done		10 Marks
ii)	Viva Voce		05 Marks

Total 25 marks

b) The internal marks for EDP/MD/PDP to be segmented into three parts namely:

i)	Viva Voce	05 Marks
ii)	Day to day work - Drawings	10 Marks
iii)	Mid exams	10 Marks

Total 25 marks

11. Scheme of evaluation of laboratory practical (External)

a) The lab external marks break up is given below:

i)	Procedure writing	20 Marks
ii)	Conducting experiment/ result recording/inference	20 Marks
iii)	Viva	10 Marks

Total 50 marks

b) The laboratory external marks break up for EDP/PDP/MD :

i) 5 Questions x 10 Marks 50 Marks

Break up of 10 Marks

---- Dimensioning	:	1 Mark
---- Lettering/ Description/BOM	:	2 Marks
---- All views	:	6 Marks
---- Neatness of the drawing sheet	:	1 Mark

Total	:	10 Marks

12. a) A list of backlogs for all the students of the semester is to be recorded from the website (University results). This data has to be analyzed into subject wise failures and an action plan to be initiated for those subjects of maximum failures like conducting extra classes (after the regular classes in the evening not more than one period a day) up to 20 periods per subject
b) Any other additional inputs to the students to enhance their Knowledge//Proficiency

Faculty/HODs'

13. Student's having 75% and above are given the feed back forms and their feed back regarding the performance of the faculty is collected at the end of the semester/year.

HODs'

- a) Data from the student's feed back forms (data) is summarized and analyzed to determine the rating of the faculty and to inform the respective faculty within 1 week of end of semester

HODs'

These faculty ratings are to be correlated with the University results within 1 week of the declaration of results by the University, the same to be discussed with faculty to find out the reasons for any non correlation.

HODs'

14. Students results are analysed within 2 weeks of the declaration by the University as follows; so
- Pass % age class wise and subject wise
 - No. of distinctions, first classes, II classes (Class wise)
 - No. of passes (Subject wise)

HODs'

15. Results where in a particular subject with $\leq 50\%$ pass, written explanation from the faculty to be obtained.

HODs'

16. (a) A list of magazines/Journals/ Proceedings (National/ Foreign) to be given to each student.

Librarian

(b) The usage of digital library by the students must be improved.

- a. By utilizing the ECA/CCA slots as per time tables.
- b. By utilizing the Library up to 8.00 pm after the class hours.
- c. Library committee to suggest suitable measures

5.2. Canteen Committee

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

a) Scope: Applicable for all the events in the institute

b) Responsibility: The canteen committee members

c) Structure: The Canteen Committee is headed by a Professor of the Institute and Comprises members from the faculty and students of the Institute. The Committee shall monitor the affairs of the Institute Canteen under the directions of the Management.

d) Details of Activities:

- The Committee shall meet at least once in a month to review the functioning of the Canteen.
- The suggestions given by the members and the resolutions made in the meetings must be recorded in the minutes of the meeting.

- The menu for breakfast, meals and snacks are fixed by the Committee and a sub-committee will look into monitoring of the implementation of the menu suggested.
- The following sub-committees are formed :
 - ◆ for fixing and monitoring the menu.
 - ◆ for verifying the quality of provisions and vegetables etc. and also for verifying the quantity and quality of various food items.
 - ◆ for checking and ensuring cleanliness.
 - ◆ for checking discipline in the canteen.
- The names of the members of the Canteen Committee will be displayed in the Canteen.
- **Ordering Of Snacks, Lunch etc.:** Snacks & lunch can be ordered by the proper authority like Principal, A.O., Heads of Departments, Conveners of various Committees, in the standard format. The name of the individual or designation of the officer taking responsibility of payment shall have to be mentioned in the order for arranging the lunch or snacks.
- The standard format will consist of the details as given below :
 - ◆ Date and time of supply.
 - ◆ Place where the items are to be supplied.
 - ◆ Details of snacks or Menu for lunch etc.
 - ◆ No. of persons for which arrangement is to be made.
 - ◆ The rate on which both the Officer arranging and the Contractor had agreed.
 - ◆ The Officer or name of the individual who arranges for the payment within reasonable time; the initials or signature of the person responsible for payment will also be affixed on the order form.
- In case some individuals arrange lunch, they have to pay at least 75% to 80% of the total cost as advance.

e) Rates and Duration of Contract:

- The Contract for running the Canteen is given year-wise. The rates quoted by the Contractor will be valid for one full year from

the date of effecting the Contract (actual commencement of canteen).

- After the expiry of the Contract, the Contract may be extended for one more year on the application of the Contractor with reasonable rate revision.
- No item will be sold at the rate higher than MRP.

f) Passing on Advance Information to Canteen:

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

g) Records to be maintained:

1. Minutes of the Committee meeting
2. Complaint file
3. Action file
4. Circular file

5.3. Alumni Coordination Committee

Purpose: The purpose of this Standard Operating Procedure (SOP) is to ensure proper coordination of activities of VNR_VJIET Alumni Association on behalf of the Institution.

a) Scope: This is applicable to all such activities involving both the Association and the Institution.

b) Responsibilities: All the members of the coordination committee constituted for the said purpose.

c) Structure:

- One faculty member from each Department
- Student representatives from each Department, preferably from III and IV year B. Tech
- Two nominated members, Convener and Co convener, who are nominated by the Principal.

d) Details of Activities:

- To obtain outgoing student list, department wise, with all relevant information from MTPS / IISC
- To collect and keep information regarding the distinguished alumni, viz., their achievements, progress or successful careers
- To enlist and identify their services that are useful to the institute.
- To engage them through seminars, guest lectures, participation through workshops etc.
- To coordinate with the association in conducting annual meet once in a year, usually in December month, conduct general body meeting and supervise electing the new executive committee.
- To maintain various files regarding Alumni information, department wise, for perusal of the association as well as of the institution.

e) Files to be Maintained:

- **File No. 1: ALUMNI INFORMATION FILE.**
Containing Alumni Information like their names, year of pass-out, branch, present position, address for communication, email id, phone no. etc. Separate files shall be maintained in each department and a file containing consolidated information shall be maintained by the convener.
- **File No. 2 : DISTINGUISEHED ALUMNI FILE.**
This shall contain information regarding the distinguished alumni, their achievements and successful endeavors etc.
This also shall be maintained department wise and a file containing consolidated information shall be maintained by the convener.
- **File No. 3: FEED BACK FROM ALUMNI FILE.**
This also shall be maintained department wise and a file containing consolidated information shall be maintained by the convener.
- **File No.4 : MINUTES OF THE MEETINGS FILE**
- **File No.5 : PROGRAMMES AND EVENTS FILE**
- **File No.6 : GENERAL FILE**

5.4. Purchase of the Equipment/ Furniture

Purpose: To procure the required general items and the equipment at optimal price in a shortest possible duration

a) Scope: Applicable to all the equipment and furniture in the institute

b) Responsibility: Estate Officer, Accountant

c) Activities:

- Receiving requisite letter of requisition requirements
- Identification of vendors
- Procurement
- A letter of requisition comprising the required items, through The HOD and Principal, has to be received
- Specifications of the required items must be given exhaustively
- Concerned vendors are called for quotations for the required items
- Note : Respective departments take up the task by themselves for their specific lab requirements
- Preparation of the comparative statement
- Note : Respective departments to do it by themselves for their specific lab requirements
- If the cost of the requirement exceeds Rs.10,000/-, approval must be obtained from the management by the department / Estate officer
- Calling vendors for negotiations
- Finalizing the procurement
- Placing the purchase order

d) Records to be maintained:

- Accession Register (AO Office)
- Stock register

5.5. Anti Ragging Committee

Purpose: To prevent ragging within the educational institution.

a) Scope: To prevent an act which causes or is likely to cause an insult / annoyance / fear / apprehension / threat / intimidation / outrage of modesty or injury to a student.

It covers acts like:

- a) Teasing, embarrassing and humiliating for which the punishment is up to 6 months or fine upto Rs. 1,000/- or both.
- b) Assaulting or using criminal force or criminal intimidation for which the punishment is up to 1 year or fine upto Rs. 2,000/- or both.
- c) Wrongfully restraining or confining or causing hurt for which the punishment is up to 2 years or fine upto Rs. 5,000/- or both.
- d) Causing grievous hurt, kidnapping or rape or committing unnatural offence for which the punishment is up to 5 years and fine upto Rs. 10,000/-.
- e) Causing death or a betting suicide for which the punishment is up to 10 years and fine upto RS. 50,000/-.

b) Responsibility:

- Professor i/c Disciplinary committee
- All the HODs
- Convener –Ragging prevention committee
- Student members

c) Activities:

- Receiving complaints
- Verifying the facts
- Disciplinary action

1. A Disciplinary Committee consisting of all Heads of Departments and a few students of final year has been constituted to probe into all complaints of ragging and to report to the Principal whether there is any truth in the allegation and if so to recommend the quantum of punishment to be given.
2. Before the College is opened for juniors, the Principal addresses all the senior Students; especially students of II year; explaining them the evil and pernicious practice of ragging and the heavy punishments they will receive under the provisions of AP Prevention of Ragging Act,1997 in case they are found ragging.
3. Before the arrival of the juniors the Principal administers an oath to all the senior students that they will not indulge in ragging and that they would cooperate with the Institute in curbing the menace of ragging.
4. The salient features of the A.P Prevention of Ragging Act, 1997 is displayed prominently on the Notice Boards of all the Departments, Canteen and the

RTC Bus Point.

5. All Heads of Departments counsel the senior students against the uncivilized practice of ragging and stringent action that will follow if any senior student is found ragging the juniors;
6. An Undertaking is obtained from all the senior students that they will not indulge in ragging and they will abide by the rules and regulations of the Institute and the Undertaking is attested by the parents.
7. The assistance of Local Police is sought for curbing ragging in buses and stops.
8. The 1st year Classes are held in the top floor of the building; thus segregating the juniors from the seniors and entry to the top floor for seniors is prohibited. If any senior is found on the top floor, heavy punishment will be awarded to the guilty.
9. Department Committees with faculty and supporting staff are constituted to keep a watch on the seniors and go round the campus especially during lunch break to prevent ragging and just before the start of class work.
10. Faculty is requested to make frequent visits in the campus when they are free from class work.
11. Cooperation of Teaching and Supporting Staff is solicited at the Bus Terminal in the Institute in order to prevent seniors interacting with juniors.
12. Exclusive Buses are operated for Juniors in which Seniors are not permitted to travel and in cases of violation of the instructions and if any senior is found traveling in juniors' buses, severe disciplinary action is taken.
13. 1 year class rooms will not be allowed to remain without a teacher and the outgoing teacher will leave the class room only after his successor takes over the class.
14. One Teacher is made in charge of one section of 1 year and will interact with the students of that Section every day to find out incidents of ragging, if any.
15. The Telephone Numbers, Email ID of the Institute and Cyberabad Police have been displayed on the Notice Board for information of 1 year students.

16. All the students are directed to wear their ID badges on their persons while entering the campus and those who do not wear them will not be permitted entry.
 17. Security Guards have been posted at all vantage points like Library, Canteen and Sports Complex to contain ragging.
 18. In order to ensure that the seniors do not indulge in ragging, the last period of the seniors is staggered in such a way that junior students would have left the Institute by the time the senior students come out of their evening classes.
 19. On receipt of a specific complaint, immediate suspension of the concerned students is ordered and the matter is referred to the Disciplinary Committee. The suspension is revoked only on written apology by the student, duly countersigned by the parents.
 20. In proven cases of ragging, the concerned student is not sponsored for Campus Placement nor he is given conduct certificate.
 21. If complaints of ragging in buses are received, the cooperation of police is sought to supervise the buses midway.
 22. Action to be taken:
 - A student convicted of any of the above offences will be expelled from the college.
 - A student imprisoned for more than six months for any of the above offences will not be admitted in any other college.
 - A student against whom there is prima facie evidence of ragging in any form will be suspended from the college immediately.
- d) Files to be maintained:**
- Rolls list of all the classes
 - Complaint file
 - Action file

5.6. DISCIPLINARY/REDRASSEL COMMITTEE

- a) Scope:** The following is the Standard Operating Procedure for dealing with incidents of indiscipline among students.
- b) Purpose:** To maintain discipline in the institution by corrective or punitive action against acts of indiscipline and disruption by students in the institute

premises and also at the time of conducting of major events like Annual Day, Sports Day, etc.

c) Responsibility:

- Professor incharge Disciplinary Committee
- Heads of the Departments

d) Details of Activities:

- A student blamed for committing an act of indiscipline is produced before the Disciplinary Committee to explain his case and also give his version in writing.
- The Committee conducts an enquiry by eliciting information from the students and the members of the faculty who have knowledge of the act or the incident.
- Based on the findings related to the severity of the act and the extent of involvement of a student in a particular episode, the Committee may recommend to the Principal suitable punishment to be awarded to the student.
- ACTION TO BE TAKEN:
 - Based on the recommendations of the Committee the Principal takes action.
 - Based on the magnitude of the disruption caused, the punishment awarded can vary from fine to suspension to rustication from the institute.

e) Structure:

The Committee consists of all Heads of Departments and nominated senior students. One of the Heads of Departments is the Chairman of the Committee.

f) Records to be Maintained:

- Rolls lists of all the classes
- Complaints Register
- Action Register

5.7. Planning and Co-Ordination Cell (Pcc)

Purpose: The purpose of the Cell is to assist the Principal's Office and help the Administrative Authorities in planning future course of action, coordination of

Institute activities, corresponding with UGC, AICTE, University, Higher Education and Management and in making necessary arrangements to organize Management Meetings in our Institute.

a) Scope: Scope of the Cell is so wide because it is not limited to a particular extent. The following important functions constitute the major scope of the Cell.

- Preparation of Agenda and Notes, Minutes and Action Taken Report on Advisory Committee, Governing Council Meetings
- Compliance-cum-Progress Report along with Mandatory Disclosure to AICTE for annual approval of existing courses
- Correspondence with AICTE, JNTU and Department of Technical Education and UGC
- Annual Report to JNTU, Report for Vignana Jyothi Annual General Body Meeting and preparation of Monthly and Annual Reports of Institute
- Preparation of NBA Application to AICTE
- Preparation of Institute Brochure
- Preparation of Application for New Courses
- Preparation of Application for temporary/permanent Affiliation to JNTU
- Etc.

b) Responsibility: Faculty i/c PCC

c) Structure: It is headed by a faculty in-charge whose responsibility is to supervise the above mentioned works. He will be assisted by an Administrative Assistant.

d) Details of activities:

- Preparation of Agenda and Notes, Minutes and Action Taken Report on Advisory Committee, Governing Council Meetings
- Compliance-cum-Progress Report along with Mandatory Disclosure to AICTE for annual approval of existing courses
- Correspondence with AICTE, JNTU and Technical Education
- Annual Report to JNTU, Report for Vignana Jyothi Annual General Body Meeting and preparation of Monthly and Annual Reports of Institute
- Preparation of Part-I of NBA Application to AICTE
- Preparation of Institute Brochure
- Preparation of Application for New Courses
- Preparation of Application for temporary/permanent Affiliation to JNTU
- Etc.

e) Files to be maintained:

- AICTE File
- NBA File
- JNTU File
- Minutes File
- Head Office
- Governing Council File
- Advisory Committee File
- UGC File

6. PERSONALITY DEVELOPMENT ACTIVITIES

6.1. Event Organizing:

- a) Scope:** The following is the Standard Operating Procedure to conduct the events in the Institute effectively.

Purpose: To conduct the various events like Annual Day, Cultural Day, Sports Day etc., taking place in the Institute in a systematic manner

b) Responsibility:

- ECA/CCA Chairman
- Heads of the Departments
- Member Co-ordinator
- Student Co-ordinator

c) Details of activities:

1. Planning:

For an Event organized within the Institute various committees are formed and the work is distributed among the Faculty members.

The details of various competitions under ECA are submitted to the Chairman ECA.

- Detailed information regarding the need of number of certificates /prizes is planned and the same is submitted to the Chairman ECA. If there is any change in the schedule, students are provided with further information regarding the change in the date /time of the competition.

- The circulars are circulated among the HODs, Staff, and Students. The same is displayed on the notice boards. Further, the same information is sent to person incharge, electronic news. He is also given the day wise schedule. Student coordinators shall announce about the competitions in the classrooms of all years.
- As per the information of Chairman ECA, the chief coordinators are assembled to discuss the detailed plan of intra collegiate competitions.
- Apart from this, various competitions are planned to mark the importance of any date /occasion. Distribution of work among the Member coordinators of each committee is planned and is duly informed.
- A plan is made when to collect the certificates and resubmit the filled – in ones to the Chairman ECA. The Chief Coordinators along with the Member coordinators of various committees shall help the organizers during the distribution of prizes on Cultural Day.

2. Permission:

A permission letter, through the Chairman, ECA, is submitted to the Principal well before the event

The permission letter includes the following details:

- Date of the event
 - Duration
 - Topic (if any)
 - Room No
- As a general rule, the competitions are held after the college hours. If there is a need to intervene the class hours or make use of lunch hour, prior permission from the principal is a must.
 - The Chief Security Officer is consulted for the provision of any facility, if needed.
 - An indent form for the need of any stationery is submitted to the Administrative Officer and the stationery is collected during the time of competition. To avail the facility of bus/van to shift the musical instruments or for the purchase of any gift/ prize items, prior permission is sought from the Faculty Transport- In charge. Xerox Facility from the AO's office can be availed but with prior information

3. Schedule:

The Intra Collegiate Activities/ competitions is charted by referring to the list of holidays.

- The Chairman – ECA along with the Faculty coordinators in the presence of student coordinators prepares the detailed schedule of the various activities. As planned by the Chairman ECA the coordinators of various activities along with their student coordinators are to assemble for a meeting with the Principal for any improvements /suggestions
- The schedule is submitted to the Principal for approval. The approved schedule is informed to all HODs and displayed on notice boards. Any change in the schedule is duly informed to the Principal, HODs, and to all concerned faculty. Day wise schedule is given to the Person In charge – Electronic News for display

4. Budget:

The individual Budget report is duly submitted to the Chairman / Event Coordinator ECA CCA.

The budget proposal includes:

With reference to _____ the approximate expenditure is estimated and the details of expenditure are as follows:

S. No.	Name of the item	Quantity	Cost @ each item	Total cost

The last year expenditure is Rs. _____

We request you to sanction an amount of Rs. _____ towards the celebration of _____.

Any expenditure incurred at the individual levels is to be supported by authentic bills for reimbursement. If in need of any advance amount, the details of expenditure is filled in and submitted to the concerned authority (The chief coordinator of any event) for the sanction of required amount.

The budget proposal along with the bills of Last year is enclosed along with the latest one. (This will help the in charge to come to know whom to contact and how to contact and also the expenditure incurred)

d) Activities:

- Literary Activities

- Performing Arts Activities

- Music Activities

- Dance Activities

- Creative Activities

- Creative Arts

e) Records To Be Maintained:

- Academic Calendar

- ECE Minutes

6.2. Student Activities (Extra Curricular)

Purpose: The purpose of this Standard Operating Procedure (SOP) is to encourage the students to develop and improve their skills and talents in Extra Curricular and co curricular Activities along with the academics.

- a) **Scope:** Brings good name to the institution as the students performance is improved in the activities conducted within and outside the institution. With CCA students gain the knowledge of advanced technologies and are updated technically with present day demands.

- b) **Responsibility:** The in charges for ECA are selected at the beginning of the academic year and also all the faculty members are responsible to monitor the smooth running of ECA and CCA classes for all the B. Tech students.

c) Activities:

This SOP consists of

1. Event planning
2. Scheduling the event
3. Budget planning
4. Ensuring maximum possible participation
5. Faculty coordination of the student activities

The details of the ECA activities planning and conduction are as follows.

- **Event Planning:**

Discussion with the faculty and student representatives about organizing any event is had first. The scope of the event whether it should be an extension of the class room activity or it should be beyond that is decided.

The field of interest like the recent developments in any of the fields which are relevant to students and faculty is decided.

The nature of the activity and its duration like – whether it is a Workshop / Guest Lecture / Seminar by an expert / Technical Paper Presentations / Technical Quizzes / Project Exhibition etc is identified and then the duration of the Event (No. of days over which it is spread) is estimated.

Whether it should be an internal event confined to the Department / the Institute / open to Students / Faculty in all the Technical Institutes is decided.

Whether it is required to involve the external experts in different Industries / R&D Organizations / Premier Institutes of higher learning like IITs / NIT etc who are well acquainted with these developments or possess hands on experience which will benefit both the students and faculty is decided.

- **Scheduling The Event:**

After deciding the event, the duration, participants and the resource persons, the event is planned well in advance (few weeks to few months depending upon the nature and the magnitude of the event).

The total responsibilities / tasks associated with the organization of the event are identified.

Students with different skills like Public Relation, Resource Mobilization, Resource monitoring, Accounting & Event Organization etc are identified from different teams and the appropriate responsibilities are entrusted to them .

Each team is monitored, guided by a Faculty coordinator / Student Team Leader.

Preparation of Information Brochures, posters, maintaining an exclusive website, E-mails of the faculty coordinators and the team leaders etc for information to the interested participants is the next step.

The target dates to complete the tasks assigned to different teams are decided.

Regular meetings of the individual committees to monitor the progress of each team are carried.

Core/ Management committee comprising of the Convener, all the faculty coordinators and student team leaders are entrusted with different responsibilities. Regular meetings of this core committee to monitor the progress of each team are held, if necessary proper advice of their responsibilities to meet the target dates is given.

- **Budget Planning:**

The faculty coordinators and the team members, thoroughly analyze the event to be organized. All possible expenditures like –the Honorarium for the guest speakers / Resource persons, Mementoes, TA to out station resource persons and participants' local transportation charges, stationery expenditure etc are considered and the most appropriate budget is prepared.

Each team prepares the approximate budget required for organizing the respective event and the possible resource mobilization through different sources like the registration fees from the participants, sponsorships etc and the surplus that can be passed on to the other teams which need support or any deficiency that has to be supplemented.

Stationery & Printing charges for the Information Brochures, posters, Abstracts, Final report printing etc- are estimated.

Expenditure towards publicity - local and outside the city is calculated.

Hospitality (Tea, Snacks, Lunch etc.), Postal Charges (Posting the posters, brochure and the certificate to the out station participants etc) , Prizes / Certificates cost is estimated.

The deficiency is estimated by subtracting the amount generated through registration fee and sponsorships from the total expenditure estimated and the requisition is placed to the Management/ Principal for approval through proper channel.

- **Ensuring Maximum Possible Participation:**

A circular is sent to all class rooms and is also placed on all the notice boards. Posters on the event are pasted at different places in the institute. Banners are also prepared to give wide publicity.

Wide publicity is given for the event within the institute, in the city and in all other institutes. For this posters are posted to different institutes or e-mails are sent to them and also an exclusive website is established for communication from them.

Through personal contacts of faculty and the student volunteers, canvassing is done about the event.

- **Faculty Coordination of the Student Activities:**

Motivating the students to participate in CCA and ECA not only in the events organized within our institute but also in the events organized by the other institutes is done.

Experienced teachers are appointed as faculty coordinators for each team organizing an event. They will guide the students systematically, taking into consideration all the aspects discussed above i.e., planning the type of the event, preparation of the budget proposal, contacting sponsors, organizing the event etc

Students are encouraged to go through the National and International Journals available in the library as well as to browse the online journals through digital library and the internet for different ideas. These ideas can later enable compile technical papers and prepare for Technical quizzes and other events

d) Files to be Maintained:

- Minutes of ECA
- ECA Committee Members
- Planning
- Budget
- Feedback

6.3. Publishing Magazines:

Purpose: The Purpose of this Standard Operating Procedure (SOP) is to establish a procedure for bringing out a Magazine, such as a News Bulletin or College Annual Magazine or any other magazine giving News about the College.

a) Scope: These standards are applicable to any magazine to be brought out by the Institute.

b) Responsibilities: Any Faculty Member can be chosen to edit the magazine.

c) Activities: Bringing out a magazine implies the following activities:

- Delineating the objectives of the Magazine/ News Bulletin
- Listing out the contents
- Defining the target audience
- Discussion of the details of the magazine
- The Magazine Committee
- Functions of the magazine Committee
- Identifying the news gatherers
- Procedure for gathering the Information
- Execution of the Work
- Distribution Procedures
- **Delineating the objectives of the Magazine/ News Bulletin:**
The objectives of publishing the magazine/ news Bulletin, i.e., whether it is for publishing the developments in the Institution or an account of the academic/ cultural activities of the students will be made clear and put on paper before setting about with the magazine.
- **Listing out the contents:**

The contents of the magazine, i.e. the kind of news that the magazine should contain is listed out even before starting with it. To cite an

example, the following items can be listed out for inclusion in a magazine like the News Bulletin.

Academic, Co-curricular, Extracurricular, Research, Seminars / workshops /lectures, Competitions conducted/participated, Other news related to the institution

- **Defining the target audience:** It must be defined as to whom the magazine is intended for.
- **Discussion of the details of the magazine**

The Principal along with the Heads of Departments will discuss the following details so as to arrive at the specifications for publishing the magazine.

- The periodicity of the publication
- Target Audience
- The editor of the magazine
- Associate editors
- Publishing editor
- The size, quality, number of copies
- Financing the publication
- Distribution criteria

- **The magazine Committee**

All those involved in bringing out the magazine constitute the magazine committee. The magazine committee comprises

- The editor
- Chief associate editor
- Associate editors
- Publishing Editor
- Sectional Heads
- Student editors

- **Functions of the magazine committee**

The functions of the magazine committee comprise:

- Gathering information
- Sorting the information under various headings
- Editing the information
- Checking the information
- Proof reading
- Bringing a final shape to the magazine
- Selecting a Printer& furnishing the details

- Sending the material for Printing
- Send the copies to the office for distribution.

- **Identifying the news gatherers**

It is also important to identify those people who will bring in the news/ information. The people who bring in the news/ information are, the associate editors nominated by the Heads of Depts., the sectional Heads and the student editors. These associate editors and sectional heads will pass on the information to the editor.

- **Procedure for gathering information**

A circular is sent to the students as well as the teachers to submit information and photographs related to the magazine.

To ensure that the news is obtained on time, a deadline regarding the submission of news is given to the Associate Editors, Sectional Heads and the Student Editors. Similarly deadlines are set for editing and printing of the Magazine.

- **Execution of the Work**

While the Student Editors, Sectional Heads, and Associate editors gather the news and send it to the editor, the Chief Associate Editor compiles the information, edits; proof reads it, writes the editorial and sends it to the Editor for final approval. Meanwhile, the Publishing Editor calls for Quotations from various Printers stating the Quality, size, and quantity required. He/she shall also prepare a comparative statement and submit it to the Editor. After a Printer is selected, the Publishing Editor submits the soft copy of the news to the Printer. He/she is also responsible for getting the copies printed and delivered on time. After printing, the Printer prints one copy and sends it to the editor for Proof reading. The editor proof reads it and sends the copy to the Printer for carrying out the corrections and then printing the remaining copies. When the Printer completes his work and sends all the copies, the Editor checks the copies and prepares a cheque for approval by the Principal. He then hands it over to the Printer. The Administrative Officer takes care of distribution.

- **Distribution Procedures**

Distribution of magazines/newsletters is made by

- i) the respective depts. to the students
- ii) the administrative office to others outside the institution.

- Distribution of the Magazine will be made to the following:
 - Members of the Management
 - Principal
 - All the HODs
 - Staff
 - Students
 - Library
 - Other Colleges
 - AICTE and other Technological Institutions
 - Industries related to the various disciplines

- **Payment to the Printer**

The editor gets the approval for Payment from the Editor in Chief, i.e. the Head of the Institution and hands over a cheque to the Printer.

- **Modification**

This document is open to suggestions and necessary changes for improvement. Necessary changes will be incorporated after a discussion, with the approval of the Principal.

d) Files To Be Maintained:

- Minutes of the Magazine Committee
- Brochure file
- Circular File
- Feedback file

7. RULES & REGULATIONS

7.1. Student Attendance:

1. A student has to put in a minimum of 75% attendance in aggregate of all the subjects for acquiring the credits in the year and every semester from II year.
2. Shortage of attendance in aggregate upto 10% (65% and above and below 75%) in each Semester or I year maybe condoned by the Vice-Chancellor on the recommendations of the Sub-Committee of the Academic Senate on valid and genuine grounds.
3. The student will not be promoted to the next semester unless he/she satisfies the attendance requirement of that semester/I year.
4. Shortage of attendance below 65% in aggregate shall in no case be condoned, even on medical grounds.
5. Students having attendance below 65% in aggregate will be detained and their registration stands cancelled. They have to seek readmission for that semester/I year when offered next.
6. Aggregate attendance of the students of each class is displayed on the Notice Boards in the first week of every month and copies thereof are sent to the University. No separate intimation will be given to the students or parents about the shortage of attendance, if any.
7. The student has to apply for leave in the prescribed form before availing the same and it shall be handed over to the concerned Head of the Department in person. Principal will not attest or sign any documents related to the student having shortage of attendance at any point of time.
8. Students seeking condonation of attendance in the range of 65% - 74% on genuine and valid grounds have to see the Principal with the parent.

7.2. Discipline:

1. Students must be regular in their class work and should conduct themselves in a disciplined manner. They should abide by such rules of discipline and conduct as stipulated by the institute from time to time.

2. The conduct of the students should be exemplary not only within the premises of the Institute but also outside.
3. The Institute has the right to contact the parents or guardians regarding the indiscipline, irregularity in attending classes, default in payment of fees and poor performance/failure in examinations or any matter of concern relating to their wards. Parent is required to visit the Institute whenever requested by the Head of the Institute.
4. Students shall inform without fail any changes in the address of their parents/guardians in the Academic and Examination Section of the Institute.
5. Students are not permitted to resort to strikes and demonstrations within the Institute. Participation in any such activity entails their dismissal from the Institute. Any problems they face can be represented to the concerned Head of the Department and the Principal.
6. If any student is found to be responsible for bringing outsiders into the campus for settling personal disputes with other students, he/she shall be suspended/expelled from the Institute.
7. Birthday parties of students or any other private functions are strictly prohibited within the campus.
8. Freshers introduction and final year students farewell functions should be held by the respective Department Associations in the Institute itself. No such parties outside the Institute are allowed. If participated in any such parties outside the Institute, students may be suspended from the Institute and/or fined.
9. Silence shall be observed while inside the Institute Buildings. Misuse of any part of the building or furniture shall be viewed seriously.
10. The Institute premises and Buildings shall be kept clean and tidy. Writing and sticking posters and notices on the Building walls is strictly prohibited. The Institute's property must be guarded as their own property.
11. Students shall not loiter in the campus during instructional hours and sit on steps, staircase or parapet walls.
12. Students shall confine themselves to class rooms and laboratories during instructional hours.

13. Smoking, chewing, consuming alcohol and taking drugs is strictly prohibited in the College premises. If any student is found in an inebriated condition due to consumption of alcohol or taking drugs, he/she shall be suspended / expelled immediately.
14. Students who seek admission in this Institute are deemed to have agreed to the rules and regulations of the Institute as laid down by the Management from time to time and also the rules laid down in the Institute Information Brochure.
15. Students shall wear Khaki apron while working in the Chemistry Laboratory, Workshops, Hydraulic Machinery and Electro Mechanics Laboratories.
16. Ragging in any form within or outside the Institute is strictly prohibited.
17. As per the provisions of the A.P. Prohibition of Ragging Act No.26 or 1997, whoever causes, commits or abets ragging shall be punished with imprisonment and with fine according to the seriousness of the crime.
18. Any complaint of ragging, if found prima-facie true, the accused student or students shall be suspended for such periods as may be deemed necessary. Once case of ragging has been registered in 2007-08. In all 5 students suspended for one month from class work.
19. A student convicted for ragging shall be dismissed from the Institute.
20. The Institute has the right to refer any complaint of ragging in any form, either in writing or oral, to the Police for appropriate action.
21. The Institute has constituted a Counseling/Disciplinary Committee with all the Heads of Departments to counsel senior students against the evils of ragging, enquire into complaints and also instill confidence in the fresher's.
22. The Office Bearers of the Technical Associations are nominated on the basis of merit in the University Examinations. No elections are permitted in the Institute.
23. The Institute has full powers to suspend, fine, rusticate or to take any action which is deemed necessary in the case of any indiscipline on the part of the students. The same will be reflected in the Conduct Certificate issued at the time of leaving the Institute.

24. En-masse absenteeism of students of a class amounts to indiscipline which attracts fine with appropriate action to curb this practice.
25. All students shall possess and wear the identity cards and show them on demand by faculty/officers/security men.
26. Hall Tickets for University Examinations shall be issued only on clearance of their dues.
27. No student shall enter or leave the class room while the lecture is in progress is prohibited.
28. Calling students out of their class room while the lecture is in progress is prohibited.
29. Cell Phones and Camera Phones are strictly prohibited within the campus.
30. Staff and students should have Driving License and wear Helmet when they come to the Institute by two wheelers.
31. Students should follow Dress Code and should wear I.D. Cards in the Campus.

7.3. Ragging Prevention:

1. Ragging in any form within or outside the Institute is strictly prohibited.
2. As per the provisions of the A.P. Prohibition of Ragging Act No.26 of 1997, whoever causes, commits or abets ragging shall be punished with imprisonment and with fine according to the seriousness of the crime.
3. Any complaint of ragging, if found prima-facie true, the accused student or students shall be suspended for such periods as may be deemed necessary.
4. A student convicted for ragging shall be dismissed from the Institute.
5. The Institute has the right to refer any complaint of ragging in any form enter in writing or oral, to the Police for appropriate action.
6. The Institute has constituted a Counseling/Disciplinary Committee with all the Heads of Departments to counsel senior students against the evils of ragging, enquire into complaints and also instill confidence in the freshers.

7. The Office Bearers of the Technical Associations are nominated on the basis of merit in the University Examinations. No elections are permitted in the Institute.
8. The Institute has full powers to suspend, fine, rusticate or to take any action which is deemed necessary in the case of any indiscipline on the part of the students. The same will be reflected in the Conduct Certificate issued at the time of leaving the Institute.
9. Hall Tickets for University Examinations shall be issued only on clearance of their dues.

7.4. Gold Medals for Academic Excellence:

The following Gold Medals have been instituted by the Members of Vignana Jyothi for academic excellence. The gold medals are awarded to the students on the annual day function every year.

S.NO	NAME OF THE GOLD MEDAL	NAME OF THE DONOR	MEDAL BEING AWARDED
1.	Prof.K.Koteswara Rao Gold Medal	Dr.S.Venkateswara Rao	For best outgoing boy student in CE
2.	Smt.B.Sujatha Gold Medal	Sri B.Krishnaiah	For best outgoing girl student in CE
3.	Sri.B.Krishnaiah Gold Medal	Sri B.Krishnaiah	For best outgoing boy student in ME
4.	Sri.Koneru Janardhana Rao Memorial Gold Medal	Sri B.Sharath Gopal	For best outgoing girl student in ME
5.	Sri Gondi Gangadhara Rao Gold Medal	Sri Gondi Krishna Prasad	For best outgoing boy student in EEE
6.	Smt Vallurupalli Vajramma Gold Medal	Sri V.Raja Rammohana Rao	For best outgoing girl student in EEE
7.	Sri P.Punnaiah Gold Medal	Sri P.Punnaiah	For best outgoing boy student in ECE
8.	Smt D.Sasirekha Gold Medal	Sri D.Seetharamaiah	For best outgoing girl student in ECE
9.	Sri J.S.Krishna Murthy Gold Medal	H.B.C.Chartitable Trust	For best outgoing boy student in CSE
10.	Sri Daggupati Venkateswarlu Memorial	Dr.D.Rama Naidu Charitable Trust	For best outgoing girl student in CSE

	Gold Medal		
11.	Sri T.Yogaiah Naidu Gold Medal	Sri Uma Maheswar Charitable Trust	For best outgoing boy student in EIE
12.	Sri Kode Venkatadri Chowdary Memorial Gold Medal	Sri Kode Venkatadri Chowdary Charitable Trust	For best outgoing girl student in EIE
13.	Justice Challa Kondaiah Memorial Gold Medal	Sri Challa Suresh & Smt Chall Sridevi	For best outgoing boy student in IT
14.	Smt Surapaneni Kumudwati Memorial Gold Medal	Sri S.S.R.Koteswara Rao	For best outgoing girl student in IT
15.	Prof T.R.Doss Memorial Gold Medal	Sri Ch.Venkateswara Rao	For best outgoing student of the Institute
16.	Smt Devineni Kanakamma & Sri Devineni Krishnayya Memorial Gold Medal	Sri D.Seetharamaiah	Best all-rounder of the Institute
17.	Sri V.Anantha Srinivas Memorial Gold Medal	Sri V.M.B.Sankaram	I Year B.Tech student who secured highest marks among students of all the branches
18.	Institute Gold Medal	VNR VJIET	II Year B.Tech student who secured highest marks among students of all the branches
19.	Institute Gold Medal	VNR VJIET	III Year B.Tech student who secured highest marks among students of all the branches
20.	Smt Dasari Anasuyamma Memorial Gold Medal	Sri D.J.Ramesh	For best outgoing M.Tech student in PE
21.	Sri Dasari Sitaramaiah Memorial Gold Medal	Sri D.J.Ramesh	For best outgoing M.Tech student in AMS
22.	Smt Yalla manchili Jayaprada Memorial Gold	Dr Y.Gandhiji and Smt G.Swarajya Lakshmi	For best outgoing M.Tech student in

	Medal		VLSI
23.	Sri Gogineni Atcyuta Ramaiah Memorial Gold Medal	Smt.Gogineni Swarajya Lakshmi	For best outgoing M.Tech student in SE
24.	Institute Gold Medal	VNR VJIET	For best outgoing M.Tech student in ES
25.	Prof.S.Venkateswara Rao Gold Medal	Prof.S.Venkateswara Rao	For Best outgoing student M.Tech among all specializations
26.	Smt K.Satya Gnana Prasunamba Gold Medal	Smt.K.Satya Gnana Prasunamba	Best outgoing boy student in sports excellence
27.	Smt K.Satya Gnana Prasunamba Gold Medal	Smt.K.Satya Gnana Prasunamba	Best outgoing girl student in sports excellence

7.5. Student Services:

1. Student Orientation:

The Institute has designed all the services in order to provide the students with their requirements, wherever possible. Also while designing the academic, co-curricular and extra-curricular activities; the Institute is keeping in mind, the future of the students so as to mould them to meet the future challenges. It obtains the feedback from the students not only on the teaching of the subjects, laboratories, but also on other services and improvements required.

2. Quality Initiatives

A sound quality policy, together with the organization and facilities to put it into effect is the hall mark of our Institution.

The Management system, scheme, devices and structures promotes the quality of work life of all and acts as a spring board for launching our students careers into the modern business environment straight away.

A series of programmes on Total Quality Management, Statistical Process Control. 6 sigma etc., scheduled on sustainable basis

that provide a common language to all, a language that improves the quality of life endlessly.

Quality Circles involving staff and student representatives of each class strive for improvement continuously. Teachers have also taken up some innovative projects which are student oriented to enhance the academic environment.

3. Canteen:

To cater healthy food items to students and staff of the Institute in a hygienic condition.

The Institute has a Canteen located in the Sub-Cellar of Vellanki Rama Rao Bhavan with a plinth area of 474 sq.meters and is run through a Private Contractor for the convenience of the students and staff. The functioning of the Canteen is monitored by a Committee headed by a Professor. It serves breakfast, lunch, tea and snacks, fruit juices etc.

4. Amul Parlour:

An Amul preferred outlet, as parlour for selling only Amul Dairy Products such as Amul Flavoured Milk of various flavours, Amul Chocolates, Sugar Free chocolates, Lassees, Cheese, Amul Srikhand of various flavours, curd etc., is being taken up. The Amul kiosk is a covered area of about 15 sq.meters with extra open space attached for the convenience of staff and students. The functioning of the parlour will be monitored

5. Student Services Centre:

This centre is exclusively created in the ground floor of the Patrons' Bhavan to provide multiple services to the students. There are four counters to provide the information and certificates required by the students such as Bonafide Certificate. They can also get the transport passes, ID Cards, Mark Sheets etc., from the Centre. This is the single window for all student needs.

In addition, an ATM of Axis Bank Ltd., an extension counter of the Bank, a Public Telephone, an internet telephone and a courier service centre are provided here.

6. Student Development:

- **Student Tours:**

The Institute will not defray expenses for the local and out-station educational tours. With regard to outstation tours, they may approach the concerned Head of the Department for necessary preparations and to contact the organizations. Students who go on out-station or local tours are always accompanied by teachers.

- **Co-Curricular Activities:**

The students are encouraged to participate in co-curricular activities through Departmental Associations, Student Chapters of Indian Society for Technical Education (ISTE), Institution of Electrical and Electronic Engineers (IEEE), Computer Society of India (CSI), Instrumentation Society of India (ISOI) and VLSI Society of India (VSI) and also to participate in extra curricular activities through student clubs.

- **Departmental Associations:**

There are discipline-wise departmental associations and the concerned Head of the Department is the Chairman. A faculty member will act as the Adviser. A few students will be nominated by the Head of the Department as Office Bearers of the Association. All the students and the faculty of the discipline are the members of the Association. The members of the Association are encouraged to take active part in Seminars, Guest Lectures, Technical Quizzes, etc. organized by the Association.

- **NSS:**

National Service Scheme is a community service programme sponsored by the Ministry of Human Resources Development, Government of India. This scheme aims at promoting National Integrity. The NSS Unit of this Institute was started in April 2000 with more than 200 Volunteers under JNTU. Sri B. Narendra Kumar, Assistant Professor, in Civil Engineering, is the Programme Officer. There are 40 Student Coordinators to guide the NSS activities in the Institute.

The overall objective of NSS is service to community while studying in an educational Institution. It is sought to arouse the

social conscience of the students and provide them with the opportunity to work with the people around the educational campuses creatively and constructively and to use part of the education they receive for concrete social use.

A Blood Donation Camps, Literacy Camps, Health Camps, Guest Lectures, General Orientation programmes are organized by the institute.