

RULES, POLICIES, PROCEDURES AND REGULATIONS FOR STUDENTS

The following are the rules, policies, procedures & regulations that are being implemented in the institute. A few of them are from the affiliating university norms and stipulations and the remaining are norms of the college with regard to admissions, class work, teaching – learning process, placements, attendance, detention and awarding of degrees.

STUDENT RELATED PROCEDURES

1. Admission Procedures
2. Fee Collection Procedures
3. Admission Cancellation Procedures
4. Attendance & Discipline Procedures
5. Placement Procedures
6. Student College Leaving Procedures

ADMISSION PROCEDURES

Admission Process

The college shall go through the following procedures while admitting student

1. Getting the admission form duly filled in by the student.
2. Getting a detailed undertaking form (Format is given at the end in the form of annexure)
3. Collecting the following Certificates (Original + two sets of duplicate)
 - a) SSC or 10 the standard
 - b) Inter or 10 + 2
 - c) Degree (If Necessary)
 - d) Transfer Certificate
 - e) Study / Conduct Certificate
 - f) Income Certificate
 - g) Caste Certificate
 - h) Migration Certificate

Certain certificates are optional based on requirement

1. Collecting the following material
 - a) Two Stamp size color photographs
 - b) Four Passport size photographs
 - c) Ten Address Slips
 - d) Ten Rs.5 Stamps
 - e) Getting the Identity card form filled-up (the format is given at the end)

Admission Counseling / Informing about rules

The Head of the office / Admissions In-Charge require to inform the student and the parent in detail about various rules and regulations of the college pertaining to attendance, discipline and examination apart from rules related to fee payment. They shall also tell the student and the parent clearly about the rules pertaining to cancellation of admission under any circumstances and take necessary undertaking to that effect from the parent and the ward. They shall give the rule book to them if necessary take necessary help from the faculty coordinator and the principal.

Admission Register

The college shall maintain an admission register which will have the admission number (this number is unique number that is given to the student and cannot be transferable) roll number; Name of the Student; Parent / Guardian Name; Course Name; Date of Admission; Date of Leaving the Institute; Remarks columns being filled immediately.

Admission Report

The college shall submit a daily report to the Head office with the admission status in terms of reported / actually admitted / category of admission / fee paid if any and other particulars to be given. The college shall also give the data on a daily basis on the vacancy position.

Contacting the Students

Collecting the data from the Head office / convener on various categories of admissions, the college shall contact the student immediately and verify about the date of reporting etc. To avoid any vacancy arising at a later date.

Preparing the Final Lists

The college shall prepare the final list of the candidates under various categories and keep the lists prepared at least one week before the submission in the concerned office.

FEE COLLECTION PROCEDURES

Categories of Fee

The college will receive regular communication from the office of the CEO about the various categories of fee, definition and the timing of collection. Other than this college shall not collect any other fee.

Timing of the Fee collection

The fee shall be collected one week before the course begins. The time could be further extended by a maximum of one week. From this day students are given one week time to be paid with a daily fine of Rs.10 and Rs.50 per day during the next week. If the student does not pay the fee even after three weeks after the beginning of the course the student name shall be removed from roles.

Mode of Fee payment

The fee is supposed to be collected only in the form of DD to be given in favor of the said account, and not in any other format.

Fee Receipt Method

The student shall be given a fee receipt in the format as given at the end of this manual.

Student Fee Collection Report

The college shall send a daily fee collection report to the Head of Officer with the Details of Roll Number; Name of the Student; Course; Year; Total Fee; Fee paid; DD number ; Fine collected; and Remarks.

Fee Collection Register

Each college shall maintain a fee collection register having one separate page for each student.

ADMISSION CANCELLATION PROCEDURES

Admission Cancellation Procedure

If any student intends to cancel the admission for any reasons in the middle of the course shall require to pay the total fee for the remaining course period (remaining number of years). Even if it is student who is studying with the help of scholarships requires to pay the fee. In no circumstances the college shall go against the admission cancellation procedures of the Institution.

Report on Admission Cancellation

The college shall send a quarterly report on admission cancellation to the corporate office.

STUDENT DISCIPLINE PROCEDURES

College Timings

The college timings shall be strictly followed by all the students.

1. If any student comes late to the college after the bell rings. Shall be sent to the library and ask the librarian to take the attendance.
2. In case of students where the late coming is more a habit, punishments shall be initiated including suspension for a week.

Attendance – minimum needed Attendance

The college will focus on enforcing the minimum needed attendance among the students of the college.

1. The minimum needed attendance needed is 75% (even 0.5% less than this is not acceptable) in each of the subject.
2. Medical condonation for less than 75% and above 65% will be given only if the students intimate the college immediately (within three days) and submits the necessary medical certificates / documents.
3. Student will not be given attendance for the labs hours unless they submit practical records immediately after complete of the lab session.

Student Attendance – Informing the Parents

1. The college will be regularly (every fifteen days) informing the students about the status of their attendance. These records shall be kept as a record (with spiral binding) in the officer and these records shall be sent regularly to the corporate office of MLR educational Society.
2. If the students fall under less than 75% category no college facility like bus pass, train pass, scholarships, participation in events shall be given to them.

3. If the student has serious problem with regard to attendance, the parents shall be informed about it through a telegram and money shall be collected from the student.
4. If any student attendance falls under less than 75% (in special cases 65%) such students will be detailed and he has to repeat the course whenever it is offered.

Student Discipline

The college shall prepare category wise list of students (trouble makers). The faculty shall be asked to give names of students in each of the sections under five heads namely, notorious, problematic, mischievous, irregular, and lazy. Once the list is prepared the Principal or concerned lecturer will start counseling the students / parents as is needed and see that some change is brought in the student.

The college shall take serious action including dismissal in case of student indiscipline such as ragging, drinking in the college premises, coming to college in drunken state, using vile any objectionable language, threatening co-students, physical assault on any one. Memos shall be issued immediately and the record must be sent to the parent through registered post asking for explanation. If the same student indulges in more than one incident during his/ her education at the college hence shall be rusticated from the college.

Dress Code

All the students shall be asked to follow the dress code strictly along with hanging ID card to be displayed always while being in the campus. The meaning of the dress code for boys is formal shirt and trouser with black belt and black or brown formal shoes. For girls it is any traditional Indian dress (trousers and jeans not allowed).

STUDENT PLACEMENT PROCEDURES

Student Placement Procedures

The college will begin with establishing a placement division with a placement officer. The following are the various activities to be done under placements.

Preparing Company profiles having the Database

The college will have the database of 500 top international companies and 500 top Indian companies. This database will consist of the address of the company, the details of their operations, the list of their expectations, the details pertaining to HR team. It was agreed that the students will be given responsibility of developing these profiles under the guidance of a faculty member (placements coordinator)

Developing Student Profile / Resumes

The student profiles and resumes along with their photographs will be prepared.

Conducting Placement Training

College will organize placement training to the students. These include mock interviews, group discussions etc.

Printing Placement Brochure

The college shall print a placement brochure having all the students' profiles. The college will collect a placement fee after working out the total actual costs for placement. And no money from the college will be spent for printing the placement brochure.

Doing Placement Campaigning

The college should go ahead for a rigorous placement campaigning.

STUDENT DISCIPLINE PROCEDURES

Student College Leaving Procedures

The college requires to take lot of care while a student or student batch is set to leave the college at the end of course or in the middle of the course. The college should ensure whether all the records and documents are ready and keep them ready at least one month before the student batch is set to leave.

1. Student College leaving Record:

This is the record that will consist of all the necessary information pertaining to the student like the course completion status; rank / grade / percentage of marks etc.

2. Student College Leaving Certificate:

Hence forth the colleges in MLR group of institutions will issue a detailed student college leaving record rather than the normal Transfer certificate (TC). The students will be given a detailed note of their academic and other achievements. The format is given in end of the manual. The college shall keep the data ready at least one month before the students are set to leave.

3. Study Certificate:

The college hence forth need not give a separate study certificate for the students as all these details would be covered in the College Leaving Record.

4. An Alumni Feed Back Form:

The college shall collect the alumni feedback form filled which is kept with the alumni coordinator and in the data base.

5. Group Photograph:

The college shall take a group photograph of the batch with the details of all batch mates and give to the student at nominal cost of Rs. 25 /-

Recommendation Letter Issue Procedures

Hence forth the college shall use a recommendation letter designed for the purpose. The format of collecting information for the recommendation letters is given at the end. The college shall collect Rs.250 in the form of DD for issuing the recommendation letter and inform the concerned institute / university where the student is seeking admission through e-mail.

TEACHING – LEARNING PROCEDURES

- i) Teaching – Learning Procedures
- ii) Lab Management Procedures
- iii) Library Management Procedures

STUDENT – LEARNING PROCEDURES

Teaching Methodology Procedures

All the faculty members will use interactive audiovisual teaching aids such as LCD, OHP apart from conventional chalk and board.

Each of the class will be divided into several groups consisting of 5-6 students. The distribution of students will be done in such a way that the group will consist a combination of good average and below average students. These groups will be active and will participate in guest lecturers / internships and presentations and other such academic activities.

Guest Lectures

The teaching / learning will involve a good portion of guest lectures. A minimum of one guest lecturer in a subject of six guest lecturers in a semester for each course will be conducted. Guest lectures will be conducted on topics connected to the subject essentially having an application orientation. Students groups are to be given responsibility of organizing the guest lectures and make presentations and send review to the person give the lecture and also present it on the notice board specifically meant for it. The format that has to be used at the time of arranging guest lecture is given at the end.

Seminars

Student group shall be asked to give seminars. Each group of student shall present one seminar in a subject in each semester in a separately created seminar hour; each group shall be given 10 minutes and followed by 5 minutes question answer session.

Student Assignments

Each student group shall be given assignments. Each group will submit a minimum of two assignments per semester. These assignments questions shall be drawn from the question papers of GRE/Advanced GRE/ IES/GATE and other such competitive examinations.

Communication Skills & Personality Development

The college shall put sufficient effort in improving the communication skills of the students. Regular group discussions and mock interviews and workshops and simulations shall be conducted so as to improve communication skills. The college shall enter into MOU's with organizations such as Vivekananda Institute of Human Excellence so as to effectively improve personality development of the students.

Project Work

Each student will be doing three mini projects in first three years and Final Project in the end of the semester. The mini project in first three years could be done on campus or off campus. But, the final project shall be done off the campus and with full knowledge and coordination from the college. For each main project, one internal examiner will be guiding the student from the college along with an external guide in the field. Students will be assisted to get projects in even foreign countries. To being with college will make efforts in south East Asian countries such as Korea, Singapore, and Malaysia.

Adjunct Courses

College will be giving each student four adjunct courses (value added courses) for at no additional cost. Each adjunct course will consist of 15 hrs to 30 Hrs of learning. In the first year the student an adjunct course related to personality development / communication skills and next three years courses which are connected to subject matter and add value to the students including job propensity.

Industrial Tours & Educational Tours

The college will organize Industrial tours and educational tours will be organized at the students cost. Each student will be taken to a minimum of one Industrial tour in each semester. If it is a company within the city and one company per year if the company is outside Hyderabad.

Student Counseling

The teachers shall counsel students. Each faculty member shall be attached to a group of 15-20 students. The faculty shall try to motivate the students continuously and guide them to achieve their targets.

LABORATORY MANAGEMENT PROCEDURES

Laboratory management Procedures

The following decisions are taken with regard to laboratories.

Lab-Department Ratio

Each department shall have a minimum of 5 laboratories, computer science being the exception.

Sharing of Lab Equipment

All the laboratories except in case of some like electrical lab, each student will be given one set of equipment. In case of other labs one set of equipment will be shared by a maximum of two.

Tool Kit

Every student shall be insisted to buy a tool kit and component box. The college shall prepare a list of items to be in the tool kit / component box and give to the students.

Redesigning the Lab Furniture

The laboratory furniture shall be redesigned so as to give cubical structure and having facility to keep the component box and tool kit.

Lab Guidance

Excellent lab shall be given. Each faculty shall handle 20 students in each lab or 2 faculties for 30 students. Each lab shall have one lab assistant who is a (minimum) diploma holder and one lab technician with a minimum of ITI / SSC / Short term course qualification.

Lab Methodology

The college shall prepare lab manual and lab protocols each subject lab.

Administrative Mechanism

Each lab shall have a maintenance register; service log; daily purchase register; and any other register required. The stock verification shall take place at the end of each course to be verified and signed by HOD and Principal.

Lab Attendance

It shall be made compulsory that every student attends lab. Lab records shall be submitted very next day after the lab session. The students shall be given every day in lab log.

Lab management

All the laboratories shall be provided with UPS whenever necessary along with stabilizers for all equipment. In case of computer laboratory the server shall have a minimum of two hours battery backup and all the nodes having a minimum of half an hour back up facility.

LIBRARY MANAGEMENT PROCEDURES

Special emphasis will be laid on the library management procedures and developing the library with world class literature and competent enough to match the premier educational institutions. Library will be taken up as a strategic instrument to leverage learning and knowledge oriented culture in the college. The library will have all the literature possible that can create highly competent, committed and cultured engineers.

Limited Number of Text Books

The college will have a very limited number of text books so as to suffice the basic needs of the students. Not more than 5 – 6 copies of each title will be purchased. In special cases like the first year subjects a maximum of 10 books of each title will be purchased.

Focus on Reference and General Books

The library will focus on having a large number of reference and general books. The reference section will consist of;

1. Advanced Titles on various subjects that are needed towards the curriculum in place
2. The titles which are suited for GATE/GRE/GMAT and such other higher studies
3. Titles which will usher research orientation among students.
4. Classics in different subjects.
5. Hand books, manuals, protocols.

The general books section which shall consist of;

1. Biographies of famous scientist, Technocrats, and entrepreneurs.
2. Books on business stories, company stories.
3. Books on communications skills, presentation skills, personality development.
4. English literature books essentially focusing on imbibing a soft, cultured orientation among students.
5. Popular and general reading.

Journals

To have a minimum of 6 national and 2 international journals for each department in case of engineering subjects and 3 national and 1 international journal in case of humanities.

Periodicals

1. To have periodicals such as Fortune, Forbs, Business Today, Business India
2. Subject oriented periodicals like Data Quest, Computers Today, and Network Computing
3. Competitive Examination oriented periodicals like competition success review, competition master, employment news.

News Papers

College shall subscribe to excellent news papers such as The Hindu, Times of India, Economic Times, and Business Standard.

Clipping Library

The college library shall have an excellent clipping library on various topics related to subject and general topics.

CD library

The library shall have a good collection of digital text books, CD Rom presentations, Lectures, Profiles, Training Programmes, Tutorials and Software tools.

Digital Library

The library shall have a good digital library with some on-line subscriptions and also being part of some free / paid digital library networks.

Competitive Examination Section

The college library shall have a competitive examination section having all the question papers of GATE/GRE/GMAT/CAT/IES/IAS or any such other examination. It shall consist of books and reference material required for the preparation of these examinations.

Computerization of Library

The college shall have computerized library management system which will include library books search, issue and retrieval services, Preferably through DELNET. Kiosks shall be arranged to facilitate easy and quick search of books and journals.

Display System

Library shall follow a good display system of new arrivals, notifications, or any other information to be shared with the students and staff.

Suggestion Box

The library shall have a suggestion box, where the students could inform the college regarding books that they need.

Library News Letter

A Library shall have student log books, staff log book to understand the frequency of usage of library by these people. Apart from this, the library shall maintain accession register, stock register; purchase register, magazine and journal entry register, library issue register.

Library Utilization Report

The library shall conduct regular auditing on student and staff usage of books, journals and magazines and prepare an annual library utilization report.

Ambience

An excellent ambience of library shall be created consisting of display stands and boards, news paper stands, magazine rack, new arrival notice boards etc, The reading hall shall be air conditioned. Separate reading sections for the staff and students with a separate reading section for the journals and periodicals. Reprographic facilities shall be made.

SPECIAL NOTE:

The library shall subscribe to only English magazines and news papers.