SRI INDU COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution under UGC. New Delhi)

Marching towards Global Technology

RULES, REGULATIONS
&
ANTI – RAGGING RULES
2016-2017

PRINCIPAL
Sri Indu College of Engineering and Technology
(VIII): SHERIGUDA-501 510,
Ibrahimpatnam(M), R.R.Dist.

SRI INDU COLLEGE OF ENGINEERING & TECHNOLOGY

(an Autonomous Institution under UGC, New Delhi)
Sheriguda (V), Ibrahimpatnam(M), Ranga Reddy Dist. – 501 510.

Permanently Affiliated to JNTUH

NBA ACCREDITED

Rules & Regulations and Ragging Punishments

A Unit of New Loyola Model Educational Society

Sheriguda(V), Ibrahimpatnam(M), R.R.Dist. – 501510
Phone No. 95-8414 – 224166, 224177 and 040-24052166
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Excellence Through Dedication

SRI INDU COLLEGE OF ENGINEERING & TECHNOLOGY

(an Autonomous Institution under UGC, New Delhi)
Sheriguda (V), Ibrahimpatnam(M), Ranga Reddy Dist. – 501 510.

VISION

To evolve into a center of excellence in Science and Technology through creative and innovative practices in teaching & learning, towards promotion of academic achievement & research excellence to produce globally accepted, competitive and world class professionals who are psychologically strong and emotionally balanced imbibed with social consciousness and ethical values.

MISSION

To provide high quality academic programmes, training activities, research facilities and opportunities supported by continuous industry – institute interaction aimed at promoting employability, entrepreneurship, Leadership and research aptitude among students and contribute to the economic and Technological development of the Region, State and Nation.

QUALITY POLICY

✍ *To provide high quality academic programmes, training activities, research facilities and opportunities supported by continuous industry – institute interaction aimed at promoting employability, entrepreneurship, leadership and research aptitude among students and contribute to the economic and technological development of the region, state and Nation.*

MESSAGE

The accelerating pace of technological developments has created an ever-increasing demand for highly qualified and professional engineers. Expanding population and corresponding demands for new products, structures, deigns and improved services have been posing new challenges to the present and future engineers. Experienced and qualified Faculty members are part of our quality education system to nurture students. Individual talents and innovations are constantly encouraged by the management to achieve excellence in technical education. Discipline and ethical behaviour are given utmost importance in the process of moulding engineering. Campus interviews are major activities to enhance our strength.

Chairman

Sri. R.Venkat Rao.,
Chairman,
Sri Indu Group of Institutions

MESSAGE

Education purpose is to replace an empty mind with an open one are the words of Malcolm S. Forbes and that's precisely what Sri Indu Group strives to accomplish. Giving education a new dimension with futuristic learning, excellent services and innovative values, is the axiom for Sri Indu Group. By acknowledging potential, realizing vision, encouraging talent and building confidence, the Institution aspires to nurture the future leaders, Leaving behind the conventional methods of bestowing wisdom, Sri Indu Group endeavours to raise the bar of avant-grade education, notches higher

Secretary & Correspondent,

Sri. R. Anup Chakravarthy.,
Secretary & Correspondent,
Sri Indu Group of Institutions

Welcome by the Chairman:

About the College

As the Chairman of the Institution, I would like to take you through a journey touching upon few of the milestones in the past years (1979)

Sri Indu College of Engineering and Technology was established in 2001 by New Loyola Model Education Society (1979), Vanasthalipuram, Hyderabad. The Society has proven rich experience in the field of education for the last four decades, with an intention and commitment to impart School and Technical Education of highest quality.

Sri Indu Institute of Engineering & Technology is also our another prestigious Group of Institutions.

Location of the College

The Institution is located on a scenic campus of 54 Acres on the Nagarjuna Sagar highway at a distance of 12 KM from LB Nagar. The College is situated in a lush green location which provides aesthetic appeal and a serene environment conducive for learning.

Welcome to the Community of Parents & Students

I feel extremely gratified to extend my hearty welcome to the most aspiring and esteemed student community and parents. I feel greatly honored to announce that our college has been Accredited by National Board of Accreditation, AICTE, New Delhi. The college has been ISO 9001 : 2000 Certified and also permanently affiliated to JNTUH, Hyderabad, within a very short span of time . The credit of this achievement goes to the great effort and team work of the management, the faculty and non-teaching staff. Being the Chairman of this Institution, I am ever thankful and owe the success to the unconditional support and trust of parents in the endeavor. The college is rated in the **Top colleges** of the region based on its performance.

About Labs & Infrastructure

The Institution has excellent state-of the art Computer Labs with branded Systems, Wi-fi enabled with Internet facility of 20Mbps and full UPS backup with Generator 220KVA. The infrastructure includes academic buildings with good ventilated Classrooms, Hostel, ATM facility, Library, E-Classroom and modern technology laboratories. The College faculty is disciplined, dedicated and have good experience in their respective fields. Most of our college students have secured very good placements in reputed organizations of the corporate sector.

Our Strengths

- ❖ An UGC Autonomous Institution
- ❖ College is rated among top 4 colleges in the region
- ❖ Spacious Infrastructure
- ❖ Good Experienced Faculty
- ❖ The college has signed MOU with University of Bridgeport, USA for higher studies
- ❖ Good placement as priority action
- ❖ Pollution free learning environment - modern day Engineering and Technology GURUKUL
- ❖ Well disciplined students
- ❖ Supportive & Cooperative management
- ❖ Adequately equipped Laboratories - as per current syllabus
- ❖ **NBA Accreditation for Four programmes**.
- ❖ **NAAC Application submission is under progress**
- ❖ ISO 9001 : 2000 Certified
- ❖ College has Telangana Academy for Skill and Knowledge (TASK) (Earlier known as JKC) which helps in Placements.
- ❖ **The Institute received the best JKC performance award from IEG, Govt. of A.P.**
- ❖ Management is financially strong
- ❖ Good transport facility provided by the college and RTC as it is located on national highway.
- ❖ Well equipped Library including Digital Library
- ❖ Co Curricular Activities (Cultural fests and Technical fests) are organized. Participated by students from all over the country
- ❖ Industrial Visits / Tours are organized for all branches of Engineering.
- ❖ Employee incentives and salaries are given on time
- ❖ The college has a regular practice of appointing a faculty member as a Mentor for every Class
- ❖ Multi Disciplinary Activities are taken up successfully as many Colleges are under one management
- ❖ Positive Environment & Freedom for Innovation
- ❖ Eminent Guest speakers from academia, Industry, Software and Service sector are invited for interaction and exposure to best practices for the students and faculty
- ❖ Healthy Competition among different departments
- ❖ Good Result in the University. College continuously produces rank holders and high percentage graduates
- ❖ 2008-09 1st rank(Gold Medal) in Biotechnology
- ❖ 2014-15 1ST Rank Gold Medal Winner Ms.. Tripada in ETM
- ❖ 2014-15 1ST Rank Gold Medal Winner Mr. Ch. Srikar in Mechanical Engg
- ❖ Consistently good performance in competitive examinations

- ❖ Good Understanding & Coordination among management/Staff & Faculty
- ❖ College has reward system for high performing students.
- ❖ System of faculty appraisal by students exists
- ❖ Close monitoring of student performance and system of communicating regularly with parents
- ❖ Ful-fledged SMS system is in operation for communicating to stake holders as following:
  - 🖅 Every absent status
  - 🖅 All Internal & End Exams results
  - 🖅 Every Event / Activity of the Institution
  - 🖅 Any other Information

Main Objective

- The main objective of our group is Quality Education at all levels in the fields of general technical and professional education.
- Modern Knowledge, Information, traditional values, persistent effort and meticulous planning of the group has led to the establishment, development and growth of many outstanding institutions.

Research Team

- Research is a back bone to any organizations as we give a lot of value to the research and development.
- A full fledged team has been setup under the guidance of our Principal, responsible for conducting R&D activities. Separate building is catered for R&D activities.

Added Amenities

- Modern Digital Library
- Improved travel facilities.
- High speed Internet
- Special orientation on Campus Placements.
- Special orientation on Industrial training
- Special orientation on Personality Development.
- Special remedial classes for weak students.

Our Rank and Rating

- We are rated among the TOP colleges of the region.
- Trying for 100% Placements
- Placements in both domestic and International.
- National internship for the next batch of final year.

Rated as Number One because of

- Most Disciplined College in the Region
- Quality oriented teaching & Training
- Top in Results & Top in Placements.

Achievements / Activities of Sri Indu College of Engineering and Technology

- **The College has got UGC (New Delhi) Autonomous Status in the Year 2014**
- **The College is Re-Accredited by NBA, New Delhi**
- **First rank (Gold Medalist) in Biotechnology in JNTU, 2009 (Ms. Prathibha Soni bearing Roll No. – 05D41A2356)**
- **First rank (Gold Medalist) in ETM by JNTUH, 2014 (Ms. Trapada Roll No. – 11D41A1742)**
- **First rank (Gold Medalist) in Mechanical Engg. by JNTUH, 2014 (Mr. Ch. Srikar Roll No. – 11D41A0320)**
- In 2009 four students from CSE and ECE have presented papers at IIT Kharaghpur, Osmania University etc. One student secured first prize for her paper.
- Success in GATE: 90 of our students have qualified in the latest GATE and 10 of them have scored over 90 percentile.
- Recognition and Award for our Principal: Dr. P Mallesham has received Rashtriya Vidya Saraswathi Puraskar from International Institute of Education and Management in the year 2008.
- Foreign University affiliation: SICET has signed an MOU with Bridge Port University, USA for student and faculty exchange, transfer of credits and concessional fees.
- MOUs with Industries: SICET has signed MOUs with several companies like ECIL, HCL etc. for students training, guest lectures, student awards, empanelment for campus selection etc.
- Research Publications by faculty: During the last three years faculty members have published 50 papers in refereed journals in India and abroad.
- The college has been selected has JKC Star Center by IEG (Institute for Electronic Governance, State Govt. of A.P.) and *received the best performance award for the year 2012-2013*
- Establishment of S Hub for R&D activities with the support of Industrial expertise
- Establishment of Incubation Center under the Directions and the monitoring of Alumini for student's skill development and preparing himself / herself to take up an entrepreneurship as a alternative carrier.
- Graduate Training programme is been conducted from second year level on a nominal fee i.e., 70% borne by the management and 30% by the students.
- **539** Students placed in different MNC's year 2016-17

- The Management is striving for making 100% placement for the outgoing students by arranging Campus Interviews.
- Conducting SAP – ABAP, MM Programme by certified SAP professionals as an additional course with a maximum subside for the benefit of students.
- New Hostel opened for Girls with the capacity for 350 students. Proposed Boys Hostel outside the College.
- Implementation of Bio-metric attendance for students and staff as well by the University.
- Appointed 20 additional senior Ph.D. Professors with the experience over a decade.
- Sports development – Renovation of Cricket ground with turf (Total Ground with Grass)
- Every year TECHNOSTAV a National Level Technical Competition is conducted in the Institution.
- Imparting soft skills and personality development training by reputed institutions and persons to face interviews for campus placements selections.
- State of the art branded Computers have been procured to the Computer labs with fully UPS backup.
- 40% of recent passed out students have left for abroad for higher studies and many of them got admitted in reputed foreign Universities with financial aid.
- Received MODROB Grant : The Institution has received Rs.10,00,000/- from AICTE, New Delhi under MODROB Scheme towards development of Electronics and Communication Engineering Laboratories.
- Received FDP Grant for conducting the Cluster Computing.
- Received IETE Grant for conducting the conference exclusively for students
- Auditorium : in addition to having full-fledged auditorium, the Institution has constructed the new open auditorium for huge level institutional fests which can accommodate 2000 students.

Infrastructural Development :

a. Laboratories
Three Computer Programming Labs are established exclusively for First Year students and English Communication Skills Lab.

b. Equipments
35 LCD Projectors, 10 Copier Machines, Ten 18 KVA UPS and 1500+ Computers with latest Configuration.

c. EDP lab
Three Drawing Halls (each 70 capacity) for accommodating up to 210 students with Special Drawing Tables.

Other Developments :

A separate Block exclusively for I B.Tech. Students to take special care.

International Guest Lecturers : The institution has organized the following international Guest lectures.

a) **By Mr. Steven Boyd from Bridgeport University, USA** on studies at Foreign and procedures to be followed on admission to the Foreign University.

b) **By Mr. Prathap Reddy from Rochester University, USA** on admission to UG to PG programs and VISA procedures.

c) **By charles Olce, Pittsburg University, USA** on admission procedure, application to different levels of UG and PG programs and VISA procedures and Foreign Culture.

Forth coming events :

- Setting up of new labs for New branches with high budget.
- Organizing workshops / Seminars on latest trends and technologies by eminent personalities.
- Introduction of AC buses for students and staff and expansion of some more routes.
- Introduction of Students development programmes — Training on Physical Self Deference System Art for students by expert team.
- More focus on ISTE, IEEE, CSI memberships.
- Special & personalized training on English.
- Periodical Group discussions to enhance confidence.
- State of the art infrastructure with good maintenance.
- Highly qualified, Experienced and dedicated faculty.
- High demand for seats and completely Practical Oriented & training.

General Amenities :

- R.O. Plant drinking water facility.
- Neat and tidy wash rooms / Toilets.
- Un-interrupted power supply during college hours with 250 KVA Generator.
- A good cafeteria with hygienic atmosphere.

CONDUCT RULES

Students are subject to disciplinary action when they violate rules and regulations and resort to any of the following (This list inclusive but not exhaustive)

1. Obstructing and disrupting Teaching, Administration, Seminar, Guest lecturers & other activities of the college.
2. Enabling unauthorized entry or use of the College facilities by outsides.
3. Disorderly or obscene conduct or expression.
4. Not following the College dress code (Formal dress code is mandatory)
5. Absenteeism beyond the permissible limit.
6. Scribbling or graffiti on walls, desks and other furniture.
7. Forgery, alteration or misuse of the College documents, records or letterheads.
8. Use of unfair means in any of the evaluation components.
9. Damage / pilferage of the College property.
10. Misbehaviour within or outside the classroom with the faculty members or supporting staff.
11. Harassing any co student.
12. Use of cell phones and electronic gadgets in the College premises.
13. Habitual late coming to classes and laboratories.
14. Intentional with holding of information while filling the College records.
15. Ragging of any sort or any unsocial behaviour.
16. Smoking in the canteen, the College premises or anywhere in the vicinity.

In all such cases, the Principal's discretion shall determine the punishment, commensurate with the act of violation. In situations where the Principal thinks appropriate, the student may even be expelled from the College.

ADMINISTRATIVE POLICIES (Sri Indu Group of Institutions)

a) Students will be issued smart cards after filling up their details in a prescribed form that will be issued to them at the time of registration. (Please come with your Blood Group details for this purpose)

b) In case the card is lost, a duplicate smart card will be issued against a payment of Rs. 150/- "without Smart Card the student will not be allowed to enter the college campus or the College bus.

ISSUE OF DOCUMENTS

Students are required to submit their applications for Bus passes and Bonafides before 11 a.m. and can collect the certificates the same day after 4 p.m.

The original certificates and marks memos submitted by the student will not be returned during the course of the study period. However, duly attested Xerox copies of the certificates can be issued only after the Principal's approval. Students/ Parents should submit an application to the Principal requesting for the same. The documents have to be returned back to the College at the earliest.

CHANGE OF ADDRESS / TELEPHONE NO'S

In case of change in permanent / temporary address, students are required to incorporate the same in the registration cards to be filled by them at the beginning of every semester. If there is a change in the middle of any semester, students can forward an application for change of address/telephone no's to the college office through the Administrative office.

DRESS CODE

Students in the college will observe the following dress code

Boys :   Formal shirt neatly tucked-in, formal trousers except T-shirts & Jeans with Formal Shoes

To display smart / Identity cards.

Girls   Salwar Kameez / Saree (except miniskirts, T-shirts & Jeans) Half / Full Shoes
To display smart / Identity cards.

Apron is a must for both boys & girls in the following labs.
1. E& E Lab.
2. Workshop
3. Chemistry Lab

However, students are permitted to wear informal on their birthdays. (Students who are improperly dressed will not be allowed into the college premises).

EXTRACTS FROM ANDHRA PRADESH ACT XXVI OF 1997 PROHIBITING RAGGING IN EDUCATIONAL INSTITUTIONS

Prohibition of Ragging

Ragging within or outside any educational institution is prohibited.

Penalty for Ragging

Whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby:

1. teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both; or

2. Assaults or uses criminal force to or criminal force to or criminally intimidates a student shall be punished with imprisonment for term which may extend to one year or with fine which may extend to two thousand rupees or with both; or

3. wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to one year or with fine which may extend to five thousand rupees or with both; or

4. causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five year and with fine which may extend to ten thousand rupees; or

5. causes death or abet suicide shall punished with imprisonment for life or with imprisonment for a term which may extend to ten year and with fine which may extend to fifty thousand rupees.

Dismissal of Students:

1. A student convicted of an offence under section 4 and punished with imprisonment for term shall be dismissed from the educational institution.

2. A student convicted of an offence under section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.

Suspension of Student:

1. Without prejudice to the foregoing provisions, whenever any student complaints of ragging to the head or manager of an educational institution, such head or manager shall inquire into or cause an inquiry to be made into the same forth with and if the complaint is prima facie found true, shall suspend the student of students complained against for such period as may be deemed necessary.

2. The decision of the head or manager of the educational institution under subsection (1) shall be final.

Abetment:

1. If the head or the manager of an educational institution -fails or neglects to take action in the manner specified in sub-section 6, such person shall be deemed to have abetted the offence and shall be punished with the punishment provided for the offence.

2. If a student commits suicide due to or in consequence of ragging, the person who commits such ragging be deemed to have abetted such suicide.

GUIDELINES FRAMMED BY HON'BLE HIGH COURT OF ANDHRA PRADESH AGAINST RAGGING

1. All educational institution should provide for committees of parents and guardians and two representatives of students for established a code. This committee shall meet and recommend action against erring students and the management of the institution shall act within four weeks of receipt of such recommendations.
2. Except parents and guardians, no person shall enter the institution without permission of the Principal.
3. Student including in ragging shall be suspended by the Principal and debarred from entering the campus except for attending inquiry or/and submitting explanation.
4. No outsider shall enter the hostel except when permitted by the Warden; in the case of girl students in the hostels even such persons who are permitted by the Warden can meet them only in the presence of the Caretaker, during permitted hours.
5. All students shall possess identity cards and show them on demand.
6. The teacher teaching the first year students shall not leave the classroom until the teacher of the subsequent class to the class room.
7. The principal and the Warden besides the authorities entrusted with this work, can inspect the hostels at any time.

PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTIONS ACT 26 OF 1997

SALIENT FEATURES

➤ Ragging within or outside any Educational Institution is prohibited.
➤ Ragging Mesa doing an Act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a Student.

Nature of Ragging	Punishment
1. Teasing, Embarrassing and humiliating	Imprison upto 6 months of the upto 1,000/- or both
2. Assaulting or using criminal force or criminal intimidation	Imprisonment upto 1 Year or fine upto Rs. 2,000 or both
3. Wrongfully restraining or confining or causing hurt	Imprisonment upto 2 Years or fine upto Rs. 5,000/- or both
4. Causing grievous hurt, Kidnapping or rape or committing unnatural offence	Imprisonment upto 5 Years or fine upto Rs. 10,000/- or both
5. Causing death or abetting suicide	Imprisonment upto 10 Years or fine upto Rs. 50,000/- or both

Note :
1. A student convicted of any or the above offences, will be expelled from the College.
2. A student imprisoned for more than six months for any of the above offences will not be admitted in any other college.
3. A student against whom there is prima facie evidence of ragging in any from will be suspended from the college immediately.

UNDERTAKING TO BE FILLED IN AND SIGNED BY ALL STUDENTS
(now admitted and continuing)

I,_____(name of the student) studying

_____ (Year, Degree, Group, Section), at

_____Name of the College), Son of

_____Residing of

_____(Permanent Home)

(Address with Phone Number, if any), undertake that I am aware of the system of punishment in case or ragging other student and that in case I become involved in any manner in any ragging case I am liable for any punishment, including:

1. Cancellation of admission.
2. Suspension from attending classes.
3. with holding / withdrawing scholarship / fellowship and other benefits.
4. Debarring from appearing for any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national and international meet, tournament youth festival, etc.
7. Suspension, expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 2 academic years.
9. Expulsion from the institution and consequent debarring from admission to any other Institution.
10. fine up Rs. 50,000/-
11. Rigorous imprisonment up to three years (by Court of Law), etc.

Date :   *Signature of the Father*   *Signature of the Student*

Speciman copy

Courses Offered

B.TECH. PROGRAMME :		INTAKE
01	CIVIL ENGINEERING (CE)	120
02	ELECTRICAL AND ELECTRONICS ENGINEERING (EEE)	120
03	MECHANICAL ENGINEERING (ME)	180
04	ELECTRONICS AND COMMUNICATION ENGINEERING (ECE)	240
05	COMPUTER SICENCE AND ENGINEERING (CSE)	240
06	INFORMATION TECHNOLOGY (IT)	60
M.TECH. PROGRAMME :		
01	COMPUTER SCIENCE & ENGINEERING (CSE)	18
02	COMPUTER SCIENCE (CS)	18
03	COMPUTER SCIENCE & ENGINEERING (CSE) (2ND Shift)	18
04	COMPUTER SCIENCE (CS) (2ND Shift)	18

Sl.No.	Designation	Institute Phone No.	Email
1	Principal	9347363999	induprincipal@gmail.com
2	Dean	9347185999	sicet.dae.ce@gmail.com
3	Autonomous Section	9347185999 9346643459	sicet.dae.ce@gmail.com
4	Administrative Officer	9347353999	sriinduoffice@gmail.com
5	Examination Section	9912118224	sriindu.exams@gmail.com
6	HOD / ECE	9347054999	ecehod@gmail.com
7	HOD / CSE	9849992945	prasadch@yahoo.com
8	HOD / EEE	8790813348	eeehod@gmail.com
9	HOD / IT	9849630213	sharmajntuk@gmail.com
10	HOD / ME	9347363999	mallesham_p@sifymail.com
11	HOD / CIVIL	9440190884	civilhod@gmail.com
12	HOD/H&S	9347054999	hshod@gmail.com
13	Training & Placement Cell	9347098999	placementofficersriindu@gmail.com
14	Library	7416374829	paduridayakar@yahoo.com
15	Physical Director	9000530196	ptsicet@gmail.com
16	Security	8466038538	securitysicet@gmail.com

ATTENDANCE & PROMOTION RULES

Attendance Requirements

1. A student shall be eligible to appear for the Semester end examinations if he / she acquires a **minimum of 75% of attendance in aggregate of all the subjects** for that semester.

2. Condonation of shortage of attendance in aggregate **up to 10% (65% and above and below 75%)** in a semester may be granted by **Institute Academic Committee,**

3. A student will not be permitted to write the end examination and hence not promoted to the next semester unless he satisfies the attendance requirement of the present semester, as applicable. They may seek re- admission for that semester when offered next. The student seeking re-admission for a semester will automatically forfeit all/any internal marks that he obtained in all the subjects of the present semester, as applicable.

4. Shortage of Attendance **below 65% in aggregate** shall in **NO case be condoned.**

5. Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that semester.

6. A stipulated fee shall be payable towards condonation of shortage of attendance.

Minimum Academic Requirements:

The following academic requirements have to be satisfied in addition to the attendance requirements mentioned above.

1. A student shall be deemed to have satisfied the minimum academic requirements and earned the credits allotted to each theory or practical design or drawing subject or project, if he secures **not less than 35% (25 out of 70 marks)** of **marks in the end examination and a minimum of 40% of marks in the sum total of the internal evaluation and end examination taken together.**

Promotion Rules:

Credits required for B.Tech. students to get Promotion from I to II year:

> A student will not be promoted from I year to II year unless he fulfills the academic requirement of 24 credits out of 48 credits of I year from all the examinations and secures prescribed minimum attendance.

Credits required for B.Tech. students to get Promotion from II to III year:

> A student will not be promoted from II year to III year unless he fulfills the academic requirement of 43 credits out of 72 credits up to II year **I** semester from all the relevant regular and supplementary examinations, whether he takes those examinations or not, and secures prescribed minimum attendance.

Credits required for B.Tech. students to get Promotion from III to IV year:

> A student will not be promoted from III year to IV year unless he fulfills the academic requirement of 72 credits out of 120 credits up to III year I semester from all the relevant regular and supplementary examinations, whether he takes those examinations or not, and secures prescribed minimum attendance.

> A student shall register and put up minimum attendance in all 192 credits and earn 192 credits. Grades obtained in the best 184 credits shall be considered for the calculation of CGPA.

Detained / Re-admitted Candidates

i. A detained student can seek re-admission into a semester by giving a written application and enclosing the memorandum of marks of all exams he/she has appeared till that date.

II. Re-admission has to be effected within four weeks of the commencement of the semester. No application for re-admission will be accepted thereafter.

iii. A comprehensive list of all detained candidates is to be maintained in the Examination Branch of the College. The cases of detained candidates have to be examined by a committee of all Heads of Departments to ascertain whether a candidate when readmitted has to undergo any new subject (Substitute Subject) in view of change of course structure. The necessary decisions have to be maintained in the Examination Branch well in advance of the commencement of classes so that the candidate can be informed as and when he or she seeks re-admission.

SRI INDU COLLEGE OF ENGINEERING AND TECHNOLOGY
RULES AND REGULATIONS

ABOUT THE COLLEGE

Sri Indu college of engineering and Technology was established in 2001 by New Loyola Model Educational Society, 1978, Vanasthalipuram, Hyderabad. The Society is having proven rich experience in the fields of education for more than 30 years.

ACCREDITATION

Sri Indu College of Engineering and Technology is accredited by NBA, permanently affiliated to JNTU and is an ISO 9001:2000 certified college.

COLLEGE TIMINGS

09.30 AM TO 04.00 PM on all working days i.e., Monday to Sunday

MOU WITH FOREIGN UNVERSITIES

The college is having memorandum of understanding (MOU) with the following universities for Higher Studies.

- ➢ University of Bridge port, USA
- ➢ Rochester institute of Technology, New Jersy, USA

1. PUNCTUALITY

All students must arrive in the campus before the commencement of the classes, i.e., 09.30AM. Late comers will not be permitted to attend the remaining classes. If they wish to attend the class from the next period onwards, they shall do so on payment of a fine **Rs. 100/-.**

2. DISCIPLINE

2.1 A student after entering the campus will not be permitted to go out. Students are not permitted to loiter in the campus without reason during the class – hours and anyone found will attract disciplinary action, which may be a fine, suspension or expulsion from the college.

2.2 Students disturbing classes or behaving indecently will be sent out of the class. They will also be marked absent for the day.

2.3. Smoking consumption of alcohol, intoxicating drinks or drugs is strictly prohibited in and around the college premises. Those indulging in such activities will be punished severely or expelled.

2.4 if the students cause any damage to the college properly knowingly or unknowingly, individually or in a group they have to pay 5 times to cost of properly damaged by them. All the students are collectively responsible for the proper maintenance of the college properly i.e., building, furniture, lab equipment, garden, playgrounds etc., any recovery, calculated on semester to semester basis, will be collected along with the examination fee for the semester.

3. **CELL PHONES**

    Use of cell phones, CD / Cassette players in the campus is **STRICTLY PROHIBITED**. Instrument will be taken an wont be returned.

4. **IDENTITY CARD :**

    All the students must display their identity cards all the time, properly clipped. Those failing to comply with this requirement will not be allowed into the campus / classes and will be punished / find.

5. **TRANSPORT**

    All the student who are availing this college bus facility must carry their bus pass and must produce when demanded, failing which they will not be allowed to travel in the bus. All the students must travel in the allotted bus and routes. Unauthorized students caught in the bus for not having the bus pass, they should pay even if they travelled one day also.

6. **DRESS CODE**

    All the students are allowed into campus by following the formal dress code as below. Those who do not follow the dress code will not be allowed into the campus and will be punished / fined.

    BOYS:

    ➢ Trousers (formal) shirts (tucked in, no T-Shirts with or without slogans)
    ➢ Shoes, Belt (Leather / Formal shoes – black / brown)
    ➢ Hair style (without long hair / no pony tall / neatly combed)

    GIRLS:

    ➢ Chudidar with chunni (no sleeveless apperal)
    ➢ Normal footwear or cut shoes
    ➢ Hair (banded / Knotted / Plaited)

    PRINCIPAL

Circulation to all the students
CC to   1. HODs (for Information)
         2. Library – to be displaying for students.

STUDENTS TO ABIDE BY THE FOLLOWING RULES

1. Maintain the formal dress at all times
2. Use of cell phones / CD Player / Walkman / I Pods in the campus / College Buses is strictly prohibited in the campus.
3. Display the CD Card all the time.
4. Display the ID card all the time
5. Discipline to be maintained all the time
6. Avoid travel by Two Wheelers
7. Ragging in any form is an offense and strictly prohibited
8. Do not loiter in verandahs/ campus tidy and clean.
9. Keep the campus tidy and clean
10. Be regular and punctual to the classes and Labs.

SERVICE RULES FOR FACULTY

The Lecturer is the main pillar on which the system of collegiate education rest. Teaching is the most important function of the lecturer which should be undertaken with utmost dedication and sincerity.

I. APPOINTMENT OF FACULTY:

All the Faculty members are appointed on ad-hoc basis and have to be ratified by the selection panel. Any faculty not ratified may be relieved of duties based on the decision of the managing committee.

1. Faculty members are required to deposit all their educational certificates with the college so as to be appointed. Acknowledgement is given for the receipt of the certificates. The certificates shall remain in the custody of the college till the faculty is in service and shall be returned upon resignation / termination.

2. In case the faculty required the original certificates for any purpose during the period of employment, then he/she has to deposit an amount equal to one(01) month salary. in addition to the salary of that running month during which the certificates have been sought.

3. The Lecturer to work for a minimum period of one academic year, Resignation in the middle of the academic year is not accepted.

4. If for any reason, any faculty wishes to resign in between the academic year, he shall have to pay an amount equal to the salary equaling the rest of the months of the academic year. Only after such payment, certificates of the faculty shall be released.

5. Willingness to continue in the institute for the next academic year should be submitted before 31st march. Thus who have not submitted are assumed to be not continuing their services in the institute.

6. Once academic year starts in June/July resignation will not be accepted.

7. Faculty Increments and promotions will be based on students feedback results, self appraisal and principal's assessment.

8. The service on any staff member can be terminated at any time without giving any reason there of any of the following reasons:

   Academic feedback from students, threatening the students in the class, misbehavior towards girl students, encouraging communal feelings / politics, Non co-operation with the organization.

II. WORKING HOURS:

All the faculty are required to be present in the college by the In-time designated and leave for the day only after the out-time designated.

III. LATE COMING:

Faculty members are required to be always before time. Every three (2) late coming shall be treated as one (01) leave resulting in 1 day loss of pay. Late permission is only for 30 min. thereafter it will be treated as casual leave.

IV. PERMISSIONS:

No permissions to go out during the college working hours is granted. If for any reason, Faculty needs to go out, he/she is required to take from the principal only after getting his classes substituted for by another faculty and duly authorized by the principal.

V. LEAVES:

1. All the Senior teaching Faculty (Who have completed one year service in the institute are allowed 18 days of leave per academic year, effective from June to May. Faculty with less than one year service in the institute is eligible for 12 days leave per year. Faculty can use it any time not exceeding 3 days at a time. Unused leave can be encased in the month of July.

   > If the faculty uses more than 3 days at a time. All the days will be treated as loss of pay even they have leave eligibility. Any excess leave used will be treated as loss of pay at the end of semester and academic year.

2. Sunday is calculated for payment only if Faculty is present on Saturday and on Monday. However, it is mandatory to be present on the last working on the last working day and first working day of each semester. Being absent on the last working day or the first working day shall entail complete loss for the duration of the terminal holidays.

3. Faculty members are required applying for leave at least (01) day in advance after adjusting his/her classes with another faculty and get the same sanctioned from the principal. If however, due to any reason, applying for advance leave is not possible the faculty must telephone before the In-time / absenteeism is views as unprofessional and hence undesirable to that extent such absenteeisam shall lead to 2 days loss of pay.

4. No leaves are allowed during the time of Internal / External exams.

5. Discretion to give permission of leave (advance or emergency) ties entirely with principal.

IV. DRESS CODE & DECORUM:

1. Faculty members are required to be desired in formals on all days.

2. Gents Faculty shall come in Shirt tuck in and black / brown leather shoes. During seminars or college function they come with tie.

3. Lady faculty must mandatorily wear saree only.

4. Slippers are not permitted.

5. The identity card issued must be worn at all times visibly within the campus.

6. Cell-phones must not be taken to class in any case and with in campus it should be used in silent mode.

7. Faculty to maintain highest standards of decorum in interacting with others and be an example to the students.

V. DEPARTMENTAL RESPONSIBILITIES:

1. Faculty must report to the Principal / HOD upon arrival in the college for confirmation of day's plan and to accommodate any changes, schedule other assignments, if any.

2. Faculty to meet principal / HOD before leaving for the day of submission of daily report, attendance registers, teaching dairies, and for other assignments / reallocations. If any.

3. Faculty must be at the classroom 5 minutes before the commencement of the class and should leave the class only after the next teacher comes. Faculty must take the subject attendance before commencement of each class.

4. Faculty to ensure student conduct code of dress, cell phones, and late entry.

5. Taking in to consideration the number of working days and periods available for each subject, the month-wise lecture plan should be prepared by each lecturer in the department. Provision should be made for revision of the syllabus before the end of the semester. In case of any dislocation in working days, either due to disturbances of due to his/her own absence in the college, taking extra classes should complete the syllabus.

6. Faculty to conduct internals, correct answer sheets, declare marks and compile the marks each month as per the session plan without fail and every mid exam and semester wise exam result analysis should be submitted to the HOD / Principal.

7. Faculty to update the session status sheet with the Principal / HOD each and every weekend.

8. In charges to execute their responsibilities in co-ordination with the Principal / HOD for timely monitoring.

9. Faculty will ensure the non-teaching days of the semester are spent fruitfully writing articles, studying emerging issues and present the same in a special seminar to be held for the same. This is necessary for the enhancement of intellectual resources within the institution. Institution shall sponsor faculty who write articles for FDPs.

10. Faculty members are required to plan in advance the subjects they desire to take up in the next semester in consultation with the Principal / HOD. Having decide once, changes are not advised.

11. Faculty need to use the LCD projector / OH Projector in the class rooms as fair as possible. In this regard, all the faculty members are required to be ready with their teaching material either OHP transparencies or Power Point Presentation files one month before the semester begins and submit a report of completion. The academic committee instituted will sit for the purpose of examine and observing the faculty in special faculty development session.

12. Faculty are required to be available for any other assignment weather academic or administrative (like result analysis, special classes, management meets, FDPs, MDPs, AICTE / OU Inspection work, ISO, Admissions, or any other internal or external institutional work) which may be given from time to time by the Principal / HOD / Management.

13. Faculties are required to function as a team in the department and are welcome to offer suggestions for improvement. However, the organizational hierarchy has to be strictly adhered to

14. Principal / HOD to co-ordinate all departmental activities to ensure smooth conduct, execution and completion on academics.

15. The HOD of the department should review the progress of coverage of syllabus at the end of every month and inform the principal. If the schedule is not completed, he/she should discuss with the lecturer concerned and plan for the completion of the backlog in the succeeding month.

16. When ever the faculty presence is required they have to stay back up to the completion of the work. If their services are required during holidays they have to come to the college. No compensation is permissible for such service.

17. The Lecturer has the primary duty to disseminate the knowledge in his/her subject to all the students.

18. The Lecturer should inform the students the schedule of coverage of syllabus.

19. The Lecturer concerned should also plan the seminars, tutorials and assignments and such other academic activities.

20. Along with the lecture method, the lecturer should also motivate the students and enliven the process of learning by adopting other methods of instruction like group discussions, question-answer sessions.

21. To achieve the best results, it is necessary for the lecturer to give regular assignments to the students, preferably every fortnight.

22. The Lecturer should maintain a synopsis of each lesson prepared by him/her. As far as possible a copy of the synopsis should be provided to the students. The record of synopsis maintained by the lecturer will be checked by the principal every month.

23. Remedial Coaching: remedial coaching should be arranged for academically backward students, outside the college hours. The HOD of the department should plan for remedial coaching and submit to the principal.

24. The lecturer should participate in subjects counseling programmes organized by the principal. He/she should give necessary counseling to 20 to 30 students allotted to him/her. Guidance should be given on opportunities in the field of collegiate education and the employment opportunities. As a counselor, the lecturer should act as a liaison between college administration and his words. He/she should enlighten the wards about the facilities available in library; games etc., and orient them to the traditions, rules and regulations of the college.

25. The lecturer should be co-operate and participate in all co-circular and extracurricular activities in the college.

26. He/she should accept attend the membership of the committee to which he/she is nominated by the principal and discharge the duties with commitment.

27. The Lecturer should attend to all examination duties without fail.

28. The Lecturer should assist the Principal in the maintenance of the discipline in the college.

29. The Lecturer should also take part in community service; conduct such programmes as useful seminars, interface-discussions, etc., involving local experts, and the users for the benefits of the community. The Lecturer of the subject concerned can act as moderator.

30. As per the orders of the Government and the concerned University from time to time, the lecturers have to adhere to the workload prescribed.

31. At the end of academic year HOD should submit department & lab result analysis to the Principal in a CD.

32. Any of the above rules can be modified from time to time by the management.

33. Every staff members must account for any item borrowed from the institute Library Officer or any other Department) at the end of the every year or at the time of their leaving the institute.

       The faculty will appreciate that the interest of the students is supreme and clear cut systems lead to consistency in performance and hence improvement all around. g\faculty will please understand that the above is not punitive but a deterrent to non-systems and unprofessional performance. Teamwork is of supreme value and the ultimate mark of our institution's ethos.

       It is with this in view that management seeks your co-operation for the successful implementation of the above guidelines and help to make the institution move in the right direction.

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Circulation to all the staff members
CC to   1.   All the HODs (for dissemination to faculty of each department)
        2.   Library – to be displayed for staff.

PRINCIPAL
Sri Indu College of Engineering and Technology
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Ibrahimpatnam(M), R.R.Dist.