



**VISVESVARAYA**

**COLLEGE OF ENGINEERING & TECHNOLOGY**

Approved by AICTE, New Delhi & Govt. of T.G., Affiliated to JNTUH, Hyderabad,  
Sponsored by : Jawahar Educational Society,

ACCREDITED WITH NAAC 'A' GRADE  
UGC AUTONOMOUS INSTITUTION



# **POLICY -DOCUMENT**

## **Academic Year 2025–26**



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## POLICY– 1

### SERVICE RULES, POLICIES, SOPs AND PROCEDURES

#### 1.1 Preamble

The effective functioning of an academic institution depends on well-defined service rules, policies, standard operating procedures (SOPs), and administrative practices. These frameworks ensure transparency, accountability, consistency, and quality in academic and administrative processes.

Visvesvaraya College of Engineering and Technology is committed to maintaining high standards in governance and institutional management in line with guidelines prescribed by regulatory bodies such as the All India Council for Technical Education (AICTE), National Board of Accreditation (NBA), and National Assessment and Accreditation Council (NAAC).

#### 1.2 Purpose

The purpose of this document is to:

- Establish clear service rules and institutional policies
- Ensure uniformity in administrative and academic procedures
- Promote transparency and accountability in institutional functioning
- Support compliance with accreditation and regulatory requirements
- Facilitate smooth day-to-day operations of the institution

#### 1.3 Scope

This document applies to all stakeholders of the institution, including:

- Teaching Faculty (Professors, Associate Professors, Assistant Professors)
- Non-Teaching Staff (Administrative and Technical Staff)
- Students
- Department Heads and Administrative Authorities

#### 1.4 Objectives

The institution aims to:

- Maintain discipline and professional conduct among staff and students
- Ensure efficient academic and administrative processes
- Promote quality education and research
- Establish standardized procedures for institutional activities
- Enhance institutional governance and accountability

## 1.5 Service Rules

### 1.5.1 Recruitment Policy

- Recruitment shall be conducted as per AICTE norms
- Selection will be based on qualifications, experience, and performance in interviews
- Reservation policies shall be followed as per government regulations

### 1.5.2 Appointment and Joining

- Selected candidates shall receive an official appointment order
- Joining formalities must be completed within the stipulated time
- Submission of original certificates for verification is mandatory

### 1.5.3 Probation

- Newly appointed staff shall be on probation for a period of 1–2 years
- Confirmation is based on performance evaluation

### 1.5.4 Working Hours and Attendance

- Staff must adhere to prescribed working hours
- Biometric/attendance registers shall be maintained
- Late coming and absenteeism will be monitored

### 1.5.5 Leave Rules

Eligible leave includes:

- Casual Leave (CL)
- Earned Leave (EL)
- Medical Leave (ML)
- Maternity/Paternity Leave

Leave approval is subject to institutional rules and prior permission.

### 1.5.6 Code of Conduct

- Maintain professional ethics and discipline
- Respect institutional hierarchy
- Avoid misconduct and malpractice
- Maintain confidentiality of institutional information

### 1.5.7 Performance Appraisal

- Annual Performance Appraisal System (APAS) shall be followed
- Based on teaching, research, and institutional contributions

### **1.5.8 Promotion Policy**

- Promotions shall follow Career Advancement Scheme (CAS)
- Based on experience, qualifications, and performance

### **1.5.9 Resignation and Termination**

- Staff must provide one-month/three-month notice as per appointment terms
- The institution reserves the right to terminate services based on misconduct or poor performance

## **1.6 Institutional Policies**

### **1.6.1 Academic Policy**

- Curriculum delivery shall follow university guidelines
- Academic calendar must be strictly adhered to
- Continuous evaluation and assessment shall be implemented

### **1.6.2 Research Policy**

- Encourage publications in reputed journals
- Promote funded research projects and consultancy
- Support patent filing and innovation

### **1.6.3 Examination Policy**

- Maintain confidentiality and integrity
- Follow fair evaluation practices
- Timely declaration of results

### **1.6.4 Grievance Redressal Policy**

- Establish grievance committees
- Ensure timely resolution of complaints
- Maintain transparency and fairness

### **1.6.5 Anti-Ragging Policy**

- Strictly prohibit ragging as per UGC norms
- Immediate disciplinary action against offenders

### **1.6.6 Equal Opportunity Policy**

- Ensure non-discrimination based on gender, caste, religion, or disability
- Promote inclusive education

## **1.7 Standard Operating Procedures (SOPs)**

### **1.7.1 Academic SOPs**

- Preparation of lesson plans
- Conduct of classes and laboratories
- Internal assessment procedures and Course file maintenance

### **1.7.2 Administrative SOPs**

- File movement and approvals
- Documentation and record keeping
- Communication protocols

### **1.7.3 Examination SOPs**

- Question paper setting and moderation
- Conduct of examinations
- Evaluation and result processing

### **1.7.4 Research SOPs**

- Proposal submission
- Approval process
- Fund utilization and reporting

## **1.8 Procedures**

### **1.8.1 Admission Procedure**

- Follow government and university guidelines
- Transparent admission process

### **1.8.2 Procurement Procedure**

- Requirement identification
- Quotation collection
- Approval and purchase

### **1.8.3 Leave Approval Procedure**

- Submission of leave application
- Approval by HOD/Principal

### **1.8.4 Student Evaluation Procedure**

- Internal assessments
- Assignments and quizzes
- End-semester examinations

### 1.9 Monitoring and Review

The implementation of service rules and policies shall be monitored by:

- Principal
- Governing Body
- Internal Quality Assurance Cell (IQAC)
- Heads of Departments

Periodic audits and reviews shall be conducted to ensure effectiveness.

### 1.10 Institutional Support Measures

The institution shall provide:

- Infrastructure and laboratory facilities
- Library and digital resources
- Training and development programs
- Support for research and innovation

### 1.11 Policy Review

This document shall be reviewed periodically by:

- Governing Body
- Academic Council
- IQAC

Revisions shall be made based on regulatory updates and institutional needs.

### 1.12 Conclusion

The Service Rules, Policies, SOPs, and Procedures of Visvesvaraya College of Engineering and Technology ensure structured governance, transparency, and quality in institutional operations. These guidelines help in achieving academic excellence, improving administrative efficiency, and meeting accreditation standards of NBA and NAAC.

## POLICY– 2

### ANTI-RAGGING POLICY

#### 2.1 Preamble

Ragging is a serious offence that affects the dignity, safety, and mental well-being of students. It creates an unhealthy academic environment and disrupts the culture of mutual respect and learning within the institution.

Visvesvaraya College of Engineering and Technology strictly prohibits ragging in any form within the campus and outside. This policy is framed in accordance with the guidelines of the **University Grants Commission (UGC)**, **All India Council for Technical Education (AICTE)**, and directives of the Government of India to ensure a safe and supportive environment for all students.

#### 2.2 Purpose

The purpose of this policy is to:

- Prevent ragging in all forms within the institution
- Ensure a safe and secure environment for students
- Promote discipline, respect, and healthy interactions
- Create awareness about the consequences of ragging
- Establish mechanisms for reporting and redressal

#### 2.3 Scope

This policy applies to:

- All students (senior and junior)
- All academic and non-academic staff
- All areas of the institution including:
  - ✓ Classrooms
  - ✓ Laboratories
  - ✓ Hostels
  - ✓ Transportation
  - ✓ Playgrounds
  - ✓ Any location outside campus related to institutional activities

## 2.4 Definition of Ragging

Ragging includes any act that causes:

- Physical or psychological harm
- Harassment or intimidation
- Abuse (verbal, emotional, or physical)
- Forced activities or humiliation
- Bullying or coercion

Examples include:

- Teasing or insulting juniors
- Forcing students to perform unwanted tasks
- Use of abusive language
- Physical assault or threats
- Online harassment (cyber ragging)

## 2.5 Objectives

The institution aims to:

- Completely eliminate ragging from campus
- Foster a friendly and respectful student environment
- Ensure zero tolerance towards ragging
- Encourage positive interaction between seniors and juniors
- Provide support to victims

## 2.6 Anti-Ragging Committee

The institution shall constitute an **Anti-Ragging Committee** comprising:

- Principal (Chairperson)
- Senior Faculty Members
- Administrative Staff
- Student Representatives
- Parent Representative and Local Authorities/NGO Representative

### Functions:

- Monitor anti-ragging measures
- Conduct awareness programs
- Review complaints and take action
- Ensure compliance with regulatory guidelines

## 2.7 Anti-Ragging Squad

A dedicated **Anti-Ragging Squad** shall be formed to:

- Conduct surprise inspections
- Monitor sensitive areas (hostels, corridors, etc.)
- Prevent ragging incidents
- Report violations immediately

## 2.8 Preventive Measures

The institution shall take the following preventive actions:

- Display anti-ragging notices across campus
- Obtain anti-ragging affidavits from students and parents
- Conduct awareness programs and orientation sessions
- Monitor hostels and common areas
- Provide counseling support to students
- Install CCTV surveillance in key locations

## 2.9 Reporting Mechanism

Students can report ragging through:

- Complaint to faculty or mentor
- Anti-Ragging Committee
- Suggestion/complaint boxes
- Online grievance portal (if available)
- Helpline numbers

All complaints shall be treated confidentially.

## 2.10 Disciplinary Actions

Strict action shall be taken against those involved in ragging, including:

- Warning or suspension
- Withholding scholarships or benefits
- Debarring from examinations
- Expulsion from the institution
- Filing of FIR as per legal provisions

Punishment shall be as per UGC/AICTE norms and severity of the offence.



## 2.11 Responsibilities

### Students:

- Refrain from any form of ragging
- Respect fellow students
- Report incidents immediately

### Faculty and Staff:

- Monitor student behavior
- Provide guidance and support
- Report incidents promptly

### Institution:

- Ensure strict implementation of the policy
- Provide a safe environment
- Take timely action on complaints

## 2.12 Monitoring and Review

The implementation of this policy shall be monitored by:

- Anti-Ragging Committee
- Principal
- Internal Quality Assurance Cell (IQAC)

Regular reviews shall be conducted to ensure effectiveness.

## 2.13 Policy Review

This policy shall be reviewed periodically and updated as per:

- UGC guidelines
- AICTE regulations
- Institutional requirements

## 2.14 Conclusion

The Anti-Ragging Policy of Visvesvaraya College of Engineering and Technology reflects the institution's commitment to maintaining a safe, respectful, and inclusive academic environment. Strict enforcement of this policy ensures the protection of student rights and promotes a culture of dignity and mutual respect.

## POLICY– 3

### BARRIER-FREE ENVIRONMENT POLICY FOR DIVYANGJAN

#### 3.1 Preamble

Visvesvaraya College of Engineering and Technology is committed to providing an inclusive and accessible environment for all students, including Divyangjan (persons with disabilities). The institution ensures equal opportunities by removing physical, academic, and social barriers in accordance with the Rights of Persons with Disabilities Act, 2016 and guidelines of UGC and AICTE.

#### 3.2 Purpose

- To create a barrier-free and inclusive campus
- To ensure equal access to education and facilities
- To promote independence and dignity among Divyangjan
- To comply with NAAC/NBA accessibility requirements

#### 3.3 Key Features of Barrier-Free Environment

Based on best practices followed in engineering colleges and universities:

##### 3.3.1 Physical Infrastructure

- Ramps and lifts for easy access to classrooms
- Wheelchair-friendly pathways and entrances
- Disabled-friendly washrooms and Reserved parking facilities

Visvesvaraya College of Engineering and Technology provides ramps, lifts, and accessible buildings to facilitate easy movement of Divyangjan students in compliance with NAAC guidelines.

##### 3.3.2 Signage and Navigation

- Tactile paths for visually impaired students
- Display boards and clear signposts
- Adequate lighting across the campus

##### 3.3.3 Assistive Technology

- Screen reading software
- Digital learning resources
- Accessible websites and e-content

The institution provides assistive technologies to support the learning needs of differently-abled students.

### 3.3.4 Academic Support

- Provision of scribes during examinations
- Extra time for examinations
- Soft copies of study materials and Reader assistance

### 3.3.5 Mobility and Transport Support

- Wheelchairs and mobility aids
- Support for movement within the campus

### 3.3.6 Inclusive Campus Initiatives

- Equal Opportunity Cell / PwD Cell
- Awareness and sensitization programs
- Participation in academic and cultural activities

### 3.3.7 Advanced Inclusivity Practices

- Motorized wheelchairs (where applicable)
- Universal design classrooms
- Assistive and innovative support solutions

## 3.4 Institutional Measures (VCET)

The institution shall ensure:

- Barrier-free access to all academic and administrative buildings
- Special facilities for Divyangjan in hostels and common areas
- Digital accessibility of academic resources
- Support services such as scribes and mentoring
- Continuous improvement of accessibility infrastructure

## 3.5 Monitoring and Implementation

The policy shall be implemented and monitored by:

- Principal
- Internal Quality Assurance Cell (IQAC)

Regular reviews and audits shall be conducted to ensure effective implementation.

## 3.6 Conclusion

The Barrier-Free Environment Policy of Visvesvaraya College of Engineering and Technology ensures that all students, including Divyangjan, can access education without barriers. The institution is committed to promoting inclusivity, equality, and dignity by adopting best practices in accessibility.

## POLICY – 4

### FACULTY INCENTIVE POLICY

#### 4.1 Preamble

Visvesvaraya College of Engineering and Technology recognizes the importance of motivating faculty members for excellence in teaching, research, and professional development. The Faculty Incentive Policy is designed to encourage academic achievements, innovation, and quality contributions towards institutional growth.

#### 4.2 Purpose

- To motivate faculty for academic and research excellence
- To encourage publications, patents, and funded projects
- To promote participation in FDPs, conferences, and workshops
- To recognize and reward outstanding contributions

#### 4.3 Scope

This policy applies to all teaching faculty members, including:

- ✓ Professors
- ✓ Associate Professors
- ✓ Assistant Professors

#### 4.4 Areas of Incentives

The institution may provide incentives for the following activities:

##### 4.4.1 Research Publications

- Papers published in reputed journals (Scopus/SCI/UGC Care)
- Conference publications

##### 4.4.2 Research Projects and Consultancy

- Funded research projects
- Consultancy work and industry collaboration

##### 4.4.3 Patents and Innovation

- Filing and granting of patents
- Development of innovative products or solutions

##### 4.4.4 Academic Excellence

- 100% results and outstanding student performance
- Innovative teaching practices

#### 4.4.5 Faculty Development

- Participation in FDPs, STTPs, workshops, and seminars
- Completion of online certification courses

#### 4.5 Types of Incentives

The institution may provide:

- Monetary incentives (as per institutional norms)
- Certificates of appreciation
- Awards (Best Teacher / Research Excellence)
- Reimbursement for conferences and publications
- Recognition during institutional events

#### 4.6 Implementation

- Incentives shall be provided based on performance and achievements
- Faculty must submit relevant proof/documents
- Approval shall be given by the Principal/Management

#### 4.7 Monitoring

The implementation of this policy shall be monitored by:

- Principal
- Heads of Departments
- Internal Quality Assurance Cell (IQAC)

#### 4.8 Conclusion

The Faculty Incentive Policy of Visvesvaraya College of Engineering and Technology aims to promote a culture of excellence, innovation, and continuous professional development. It enhances faculty motivation and contributes to improved academic and research outcomes.

## POLICY – 5

### CIE – SEED FUNDING & FINANCIAL SUPPORT POLICY

#### 5.1 Preamble

Visvesvaraya College of Engineering and Technology promotes innovation, entrepreneurship, and research through its Centre for Innovation and Entrepreneurship (CIE). To encourage creative ideas and project development, the institution provides seed funding and financial support to faculty and students.

#### 5.2 Purpose

- To support innovative ideas and startups
- To encourage research, development, and product design
- To promote entrepreneurship among students and faculty
- To facilitate prototype development and commercialization

#### 5.3 Scope

This policy applies to:

- Faculty members
- Students (individuals or teams)
- Interdisciplinary project groups
- Startups incubated under CIE

#### 5.4 Areas of Support

Financial support may be provided for:

- Prototype development
- Research and innovation projects
- Startup and entrepreneurial activities
- Patent filing and product development
- Participation in hackathons and innovation contests

#### 5.5 Types of Financial Support

The institution may provide:

- Seed funding for innovative ideas
- Grants for research and prototype development
- Support for patent filing and IPR activities
- Travel grants for competitions and conferences
- Incubation and mentorship support

## 5.6 Application and Approval Process

- Applicants must submit a proposal to the CIE
- Proposals will be evaluated based on innovation, feasibility, and impact
- Approval shall be granted by the CIE Committee/Principal
- Funds shall be released as per approved stages

## 5.7 Monitoring and Utilization

- Fund utilization must be properly documented
- Periodic progress reports shall be submitted
- Outcomes such as prototypes, publications, or startups shall be evaluated

## 5.8 Implementation

The policy shall be implemented by:

- CIE (Centre for Innovation and Entrepreneurship)
- Principal
- Internal Quality Assurance Cell (IQAC)

## 5.9 Conclusion

The CIE – Seed Funding & Financial Support Policy encourages innovation, research, and entrepreneurial activities within the institution. It supports the transformation of ideas into practical solutions, contributing to academic excellence and societal development.



## POLICY – 6

### COMMUNITY ENGAGEMENT AND SERVICE POLICY

#### 6.1 Preamble

Visvesvaraya College of Engineering and Technology is committed to social responsibility and community development. The institution encourages students and faculty to actively participate in community engagement and service activities to promote social awareness, environmental sustainability, and inclusive growth.

#### 6.2 Purpose

- To promote social responsibility among students and faculty
- To address community needs through outreach activities
- To encourage experiential learning beyond the classroom
- To contribute to sustainable and inclusive development

#### 6.3 Scope

This policy applies to:

- ✓ Students
- ✓ Faculty members
- ✓ NSS/NCC units and institutional clubs
- ✓ Departments and extension activity coordinators

#### 6.4 Objectives

- To engage with local communities and identify societal issues
- To organize service-oriented programs and awareness campaigns
- To promote environmental and social initiatives
- To develop leadership, teamwork, and ethical values

#### 6.5 Key Activities

The institution may organize:

- Community service programs (cleanliness drives, health camps)
- Awareness campaigns (education, health, environment)
- Rural development and outreach activities
- Blood donation camps and social service initiatives
- Skill development programs for local communities

## 6.6 Implementation

- Activities shall be coordinated through NSS/NCC and departments
- Annual plan of activities shall be prepared
- Participation of students and faculty shall be encouraged
- Proper documentation of activities shall be maintained

## 6.7 Monitoring

The implementation of this policy shall be monitored by:

- Principal
- Heads of Departments
- NSS/NCC Coordinators
- Internal Quality Assurance Cell (IQAC)

## 6.8 Outcomes

- Improved social awareness and responsibility
- Enhanced student engagement and practical learning
- Strengthened institution-community relationship

## 6.9 Conclusion

The Community Engagement and Service Policy of Visvesvaraya College of Engineering and Technology promote active participation in social and developmental activities. It helps in building responsible citizens and contributes to the overall development of society.

## POLICY – 7

### CONSULTANCY POLICY

#### 7.1 Preamble

Visvesvaraya College of Engineering and Technology encourages faculty members to engage in consultancy activities with industry and external organizations. Consultancy promotes knowledge transfer, strengthens industry–institute interaction, and contributes to institutional growth and societal development.

#### 7.2 Purpose

- To promote industry–institute collaboration
- To encourage application of academic expertise to real-world problems
- To generate revenue for the institution and faculty
- To enhance research and professional development

#### 7.3 Scope

This policy applies to:

- Faculty members
- Departments and research centers
- Consultancy projects undertaken for industries, government agencies, and other organizations

#### 7.4 Types of Consultancy

The institution supports:

- Technical consultancy
- Research and development consultancy
- Testing and analysis services
- Training and skill development programs
- Advisory and expert services

#### 7.5 Approval Process

- Faculty shall submit consultancy proposals to the Head of Department
- The proposal shall be reviewed and approved by the Principal/Management
- A formal agreement/MoU shall be signed with the client



## 7.6 Revenue Sharing

- Consultancy revenue shall be shared between the institution and the faculty as per institutional norms
- A portion may be allocated for departmental development and infrastructure

## 7.7 Roles and Responsibilities

### Faculty:

- Execute consultancy work professionally and ethically
- Ensure timely completion and quality output

### Institution:

- Provide necessary infrastructure and support
- Facilitate agreements and financial processes

## 7.8 Financial Management

- All consultancy funds shall be routed through institutional accounts
- Proper records and utilization reports shall be maintained
- Payments shall be made as per agreed terms

## 7.9 Monitoring

The consultancy activities shall be monitored by:

- Principal
- Heads of Departments
- Internal Quality Assurance Cell (IQAC)

## 7.10 Conclusion

The Consultancy Policy of Visvesvaraya College of Engineering and Technology aims to strengthen industry collaboration and promote the practical application of knowledge. It enhances institutional reputation, supports faculty development, and contributes to societal and industrial growth.



## POLICY – 8

### FACULTY RESPONSIBILITIES

#### 8.1 Preamble

Faculty members play a vital role in achieving academic excellence and institutional development. Visvesvaraya College of Engineering and Technology expects faculty to uphold high standards in teaching, research, and professional conduct while contributing to the overall growth of the institution.

#### 8.2 Purpose

- To define the roles and responsibilities of faculty members
- To ensure effective teaching–learning processes
- To promote research and professional development
- To maintain discipline and academic quality

#### 8.3 Scope

This policy applies to all teaching faculty, including:

- Professors
- Associate Professors
- Assistant Professors

#### 8.4 Teaching Responsibilities

- Plan and deliver lectures as per the curriculum
- Prepare lesson plans, academic records and course materials
- Conduct tutorials and laboratory sessions
- Maintain course files and Evaluate students through internal assessments

#### 8.5 Research Responsibilities

- Engage in research and development activities
- Publish papers in reputed journals and conferences
- Apply for funded research projects
- Guide student projects and research work

#### 8.6 Academic Administration

- Participate in departmental and institutional committees
- Assist in curriculum development and revision
- Organize academic events such as seminars and workshops
- Support accreditation and quality assurance activities



### **8.7 Student Support and Mentoring**

- Act as mentors for students
- Provide academic guidance and counseling
- Monitor student performance and attendance
- Encourage participation in co-curricular and extracurricular activities

### **8.8 Professional Conduct**

- Maintain discipline, ethics, and integrity
- Follow institutional rules and regulations
- Respect colleagues and students
- Avoid misconduct and malpractice

### **8.9 Contribution to Institutional Development**

- Participate in outreach and extension activities
- Contribute to consultancy and industry interaction
- Support innovation, incubation, and entrepreneurship initiatives

### **8.10 Monitoring and Evaluation**

- Faculty performance shall be reviewed through Annual Performance Appraisal System (APAS)
- Feedback from students and peers shall be considered
- Continuous improvement shall be encouraged

### **8.11 Conclusion**

The Faculty Responsibilities policy ensures that faculty members contribute effectively to teaching, research, and institutional development. It promotes accountability, professionalism, and excellence in academic practices.

## POLICY – 9

### FACULTY RETENTION POLICY

#### 9.1 Preamble

Faculty members are the backbone of any academic institution. Maintaining a stable and qualified faculty base is essential for achieving academic excellence, improving research output, and ensuring quality education for students. Faculty retention contributes significantly to institutional development, student mentoring, curriculum delivery, and continuous improvement. This Faculty Retention Policy aims to create a supportive work environment that motivates faculty members to remain committed to the institution while meeting the quality requirements prescribed by regulatory and accreditation bodies such as NBA, NAAC, and AICTE.

#### 9.2 Purpose

The purpose of this policy is to:

- Promote long-term retention of qualified faculty members
- Maintain stability in academic programs and student mentoring
- Encourage professional development and research activities
- Ensure compliance with accreditation requirements of NBA and NAAC
- Maintain a conducive academic and research environment

#### 9.3 Scope

This policy applies to all teaching faculty members of the institution including:

- ✓ Professors
- ✓ Associate Professors
- ✓ Assistant Professors

Across all departments of the engineering college.

#### 9.4 Objectives

The institution shall implement the following objectives to strengthen faculty retention:

- Maintain a stable and qualified faculty base
- Encourage continuous professional development
- Provide career advancement opportunities
- Promote research, innovation, and consultancy
- Create a transparent and supportive academic environment
- Reduce faculty turnover and ensure continuity in teaching and research

## 9.5 Faculty Retention Strategies

### 9.5.1 Competitive Compensation

The institution shall provide competitive salary and benefits in accordance with AICTE norms and institutional policies.

Benefits may include:

- ✓ Salary as per approved pay scales
- ✓ Provident Fund (PF) / EPF benefits
- ✓ Gratuity as applicable
- ✓ Leave benefits (CL, EL, ML, Maternity Leave)
- ✓ Health insurance facilities

### 9.5.2 Professional Development

The institution encourages faculty members to enhance competencies through:

- ✓ Faculty Development Programs (FDPs)
- ✓ Workshops, seminars, and conferences
- ✓ Short-Term Training Programs (STTPs)
- ✓ Online certification programs
- ✓ Industrial training and internships

Financial support or leave may be provided.

### 9.5.3 Research and Innovation Support

The institution shall:

- ✓ Encourage Ph.D. registration and completion
- ✓ Provide seed funding for research
- ✓ Offer incentives for publications
- ✓ Support patents, consultancy, and funded projects
- ✓ Promote industry collaboration

### 9.5.4 Career Advancement

Promotions shall follow the **Career Advancement Scheme (CAS)** as per AICTE/UGC guidelines based on:

- Teaching performance
- Academic qualifications
- Research output and
- Institutional contributions



### 9.5.5 Performance Appraisal System

An **Annual Performance Appraisal System (APAS)** shall be implemented based on:

- Teaching effectiveness
- Student feedback
- Research activities
- Institutional responsibilities

### 9.5.6 Recognition and Incentives

The institution may provide:

- ✓ Best Teacher Award
- ✓ Research Excellence Award
- ✓ Publication incentives
- ✓ Patent and innovation awards
- ✓ Appreciation certificates

### 9.5.7 Academic Environment

The institution shall:

- Encourage faculty participation in decision-making
- Provide academic autonomy
- Promote teamwork and collaboration
- Support mentoring and student engagement

### 9.6 Faculty Retention Monitoring

The HR Section / IQAC shall monitor:

- ✓ Number of faculty recruited
- ✓ Number of resignations
- ✓ Faculty retention percentage
- ✓ Department-wise faculty strength
- ✓ Student–faculty ratio

### 9.7 Institutional Support Measures

The institution may provide:

- Flexible academic environment
- Support for higher education (Ph.D.)
- Sabbatical leave (if applicable)
- Leadership opportunities and Access to research infrastructure

## 9.8 Policy Review

This policy shall be reviewed periodically by:

- ✓ Governing Body
- ✓ Principal
- ✓ IQAC
- ✓ Academic Council

## 9.9 Conclusion

The Faculty Retention Policy reflects the institution's commitment to maintaining a stable, competent, and motivated faculty workforce. It enhances academic quality, research output, and ensures compliance with NBA and NAAC requirements.

## POLICY – 10

### GREEN CAMPUS POLICY

#### 10.1 Preamble

Environmental sustainability has become a critical responsibility for educational institutions. Engineering colleges play a vital role in promoting environmental awareness, sustainable practices, and eco-friendly infrastructure.

The Green Campus Policy aims to transform the campus into an environmentally sustainable and energy-efficient ecosystem through initiatives such as energy conservation, waste management, water conservation, and promotion of biodiversity. This policy aligns with sustainability initiatives encouraged by NAAC, AICTE, and national environmental guidelines.

#### 10.2 Objectives

The objectives of the Green Campus Policy are:

- To promote environmental sustainability across the campus
- To reduce carbon footprint through efficient resource management
- To encourage eco-friendly practices among students and staff
- To promote waste reduction, recycling, and responsible disposal
- To enhance greenery and biodiversity within the campus
- To support sustainable development through awareness and education

#### 10.3 Scope

This policy applies to:

- ✓ Students
- ✓ Faculty members and Administrative staff
- ✓ Visitors and contractors within the campus

It covers all buildings, laboratories, hostels, and open spaces within the campus.

#### 10.4 Green Campus Initiatives

##### 10.4.1 Energy Conservation

The institution shall promote efficient use of energy through:

- Installation of LED lighting systems
- Use of solar energy systems where feasible
- Energy-efficient electrical appliances
- Regular energy audits and Awareness campaigns on energy conservation

Students and staff are encouraged to switch off electrical equipment when not in use.

#### **10.4.2 Water Conservation**

To ensure sustainable water usage, the institution shall implement:

- Rainwater harvesting systems
- Water recycling and reuse where possible
- Installation of water-efficient fixtures
- Periodic monitoring of water consumption
- Awareness programs on water conservation

#### **10.4.3 Waste Management**

The institution shall follow responsible waste management practices:

- Segregation of waste into biodegradable and non-biodegradable categories
- Use of color-coded dustbins across campus
- Composting of organic waste
- Safe disposal of laboratory and electronic waste
- Collaboration with authorized recycling agencies

#### **10.4.4 Plastic-Free Campus**

The institution aims to maintain a plastic-free campus by:

- Restricting single-use plastics
- Encouraging reusable water bottles and bags
- Promoting eco-friendly alternatives
- Conducting awareness campaigns on plastic pollution

#### **10.4.5 Green Landscaping and Biodiversity**

To enhance ecological balance, the institution shall:

- ✓ Plant trees and maintain green belts
- ✓ Develop herbal gardens and biodiversity parks
- ✓ Conduct regular plantation drives
- ✓ Protect existing flora and fauna within the campus

#### **10.4.6 Sustainable Transportation**

The institution encourages sustainable mobility by promoting:

- ✓ Cycling and walking within the campus
- ✓ Carpooling among staff and students
- ✓ Use of public transportation where feasible



### 10.4.7 Environmental Awareness Programs

The institution shall organize:

- ✓ Seminars and workshops on environmental sustainability
- ✓ Green campus awareness campaigns
- ✓ Observance of environmental days (e.g., World Environment Day)
- ✓ Student projects related to environmental protection

### 10.5 Green Campus Committee

A Green Campus Committee shall be constituted to implement and monitor sustainability initiatives.

The committee may include:

- Principal / Director (Chairperson)
- Faculty Coordinator
- Department representatives
- Student representatives
- Administrative staff

The committee shall review environmental practices and recommend improvements.

### 10.6 Monitoring and Review

The implementation of the Green Campus Policy shall be monitored through:

- ✓ Periodic environmental audits
- ✓ Energy and water usage reports
- ✓ Waste management records
- ✓ Documentation of green activities

The policy shall be reviewed periodically by the **Internal Quality Assurance Cell (IQAC)**.

### 10.7 Conclusion

The Green Campus Policy reflects the institution's commitment to environmental sustainability and responsible resource management. Through the collective participation of students, faculty, and staff, the institution aims to create a clean, green, and eco-friendly campus environment.

## POLICY – 11

### INCUBATION POLICY

#### 11.1 Preamble

Innovation and entrepreneurship are essential components of modern engineering education. Educational institutions play a key role in nurturing innovative ideas and transforming them into viable products, services, and startup ventures.

The Incubation Policy aims to establish a structured framework to support students, faculty, and alumni in developing innovative technologies and entrepreneurial ventures. The institution facilitates mentoring, infrastructure, financial support, and industry collaboration to promote startup culture and technological innovation. This policy aligns with initiatives of AICTE, NAAC, and national startup programs.

#### 11.2 Purpose

The purpose of this policy is to:

- Promote innovation, creativity, and entrepreneurship
- Provide institutional support for startup development
- Facilitate commercialization of research and innovative ideas
- Strengthen collaboration with industry and investors
- Encourage technology-based and social startups

#### 11.3 Scope

This policy applies to:

- Students
- Faculty members and researchers
- Alumni
- External innovators collaborating with the institution

Incubation activities shall be carried out through the **Institution Innovation Council (IIC) / Incubation Centre / Entrepreneurship Development Cell (EDC)**.

#### 11.4 Objectives

- Establish a supportive ecosystem for startups
- Encourage technology development and commercialization
- Provide mentoring and guidance
- Support student-led startups and innovation projects
- Promote industry collaboration

## 11.5 Incubation Centre

The institution shall establish an **Incubation Centre** to support innovation and entrepreneurship.

The centre may provide:

- ✓ Workspace and infrastructure
- ✓ Internet and laboratory facilities
- ✓ Technical and business mentoring
- ✓ Networking with industry experts and investors

The centre shall function under a faculty coordinator or incubation manager.

## 11.6 Eligibility for Incubation

Eligible applicants include:

- ✓ Students with innovative ideas
- ✓ Faculty developing technology solutions
- ✓ Alumni entrepreneurs
- ✓ Interdisciplinary startup teams

Projects should demonstrate:

- ✓ Innovation and technological advancement
- ✓ Market potential
- ✓ Feasibility and scalability

## 11.7 Incubation Support Services

### 11.7.1 Infrastructure Support

- Co-working or office space
- Laboratory and equipment access
- Internet and computing facilities
- Meeting and presentation rooms

### 11.7.2 Mentorship and Guidance

- ✓ Faculty experts
- ✓ Industry professionals
- ✓ Entrepreneurs and startup mentors
- ✓ Business development experts

### 11.7.3 Training and Capacity Building

- Entrepreneurship development programs
- Startup workshops and boot camps
- Business plan competitions
- Innovation and design thinking sessions

### 11.7.4 Financial Support

- Seed funding (subject to availability)
- Assistance for government grants
- Guidance for venture capital and angel funding

### 11.8 Intellectual Property Rights (IPR)

The institution shall:

- Encourage patent filing and innovation
- Provide support for IPR protection
- Define ownership as per institutional policies

Revenue from commercialization may be shared between inventors and the institution as per norms.

### 11.9 Monitoring and Evaluation

An **Incubation Committee** shall monitor progress, comprising:

- Principal / Director
- Incubation Coordinator
- Faculty representatives
- Industry mentors
- External experts

The committee shall review:

- Startup progress
- Utilization of resources
- Business milestones

### 11.10 Duration of Incubation

- Incubation period: typically **1–3 years**
- Extension may be granted based on progress

### 11.11 Institutional Responsibilities

The institution shall:

- Provide infrastructure and mentoring
- Promote innovation culture
- Encourage participation in startup programs
- Facilitate industry collaboration

### 11.12 Policy Review

This policy shall be reviewed periodically by:

- Governing Body
- Research & Development Committee
- Institution Innovation Council (IIC)
- Internal Quality Assurance Cell (IQAC)

### 11.13 Conclusion

The Incubation Policy reflects the institution's commitment to fostering innovation and entrepreneurship. By providing infrastructure, mentorship, and institutional support, the college empowers students and faculty to develop innovative solutions and build successful startups.

## POLICY – 12

### INNOVATION AND START-UP POLICY

#### 12.1 Preamble

Innovation and entrepreneurship are key drivers of economic growth and technological advancement. Engineering institutions play a crucial role in nurturing creativity, research, and entrepreneurial skills among students and faculty.

The Innovation and Start-up Policy provides a structured framework to encourage innovative ideas, support startup ventures, and promote commercialization of research outcomes. The institution aims to create an ecosystem that enables students and faculty to transform ideas into viable products, services, or startups. This policy aligns with national initiatives promoting innovation and entrepreneurship.

#### 12.2 Purpose

The purpose of this policy is to:

- Encourage innovation, creativity, and problem-solving
- Support development of technology-based startups
- Promote research commercialization and technology transfer
- Facilitate collaboration with industry and investors
- Strengthen entrepreneurial culture within the institution

#### 12.3 Scope

This policy applies to:

- Students
- Faculty members and researchers
- Alumni and Startup teams associated with the institution

Innovation activities shall be supported through the Institution Innovation Council (IIC), Entrepreneurship Development Cell (EDC), Research & Development Cell, and Incubation Centre.

#### 12.4 Objectives

- Build an institutional ecosystem for innovation
- Develop entrepreneurial skills among students and faculty
- Facilitate conversion of ideas into startups
- Support technology development and commercialization
- Promote industry collaboration and mentorship

## 12.5 Innovation Ecosystem

The institution shall establish a structured innovation ecosystem consisting of:

- ✓ Institution Innovation Council (IIC)
- ✓ Incubation Centre
- ✓ Entrepreneurship Development Cell (EDC)
- ✓ Research & Development (R&D) Cell

These bodies will collectively support innovation and startup initiatives.

## 12.6 Innovation Promotion Activities

The institution shall encourage innovation through:

- ✓ Design thinking and innovation workshops
- ✓ Hackathons and coding competitions
- ✓ Startup awareness programs
- ✓ Idea competitions and project exhibitions
- ✓ Entrepreneurship development programs

Students and faculty are encouraged to participate in national and international competitions.

## 12.7 Startup Support Mechanisms

### 12.7.1 Mentoring Support

- ✓ Faculty mentors
- ✓ Industry experts
- ✓ Entrepreneurs and startup founders
- ✓ Business development professionals

### 12.7.2 Infrastructure Support

- Workspace and co-working facilities
- Access to laboratories and research facilities
- Internet and computing resources
- Meeting and presentation rooms

### 12.7.3 Financial Support

- Seed funding assistance (subject to availability)
- Support for government grants and startup schemes
- Guidance for venture capital and angel investors
- Assistance for prototype development



## 12.8 Intellectual Property Rights (IPR)

The institution shall:

- ✓ Encourage patent filing and IP protection
- ✓ Provide support for patent applications
- ✓ Facilitate technology transfer, Define ownership and revenue sharing as per IPR policy

## 12.9 Academic Flexibility for Entrepreneurs

Students and faculty involved in startups may be provided:

- ✓ Permission to work on startup projects alongside academics
- ✓ Internship/project credits for startup work
- ✓ Leave or reduced workload for faculty (as per norms)

## 12.10 Collaboration with Industry

The institution shall promote:

- ✓ Industry mentorship programs
- ✓ Joint research and innovation projects
- ✓ Technology transfer initiatives and Internship and training opportunities

## 12.11 Monitoring and Governance

An **Innovation and Startup Committee** shall monitor activities, comprising:

- ✓ Principal / Director
- ✓ IIC Coordinator
- ✓ Incubation Centre Coordinator
- ✓ Faculty representatives and Industry mentors / external experts

The committee shall review progress and recommend improvements.

## 12.12 Policy Review

This policy shall be reviewed periodically by:

- Governing Body
- Research & Development Committee
- Institution Innovation Council (IIC) and Internal Quality Assurance Cell (IQAC)

## 12.13 Conclusion

The Innovation and Start-up Policy reflects the institution's commitment to fostering creativity, innovation, and entrepreneurship. By providing mentoring, infrastructure, and institutional support, the college aims to build a strong startup ecosystem contributing to technological and economic development.

## POLICY – 13

### INTELLECTUAL PROPERTY (IP) POLICY

#### 13.1 Preamble

Intellectual Property (IP) plays a vital role in promoting innovation, creativity, and technological advancement. Engineering institutions generate new knowledge, technologies, and inventions through research activities carried out by faculty, students, and researchers.

This Intellectual Property Policy aims to encourage innovation, protect intellectual assets generated within the institution, and facilitate commercialization of research outcomes. It provides guidelines for ownership, protection, and utilization of intellectual property developed through institutional resources and research activities.

#### 13.2 Purpose

The objectives of this policy are:

- To encourage innovation and research among students and faculty
- To provide guidance on protection of intellectual property rights
- To ensure proper ownership and management of institutional IP
- To promote commercialization and technology transfer
- To create awareness about intellectual property rights

#### 13.3 Scope

This policy applies to:

- Faculty members
- Students
- Researchers and project staff
- Alumni involved in research
- External collaborators

The policy covers intellectual property created using institutional resources, facilities, or funding.

#### 13.4 Types of Intellectual Property

The policy covers:

- Patents (inventions and innovations)
- Copyrights (software, publications, course materials)
- Trademarks (logos, product names)
- Industrial designs
- Trade secrets and know-how

### 13.5 Ownership of Intellectual Property

Ownership shall generally follow these principles:

- IP developed using institutional resources shall be jointly owned by the institution and inventor(s)
- IP developed independently may be owned by the inventor(s)
- Collaborative research ownership shall be defined through agreements

The institution ensures fair and transparent recognition of contributions.

### 13.6 Intellectual Property Management

The institution may establish an **IPR Cell** under the R&D department.

Responsibilities include:

- Creating awareness on IPR
- Assisting in patent filing
- Evaluating innovations
- Supporting commercialization
- Maintaining IP records

### 13.7 Patent Filing and Protection

The institution encourages protection of inventions through patents.

Support may include:

- Guidance on patent filing procedures
- Identification of patentable ideas
- Financial support for patent filing (as per norms)

Inventors must disclose innovations to the IPR Cell before publication.

### 13.8 Commercialization of Intellectual Property

The institution supports commercialization through:

- Technology transfer agreements
- Licensing arrangements
- Startup incubation support
- Industry collaboration

### 13.9 Revenue Sharing

Revenue generated from commercialization may be shared between:

- Inventor(s)
- Institution

The sharing ratio shall be as per institutional guidelines.

### 13.10 Responsibilities of Inventors

Inventors are expected to:

- Disclose inventions promptly
- Maintain confidentiality before patent filing
- Follow institutional IPR guidelines
- Cooperate in filing and commercialization processes

### 13.11 Awareness and Training

The institution shall organize:

- Workshops and seminars on IPR
- Training programs on patent drafting
- Awareness programs for students and faculty
- Expert lectures by IP professionals

### 13.12 Policy Review

This policy shall be reviewed periodically by:

- Governing Body
- Research & Development Committee
- Institution Innovation Council (IIC)
- Internal Quality Assurance Cell (IQAC)

### 13.13 Conclusion

The Intellectual Property Policy reflects the institution's commitment to promoting innovation, protecting intellectual assets, and facilitating technology transfer. It supports faculty and students in developing and commercializing their innovations for societal and technological advancement.



## POLICY – 14

### LIBRARY POLICY

#### 14.1 Preamble

The library is an essential component of an academic institution and serves as a knowledge hub supporting teaching, learning, research, and innovation. A well-equipped library provides access to books, journals, and digital resources that promote intellectual growth and academic excellence.

This Library Policy establishes guidelines for the development, management, and effective utilization of library resources to support academic and research activities.

#### 14.2 Purpose

The purpose of this policy is to:

- ✓ Provide quality learning resources to students, faculty, and researchers
- ✓ Support academic programs and research activities
- ✓ Promote effective utilization of library resources
- ✓ Facilitate access to digital and electronic resources
- ✓ Maintain a systematic and user-friendly library system

#### 14.3 Scope

This policy applies to:

- ✓ Students
- ✓ Faculty members
- ✓ Researchers and project staff
- ✓ Administrative staff

It covers both physical and digital library resources.

#### 14.4 Library Resources

##### 14.4.1 Print Resources

- ✓ Textbooks
- ✓ Reference books
- ✓ National and international journals
- ✓ Magazines and newspapers
- ✓ Project reports and theses



#### 14.4.2 Digital Resources

- E-books and e-journals
- Online databases
- Digital repositories
- Institutional publications
- Multimedia learning resources

The institution may subscribe to national digital libraries and academic databases.

#### 14.5 Library Management

The library shall be managed by a qualified librarian and supporting staff. Responsibilities include:

- Cataloguing and classification of resources
- Maintenance of records
- Acquisition of new materials
- Management of digital resources
- Providing user assistance

Library operations may be supported through Library Management Software.

#### 14.6 Library Advisory Committee

A Library Advisory Committee shall be constituted with:

- Principal / Director (Chairperson)
- Librarian (Member Secretary)
- Faculty representatives
- Student representatives

#### Responsibilities:

- Recommend procurement of books and journals
- Review library services
- Promote effective utilization of resources

#### 14.7 Library Services

The library shall provide:

- Book lending and return services
- Reference and information services
- Digital library access
- Internet and online resource access and Current awareness services

## 14.8 Library Membership

Membership shall be available to:

- ✓ Students
- ✓ Faculty and staff
- ✓ Researchers

Users must follow library rules and regulations.

## 14.9 Borrowing Rules

- ✓ Students may borrow a limited number of books for a specified period
- ✓ Faculty may borrow additional materials
- ✓ Books must be returned or renewed on time
- ✓ Users are responsible for borrowed materials

Late returns may attract fines as per rules.

## 14.10 Digital Library and E-Resources

Facilities include:

- ✓ Access to e-books and e-journals
- ✓ Online databases
- ✓ Institutional digital repository
- ✓ Computer systems for academic use

Users must comply with copyright and licensing norms.

## 14.11 Library Discipline and Code of Conduct

Users shall:

- ✓ Maintain silence in the library
- ✓ Handle resources carefully
- ✓ Avoid damaging materials
- ✓ Follow staff instructions and Use resources for academic purposes

Violation may result in suspension of privileges.

## 14.12 Collection Development

Library resources shall be updated based on:

- Curriculum requirements
- Faculty recommendations
- Student needs and Emerging research areas

Balanced development of print and digital resources shall be ensured.

### 14.13 Monitoring and Evaluation

Library performance shall be reviewed by:

- Library Advisory Committee
- Internal Quality Assurance Cell (IQAC)

Evaluation includes:

- Usage statistics
- User feedback
- Resource adequacy
- Digital resource utilization

### 14.14 Policy Review

This policy shall be reviewed periodically by:

- Governing Body
- Library Advisory Committee
- IQAC

### 14.15 Conclusion

The Library Policy reflects the institution's commitment to providing quality learning resources and services. It supports academic excellence, research, and innovation while promoting a culture of knowledge sharing and lifelong learning.



## POLICY – 15

### MENTOR–MENTEE POLICY

#### 15.1 Preamble

The Mentor–Mentee system is an essential student support mechanism in higher education institutions. It creates a supportive academic environment where faculty members guide students in their academic, professional, and personal development. This policy establishes a structured mentoring system to monitor student progress, provide guidance, and support holistic development. It enhances student engagement, academic performance, and overall well-being.

#### 15.2 Purpose

The objectives of this policy are:

- ✓ To provide personalized academic guidance
- ✓ To monitor student progress and performance
- ✓ To support students in addressing academic and personal challenges
- ✓ To improve student retention and success rates
- ✓ To promote career guidance and professional development

#### 15.3 Scope

This policy applies to:

- ✓ All undergraduate and postgraduate students
- ✓ Faculty members acting as mentors
- ✓ Academic departments implementing mentoring

It covers mentoring activities throughout the academic year.

#### 15.4 Objectives of the Mentoring System

- Foster strong faculty–student relationships
- Encourage open communication and academic support
- Identify and assist students with difficulties
- Guide students in career and skill development
- Promote participation in co-curricular and extracurricular activities

#### 15.5 Mentor Allocation

- Each faculty member shall be assigned a group of students
- Typically, **one mentor for 15–20 students**
- Mentors may guide the same group throughout the program

## 15.6 Roles and Responsibilities of Mentors

Mentors shall:

- ✓ Conduct regular mentoring meetings
- ✓ Monitor academic performance and attendance
- ✓ Provide academic and career guidance and Maintain mentoring records
- ✓ Identify and support students facing challenges
- ✓ Guide students in projects, internships, and activities

## 15.7 Roles and Responsibilities of Mentees

Mentees are expected to:

- ✓ Attend mentoring sessions regularly and Communicate openly with mentors
- ✓ Follow guidance for academic improvement,
- ✓ Participate in academic and development activities

## 15.8 Mentoring Activities

### 15.8.1 Academic Guidance

- Course selection and planning
- Monitoring performance
- Project and research guidance

### 15.8.2 Personal Support

- Addressing stress and personal concerns
- Motivation and confidence building

### 15.8.3 Career Guidance

- Internships and placements
- Higher education opportunities
- Skill development and certifications

## 15.9 Mentoring Meetings

- Meetings shall be conducted **at least once a month**
- Meetings may be individual or group-based

## 15.10 Documentation and Records

Mentors shall maintain:

- List of mentees
- Academic and attendance records
- Mentoring session notes and Action plans for improvement

### 15.11 Monitoring and Evaluation

The mentoring system shall be monitored by:

- ✓ Head of the Department (HoD)
- ✓ Academic Committee
- ✓ Internal Quality Assurance Cell (IQAC)

Evaluation includes:

- ✓ Student feedback
- ✓ Academic improvement
- ✓ Participation in activities

### 15.12 Benefits of the Mentoring System

- Improved academic performance
- Increased student engagement and confidence
- Early identification of learning issues
- Strong faculty–student communication
- Better career guidance

### 15.13 Policy Review

This policy shall be reviewed by:

- Governing Body
- Academic Council
- Internal Quality Assurance Cell (IQAC)

### 15.14 Conclusion

The Mentor–Mentee Policy reflects the institution’s commitment to providing personalized guidance and support. It promotes academic excellence, personal growth, and successful career outcomes for students.

## POLICY – 16

### OUTCOME-BASED EDUCATION (OBE) MANUAL

#### 16.1 Preamble

Outcome-Based Education (OBE) is an educational approach that focuses on achieving specific learning outcomes for students. It emphasizes what students are expected to know and be able to do by the time they graduate. Engineering institutions adopt OBE to ensure that students acquire the knowledge, skills, and competencies required for professional practice. The OBE framework is widely used in accreditation processes such as those of the National Board of Accreditation (NBA). This manual provides guidelines for implementing OBE to enhance teaching-learning processes, assessment methods, and program effectiveness.

#### 16.2 Objectives of OBE Implementation

- Focus on measurable student learning outcomes
- Align teaching and assessment with outcomes
- Improve quality of engineering education
- Support continuous academic improvement
- Meet accreditation requirements

#### 16.3 OBE Framework

The OBE framework consists of:

- Program Educational Objectives (PEOs)
- Program Outcomes (POs)
- Course Outcomes (COs)

These ensure the development of competent engineering graduates.

#### 16.4 Program Educational Objectives (PEOs)

PEOs describe the achievements expected from graduates within a few years after completion.

They are based on:

- ✓ Institutional vision and mission
- ✓ Department goals
- ✓ Industry needs and Stakeholder feedback

#### Example PEOs:

- Apply engineering knowledge in practice
- Pursue higher education and research
- Demonstrate leadership and ethics

### 16.5 Program Outcomes (POs)

POs describe the skills and competencies students must achieve at graduation.

As per NBA, the **12 Program Outcomes** include:

1. Engineering knowledge
2. Problem analysis
3. Design and development of solutions
4. Investigation of complex problems
5. Modern tool usage
6. Engineer and society
7. Environment and sustainability
8. Ethics
9. Individual and teamwork
10. Communication
11. Project management and finance
12. Life-long learning

### 16.6 Course Outcomes (COs): Course Outcomes define what students learn in a course.

They should be:

- ✓ Clear and measurable
- ✓ Aligned with POs
- ✓ Achievable within the course duration and Each course typically includes **4–6 COs**.

### 16.7 CO–PO Mapping

COs are mapped with POs to ensure alignment of curriculum with program goals.

Mapping levels:

- **1 – Low**
- **2 – Moderate**
- **3 – High**

This mapping helps evaluate curriculum effectiveness.

### 16.8 Assessment Methods

#### Direct Assessment

- Internal exams, Assignments and quizzes
- Laboratory work
- Projects and presentations and End-semester exams

### **Indirect Assessment**

- ✓ Student feedback
- ✓ Alumni feedback
- ✓ Employer feedback
- ✓ Exit surveys

### **16.9 Outcome Attainment**

Outcome attainment measures achievement of COs and POs.

Steps include:

1. Calculate CO attainment
2. Map COs to POs
3. Evaluate PO attainment
4. Analyze results

Attainment levels:

- High
- Moderate
- Low

### **16.10 Continuous Improvement**

Based on attainment results, actions may include:

- Revising course content
- Improving teaching methods
- Enhancing lab facilities and Providing additional training

### **16.11 Roles and Responsibilities**

#### **Department**

- Define PEOs, POs, COs
- Conduct mapping and assessments

#### **Faculty**

- Develop COs
- Deliver courses and assess students

#### **OBE / IQAC Committee**

- Monitor implementation
- Review attainment reports
- Recommend improvements

### 16.12 Documentation

Essential records include:

- PEOs, POs, COs
- CO–PO mapping tables
- Assessment reports
- Feedback reports
- Improvement actions

### 16.13 Review and Monitoring

Monitoring shall be done by:

- Department Academic Committees
- Institutional OBE Committee
- Internal Quality Assurance Cell (IQAC)

### 16.14 Conclusion

Outcome-Based Education ensures that graduates possess the required knowledge, skills, and competencies. Through measurable outcomes and continuous improvement, the institution enhances education quality and meets accreditation standards.

## POLICY 17

### OPEN EDUCATIONAL RESOURCES (OER) POLICY

#### 17.1 Preamble

Open Educational Resources (OER) are freely available educational materials that can be used, shared, adapted, and redistributed for teaching and learning purposes. These resources include textbooks, lecture notes, videos, course modules, simulations, assignments, and assessments released under open licenses.

OER are typically distributed under Creative Commons licenses, enabling reuse and modification under specified conditions. The adoption of OER has become an essential component of digital learning strategies in higher education. Through OER, institutions can enhance collaboration among faculty, improve teaching quality, and provide students with access to global educational resources.

#### 17.2 Purpose of the Policy

The purpose of this policy is to establish guidelines for the creation, use, and dissemination of Open Educational Resources within the institution.

The policy aims to:

- Promote open access to educational resources
- Improve the quality of teaching and learning
- Encourage faculty to develop innovative teaching materials
- Provide affordable educational resources to students
- Promote collaboration among institutions and educators

#### 17.3 Objectives of the Policy

##### 17.3.1 Enhancing Teaching and Learning

Encourage integration of OER into teaching to improve learning outcomes.

##### 17.3.2 Encouraging Knowledge Sharing

Promote sharing of educational materials among educators and learners.

##### 17.3.3 Supporting Digital Education

Facilitate blended and online learning through digital resources.

##### 17.3.4 Promoting Lifelong Learning

Enable continuous learning through freely accessible educational content.

##### 17.3.5 Increasing Institutional Visibility

Enhance institutional recognition through high-quality OER contributions.



## 17.4 Scope of the Policy

This policy applies to:

- Faculty members
- Researchers
- Students
- Academic departments
- Library staff
- IT staff

It covers all teaching and learning materials, including:

- Lecture notes
- Presentations
- Video lectures
- E-books
- Question banks
- Laboratory manuals and Online courses

## 17.5 Definition of OER

Open Educational Resources are teaching, learning, and research materials available in the public domain or released under an open license that permits free use, adaptation, and redistribution.

Examples include:

- Open textbooks
- Lecture videos
- Online courses
- Learning modules
- Educational software and Research publications

## 17.6 Sources of OER

Faculty and students are encouraged to utilize OER from recognized platforms such as:

- SWAYAM
- NPTEL
- National Digital Library of India
- MIT OpenCourseWare
- Coursera
- Khan Academy and OpenStax

## 17.7 Roles and Responsibilities

### 17.7.1 Institution

The institution shall:

- Encourage development of OER materials
- Provide digital infrastructure
- Conduct training programs
- Maintain an OER repository

### 17.7.2 Faculty Members

Faculty members shall:

- Develop high-quality educational content
- Share teaching materials openly
- Integrate OER into teaching
- Ensure compliance with copyright laws

### 17.7.3 Students

Students are encouraged to:

- Use OER for learning and research
- Develop content under guidance
- Follow copyright and licensing norms

## 17.8 Institutional OER Repository

The institution shall establish an OER repository accessible through the college website.

The repository may include:

- Lecture videos
- Course materials
- Research publications
- Learning modules
- Laboratory manuals

## 17.9 Copyright and Licensing

All OER materials must comply with copyright regulations. The institution promotes the use of Creative Commons licenses such as:

- CC BY
- CC BY-SA
- CC BY-NC

### 17.10 Incentives for Faculty

To encourage OER development, the institution may provide:

- Recognition and awards
- Incentives for content creation
- Funding for digital resources
- Support for online course development

### 17.11 Training and Capacity Building

The institution shall organize:

- Workshops on digital content creation
- Training on Creative Commons licensing
- MOOC development programs
- E-learning tools training

### 17.12 Quality Assurance

To maintain quality:

- Peer review of OER materials
- Academic approval before publication
- Periodic updates and revisions

### 17.13 Monitoring and Evaluation

The policy implementation shall be monitored by the Internal Quality Assurance Cell (IQAC), which will:

- Monitor usage of OER resources
- Evaluate content quality
- Recommend improvements

### 17.14 Policy Review

This policy shall be reviewed every three years to ensure relevance and alignment with evolving educational practices.

### 17.15 Expected Outcomes

Implementation of this policy is expected to:

- Improve access to quality education
- Reduce student learning costs
- Enhance teaching effectiveness
- Promote innovation in education and Increase institutional visibility

## POLICY 18

### PLACEMENT POLICY

#### 18.1 Preamble

Placement support is an important component of higher education institutions, particularly in professional programs such as engineering and technology. Institutions aim to prepare students not only with academic knowledge but also with employability skills required by industries.

The Placement Policy of Visvesvaraya College of Engineering and Technology is designed to provide a structured framework for career development, skill enhancement, internships, and campus recruitment. The institution recognizes that successful placement of students depends on a combination of academic excellence, technical competency, communication skills, and professional ethics. Engineering institutions establish dedicated Training and Placement Cells to bridge the gap between academia and industry.

These cells organize training programs, facilitate internships, and invite companies for campus recruitment. The policy outlines responsibilities of the Training and Placement Cell, eligibility criteria for students, recruitment procedures, and ethical guidelines. Through effective implementation, the institution aims to enhance employability and ensure successful career opportunities for graduates.

#### 18.2 Purpose of the Placement Policy

The purpose of this policy is to establish systematic procedures for student training, career guidance, internship opportunities, and campus recruitment activities.

The policy aims to:

- Facilitate employment opportunities for graduating students
- Provide career guidance and professional development
- Strengthen collaboration between industry and academia
- Improve employability skills among students
- Ensure transparency and fairness in placement activities
- Promote internship and industrial training opportunities
- Support students in achieving successful careers

## 18.3 Objectives of the Placement Policy

### 18.3.1 Enhance Student Employability

Improve employability through technical, communication, and problem-solving training.

### 18.3.2 Build Industry–Institution Partnerships

Encourage collaboration through internships, guest lectures, and recruitment drives.

### 18.3.3 Provide Career Guidance

Offer career counseling to help students choose suitable career paths.

### 18.3.4 Facilitate Campus Recruitment

Organize campus recruitment drives by inviting companies.

### 18.3.5 Promote Internship Opportunities

Encourage internships for practical exposure.

### 18.3.6 Improve Professional Skills

Enhance communication, teamwork, leadership, and professional behavior.

## 18.4 Scope of the Placement Policy

This policy applies to:

- Final year undergraduate students
- Postgraduate students
- Faculty members and Training and Placement Cell staff
- Recruiting organizations

It covers:

- Campus recruitment
- Internship programs
- Skill development training
- Career counseling and Industry interaction programs

## 18.5 Training and Placement Cell

The institution establishes a Training and Placement Cell (TPC) to coordinate placement activities and act as a bridge between the institution and industry.

### Responsibilities include:

- Organizing campus recruitment drives
- Coordinating internship opportunities
- Conducting training programs and Building relationships with companies
- Maintaining placement records and statistics



## 18.6 Pre-Placement Training Programs

The institution conducts training programs to prepare students for recruitment:

- **Aptitude Training:** Quantitative, logical, and analytical skills
- **Communication Skills Training:** Verbal, presentation, and etiquette skills
- **Technical Training:** Department-specific technical workshops
- **Resume Preparation:** Professional resume and portfolio guidance
- **Mock Interviews:** Practice sessions for real interviews

## 18.7 Internship and Industrial Training

Internships provide practical experience and industry exposure.

Types include:

- ✓ Summer internships
- ✓ Industrial training programs
- ✓ Industry-based projects
- ✓ Research internships

These help students apply theoretical knowledge in real-world scenarios.

## 18.8 Placement Eligibility Criteria

Students must meet eligibility requirements such as:

- Completion of academic credits
- Minimum academic performance
- Satisfactory attendance
- Good conduct and discipline

Students must register with the Training and Placement Cell.

## 18.9 Campus Recruitment Process

The recruitment process includes:

1. **Company Invitation** – Companies invited for recruitment
2. **Pre-Placement Talk** – Company presentations
3. **Written Test** – Aptitude/technical screening
4. **Technical Interview** – Subject knowledge assessment
5. **HR Interview** – Personality and communication evaluation
6. **Final Selection** – Offer letters issued

## 18.10 Roles and Responsibilities

### 18.10.1 Institution

- Provide infrastructure
- Support training programs
- Maintain industry collaboration
- Ensure transparency

### 18.10.2 Faculty Members

- Guide students in career planning
- Encourage training participation
- Support placement activities

### 18.10.3 Students

- Attend training sessions
- Maintain professional behavior
- Follow placement rules
- Participate actively

## 18.11 Code of Conduct for Students

Students must:

- Attend interviews on time
- Maintain professional dress code
- Avoid misrepresentation
- Respect company policies

Violation may lead to disqualification.

## 18.12 Industry Interaction Programs

The institution organizes:

- Guest lectures
- Industrial visits
- Industry-sponsored projects
- Technical workshops

These provide real-world exposure and industry insights.

### **18.13 Monitoring and Evaluation**

The policy is monitored by IQAC and the Training and Placement Cell through:

- Analysis of placement statistics
- Recruiter feedback
- Student surveys
- Training program review

### **18.14 Review of the Policy**

The policy will be reviewed every three years by the Academic Council and IQAC.

### **18.15 Expected Outcomes**

Implementation of this policy will:

- Increase placement opportunities
- Improve employability skills
- Strengthen industry partnerships
- Enhance institutional reputation
- Provide better career prospects

## POLICY 19

### PLAGIARISM POLICY

#### 19.1 Preamble

Academic integrity is a fundamental principle in higher education and research. Educational institutions are responsible for maintaining high standards of honesty, transparency, and originality in teaching, learning, and research activities. Plagiarism, which involves presenting someone else's work as one's own without proper acknowledgement, undermines the credibility of academic institutions and affects the quality of research. Plagiarism may occur intentionally or unintentionally when students, faculty members, or researchers copy text, ideas, images, data, or research findings from other sources without proper citation.

With the increasing availability of digital resources and online materials, the risk of plagiarism has increased significantly in academic environments. To address this challenge, higher education institutions establish policies and procedures that promote academic integrity and prevent plagiarism. These policies provide guidelines for ethical research practices, proper citation, and responsible use of information. The Plagiarism Policy of Visvesvaraya College of Engineering and Technology aims to create awareness among students, faculty, and researchers about the importance of originality in academic work. It also establishes procedures for plagiarism detection, prevention, and disciplinary actions.

#### 19.2 Purpose of the Plagiarism Policy

The purpose of this policy is to establish clear guidelines and procedures to prevent plagiarism and promote academic honesty.

The policy aims to:

- Promote ethical academic practices among students and faculty
- Ensure originality in research publications, projects, and theses
- Provide guidelines for proper citation and referencing
- Prevent misuse of intellectual property
- Maintain the credibility and reputation of the institution
- Establish procedures for detecting and addressing plagiarism
- Encourage responsible use of information and research materials

### **19.3 Objectives of the Policy**

#### **19.3.1 Promote Academic Integrity**

Encourage honesty and integrity in academic and research activities.

#### **19.3.2 Encourage Original Research**

Promote original research contributions from faculty and students.

#### **19.3.3 Prevent Academic Misconduct**

Provide guidelines to prevent plagiarism-related misconduct.

#### **19.3.4 Improve Research Quality**

Enhance quality and credibility through proper citation and originality.

#### **19.3.5 Create Awareness about Research Ethics**

Conduct workshops and training on plagiarism and ethics.

### **19.4 Scope of the Policy**

This policy applies to:

- Undergraduate students
- Postgraduate students
- Research scholars
- Faculty members
- Researchers
- Administrative staff involved in academic work

It applies to:

- Assignments and project reports
- Seminar presentations
- Laboratory reports
- Research papers and publications
- Conference papers
- Theses and dissertations
- Books and study materials
- Institutional documents

### **19.5 Definition of Plagiarism**

Plagiarism refers to presenting someone else's work as one's own without proper acknowledgement.

**Types of plagiarism include:**

- **Direct Plagiarism:** Copying word-for-word without citation
- **Self-Plagiarism:** Reusing own work without acknowledgement
- **Mosaic Plagiarism:** Mixing content from multiple sources
- **Accidental Plagiarism:** Unintentional failure to cite
- **Data Plagiarism:** Using data/images without credit

**19.6 Types of Academic Misconduct**

Examples include:

- Copying assignments from others
- Downloading and submitting online content as original
- Using content without citation
- Purchasing assignments or papers
- Reusing submitted work without permission
- Submitting copied thesis/dissertation material

Such practices are prohibited and may result in disciplinary action.

**19.7 Acceptable Similarity Limits**

S.No.	Similarity Percentage	Interpretation
1	Up to 10%	Acceptable
2	10% – 30%	Minor revision required
3	30% – 40%	Major revision required
4	Above 40%	Rejection / disciplinary action

Applicable to:

- Research papers
- Theses and dissertations
- Student project reports

**19.8 Plagiarism Detection Tools**

The institution uses tools such as:

- Turnitin
- Urkund
- Grammarly Plagiarism Checker
- iThenticate

All academic submissions must undergo plagiarism checking before submission or publication.

## 19.9 Roles and Responsibilities

### 19.9.1 Institution

- Establish plagiarism guidelines
- Provide detection software
- Conduct awareness programs and Promote ethical research

### 19.9.2 Faculty Members

- Guide students on citation practices
- Review assignments for originality
- Report suspected plagiarism and Encourage ethical behavior

### 19.9.3 Students

- Submit original work
- Properly cite references
- Avoid copying
- Follow academic integrity guidelines

## 19.10 Citation and Referencing Guidelines

Proper citation is mandatory.

Common styles:

- APA
- IEEE
- MLA
- Harvard

Sources to acknowledge:

- Books
- Journals
- Websites
- Research papers ,Images and graphs

## 19.11 Awareness and Training Programs

The institution conducts:

- Research methodology workshops
- Academic writing workshops
- Citation training
- Research ethics seminars

## 19.12 Penalties for Plagiarism

### Minor Offense

- Revision and resubmission
- Warning

### Moderate Offense

- Reduction in marks
- Resubmission

### Major Offense

- Rejection of work
- Suspension
- Disciplinary action

Repeated offenses lead to stricter penalties.

## 19.13 Monitoring and Implementation

Monitored by IQAC and Research Committee:

- Review plagiarism reports
- Handle misconduct cases
- Recommend disciplinary actions
- Promote ethical practices

## 19.14 Policy Review

Every three years Reviewed by Academic Council and IQAC. Updates will be communicated to stakeholders.

## 19.15 Expected Outcomes

- Promote ethical research practices
- Improve academic quality
- Prevent misconduct
- Encourage originality and innovation
- Enhance institutional reputation

## POLICY 20

### PROCUREMENT POLICY

#### 20.1 Preamble

Procurement is a vital institutional function that ensures the timely acquisition of goods, services, and works required for academic, administrative, and research activities. A well-defined procurement system promotes transparency, accountability, cost-effectiveness, and quality assurance. This policy establishes standardized procedures for purchasing equipment, materials, and services in compliance with institutional norms and regulatory guidelines, ensuring optimal utilization of financial resources.

#### 20.2 Purpose of the Policy

The purpose of this policy is to provide a structured and transparent framework for procurement activities within the institution.

- Prevent misconduct
- Encourage originality and innovation
- Enhance institutional reputation

The policy aims to

- ensure transparency and fairness in procurement processes
- Promote cost-effective and efficient purchasing
- Maintain quality standards in goods and services
- Ensure compliance with institutional and regulatory requirements
- Prevent misuse of institutional funds

#### 20.3 Objectives of the Policy

##### 20.3.1 Ensuring Transparency

To establish clear and well-documented procurement procedures.

##### 20.3.2 Promoting Cost Efficiency

To procure goods and services at competitive and reasonable prices.

##### 20.3.3 Maintaining Quality Standards

To ensure that procured items meet required technical specifications.

##### 20.3.4 Supporting Institutional Needs

To facilitate uninterrupted academic and administrative activities.



### 20.3.5 Ensuring Accountability

To define roles and maintain proper documentation for audit purposes.

### 20.4 Scope of the Policy

- This policy applies to:
  - ✓ All academic departments
  - ✓ Administrative units
  - ✓ Faculty and staff involved in procurement
  - ✓ Purchase Committee and Accounts Section
- The policy covers procurement of:
  - ✓ Laboratory equipment and instruments
  - ✓ Books and library resources
  - ✓ IT infrastructure and software
  - ✓ Furniture and fixtures
  - ✓ Consumables and office supplies
  - ✓ Services and maintenance contracts

### 20.5 Definition of Procurement

Procurement refers to the process of acquiring goods, services, or works from external sources through a systematic and transparent procedure ensuring quality, cost-effectiveness, and compliance.

### 20.6 Procurement Methods

The institution shall adopt appropriate procurement methods based on value and requirement:

- ✓ Direct Purchase – For low-value items
- ✓ Quotation Method – Obtaining quotations from multiple vendors
- ✓ Tender Process – Open or limited tenders for high-value procurements
- ✓ Rate Contract – Procurement through approved vendors

### 20.7 Roles and Responsibilities

#### 20.7.1 Governing Body / Management

- Approves procurement policies and major purchases

#### 20.7.2 Principal

- Provides overall supervision and approval

### 20.7.3 Purchase Committee

- ✓ Evaluates requirements and quotations
- ✓ Recommends suitable vendors
- ✓ Ensures compliance with procurement procedures

### 20.7.4 Heads of Departments (HODs)

- ✓ Identify and initiate procurement requirements

### 20.7.5 Accounts Department

- ✓ Verifies financial approvals
- ✓ Processes vendor payments

## 20.8 Procurement Procedure

1. **Requirement Identification** – Departments identify and submit procurement needs
2. **Approval Process** – Approval obtained from competent authority
3. **Vendor Selection** – Quotations/tenders invited and evaluated
4. **Purchase Order (PO)** – Issued to selected vendor
5. **Delivery and Inspection** – Items received and verified for quality and specifications
6. **Payment Processing** – Payments released after verification
7. **Documentation** – All records maintained for audit and compliance

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## 20.9 Quality Assurance

To ensure quality:

- Procured items must meet defined specifications
- Inspection is mandatory upon delivery
- Defective items must be replaced or returned

## 20.10 Ethical Practices

- Avoid conflicts of interest in procurement decisions
- Ensure fair and transparent vendor selection
- Maintain confidentiality of quotations and bids

## 20.11 Financial Control

- Procurement must adhere to approved budgets
- Prior financial approval is mandatory
- Proper documentation of all transactions is required

### 20.12 Monitoring and Audit

- Regular internal audits shall be conducted
- Procurement records will be periodically reviewed
- Compliance will be monitored by the administration

### 20.13 Role of IQAC

The Internal Quality Assurance Cell (IQAC) shall:

- Monitor procurement practices
- Ensure adherence to quality standards
- Recommend improvements

### 20.14 Review of the Policy

This policy shall be reviewed every three years or as required by the institution.

### 20.15 Expected Outcomes

- The implementation of this policy is expected to:
- Ensure transparency in procurement processes
- Achieve cost-effective purchasing
- Maintain high-quality standards
- Improve operational efficiency
- Strengthen financial accountability

## POLICY 21

### RECRUITMENT POLICY

#### 21.1 Preamble

Recruitment is a critical process that ensures the institution attracts and appoints qualified, competent, and committed faculty and staff. A transparent and merit-based recruitment system contributes to academic excellence, institutional growth, and quality education. This policy provides a structured framework for the recruitment of teaching and non-teaching staff in accordance with institutional norms and regulatory guidelines such as AICTE and UGC.

#### 21.2 Purpose of the Policy

The purpose of this policy is to establish a fair, transparent, and systematic recruitment process.

The policy aims to:

- Ensure selection of qualified and competent candidates
- Maintain transparency and fairness in recruitment
- Comply with regulatory norms and guidelines
- Promote equal opportunity and non-discrimination

#### 21.3 Objectives of the Policy

##### 21.3.1 Ensuring Merit-Based Selection

To recruit candidates based on qualifications, skills, and performance.

##### 21.3.2 Promoting Transparency

To ensure a clear and documented recruitment process.

##### 21.3.3 Ensuring Equal Opportunity

To provide fair opportunities to all eligible candidates.

##### 21.3.4 Strengthening Academic Quality

To recruit highly competent faculty to enhance teaching and research.

##### 21.3.5 Compliance with Regulations

To adhere to AICTE, UGC, and other applicable norms.

#### 21.4 Scope of the Policy

This policy applies to:

- ✓ Teaching staff
- ✓ Non-teaching staff and Contractual and visiting faculty

The policy covers:

- Recruitment procedures, Selection criteria and Appointment processes



## 21.5 Eligibility Criteria

- Candidates must meet the qualifications prescribed by AICTE / UGC norms
- Relevant academic qualifications and experience are mandatory
- Additional certifications and research contributions may be considered

## 21.6 Recruitment Process

### 21.6.1 Identification of Vacancy

- Departments identify staffing requirements and submit requests

### 21.6.2 Approval

- Vacancies are approved by the management/competent authority

### 21.6.3 Advertisement

- Vacancies are advertised through:
- Institutional website
- Newspapers / job portals

### 21.6.4 Application Screening

- Applications are screened based on eligibility criteria

### 21.6.5 Selection Process

- Written test (if required)
- Technical interview
- Demo lecture (for faculty positions)
- Personal interview

### 21.6.6 Final Selection

- Selection is based on merit and performance
- Approved by the competent authority

### 21.6.7 Appointment

- Offer letters are issued to selected candidates

## 21.7 Roles and Responsibilities

### 21.7.1 Governing Body / Management

- Approves recruitment policies and final appointments

### 21.7.2 Principal

- Oversees the recruitment process

### **21.7.3 HR Department**

- Coordinates recruitment activities
- Maintains records and documentation

### **21.7.4 Selection Committee**

Evaluates candidates and conducts interviews

### **21.7.5 Heads of Departments (HODs)**

Identify requirements and participate in selection

### **21.8 Selection Committee Composition**

The selection committee may include:

- Principal / Chairperson
- Subject experts
- Head of Department
- HR Representative
- External experts

### **21.9 Equal Opportunity and Non-Discrimination**

The institution ensures:

- Equal opportunity for all candidates
- No discrimination based on gender, caste, religion, or background
- Fair and unbiased selection practices

### **21.10 Documentation and Record Keeping**

- All recruitment records shall be maintained properly
- Documents include applications, interview records, and selection reports
- Records shall be available for audit and verification

### **21.11 Probation and Confirmation**

- Selected candidates may be placed on probation
- Performance will be evaluated during the probation period
- Confirmation is based on satisfactory performance

### **21.12 Monitoring and Review**

- Recruitment processes will be reviewed periodically
- Feedback will be collected for improvement
- Compliance will be ensured by the administration

### **21.13 Role of IQAC**

The Internal Quality Assurance Cell (IQAC) shall:

- Monitor recruitment quality standards
- Ensure adherence to institutional policies
- Recommend improvements

### **21.14 Review of the Policy**

This policy shall be reviewed every three years or as required.

### **21.15 Expected Outcomes**

The implementation of this policy is expected to:

- Ensure recruitment of qualified and competent staff
- Improve teaching and institutional performance
- Maintain transparency and fairness
- Strengthen academic and administrative efficiency

## POLICY 22

### GENDER EQUALITY POLICY

#### 22.1 Preamble

Gender equality is a fundamental principle that ensures equal rights, responsibilities, and opportunities for all individuals regardless of gender. Educational institutions play a vital role in promoting an inclusive and respectful environment. This policy aims to foster gender sensitivity, prevent discrimination, and create a safe and supportive campus for all.

#### 22.2 Purpose of the Policy

The purpose of this policy is to promote gender equality and ensure a discrimination-free environment.

The policy aims to:

- Promote equal opportunities for all genders
- Prevent gender-based discrimination and harassment
- Create a safe and inclusive campus environment
- Encourage gender sensitization and awareness

#### 22.3 Objectives of the Policy

##### 22.3.1 Promoting Equal Opportunities

Ensure equal access to education, employment, and participation.

##### 22.3.2 Preventing Discrimination

Eliminate gender-based bias and unfair practices.

##### 22.3.3 Creating Safe Environment

Ensure safety and dignity for all individuals.

##### 22.3.4 Encouraging Awareness

Promote gender sensitization programs and training.

#### 22.4 Scope of the Policy

- This policy applies to:
  - Students
  - Faculty and staff
  - Administrative personnel

It covers:

- Academic and administrative activities
- Campus facilities and services

## 22.5 Key Provisions

- Equal access to opportunities and resources
- Zero tolerance for harassment and discrimination
- Promotion of gender-sensitive infrastructure and Support systems for affected individuals

## 22.6 Roles and Responsibilities

### 22.6.1 Institution

- Promote gender equality initiatives
- Provide a safe and inclusive environment

### 22.6.2 Gender Sensitization Committee

- Conduct awareness programs
- Address gender-related issues

### 22.6.3 Faculty and Staff

- Ensure fair treatment of all individuals

### 22.6.4 Students

- Respect diversity and follow institutional norms

## 22.7 Implementation

- Awareness programs and workshops
- Gender sensitization campaigns and Inclusion of gender topics in curriculum

## 22.8 Grievance Redressal

- Complaints handled by designated committees
- Confidential and timely resolution

## 22.9 Monitoring and Evaluation

- Periodic review of gender-related initiatives
- Feedback from stakeholders

## 22.10 Role of IQAC

- Monitor policy implementation
- Ensure compliance with quality standards

## 22.11 Review of the Policy

- This policy shall be reviewed every three years.

## 22.12 Expected Outcomes

- Inclusive and safe campus environment
- Equal opportunities for all and Increased awareness and sensitivity



## POLICY 23

### STANDARD OPERATING PROCEDURES (SOP)

#### 23.1 Preamble

Standard Operating Procedures (SOPs) provide clear, step-by-step instructions for carrying out routine institutional operations. They ensure consistency, efficiency, and quality in both academic and administrative processes. By standardizing procedures, SOPs help reduce errors, improve accountability, and enhance overall institutional performance.

#### 23.2 Purpose of the Policy

The purpose of this policy is to establish a structured framework for developing and implementing SOPs within the institution.

The policy aims to:

- Standardize institutional processes
- Improve operational efficiency
- Ensure accountability and transparency
- Reduce errors and delays

#### 23.3 Objectives of SOP

##### 23.3.1 Process Standardization

To ensure uniformity and consistency in all institutional procedures.

##### 23.3.2 Quality Assurance

To maintain consistent quality standards across academic and administrative functions.

##### 23.3.3 Efficiency Improvement

To streamline workflows and minimize delays in operations.

##### 23.3.4 Accountability

To clearly define roles and responsibilities for effective execution of tasks.

#### 23.4 Scope

- This policy applies to the following areas:
- Academic processes
- Administrative functions
- Examination procedures
- Student services

### 23.5 Components of SOP

- Each SOP shall include the following elements:
- Purpose
- Scope
- Step-by-step procedures
- Roles and responsibilities
- Documentation requirements

### 23.6 Implementation

- ✓ SOPs shall be developed by the respective departments
- ✓ All SOPs must be approved by the competent authority
- ✓ Approved SOPs shall be communicated to all stakeholders for implementation

### 23.7 Documentation

- SOP manuals shall be maintained by the respective departments
- All documents shall be updated regularly to reflect current practices

### 23.8 Monitoring

- ✓ SOP effectiveness shall be reviewed periodically
- ✓ Feedback shall be collected and used for continuous improvement

### 23.9 Role of IQAC

The Internal Quality Assurance Cell (IQAC) shall:

- ✓ Ensure compliance with SOPs
- ✓ Monitor adherence to quality standards
- ✓ Recommend improvements where necessary

### 23.10 Review of SOP

SOPs shall be reviewed periodically to ensure their relevance, effectiveness, and alignment with institutional requirements.

### 23.11 Expected Outcomes

The implementation of SOPs is expected to:

- ✓ Improve operational efficiency
- ✓ Ensure standardized processes
- ✓ Enhance the quality of academic and administrative operations

## POLICY 24

### FACULTY TRAINING AND DEVELOPMENT POLICY

#### 24.1 Preamble

Faculty development is essential for maintaining academic excellence and improving the quality of teaching. Continuous training enhances pedagogical skills, strengthens research capabilities, and supports the overall professional growth of faculty members.

#### 24.2 Purpose of the Policy

The purpose of this policy is to promote continuous learning and professional development among faculty members.

The policy aims to:

- ✓ Enhance teaching and learning effectiveness
- ✓ Promote research and innovation
- ✓ Support continuous professional development

#### 24.3 Objectives of the Policy

##### 24.3.1 Skill Enhancement

To improve teaching methodologies and subject expertise.

##### 24.3.2 Research Development

To encourage research publications and project activities.

##### 24.3.3 Professional Growth

To support career advancement and professional excellence of faculty.

##### 24.3.4 Adoption of Technology

To promote the use of digital teaching tools and modern instructional methods.

#### 24.4 Scope

This policy applies to:

- ✓ All teaching faculty and Academic departments

It includes:

- Training programs, Workshops and seminars
- Conferences and Faculty Development Programs (FDPs)

#### 24.5 Types of Training Programs

- Faculty Development Programs (FDPs)
- Workshops and seminars
- Online training ,certification courses and Industry interaction programs

## 24.6 Roles and Responsibilities

### 24.6.1 Institution

- Provide opportunities and necessary resources for faculty training

### 24.6.2 Faculty Development Cell

- Organize training programs
- Maintain records of faculty participation

### 24.6.3 Faculty Members

- Actively participate in training programs
- Apply acquired knowledge and skills in teaching and research

## 24.7 Implementation

- An annual training plan shall be prepared
- Training programs shall be conducted regularly
- Participation shall be encouraged and monitored

## 24.8 Incentives

- Recognition for participation and achievement
- Support for attending conferences and workshops
- Financial assistance, where applicable

## 24.9 Monitoring and Evaluation

- Feedback shall be collected after each program
- Improvements in faculty performance shall be evaluated

## 24.10 Role of IQAC

The Internal Quality Assurance Cell (IQAC) shall:

- Monitor the quality of training programs
- Recommend improvements for effective implementation

## 24.11 Review of the Policy

This policy shall be reviewed every three years to ensure its relevance and effectiveness.

## 24.12 Expected Outcomes

The implementation of this policy is expected to:

- Improve teaching quality
- Enhance research output
- Promote continuous professional development
- Improve student learning outcomes.

## POLICY 25

### INFORMATION TECHNOLOGY (IT) POLICY

#### 25.1 Preamble

Information Technology (IT) plays a vital role in the effective functioning of academic institutions by supporting teaching, learning, research, and administrative activities. A robust IT infrastructure ensures efficient communication, secure data management, and seamless digital operations. Visvesvaraya College of Engineering and Technology is committed to providing reliable, secure, and modern IT facilities in alignment with guidelines of regulatory bodies such as AICTE, NBA, and NAAC. This IT Policy establishes standards for the use, management, and security of IT resources within the institution.

#### 25.2 Purpose

The purpose of this policy is to:

- Establish guidelines for the use of IT infrastructure and resources
- Ensure data security, privacy, and integrity
- Promote effective utilization of digital technologies in academics and administration
- Prevent misuse of IT resources
- Support digital transformation and e-governance
- Ensure compliance with institutional and regulatory requirements

#### 25.3 Scope

This policy applies to all stakeholders of the institution, including:

- Teaching Faculty
- Non-Teaching Staff
- Students
- Administrative Staff
- External users accessing institutional IT resources

It covers all IT resources, including:

- Computers and servers
- Network infrastructure
- Internet services
- Software applications
- Digital platforms and databases

## 25.4 Objectives

The institution aims to:

- Provide secure and reliable IT infrastructure
- Promote the use of ICT in teaching, learning, and research
- Ensure data protection and cybersecurity
- Maintain high availability of IT services
- Establish standard procedures for IT usage and maintenance
- Enhance digital literacy among stakeholders

## 25.5 IT Infrastructure

The institution shall maintain:

- Computer laboratories with updated systems
- High-speed internet connectivity (LAN/Wi-Fi)
- Servers and data storage systems
- Smart classrooms and digital learning tools
- Licensed software for academic and administrative use

## 25.6 Acceptable Use of IT Resources

Users must adhere to the following guidelines:

- Use IT resources only for academic, research, and official purposes
- Avoid accessing unauthorized or harmful websites
- Do not engage in illegal or unethical online activities
- Respect intellectual property and copyright laws
- Maintain confidentiality of institutional data

## 25.7 Conclusion

The IT Policy of Visvesvaraya College of Engineering and Technology ensures effective utilization, security, and management of information technology resources. It supports academic excellence, administrative efficiency, and digital transformation while maintaining high standards of data security and governance.



## POLICY 26

### IMPLEMENTATION OF EXAMINATION REFORMS POLICY

#### 26.1 Preamble

Examination reforms play a crucial role in enhancing the quality of education and ensuring fair, transparent, and effective assessment of student performance. Modern education systems emphasize continuous evaluation, outcome-based assessment, and the integration of technology in examination processes. Visvesvaraya College of Engineering and Technology is committed to implementing examination reforms in line with the guidelines of regulatory bodies such as AICTE, NBA, and NAAC. The institution aims to improve the reliability, validity, and transparency of assessment methods through systematic reforms.

#### 26.2 Purpose

The purpose of this policy is to:

- Improve the quality and effectiveness of evaluation methods
- Ensure transparency and fairness in examinations
- Promote continuous and comprehensive evaluation
- Integrate technology in examination processes
- Align assessment methods with Outcome-Based Education (OBE)
- Enhance student learning outcomes

#### 26.3 Objectives

The institution aims to:

- Implement innovative and student-centric evaluation methods
- Reduce examination-related stress through continuous assessment
- Ensure timely and accurate evaluation of answer scripts
- Maintain confidentiality and integrity in examination processes
- Promote analytical and application-based learning
- Improve academic performance and learning outcomes

#### 26.4 Scope

This policy applies to:

- Undergraduate and postgraduate students
- Faculty members involved in teaching and evaluation
- Examination branch and administrative staff



It covers:

- Internal and external examinations
- Continuous assessment methods
- Evaluation and result processing systems

## 26.5 Key Examination Reforms

The institution adopts the following reforms:

### 26.5.1 Continuous Internal Evaluation (CIE)

- Regular internal assessments (tests, assignments, quizzes)
- Weight age for attendance, seminars, and projects

### 26.5.2 Outcome-Based Assessment (OBE)

- Mapping of Course Outcomes (COs) and Program Outcomes (POs)
- Evaluation based on attainment levels

### 26.5.3 Question Paper Reforms

- Inclusion of higher-order thinking questions
- Balanced coverage of syllabus
- Use of Bloom's Taxonomy levels

### 26.5.4 Digital Evaluation Systems

- Online examination systems (where applicable)
- Digital storage and processing of results

### 26.5.5 Transparency Measures

- Display of internal marks
- Provision for revaluation and grievance redressal

## 26.6 Examination Process

The examination process includes:

- Preparation of academic calendar
- Question paper setting and moderation
- Conduct of examinations
- Evaluation of answer scripts
- Result processing and declaration

## 26.7 Roles and Responsibilities

### 26.7.1 Institution

- Ensure smooth conduct of examinations
- Provide infrastructure and resources

### 26.7.2 Examination Cell

- Plan and coordinate examinations
- Maintain confidentiality and records

### 26.7.3 Faculty Members

- Prepare question papers
- Evaluate answer scripts
- Conduct internal assessments

### 26.7.4 Students

- Follow examination rules
- Maintain academic integrity

## 26.8 Use of Technology

- Online examination platforms
- Automated result processing systems
- Digital attendance and assessment records
- Secure data management systems

## 26.9 Grievance Redressal Mechanism

- Students can apply for revaluation
- Examination grievances addressed within a stipulated time
- Transparent communication of results

## 26.10 Monitoring and Evaluation

The implementation of examination reforms shall be monitored by:

- Principal
- Examination Cell
- Internal Quality Assurance Cell (IQAC)

Periodic reviews shall be conducted to improve the system.

### 26.11 Policy Review

This policy shall be reviewed periodically by:

- Academic Council
- Examination Committee
- IQAC

Revisions shall be made based on regulatory updates and institutional needs.

### 26.12 Expected Outcomes

The implementation of examination reforms is expected to:

- Improve fairness and transparency in evaluation
- Enhance student learning and performance
- Promote outcome-based education
- Reduce examination malpractices
- Ensure timely declaration of results

### 26.13 Conclusion

The Implementation of Examination Reforms Policy ensures a structured, transparent, and effective evaluation system. It enhances academic quality, promotes innovation in assessment, and aligns institutional practices with national educational standards.

## POLICY 27

### WOMEN GRIEVANCE REDRESSAL CELL POLICY

#### 27.1 Preamble

Visvesvaraya College of Engineering and Technology is committed to providing a safe, secure, and inclusive environment for all women students and employees. The institution recognizes the importance of addressing grievances related to gender discrimination, harassment, and unfair treatment in a timely and effective manner. The Women Grievance Redressal Cell (WGRC) is established to ensure that concerns of women are addressed with sensitivity, confidentiality, and fairness, in accordance with guidelines issued by regulatory bodies such as UGC, AICTE, and relevant legal provisions.

#### 27.2 Purpose

The purpose of this policy is to:

- Provide a safe and supportive environment for women
- Address grievances related to harassment, discrimination, or misconduct
- Ensure prompt and fair resolution of complaints
- Promote gender equality and respect within the institution
- Create awareness about women's rights and safety

#### 27.3 Objectives

The institution aims to:

- Prevent harassment and discrimination against women
- Establish an effective grievance redressal mechanism
- Ensure confidentiality and dignity of complainants
- Promote gender sensitization and awareness
- Encourage reporting of grievances without fear

#### 27.4 Scope

This policy applies to:

- Women students
- Women faculty members
- Women non-teaching staff

It covers grievances related to:

- Sexual harassment
- Gender discrimination
- Verbal, physical, or emotional abuse
- Unfair treatment or bias
- Any other issues affecting the dignity and safety of women

### **27.5 Women Grievance Redressal Cell (WGRC)**

The institution shall constitute a Women Grievance Redressal Cell consisting of:

- Chairperson (Senior Female Faculty Member)
- Faculty Members
- Student Representative

### **27.6 Functions of the Cell**

The WGRC shall:

- Receive and register complaints from women
- Conduct inquiries in a fair and impartial manner
- Ensure confidentiality of all proceedings
- Recommend appropriate action to the authorities
- Organize awareness programs on women's safety and rights

### **27.7 Grievance Redressal Mechanism**

The grievance redressal process includes:

- Submission of complaint (written/online/verbal)
- Acknowledgment of complaint
- Preliminary review by the committee
- Inquiry and investigation
- Recommendation of action
- Communication of decision to concerned parties

All complaints shall be handled within a reasonable time frame.

### **27.8 Confidentiality and Protection**

- All complaints shall be treated confidentially
- Identity of the complainant shall not be disclosed
- Protection shall be provided against retaliation or victimization

## 27.9 Awareness and Preventive Measures

The institution shall:

- Conduct gender sensitization programs
- Organize workshops and seminars
- Display information on women's rights and grievance procedures
- Promote a respectful and inclusive campus culture

## 27.10 Roles and Responsibilities

### 27.10.1 Institution

- Ensure implementation of the policy
- Provide necessary support and infrastructure

### 27.10.2 WGRC

- Handle grievances effectively
- Maintain records of complaints
- Submit reports to the administration

### 27.10.3 Faculty and Staff

- Support grievance redressal mechanisms
- Promote a safe environment

### 27.10.4 Students

- Respect others and follow institutional rules
- Report incidents without hesitation

## 27.11 Monitoring and Evaluation

The implementation of this policy shall be monitored by:

- Principal
- Women Grievance Redressal Cell
- Internal Quality Assurance Cell (IQAC)

Periodic reviews shall be conducted to ensure effectiveness.

## 27.12 Policy Review

This policy shall be reviewed periodically by:

- Governing Body
- IQAC
- Women Grievance Redressal Cell

Revisions shall be made as per regulatory guidelines and institutional requirements.

### 27.13 Expected Outcomes

The implementation of this policy is expected to:

- Ensure safety and dignity of women
- Promote gender equality
- Encourage reporting of grievances
- Create a supportive campus environment

### 27.14 Conclusion

The Women Grievance Redressal Cell Policy of Visvesvaraya College of Engineering and Technology ensures a safe, respectful, and inclusive environment for women. It reflects the institution's commitment to gender justice, equality, and well-being.

## POLICY 28

### WOMEN GRIEVANCE REDRESSAL CELL POLICY

#### 28.1 Preamble

Visvesvaraya College of Engineering and Technology is committed to providing a safe, secure, and inclusive environment for all women students and employees. The institution recognizes the importance of addressing grievances related to gender discrimination, harassment, and unfair treatment in a timely and effective manner. The Women Grievance Redressal Cell (WGRC) is established to ensure that concerns of women are addressed with sensitivity, confidentiality, and fairness, in accordance with guidelines issued by regulatory bodies such as UGC, AICTE, and relevant legal provisions.

#### 28.2 Purpose

The purpose of this policy is to:

- Provide a safe and supportive environment for women
- Address grievances related to harassment, discrimination, or misconduct
- Ensure prompt and fair resolution of complaints
- Promote gender equality and respect within the institution
- Create awareness about women's rights and safety

#### 28.3 Objectives

The institution aims to:

- Prevent harassment and discrimination against women
- Establish an effective grievance redressal mechanism
- Ensure confidentiality and dignity of complainants
- Promote gender sensitization and awareness
- Encourage reporting of grievances without fear

#### 28.4 Scope

This policy applies to:

- Women students
- Women faculty members and Women non-teaching staff

It covers grievances related to:

- Sexual harassment
- Gender discrimination
- Verbal, physical, or emotional abuse

### **28.5 Women Grievance Redressal Cell (WGRC)**

The institution shall constitute a Women Grievance Redressal Cell consisting of:

- Chairperson (Senior Female Faculty Member)
- Faculty Members
- Counselor (if available)
- Student Representative (if applicable)

### **28.6 Functions of the Cell**

The WGRC shall:

- Receive and register complaints from women
- Conduct inquiries in a fair and impartial manner
- Ensure confidentiality of all proceedings
- Recommend appropriate action to the authorities
- Organize awareness programs on women's safety and rights

### **28.7 Grievance Redressal Mechanism**

The grievance redressal process includes:

- Submission of complaint (written/online/verbal)
- Acknowledgment of complaint
- Preliminary review by the committee
- Inquiry and investigation
- Recommendation of action
- Communication of decision to concerned parties

All complaints shall be handled within a reasonable time frame.

### **28.8 Confidentiality and Protection**

- All complaints shall be treated confidentially
- Identity of the complainant shall not be disclosed
- Protection shall be provided against retaliation or victimization

### **28.9 Awareness and Preventive Measures**

The institution shall:

- Conduct gender sensitization programs
- Organize workshops and seminars
- Display information on women's rights and grievance procedures
- Promote a respectful and inclusive campus culture

## 28.10 Roles and Responsibilities

### 28.10.1 Institution

- Ensure implementation of the policy
- Provide necessary support and infrastructure

### 28.10.2 WGRC

- Handle grievances effectively
- Maintain records of complaints and Submit reports to the administration

### 28.10.3 Faculty and Staff

- Support grievance redressal mechanisms
- Promote a safe environment

### 28.10.4 Students

- Respect others and follow institutional rules
- Report incidents without hesitation

## 28.11 Monitoring and Evaluation

The implementation of this policy shall be monitored by:

- Principal
- Women Grievance Redressal Cell
- Internal Quality Assurance Cell (IQAC)

## 28.12 Policy Review

This policy shall be reviewed periodically by:

- Governing Body
- IQAC
- Women Grievance Redressal Cell

Revisions shall be made as per regulatory guidelines and institutional requirements.

## 28.13 Expected Outcomes

The implementation of this policy is expected to:

- Ensure safety and dignity of women and Promote gender equality
- Encourage reporting of grievances and Create a supportive campus environment

## 28.14 Conclusion

The Women Grievance Redressal Cell Policy of Visvesvaraya College of Engineering and Technology ensures a safe, respectful, and inclusive environment for women. It reflects the institution's commitment to gender justice, equality, and well-being.

## POLICY 29

### CODE OF CONDUCT POLICY

#### 29.1 Preamble

Visvesvaraya College of Engineering and Technology is committed to maintaining high standards of discipline, integrity, and professionalism among all stakeholders. A well-defined Code of Conduct ensures a respectful, ethical, and productive academic environment. This policy outlines the expected behavior and responsibilities of students, faculty, and staff, in alignment with institutional values and regulatory guidelines such as AICTE, NBA, and NAAC.

#### 29.2 Purpose

The purpose of this policy is to:

- Promote ethical behavior and professional conduct
- Maintain discipline and decorum within the institution
- Ensure a safe, respectful, and inclusive environment
- Prevent misconduct and malpractice
- Define responsibilities of all stakeholders

#### 29.3 Objectives

The institution aims to:

- Establish clear behavioral expectations
- Promote integrity, honesty, and accountability
- Encourage mutual respect among stakeholders
- Prevent indiscipline and unethical practices
- Ensure compliance with institutional rules

#### 29.4 Scope

This policy applies to:

- Students
- Faculty members
- Non-teaching staff
- Administrative personnel and Visitors within the campus

It covers behavior within:

- Campus premises
- Classrooms and laboratories
- Hostels and common areas and Institutional events and activities

### **29.5 General Code of Conduct**

All stakeholders shall:

- Maintain discipline and decorum
- Respect institutional rules and authority
- Promote a positive and inclusive environment
- Avoid any form of discrimination or harassment
- Protect institutional property and resources

### **29.6 Code of Conduct for Students**

Students are expected to:

- Attend classes regularly and punctually
- Maintain academic integrity and avoid malpractice
- Respect faculty, staff, and fellow students
- Follow dress code and campus rules
- Avoid ragging, bullying, or misconduct
- Refrain from using mobile phones in restricted areas
- Maintain cleanliness and discipline on campus

### **29.7 Code of Conduct for Faculty**

Faculty members shall:

- Maintain professionalism and ethical standards
- Deliver quality teaching and academic guidance
- Encourage student learning and development
- Avoid discrimination and bias
- Maintain confidentiality of academic records
- Participate in institutional activities and committees

### **29.8 Code of Conduct for Non-Teaching Staff**

Non-teaching staff shall:

- Perform duties responsibly and efficiently
- Maintain discipline and punctuality
- Provide support to academic and administrative functions
- Treat students and staff with respect
- Safeguard institutional records and property

## 29.9 Prohibited Activities

The following activities are strictly prohibited:

- Ragging in any form
- Harassment (verbal, physical, or online)
- Use of abusive language
- Damage to institutional property
- Substance abuse (alcohol, drugs, etc.)
- Malpractice in examinations
- Unauthorized access to institutional data

## 29.10 Disciplinary Actions

Violation of the Code of Conduct may result in:

- Warning or counseling
- Suspension from classes or duties
- Withholding of privileges
- Monetary penalties and Expulsion or termination in severe cases

Actions shall be taken based on the severity of misconduct.

## 29.11 Roles and Responsibilities

### 29.11.1 Institution

- Ensure implementation of the Code of Conduct
- Provide a safe and disciplined environment

### 29.11.2 Faculty and Staff

- Enforce rules and guide students
- Report violations to authorities

### 29.11.3 Students

- Follow institutional rules and regulations
- Maintain discipline and respect others

## 29.12 Monitoring and Enforcement

The implementation of this policy shall be monitored by:

- Principal
- Heads of Departments
- Disciplinary Committee
- Internal Quality Assurance Cell (IQAC)

### 29.13 Policy Review

This policy shall be reviewed periodically by:

- Governing Body
- Academic Council
- IQAC

Updates shall be made based on institutional requirements and regulatory guidelines.

### 29.14 Expected Outcomes

The implementation of this policy is expected to:

- Maintain discipline and professionalism
- Promote ethical behavior
- Ensure a safe and respectful environment
- Enhance institutional reputation

### 29.15 Conclusion

The Code of Conduct Policy of Visvesvaraya College of Engineering and Technology ensures a disciplined, ethical, and professional academic environment. It fosters mutual respect, accountability, and excellence among all stakeholders.

## POLICY 30

### GENDER EQUITY POLICY

#### 30.1 Preamble

Visvesvaraya College of Engineering and Technology is committed to promoting gender equity and creating an inclusive environment where all individuals are treated with dignity and respect. Gender equity ensures fairness in access to opportunities, resources, and decision-making, regardless of gender. The institution recognizes its responsibility to eliminate gender-based discrimination and to foster a culture of equality in academic, administrative, and social activities, in alignment with guidelines of AICTE, UGC, NAAC, and national policies.

#### 30.2 Purpose

The purpose of this policy is to:

- Promote gender equity and inclusiveness
- Ensure equal opportunities for all genders
- Prevent gender-based discrimination and harassment
- Create a safe and supportive campus environment
- Encourage gender sensitization and awareness

#### 30.3 Objectives

The institution aims to:

- Provide equal access to education and employment opportunities
- Eliminate gender bias and discriminatory practices
- Promote respect, dignity, and fairness
- Encourage participation of all genders in academic and co-curricular activities
- Strengthen institutional mechanisms for gender justice

#### 30.4 Scope

This policy applies to:

- Students
- Faculty members
- Non-teaching staff and Administrative personnel

It covers:

- Academic activities
- Administrative processes
- Campus facilities and services and Institutional events and programs

### **30.5 Key Principles**

The institution shall uphold the following principles:

- Equality and fairness in all practices
- Non-discrimination based on gender
- Respect for diversity and inclusion
- Safe and secure environment for all
- Accountability in addressing grievances

### **30.6 Institutional Measures**

To promote gender equity, the institution shall:

- Ensure equal participation in academic and administrative activities
- Provide gender-sensitive infrastructure (separate restrooms, safety measures)
- Establish committees for grievance redressal
- Promote leadership opportunities for all genders
- Implement safety and security measures on campus

### **30.7 Gender Sensitization Programs**

The institution shall organize:

- Workshops and seminars on gender equality
- Awareness campaigns and training programs
- Orientation sessions for students and staff
- Programs promoting respect and inclusiveness

### **30.8 Safety and Security Measures**

The institution shall ensure:

- CCTV surveillance in key areas
- Adequate lighting across campus
- Security personnel and monitoring systems
- Emergency support mechanisms
- Safe transportation facilities (if applicable)

### **30.9 Grievance Redressal Mechanism**

- Gender-related grievances shall be addressed through designated committees such as the Women Grievance Redressal Cell and Internal Complaints Committee (ICC)
- Complaints shall be handled confidentially and promptly
- Fair and unbiased inquiry procedures shall be followed

### **30.10 Roles and Responsibilities**

#### **30.10.1 Institution**

- Promote gender equity initiatives
- Provide a safe and inclusive environment

#### **30.10.2 Committees (WGRC / ICC)**

- Address gender-related grievances
- Conduct awareness programs
- Ensure policy implementation

#### **30.10.3 Faculty and Staff**

- Promote fair and respectful behavior
- Support gender equity initiatives

#### **30.10.4 Students**

- Respect diversity and inclusiveness
- Follow institutional rules and norms

### **30.11 Monitoring and Evaluation**

The implementation of this policy shall be monitored by:

- Principal
- Internal Quality Assurance Cell (IQAC)
- Gender-related committees

### **30.12 Policy Review**

This policy shall be reviewed periodically by:

- Governing Body and IQAC
- Concerned Committees

### **30.13 Expected Outcomes**

The implementation of this policy is expected to:

- Promote gender equality across the institution
- Ensure a safe and inclusive campus environment
- Increase awareness and sensitivity and Encourage equal participation in all activities

### **30.14 Conclusion**

The Gender Equity Policy of Visvesvaraya College of Engineering and Technology reflects the institution's commitment to fairness, inclusiveness, and respect for all individuals. It contributes to building a progressive academic environment that values diversity and equality.

## POLICY 31

### WASTE MANAGEMENT POLICY

#### 31.1 Preamble

Visvesvaraya College of Engineering and Technology is committed to environmental sustainability and responsible waste management practices. Effective waste management is essential to maintain a clean, healthy, and eco-friendly campus environment. The institution adopts systematic waste management practices in line with environmental regulations and guidelines to reduce waste generation, promote recycling, and ensure safe disposal of waste materials.

#### 31.2 Purpose

The purpose of this policy is to:

- Promote effective waste management practices on campus
- Reduce waste generation through sustainable practices
- Encourage recycling and reuse of materials
- Ensure safe and responsible disposal of waste
- Create awareness about environmental protection

#### 31.3 Objectives

The institution aims to:

- Minimize waste generation at the source
- Promote segregation of waste
- Encourage recycling and composting
- Ensure proper disposal of hazardous waste
- Maintain a clean and green campus environment

#### 31.4 Scope

This policy applies to:

- Students
- Faculty members
- Non-teaching staff ,Visitors and contractors

It covers waste generated from:

- Academic and administrative activities
- Laboratories and workshops
- Hostels and canteens, Campus events and programs

### 31.5 Types of Waste

The institution recognizes the following categories of waste:

- **Biodegradable Waste** (food waste, paper, organic matter)
- **Non-Biodegradable Waste** (plastics, packaging materials)
- **E-Waste** (computers, electronic devices, batteries)
- **Hazardous Waste** (chemical waste from laboratories)

### 31.6 Waste Management Practices

The institution shall implement the following practices:

- Segregation of waste at source using color-coded bins
- Collection and transportation of waste in a systematic manner
- Composting of organic waste
- Recycling of paper, plastic, and other materials
- Safe disposal of hazardous and e-waste through authorized agencies

### 31.7 Responsibilities

#### 31.7.1 Institution

- Provide infrastructure for waste segregation and disposal
- Ensure implementation of waste management practices

#### 31.7.2 Faculty and Staff

- Promote awareness and proper waste handling
- Ensure compliance within departments

#### 31.7.3 Students

- Follow waste segregation practices
- Maintain cleanliness on campus
- Participate in awareness programs

### 31.8 Waste Reduction Initiatives

The institution shall promote:

- Reduction of single-use plastics
- Use of reusable and eco-friendly materials
- Digital documentation to reduce paper usage
- Awareness campaigns on waste reduction

### **31.9 E-Waste Management**

- E-waste shall be collected separately
- Disposal shall be done through authorized recycling agencies
- Data security measures shall be ensured before disposal

### **31.10 Hazardous Waste Management**

- Laboratory waste shall be handled as per safety guidelines
- Proper labeling and storage of hazardous materials
- Disposal through authorized agencies

### **31.11 Awareness and Training**

The institution shall:

- Conduct awareness programs on waste management
- Organize workshops and campaigns
- Encourage student participation in environmental initiatives

### **31.12 Monitoring and Evaluation**

The implementation of this policy shall be monitored by:

- Principal
- Green Campus Committee
- Internal Quality Assurance Cell (IQAC)

### **31.13 Policy Review**

This policy shall be reviewed periodically by:

- Governing Body
- IQAC
- Green Campus Committee

### **31.14 Expected Outcomes**

The implementation of this policy is expected to:

- Maintain a clean and eco-friendly campus
- Reduce environmental impact
- Promote sustainable practices and Increase awareness among stakeholders

### **31.15 Conclusion**

The Waste Management Policy of Visvesvaraya College of Engineering and Technology reflects the institution's commitment to environmental sustainability and responsible waste disposal practices. It contributes to creating a green, clean, and sustainable campus environment.

## POLICY 32

### INCLUSIVITY AND EQUITY POLICY

#### 32.1 Preamble

Visvesvaraya College of Engineering and Technology is committed to fostering an inclusive and equitable environment where all individuals are treated with fairness, dignity, and respect. Inclusivity and equity ensure that every stakeholder, regardless of background or ability, has equal access to opportunities, resources, and participation. The institution strives to eliminate barriers related to gender, socio-economic status, disability, caste, religion, or any other factor, in alignment with national policies and guidelines of regulatory bodies such as AICTE, UGC, NBA, and NAAC.

#### 32.2 Purpose

The purpose of this policy is to:

- Promote inclusivity and equity in all institutional practices
- Ensure equal access to education and opportunities
- Prevent discrimination and bias
- Create a supportive and respectful campus environment
- Encourage diversity and participation

#### 32.3 Objectives

The institution aims to:

- Provide equitable opportunities to all stakeholders
- Eliminate barriers to access and participation
- Promote diversity and inclusion
- Ensure fairness in academic and administrative processes

#### 32.4 Scope

This policy applies to:

- Students
- Faculty members
- Non-teaching staff , Administrative personnel and Visitors

It covers:

- Academic and administrative activities
- Campus infrastructure and facilities
- Institutional programs and services

### **32.5 Key Principles**

The institution shall uphold the following principles:

- Equality and fairness
- Non-discrimination
- Respect for diversity
- Accessibility and inclusiveness
- Transparency and accountability

### **32.6 Institutional Measures**

To promote inclusivity and equity, the institution shall:

- Ensure equal participation in academic and co-curricular activities
- Provide barrier-free infrastructure for differently-abled individuals
- Offer support services such as scholarships and mentoring
- Promote inclusive teaching and learning practices
- Encourage representation of diverse groups

### **32.7 Support Systems**

The institution shall establish:

- Equal Opportunity Cell
- Grievance Redressal Mechanisms
- Counseling and mentoring support
- Financial assistance programs for eligible students

### **32.8 Awareness and Sensitization**

The institution shall:

- Conduct awareness programs on inclusivity and diversity
- Organize workshops and seminars
- Promote sensitivity towards marginalized groups

### **32.9 Roles and Responsibilities**

#### **32.9.1 Institution**

- Ensure implementation of inclusivity and equity measures
- Provide necessary infrastructure and support

#### **32.9.2 Faculty and Staff**

- Promote inclusive practices in teaching and administration
- Treat all individuals fairly and respectfully

### 32.9.3 Students

- Respect diversity and inclusiveness
- Follow institutional rules and values

### 32.10 Monitoring and Evaluation

The implementation of this policy shall be monitored by:

- Principal
- Internal Quality Assurance Cell (IQAC)
- Equal Opportunity Cell

Periodic reviews and feedback shall be used for improvement.

### 32.11 Policy Review

This policy shall be reviewed periodically by:

- Governing Body
- IQAC
- Concerned Committees

Revisions shall be made as per regulatory guidelines and institutional requirements.

### 32.12 Expected Outcomes

The implementation of this policy is expected to:

- Promote an inclusive and equitable campus environment
- Ensure equal opportunities for all stakeholders
- Enhance participation and diversity
- Reduce discrimination and bias

### 32.13 Conclusion

The Inclusivity and Equity Policy of Visvesvaraya College of Engineering and Technology reflects the institution's commitment to fairness, diversity, and equal opportunity. It supports the creation of a progressive academic environment that values inclusion and equity for all.