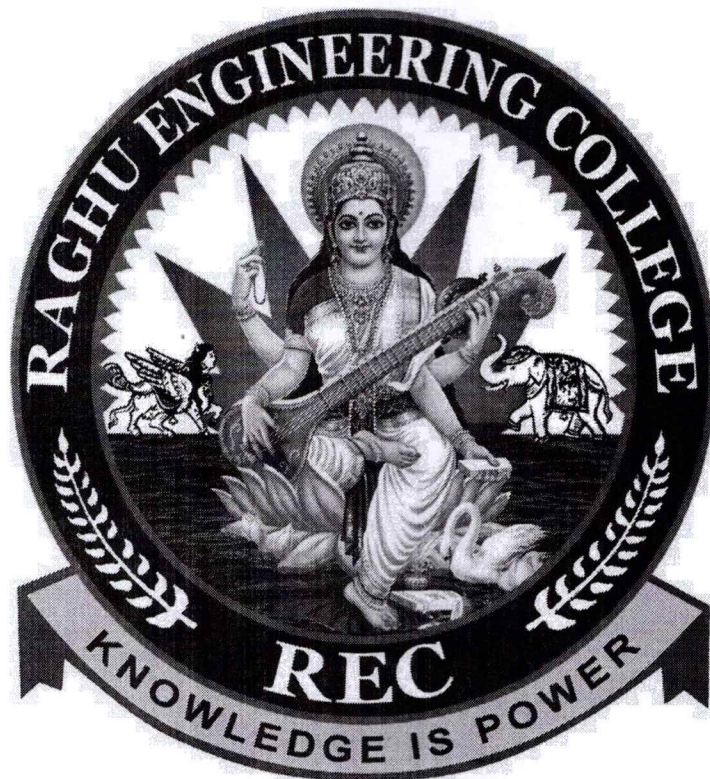


RAGHU ENGINEERING COLLEGE

HR Policy



Campus : **Dakamarri, Bheemunipatnam Mandal,
Visakhapatnam District - 531162 (AP)**

Corporate Office : **10-5-2/1, Ramnagar, Visakhapatnam 530002 (AP)**



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LIST OF PUBLISHED RULES, POLICIES AND PROCEDURES

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CHAPTER - 1

EXTENT OF APPLICATION

- 1.1 The rules, policies and procedures shall come in to force with immediate effect.
- 1.2 The Rules, Policies and Procedures shall apply to all employees of Raghu Engineering College, unless otherwise expressly provided by an order or agreement made between the employee and the College.
- 1.3 These Rules, Policies and Procedures are subject to deletion, amendment and introduction of new Rules, Policies and procedures by the Competent Authority i.e., Governing Body of Raghu Engineering College.
- 1.4 Words importing masculine gender shall also include feminine gender and vice versa.
- 1.5 In case of any ambiguity or doubt arising in the interpretation of any Rule, it shall be referred to the Principal of the College. The decision of the GB of the College shall be final.



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VISION:

Envisioning to be a world class technical institution by synergizing quality education with ethical values.

MISSION:

- To enlist services of expert faculty;
- To encourage training and research in cutting-edge technologies;
- To develop and strengthen strategic links with the industry;
- To kindle zeal among the students and promote their quest for academic excellence;
- To encourage extra-curricular activities along with good communication skills.

QUALITY POLICY

Raghu Engineering College endeavours to impart quality education by establishing a system of quality assurance enabling continued improvements in teaching-learning processes to enhance student's skills, knowledge and talents for their exemplary contribution to the society, nation and world.



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CHAPTER - 2

DEFINITIONS

- 2.1 Academic Year means a period of twelve (12) months commencing from the dates specified by the Affiliating University for commencement of class work.
- 2.2 Principal means Principal of the Raghu Engineering College.
- 2.3 College means the Raghu Engineering College.
- 2.4 Competent Authority means Principal.
- 2.5 Disciplinary Authority means Principal of Raghu Engineering College.
- 2.6 Appointing Authority means Principal of Raghu Engineering College.
- 2.7 On Duty: An employee is said to be on duty when:
 - ❖ He is performing the duties of a post to which he is appointed or performing other assigned duties or attending a Seminar /Symposium/Workshop or undergoing a training programme for which he has been nominated.
 - ❖ He is absent from duty on account of closed holidays and vacation.
 - ❖ He is absent from duty on account of availing the leave in accordance with the leave rules.
 - ❖ He is deputed for attending any examinations related work by the College as per orders of the Affiliating University.
 - ❖ He performs any other duties assigned to him by the competent authority, outside the College campus.
- 2.8 Employee means any person appointed by the College to any service or post in connection with the affairs of the College. The term employee does not include a person employed on daily wages, part time employees or appointed under a contract.
- 2.9 Faculty means all teaching staff
- 2.10 Non-Teaching Staff - Technical means all staff appointed with technical qualifications in the Laboratories/Computer Centre and Maintenance work (excluding helpers/attenders)
- 2.11 Non-Teaching staff means all ministerial and supporting staff
- 2.12 Month means a Calendar month.
- 2.13 Principal means the Head of the College
- 2.14 Student includes a person enrolled in the College for studying a course or other academic distinction or for undergoing any training in the College.



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CHAPTER-3

LEGAL PROVISIONS

- 3.1 The Raghu Engineering College shall have perpetual succession. It can be sued and shall sue by that name.
- 3.2 In all suits and other legal proceedings by or against the College/Society, the pleadings shall be signed and verified by the Chairman. All process of such suits and proceedings shall be issued to and served on him.
- 3.3 JURISDICTION OF COURTS: The Courts at Visakhapatnam shall have the Jurisdiction to decide any dispute arising out of or in respect of any affairs of the College.



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CHAPTER-4

SERVICE RULES

4.1 SCOPE & DEFINITION

- 4.1.1 These Rules shall be known as 'RAGHU ENGINEERING COLLEGE SERVICE RULES' and shall herein after be referred to as "SERVICE RULES".
- 4.1.2 These SERVICE RULES are to define the service conditions of the employee of the Raghu Engineering College for reference, understanding and implementation.
- 4.1.3 These Service Rules are to regulate the conduct, discipline and allied matters of the employees of the Raghu Engineering College.
- 4.1.4 These Service Rules will apply to all employees, whether permanent or temporary who are in the whole time employment of Raghu Engineering College unless otherwise provided by the terms of any contract or agreement or letter of employment.

4.2 INTERPRETATION

The Institution reserve the right to interpret these Service Rules and any supplementary rules or orders issued there under and such interpretation shall be final and binding upon the employees and every person concerned thereto.

4.3 MODIFICATION

The Institution reserves the right to modify, cancel or amend any or all of the Service Rules or any supplementary rules or orders issued in connection with these service rules at any time.

4.4 WORKING HOURS

- 4.4.1 The hours of work of the employee shall be such, as notified by the Institution from time to time.
- 4.4.2 An employee may however be required by the Competent Authority to work on Sundays/Holidays/after College hours due to exigencies of work.



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- 4.4.3 Every employee shall be punctually present in the College at the beginning time and shall not, unless otherwise permitted, leave the work place before the closing time.

4.5 ATTENDANCE

- 4.5.1 Attendance shall be marked daily according to the methods prescribed by the Institution from time to time.
- 4.5.2 Every Employee shall be punctually present at the Institution at the opening time and shall not, unless otherwise permitted, leave the place of work before the closing time

4.6 HOLIDAYS

- 4.6.1 Every employee of the Institution shall be allowed a weekly holiday.
- 4.6.2 In addition to the weekly holiday, an employee shall be allowed in aAcademic calendaryear closed holidays including national holidays as per the list of holidaysdeclared by the affiliating University for the affiliated colleges (i.e., JNTUniversity) and second Saturday of every month.
- 4.6.3 An employeehowever cannot avail the summer holidays declared by the CompetentAuthority for the Students of the Institution, unless permitted by the Competent Authority.

4.7 LEAVE RULES

- 4.7.1 An employee is allowed 14 days leave in a Calendar Year. The CompetentAuthority reserves the right to modify the leave entitlement with full wages from time totime.
- 4.7.2 Employees cannot avail the leave as a matter of right.
- 4.7.3 All leaves shall be applied for in writing to the Competent Authority well in advance. Sanction of leave may not be presumed and leave asked for shall not be availed of, unless it has been sanctioned.



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- 4.7.4 The Competent Authority has the discretion to refuse the leave, ask the employees to postpone or curtail the leave due to exigencies of work. The Competent Authority has the right to revoke the leave or recall an employee to the place of work during his leave period, due to exigencies of work.
- 4.7.5 Sundays and other Holidays may be prefixed and/or suffixed with the regular leave with the permission of the Competent Authority.
- 4.7.6 An employ cannot apply for leave before and after a Holiday/s. Holidays occurring during the period of leave will be counted as leave.
- 4.7.7 An Employee before proceeding on leave shall intimate the Competent Authority his address while on leave and / or telephone number, and shall keep the Competent Authority informed of any change in his address or phone numbers previously furnished.
- 4.7.8 If an employee absents from duty without the prior permission of the Competent Authority such employee shall be liable for disciplinary action as decided by the Competent Authority. The decision of the Competent Authority shall be firm and binding on the employee.
- 4.7.9 If an employee could not attend the duty due to illness or injury suffered, intimation and apply for leave at the time of resuming duty. He/she may produce a medical certificate from the Hospital/ or Registered Private medical practitioner from where he has taken the treatment.
- 4.7.10 An employee shall not leave the headquarters without the prior permission of the Competent Authority.
- 4.7.11 Study Leave: All Teaching Staff desirous of pursuing PG Course or PhD (Full Time/Part Time) shall obtain permission from the Competent Authority to and execute an undertaking that he/she will serve the College for minimum 2 years. This condition shall be relaxed at the discretion of the Competent Authority. In case of Full Time study, the employee shall not be entitled for salary and other benefits during the period of study leave. The Same rule shall apply to Non-Teaching Technical Staff desirous of improving their technical qualifications.
- 4.7.12 Medical Leave: All staff can avail Medical leave facilities upto 15 days.



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4.7.13 Maternity Leave: All women staff can avail maternity leave for a period of **Six** months.

4.7.14 Paternity Leave: All men staff can avail paternity leave for a period of **One** month.

4.8 APPOINTMENTS

4.8.1 All appointments will be made by the Competent Authority to the teaching and non-teaching (technical and ministerial) posts as per requirement.

4.8.2 All appointments shall be made in respect of Teaching and non-teaching posts after seeking applications through open advertisements. Applications submitted personally or through e-mail by interested candidates may also be considered on basis of the merit.

4.8.3 The qualifications for the appointment of Principal, Teaching Staff, Physical Director and Librarian shall be as prescribed by AICTE, New Delhi and where applicable, as prescribed by the Affiliating University.

4.8.4 All appointments, excluding administrative staff, shall be made on the basis of the recommendations of a duly constituted selection committee and approved by the Competent Authority.

4.8.5 All Appointments in the Institution are on permanent basis.

4.8.6 Appointment in all teaching posts made by the Institution may have to be ratified by the Affiliating University, in respect of which the Competent Authority shall take necessary action.

4.8.7 Appointment to all posts of Office staff and other supporting staff shall be filled on the basis of the vacancies as per requirement, by the competent authority. The qualifications shall be commensurate with the nature of the Job for which appointments are made. In respect of office staff, the minimum qualification is graduation with computer knowledge but can be relaxed by the Competent Authority depending on the skill and experience of the Candidate.

4.8.8 After accepting the Offer of Appointment, the employee is required to deposit their original Certificates in the Institution. Such Original Certificates deposited in the Institution shall be returned to the employee either on termination of his service, or after acceptance of his resignation by the Institution or after retirement,



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4.9 SALARY & WAGES

4.9.1 Appointments of teaching staff shall be made on the scales of pay and allowances as per norms of AICTE, New Delhi

4.10 TRAVELLING ALLOWANCES

4.10.1 Travelling allowance and daily allowance shall be paid to employees proceeding on official tours at the following rates. The rates are subject to revision by the Competent Authority from time to time. In respect of official tours, the employees shall take prior permission from the Competent Authority.

BY AIR : Actual Fare to destination for onward Journey Only
(Subject to prior approval of Competent Authority)

BY TRAIN : Actual Train fare AC II Tier for Teaching Staff
(By shortest route)
Actual II Sleeper Class for Non-Teaching Staff

In case of travel by Road, due to non-availability of Train Tickets, reimbursement will be made at actual or limited to the train fare of class of entitlement.

4.10.2 Employees proceeding on official tours are entitled to the following daily Allowances and Hotel accommodation charges in respective of A, B or C Class Cities:

	Daily Allowances	Hotel Accommodation Charges:
Principal	Rs.500/- per day	at actual subject to Maximum of Rs.2000/- per day
Teaching Staff	Rs.300/- per day	at actual subject to Maximum of Rs.1500/- per day
Non-Teaching Staff	Rs.200/- per day	at actual subject to Maximum of Rs.1000/- per day

The rates shall be modified in deserving cases at the discretion of the Chairman. While claiming T.A Bills, the original receipts of payments made to Hotels shall be enclosed with the Bill.

4.11 PROVIDENT FUND



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- 4.11.1 All employees drawing salary up to Rs.6000/- per month shall subscribe to the Provident Fund / ESI compulsorily. Employees drawing salary exceeding Rs.6000/- Per month can also contribute to the Provident Fund voluntarily. The monthly subscriptions to the Employees Provident Fund shall be recovered from the employee's salary every month at the rates as per the E.P.F Act, 1952 or as prescribed by the Government from time to time
- 4.11.2 Accounts Department of Raghu Engineering College shall remit the monthly subscriptions of employees to Employees Provident Fund Account I of the subscribers together with the Employer's contribution to the Commissioner of Provident Fund as per the provisions of the Employees Provident Fund Act.
- 4.11.3 Nomination facility available as per Employees P F Act.
- 4.11.4 Employees desirous to take loan / advance from their PF Account or withdraw their P.F Account shall submit the prescribed applications through the Employer to the Commissioner of P.F for payment.
- 4.11.5 The annual statement of PF Accounts received from the Commissioner of P.F will be given to the employees by the Accounts Department for verification and confirmation of the balance.

4.12 TERMINATION / RESIGNATION FROM SERVICES

- 4.12.1 The services of an employee may be terminated by the Institution by giving such notice as may be stipulated in the terms of his appointment. In the absence of any such specific provisions in the terms of his appointment, the services of an employee may be terminated by the Institution in the following manner:

“The Institution, at any time, may terminate the services of an employeewithout assigning any reason whatsoever.”

- 4.12.2 An Employee resigning from the services of the Institution shall be required to give such notice as stipulated in the terms of his appointment. If there is no such stipulation in the terms of his appointment, an employee shall be required to either give three months prior notice or pay three months salary in lieu there of

OR



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If, as per terms of his appointment, the employee is required to execute a bond in favour of the employer, the terms and conditions of such bond shall be made applicable in respect of acceptance of resignation

4.12.3 Special Circumstances: Where an employee has been convicted for a criminal offence or where the competent authority is satisfied that it is expedient or against the interests of security to continue his employment, the Competent Authority shall remove or dismiss the employee from the services of the College without any notice.

4.12.4 Every employee before leaving the services of the Institution return all the property or equipment/ tools/instruments/library books and journals etc. belonging to the College issued or lent to him in connection with his employment in the Institution. In case he fails to do so, the cost of such items not returned to the Institution shall be liable to be deducted from his pay or the amount due to him or recovered otherwise.

4.12.5 The final settlement of accounts of an employee leaving the services of the Institution on resignation or termination or retirement from the services of the Institution shall be made only after receipt of No-Dues certificates from the concerned departments and Library.

4.13 CONDUCT, DISCIPLINE AND APPEAL RULES

4.13.1 Every Employee of the Institution shall at all time:

Maintain absolute integrity

Maintain devotion to duty

Must be properly dressed

Not indulge in acts which may damage the reputation of the Institution

4.13.2 An Employee shall be deemed to be a whole time employee of the Institution and shall not, except with the previous sanction of the Competent Authority, on such terms and conditions as may be prescribed by the Institution, engage directly or indirectly in any trade, business, or undertake any part time employment or private tuitions.

4.13.3 An employee may however without such sanction undertake honorary work of social or charitable nature or occasional work of a literary or scientific character subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the College.



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- 4.13.4 No permission is required for publications embodying one's researches or Books. No employee shall publish any letter in any news paper / journal or participate in any discussions to be telecast by the electronic media, which may cause embarrassment to any authority or damage the goodwill of the College.
- 4.13.5 It shall be the duty of every employee not to disclose any information, obtained by him in the course of his employment in the college, to outsiders or to make use thereof after leaving the services of the Institution.
- 4.13.6 If employees resort to public criticism of the administration or any other aspects of the college, it shall be deemed to be misconduct and disciplinary actions shall be taken against such employee(s) by the competent authority.
- 4.13.7 No employee can take active part in politics or stand for elections, unless he is permitted to do so by the competent authority.
- 4.13.8 No. employee is permitted to criticize or encourage caste/regional/religious feelings among the Students and staff of the Institution.
- 4.13.9 If an employee continues to remain absent from duty without any valid reasons without the prior permission of competent authority, he shall be liable for disciplinary action.
- 4.13.10 A teacher is liable to be punished for dereliction of duty and involve in misleading the students in to untoward activities by giving lectures on unethical, religious, political or any other aspects either in the class room or outside the campus, which in the opinion of the Competent Authority, is objectionable and may cause damage to the reputation of the Institution.
- 4.13.11 Every employee shall be courteous in discharging his duties with other employees of the college, students, parents and general public.
- 4.13.12 Consumption of alcohol or drugs is strictly prohibited in the College premises. Employees should not indulge in these activities. If any employee is found indulged in such activities, disciplinary action shall be taken against him.
- 4.13.13 No. suit shall lie in any court against the college, with regard.

4.14 EMOLUMENTS AND BENEFITS TO EMPLOYEES



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- 4.14.1 The appointing authority shall fix the initial pay of an employee appointed to a post in the College at any stage in the time scale attached to the post. The time scales for teaching staff are those prescribed by AICTE.
- 4.14.2 An employee who is holding a post and is promoted to a higher post shall be entitled to draw a basic pay in the time scale of pay of the higher post at the stage next above his basic pay in the lower post.
- 4.14.3 In the case of an employee whose basic pay in the lower post is equal to or has exceeded the minimum basic pay of the higher pay-scale, his basic pay in the higher scale of pay shall be re-fixed by adding increments.
- 4.14.4 The Principal shall sanction the drawl of increments in the time scale to the employees.
- 4.14.5 Additional increments to an employee may be sanctioned by the Principal in specially deserving cases.
- 4.14.6 When an increment of an employee is withheld as a disciplinary measure, the competent authority ordering the withholding of the increment shall state the period for which the increment shall be withheld and whether it shall have the effect of postponing the future increments, i.e. with or without cumulative effect.

4.15 RETIREMENT

- 4.15.1 The date of retirement of Teaching Staff of the College is the date on which he completes 65 years.
- 4.15.2 The Principal shall have the power to re-employ after retirement in special cases teaching staff for a period not exceeding 5 years subject to the following conditions:

Service during the period of re-employment shall not Count for the purpose of Provident Fund. The employee is eligible for the pay and other allowances as fixed by the competent authority.



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CHAPTER – 5

FINANCE & ACCOUNTS

5.1 Sources of Income

Raghu Engineering College was established for the benefit of the Society and serve the public and is not a profit making organization.

The College shall receive income from the following sources:

- i) Tuition fees from the students
- ii) Contributions from the sponsoring Society
- iii) Interest from fixed deposits
- iv) Grants from Govt/other agencies for Research Projects/Consultancy

5.1.1 Bank Accounts:

The following accounts shall be maintained by the College

- i) Current Account in Banks in the name of Raghu Engineering College
- ii) Scholarship Account in the Bank in the name of Raghu Engineering College.
- iii) Examination fees Account
- iv) Other heads of accounts as found necessary.

5.2 Accounting Procedure

5.2.1 All remittances to the College shall be paid in the name of the College.

5.2.2 Tuition fees, Hostel, Transport and other fees shall be paid to the Cashier in Accounts Department for which proper receipt will be given to the students.

5.2.3 Scholarships granted by the Social Welfare Departments, Government of Andhra Pradesh shall be received and disbursed to the students through Account payee cheque.

5.2.4 Payment of bills relating to all purchased shall be made by the Accounts Department, with the approval of the Principal. All payments shall be made as far as possible by Account payee cheque.

5.2.5 The financial accounts of the College shall be maintained by the Accounts Dept



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- 5.2.6 The cheque books given by the bank shall be kept under the custody of Accounts Department.
- 5.2.7 All cash receipts shall be remitted in to the Bank account not later than the first working day following on which the Bank is open.
- 5.2.8 The Accountant shall obtain a Bank statement and reconcile the accounts once in each month.
- 5.2.9 All Bills received from suppliers shall be checked by the concerned officials and Accountant and initialed before releasing the payment.
- 5.2.10 Salaries to the teaching staff and non – teaching staff shall be made by cheque or account transfer. or cash
- 5.2.11 Income Tax, Professional Tax , Provident Fund and other recoveries, if any, should be deducted from the salaries of employees before payment is made
- 5.2.12 The acquittance Register of payments made towards salaries of the employees shall be maintained in the prescribed form. Signature of the employees shall be taken in the acquittance register before payment of salaries.
- 5.2.13 All payments of salaries of teaching and non teaching staff shall be made subject to the condition that excess payments, if any, shall be recovered from the persons concerned.
- 5.2.14 All traveling allowances shall be paid as per rules with the approval of Chairman/Principal.
- 5.2.15 No claim for traveling allowance shall be made unless the bill is countersigned by the Head of the Department concerned or any other person authorized in this behalf
- 5.2.16 T.A & D.A bills shall be checked to see that the journeys have been performed with the approval of the competent authority. The rates claimed there in are in accordance with the sanctioned rates.
- 5.2.17 Physical verification of assets and stores shall be carried out at the end of each financial year to ensure that the physical stock tallies with the stock registers



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maintained in the Departments. If any discrepancy found this should be reported to Chairman

- 5.2.18 At the end of each financial year, the annual accounts of the College prepared and audited by the Chartered Accountants appointed for the College. The Audited Statement of Accounts shall be placed before the Governing Body.

Budgets

Budget is the statement of the estimated receipts and expenditure, prepared well in advance, of the desired plan of action for the ensuing financial year. The Budget estimates are prepared by the Accounts Department after receiving the Budget proposals from the Departments and submitted to Finance Committee. The Budget estimates shall be placed before the Governing Body for its approval also.

Budget estimates for each year shall be prepared by the Accounts Department on realistic and need based. The provisions under the various heads of accounts shall be scientifically worked out. While sanctioning expenditure the approved budget provision shall be verified. If for any reason, the provision made in the approved budget is found to be insufficient to accord sanction for any expenditure, sanction has to be taken from finance committee to re-appropriate the funds from other heads of accounts where there is a scope for surplus at the end of the year. If for any reason there is no scope to re-appropriate any amount from the other heads of account in the budget, the alternative is to seek for additional provision under the same head of account to the extent necessary.



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CHAPTER - 6 RULES AND REGULATIONS (For Conduct & Discipline of Students)

- 6.1 These Rules and Regulations are called the Rules & Regulations for conduct and discipline of students of the Raghu Engineering College, Dakamarri-531162, Bheemunipatnam Mandal, Visakhapatnam District (AP).
- 6.2 These Rules & Regulations will come into force from the date of approval Chairman/Governing Body.
- 6.3 **Definitions:**
- 6.3.1 Discipline Committee shall mean the Committee of Members appointed by Chairman/Principal for deciding the action to be taken against the student in the event of misconduct.
- 6.3.2 College shall mean Raghu Engineering College, Dakamarri, Bheemunipatnam Mandal, Visakhapatnam District (AP)
- 6.3.3 Student means a student registered for an Undergraduate /Post graduate Program for full time study leading to Bachelor /Masters Degree
- 6.4 **Rules and Regulations**
- 6.4.1 Students admitted in Raghu Engineering College shall abide by the Rules and Regulations of the College notified from time to time to deal with the discipline of the students in the Departments, the College Campus and Hostels. The Rules and Regulations may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities of the students.
- 6.4.2 In addition, any Rules imposed by the Affiliating University /Government (Both State and Central Govt.) are binding upon the students of the College.
- 6.4.3 Students studying in the College, if found indulging in antinational activities or in any activity contrary to the Rules of Discipline of the College, will be liable to be expelled from the College without any notice by the Principal.



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- 6.4.4 Ragging by the Students of the College within or outside of the Institute is strictly prohibited. Any student who directly or indirectly, commit, participate in, abets or propagates ragging within or outside the Institute, shall on conviction be punished as per the Prohibition of Ragging Act of the Government of Andhra Pradesh 17
- 6.4.5 Any student convicted of an offence of ragging shall be dismissed from the College from the date of conviction, and the Affiliating University shall be kept informed about the dismissal of the student.
- 6.4.6 Remaining absent from the Institute without prior permission of the Principal is strictly prohibited.
- 6.4.7 Students involved in common off are liable to fine and punishment as decided by the Disciplinary Committee
- 6.4.8 The students who put in less attendance than the percentage prescribed by the Affiliating University in their Academic Regulations shall be detained and shall not be allowed to appear for the University Examinations, unless their shortage in attendance is condoned as per University Regulations.
- 6.4.9 Such students who are detained due to shortage of attendance will be readmitted in the subsequent year in the same Year/Semester in which the student has been detained.
- 6.4.10 If a student is required to remain absent due to illness, permission of the Principal has to be obtained by supporting medical certificate.

6.5 Behavior

- 6.5.1 The students are required to move silently through the corridors without disturbing the nearby classes and /or Practical work in Laboratories.
- 6.5.2 Students should not sit on the corridor walls or stay in group (s) and gossip in the corridors.
- 6.5.3 Students should give way to teaching staff and visitors while moving in the corridors and staircases.
- 6.5.4 No student(s) should involve in (a) blocking physical entry to or exist from buildings, corridors or rooms, (b) engage in shouting, whistling or similar means of interfering in a class work, or in office (c) obstructing a College employee engaged



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in Performinghis assigned duties (d) Obstructing or interfering with a student engaged in attending classes or College-run program / activities (b) disrupting access to College computingfacilities and (e) misuse of Institute computing facilities/ Internet/website.

6.5.5 Student(s) should not involve in unauthorized possession of the Institute propertyor property of another student/ faculty/staff.

6.5.6 Students should not involve in making false statements to Chairman/Principal/HOD/ Faculty and staff on any matter concerning his admission, studies and related matters or refuse to identify himself to the College staff.

6.6 Uniform

6.6.1 All the students are required to wear the College Uniform on all working days except on Saturdays.

6.7 Hostel

6.7.1 In case of any problem relating to Hostel, the student is required to contact the Warden first. For any additional help the student should contact the HOD/ Principal.

6.7.2 Day-Scholars should not enter the Hostel without the permission of the Warden

6.7.3 All the hostel inmates to follow the rules laid down for the hostel.

6.8 Academic matters

On matters relating to study the student should contact the Class Teacher first. For any other personal grievances /problems the students should contact the H.O.D/ Principal. For any specific problem, the student is free to meet the Chairman of the Institute.

6.9 General Awareness

6.9.1 The students are required to use water and electricity economically in the Hostels/College.

6.9.2 The students should switch off the lights/fans/computers/equipments while going out of the rooms /Laboratories.



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- 6.9.3 Each students should carry the Identity Card issued to him/her by the College and produce the same on demand
- 6.9.4 Students are prohibited to use their personal vehicles to move within the campus as it causes disturbance to the class/Practical work and also causes pollution
- 6.9.5 Students should not involve in defacing the students desks, doors, toilets or walls of the College Buildings.
- 6.9.6 Smoking / drinking alcohol, chewing of tobacco and spitting are strictly prohibited in the Hostel building and College Campus. If anyone found indulging in such activities, he is liable for strict disciplinary action

6.10 Misbehavior

- 6.10.1 If any student is found misbehaving with the faculty or staff of the College, misbehaving in the Hostel or College premises, or resort to unfair means which may damage the image of the College, is liable for punishment.
- 6.10.2 If a student misbehaves with the security staff, he shall be liable for disciplinary action.

6.11 Constitution of the Disciplinary Committee

The Disciplinary Committee shall normally consist of:

- a) Principal
- b) Head of the Department
- c) One Faculty Member of the same Department

In case of serious matters, if required a separate Disciplinary Committee may be constituted by the Chairman of the Institute, depending on the nature of the matter.



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CHAPTER - 7

GENERAL REGULATIONS- CONDUCT AND DISCIPLINE OF STUDENTS – LEVY OF FINES AND PENALTIES

7.1 Fines & Penalties

For the following acts of misconduct or for sufficient other reasons fines and penalties will be imposed on the students:

- 7.1.1 Disruption of Teaching, examinations, administrative work, co-curricular or extra-curricular activities.
- 7.1.2 Damaging or defacing the College Property, or the property of other members of the Raghu Engineering College or Visitors to the College.
- 7.1.3 Attempting wrongful confinement of faculty, staff and students of the College or creating nuisance inside the Campus.
- 7.1.4 Use of abusive and derogatory language or incitement of hatred or violence or any act calculated to further the same.
- 7.1.5 Eve teasing or disrespectful behavior towards girl students and women employees inside and outside the College campus.
- 7.1.6 Tampering with identity cards /Bus passes/ hall tickets or any other official documents or records and committing forgery.
- 7.1.7 Furnishing of false certificate or false information to the College.
- 7.1.8 Indulging in acts of gambling in the College Campus.
- 7.1.9 Smoking and possessing alcoholic drinks or other intoxicants in the College Premises.
- 7.1.10 Tearing of pages, defacing or destroying Library Books and Journals.
- 7.1.11 Non-return of Library Books or stealing of Library Books/ journals.
- 7.1.12 Damage/ breakage/ theft of laboratory equipment and apparatus.



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- 7.1.13 Unauthorized occupation of Hostel Rooms, accommodating guests or other persons without the permission of the Warden/ Faculty Member in charge of the Hostel.
- 7.1.14 Improper behavior while on industrial tours, while participating in Tech Fests/Seminars being conducted by other Institutions/organizations.
- 7.1.15 Pasting of posters or distributing pamphlets of objectionable nature or writing on walls and disfiguring buildings in the College Campus.
- 7.1.16 Unauthorized or improper use of the College Property, Library, Laboratories, Computers, internet and telephones of the College.
- 7.1.17 Any other act which may be considered by the Head of the Department / Principal / Chairman to be an act of violation of discipline.

7.2 Nature of Penalties

The following fines and penalties may, for act of indiscipline, or misconduct or for sufficient other reasons, be imposed on a student:

- 7.2.1 Fine equivalent to the cost of the equipment, instrument, apparatus damaged or pilfered by the student. In case of accidental breakage/damage to lab equipments and apparatus in the practical classes the Lab In-charge shall submit a report to the Head of the Department / and Principal for either writing off the cost or for recovery of the cost of the unit from the student.
- 7.2.2 For non-return of the Book(s) to the Library on the due date, penalty of Rs.1/- per book per each working day shall be charged from the student.
- 7.2.3 If book(s) are not returned after one month from the date of issue by the Librarian, Penalty of Rs. 30/- per month shall be levied on the student(s). In case the book is not returned to the Library within three months, the cost of the book(s) at actual shall be recovered from the student.
- 7.2.4 In case of damage or loss of the Book the student will be given the option to either buy at his cost the book of the same author, title and contents or pay the replacement cost of the Book.



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7.2.5 For theft or Pilferage of books/Journals from the Library, if after enquiry it is found that a particular student has committed the offence, he shall be fined the cost of the Book or Journal and also additional fine up to 50% cost of the Book or Journal .

7.2.6 For defacing the walls, ceilings etc. in the Hostel Penalty as decided by the Principal on the basis of the report of the Warden shall be imposed on the Hostel inmate concerned. For tampering with the electrical fittings, the cost of replacement shall be charged to the occupants of the room at actual cost.

7.2.7 For breakage caused to window glass panes etc, the cost of replacement shall be recovered from the concerned occupants of Hostel room at actual cost.

In case of damages caused to furniture and fixtures, computers and other CollegeProperty enquiry shall be conducted to fix responsibilityfor the damage. If it isproved, penalty will be levied on the concerned person by the Principal. Thequantum of penalty to be paid shall be determined on the basis of the extent of damage caused and the repairing / rectification/replacement cost involved.

7.2.8 ForPlucking of fruits/flowers from the College gardens, on the basis of the report of the Security staff, a penalty of Rs.10/- to Rs.50/- shall be imposed on the erring person.

7.2.9 In other cases of misconduct the following penalties/disciplinary action shall be imposed / taken for minor / major offences:

- ❖ Written warning and information to the Parent/Guardian
- ❖ Suspension from classes for a temporary period
- ❖ Debarring from Unit Test or Examination

7.2.10 In case an offence is considered as major offence the Disciplinary Committee will decide the quantum of punishment.

7.2.11 These rules are subject to modification from time to time. In all matters, the decision of the Chairman of the College shall be final and binding on the students,



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CHAPTER – 8

LIBRARY

8.1 The Central Library of Raghu Engineering College shall be under the administrative control of the Librarian. The Librarian will report to the Principal.

8.2 The Librarian shall be responsible for the day to day administration of the Library. He shall also periodically check the stock of the Library Books/Journals etc and report the details to the Principal, if necessary. He is assisted by Library Assistants in managing the Library.

8.3 **Library Advisory Committee**

There shall be a Library Advisory Committee constituted by the Chairman to review the functioning and render advice for its overall development.

The Constitution of the Committee shall be:

Principal	Chairman
H.O.Ds	Members
Librarian	Convener

8.4 **Procedure for procurement of Books**

8.4.1 The list of library books required shall be prepared by the Heads of Departments in consultation with the other faculty members in the Department.

8.4.2 In preparing the list of library books required, it shall be the duty of the teacher concerned to give preference to standard books. Preference shall be given to the books essential for the conduct of classes and teaching as per the syllabus of the Affiliating University.

8.4.3 The Heads of Departments shall send to the Principal the list of Library books required, well in advance for approval, preferably before commencement of the academic year/Semester

8.4.4 The list of books received shall before submission for sanction, be checked carefully by the Librarian with reference to the existing stock of books and the orders pending for supply.



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- 8.4.5 The Principal shall take necessary steps to get financial sanction from the Chairman.
- 8.4.6 Orders for supply of the books shall be placed through Corporate Office of the College at Visakhapatnam.
- 8.4.7 The Librarian is responsible for receiving and verifying the books received as per original indent and supplier's Invoices.
- 8.4.8 The Librarian shall check the Supplier's bills with reference to the Purchase Order , and certify the receipt of all the books supplied as per the Bills, and forward the Bills to Accounts Department for releasing payment
- 8.4.9 All the books procured shall be accessed and placed in the appropriate racks in the Library, for use by the students and faculty and staff
- 8.4.10 The Librarian shall intimate the concerned departments about the procurement of books as per the list given by them.
- 8.5** The following Rules and Regulations shall be strictly implemented for smooth and efficient functioning of the Library:
- 8.5.1 Every student, faculty and staff of the College shall automatically become members of the Raghu Engineering College Library. Non-members are not allowed to enter the Library
- 8.5.2 Books shall be issued / returned from 9.00 AM to 1.00 PM and 1.30 PM to 4.00 PM on allCollege working days.
- 8.5.3 Lunch break shall be from 1.00 PM to 1.30 PM
- 8.5.4 Student's entry into the Library is only on production of identity cards.
- 8.5.5 Students and staff while selecting the books shall not misplace the books on the rack from their original position.
- 8.5.6 The students shall be provided two Library tickets. Against each ticket, one book shall be issued. The tickets are not transferable.
- 8.5.7 The Library books shall be given on loan to the students for a period of two weeks and to the teaching staff for a period of four weeks.



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- 8.5.8 Books / Journals are to be borrowed and returned in person.
- 8.5.9 Books borrowed shall be returned in good condition on or before the due date failing which fine shall be levied as per the rules.
- 8.5.10 The students can get a borrowed book renewed on or before the due date by presenting the book at the Library counter, provided that there is no demand for the same book. However the books can be renewed once only for two weeks, i.e. a student can keep the book for a maximum period of four weeks and after that it cannot be renewed further.
- 8.5.11 The faculty members are provided with six tickets, out of which they may use two tickets for borrowing periodicals and audio visual materials.
- 8.5.12 The non-teaching staff shall be provided with two tickets to enable them to borrow two books at a time.
- 8.5.13 The user can also reserve a book which he could not get for a long time by providing all the details of the book at the Library counter with a request for reservation.
- 8.5.14 The last borrower shall be held responsible for any damage to the book borrowed.
- 8.5.15 Borrowed books shall not be permitted inside the Library, unless these are brought for returning to the Library.
- 8.5.16 When a member ceases to be an employee of the College and/or a student on completion of his period of study in the College, should return the books borrowed and the borrower tickets to the Library for issue of 'No-dues' certificate.
- 8.5.17 If a student or an employee is found stealing the book / journal or indulging in any kind of mutilation, disciplinary action will be taken against him which may includelevy of penalty.
- 8.5.18 Personal belongings such as files, folders, drawing sheets, records, hand bags, printed books etc. shall not be allowed inside the library. The student shall keep his personalbelongings outside the library in the place earmarked for this purpose. Only note books are allowed inside the Library.



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8.5.18 The premises of the Library shall be kept clean and the users shall not indulge in gossip, sleeping or any other acts of indiscipline. Strict silence shall be observed in and around the Library. If any member is found indulging in such activities, necessary action shall be taken against him.

8.5.19 Cell phones should not be used in the Library.

8.5.20 If a student misuses the reading room facility, he may be disallowed to use the readingroom facility.

8.6 Fines and Penalties

Fines and penalties shall be levied if a student fails to adhere to the Library Rules, as per Paragraphs 12.2.2, 12.2.3, 12.2.4 and 12.2.5 Chapter 12- General Regulation – Conduct and Discipline of students - Levy of Fines and Penalties.



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CHAPTER - 9

HOSTELS

- 9.1 The Hostel shall be under the administrative control of the Faculty Member In-charge and the Warden(s) appointed for the Hostel.
- 9.2 The Warden is responsible for the day-to-day administration of the Hostel and shall periodically check the accounts of the Hostel and report the same to the Faculty Member in-charge of the Hostel /Principal.
- 9.3 **Hostel Disciplinary Rules**
 - 9.3.1 The Warden shall allot the rooms as per availability.
 - 9.3.2 No complaints or representations relating to the change of room or room-mate will be entertained. However the Hostel administration reserves the right to allow the changes on merits of the case.
 - 9.3.3 Unauthorized changing of rooms without the permission of the Warden shall be treated as misconduct and necessary action will be initiated against those found guilty.
 - 9.3.4 The Hostel inmates should keep their rooms neat and tidy and should not damage the walls with writings, drawings and paintings etc., failing which penalty shall be imposed.
 - 9.3.5 The Hostel inmates should not tamper with the electrical fittings or wiring. The cost of replacement / repairs shall be charged to the occupants of the room.
 - 9.3.6 Usage of Camera Cell phones, tape recorders, mini TVs, transistors, electrical stoves, water heaters, iron boxes etc. is strictly prohibited. Anyone found misusing electricity for such purposes is liable for expulsion from the Hostel with a fine.
 - 9.3.7 Each hostel inmate shall surrender the room in person at the end of the academic session to the Warden.
 - 9.3.8 If the Hostel inmate leaves the hostel without intimation, the Warden shall break the lock in the presence of the Faculty Member in charge of the Hostel/ Principal and take



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possession of the room and allot the same to another student. In such case, the absentee shall not complain of loss of any of his belongings.

- 9.3.9 The Hostel inmates shall not indulge in ragging or in any such activity, which may cause inconvenience, embarrassment or hurt the feelings of other inmates and day-scholars. Any student found ragging would be dealt with seriously as per rules prescribed for prevention of ragging.
- 9.3.10 Smoking, consumption of alcohol or drugs in the premises is strictly prohibited.
- 9.3.11 The hostel inmates shall not engage any employee to do any errands for them or to demand any special service from the employees.
- 9.3.12 The hostel inmates should not resort to ill-treat or misbehave with any employee of the Hostel / College.
- 9.3.13 The Hostel inmates shall not celebrate any religious functions or rituals or to invite any outside person for holding communal discourses etc in the rooms or premises of the Hostel.
- 9.3.14 The Hostel inmates are not allowed to accommodate any non-borders in their rooms. Any inmate found to violate this rule shall be asked to leave the Hostel.
- 9.3.15 The Hostel inmates, in case of sickness, shall immediately report himself to the Warden who shall take necessary steps for their medical treatment i.e., informing the parents, providing special food as suggested by the doctors etc.
- 9.3.16 Sick students have to apply for room service with the approval from the Warden.
- 9.3.17 Arms or inflammable or objectionable materials should not be kept in the Hostel room. The Warden is at liberty to check the rooms. In case any such material is found in the Hostel room the inmate(s) disciplinary action will be taken against them.
- 9.3.18 All the Hostel inmates are required to make entry of their movements in the Movement Register kept at the entrance gate of the Hostel. Prior permission is required to be taken by the inmates before going out of the Hostel from the appropriate authority.
- 9.3.19 The inmates shall produce their identity cards whenever required by the Hostel administration.



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- 9.3.20 The Hostel in-mates are strictly responsible for the safe keeping of their belongings. They are permitted to use their locks to secure their rooms.
- 9.3.21 The Hostel administration shall not take any responsibility for the misbehavior of theinmates outside the Hostel premises.
- 9.3.22 Breakfast and meals shall be served in the Mess /Canteen as per timings notified.
- 9.3.23 Any complaints regarding Mess shall be brought to the notice of the Vice Principal / Principal through Warden.
- 9.3.24 The Hostel in mates should not enter in to the Mess Kitchen or Store room in the Hostel.

9.4 Fines and Penalties

Fines and penalties shall be levied if a student fails to adhere to the Hostel Rules, as per relevant- General Regulation – Conduct and Discipline of students - Levy of Fines and Penalties.



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CHAPTER – 10

GRIEVANCE REDRESSAL PROCEDURE

10.1 The aim is to settle or redress individual grievances of faculty, staff and students promptly, fairly by methods acceptable to all parties.

10.1.1 The grievances to which this part applies are ones by members of the faculty, Non-Teaching (Technical), Non-teaching administrative staff or other supporting staff, concerning their appointments or employment where the grievances relate:

- i) To matters affecting themselves as individuals; or
- ii) To matters affecting their personal dealings or relationship with other staff of the College or students.

10.1.2 If other remedies within the faculty, staff, department or other similar area have been exhausted the member of the staff may raise the matter with the Head of the Department or other similar area.

10.1.3 If the staff member is dissatisfied with the result of approach under sub-paragraph 15.1.2, or if the grievance is directly concerns the Head of the Department, the staff member may approach the Principal for redress of his grievance.

10.1.4 If the Principal feels that the grievance is trivial or invalid, he will take no action upon it. If it is felt by the Principal that the grievance needs redress, he shall inform the staff member and the Grievance Committee accordingly.

10.1.5 If the Principal does not reject the complaint, he shall decide whether it would be appropriate, having regard to the interests of justice and fairness, for him to seek to dispose it of informally. If he so decides, he shall notify the member and proceed accordingly.

10.2 Grievance Committee Procedure

10.2.1 If the grievance is not disposed of informally, the Principal shall refer the matter to the Grievance Committee.

10.2.2 The Grievance Committee to be appointed by the principal shall comprise :



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Dakamarri, Bheemunipatnam Mandal, Visakhapatnam Dist. – 531 162 (A.P.)

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e-mail: principal@raghuenggcollege.com website:www.raghuenggcollege.com

Principal

Chairman

Senior Professors

Two– Members

- 10.3** The procedure in connection with the consideration and determination of grievance shall be dealt with in such a way so as to ensure that the aggrieved person or any person against whom the grievance lies shall have the right to be heard at a hearing.
- 10.4** The Committee shall inform the Principal and or Chairman whether the grievance is or is not well-founded and if it is well found, the Committee shall make such proposals for the redress of the grievance as it sees fit
- 10.5** If the aggrieved person is not satisfied, he can approach the Chairman of the Institution. If the nature of the problem is of higher magnitude and needs any policy decision, this will be referred to the Governing Body for a decision.
- 10.6** The grievances to which this part applies are ones by students concerning their studies or other areas, where those grievances relate :
- i) to matters affecting themselves as individuals
 - ii) to matters relating to studies/teaching /examinations
 - iii) to matters affecting by the services of the College Staff/Departments
 - iv) to matters affecting their personal dealings or relationships with other students, faculty and staff.
- 10.6.1** If other remedies within the faculty, staff and students or other similar area are exhausted, the aggrieved student may raise the matter with the Head of the academic department.
- 10.6.2** If the aggrieved student is dissatisfied with the result of his approach, he can approach the Principal for redress of the grievance.
- 10.6.3** If the aggrieved student is still not satisfied, he can drop a letter in the grievance box available in the Main Building which is kept under lock and key.
- 10.6.4** One of the Grievance Committee member opens the box every day, collects the letters and places before the Grievance Committee for redress of the grievance(s).



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- 10.6.5 If the aggrieved student is still dissatisfied, he can approach the Chairman for redress of his grievance.

CHAPTER-11

PURCHASE & STORES PROCEDURE

11.1 Purchase Procedure

- 11.1.1 Separate indent shall be raised by the Departments for different categories of Items. After seeking the approval of Chairman, tenders will be invited by:

- i) Academic Departments for Lab equipment, software, instruments etc from the know/reputed Suppliers as per the specifications:
- ii) Other items like Computers, furniture & fixtures, Stores, stationary, etc Corporate Office will process the indents for purchase.
- iii) Stores items required for electrical and civil maintenance work of the Collegebuildings are raised by the Engineers in-charge of the maintenance work. These indents are processed for procurement by the Corporate Office.

- 11.1.2 After receiving the tenders, these will be opened on the due date and scrutinized by the concerned Departments / Purchase Committee and purchase proposals submitted to Chairman for approval, after taking in to consideration the specifications, price, warranty, terms of delivery etc.

- 11.1.3 Purchase Orders will be placed by the Departments. After receipt of the lab equipments, instruments etc. these will be inspected either before or after installation and commissioning by the supplier, as the case may be, by the concerned Faculty Members in charge of the Laboratories/workshops

- 11.1.4 After inspection and acceptance of the equipments, instruments etc, the invoices of the suppliers are duly certified by the Departments and forwarded to the Accounts Department for releasing payment to the suppliers.

11.2 Stores Procedure

- 11.2.1 Shortage or rejections: The rejected materials after inspection should be kept aside and the supplier should be informed immediately by the Department. Shortages/ damage found on opening the consignment at site should be intimated at once to the



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supplier concerned so that the supplier can replace the short/damaged items/parts and/or for getting the stores surveyed for lodging insurance claims if any by the supplier.

- 11.2.2 All equipments, instruments and other materials received in the Departments should be entered in the Department Stock Register. The date of receipt, supplier's Challan / Bill No and date, quantity received and price should be mentioned in the Stock Register.
- 11.2.3 Stores items procured for electrical and Civil maintenance work of the College Buildings, will be received , stored and accounted for in a separate stores by the Engineers in-charge of the maintenance work
- 11.2.4 The stationery items procured are delivered to Principal's Office, where separate stores will be maintained. Different Departments draws their requirement of stationery from this store.
- 11.2.5 Gate Pass: No material shall be allowed to pass outside the main gate of the Collegewithout a gate pass. The gate pass should be prepared in duplicate in the form by theCarbon process, one being office copy to be maintained by the Department, the second to be collected by the Security staff at the gate.
- 11.2.6 Annual Physical Stock taking: At the end of each financial year physical verification will be carried out in each Departmentas per the stock register by a person(s) nominated by the Principal. After the physical verification is over, a statement shall be prepared indicating the nomenclature, unit stock as per stock ledger, physical stockSurplus or shortage found if any and submitted to Principal for investigation and for further necessary action.
- 11.2.7 Numbering of assets: All the assets in each Department shall be numbered to have proper control .The item code shall be recorded in the asset register for identification at the time of verification.



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CHAPTER 12

FACULTY CENTRIC POLICY

12.1 Research Incentive Policy:

The primary objective of the proposed incentive scheme is to motivate the faculty members of Raghu Engineering College is to undertake quality research, consultancy and other research related activities.

12.2 Incentives for Publications in Journals and Conferences:

Incentives shall be applicable to papers which are published in journals indexed by SCOPUS/SCI/SCIE (Web of Science).

The incentive shall be applicable to only those papers where the author's affiliation is "Raghu Engineering College".

In case of multiple authors from REC, the incentive shall be shared equally by all the authors.

Incentive of Rs 10000 for paper published in journals indexed by SCI/SCIE for Engineering stream.

Incentive of Rs 6000 for paper published in journals indexed by SCI/SCIE for BS&H stream.

Incentive of Rs 5000 for paper published in journals indexed by Scopus.

Incentive of Rs 3000 for papers published in reputed international conferences (Scopus indexed)

Incentive of Rs 1000 for papers published in UGC approved journals not indexed by Scopus and Web of Science.

12.3 Incentives for patents:

Incentives shall be applicable to patents which are filled jointly with Raghu Engineering College.

Incentives for each published patent shall be Rs. 3000/-

Incentives for each published patent shall be Rs. 10000/-



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12.4 Incentives for Publication of Books:

Incentive for Books published by renowned international publishers shall be Rs 5000/-

Incentive for Books published by renowned National publishers shall be Rs 3000/-

Incentives for contribution of chapters renowned international and national publishers shall be Rs 2000/-

12.5 Incentives for Research grants and undertaking consultancy projects

The incentive will be 3% of the total research grant received from the funding agency.

The faculty members involved in the consultancy project will take 10% of the total value of the consultancy amount received.



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CHAPTER 13

STUDENT CENTRIC POLICY

There will be incentives and rewards for the meritorious Students:

13.1 The Best outgoing student department wise will be rewarded with an amount of Rs.10,000/-.

- This creates a model of timely acknowledge appreciation and motivates better efforts towards improvement.

13.2 Student achieving/maintaining academic and overall excellence throughout the course is recognized as **The Best Outgoing Student** and is eligible for Rs.20,000/- cash award.

- This inspires a healthy competition to strive for sustaining the success right from 1st year through the final year.

13.3 Merit Scholarship for students of lateral entry of Rs.20, 000 per year.

- This initiative is to underpin the efforts of students from rural and financially disadvantaged groups.

13.4 Financial Assistance for innovative projects after the scrutiny from in-house R&D Cell and their recommendations. The range of support extends with the scope of the project.

- This is to inculcate the culture of innovation and ignite the drive to build futuristic competencies in students.




(Dr. Ch. Srinivasu)

Principal
Raghu Engineering College
Dakamarri Bhimili Mandal
VISAKHAPATNAM DIST.