# SRI INDU COLLEGE OF ENGINEERING & TECHNOLOGY
**(an Autonomous Institution under UGC, New Delhi)**
**Recognized under 2(f) & 12(B) of UGC Act 1956**
**Permanently Affiliated to JNTUH,Accredited by NAAC & NBA**
**Sheriguda(V), Ibrahimpatnam(M), Ranga Reddy Dist. – 501 510**

## Organization wide awareness and undertakings on policies with zero tolerance

(a) Prohibition of Ragging in Educational institutions Act26, 1997 and Disciplinary Act:

**Salient Features:**

- Prohibition of Ragging within or outside educational institution.
- Without permission no entry is allowed within college and hostel premises.
- It is compulsory for all students to carry identity cards and need to show on demand.
- Girl students must be available in hostel rooms by 7 pm and boys by 9 pm.
- The Hostel Wardens can inspect the rooms at any time.
- Before leaving the hostel, it is necessary for a student to submit declaration from parents to warden.

(b) Detention of students from Intemal and External Examinations:

**Salient Features:**

Students Attendance in the classes must be maintained above 75%o for internal examinations Mid Term Examination (MTE-I and MTE-2) separately. .

(c) Reporting of Teaching and Non-teaching staff members:

**Salient Features:**
- Every teaching and non-teaching staff members must do biometric attendance.

(d) Grievance submission and Redressal:

**Salient Features:**

- Grievance Form submitted to the concerned section in charge in writing as per format.
- Action taken report must be submitted within stipulated time for the closure of grievance.
- Information about action taken must be communicated to the individual within stipulated time.

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Ibrahimpatnam(M), R.R.Dist.

(e) Faculty Appraisal:

## Salient Features:

- Office Superintendent maintains Academic Performance Indicators (API) files of every faculty member.
- Faculty members have to submit his/her Appraisal Form at least 15 days prior to the date of increment.
- Faculty Appraisal Form carries weightage of 200 score points focusing on teaching and learning, research, innovation along with career advancements with respect to various activities.
- Faculty members must have at least 50% score points to get annual appraisals

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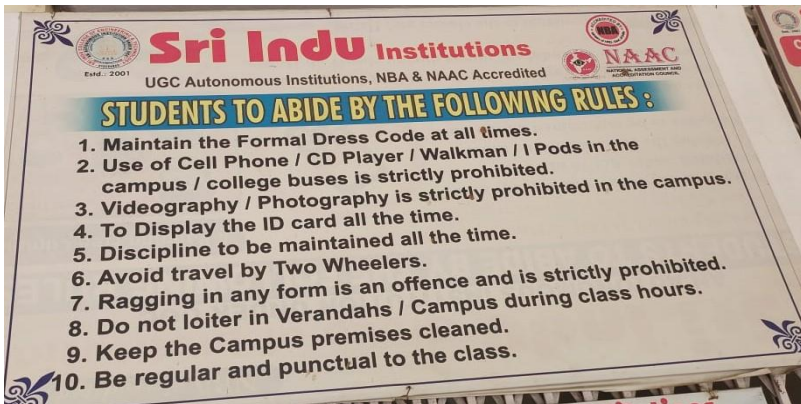(Vill): SHERIGUDA-501 510,

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