

Standard Operating Procedures (SOP) Manual -2018



R.V.R. & J.C. COLLEGE OF ENGINEERING

NAAC 'A' Grade

(Autonomous)

Approved by AICTE :: Affiliated to Nagarjuna Educational Society

Accredited by NBA: B. Tech. Courses – CSE, IT, ECE, EEE and ME

Chandramoulipuram :: Chowdavaram :: Guntur – 522019.

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1. Academic activities – Department Level

1.1. **Teaching and Laboratories:**

1) Preparation of Academic plan:

- Every staff member who has been allotted the subject for the semester or year reviews the syllabus
- Staff members decide approximately the number of classes required for the completion of a particular unit of syllabus.
- Identification of learning objectives in that particular unit of syllabus.
- Preparation of lecture plan for each unit based on the expected number of classes for that unit.
- Identification of suitable assignment questions in that particular unit.
- Semester End model question papers are included at end of the academic plan.

2) Conducting Classes:

- Every staff member handles a class for a specified period of time i.e. 60 minutes.
- Attendance is taken either at the beginning or the end of the class by calling the students by their Roll Numbers.
- Before starting the lecture for that day, the staff member has to review the previous class discussion by asking suitable questions.
- Heading and Sub-headings of the topic are listed out on the board and the lecture is delivered
- The lecture must be in such a way that the staff must be able to draw and hold the attention of the students continuously by asking suitable questions throughout the class time.
- At end of the class the topic is summarized and then the class is concluded.
- At the end of the class it must be ensured that the board is kept clean.
- The entries on the front page of the attendance register are to be made immediately.
- It must be ensured that the faculty member records the cumulative attendance for the month in the concerned department by the end of every month.

3) Evaluation of the student:

- The performance of the candidates in each semester shall be evaluated Course wise.
- The distribution of marks between Sessional Examination (based on internal assessment) and Semester End Examination is as follows:

Nature of the Courses	Sessional Marks	Semester End Marks
Theory Courses / Design and / or Drawing / Practicals	40	60
Mini Project / Term paper / Mandatory Course / Value Added Course	100	---
Project work	40	60 (Viva Voce)



- In each of the Semesters, there shall be two Mid Term examinations and two Assignment Tests in every theory course. The Sessional marks for the midterm examinations shall be awarded giving a weightage of 15 marks out of 18 marks (80% approx.) to that midterm examination in which the candidate scores more marks and the remaining 3 marks (20% approx.) for other midterm examination in which the candidate scores less marks. Similarly a weightage of 10 marks (80% approx.) out of 12 marks earmarked for assignment tests shall be given for the assignment in which the candidate scores more marks and remaining 2 marks (20% approx.) shall be given for the assignment test in which the candidate scores less marks.
- A maximum of five marks are allotted for attendance in the respective theory courses in a graded manner as indicated in clause 8.2. The remaining 5 marks out of the 40 marks earmarked for the sessional marks are awarded (quiz / online examination) by the concerned teacher in the respective theory courses
- The evaluation for Laboratory class work consists of a weightage of 25 marks for day to day laboratory work including record work and 15 marks for internal laboratory examination including Viva-voce examination. In case of Project work, the sessional marks shall be awarded based on the day-to-day progress, the performance in two Seminars and the Project Report submitted at the end of the semester. The allotment of sessional marks for Seminars and day-to-day work shall be 15 and 25 respectively.
NOTE : A candidate who is absent for any Assignment / Mid Term Exam, for any reason whatsoever, shall be deemed to have scored zero marks in that Test / Exam and no make-up test / Exam shall be conducted.
- A candidate who could not secure a minimum of 50% aggregate sessional marks is not eligible to appear for the Semester End Examination and shall have to repeat that Semester.

LABORATORY / PRACTICAL COURSES

In any semester, a minimum of 10 experiments / exercises specified in the syllabus for laboratory course shall be completed by the candidate and get the record certified by the concerned Head of the Department, to be eligible to face the Semester End Examination in that Practical course.

ATTENDANCE REGULATIONS

- Regular course of study means a minimum average attendance of 75% in all the courses computed by totaling the number of hours / periods of lectures, design and / or drawing, practical's and project work as the case may be, held in every course as the denominator and the total number of hours / periods actually attended by the candidate in all the courses, as the numerator.
- A weightage in sessional marks up to a maximum of 5 marks out of 40 marks in each theory course shall be given for those candidates who put in a minimum of 75% attendance in the respective theory in a graded manner as indicated below:

Attendance of 75% and above but less than 80% - 2 marks

Attendance of 80% and above but less than 85% - 3 marks



Attendance of 85% and above but less than 90% - 4 marks

Attendance of 90% and above - 5 marks

- Condonation of shortage in attendance may be recommended on genuine medical grounds, up to a maximum of 10% provided the candidate puts in at least 65% attendance as calculated in clause 8.1, provided the Principal is satisfied with the genuineness of the reasons and the conduct of the candidate.
- A candidate who could not satisfy the minimum attendance requirements in any semester as mentioned in clause 8.1, is not eligible to appear for the Semester End Examinations and shall have to repeat the same Semester.

DETENTION

A candidate, who fails to satisfy either the minimum attendance requirements as stipulated in Clause-8, or the requirement of minimum aggregate sessional marks as stipulated in Clause-6, shall be detained. Such candidate shall have to repeat the same semester.

SEMESTER END EXAMINATION:

- For each theory course, there shall be a comprehensive Semester End Examination at the end of each Semester.
- For each Practical course the Semester End Examination shall be conducted by one internal and one external examiner appointed by the Principal of the College, the duration being that approved in the detailed Schemes of Instruction & Examination.
- Viva-voce Examination in Project Work shall be conducted by one internal examiner and one external examiner appointed by the Principal.

CONDITIONS FOR PASS:

- A candidate shall be declared to have passed in individual course if he / she secures a minimum of 35% marks in theory and 50% marks in Practical courses/drawing courses/Project Viva-voce in Semester End Examination and minimum of 40% marks in both Sessional & Semester End Examination put together.

AWARD OF CREDITS

- Credits are awarded for each Theory / Practical Courses. Each theory course is awarded three credits and each practical course is awarded two credits. Project work is awarded eight credits. The total number of credits for all Four years put together shall be 189.



- AWARD OF GRADES

S.No.	Range of Marks	Grade	Grade Points
1.	≥ 90	S	10.0
2.	≥ 80 - < 90	A	9.0
3.	≥ 70 - < 80	B	8.0
4.	≥ 60 - < 70	C	7.0
5.	≥ 50 - < 60	D	6.0
6.	≥ 40 - < 50	E	5.0
7.	< 40	F	0.0
8.	The grade 'W' represents withdrawal / absent (subsequently changed into pass or E to S or F grade in the same semester)	W	0.0

- A candidate securing 'F' grade in any course there by securing zero grade points has to reappear and secure at least 'E' grade in the subsequent examinations for that course.
- A candidate who has earned 'F' grade in any course can repeat the course by re-registering it when the course is offered next time.
- After each semester, Grade sheet will be issued which will contain the following details:
 - The list of courses for each semester and corresponding credits and grades obtained.
 - The Semester Grade Point Average (SGPA) for each semester; and
 - The Cumulative Grade Point Average (CGPA) of all courses put together up to that semester.
- SGPA is calculated based on the following formula:

$$\frac{\sum [\text{No. of credits} \times \text{Grade points}]}{\sum \text{No. of Credits}}$$
- CGPA will be calculated in a similar manner, considering all the courses up to that semester.
- A consolidated Grade Sheet shall be issued to the candidate, after completing all , indicating the CGPA of all the Four years put together.
- Conversion of CGPA into equivalent Percentage.: Percentage of Marks = 9.25 x CGPA

4) Remedial Classes

- Preparation of timetables for classes after normal class hours by identifying free slots in existing time tables.
- Allotment of faculty for required subjects.
- Subject allotment information to be sent to the respective faculty members.
- Extra classes can be conducted for the lateral entry students for the required subjects.



- For students with backlogs, extra classes can be conducted for the required subjects.
- Classes are conducted according to the schedules specially prepared for the remedial classes.
- An attendance register is maintained.

5) Discipline:

- The staff member is present near the class room atleast 5 minutes before the commencement of the class
- Every staff member must handle the class for the specified period of time i.e. 60 minutes for every class (staff should not go late to the class and should not leave the class early). Attendance must be maintained strictly throughout the semester.
- Students are not allowed to the first hour classes 5 minutes after the commencement of the class.
- When a member of the faculty intends to take leave, the information is given in advance to the Head of the Department.
- Attendance registers must be maintained upto date and every day attendance is posted in academic activity portal.
- Evaluation of mid exam answer scripts must be followed according to the instructions given by Exam branch.
- Marks must be posted in the consolidated mark sheets as well as in the academic activity portal in the respective departments

6) Conducting Student Seminars:

- Allotment of separate seminar slot in the time tables.
- One staff member is assigned as a seminar- in-charge for every section.
- Separate attendance register is maintained for seminar sessions.
- The students are instructed to select the seminar topics in their area of interest.
- The students are helped to select the seminar topics in new areas / technologies.
- The seminar is conducted in an interactive mode i.e. by posing suitable/related questions. Suggestions are given for improvement
- The soft/hard copies of the literature for delivered topics are collected.

7) Establishment and Maintenance of Laboratories:

a) Purpose: The Purpose of this Standard Operating Procedure (SOP) is to provide guidelines to establish a new laboratory by the concerned laboratory In-charge whenever there is a modification in syllabus

b) Scope: This procedure is applicable to all laboratories to be established in different disciplines and for each semester and in all departments.

c) Responsibilities: Concerned faculty In-charge, lab technician and HOD are responsible for the establishment of the lab.



d) Structure: This Standard Operating Procedure (SOP) comprises activities before the commencement of a semester

- Introduction of new course and new labs if any, are established
- Modification of syllabus
- For the purpose of research, etc.

e) Details of Activities:

- Prior to the start of the course. Identifying the requirements according to the syllabus/curriculum.
- Listing out the different types of equipment and categorize them i.e., furniture requirement, electrical requirement, lab equipment, consumables etc.
- Calling budgetary Quotations and demonstrations.
- Preparing the comparative statement of the prices quoted by different vendors who satisfy our requirements
- Estimating the approximate budget and the approval from higher authorities.
- Calling the vendors for price negotiations at the purchase committee meeting.
- On the recommendation of purchase committee the vendors are finalized. • The purchase order is placed.
- The necessary approvals for the monthly budget are submitted to the accounts section.
- Based on the terms and conditions of the purchase order the vendor supplies and installs the equipment and necessary training is provided by the vendor to the concerned faculty and lab technicians.
- The bill is passed after the purchased items satisfy all requirements
- The details are entered in the accession register and lab stock register.
- The passed invoice is sent to the accounts section.
- The accounts section then sends the cheque / DD to the vendor

f) Records to be maintained:

- Procurement file
- Consumable file
- Stock register
- Accession Register

8) Preparation/Updating of lab manuals

a) Purpose: The purpose of this Standard Operating Procedure (SOP) is to provide guidelines to prepare or update laboratory manuals before conducting of a lab course in a semester by the concerned faculty member

b) Scope: This procedure is applicable to all concerned laboratory incharge in different disciplines

c) Responsibilities: Concerned laboratory in-charge



d) Structure: This standard Operating Procedure (SOP) comprises of activities. prior to the start of the semester

e) Details of Activities:

- Prior to the start of the course
- As per the curriculum, experiments are identified.
- Select the circuit diagrams/programs, design the circuit, simulate the circuit and verify the output ,test / validate the circuit physically
- Aim of the experiment is identified
- Apparatus required for the experiment is acquired
- Design required, if any
- Circuit diagram required
- Description of the diagram/experiment
- Procedure is carried out during the experiment
- Theoretical calculations, if any
- Model graphs if any
- Space is provided for practical calculations
- Provide graph sheets if required for presenting the practical reading.
- Provide space for comparative study of theoretical and practical results
- Summary of results, References if any, Remarks of the teacher
- Marks awarded by the teacher.
- Instructions regarding precautions to be taken.

f) Records to be maintained: Copies of Lab Manual

9) Upgrading/Augmentation of labs

a) Purpose: The Purpose of this standard Operation Procedure (SOP) is to provide guidance to update Labs to meet the needs listed as per the syllabus by the concerned Lab in-charge.

b) Scope: This procedure is applicable to all faculty in-charge and technician of the concerned laboratory in different disciplines.

c) Responsibilities: Concerned laboratory in-charge

d) Structure: This standard Operating Procedure (SOP) comprises activities. • Prior to the start of the semester

e) Details of Activities:

- Prior to the start of the course:
- Whenever the University modifies the syllabus, the extra equipment required to meet the needs is listed as per the syllabus.
- Procurement of newly identified equipment is done according to the procedure listed under "Establishment of new Labs".

f) Records to be maintained:

- Service report.



- Gate pass.
- Purchase order, office note.
- Stock Registers.
- Accession Register

11) Maintaining equipment in labs:

a) Purpose: The Purpose of this standard Operating Procedure (SOP) is to provide guidelines to maintain equipment in laboratories to ensure perfect functioning of labs before conducting classes in a semester by the concerned lab in-charge (faculty member & technician)

b) Scope: This procedure is applicable to all laboratories maintained by the faculty in-charge of labs in different disciplines and in each semester of all departments.

c) Responsibilities: Concerned laboratory in-charge d) Structure: This standard Operation Procedure (SOP) comprises of activities.

- Prior to the start of the semester
- During the conduction of lab in that semester
- After completion of the semester

e) Details of Activities:

- Prior to the start of the course
- Check the essentials like connecting cables, CRO probes, and equipment performance etc., every evening by Technician and repair them as and when required.
- Check the working condition of equipment in the presence of faculty lab- in-charge of the corresponding lab in each laboratory by Technician at the end of semester exams.
- As and when the equipment fails the equipment is repaired at the earliest by the laboratory Technician or by calling the Service Engineer.
- The equipment with minor repairs is serviced by technicians in the lab itself. The equipment which is not working is listed out.
- With the permission of HOD the authorized service engineer is contacted for the major repairs.
- After getting the estimation of service charges, approval is taken from the Principal, service engineer is called and the equipment is repaired.
- If it is not possible to repair it in the institute, then the equipment is sent to the service organization for repair.
- The service engineer, after servicing, gives the service charges in the form of a bill which is paid by the accounts section.
- The equipment that is sent outside for repairs is recorded in a register.

Equipment is once again checked before the commencement of each semester.

f) Records to be maintained:

- Office note.



- Service reports.
- Stock registers.
- Gate pass.

10) Budget Planning

a) Purpose: The Purpose of this standard Operating Procedure (SOP) is to identify the requirement and planning of the budget of the concerned department by the concerned HOD.

b) Scope: This procedure is applicable to all HOD's of different disciplines

c) Responsibilities: Concerned HOD

d) Structure: This standard Operating Procedure (SOP) comprises of activities. Prior to the start of each academic year.

e) Details of Activities:

- Prior to the start of the course
- Information should be collected from the lab in-charge regarding the purchase of new equipment and lab maintenance requirement
- Estimation of the budget as per the requirements given by the lab-in-charge.
- This process is done on a monthly and yearly basis

f) Records to be maintained:

- Budget proposal
- Specific Requirements of different labs.



Budgetary Quotations Requisition Format

RVRJCCE/DEPARTMENT/YEAR/

Guntur,

Date:

To M/s

Sub:- Quotation for the ----- lab equipment – Reg

Kindly arrange to submit your lowest Quotation for the following equipment in the name of the Principal. Detailed technical literature may also be enclosed along with the Quotation.

The specifications of the following equipment are enclosed herewith.

S.No.	NAME OF THE EQUIPMENT	Quantity

Thanking you,

HOD/



Comparative statement

RVR&JC College of Engineering (Autonomous)

Department of -----

OFFICE NOTE

Date:

Sub: - Purchase of equipment for department Laboratories – Regarding

The total amount required to purchase equipment for the department laboratories is -----.
Hence Rs----- may be sanctioned and approval may be accorded to call the representatives of the following vendors for price negotiations, before the purchase committee.

Equipment In charge

HOD

PRINCIPAL

Finance Officer

Secretary & Correspondent



Purchase Order

RVRJCCE/DEPARTMENT/YEAR/

Guntur,

Date:

To

M/s

Sub:- Purchase order for the following equipment – Regarding.

Ref:-

Please supply the following equipment as per the price negotiations by the Purchase Committee meeting held on dated ----.

Price inclusive of all taxes.

S.No.	Name of the Equipment	Quantity

TERMS & CONDITIONS:

Warranty:

Price:

Delivery Schedule:

Taxes:

Thanking you,

Principal



1.2 Examinations

1) Internal Examinations:

- In each of the Semesters, there shall be two Mid Term examinations and two Assignment Tests in every theory course. The Sessional marks for the midterm examinations shall be awarded giving a weightage of 15 marks out of 18 marks (80% approx.) to that midterm examination in which the candidate scores more marks and the remaining 3 marks (20% approx.) for other midterm examination in which the candidate scores less marks. Similarly a weightage of 10 marks (80% approx.) out of 12 marks earmarked for assignment tests shall be given for the assignment in which the candidate scores more marks and remaining 2 marks (20% approx.) shall be given for the assignment test in which the candidate scores less marks.
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- The evaluation for Laboratory class work consists of a weightage of 25 marks for day to day laboratory work including record work and 15 marks for internal laboratory examination including Viva-voce examination.
- In case of Project work, the sessional marks shall be awarded based on the day-to-day progress, the performance in two Seminars and the Project Report submitted at the end of the semester. The allotment of sessional marks for Seminars and day-to-day work shall be 15 and 25 respectively.

2) Semester End Examination

- For each theory course, there shall be a comprehensive Semester End Examination at the end of each Semester.
- For each Practical course the Semester End Examination shall be conducted by one internal and one external examiner appointed by the Principal of the College, the duration being that approved in the detailed Schemes of Instruction & Examination.
- Viva-voce Examination in Project Work shall be conducted by one internal examiner and one external examiner appointed by the Principal.



1.3 Project Work:

1) Identification of Fields / Topics:

- The department faculty has to form specialization wise groups. Each group is headed by a senior faculty
- HOD has to appoint a Student Project Coordinator, who will look after the activities related to project works of students.
- All the faculty members in the department are instructed to give the topics for the project work with which they are familiar. The faculty is advised to give only a broader area of work rather the title of the project. The title is to be decided in consultation with the students. These topics are to be displayed on the notice board at the beginning of the III year II semester.
- The project coordinator has to identify the industries, research organizations etc., which permit the students for project works, with areas of specialization. He / she should also provide information how to obtain permissions for doing the project in those organizations.
- The project coordinator has to conduct an interactive session for the IV year I semester students, and explain the procedures to be followed for completion of the project works. He / She has to explain to the students the various specialization groups available in the department.
- He should conduct a brain storming session with students and allow them to form as groups of 2 to 3 students. Each group shall select the area of specialization and topic in which it is interested in doing the project and has to register the same with the HOD.
- Based on the topic, the HOD and project coordinator will allot the faculty to guide the students.
- The students in consultation with their guide, shall prepare a brief report about the topic, methodology and procedure to be followed for project work, and it will be forwarded to project review committee for approval and suggestions.

2) Approval of Project Works:

- The HOD has to appoint a Project Review Committee (PRC) comprising the project coordinator and three senior faculty members with different specializations.
- All the project proposals consisting of the project topic, location of work etc are to be forwarded to the PRC
- The PRC will discuss with the project guides the feasibility and quality of the project proposals.
- Based on the PRC recommendations, the students are given permission to start their project work.



3) Assessment of the Project Works:

- The progress of the project work is to be monitored periodically by respective guides.
- Each project group has to give three seminars in the IV year II semester stating the progress of the work. These project seminars are spread evenly over the entire semester and are to be reviewed by the PRC and the guide.
- The PRC shall help the students with suggestions for completing the project.
- There internal assessment of the project. In consultation with HOD, PRC and project guides appropriate breakup like: Literature survey, quality of work, presentation skills etc.,
- Finally the guide & PRC should approve the work for final submission of thesis and preparation of project report.
- Heads of Departments will give a panel of examiners for conducting the viva-voce examination and the name of the examiner is approved by the Principal / Controller of Examinations



2. Academic Activities – Institute

2.1 Admission:

MINIMUM QUALIFICATIONS FOR ADMISSION

A candidate seeking admission into I Year of B.Tech. Degree Course should have passed either Intermediate examination conducted by the Board of Intermediate Education, Andhra Pradesh with Mathematics, Physics, and Chemistry as optional subjects (or any equivalent examination recognized by the Acharya Nagarjuna University) or A candidate seeking admission into II Year of B.Tech. Degree Course should have passed either Diploma in Engineering in the relevant branch conducted by the State Board of Technical Education & Training of Andhra Pradesh (or equivalent Diploma recognized by Acharya Nagarjuna University).

The selection is based on the rank secured by the candidate at the EAMCET / ECET (FDH) examination conducted by A.P. State Council of Higher Education. The candidate shall also satisfy any other eligibility requirements stipulated by the University and / or the Government of Andhra Pradesh from time to time.

BRANCHES OF STUDY

The B.Tech. Course is offered in the following branches of study:

- Chemical Engineering
- Civil Engineering
- Computer Science & Engineering
- Electrical & Electronics Engineering
- Electronics & Communication Engineering
- Information Technology
- Mechanical Engineering

DURATION OF THE COURSE AND MEDIUM OF INSTRUCTION

- The duration of the course is Four academic years consisting of two semesters in each academic year. The medium of instruction and examination is English.
- The duration of the course for the candidates (Diploma Holders) admitted under lateral entry into II Year B.Tech. is Three academic years consisting of two semesters in each academic year. The medium of instruction and the examination is English.



MINIMUM INSTRUCTION DAYS

Each semester shall consist of a minimum number of 90 days of instruction excluding the days allotted for tests, examinations and preparation holidays.

REGISTERING THE COURSES OFFERED

- A candidate has to register and secure 160 credits out of which 40 credits from laboratory courses including project work.
- MOOCS (Massive Open Online Courses):
 - A student will be eligible to get Under Graduate degree with Honours or additional Minor Engineering, if he/she completes an additional 20 credits. These could be acquired through MOOCS.

2.2 Training & Placements, Mentoring

This SOP is designed as a general reference for all involved in Mentoring, Training & Placement.

This includes:

- Mentoring, Training & Placement cell
- All mentors
- Faculty members, and
- Fresh and already enrolled engineering students of RVR&JCCE

Mentor –Training-Placement Program is a student monitoring activity right from the day the student joins the Institute till the time he is placed suitably.

Prior to the Start of the Program:

- A detailed list of Mentors for Ist, IInd, IIIrd, and IVth years from each department is submitted to the mentoring Committee by the HOD's
- The mentors are required to attend a basic training program on how to use the MTP forms for mentoring
- Assigning mentors to students of Ist, IInd, IIIrd & IVth year for each Department
 - Forward list of name, student i.d number and contact information (name, address, mobile number & email address) of the mentees to the mentors
- Make schedules for meetings of mentor with prospective mentees

At the time of Admission/ Registration:

- The mentors (of the respective departments) should assist the student in filling the Master Student Information.
- This form is then to be placed in the pouch of the MTP files allotted to the Mentors (of the respective departments) at the MTP cell.
- Mentors should contact mentees no later than second day of classes to introduce



themselves and offer assistance to their mentees.

During mentoring sessions:

- Mentors must communicate with the mentee a minimum of twice each semester as given in the schedule;
- Mentors must keep accurate records of communication with his or her mentee(s);
- Mentors must treat mentees courteously, respectfully and patiently in all circumstance;
- Mentors must keep confidential all information shared with them by mentees
- Use MTP forms to monitor the progress of the mentee at various stages of the mentee's course
- Use MTP form to record details of meeting with the mentee
- Report to Parents, Head of Department or Principal on matters that are urgent
- Report to the training officer any deficiencies of the mentee that need to be corrected

At the end of last mentoring session:

The last form is to be transferred to the Alumni cell after entering details of the mentee, viz, Name of the student, Contact address with telephone number/mobile no, Place of recruitment, Email id & any other relevant information

Records to be maintained:

- Mentors are required to keep detailed records of their communication and activities with their mentees in the pouches of the MTP files at the MTP cell.
- Archival records of the mentees must be kept for a period of two years or the time it takes for the mentee to graduate from RVR&JCCE.

Training & Placements

Overview

The Cell was established with a prime objective of creating career opportunities in reputed corporates towards meeting aspirations of all the stakeholders. The Cell is devoted to cater to the needs of the organizations in conducting campus interviews for placements. Interactions with organizations are regularly done for placement requirements. Placement cell also conducts career guidance workshops to the final and pre-final year students to face their future with confidence. The cell is utilizing the facilities of the college like conference halls equipped with home theatres, LCD projector, PA system, laptops, desktops, laser printers, handy cam, digital camera, etc.

Objectives

- To achieve 100% Placements.



- To invite the best companies of different industries for Campus Recruitments.
- Make students Industry ready with proper planning, focus and appropriate programmes.
- To promote career counselling by organizing guest lectures, awareness programmes, seminars etc.
- To conduct training programmes, both in-house and out sourcing corporate trainers.
- Plan and organize more Industry - Institute Interactions for the benefit of students and the faculty.
- Introducing Video-Conference with Industry experts and RVR & JC Alumni (to create awareness for campus to corporate transformation) for career orientation and career exploration.
- To build RVR & JC brand value in the corporate world.

Standard Operating Procedure of Training & Placement:

- Students should register for campus placements in their pre-final year of UG/PG course through MOODLE CMS by providing all the required information within the stipulated period.
- Giving a valid phone no. and e-mail id (that are active) is very important for corresponding/communicating with the students. (Include an emailid in groupid and join in respective Dept. WhatsApp group for effective communication)
- Students are advised to check mails, college Website News regularly for placement information. They shall also keep in touch with placement volunteers.
- Any change in Mobile number or mail id shall be immediately intimated to the T&P CELL. Otherwise, you may miss important information from the T&P Cell.
- Information regarding clearance of Backlog Subjects or Change in Marks after revaluation, should be immediately given / updated in the database of T&P Cell through department placement co-ordinator.
- It is the responsibility of the students to look at the T&P Cell - Notice Boards - exclusively meant for providing training and placement information.
- T&P Notice boards are located at 3 places – HiTech Block, Digital Block (beside the Seminar Hall), Opp. Library.
- A Company gives information about its visit to a college for a campus drive, at a maximum of 10 days and a minimum of 3 days, in advance.
- Information regarding Interview Process, Eligibility Criteria - min and maximum no. backlogs and academic break in studies will be available in the circular, released by the TPO, T&P Cell, at the time of campus recruitment.
- Campus Recruitment Results can be checked on the T&P Cell Notice Boards and the Dept. coordinators, as well.



- Students who are eligible for any placement drive will have to give his/her consent before attending the same to the coordinator concerned. Failing which the candidate will be marked absent for the particular drive.
- Student who fails to attend the placement drive, whether on or off campus subsequent to his/her consent for attending the same will be fined.
- Students shall visit the Company's website (company profile) before attending the interview. The recruiters may ask about their company.
- Students shall not leave the campus at the time of campus drives without taking / giving information to their respective placement co-ordinator.
- Students must make their own arrangements such as transport, food etc. for attending the Interviews.
- Students should take every effort to maintain the decorum and the image of the college with the visiting representatives of the organization.
- Students who clear the Written/Online Test should attend the rest of the process of the interview till the end .They have no right to SKIP any part of the interview in the middle. If they do so, it is viewed as a serious offence and liable for removal from the list of T&P Cell.
- Students should attend the interviews in formal dress, sporting College ID, and hard copies of the following
 - Updated resume – 2 copies.
 - Hall ticket/Admit card, if applicable.
 - Passport size photographs.
 - Photostat copies from 10th to UG/PG and any other certificates related to co-curricular activities.
- If a student has been selected in the campus interview and has received an appointment letter, then he/she cannot appear again for another interview and his/her name is removed from placement rolls.
- Student, once selected will not be allowed further for any placement drive, until and unless there is a rise of Rs.1,00,000/- in the annual package offered.
- Students selected in the campus recruitment are to join the organization on completion of the course. Failure to join needs a proper explanation. Organizations/Companies black list the colleges, if students do not honor offer letter.
- The Principal/Placement officer, for any reasons, receives adverse comments on the behavior and conduct of the interviewee from the interviewers; he/she may have to face severe consequences.
- If any kind of information is received from a company directly by the student, it has to be informed to the Dept. Coordinator or T&P CELL.
- Students should maintain punctuality for all events.
- All the queries regarding placement drives etc. will be addressed by the Placement



Coordinators.

2.3 Events, Communication

S.No	Events	Guide Lines	Communication
1	Poor Attendance	Meet HOD / Mentor	Parents communicated through MTP Commn./
2	Exam Failures	Parents to meet HOD/Mentor	Parents communicated through MTP Commn./.
3	Disciplinary Action	Meet the Disciplinary committee and parents are informed	Parents communicated through MTP Commn./.

2.4 Connection with Industries

- Establishment of Industry-Institute Partnership /interaction Cell
- Organizing Workshops, conferences and symposia with joint participation of the faculty and the industries.
- Encouraging engineers from industry to visit Institution to deliver lectures.
- Participation of experts from industry in curriculum development.
- Arranging visits of staff members to various industry
- Professional consultancy by the faculty to industries.
- Industrial testing by faculty & technicians at site or in laboratory.
- Joint research programmes and field studies by faculty and people from industries.
- Visits of faculty to industry for delivering lectures on subjects of mutual interest
- Visits of industry executives and practicing engineers to the Institute.
- Memoranda of Understanding between the Institute and industries to bring the two sides emotionally and strategically closer.
- Human resource development programmes by the faculty for practicing engineers.
- B.Tech and M.Tech. Project work in industries under joint guidance of the faculty and experts from industry.
- Visiting faculty/professors from industries.
- Scholarships/fellowships instituted by industries at the Institute for students.
- Practical training of students in industries.

2.5 Library

A Well-equipped and well managed Library is the foundation of modern education structure .The importance of the library in the college can be appreciated properly and precisely only if we understand the changing concepts of education today. In RVRJCCE library is fully computerized. All issues and returns are automated with **Environ Lib** software.

PURPOSE: To plan, purchase, arrange, store, issue and account of books to students and staff.



SCOPE: Covers all textbooks, Journals, periodicals and e-Journals for all the students & staff.

RESPONSIBILITY: Principal, Librarian

DESCRIPTION:

PROCUREMENT AND STOCKING OF BOOKS:

- The order list shall be prepared on the basis of suggestions and requirement of the faculty
- Members, HODs and students taking into consideration RVR & JCCE (AUTONOMOUS) syllabus.
- The list shall be forwarded to the principal for approval who makes any necessary changes, approves it and forwards the same to Library for procurement.
- The books are received by librarian from the supplier. An inspection activity will be carried out by librarian to check quantity, Title, Author, etc, as per the invoice.
- If the listed books are not received, as per the purchase order, it will be brought to the notice of the principal.
- The books received by the librarian are entered in the Accession Register (AR).
- After the completion of Accession, due date slip, shall be pasted on internal Title Page of the Book.
- The books are numbered according to entry in the Accession Register and stocked in rack /almarah as per subject.
- One copy of each title is kept in REFERENCE SECTION duly stamped as REFERENCE copy.
- There is a display board at the entrance of the library that show the no. of Titles & volumes branch wise.
- There is a complaints and suggestions box for the students & Faculty.

Issue of books to students:

- The College library is kept open on all the college working days between 08:00am and 08:00pm
- Students shall be issued library Borrower book by obtaining one pass port photograph from them.
- 3 library books shall be issued to each student of B.TECH, 4 Books for P.G Students (M.B.A., M.C.A. & M. Tech.).
- All Borrower books are kept in Library Circulation Counter.
- All issues and returns are fully automated, however manual system is also followed.



- Once a book is issued, book no due date shall be entered in the Borrower book which is signed by the student. The book is kept with library.
- Time given for the borrowed book is 14 days. The book should be returned on or before due date. After due date a fine of RS. 1/-per day is collected.
- One renewal is allowed if there is no demand for borrowed book, students are advised to check carefully by physical condition of the book before it is issued, once books is issued he/she will be held responsible to return book in good condition.
- If the book is lost or damaged, the borrower has to replace a new copy or has to pay double the cost of the book in the market.
- Students are not allowed to bring their personal belongings and books into the library, except notebook for making notes. All their belongings have to be kept on the racks provided at the Property Counter in the Library. Students should sign in gate register while entering in the Library.

Issue of Books to Staff:

- Each staff member will have an account in the library and will be assured a maximum of 10 books.

Administration of Journals and Magazines:

- Magazines, journals and Newspapers are recommended by the principal, HODs and staff.
- A list of magazines, journals and Newspapers with subscription details is forwarded to the principal for approval A distributor is identified and order is placed for a period of one year. The required money would be sent by draft for those magazines and journals.
- The Magazines, Journals and Newspapers are entered in a periodicals register. On receipt, the magazines are placed on the magazines display racks.
- Reminder letters are sent in case of non-receipt of magazines, Journals.
- Magazines and journals, which are donated, are entered in a register.
- The technical Magazines and Journals shall be sent for binding. The Back Volumes are kept in the Racks.

Administration of compact disc (CDs):

All CDs received along-with book; magazines are stored in the CD Pouches.

Libsoft Software from Environ Software Bangalore,	Version 9.8	
Year of Automation		2002
No. of Systems	6	
Barcode Scanners		2
Barcode Printer		1
The Library Services Fully Automated with Barcode Technology in the Year 2002.		



IDENTITY :-

Student users have to show their identity cards at the main gate and all Library users have to sign in the gate register at the time of entering the library.

PROPERTY COUNTER :-

Personal belongings like note books, printed material, umbrellas, hats, bags, etc. have to be kept at the property counter near the main gate, personal books or library books already taken on loan should be kept at the property counter.

OPAC SERVICES: (Online Public Access Catalogue) :-

Two Computers are kept available for readers for the enquiry of books according to author and title to locate as per their choice. The reader can also find number of copies in General as well as in Book Bank. Complete information like year of publication, edition volume price etc. will be available for the reader. Card Catalogue also is available for alternative use at power off times.

CIRCULATION SECTION :-

It has already been computerized. One Computer for issue and another for Return have been provided. Bar Code Technology has been implemented in this section for effective administration of this section.

The number of tickets will be issued to staff and students as noted Bellow.

S.No	CATEGORY	Tickets Eligible	Books Issued	Duration
1.	Faculty (Teaching)	10	10	10 Tickets for a period of one semester for each
2.	Computer Programmer & Computer Operator	06	06	For a Period of 14 days
3.	Technicians & Other Non Teaching Staff	04	04	-do-
4.	Students (UG)	03	03	-do-
5.	Students (PG)	04	04	-do-

ACQUISITION SECTION :-

After receiving indents from the Departments, they will be verified with the catalogue and fresh titles only will be ordered with the highest discount quoted by suppliers. After receiving books from the suppliers, books will be checked with the order list. Then they will be accessioned and entered in the Accession register. The



bills will be passed and sent to office for arranging payment to the party. The books will be sent to technical section for classification and cataloguing purposes.

TECHNICAL SECTION :-

Books will be classified according to Dewey Decimal Classification and sent to racks for the reference of staff and students.

PERIODICAL SECTION :-

Subscribing more than 154 Indian and foreign Journals & Magazines, Journals and Magazines have been displayed in the Third Floor of the Library.

REFERENCE SECTION

Reference Books are not for issue and they should be referred within the Library Only.

BOOK BANK SECTION:-

These books are supplied by the Social Welfare Department (Government of Andhra Pradesh), Guntur. All the books have been classified and catalogued and kept ready for the issue of SC/ST Students of the college both UG & PG. 10 Books and 5 Books will be issued to UG & PG Students respectively at the beginning of the course and will be collected back at the end of the University Examinations. However fresh Books will be issued twice in a week (Friday and Saturday), if they wish to exchange the fresh books.

LOSS OF BOOKS:-

In case the book is lost the Borrower has to Replace the same book with Latest Edition. If the book is not Replaced, Double the Cost of latest cost of the Book will be Collected

NO-DUES CERTIFICATE :-

All the Final Year Students have to return all the books before their practical Examinations and obtain "NO-DUES" Certificate otherwise they will not be permitted for the practical Examinations.

RULES AND REGULATIONS FOR LIBRARY:

- Silence must be observed in the Library.
- Personal belongings are not allowed inside the Library.
- Every staff / student of the college is eligible for membership of the Library,
- The Library can be utilized by the students and staff from 8 A.M. to 8 P.M. on working days.
- All students should sign the entry register of the Library, before entering.



- Books borrowing limit: Faculty – 10, Non Teaching staff – 4, UG. Student – 3, PG Students – 4.
- Principal is empowered to increase additional issue of books to whomever he feels necessary.
- Borrower's Books are not transferable.
- Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.
- Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately Reported to the Librarian or library staff, failing which the member to whom the book was issued will be held responsible.
- The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1. per day for students will be collected.
- If the due date falls on holidays, return can be done on the following working day without fine.
- Misbehavior in the library will lead to cancellation of membership and serious Disciplinary action.
- The members will be responsible for any loss or non-return of books issued against their original or duplicate borrower's ticket.
- All final year students should return their library books based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket.
- Similarly the staff members who intend to leave the college should settle all the dues and obtain "NO DUE CERTIFICATE"



3. Maintenance

3.1. Civil Works

List of problems can be identified in the following building components Walls, Flooring, Roof, Doors & windows, Plumbing, Sanitation, Overhead and Underground tanks

- a) Scope: Applicable to all the Departments in the institute
- b) Responsibility: Faculty In-charge inspects the premises at regular intervals and identifies the problems. Takes actions upon the complaints received from various sections subjected to degree of urgency of the problem. Checks whether all the water storage and sanitation systems are cleaned at regular intervals.
- c) Activities: Receiving the complaints, Identification of problem. Attending to the problem using the expertise of skilled workers (available in the institute or hired from outside), Inspection of maintenance works
- d) Details of activities:
 - Attending to the problem
 - If any material required for that, to get the approval from the principal (items involving less amount). A request comprising the problem, through HOD and the Principal, has to be received
 - If the work involves more financial support quotations are invited from the vendors.
 - Preparation of the comparative statement
 - Calling vendors for negotiations
 - Finalizing the procurement
 - Placing the purchase order
- e) Records to be maintained:
 - Maintenance works Register
 - Stock register
 - Complaints register



Complaint sheet

Date:

S.No.	Description of complaint & location	Date of receiving complaint	Date on which action taken	Remarks

Faculty In-charge

Civil Maintenance

Purchase Order

To,-----

Date:-----

(Vendor)

Sub.:---

Ref.:---

S. No	Description/ Specification	No. required	Rate	Amount (Rs.)

Taxes

Freight and Transport

Total -----

Rs.-----

Principal

Faculty-In charge



3.2. Mechanical Maintenance:

• Purpose: The purpose of this SOP is to ensure an effective Mechanical Maintenance of the equipment in the Institute as and when required, in a shortest possible duration.

a) Scope: This procedure is applicable to all the equipment which requires Mechanical Maintenance.

b) Activities:

- Identifying cause of the problem
- Identifying the technician
- Carrying out the tasks
- As soon as the complaint is received with details, (including Guarantee period etc) identify the problem.

c) Procedures:

- Identify whether the equipment is with in the Guarantee period IF yes contact the supplier/or concerned person.
- Identify the problem with that equipment.
- Identify the Technicians of our organization who can rectify the problem.
- If not, identify the persons outside the organization who repair the equipment, if necessary contact the supplier of the equipment.
- Call the person and instruct him to check the equipment.
- If no items are required to purchase for repairing the equipment, the equipment is repaired immediately.
- If items are required then send a proposal to the purchase Incharge through proper channel (concerned HOD).
- After the items are purchased the equipment will be repaired by the person.
- The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

d) Records to be maintained:

- File containing complaints.
- Register to record the status and remarks of the complaint.



3.3. Electrical Equipment Maintenance

Maintenance of Power House:

The following activities are involved in the maintenance of Power House.

- Checking diesel in storage tank daily and top it up, if it is not up to the mark.
- Replenishing stock of diesel at least every 15 hours of run of each generator.

To procure the diesel, the following procedure is followed.

a) Putting up an office note by faculty-in-charge of power house to the principal in standard format for approval to purchase diesel and also for transportation through Head of the department.

b) After getting the approval from the Principal, cash must be collected from the Accountant

c) Diesel for approved money is purchased and details are entered in stock register and Accession register and bills are submitted to the office.

- Checking distilled water level daily and if any shortage is found, it must be refilled. For procuring the distilled water, the above procedure is followed.
- Checking water level in radiator daily and filling it, if it is necessary
- Checking lubricant oil daily
- Checking specific gravity of distilled water of batteries daily
- Cleaning the generators daily with cotton waste
- Verifying daily for due dates of servicing of generators
- Maintaining load balance in three phases of generators x) Painting the plinths and machines for every one year
- Registering the number of working hours of each generator and going for maintenance once predetermined time is reached.
- Checking earth resistance and watering the earth pits weekly
- Checking Radiator fan belt daily

Maintenance of general electrical equipment:

In getting the services of electrical maintenance department and getting electrical equipment repaired, the following activities are involved.

- After identifying any problem related to electrical equipment, a requisition letter through concerned Head should be sent to the Principal.
- An instruction will be given to faculty in-charge through Head/EEE to take up the work.
- In-charge will instruct concerned Electrician to carry out the work.
- If the work is beyond ability of electrician or if it requires, help from outside experts will be taken
- The electrician after completing the work, will report to the person in-charge.



3.4. Intercom

Purpose: To provide Intra-departmental communication in the institute and external communication facility for Staff members.

a) Scope: This procedure is applicable to procure a new EPABX system and Maintenance of Telephone equipment and communications with in the Institute.

b) Responsibility: In-charge Telephones

c) Activities:

- Installation and maintenance of EPABX system
- Maintenance of telephone instruments and signals
- To ensure uninterrupted signals from P & T lines.

d) Procedure for Procurement of New EPABX System:

Identify the No. of extensions required as present requirement plus 50% as the total requirement of the telephone lines for the Institute.

- List out the specifications of the system.
- Estimate the approximate cost of the system and apply for financial approval from the management.
- Identify the vendors and call them for the quotations
- Enquire about the systems quality and reliability from the users of the system.
- Prepare Comparative statement for the price and technical specifications.
- After getting confirmation from the management call the vendors for price negotiations before the purchase committee.
- On recommendations of purchase committee the vendor will be finalized.
- Principal will place the purchase order
- Based on the terms and conditions of the purchase order the vendor will supply and install the system.
- Supervise the work done by the vendor as per our requirements and training will be provided by the vendor to the necessary people.
- After satisfactory completion of the work, Bill will be settled by the accounts section after the details of the system are entered in the accession register

Records to be maintained:

- EPABX File
- Telephone Complaints Register
- EPABX Maintenance File
- Standard Manuals for EPABX system and Wiring details



3.5. Computers and Networking

Repair Request Form:

DATE:

- NAME:
- DEPARTMENT/DESIGNATION:
- EQUIPMENT:
- TYPE OF REPAIR:

Signature of HOD

Signature of Lab in Charge/ Staff requesting repair

Policies and Procedures:

- The repair request form has to be signed by the concerned lab-in charge and by the HOD. After duly signed by the HOD and lab-in charge the repair request form comes to the In-Charge of hardware and networking.
- The networking and Hardware maintenance in charge will maintain one log book containing the repair request form
- Priority is assigned to the form according to the S.No.
- As per the priority of the maintenance, the concerned hardware/networking personal will attend to the problem.
- If the problem is solved the maintenance call in the maintenance register will be closed.
- If any items needed, the information will be brought to the principal to purchase the Hardware/networking products.

Records to be Maintained:

To record the problems and the time of their resolving, the following should be maintained.

- Repair Request Form
- Log book containing repair request forms
- System maintenance register



3.6. Stock Verification

Activities: This SOP comprises the following activities:

- Bills Procurement for items purchased
- Accession Register
- Stock Registers
- Stock Verification Procedure
- Obsolete Items

Various items are being purchased after necessary approval obtained by the Principal/Management.

- Every purchase shall be made in the name of Principal, RVR&JCCE and bills, vouchers, invoices, delivery challans etc. shall be obtained in triplicate.
- Items/equipments shall be received in good condition and certified to that extent by the Section Head/HOD or by the purchasing / receiving officer and Laboratory in-charge and the same shall be recorded on the invoices or delivery challans. Defected / damaged items shall be rejected.

Accession Register (Day Book):

Items purchased and after due compliance as above shall be entered in the Accession Register with Accession Number/Code.

Accn. No: RVRJCCE/Dept./ Lab/Equipment/Name

Accession Register may be maintained at central office and also at department level.

Stock Registers:

- The items of purchase can either be consumable or non-consumable.
- Separate registers shall be maintained for both consumable, nonconsumable and obsolete items and entries be made accordingly.
- All entries for various items of purchase after they are duly entered in the Accession Register (Day Book) shall be transferred to the individual stock registers maintained at the Section/Department/Laboratory level.
- In the stock registers, a ledger shall be maintained for each item of purchase or entry. Separate pages for each item with serial number are created and entries be posted. An account for each item is thus maintained. An index is also maintained in the stock register.
- In cases of borrowing or lending of any tools/equipment or any other item shall clearly be stated in the stock register in the column remarks. This transfer shall be endorsed by the section heads or HODs while exit and entry.



Stock Verification Procedure:

- It helps to keep updated records for the intactness, performance and cost appraisal purposes.
- It also helps to replenish consumed or defected items.
- Separate teams may be constituted to physically verify the stocks in all the sections / laboratories of each department.
- These teams will appraise for the physical presence of the item, intactness, performance etc. and make suitable recommendation or remark. During verification, the in-charges of laboratories / sections shall cooperate with the verification teams.
- Team members shall be provided necessary information of the stocks for which the physical verification is carried through.
- The individual department / section will prepare a list of laboratories & sections including names of in-charges, items of stocks both consumable & non-consumable etc. and make available copies to the verification teams.
- The team members personally visit each department / laboratory / section and physically verify the stocks as per the information or records or stock register presented by the Heads of the Departments.
- The discrepancies, lapses, physical presence of items, working condition of items, events of lending & borrowing etc. shall be recorded and a comprehensive statement to that extent shall be prepared and submitted to the Principal.
- Stocks shall be verified atleast once in a year.

Obsolete Items:

- Separate register shall be maintained for obsolete items.
- While posting entries in the stock registers, purchase details like name of item, quantity, cost, manufacturers address, technical specification etc. shall be clearly noted. These details will help to replace the obsolete items and to procure updated versions.



4. Faculty Development

RVR&JC CE believes and gives importance for the professional development, reward, recognition to the faculty to maintain its quality of education.

Institute provides committed support and recognition by giving

- The opportunity to plan and develop skills, knowledge and qualification
- The opportunity to participate in professional development activities that enhance their capacity for the improvement

4.1. Training / Conferences / Workshops

- Interested faculty in attending any conference/workshop/training need to apply to the Principal through HOD
- The Principal reviews and forwards to the management for further recommendation
- The management reviews and finds the usefulness of the same and grant permission
- The institute provides the on duty leave during the period
- Provides the financial support if needed according to the eligibility

4.2. Higher Studies

- If the faculty is going for the full time PhD, three years of unpaid leave is granted
- The management takes a decision to provide financial assistance depending on the importance and performance of the faculty
- The faculty should submit annual progress to the institute
- The faculty should submit the degree completion certificate before he/she rejoins the institute
- If the faculty is going for part-time PhD, the leave is granted if he/she has to go through a course work
- The management takes a decision to provide financial assistance depending on the importance and performance of the faculty
- The faculty has to submit annual progress of the research
- The faculty is given the on duty leave when ever needed to attend the reviews/pre talk/viva voce.
- The faculty should submit the degree completion certificate before he/she rejoins the institute

4.3. Project Proposals

- The eligible faculty is advised to apply for the projects funded by institute/external research bodies like AICTE, UGC, DST etc...
- The Research and Development committee of the institute headed by Principal asks the faculty to submit the proposals
- The faculty is to submit the project proposal to the principal through HOD
- The R&D Committee reviews the proposal and grant the permission/suggest any modifications needed



- Institute provides the financial support if needed in submitting the project proposals
- Institute provides incentives to the faculty who got project grants for the encouragement
- Once the faculty is granted with the projects, he/she has to submit the periodical progress of the project to the R&D cell
- Once the project is completed the faculty has to submit the accounts to the office to get it audited and is required to submit the same to the funding authority along with utilization certificate



5. General Amenities

5.1. Canteen

College Canteen

- College has spacious canteen facility in the college premises and is run by college management. A variety of south Indian food and snack items are provided to the students and staff of the college at highly subsidized rates with highest quality.
- Canteen has a big kitchen with steam cooking facility and kitchen staff takes extra care to provide the students and staff with nutritious and hygienic food in the campus canteen. Food items are prepared with RO treated water.
- Canteen is open from 8:00 AM to 5:00 PM on all working days.

Stationary Stores

- All stationary items are made available in the stores at reasonable rates, fixed by the college management. It also provides light refreshment like packed snack items, cakes, veg. puff, beverages etc to the students and staff of the college.

Mineral Water (RO) Plant

- College has its own mineral water (RO) plant in the college campus. One of them is located in the canteen premises while the other is located in the terrace of the Cyber block. Entire college is supplied with the mineral water from the plant.
- All the above facilities are supervised by the Student Amenities Committee of the college

Responsibilities of the student amenities committee at canteen:

- To maintain the menu displayed at various places for the comfort of students
- To see such that no student enters the canteen during class work
- To ensure safety of the workers/cooks at kitchen
- To check the quality of raw materials of cooking
- To make right decisions on the variety of the items that are served and their prices.
- To provide the food with subsidized prices for the students
- To maintain legislative standards of the health and safety in preparing, supplying and serving in canteen

5.2. Dispensary

- RVRJCCE has the well maintained Dispensary unit with a doctor and required dedicated staff for continuous medical help on campus
- Medical Facilities are available for boys and girls separately with a consultation room and wards for the students to take rest in case of any illness
- The facility is equipped with minimum required medical units
- Minimum required medicine is provided at the facility for the immediate relief in case of emergencies



- In case of any emergency, if the duty doctor suggests for the immediate attention, the institute immediately responds and takes utmost care for the transfer and treatment at a suitable hospital
- Every student has to sign in a register when visits the doctor/dispensary and has to have the follow up if required
- The medical history of every faculty is maintained at the dispensary
- The faculty has to undergo minimum required tests periodically and consult the doctor and should follow the suggestions if any.

5.3. Anti – Ragging

Mandatory Reading

Mandatory reading material for all students of RVR & JC COLLEGE OF ENGINEERING

The legal definition of ragging is as follows:

"Ragging" means the doing of any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or Embarrassment to a student and includes,

1. Teasing or abusing or playing Practical joke on or causing hurt to any student.
2. Asking any student to do any act, or perform any thing, which he/she would not, in the ordinary course, be willing to do or perform.

Ragging is different from other crimes because the motive is solely to get perverse pleasure. Ragging is also different from other crimes as it is actively promoted by certain sections of the society

Following types of abuses and activities will be termed as ragging:

1. **Physical abuse**, for example, forcing to eat, drinks or smoke, forcing to dress or undress.
2. **Verbal abuse**, for example swear words and phrases, direct or indirect derogatory references to the person's appearance, attire, religion, caste, family or chosen field of study
3. **Forced activity**, for example
 1. Chores for seniors e.g. copying notes, cleaning rooms, etc.
 2. Missing classes. Not being allowed to study.
 3. Staying awake late or getting up at unreasonable times.
 4. Singing or dancing or performing in any other way.
 5. Using foul language or shouting or cheering loudly.
 6. Misbehaving with strangers, particularly women.
 7. Reading or browsing porno-graphic/objectionable material.

Ragging also constitutes one or more of any of the following acts:



1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the is comfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

OBSERVATION AND DIRECTIVES OF THE SUPREME COURT:

The Supreme Court of India has observed that enrolment in academic pursuits or a campus life should not immunize any adult citizen from the penal provisions of the laws of the land. According to the directions of the Supreme Court if any instance of ragging is brought to the notice of the administration or the faculty, it is legally binding on us to report the matter to the Local Police. See www.rvrjce.ac.in/antiragging for more details.

Our Directives to the seniors:

1. Any interaction between freshers' and seniors where the seniors are friendly, welcoming and non-aggressive is encouraged.
2. Seniors may solicit participation in clubs and other activities by announcing promotional events at well designated times and places. However, no fresher should be forced to attend. Participation by fresher's can only be voluntary.
3. Seniors are expected to maintain self-imposed discipline and restraint. In particular, they must be careful about:
 1. Any "interaction" outside public areas.
 2. Visiting fresher's rooms during the interaction period, or inviting fresher's to their rooms.
 3. Forcing fresher's to sing dance or perform in any way under the guise of "talent search" or "interaction".
 4. Being over-enthusiastic about making fresher's participating in student activities - cultural or sports.



Undertaking Form

ANNEXURE I

AFFIDAVIT BY THE STUDENT

I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of deponent

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year) . _____

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) -----of (month)-----, -----(year) after reading the contents of this affidavit.

OATH COMMISSIONER



ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____
(full name of parent/guardian) father/mother/guardian of , (full name of student with admission/registration/enrolment number) , having been admitted to _____(name of the institution) , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ____day of _____ month of ____year.

Signature of deponent
Name:
Address:
Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day)----- of (month)----- , (year) .

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month) , (year) after reading the contents of this affidavit.

OATH COMMISSIONER



5.4. **Redressal**

The Grievance Redressal Committee (GRC) is constituted for the purpose of redressal of grievances of students/parents/others. The aggrieved may express their grievance online by filling out the form below. They may also approach the Chairman of the committee either in writing or email to grieveredressal@rvrjc.ac.in. The college assures the applicant that once a complaint is made, it will be treated with sensitivity.

Grievance Form

Stake Holder	<input type="text" value="Choose"/>
Name	<input type="text"/>
Email	<input type="text"/>
Mobile	<input type="text"/>
Grievance	<input type="text"/>
	<input type="button" value="Submit"/>

