RAJAMAHENDRI
INSTITUTE OF ENGINEERING & TECHNOLOGY

AISHE ID:C-18113	NAAC SSR	CYCLE ll

6 : GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 Strategy Development & Deployment	6.2.1 Institutional Perspective Plan

6.2.1 Strategic Plan

Approved by AICTE, New Delhi, Government of AP & Affiliated to JNTUK, Kakinada, Accredited by NAAC and An ISO 9001:2015 Certified Institution

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6.2.1. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

SNo	Description	From	To
1	Institute Strategic/ perspective/ development plan	1	3
2	Administrative setup / institutional bodies	4	19
3	RIET appointment and service rules, procedures	20	41

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INSTITUTIONAL STRATEGIC PLAN (2023 - 2033)

The aim of RIET Engineering College is to provide exceptional professional education, emphasizing quality research with interdisciplinary collaboration. In pursuit of academic excellence and innovation, our strategic plan prioritizes advances in teaching methodologies, faculty development and the incorporation of cutting - edge technology. Through nurturing a culture of engaged learning and fostering collaborations with industries, our goal is to deliver a vibrant educational experience. Dedicated to the advancement of faculty and student research, our commitment involves internal grants, curriculum integration and upholding ethical research practices. Emphasizing student success and community engagement, we focus on mentorship, experiential learning, and facilities that support modern learning environments. In collaboration with industries and fostering global engagement, we strive to create a diverse, inclusive and progressive educational institution.

GOAL - 1	ACADEMIC EXCELLENCE AND INNOVATION
Strategy-1	Delivering exceptional teaching, fostering student engagement and promoting effective learning.
Strategy-2	Striving for excellence by conducting groundbreaking research, publishing scholarly articles and contributing to their fields.
Strategy-3	Implement active learning strategies such as problem-based learning and simulation.
Strategy-4	Integrate cutting-edge technology for virtual labs and e-learning: fostering culture of innovations.
Strategy-5	Encouraging faculty to explore innovative teaching methods; adapt to changing educational landscapes, and engage in professional development.
Strategy-6	Establish feedback mechanisms involving students, faculty, alumni and industry for continuous improvement.

GOAL - 2	FACULTY AND STUDENT RESEARCH DEVELOPMENT
Strategy-1	Promote High-quality research in all aspects of the subject matter.
Strategy-2	Enhance existing knowledge and contributes to creating new knowledge.
Strategy-3	Use of appropriate methodology to address the research problem
Strategy-4	Enhance student participation in research projects
Strategy-5	To Encourage faculty to pursue advanced degrees and certifications.
Strategy-6	Align research development efforts with institutional priorities.

GOAL - 3	STUDENT SUCCESS AND COMMUNITY ENGAGEMENT
Strategy-1	Implement comprehensive mentor ship connecting students with faculty, alumni, and professionals.
Strategy-2	By fostering strong connections with the community, institutions and enhance student learning experiences with create pathways to meaningful careers.
Strategy-3	Establish community partnerships for practical experience, health campaigns, and service-learning.
Strategy-4	Expand experiential learning through internships, industry visits, and cooperative education.
Strategy-5	Institutions should consider additional factors such as equity, social mobility, and employment outcomes when defining student success.
Strategy-6	Recognize student achievements, provide scholarships, and encourage involvement in professional organizations.

GOAL - 4	FACILITIES AND TECHNOLOGY UPGRADE
Strategy-1	Prioritize the development and maintenance of state-of-the-art facilities. This includes modern classrooms, laboratories, libraries, and recreational spaces.
Strategy-2	Integrate technology into the physical environment by Considering smart lighting, energy-efficient systems, and automated security measures.
Strategy-3	Invest in virtual labs and simulations to enhance practical learning experiences.
Strategy-4	Facilitate communication and collaboration among students, faculty, and staff.
Strategy-5	Implement eco-friendly practices such as solar panels, rainwater harvesting, and waste reduction.
Strategy-6	Establish research centers focused on emerging technologies, interdisciplinary studies, and industry collaborations..

GOAL - 5	INDUSTRY COLLABORATION AND GLOBAL ENGAGEMENT
Strategy-1	Establish formal partnerships with Software and core companies and industry advisory boards.
Strategy-2	Explore and implement global education initiatives,fostering international collaborations
Strategy-3	To Promote diversity, inclusion and cultural competence for successful collaboration.
Strategy-4	Facilitate joint projects, industry-integrated learning, and knowledge exchange programs.
Strategy-5	Encourage faculty and student participation in global initiatives and joint research projects.
Strategy-6	Establish a global alumni network, leveraging connections for ongoing engagement and insights.

PRINCIPAL

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Administrative set up

The administration of the RIET college is set up from top to bottom including all organizations for smooth functioning of the the college. Governing Body is the topmost administrative authority in the college. Then this is followed by principal in all kinds of administrative execution.

Administrators may also work in more senior-level education positions like provost, department head, or dean. These roles are more focused on educational programming and managing schools at a level that's higher than day-to-day student affairs. Provosts may work alongside the president of the college and assist with hiring decisions, tenure determinations, and promotions. Deans oversee a specific department within the college and are in charge of hiring staff and professors for that department.

For positions as a college administrator in student affairs departments, a bachelor's degree and several years of experience may be sufficient. Many students earn experience by taking on internships or work-study roles in desired departments, and are able to secure full-time positions in those departments after graduating. Full-time roles for new graduates are usually entry-level positions, and students must work their way up to administrator roles after many years of successful service with a school.

While a bachelor's degree may be sufficient in some cases, students should keep in mind that colleges are educational institutions and are likely to favor hiring individuals with graduate degrees. A master's degree in a field of business, education, or administration combined with experience can help student affairs administrators get an edge on the competition when applying for open positions.

For administrative positions like department head, dean, or coordinator, a master's degree will certainly be required, and most positions will be seeking individuals with doctoral degrees. Most individuals in these administrative positions started off as tenured professors, and most tenure positions require a Ph.D. After working as a professor in your department for many years, you may qualify for open leadership administrative positions.

> The Principal serves as the chief academic administrator and acts as a bridge between management, staff, and students.

1. Assisting in the preparation of academic programs, administrative policies, and action plans for infrastructure development.
2. Implementing decisions made by the College Management Committee.
3. Monitoring academic activities, quarterly evaluations, and annual results.
4. Recommending the formation of various cells/committees for curricular, co-curricular, and extra-curricular activities.
5. Enforcing discipline among students and staff.

6. Overseeing overall development, planning, recruitment, and alumni affairs.
7. Preparing the budget for approval by the Governing Body.
8. Promoting industry-institute interaction and research.
9. Facilitating faculty and student participation in workshops, competitions, and development programs.
10. This centralized committee at the institute level is responsible for regulating and implementing various academic activities.
11. The coordinator plays a pivotal role in formulating, overseeing, strategizing, and executing committee policies.

Functions of Key Administrative/ Academic Committees

The functions of various Committees are depicted in table below.

Committee	Functions
1. Academic Advisory Committee	1. It comprises a diverse group of members, including academicians, industry representatives, and social leaders.
	2. The committee provides guidance and support to improve and implement the curriculum.
	3. Regular supervision of the teaching-learning process ensures effective educational delivery.
	4. The AAC reviews departmental activities, assesses the attainment of course outcomes (COs) and program outcomes (POs), and identifies gaps between the curriculum and industry requirements.
	5. Constructive feedback and advisory actions are provided to enhance the quality of education.
	6. The AAC recommends vision and mission statements for the institute and its programs.
	7. It aligns academic activities with the institution's broader goals.

2. College AcademicCommittee	1. The committee acts as a vital link between the student body and the faculty. It facilitates dialogue, addressing academic concerns, queries, and feedback.
	2. Keeping students informed about their academic standing is a priority. By reducing blind spots, the committee ensures transparency in academic matters.
	3. The committee strives to implement best practices, enhancing the overall academic experience. It collaborates with faculty members to create a conducive learning environment.
	4. Regular interactions between faculty and students are organized. These engagements foster understanding, mentorship, and academic support.
	5. The committee arranges academic award functions to honor students who excel in their studies.
	6. The committee comprises faculty members from various departments, including the Principal, Heads of Departments and other teaching staff. Their collective expertise ensures effective decision-making and student welfare.
3. Public relations, press and Media Publication, News letter coordinationcommittee	1. This committee directly interacts with organizational management regarding critical internal and external events.
	2. It collaborates with editors, reporters, and journalists from newspapers, radio, television, and social media.
	3. The focus of this committee is on disseminating news and features related to institutional activities, official publications (such as magazines and newsletters), and college brochures.
	4. Printing the News Letter with a view to disseminate the Vision and Mission of the department as well as the institute

4. Training & Placementsand Career Guidance Cell	1.Psychometric tests designed for engineering students. 2.Conducting counseling by faculty or professionals. 3.Organizing lectures and workshops by experts, industry professionals. 4.Staffed with full-time placement professionals, it offers job placement assistance. 5.Services include career exploration, work readiness, counseling,skill development, identifying employment opportunities, and ongoing support.
5. NSS Cell	1.Instill the idea of social welfare in students. 2.NSS volunteers work on projects related to health, education, environment, and rural development. 3.Active participate in blood donation drives, cleanliness campaigns. 4. To sort out any NSS related issues. 5.To schedule events/planner for the academic year in consultation with the Student's representative and management. 6.Develop capacity to meet emergencies and natural disasters. 7.To inculcate the value of keeping Environment Clean and Green by participating in lectures / seminars related to NSS.
6. Social Welfare(BC/SC/ST)	1.Maintain database of students belongs to BC/ SC/ST community. 2.To make the students aware of the various schemes/Assistance's/Scholarships available for students. 3.Committee continuously monitors the effective implementation of the social welfare Policies intended for 4.BC/SC/ST

7. Sports and Games Committee	1. To device and implement a mechanism for sports activities including students coaching, ground preparation, procurement of sports material and scheduling of the games.
	2. To device and implement a mechanism for publicizing and motivating the students for participation in games and sports activities and organize inter-departmental sports and games events.
	3. To coordinate with the university sports division and arrange for the participation of students at university tournaments, regional/state/national level sports events.
	4. To device and implement a mechanism for liaison with the government agencies for grants in sports/gymnasium etc.
	5. To work out and execute any other activity related with the sports & games. The ultimate objective shall be to provide an environment that enhances the student's personality keeping them fit & healthy.
	6. To develop team work, management and leadership skills in the students which helps them to keep their positive
	7. attitude and be disciplined and confident in their future endeavors.
8. Transport Committee	1. To allocate bus routes for the students and staff and allot buses for Industrial visits/ Placement and Training activities/ Co-curricular activities.
	2. To monitor over all maintenance of the transport.
9. Examination Committee	1. To conduct examinations as per the rules and regulations of the university
	2. Finalizing the internal marks and attendance and forwarding the attendance to university including condonation and detention lists.
10. College Time table committee	1. Maintaining of university curriculum course wise and branch wise by preparing the academic calendar day wise.
11. Library Committee	1. Serve as an interpreter of the requirements of the library to the committee and authorities and recommend for funds needed.
	2. Provide support to the librarian in taking important decisions having implications for the users

12.Website Development& Maintenance Committee	1. To design and maintain college website with up to date information. 2. To recommend, design and deploy new ICT tools & policies when required and review, monitor the existing ICT plans of the college. 3. To procure and install industry specific software when and where required.
13.Alumni Coordinationcell	1. To conduct Alumni meet once in a year and collect feedback from alumni in order to contribute to the quality policies of the institute. 2. To coordinate the department's and maintain the alumni data.
14.Internal Quality Assurance cell (NBA/NAAC/NIRF)Cell	1. Development and application of quality benchmarks /parameters for the various academic and administrative activities of the institution. 2. Dissemination of information on the various quality parameters of higher education. 3. Acting as a nodal agency of the institution for quality-related activities.
15.Student Mentor & Redressal Committee	1.To solve students grievances, may relate to Assessment/ Victimization/Attendance/Harassment by colleague students or the teachers etc
16.Professional Societies Coordinator's coordinationcell	1.Conduct awareness programs on recent trends in Engineering and Technology and organize national and international seminars
17. Faculty/Staff grievances and RedressalCommittee	1.solve faculty issues arising from their employment/in-disciplinary action among staff members/termination/ allegations
18. Anti Ragging Committee	1. The Institution follows the policy of zero tolerance to ragging. 2. The main function of the cell is to keep vigilance and avoid ragging among students

Sl. No.	Name of the committee	Members	Designation	Responsibilities of the committee
1.	**Alumni cell**	Mr.P.Rama krishna	Coordinator	➢ To design web page for alumni cell.
		Guttula Kavya	Member	➢ To take necessary action to establish alumni chapters and to conduct variousprograms.
		Sushma vemagiri	Member	
		Naveen	Member	
		Srinivas p	Member	➢ To creating the network to establish alumni chapter.
		Ramyasree	Member	
		Monika	Member	➢ To conduct the alumni meet every year in our college premises to make the programgrand success.
		Supraja	Member	
		Krishna srinu	Member	
		Dr.R.Rambabu	Coordinator	➢ Development and implementation of a telephonic and online follow-up and support program for college alumni.
		Mr.T.Gangadhara Rao	Members	
		Mr.P.Durga Srinivas	Members	
		Mr P.S.S.K.Sarma	Members	➢ Develop communication plan to contact alumni post-treatment; maintain alumni database including family contacts;implement and summarize alumni survey.
		Mr.P.Satish Kumar	Members	
				Responsibilities of the Co-ordinator
				➢ Conducting a meeting of the committee Members in the beginning of the academic year
				➢ Reviewing the happenings in and outside the college with respect to ragging of our college students either by senior or other college students in the hostels they reside.
2	**Anti Ragging Committee Cell**	Mr.B. Pallaparaju	Members	Submitting the annual reports to the concerned authority.
		Mr.V.Madhu	Members	Creating Eco-friendly atmosphere among the students in the college campus.Finding a solution to the problem in time
		Mr.P.Satish Babu	Members	
		Mr. Gopi Krishna	Members	
		Mr.Prasad Akshay	Members	**Responsibilities of the Faculty members:**
		Akshay	Student coordinator	➢ Bringing any incident of ragging to the notice of cell coordinator or other members.
		Ankith	Student coordinator	➢ Supervising all the canteen when the juniors and seniors meet at the lunchtime.
				➢ Reporting the incident of ragging that

				occurs either at the hostel or at the bus stop to the coordinator.
3	**Arts & Cultural Committee eCell**	T.Gangadhar	Asst.Professor	**Responsibilities of the Coordinator:** ➢ Coordinator and faculty members shall discuss and decide the year plan for theevents. ➢ Coordinator assigns responsibilities for faculty and students. ➢ Coordinator and members shall estimate the budget for an event tobe conducted. ➢ Coordinator and faculty memberscoordinate with the students and conduct events **Responsibilities of the Facultymembers:** ➢ Faculty member from each department shall collect the list of students interestedto participate. ➢ Faculty members shall shortlist the candidates during the selection process. ➢ Faculty member from each department shall organize the programs with the help of student organizers. ➢ Hospitality provided to the guests by thestudents shall be monitored by the faculty members.
		P. Rama Krishna	Asst.Professor	
		B Manasa	Asst.Professor	
		Ritwik	Student coordinator	
4	**College Academic Committee**	Dr..R.Rambabu	Coordinator	**Responsibilities of the Governing Body:** ➢ Formulate academic aims and objectives ofthe institution. ➢ Prepare strategic plans for financial,infrastructural and staffing areas. ➢ Examine the recommendations of College Academic Advisory committee and prepare a road map for achieving
		Mr.T.Gangadhara Rao	Member	
		Mr.P.DurgaSrinivas	Member	
		Mr P.S.S.K.Sarma	Member	
		Mr. P.SatishKumar	Member	
		Mr. P. Murthy	Member	
		A. Ramu	Student Member	
		A.Satyanarayana	Student	

			Member	> thegoals of the institution.
				> To monitor the academic and otherrelated activities of the college
				> To consider the recommendations of thestaff selection committee.
				> To consider the important communications,policy decisions received from the University,Government, AICTE etc
5	**Examinatio ns Cell**	Dr.M.MuraliKrishna Ch.Suryaprakash P.V.V.S. Murthy PSRC Raju V.Akhil	Coordinator Member Member Member Member	**Responsibilities of the Co-ordinator:** > Prepare guidelines for teachers to preparequestion paper for different examination. > Prepare instructions regarding (a)pattern of question paper (b) types of questions (c) rational marks allotted to different types of questions (d) languageof instruction etc. > Collection of subject internal test paper/end semester examination. > Circular:- Giving advanced circular to the teachers signed by the principal regarding submitting question paper, mark sheet on time and any other requireddocuments. > Form a subject expert committee to ensure the quality of question paper. **Responsibilities of the FacultyMember:**

				➤ Act as the Dept Examination cell in charges of the respective Branch.
6	Library Committee	Dr.M.Murali krishna Dr.D.N.Purnima Mr. K.Abhilash R. S.Rajeswari P. Gangadhar	Patron HOD Coordinator Member Member Member	**Responsibilities of the Co-ordinator:** ➤ The Library Committee coordinator is responsible to monitor all the functions ofLibrary. ➤ The Coordinator of the committee shallconduct meetings with the members to discuss and delegate tasks. ➤ To plan and schedule various awarenessprograms on Library and information Center for the academic year after discussing with higher authorities. **Responsibilities of the Faculty Member:** ➤ To effectively involve staff and studentsof their department in utilizing the Library ➤ To collect the Books/Journals/e-resources request from Department StaffAnd Students and send the same to Convener at starting of each Semester. ➤ To inform staff and student coordinatorsabout the events organized by the committee. ➤ To play different roles to organize theevents by the committee

		Mr. G. Sai Radha Krishna	Chairman	**Responsibilities of the GoverningBody:**
7	**Governing Body**	Mr. V.L. Narasimha Rao	Vice Chairman-1	➤ Formulate academic aims and objectivesof the institution.
		Mrs. T.YasodhaGowri	Vice Chairman -2	➤ Prepare strategic plans for financial ,infrastructural and staffing areas
		Mr.A. Srihari	Secretary	➤ Examine the recommendations of CollegeAcademic Advisory committee and prepare a road map for achieving the goals of the institution.
		Mr.J.Kirti Kumar	Joint Secretary	
		Mr.P.Ravi Kiran	Treasurer	➤ To monitor the academic and otherrelated activities of the college
		Mrs. G.N.V.S.Ratna sindhu	Member	➤ To consider the recommendations ofthe staff selection committee.
		Mrs. K.Mounica Lakshmi	Member	➤ To consider the important communications, policy decisionsreceived from the University, Government, AICTE etc.
		Mr. J.AkshayaKumar	Member	➤ To monitor the student and faculty development programs.
		Mr.A.Srikanth	Member	➤ To consider the recommendations of theCollege Academic Committee of the college for implementation
				➤ Examine the budget proposals andaccord

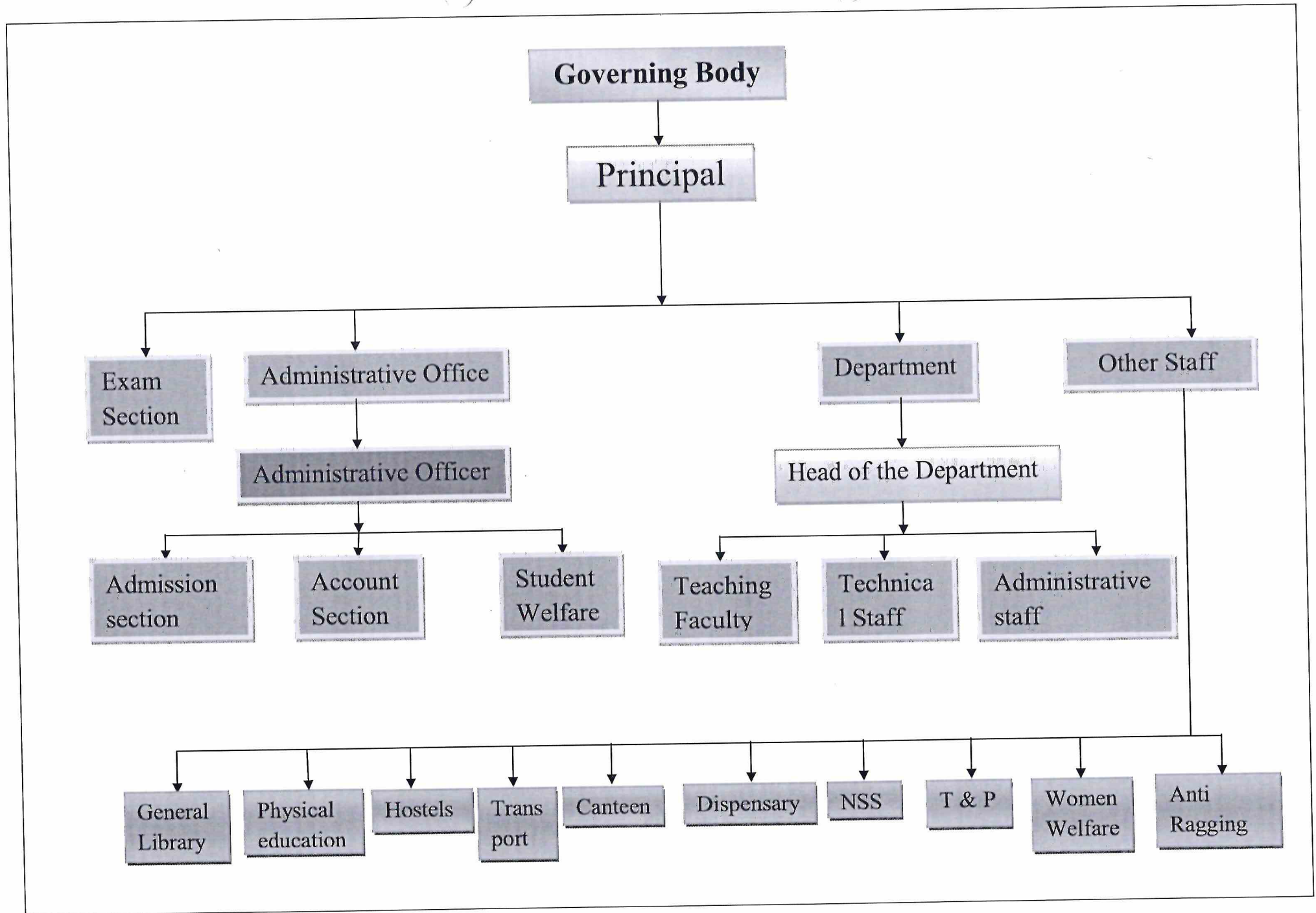| 8	IT INFRASTR UCTURE &ICT	Dr. D.NagaPurnima Mrs. G.HarithaRani Mr. J. Kiran Chandra Sekhar	Coordinator Member Member Member	approval.
				➤ To pass the annual budget of thecollege.
				➤ To check the audited income and expenditure accounts and approve thesame for the college annually
				Responsibilities of Coordinator:
				➤ Coordinate with departments and monitor all IT infrastructural facilities
				➤ Coordinate with various departments to work together according to requirement.
				➤ Coordinate and supervise the installation, maintenance, and supportof existing and new servers, systems and networks.
				➤ Provides support to various system withinCollege and provide base for IT infrastructure.
				➤ Maintain knowledge on all present IT infrastructural trends and implement allobjectives of the College.
				Responsibilities of Members :
				➤ Provides support to various system withinCollege and provide base for IT infrastructure.
				➤ To configure, install, and maintain thenetwork hardware and software of the College.
				➤ To create and maintain a system for

#	Committee	Name	Role	Responsibilities
				backing up data and program files
9	**Sports & Games**	Mr. M. gopiKrishna	Coordinator	**Responsibilities of Coordinator:** ➤ To shortlist the students and train studentsfor the university sports activities. To maintain a stock of all the sports materials ➤ Equipment, sports facilities, arranging thevenues for sports events. ➤ To maintain a stock ledger of all availableitems and equipment's related to the cell. ➤ To ensure the purchase and service of anyitem or equipment's related to the cell. ➤ To maintain and upkeep sports
		G. Abbulu	Member	
		T. Gangadhar	Member	
		P.Srinivas	Student Coordinator	
		Ch.Ramyasri	Student Coordinato	
10	**Student Counselling / Mentor & Redressal Committee**	Dr.Naga purnima	Coordinator	**Responsibilities of Coordinator:** ➤ The facts shall try to redress the grievance within a reasonable time, preferably within a week of the receipt ofthe complaint. ➤ If the student is not satisfied with the verdict or solution of the Programme ➤ Coordinator, as the case may be then the same should be placed before the Head ofthe Institution that is Principal. ➤ The Principal shall, if necessary refer the same to the respective College levelCommittee (Students Grievance Redressal Cell) for
		Mr. P. SateeshKumar	Member	
		G.Swarna Latha	Member	
		P.Rama Krishna	Member	
		Mr. Rafath	Member	
		Mr.Ankith	Member	
		Dr. R. RambabuReddy	Co-ordinator	
		Mr. B.Sudhir	Member	

				redressal.
				Responsibilities of Faculty Member:
				➢ To enlighten the students on their duties and responsibilities to access benefits dueto under the policies.
				➢ To establish structured interactions with students to elicit information on their expectations.
11	**Time Table Committee**	Mr. P.D.Srinivas	Member	**Responsibilities of Co-ordinator:**
				➢ Ensuring that conflicts in Timetable are avoided.Providing the information regarding Timetables and venue to any of the departmental committees.
		Mr. M.MeherKrishna	Member	
		Dr. D. NagaPurnima	Member	
		Mr. T.GangadharRao	Member	➢ Coordinating the Timetables and makingit available to the faculty on the prescribed day before each semester.
		Mr.PSSK.Sharma	Member	
		Mr. D. RamanaKumar	Member	➢ Ensuring the Timetable is available on thedepartmental notice boards before each semester.
		Mr. P. SatishKumar	Member	➢ Reviewing and managing the Timetablesand addressing any of the conflicts regarding the clashes in the Timetables.
				➢ Providing support and training to theCommittee members as required.
				Responsibilities of Member:
				➢ Preparing the class and lab Timetables atthe beginning of every

12				semester. ➤ Preparing faculty Timetables andworkload. ➤ Assigning subjects to the faculty based ontheir specialization and preferences that were approved by the Head of the department
	Training, Placements& Career Guidance Cell	Ravi Kiran	Co-ordinator	**Responsibilities of the Coordinator:** ➤ Identify the companies, which can come to RIET campus for freshers hiring as perthe available Branches in the college.
		G. Haritha Rani	Member	➤ Discuss with respective companies
		P.Rama Krishna	Member	
		Satyanarayana	Member	➤ regarding conducting the recruitment event in the college, get their approvaland schedule the event at a mutually convenient data/ time.
		Akshay	Student Member	➤ Do the planning for the event ➤ management, budget & infrastructure requirements, and take the approvals fromrelevant authorities. ➤ Do the inter-departmental communicationthrough the Placement Coordinators & Student coordinators about all the training& placement activities. **Responsibilities of the FacultyMember:** ➤ Act as the Placement coordinator of the

				respective Branch.Will serve as the SPOCof the said department for Training and Placement Cell will communicate all necessary information from Training and Placement Cell about its events/ activities, to the said department and its students. ➤ Will help the Training and Placement Cell in conducting and implementing various Training & Placement activities.
13	Social welfare Committee	Dr. N.Purnima Mr.B.Raju Mr. T. P..JayaKumar Mr.N.ChandraSedhar A. Ajay Chandra P.Sushma	Coordinator Member Member Member Student Coordinator Student Coordinator	**Responsibilities of Coordinator:** ➤ The member Secretary, in consultationwith the Chairman of the Committee, shall prepare a provisional agenda for meeting. ➤ It shall be circulated to all Members of the Committee two days before meeting. ➤ All the decisions should be taken on thebasis of majority. ➤ After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

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                        │ Governing Body  │
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                        ┌────────▼────────┐
                        │   Principal     │
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Governing Body

Principal

| Exam Section | Administrative Office | Department | Other Staff |

Administrative Officer

Head of the Department

| Admission section | Account Section | Student Welfare | Teaching Faculty | Technical Staff | Administrative staff |

| General Library | Physical education | Hostels | Transport | Canteen | Dispensary | NSS | T & P | Women Welfare | Anti Ragging |

POLICY AND PROCEDURE

The recruitment and selection policies of the institution are transparent and fair. The institution gives advertisements in popular news papers calling applications for different positions in B.tech. After screening the applications, potential candidates are identified and then they are called for interview. Candidates who perform well in the interview are selected by the Interview Board which consists of Principal, HOD concerned and subject expert drawn from nearby reputed colleges. The selected candidates will be given appointment order on the same day.

HUMAN RESOURCE PLANNING

1.1.1. The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.

1.1.2. He will obtain the staff requirement lists from all the heads of departments and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.

1.1.3. He will consider appointing a Professor to be the Head of every discipline, besides the number of Associate/Assistant Professors and Teaching assistants required in accordance with the faculty student ratio prescribed.

1.1.4. The faculty - student ratio shall be 1:20 and for this purpose Professors shall also be included in counting the number of faculty members.

1.1.5. The minimum contact hours during the week for each category shall be maintained as follows:

Professors	8
Associate Professors	12
Asst. Prof./Teaching assistants	16

1.1.6. The selection committee for recruitment in each discipline consists of principal, HOD concerned and a subject expert drawn from nearby reputed college.

VISION

To develop RIET into an Institution of Excellence in Engineering Education at Graduate level, Post graduate Level and to carry out quality research in Engineering and Technology

MISSION

- To educate students with a practical approach to dovetail them to industry needs.
- To govern the institution with a proactive and professional management with passionate teaching faculty.
- To provide holistic and integrated education and achieve overall development of the students by imparting scientific and technical, social and cognitive, managerial and organizational skills.
- To compete with the best and be the most preferred institution of the studious and the scholarly.

CORE VALUES

- Technology based Education
- Industry Interaction
- Eco Friendly Campus
- Social Responsibility and Community development
- Employability and Entrepreneurship initiatives
- Global Vision

1.1 RECRUITMENT

The effectiveness and efficiency of an institution depends upon the competence and quality of its human resources. Hence, the institution ensures a streamlined recruitment process in identifying and hiring the best qualified candidates for all given positions. The recruitment policy is applicable to all new recruits in all cadres.

Applicability

The recruitment policy is applicable to all new recruits in all cadres.

1.2 RECRUITMENT

1.2.1. The selection committee shall prepare job description and job specification for the candidate to be recruited.

1.2.2. The committee shall invite candidates in the ratio of 1:4 for every position to be filled, from any or all of the following sources

    1.2.2.1. Advertisement in the Newspapers

    1.2.2.2.Files maintained for storing the unsolicited application.

1.2.3. The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.

1.2.4. The committee shall short list the candidates in the following processes:

    1.2.4.1. Subject test

    1.2.4.2. Personal Interviews

    1.2.4.3. Class Room Demonstrations

1.2.5. The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Chairman who in turn Interview the candidates and decide on the appointment.

1.2.6. An Offer of appointment shall be released by the Chairman /Secretary/Principal.

1.2.7. First class post graduates with ME/M .Tech/MBA degree are eligible for appointment as Assistant professors in Engineering and Management disciplines. Similarly post graduates with MA/MSc Degrees are eligible for appointment as Assistant Professors in the Science and Humanities department.

1.2.8. PhD with 1st Class in ME/MTECH/MBA programs with 5 years teaching/ industry/research experience is the eligibility for the appointment as **Associate Professors.**

1.2.9. PhD with 1st Class in ME/MTECH/MBA programs with ten years teaching/ industry/ research experience is the eligibility for appointment as **Professors.**

1.3 ORIENTATION

1.3.1. Every faculty appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/ her joining.

1.3.2. The Principal shall take him/her to the department concerned and introduce him/her to the Head of the Department.

1.3.3. The HOD will give a brief introduction of the department and will introduce the new incumbent to all the existing teaching and non-teaching members of his team.

1.3.4. The HOD will also ensure that all the formalities, including the submission of joining report are fulfilled.

1.3.5. The HOD will introduce the new faculty member to the students concerned in their respective classrooms.

2. TIME MANAGEMENT

2.1 To communicate the general office and college timings of the institute

2.2 To lay down the general guide line store cord the attendance of employees in the institute as per the applicable timings

2.3 All employees on regular rolls are covered under this policy

2.4 The timings of the institute are from 9.00AM to 4.00PM on all days of the week, except Sunday. Employees are expected to attend the college on all working days,at the designated time and mark attendance in the manual attendance registers and Bio-metric. They are also expected to do this again at the time of leaving the college.

2.5 Up to 15 minutes after the designated starting time is considered as "grace period". The marking of attendance beyond grace period is permissible only twice in a month for a maximum time of another 15 minutes. The names of employees who exceed the number of instances of grace period in a quarter will be informed to the Principal.

2. POSITIONS, PAYSCALES AND INCENTIVES

3.1.1. The College will have the following positions of hierarchy in the teaching departments:

    a. Principal

    b. Professors

       c. Associate Professors and

       d. Assistant Professors/TA

3.1.2. In addition, each department shall have support staff like Lab Assistants, programmers and technicians.

3.1.3. The College Office will have the following positions of hierarchy in the administrative department.

       a. Administrative Officer

       b. Accountant, Cashier,Scholarship clerk ,Office Assistants,

3.1.4 The college fixes pay scales as per AICTE norms.

3.2. DEARNESS & OTHER ALLOWANCES

3.2.1. In addition to Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties and non teaching staff.

3.2.2. Management can also decide and pay other allowances for Professor,Principal and TPO etc

3.3. INCREMENTS

3.3.1. Staff Members are eligible for increments after completion of one year satisfactory service.

3.3.2. Additional Increments shall be given to staff members based on their contributions to the College interms of Ph D awards and publications at the discretion of the Management.

3.4. TEACHING ASSIGNMENTS

3.4.1. The College permits its faculty to take up teaching assignments with other educational institutions subject to the conditions stipulated.

3.4.2. A faculty, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

3.4.3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

3.5. INCENTIVES AND REWARDS

3.5.1. Staff Members are eligible for the following incentives and rewards, based on their contribution and years of service at the Institution. Points at od are applicable to staff members with minimum 1 year of service at the Institution.

a) For Paper publications in National and International Magazines and journals, the college reimburses 50% of the total cost incurred by the faculty. Similarly for attending conferences, seminars and FDP's OD facility is provided.

b) Faculties who undergo part time Ph D program are given OD as and when necessary.

c) HOD's of all departments and Nonteaching staff in the college are provided bus facility free of cost.Faculty is also provided bus facility at subsidized cost.

d) Fee waiver for the children of non teaching staff.

4. LEAVE FACILITIES

4.1 Casual leave

All employees are eligible for 12days of casual leave in a calendar year which shall be credited to them up on joining on pro-rata basis.However, in general until the completion of one year service, CL cannot be availed more than once in a calendar month.Employees who are on CL cannot be absent from duty continuously for more than 4 days including intervening holidays. Employees may avail CL for % a day also. The CL which are not availed get lapsed at the end of the calendar year.

4.2 Academic leave

All teaching faculty is eligible for 15 days of academic leave in a calendar year. Academic leave can be availed only for listed approved conferences which are of repute. For other conferences, the leave may be sanctioned for the day of making a presentation.Academic leave may also be considered for reasons such as delivering invited talks and attending spot valuation assignments of the affiliated university.Teaching faculty who wish to avail academic leave should get their leave approved by the principal at least 2 days in advance and send the approved leave application along with the invitation letter to the concerned university or college.

4.3 Earned Leave (EL)

Faculty who complete the one year service in this institution can avail earned leaves that are 10 days per year.

4.4 Maternity Leave (ML)

The Institute sanctions maternity leave for 12 weeks, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays. Maternity leave shall be limited to an employee's first two confinements only and it will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

4.5   Leave without Pay (LWP) or Extraordinary Leave

If an employee has exhausted all types of leaves, he / she may be allowed to take leave without pay up to a maximum of 30 days in a year, subject to the recommendation of the HOD and approval by principal. Leave without Pay (LWP) shall not be treated as break of service

4.6   Special leave for pursuing research

This leave shall be given, on a case to case basis, to those who have registered their names in the Ph.D programs and cleared their pre-Ph.D course work in a maximum period of 15 days. The leave needs to be approved by the Principal. The Principal shall call for supporting recommendation letter from the Research Director for granting the approval. The unutilized special leaves can neither be carried forward nor encased.

4.7   Summer vacation

All teaching faculty except those who hold administrative responsibilities, will be eligible for 21 days summer vacation. The Management shall announce the annual dates for the summer vacation which shall ordinarily be availed by all, unless asked by the management to be available for some special assignments during the vacation. All faculty members who stand confirmed as on April 30 shall be entitled for summer vacation, the dates of which shall be announced by the principal in consultation with the Management and HODs concerned.

4.8   On Duty Assignments

4.8.1. The College can permit any staff member to take special assignments such as the following

    a. Spot Valuation
    b. Observer duty to different colleges
    c. Industrial visits

d. Participation in seminars

e. Expert member for Viva voce examinations

f. Lab examiner duties

g. Participation in skill development program conducted by APSSDC

h. Participation in sports in other colleges and universities

i. Participation in management meets along with students

4.8.2. The period of absence due to such assignments shall be treated in the following manner:

a. Where the assignment is under arrangement between the College and the other unit/ university, the staff will continue to receive the pay and perquisites from the College.

5. PROMOTION POLICY

- All promotions shall be considered on the basis of merit-cum-seniority basis.

- The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with Professors/senior faculty and invited experts from Industries/ Other Institutions.

- The Committee shall consider promotion of teaching staff to the next higher position as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

- Under normal circumstances all the eligible staff members shall be considered for **promotion to the next higher level position,** subject to the fulfillment of AICTE norms

    a) Assoc. Prof: 5Years after ME/ M.Tech/ MBA with PhD and also with relevant API score

    b) Professor: 10years of service with PhD and relevant API score

    Those who are promoted shall be fixed in the Scale of Pay applicable to that category at the discretion of the management

6. IN HOUSER&D, SEMINARS /FDP's/ WORKSHOPS

6.1 In-house R&D

6.1.1. The College encourages its faculty to undertake department-wise R&D Activities along with Students and other Staff Members.

6.1.2. Anin-house R&D centre namely Centre for Innovation, Research and Development

(CIRD) was established in the college.

6.1.3. Staff members are encouraged to apply for DSTE projects and other AICTE/UGC projects.

6.2. Seminars, FDP's and Workshops

6.2.1. The College encourages its faculties to organize AICTE/UGC funded Seminars/FDP's/workshops for the benefits of fellow faculty members and students.

6.2.2. The Management providesadditional100%fundsforanyAICTE/UGC funded programs wherever necessary.

7. INCENTIVES FOR STUDENTS

7.1 The Management is pleased to announce the following incentives and rewards for Students:

7.1.1. Students who secure 90% and above marks will be given cash award of Rs.5000 in each Semester

7.1.2. Students who excelinstate and national level competitions will be given cash prizes

7.1.3. The College undertakes various programs like personality development, entrepreneurship development, improving communications skills and computing skills and also placement specific programs for Students free of cost.

7.1.4. Concessional bus fare to poor students.

8. DISCIPLINE AND GRIEVANCE PROCEDURE

8.1. Code of Conduct for Faculty

8.1.1. Every faculty shall take attendance at the beginning of the teaching hour.

8.1.2. Every faculty shall close the hour punctually at the en d of the hour.

8.1.3. Faculty members shall be in the classroom at the appointed time without fail.

8.1.4.A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action ,which shall be taking corrective action if it is within his/her power,or reporting the matter to the HoD and then to Principal

8.1.5. Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by using the best of his/her skills and attention.

8.1.6. Faculty members shall not engage themselves in other activities/businesses, which affect their effective contribution to the Department and the College.

8.1.7. Faculty members shall not receive gifts of any kind from the Students or their Parents for any favoritism.

8.1.8. Faculty members shall maintain a respectable work conduct in terms of:

i. Preparation for the particular day's Classes, with latest information added to the course content.

ii. Keeping all teaching a idmaterial required for conducting the class in an orderly manner.

iii. Going according to session plan for the day and completing the syllabus for the Semester without any backlog.

iv. Following up assignments and tests given to students, evaluating in time and giving Feedback to the students.

v. Ensuring the orderly arrangement of Classroom and its cleanliness with the help of Students and the cleaning staff, wherever appropriate.

vi. Faculty should educate the students about the need for obtaining prior permission for any kind of leaves

8.1.9. Faculty members shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow faculty members, parents and other Members of public.

- Not entering into quarrels, fights or any act of disrespectable nature.

- Not engaging in any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.

- Not to affiliate with any political organization which might cause conflict of interest with the Duties of faculty members and the reputation of the Institution

- Faculty members shall confirm to the Ethical Standards.

8.2 DISCIPLINE

8.2.1. Any faculty who is violating the code of conduct will be subjected to appropriate Disciplinary action by the Principal/ Secretary/ Chairman.

8.2.2. If a faculty commits an act of misconduct or misdemeanor by violating the code of Conduct, anyone can report in writing to the Principal.

8.2.3. The Principal shall hold a preliminary enquiry on the matter, by calling the person against whom the report is given, as immediately as possible and such enquiry shall be held

in the presence of the complainant.

8.2.4. If the Principal is satisfied with the facts of the Complaint on such enquiry, he shallProceed with the disciplinary process, depending upon the nature of such violation.

8.2.5. He shall proceed with issuing a Show Cause Notice, fully describing the office and the action proposed to be taken, giving sufficient time for the accused faculty for giving his/her explanation.

8.2.6. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

8.2.7. Thecourse of action for disciplining a faculty shall be under the following categories:

    a. Memo and Censure.

    b. Warning in writing, with recovery of money, where financial loss is involved in the act.

    c. Suspension from work without remuneration.

    d. Dismissal or discharge from service.

Any staff member receiving more than two memos or warning letters will be either Suspended from work or dismissed from the service.

8.2.8. The Principal shall report the proceedings periodically to the Secretary/Chairman.

8.3 GRIEVANCES

8.3.1 Grievance would mean dissatisfaction arising out of the decision of the Management Concerning the employees.Grievances cover individual grievances such as:

- Payment of Salary
- Recoveries of dues etc.
- Increments
- Working conditions/Health & Safety
- Leaves
- Non-extension of benefits under rules
- Promotion
- Administration or Academic issues
- Reimbursements
- InterpersonalConflicts/Issues with the HOD or team members
- Separation/Retention

Procedure for handling Grievances

The individual can raise grievance according to the following procedure .The aggrieved employee may take up the grievance in writing with the HOD, who has to resolve the issue at that level within 5working days .In case if the HOD fails to resolve the problem within 5days, the aggrieved employee may approach the principal who has to resolve the grievance within 5 working days. Even if the grievance is not solved at principal level, the management in consultation with the grievance redressed committee will solve the problem. Altogether, the grievances of the employees will be resolved within a maximum period of 15days. In addition to the above; the institute provides welfare facilities to the satisfaction of employees and students as evident from the subsidized canteen facility it has provided to students and staff. It also provides free transportation to all the professors and subsidized transportation facility to all the assistant and associate professors. To sum up, the HR policies of the college are employee oriented.

MENTORING SYSTEM TO HELP AT INDIVIDUAL LEVEL

Type of mentoring: Professional guidance/careeradvancement/course work specificlaboratory Specific /all-round development. Number of faculty mentors: Number of students per mentor: Frequency of meeting: (The institution may report the details of the mentoring system that has been developed for the students for various purposes and also state the efficacy of such system).

Counseling / Mentoring

Counseling's an important part of virtually all educational institutions .It is within this practice that students, their loved ones, and even staff can resolve outstanding, negative situations, and improve upon those which are positive. Here 'Mentoring' is referred as 'Proctoring' and Mentor isreferred as 'Proctor'. Proctor takes the responsibility of proctoring the students / mentees.

Mentoring is a process of enhancement of trust worthy relationships based on caring, sharing, and encouraging the mentee's growth and their overall development. For mentees it is really very important to form a bond with Proctor to get proper guidance to achieve their goals.

The main responsibilities of a proctor are to reduce inhibitions in mentees, develop Confidence, and guide about career opportunities.

The process allows mentors to recognize and promote the abilities of individuals with less exposure within the supporting organization. This can lead to a widening of talent and perspectives .Each proctor is assigned with a maximum of 15 students, and he/she is responsible for counseling / mentoring them. The performance report of the individual students is reported to the parents periodically.

Objectives of the Proctoring System

- To help students understand the challenges and opportunities present in the Institute and develop a smooth transition.
- To counsel the students to cope with academic, non-academic, and personal problems.
- To provide positive role models to undergraduate students of the Institute.
- To proactively identify problems of the students and bring them to the notice of the authorities concern.

Proctor System

- Students are assigned with a Counselor/ Proctor whose role is to be a point of contact for advice and guidance.
- Proctors will listen, advise and wherever appropriate refer them to the higher authorities.
- It provides reflection and support to the students' academic development while they are doing their course.
- It promotes other activities and experiments related to the career and personal development of students.
- Provides advice on career development
- Helps the students settle down in their respective courses
- Students requiring additional help are identified and their progress is monitored regularly. In Proctoring System, a proctor diary is maintained for each student where the following details are to be given.
- Personal Information
- Previous record
- Academic Performance
- Competitive Examination Detail
- Details of Internship and Industrial Training
- Scholarships Received
- Co-Curricular and Extra-Curricular activities

The mentors meet the students periodically and monitor their performance and activities. Guidance regarding the lagging issues is provided.Occasionally proctor meeting is conducted with the parents based on the requirement.

Benefits of Mentoring System

- It supports their advancement in research activity, conference presentations, publication, and Pedagogical skill.
- Mentoring provides resources for dealing with stressful or difficult periods in their graduate careers.
- Mentors with their experiences and network help in improving the students' prospects of securing professional placement.
- Mentoring can help the students lower stress and build confidence
- Constant interaction with a mentor will promote students 'engagement in the field with active participation

Types of Proctoring

Professional Guidance

The departments are well equipped with knowledgeable Human resources in the form of faculty members who by keeping themselves a breast of latest developments offer guidance to the prospective professionals in addition to the classroom teaching. The industry-institute Partnership cell and Entrepreneurship development cell have been putting efforts in this direction.

Career Advancement

TheTraining and Placement cell has been active not only in arranging campus Recruitment drives, but also offering awareness and training for the students.

Course Work

Members of faculty handling different courses interact with students in clarifying all their Doubts in their respective courses.

Lab-Specific

Each of the lab sessions are handled by 2 faculties in order to have special care for the students while experiments are being handled. A demonstrative presentation is given by the teacher concerned before every experiment. The Laboratory records are evaluated after the experiment is held .In other words, there is active involvement of the members of faculty Pre-experiment stage, at the time of experiment and after the experiment.

Overall Development

In addition to academics, literary, cultural and sports activities are conducted. These activities offer leadership qualities, decision making abilities, team spirit, analytical skills, Socio-psychological awareness etc.and thus make an individual an intellectually mature being.

Number of faculty mentor	:79
No of students	:754
Mentor Mentee Ratio	:1:10
Frequency of Meeting	: Twice in a Month

9. POLICY AGAINST SEXUAL HARASSMENT

RIET recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

Policy against sexual harassment

The policy on sexual harassment applies to teaching staff, non teaching staff and students.

POLICY & PROCEDURE

The Committee against sexual harassment will be represented by minimum 50% of members being women and the Committee Head will also be a senior most woman staff member. Any person who wants to complain on sexual harassment is required to promptly inform the committee concerned against sexual harassment. All complaint sexual harassment shall be addressed in a confidential manner. The complaint will be investigated in a time-bound manner in accordance with principles of natural justice and a detailed report shall be maintained. Based on the recommendations of the committee, the Principal will initiate action, as deemed appropriate within 15 days. In case if the employee who has made the complaint feels that the committee against sexual harassment has not provided her /him due justice, the complainant may approach the college Chairman. The time frame for investigating and closing the case is 1 month from the time it is brought to the notice of

the Committee. This policy will be displayed prominently in the college Portal, ensuring that all employees are aware of the same.

10. RETIREMENT

10.1.1 Retirement from Service

10.1.1 All teaching and non teaching staff shall retire on completing the age of superannuation, which is 65 for professors and 60 for non-teaching staff.

10.1.2 The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.

10.1.3 The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

11. Feedback analysis and reward/corrective measures taken, if any

Feedback collected for all courses: YES/NO; Specify the feedback collection process, Average Percentage of students who participate, Specify the feedback analysis process, Basis of reward/ Corrective measures, if any, Indices used for measuring quality of teaching & learning and Summary of the index values for all courses/teachers, Number of corrective actions taken. Feed back is taken on teaching& learning parameters and corrective measures thereof are taken. Feedback analysis is carried out and actions are taken toward the improvement of the faculty quality.

- **Feedback collected for all courses: YES**
- **Average Percentage of students participated:75%**
- **Feedback Collection Process:**

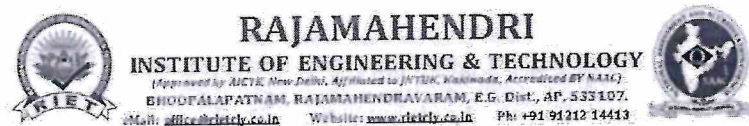The feedback on teaching and learning is taken, twice in a semester, generally 3rd week after the commencement of class work and13th week before the end of semester. The dynamic feedback was given by the students.

The students by giving his/her feedback, the blank format for inputting in the scale of 1 to 3 for each faculty, subject wise appears for12 parameters. The methodology adopted here is very transparent.

Feedback parameters:

1	Has the Teacher covered entire Syllabus at appropriate pace
2	Has the Teacher covered relevant topics beyond Syllabus
3	Effectiveness of Teacher in terms of technical content
4	Effectiveness of Teacher in terms of Written and Communication skills
5	Effectiveness of Teacher in terms of Use of Non print teaching aids
6	Teaching is Well Planned
7	Teacher Encourages Originality and Creativity
8	Teacher is Courteous and Impartial
9	Teacher offers Counseling and Assistance
10	Overall Rating of the Teacher

Sample feedback format:

RAJAMAHENDRI
INSTITUTE OF ENGINEERING & TECHNOLOGY
(Approved by AICTE New Delhi, Affiliated to JNTUK, Kakinada, Accredited BY NAAC)
BHOOPALAPATNAM, RAJAMAHENDRAVARAM, E.G. Dist., AP, 533107.
Mail: office@rietrly.co.in   Website: www.rietrly.co.in   Ph: +91 91212 14413

Internal Quality Assurance Cell (IQAC)

Students Feed Back Form

Academic year: 2020-21 Semester: I/II Date of Feedback: 20-02-2021
Course/Year & Branch/Section: B.Tech./III CSE/A

S. No.	Description	Subject Name and Code					
1	Has the Teacher covered entire Syllabus at appropriate pace						
2	Has the Teacher covered relevant topics beyond Syllabus						
3	Effectiveness of Teacher in terms of technical content						
4	Effectiveness of Teacher in terms of Written and Communication skills						
5	Effectiveness of Teacher in terms of Use of Non print teaching aids						
6	Teaching is Well Planned						
7	Teacher Encourages Originality and Creativity						
8	Teacher is Courteous and Impartial						
9	Teacher offers Counseling and Assistance						
10	Overall Rating of the Teacher						

*(Rating: 5-Excellent, 4-Very Good, 3- Good, 2- Average, 1- Below Average)

1	Library Facility*	
2	Internet Facility*	
3	Co-Curricular activities*	
4	Any other suggestions	

IQAC   PRINCIPAL

37

Feedback analysis process:

The letters are issued to the faculty asking for their explanations in a stipulated time, wherever the average feedback is less than 2.0.They need to submit explanation through the respective HOD's.

Based on their explanation, the appropriate action will be initiated by counseling them onthe weak parameters by HOD /Principal

Analysis of Students' Feedback (sample):

RAJAMAHENDRI INSTITUTE OF ENGINEERING & TECHNOLOGY								
(Affiliated to JNTUK" Approved by AICTE New Delhi")								
DEPARTMENT OF SCIENCE & HUMANITIES								
Academic Year 2021-2022								
SUBJECT	M-II	A.C	C.O	D.S	P.P	E.S	A. CLAB	P.P LAB	D.S LAB
FACULTY	DNP	KLS	KJ	BM	PS	KLS	KLS	PS	BM
FEED BACK	93%	90%	83%	91%	82%	91%	84%	85%	93%
OVERALL ASSESMENT	-	-	-	-	-	-	-	-	-

Basis of reward/Corrective measures:

Average feedback range	Action
Less than 70%	Explanation is sought and advised to improve
Between 70%to80%	No action,advised to improve in specified weak parameter
Above 90%	Appreciation letters

Details of Corrective measures:

- The faculty members with in adequate feedback are counseled by HOD and suggestions are given for their improvement in teaching.
- The faculty member is advised to undergo orientation/microteaching program me under the supervision of senior faculty.
- During these sessions, the faculty members are trained. In addition, training programs were also be conducted for faculty by internal and external senior academicians on latest

technological advancements in technology.

- Faculty members are suggested to make an effective teaching plan for optimal usage of time senior faculty/HOD will visit the class room on effective teaching observations.
- Teachers will be awarded with appreciation letters on Teachers day, will be given prizes On Republic day
- The students' feedbacks on the teaching performance of faculties are used as one of the yard sticks for annual increment of salaries. Best academic projects are identified for the faculty guides.
- Faculty achieving target results(target is set based on university results and dept results of two semesters)are rewarded with cash prize and certificate from Principal.Indices used for measuring quality of teaching & learning : Student Feedback, Performance in Mid Exams & Quiz, University Result Analysis.

12. PERFORMANCE APPRISAL SYSTEM

Rajamahendri Institute of Engineering and Technology College (RIET) has well defined Performance Appraisal system. A proforma and guidelines for Performance Appraisal have been prepared and communicate to the faculty well before the year ending time. In the defined performance appraisal system, Performance Indicators are divided into three categories: (1) Teaching, Learning and Evaluation related activities (2) Co-Curricular, Extension and Evaluation Related activities (3) Research and Academic Contributions.

The format of Self appraisal and Performance appraisal are given below:

RAJAMAHENDRI
INSTITUTE OF ENGINEERING AND TECHNOLOGY
Rajamahendravaram

FACULTY – SELF APPRAISAL FORM

1. Name   :
2. Designation   :
3. Department   :

ACADEMIC WORKS

4. Progress Report for the Academic Year   :   Odd/Even Semester

	Subject 1	Subject 2	Subject 3	Subject 4
% of Syllabus Covered				
No. of Periods Conducted				
No. of Units Completed				
Percentage of Pass Univ. Exam				

5.   a)   Type & No. of Innovative Methods   :
             (Classroom)

   b)   Extra Coaching Arranged   :

6. Laboratory   :

     No. of Sessions Conducted   :

     No. of Experiments Prescribed in the Syllabus

     No. of Experiments Completed

7. List of Papers / Workshops Attended during the   :
    Year

8. List of Papers/Articles Published / Presented   :
    during the Year

9. List of Sponsorship/Consultancy/ Project Works   :

10. Any other Assignments (Non-Academic Works)   :
     pertaining to

    a)   College

    b)   University

    c)   Any other Organization

11.   a)   Appreciation/Award/Recognition earned   :

    b)   Disciplinary Actions faced   :

12. Any other activities inside/ outside the campus   :
     towards development of self & students

                                                   PTO

13. Any other information   :

14. Whether familiar with rules, regulations   :

15. Leave details   :

Period	CL	Loss of Pay	Number of times arrived late

Date   **Signature of Faculty**

a) **Remarks of the Head of the Department :**
    (inter personal relationship with faculty, students, specific contributions to the department etc.)

b) **Remarks of the Principal :**
    (specific contribution to the institution and departmental activities, on-time completion etc)

Staff Appraisal – Points Earned :

Students Feedback	University Results	Self Appraisal	Attitude	Contribution / Commitment	Total
(30%)	(40%)	(10%)	(10%)	(10%)	

Signature of Faculty   **Signature of HOD**   **Signature of Principal**

ETHICAL STANDARDS FOR FACULTY

A **Faculty** should

- Live and lead by example in every sphere of conduct particularly to inculcate a good culture among students
- Respect parents, faculties, elders
- Express the love of brotherhood to fellow students
- Accept and extend due respect to every religion and social groups
- Love the nation and endeavor to her progress
- Have a sense of belongingness to the Institution
- Assume total dedication to the teaching profession
- Always have an urge to excel in professional expertise

A **Faculty** should

- Wear a respectable attire, befitting the society's expectations
- Keep up immaculate personal hygiene at all times
- Never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- Never have the habit of chewing, smoking or consumption of alcoholic drinks
- Never gossip or discuss unauthentic information with peers or other

A **Faculty** should

- Always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- Always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

A **Faculty** should

- Attend to parents as a true representative of the Institution, clarify their doubts with Concern and help them understanding the system in a better manner
- Always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institute or of fellow faculties, students or any other member of society

A **Faculty** should

- Always accept the entity of fellow faculties, honor their sentiments and respect their value system
- Always endeavor to assist fellow faculties, either in their teaching practice or in any form of adjustment required for discharging their responsibility

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