

ACE

Engineering College

An Autonomous Institution

(Approved by AICTE & Affiliated to JNTUH)

**Sponsored by Yadala Satyanarayana Memorial Educational Society
Ankushapur(V),Ghatkesar(M),Medchal Dist – 501 301.**



SERVICE RULES

Service Rules

1: Organization & Governance, Resources, Institutional Support, Development and Planning

1.1.1 Campus infrastructures and facility

1-1-1.1 Land, built up area and academic infrastructure

- Physical resources available

A. Exclusive for this institution - Land 10 acres

- Built up floor space
26,173 Sq. m

B. Shared with other institutions - No

- The College management has established and enhanced conducive academic ambience by providing ergonomically well designed modern furniture, improved infrastructure, and classrooms with audio-visual aid, state-of-the-art laboratories, and an excellent library comprising a plethora of learning resources.
- Library and laboratory facilities are available beyond the regular College hours. Transportation is provided to students, faculty, and staff who work after College hours.
- High speed 500 mbps Internet facility is provided with Wi-Fi connectivity.
- Girls Lounge is provided in each academic block wherein girls have privacy and may also use the space for reading purposes as well as for relaxation.
- Boys lounge is provided in each one block which may be used for the purpose of reading, discussions, and relaxation.
- A Reverse Osmosis water plant with an installed capacity of 750 Li/Hr is installed, to cater to the drinking water requirements of students, faculty, and staff in the College.
- Free Two and Four wheeler parking is provided for students and staff.

1-1-1.2 Maintenance of academic infrastructure and facilities

- The Maintenance Cell of the College ensures proper functioning of all Civil, Electrical, Water, Sewage, Environment, and other facilities.
- Maintenance cycle practiced by the cell includes both preventive and corrective maintenance of all the equipment. The cell performs routine check-up and repair works on a regular basis, thereby providing good ambience in the College.
- A central Complaints Register on the maintenance of the campus is maintained and the maintenance cell attends to these complaints on a priority basis.
- A vast majority of minor and major repairs are carried out internally, while some major repairs are outsourced.
- Staff belonging to the maintenance cell performs routine cleaning of the water tanks, water coolers, filters, etc as per schedule.

1-1-1.3 Ambience, green cover, water harvesting, environment preservation, barrier free structure etc.

- The College is located in a pollution free and peaceful environment. All buildings have good cross ventilation.
- The Institute has been maintaining green cover which is further enhanced by arranging additional tree plantation programs on specific occasions.
- Mineral water plant installed in the College caters to the drinking water requirements of students, faculty, and staff.

Water Harvesting:

- The College organizes awareness program on water harvesting for students, faculty and staff.
- The Civil Engineering Department organizes a one-day workshop of water day every year and invites experts in water resources for the benefit of students and staff.
- Water Harvesting is provided within the campus at various critical points.

Environment Preservation:

- Full time Gardeners are appointed to nurture the plants in the College.
- Adequate water is made available for maintaining the plants and the green cover in the campus
- Segregated solid waste management system is in place.
- Waste papers are disposed off through proper agencies for recycling.
- The College arranges environment awareness programs on subjects such as need for green cover, hazards of plastics, energy conservation, and use of renewable energy sources to students, faculty, and staff.
- The College displays slogans & banners on ways and means of protecting environment in campus.

Barrier Free Structure:

- All the buildings are provided with elevator.

1-1-1.4 Hostel, Transportation facility and Canteen Hostel

Two separate hostels for girls and boys and wardens are appointed to ensure that students are monitored and at the same time facilitated well.

Transportation

- The College is located within Hyderabad Metropolitan (HMDA) limits having frequent TSRTC buses from every major hub of the twin cities as well as sub-urban areas. The College liaisons with RTC authorities to provide concessional bus passes to the students who wish to commute with RTC.
- Besides, the College runs **30** buses to and fro for the students and staff from different areas of the twin cities of Hyderabad and Secunderabad.

Canteen

- A well furnished hygienically maintained and Management owned canteen facility is provided in the College campus. Quality food is prepared using mineral water that ensures healthy, tasty and hygienic food at very affordable prices. In addition to this, a stand alone fruit juice centre is also available in the campus.

Canteen:

Yes / No

1.1.1.5 Electricity, power backup, telecom facility, drinking water and security

Specific details in respect of installed capacity, service points for distribution, water purification etc.

Electricity and Power backup

- Primary source of power through an 11 KV/440 V transformer of 250 KVA capacity supplied by the Transmission Corporation of the state of Telangana, (TRANSCO).
- Power backup is provided to the instructional and other critical areas of the College through a 375 KVA capacity Diesel Generator set. Control panels are commissioned in each building.
- Backup Power through a 104 KWE Solar Power Unit for the uninterrupted power supply to the all the important functional units like Principal's office, Examinations Branch, Accounts, Transport section Scholarships section and other administrative units provided surplus power contributed to the electricity grid of the state. Added 104 KW on grid Solar Power supply to be commissioned soon.
- All the computer systems are provided with UPS Power backup.

Telecom Facility:

- CUG Group connection from IDEA Cellular
- Intercom connection to all HODs and heads of all the Functional units.
- Telephone connections:02
- 500 MBPS speed Wi-Fi Internet access provided in the central computing facility, faculty cabins, all the functional units and computer laboratories

Drinking Water

- Water for drinking purposes provided through 2000 Liters per Hour RO plant. Drinking water quality maintained by water analysis and necessary maintenance of the plant.
- An intermediary sump of 50,000 Liters capacity provided to meet the drinking water and other

requirements in the College. The pump has a backup power supply through a 125 KVA generator.

Water Source:

Source of water supply to campus:

- Borewells in campus

Water storage facilities: Overhead and Underground: Total Capacity: 1,10,000 Liters

1-1.2 Organization, Governance and Transparency

1-1.2.1. Governing body, Administrative setup and functions of various bodies

List of Governing, Senate, and all other Academic and Administrative bodies, their memberships, functions, and responsibilities, relation of the members of such bodies with the principal owner of the College/Institute, frequency of the meetings and attendance therein, is provided in a tabular form.

The College is sponsored by Yadala Satyanarayana Memorial Educational Society (YSMES). The Society consists of an Executive Committee of nine members with positions viz., Chairman, two Vice-Chairpersons, General Secretary, Joint Secretary, Treasurer, and three Executive members.

The college governance is done through the following bodies:

- Executive Council (EC) of the Society, ACE Engineering College.
- Governing Body of the College.
- College Academic Committee

The details of members and functions are provided below:

- The Executive Council of ACE. The details of members of the present body are also furnished.

Frequency of Meetings: Once in a Year /Half yearly.

Table: Details of Executive Council of Yadala Satyanarayana Memorial Educational Society (YSMES)

S. No.	Name of the Member	Qualification	Designation
1	Dr. Y. Venkat Rao	MBBS, MD	Chairman
2	Mr. Y. Venkateswarlu	B.Com, FICWA	Vice Chairman – I
3	Dr. P. Ayub Khan	M.Tech, Ph.D	Vice Chairman – II
4	Prof. Y.V.Gopala Krishna Murthy	M.Tech	General Secretary
5	Mrs. M. Padmavati	D.E.C.E., B.A	Joint Secretary
6	Mrs. B. Vijaya Laxmi	M.A., B.Ed	Treasurer
7	Ms. Y. Sravani	B.Tech	Executive Member
8	Mr. Y. V. Raghu Vamsi	B.S (USA)	Executive Member
9	Smt. B. Savithramma		Executive Member
10	Smt. J. Anusurya		Executive Member

Primary Functions of Executive Council: Giving approval for decisions taken by sub committees regarding matters such as building construction, major equipment purchase, applications for new courses/ additional intake, affiliation of courses, staff matters, faculty recruitment, major student welfare measures etc.

- Sub-committees of the Executive council:

The major decision making activities of the Executive Council (EC) are assigned to six different sub-committees listed below. The members of these committees are nominated by the General Secretary. The decisions taken by the subcommittees are to be ratified in the next EC meeting of the Society.

Frequency of Meetings: Meetings of these committees take place usually once in a semester, but can be scheduled as per the decision of the Chairman of the Committee. Each Committee is constituted for a period of one academic year unless otherwise extended.

Table: Various subcommittees and their functions

1. Grievance Redressal Committee

S. No	Faculty name	Department	Designation
1.	Dr. B. L. Raju	Principal	Chairman

2.	Dr. VSSN Srinivasa Baba	HOD-ECE	Convener
3	Dr. Ch. Sasikala	Professor, Environmental Science & Technology, JNTUH	Member (Nominated by JNTUH)
4.	Dr. Robert Ravi	HOD-CE	Member
5.	Dr. Miska Prasad	HOD-EEE	Member
6.	Dr. M.V. Vijaya Saradhi	I/c -IT & IoT	Member
7.	Dr. CVR Krishna Mohan	HOD-H&S	Member
8.	Ms. P. Sreelatha	H&S	Member
9.	Mr. M. Bhaskar	HOD-ME	Member
10.	Dr. G. Krishna Sharma	Controller of Examinations	Member
11.	Dr.Ch. Srinivasa Rao	ECE	Member
12.	Ms. K. Jaya Bharathi	CSE	Member
13.	Ms. K.S. Mani	EEE	Member
14.	Mr. K.Prem Kumar	CSE	Member
15.	Mr. S. Jagadish Babu	CE	Member
16.	Mr.Sasi Kiran	ME	Member

Functions of Grievance Redressal Committee:

- Fairness and impartiality.
- The handling of grievances informally wherever possible.
- Ensure the principles of natural justice and procedural fairness
- Effective, reciprocal communication and feedback.
- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial student-student relationship and student – Teacher relationship.
- Encourage the students to express their grievances / problems freely and frankly without any fear of being victimized.
- Suggestion/ Complaint box is installed in front of the admin block.
- Ragging in any form is strictly prohibited in and outside the College.
- Advise students of the College to respect the right and dignity of one another.

2. College Academic Committee

S. No	Faculty name	Department	Designation
1.	Dr.B.L.Raju	Principal	Chairman
2.	Dr. VSSN.Srinivasa Baba	HOD-ECE	Convenor
3.	Dr.G.Krishna Sharma	Controller of Examinations	Member
4.	Dr. Robert Ravi	HOD-Civil	Member
5.	Dr. Miska Prasad	HOD-EEE	Member
6.	Mr. M. Bhaskar	HOD-MECH	Member
7	Dr.Khaleel Ur Rahman Khan	HOD-CSE	Member
8.	Dr.M.V.Vijaya Saradhi	I/c –IT & IoT	Member
9.	Dr. G.Sreenivasulu	I/c –CSE(AI&ML)	Member
10.	Dr. P.Chiranjeevi	I/c –CSE(DS)	Member
11.	Dr.CVR Krishna Mohan	HOD- H&S	Member
12.	Dr. Y. Chakrapani	Professor-ECE	Member
13.	Ms. K.Jaya Bharathi	Professor-CSE	Member
14.	Mr. P. Nagaraju	Assistant Professor-Mathematics	Member
15.	Mr. Y.V.S. Durga Prasad	Associate Professor-ECE	Member

Functions of College Academic Committee:

- Fixing quality parameters for various academic and administrative activities.
- Monitoring the organization of class work and related academic activities.
- Documenting various programs / academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/sustenance
- Improving teaching and learning with state-of-the-art infrastructure.
- Enhancing teaching-learning process.
- Recommending to organize/attend FDP, seminars, workshops, etc.
- Course materials must be prepared with visual aids.

3. Entrepreneurship Development Committee (EDC)

S. No	Faculty name	Department	Designation
1.	Dr. VSSN.Srinivasa Baba	Vice-Principal	Chairman
2.	Mr.Y.V.S.Durga Prasad	ECE	Convenor
3.	Dr.Ganti Krishna Sharma	Controller of Examinations	Member
4.	Mr. M. Bhaskar	HOD-MECH	Member
5.	Dr. Miska Prasad	HOD-EEE	Member
6.	Mr. S. Jagadeesh Babu	CE	Member
7.	Ms. P. Sreelatha	H&S	Member
8.	Dr.G.Sreenivasulu	I/c –CSE(AI&ML)	Member
9.	Mr.D.Krishna	CSE	Member

Functions of Entrepreneurship Development Committee:

- To promote knowledge, creativity and innovation in the students by creating students entrepreneurs.
- To facilitate generation of entrepreneurship and self employment opportunities for students.
- To facilitate the information dissemination by conducting workshops and seminars, arranging guest lectures on various issues of entrepreneurial development.
- Organizing entrepreneurship awareness and development programmes.
- Initiating innovative student projects.
- Guiding and assisting prospective entrepreneurs through incubation cell.
- Organizing various awareness and development programmes for students.
- Guiding and assisting prospective entrepreneurs.

4. Research & Development Committee (R&D)

S. No	Faculty name	Department	Designation
1.	Dr. B.L. Raju	Principal	Chairman
2.	Dr.G. Sreenivasulu	I/c-CSE (AI & ML)	Convenor
3.	Dr.M.V.Vijaya Saradhi	I/c—IT & IoT	Member

4.	Dr. Khaleel Ur Rahaman	HOD-CSE	Member
5.	Dr. Y. Chakrapani	ECE	Member
6.	Dr. P. Satish Kumar	ECE	Member
7.	Dr. Ch. Sreenivasa Rao	ECE	Member
8.	Dr. Robert Ravi	HOD-CE	Member
9.	Dr. Miska Prasad	HOD-EEE	Member
10.	Mr. M. Bhaskar	HOD-MECH	Member
11.	Dr. CVR Krishna Mohan	HOD-H&S	Member
12.	Dr. G. Krishna Sharma	Controller of Examinations	Member

Functions of Research & Development Committee:

- To motivate all faculty members to register for Ph.D and carry on active research work.
- To recommend the institution to provide seed money for faculty to do active research.
- To encourage all the faculty and students to attend more number of Technical Symposia/Seminars/Conferences/Workshops/FDP.
- To improve the number of research publications.
- To submit sponsored research proposals.
- To recommend the institution to allot fund for student research.
- To recommend the institution to publish its own research journal.
- To inculcate the concept of research among students by arranging paper presentation competitions.
- To encourage publication of research articles by sending deserving entities to journals.
- To identify members of the faculty who are research oriented.
- To submit project reports to AICTE/UGC/TEQIP to facilitate funding, grants etc.
- To establish linkages with other institutes/ Labs/ Organizations for projects.
- To organize short term Training Programs and workshops.
- To encourage research activities at the College level in the feasible areas
- To promote consultancy services to outside organizations
- To identify relevant social problems in which the faculty and students can involve and recommend solutions.
- To encourage faculty and students to solve society problems by way of research.
- To give wide publicity about the research capabilities and facilities available within the institute to the outside world and get consultancy projects.

5. Anti Ragging Committee

S. No	Faculty name	Department	Designation
1.	Dr. B.L. Raju	Principal	Chairman
2.	B. Malleshham	H&S	Convener
3.	Dr. Khaleel Ur Rahaman	HOD-CSE	Member
4.	Dr. VSSN Srinivasa Baba	HOD- ECE	Member
4.	Dr. Robert Ravi	HOD-CE	Member
6.	Dr. Miska Prasad	HOD-EEE	Member
7.	Dr. M.V. Vijaya Saradhi	I/c –IT & IoT	Member
8.	Dr. CVR Krishna Mohan	HOD-H&S	Member
9.	Mr. M. Bhaskar	HOD-ME	Member
10.	Ms. K. Jaya Bharathi	CSE	Member
11.	Mr.NMS Desai	CSE	Member
12.	Mr. PVSS Sastry	AO	Member
13.	Mr. B. Rajashekar Reddy	Physical Director	Member
14.	Mr. M. Ramesh Babu	EEE	Member
15.	Dr. Y. Venkata Rao	Civilian	Member
16.	Sub Inspector	SI, Ghatkesar	Member
17.	Mr. Narasimha	Media	Member
18.	Mr. Narsimhulu	Parent	Member
19.	Mr. Rajender Reddy	Parent	Member
20.	Mr. A. Vamsee Krishna	Student	Member
21.	Ms. Anugu Meghana	Student	Member
22.	Mr. Ch. Sowmith	Student	Member

Functions of Anti Ragging Committee:

- To display banners abhorring ragging, educating senior students on the consequences of indulging in ragging
- To provide help-line numbers to enable the victims to contact the College authorities and committee members quickly.
- To constitute Vigilance Squads with faculty members and assign inspections to vulnerable areas in a scheduled manner.

- To arrange separate buses to first year students exclusively to travel to the College.
- To stagger timings for first year students and senior students for a specific period of time to pre-empt any attempts of ragging both in the campus and transport buses.

6. Disciplinary Committee

S. No	Faculty name	Department	Designation
1.	Dr. B.L. Raju	Principal	Chairman
2.	Dr. VSSN Srinivasa Baba	HOD-ECE	Convener
3	Dr. G. Krishna Sharma	Controller of Examinations	Member
4.	Mr. M. Bhaskar	HOD-ME	Member
5.	Dr. Robert Ravi	HOD-CE	Member
6.	Dr. Miska Prasad	HOD-EEE	Member
7.	Dr. M.V. Vijaya Saradhi	I/c -IT & IoT	Member
8.	Dr. CVR Krishna Mohan	HOD-H&S	Member
9.	Ms. K. Jaya Bharathi	Professor-CSE	Member
10.	Mr. NMS Desai	CSE	Member

Functions of Disciplinary Committee:

- To monitor continuously for the possibility of occurrence of in disciplinary events.
- The committee takes necessary steps to strengthen the environment, if needed
- DC chairman reviews the situation with all committee members periodically
- DC Chairman forms monitoring teams and allots the areas to be monitored by each team
- Seeking information through both covert and overt operations to identify the possible situation of acts of indiscipline and initiate steps to prevent the situations of indiscipline.
- Work in close coordination with the proctors and mentors to inculcate a sense of responsibility and belongingness in the students.

7. Transportation Committee

S. No	Faculty name	Department	Designation
1	Mr. PVSS Sastry	AO	Chairman
2	Mr. S.Kanna Rao	ECE	Convenor
3	Mr.V. Narayana Rao	I/c, Transport	Co-convenor
4	MD. Sarwar	Transport Coordinator	Member
5	Ms. P Swathi	Office Assistant	Member
6	Mr. P Prabhakar	Senior Driver	Member
7	Mr. G Anjaneyulu	Senior Driver	Member
8	Mr. Ramesh Babu.M	EEE	Member

Functions of Transportation Committee:

- Laying down the policies regarding the fitness, renewal of insurance, pollution checkup of the various transport vehicles used by the College.
- Payment of vehicle tax as prescribed by the RTA. Ensure medical fitness of all drivers as per the norms applicable to the rivers.
- Recommending leave policy of the drivers, their uniforms, ESI, PF, salaries and advances, increments etc.

8. Women Empowerment Cell

S. No	Faculty name	Department	Designation
1.	Ms. C. Shobha Reddy	H&S	Chairman
2.	Ms. K.Jaya Bharathi	CSE	Convenor
3	Ms. P. Sreelatha	H&S	Member
5.	Ms. K.S.Mani	EEE	Member
6.	Dr. K. Lalitha	H&S	Member
7.	Ms.D. Ashwini	CSE	Member
8.	Ms.D. Vijaya	CE	Member
9.	Ms. Y. Smruthi	ECE	Member
10.	Ms. R. Mounika	MECH	Member
11.	Ms. Janaki Burra	Admin	Member
12.	Ms.A. Sumalatha	Admin	Member
13.	Ms. G. Madhavi	Practicing Company Secretary & PoSH Trainer	External Member

Functions of Women Empowerment Cell:

- To provide a safe environment for girl students and women employees.
- To educate the establishment towards gender sensitization.
- To organize various programs to educate teaching and non-teaching staff as well as students on gender sensitization.
- To provide helpdesks and round the clock helpline.
- To make use of CCTV setup to initiate necessary preventive and corrective steps against harassment of women.
- To organize awareness programs to avoid involuntary sexual acts such as inappropriate touching, groping, or torture in a sexual manner.
- Counseling services.
- To strengthen the physical and psychological attitude of women to handle critical circumstances.
- To make all aware of the women's act and legal consultative for safety and security of women.
- To motivate and inspire girl students in their pursuit for excellence
- To promote awareness among girl students on occupational, legal and constitutional rights.
- To educate girl students on women specific health issues and measures to be taken.
- To sensitize girl students on gender equality and to further encourage them to advocate gender equality with in the community.
- To make girl students realize their strengths and be empowered.

9. College Canteen Committee

S. No.	Faculty name	Department	Designation
1.	Dr. G. Krishna Sharma	Controller of Examination	Chairman
2.	Dr. G. Srinivasulu	CSE	Convenor
3.	Mr. C. Venkatesh	MECH	Member
4.	Ms. K.S. Mani	EEE	Member
5.	Ms. K. Swarnalatha	H&S	Member
6.	Mr. P. Ravi Babu	ECE	Member
7.	Mr. Mohd Khadeer	CE	Member

Functions of College Canteen Committee:

- Ensure food quality and maintenance on day to day basis.
- Neatness of the premises.
- Quality of oils and other items.

- Neat and hygienic conditions inside the kitchen.
- Cleanliness of the utensils, plates etc.

10. Sports and Games Committee

S. No	Faculty name	Department	Designation
1.	Dr.VSSN Srinivasa Baba	Vice-Principal	Chairman
2.	Mr.B.RajaShekar Reddy	Physical Director	Convenor
3.	Mr. B. Mallesham	H&S	Member
4.	Mr. Mysaiah	ECE	Member
5.	Ms. P. Kavitha	ECE	Member
6.	Mr. Mohd Khadeer	CE	Member
7.	Mr. M. Sandeep	MECH	Member
8.	Mr. E. Yadesh Kumar	EEE	Member
9.	Mr. Ch. Vijay Kumar	CSE	Member
10	Mr. Y. Vijay Kumar	Admin	Member
11.	Mr. B.P. Sainath	Admin	Member
12.	Mr. D.Naresh	Asst. Physical Director	Member

Functions of Sports and Games Committee:

- To finalize the budget maintenance of courts, procuring sports material.
- To finalize teams, intra mutual, extra mutual tournaments and participation for tournaments, sports day and stock verification etc.
- Keeping stock of previous and current year sports goods.
- Ordering Sports and games goods.
- Arranging the venues for sport and games events.
- Obtaining permission to hold sport and games in the College campus.
- To recommend students for permission to participate in the intra or inter College events.
- To recommend sanction for registration fee to participate in various events.
- Sort out any issues taking place during matches.
- Maintaining discipline in all events happening in or outside the College.
- To maintain records of sport and games events attended by students.
- To schedule events for the whole academic year.
- To arrange sport events for staff members.

- To recommend attendance to students who have participated in sport and games events.

11. Training & Placement Committee

S. No	Faculty name	Department	Designation
1.	Dr.B.L.Raju	Principal	Chairman
2.	Mr. T. Srinivasa Rao	CSE	Convenor
3.	Mr. Y.V. S. Durga Prasad	ECE	Co- Convenor
4.	Mr. NMS Desai	CSE	Member
5.	Mr.DVS. Ramanjaneyulu	ECE	Member
6.	Mr.D. Krishna	CSE	Member
7.	Mr.B. Madhu	EEE	Member
8.	Mr. Bhaskar Singh	CE	Member
9.	Mr.A. Bhargav	MECH	Member
10	HODs	CSE, EEE, ECE, CE, MECH, IT	Members

Functions of Training & Placement Committee:

- Main activities are Career guidance, Job Search, CV Preparation, Interview Techniques, Placement Opportunities, Motivating to become leader & team player.
- Soft Skills, JAM Sessions, Communication skills, Mock GD, Interpersonal Skills
- Life skills like Self confidence, Positive Attitude, Change Adoption, Career Talks, and Healthy Living
- Training programmes like Logical Reasoning, Analytical Aptitude
- Professional skills like Facing Interview, Resume Building, and Job Search.
- Arranging Campus recruitment drives, Industrial visits.
- Organizing summer internships (In-plant training).
- To facilitate Industry Institute Interaction improving the skill levels of the students in their chosen field Exchange information with Career Guidance Committee.

12. Library Advisory Committee

S. No	Faculty name	Department	Designation
1.	Dr. B.L. Raju	Principal	Chairman

2.	Mr. K. Devender	Librarian	Convener
3.	Ms. A. Sumalatha	Asst. Librarian	Member
4.	Mr. M. Ravi Kumar	ECE	Member
5.	Mr. B. Madhu	EEE	Member
6	Mr. Y.V.S. Durga Prasad	ECE	Member
7.	Mr. Ch.Vijay Kumar	CSE	Member
8.	Mr. Shaik Saleemiya	CE	Member
9.	Mr. G.N. Deepak	ME	Member
10.	Mr. R. Vivekananda	H&S	Member

Functions of Library Advisory Committee:

- Identify recent developments and requirements of the students and the faculty during the past semester.
- Updation of library through new titles and increase in the number of volumes of existing titles.
- Steps to be taken to make library more user-friendly.
- Evaluation of the library usage.
- Library services and usage Feedback from members (students and faculty)
- Procurement of all semester books for all branches.
- Identification and procurement of Department wise available journals as per AICTE.
- Discussion on Online journals, NPTEL video lectures.
- Managing data base of books, journals, instructional resources.
- Managing digital library resources.
- Conducting annual audit of Library.
- Conducting meetings with librarian, HoDs to recommend new purchases as per changing academic regulations.
- Keeping an account of lecture notes developed by the faculty and making it available to students for access.

13. RTI Cell

S. No.	Faculty Name	Department	Designation
1.	Dr. B. L .Raju	Principal	Appellate Authority
2.	Mr. PVSS. Sastry	Admin	PIO
3.	Ms. K. Swarnalatha	H&BS	APIO

Functions of RTI Cell:

It is felt by all right thinking people that many of the injustices, misconceptions can be cleared if there is access to the information of any Office / Organization to all. With this noble idea RTI act is enacted and all organizations having public relations are to create a structure to provide information sought by anyone. It is to make the administration transparent this RTI emerged.

14. IQAC Committee

S. No	Faculty name	Department	Designation
1.	Dr. B.L. Raju	Principal	Chairperson
2.	Dr. VSSN Srinivasa Baba	HOD-ECE	Convener
3.	Dr. Khaleel Ur Rahaman	HOD-CSE	Member
4.	Dr. Robert Ravi	HOD-CE	Member
5.	Dr. Miska Prasad	HOD-EEE	Member
6.	Mr. M. Bhaskar	HOD-ME	Member
7.	Dr. M.V Vijaya Saradhi	I/c -IT & IoT	Member
8.	Dr. CVR Krishna Mohan	HOD-H&S	Member
9.	Dr. G. Krishna Sharma	Controller of Examinations	Member
10.	Ms. K. Jaya Bharathi	CSE	Member
11.	Dr. Y. Chakra Pani	ECE	Member
12.	Dr. P. Satish Kumar	ECE	Member
13.	Dr. Ch. Srinivasa Rao	ECE	Member
14.	Ms. C. Shobha Reddy	H&S	Member
15.	Ms. M. Padmavathi	Joint Secretary	Member
16.	Mr. K. Naga Kumar	Industry- CEO- Devmen IT	Member
17.	Mr. Vamshi	ECE Alumnus	Member
18.	Ms. A.U. Sruthi	CTS, CSE Alumni-	Member

Functions of IQAC Committee:

- Development of Quality benchmark / parameters for various academic and administrative activities of the institute.

- Organization of workshops, seminars and quality related themes.
- Documentation of various programmes / activities leading to quality improvement.
- Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.
- Efforts are taken to provide career opportunities to all the students.
- Preparation of Annual Quality Assurance Report (AQAR) at regular basis.
- Good relationship with industries and Society.
- Appointing experienced and expert faculty.
- To upgrade the knowledge of the faculty.
- To initiate innovative practices in different areas of academic, co-curricular, research and extension activities. It provides efficient and progressive performance of academic tasks.
- Strengthen scholarly research and creative achievements in students and faculty.
- Facilitating the creation of student centric learning environment.
- Conduct meetings with all the members and develops quality benchmarks.

15. Cultural Committee

S. No.	Faculty name	Department	Designation
1.	Dr. VSSN Srinivasa Baba	Vice-Principal	Chairman
2.	Ms. K. SwarnaLatha	H&S	Convenor
3.	Ms. P. Sreelatha	H&S	Member
4.	Ms. P. Kavitha	ECE	Member
5.	Ms. V. Shalini	MECH	Member
6.	Ms. M. Shilpa Raj	CSE	Member
7.	Ms. B. Sruthi Sowdhamini	CE	Member
8.	Ms. K. S. Mani	EEE	Member

Functions of Cultural Committee:

- To prepare the annual budget for various cultural events.
- To obtain formal permission from College authorities to arrange programmes.
- Plan, propose and organize vents like Essay writing, Elocution, Debate, Quiz, Extempore, Painting, Photography, Dance, Singing and many other events at regular intervals and various student festivals.
- Responsible for all intra and inter collegiate cultural events in the College.
- To inform members of staff and students about the events.
- To arrange the venue and logistics.
- To arrange mementos for guests and gifts and certificates for the participants.

- To decide date, time and agenda of the programme
- To promote and arrange extracurricular activities to bring out the talent of the students in the performing arts.

16. Alumni Committee

S. No	Faculty name	Department	Designation
1.	Dr. M. V. Vijaya Saradhi	HOD-IT	Chairman
2.	Dr. CVR. Krishna Mohan	H&S	Convenor
3.	Dr. G. Krishna Sharma	Controller of Examinations	Member
4.	Dr. K. Lalitha	H&S	Member
5.	Mr. S. Kanna Rao	ECE	Member
6.	Mr. K. Prem Kumar	CSE	Member
7.	Mr. B. Madhu	EEE	Member
8.	Mr. Shaik Saleemiya	CE	Member
9.	Mr. D. Krishna	CSE	Member
10.	Mr. C. Venkatesh	MECH	Member
11.	Mr. E. Yadesh Kumar	EEE	Member
12.	Ms. M. Usha Rani	ECE	Member
13.	Ms. P. Shilpa	MECH	Member
14.	Ms. Shubhangi Mahule	CSE	Member
15.	Ms. D. Vijaya	CE	Member
16.	Mr. Mohd. Khadeer	CE	Member

Functions of Alumni Committee:

- ACEEC Alumni Association was founded on 3rd August 2013. The College proposes at connecting alumni, giving them a platform to interact and regroup.
- Developing and maintaining a strong alumni association programme is essential for the growth and progress of an institution.
- Maintaining a strong network of alumni by inviting them to share their progress from time to time and keep the information updated at all times.

17. Industry Institute Interaction Committee (IIIC)

S. No	Faculty name	Department	Designation
1.	Dr. VSSN Srinivasa Baba	VICE-PRINCIPAL	Chairman
2.	Mr. Y.V.S.Durga Prasad	ECE	Convenor
3.	Mr. M. Baskar	HOD-MECH	Member
4.	Dr. G. Krishna Sharma	Controller of Examinations	Member
5.	Ms. P. Sreelatha	H&S	Member

6.	Mr. M Raja Sekhar	EEE	Member
7.	Mr. P. Srinivasa Rao	CSE	Member
8.	Mr. V. Maheshwar Reddy	CSE	Member
9.	Mr. M. Srinivasulu	CE	Member

Functions of Industry Institute Interaction Committee (IIIC):

- To ensure the employability and employment of the students as per their knowledge and skills gained within the tenure of their graduation.
- To execute Pre-Placement training programs and other industry expected skill based training programs with academic monitoring committee.
- To prepare and finalize the list of prospective employers and deciding the action plans to convenience them to choose this institution as their preferred destination.
- To work with Placement Departments of other Institutions to organize off campus and pool campus drives.
- To frame the strategies to maintain a good rapport with prospective as well as existing Industry employers through maintaining feedback system and resort to or recommend necessary changes to other apex committees of the institution.
- To maintain a strong relationship with alumni and get valuable feedback from them and pass on to the concerned apex committees for effective changes.
- To organize entrepreneurship seminars and start-up shows to boost up self employability.
- To recommend and initiate liaison with industries for facilitating student internship programs.
- Supplement the teaching learning process.
- To help the industrial community to solve technical problems.
- Periodical meetings (once in a year) with Industrial Advisory Board
- Organizing guest lecturers from Industry experts.
- Organize industrial visits and tours.
- Signing MoU with industries for exchange of expertise between the two parties.

18. Website Committee

S. No	Faculty name	Department	Designation
1	Dr. B.L. Raju	Principal	Chairman
2	Mr. N.M.S Desai	CSE	Convener

3	Mr. Shibajee Sutar	CE	Member
4	Mr. B Madhu	EEE	Member
5	Mr. A Bhargav	MECH	Member
6	Mr. M Mysaiah,	ECE	Member
7	Mr. V. Maheshwar Reddy	CSE	Member
8	Dr. K Lalitha,	H&S	Member

Functions of Website Committee:

- To keep the information up-to-date on the college website.
- To liason with all the departments and functional units for uploading correct information.
- To schedule regular and periodical maintenance of the website.
- Ensure healthy functionality of the website.
- Bring to the immediate notice of the chairman for any discrepancy in information.

Governing Body:

Members: Governing Body of the College consists of members of Educational Society, University and State Government nominees, Educationist/Academician/Technologist, and Principal, as per AICTE norms.

Frequency of meetings: Twice in a year.

Details of membership of the current Governing Body are given below:

S. No.	Name of the Member	Designation	Representative of Society/Trust/Industry /Others	Academic Background
1	Prof. Y.V. Gopala Krishna Murthy	Chairman	General Secretary of YSM Educational Society	M.Tech
2	Dr. Y. Venkat Rao	Member	Chairman of YSM Educational Society	MBBS, M.D.
3	Dr. P. Ayub Khan	Member	Vice-Chairman of YSM Educational Society	Ph.D.

4	Mrs. M. Padmavathi	Member	Joint Secretary of YSM Educational Society	B.Com
5	Mrs.B. Vijaya Laxmi	Member	Treasurer of YSM Educational Society	MA, B.Ed.
6	Dr. Govind Maheshwari	UGC Nominee	Professor, ME, Institute of Engg and Technology Devi Ahilya Vishwavidyalaya	Ph.D
7	Dr. G N Srinivas	JNTUH Nominee	Professor of EEE, & Director, JNTUH	Ph.D
8	Dr. L Pratap Reddy	State Govt. Nominee	Professor of ECE, JNTUH	Ph.D
9	Mr. YVSS Sunil Kumar	Member	Associate Consultant, TCS	B.Tech
10	Dr. VSSN Srinivasa Baba	Member	Dean Autonomous Programs & Planning, Professor, ECE, ACEEC	Ph.D.
11	Dr.Khaleel Ur Rahman Khan	Member	Dean Academics, Professor, CSE, ACEEC	Ph.D.
12	Dr. B.L. Raju	Member Secretary	Principal & Professor, ECE, ACEEC	Ph.D.

Functions of Governing Body:

The Governing meetings usually follow a standard agenda covering:

- Important academic and other events of the College
- Communications from AICTE and State Govt.
- Approval of additional courses. Additional intake.
- Staff position, recruitment
- Budget approvals
- Consultancy and R&D projects and funding received
- Co-curricular and extra-curricular activities, etc.

College Academic Council Members:

This committee consists of the Principal, Vice-Principal, Dean (Academics), Dean(R&D), Heads of all Departments and Senior Professors. As per the need, Librarian, Physical Director, and faculty in-charges of Examination and Academic sections are special invitees.

Functions: Decisions on all academic matters such as implementation of academic calendar, timetables, budgets, co-curricular and extracurricular activities

Frequency: At least once in a Semester.

1-1.2.2. Defined rules, procedures, recruitment and promotional policies etc

(List of the published rules, policies, and procedures, year of publications, awareness among the employees/students, availability on web etc.

- The College rules, policies, and procedures are made available on the College website, in the department, in the library, etc for perusal of all its employees, students, and other stake holders.
- The rules and policies regarding recruitment and promotion are as per AICTE and JNT University norms, which are also made available on web, in the department, library, etc for perusal.
- Academic regulations of JNT University Hyderabad to which the College is affiliated are made available to all students for their perusal in hard copy and also placed on the College web-site.
- Awareness among the employees/students about these rules, procedures, etc., is created.

In addition

- Sixth pay commission recommended scales are partially implemented for the eligible faculty.

Recruitment Procedure:

Through University

- Approval to the sanctioned posts is first obtained from the College Management along with the permission for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published in local and national News Papers. The same is posted on the College's website.
- The list of eligible candidate names is sent to the University for conducting interviews.
- Selection Committee duly appointed by as per the guidelines of the University conducts the interviews and selects candidates.

Adhoc Appointments

- Approval to the sanctioned posts is first obtained from the College Management along with the permission for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published at local and national level. The same is posted on the College's website.
- Eligible candidates are called for interviews.
- A duly constituted selection committee of the College conducts interviews and selects candidates.
- The appointment letter is given to the candidates.
- The Principal also uses the method of invitation for getting the faculty recruited into the institution. The invitation is limited to Professor Cadre only.

1.1.2.3 Decentralization in working including delegation of financial power and grievance redressal system

- List of faculty members who are administrators/decision makers for various assigned jobs (please see the following table)

Position	Function
Governing body	<ul style="list-style-type: none"> • Frames directives and policies on core values principles and guiding principles of the College • Amends and approve policies from time to time • Approve budgets
Principal	<ul style="list-style-type: none"> • Design and defines the organization 's structure • Defines and delegates the responsibilities of various position in the organization • Ensures periodic monitoring & evaluation of various process & sub-processes • Look after the overall development of the institute • Mobilizes external resources to strengthen the institute • Instills confidence and devotion in every member of the College • Ensures effective purchase procedure is followed • Defines quality policies and objectives • Prepares annual budget • Conduct periodic meeting of various bodies such as governing council academic committee,etc • Manages accounts and finance • Manages employee recruitment process
Vice Principal	<ul style="list-style-type: none"> • Non-Teaching Staff recruitment and development • Coordinates purchasing process • Discharges routine duties of principal during absence of principal • Coordinates publication of Colleges annual magazine

Position	Function
	<ul style="list-style-type: none"> • Coordinates resources provision to all concerned • Coordinates the preparation of budget • Coordinates office administration • Coordinates in the preparation of compliance reports of AICTE, TSCHE,DTE & University • Oversees employee attendance system & maintain the monthly attendance report • Coordinates mobilization of resource generation <ul style="list-style-type: none"> ➤ Identifying training needs of non teaching staff ➤ Notify the non teaching staff about various employee development programs ➤ Proposing annual budget for employee development programs ➤ Maintain employee training records
Dean Academics	<ul style="list-style-type: none"> • Ensures execution of academic calendar for UG & PG programs • Oversees the teaching –learning process • Carries out result analysis and suggest corrective measures to Principal • Initiates remedial teaching measures • Facilitates proper conduct of co-curricular activities • Oversees student & faculty counseling • Oversees first year student orientation program • Oversees Faculty Development program (FDPs) <ul style="list-style-type: none"> ➤ Identifying training needs of faculty ➤ Notify the faculty about various FDPs ➤ Arrange FDPs ➤ Proposing annual budgets for FDPs ➤ Maintain FDP records
Dean (R&D)	<ul style="list-style-type: none"> • Promoting research activities within the College

Position	Function
	<ul style="list-style-type: none"> • Helping the faculty to be aware about opportunities for funded research • Oversees conference registration and travel funding requirements of the Staff and Students. • Facilitates the departments to conduct Conferences, symposiums and workshops
Controller of Examination	<ul style="list-style-type: none"> • Facilitates <ul style="list-style-type: none"> ➤ Schedule of internal theory and external lab examinations ➤ Conduct of internal and external examinations (theory & practical)
Head of the Department	<ul style="list-style-type: none"> • Plans ,executes and monitors academics and support activities of the department • Picks and promotes the strength of the students/faculty /staff • Proposes department budget • Adheres to quality management system (QMS) procedures • Maintains records of departmental activities and achievements
I/C Maintenance	<ul style="list-style-type: none"> • Maintain updated building plans • Overall building maintenance and campus • Coordinates maintenance and housekeeping
Public Relations Officer	<ul style="list-style-type: none"> • Arranges campaign of admission under B category • Executes the B category admission process • Designs and prints admission brochure • Maintains album containing photography of all events buildings • Publicizes events • Liaison with TSCHE, University, DTE, AICTE,etc.
I/C Workshop	<ul style="list-style-type: none"> • Smooth running of the workshops • Preparing material requirement • Oversee the College bus service • Oversee the generator faculty
I/C Alumni Association	<ul style="list-style-type: none"> • Facilitates formation and registration of alumni association • Arranges periodic meeting of alumni association • Ensures alumni registration

Position	Function
	<ul style="list-style-type: none"> • Arranges annual alumni meet over dinner • Proposes alumni association's annual budget • Prepares news letter
System Manger (I/C Computing, Internet And Website Facilities)	Facilities in <ul style="list-style-type: none"> • Maintenance and upkeep of all computer systems and campus network • Maintenance and updating College website • Arranging maintenance of all software used in central computing facility
AO (In Charge Of Academics,A/C Establishment, Examinations, Scholarship)	<ul style="list-style-type: none"> • College roster • Service registers • Faculty personal files • Recruitment process • Maintain minutes of meeting • New proposals • Coordinate day to day activities of office • Purchase process • AICTE,DTE,TSCHE and University committee preparation • Annual College budget
Director – Industry Relations	<ul style="list-style-type: none"> • Liaison with industry • Identifiers and provides for training needs of students • Arranges campus interviews • Proposes annual T & P budgets • Prepares databases of some top international /national companies consisting of their addresses ,details of operation their expectations ,their HR teams etc. for which services of some students could be utilized • Assists students develop and implement successful job search strategies. • Works with faculty member /department heads and administration to integer career planning and academic curriculum as well as coordinate project work /summer training program/internship programs

Position	Function
	<ul style="list-style-type: none"> • Prepares audio video presentation or a colorful hand out on the College to be presented to potential employers • Compiles and maintain a data bank on student profiles and video resumes along with their photographs • Prepares a placement brochure having all student profiles • Undertakes a rigorous placement campaign • Assists employers achieve their hiring goals • Empowers students with life –long career decision –making skills • Provides resources and activities to facilitates the carrier planning Process • Act as a link between students alumni and employment community • Up gradation of student skills sets regarding future career options expectations of the industry <ul style="list-style-type: none"> ➤ Generation of awareness in the students regarding future career options available to them ➤ Assisting different companies in the recruiting candidates as per their recruitment ➤ Keeps track of all advertisements related to placements appropriate to the profiles of aspirants ➤ Communicates the resume of the suitable candidates to the potential employers ➤ Provides right placement to the right candidates so that our student excel in their future life. ➤ Organizes placement training for the students and make them ready for interview and group discussion ➤ Shall be alive wire connecting the students and industrial houses ➤ Arrange to find the suitable

Position	Function
	summer assignments to students and also help, guide and counsel them in securing permanent placement by bringing them to contact with prospective employers.
I/C Learning Resources and Library	<ul style="list-style-type: none"> • Plan and execute modus operandi of routine activity of the library • Plan and proposes expansion /development • Maintain library discipline and culture • With the help of librarian ,prepare annual budget for library • Coordinate with HODs to arrange for printing of lab manuals record books assignments and ensure that these are available at least one week before the commencement of the semester.
I/C Transport	<ul style="list-style-type: none"> • Maintains buses meant for faculty and students • Provides bus schedules and takes all the necessary logistics of transport.
Physical Director	<ul style="list-style-type: none"> • Ensure smooth conduct of sports • Ensure proper use of sports facilities • Purchasing of sport items • Encourages students to participate in zonal tournaments • Creation and upkeep of sports facilities • Proposing annual budget for sports • Oversees security

(Specify the mechanism and composition of grievance redressal system, including faculty association, and staff-union, if any.)

Grievance Redressal Process

This cell is established with an aim and objective to provide the employees an easy and readily accessible mechanism for prompt disposal of their day to day grievance.

Nature of grievance that fall for redressal under grievance procedure is as follows:

Complaints affecting one or more individual workers in respect of their

1. Salary
2. Payment of overtime allowance
3. Promotion
4. Increments
5. Leave
6. Seniority
7. Work assignment
8. Working conditions
9. Working hours
10. Work load
11. Training
12. Gender specific harassment, if any and
13. Settlement of terminal benefits.

Different stages for redressal of grievance are provided for under the College's grievance

Redressal procedure:

First Stage (section/department level):

The aggrieved employee represents his/her grievance either in/person or in writing to the concerned officer in the dept, which is acknowledged. A written reply is sent to the employee under the signature of the officer/HOD within 15 days.

Second Stage (Administration level):

If the employee is not satisfied, he/she may request the officer/HOD to forward his/her grievance to the grievance committee constituted at Administration level consisting of the following members.

- a. Concerned Head of the Department
- b. Dean (Academics)
- c. Principal
- d. Vice Principal

Along with the concerned HOD, any two among the other three (b, c, and d) would address the issue /grievance and the recommendations of the grievance shall be communicated to the concerned employee within 15 days. A copy of the minutes of the grievance committee meeting is also provided to the employee.

Third Stage (Academic and Staff Affairs Committee):

If the employee is still not satisfied with the reply given by the Grievance Committee at second stage, he/she can represent the matter to the Management at Academic and staff affairs Committee.

At this stage, the representation or the grievance of the employee is forwarded to the General Secretary of the

Management Committee which is usually resolved by the Secretary/Chairman. If the matter cannot be resolved at this stage, then it is forwarded to the Academic and Staff Affairs Committee by the Secretary.

The representation will be disposed off at the next meeting of the Academic and Staff Affairs Committee which usually takes place once in six months.

All the officers are requested to put in their best efforts to examine and redress the genuine

Grievance submitted by employees at different stages expeditiously.

In case, the employee is still not satisfied with the outcome of the Academic and staff affairs Committee, the issue would be taken up at the next meeting of the Executive Committee of the Management, at the sole discretion of the General Secretary.

**1-1.2.4. Transparency and availability of
correct/unambiguous information**

- Dissemination and Availability of Institute/Program
- Website of the College <http://www.aceec.ac.in>

Leave rules of employees for strict compliance W.E.F 1st January 2018.

A. Types of Leaves and Eligibility

1. All staff members, both teaching and non-teaching will have fifteen days casual leave in one calendar year.
2. Every employee is eligible for CL, CCL, OD and LOP.
3. In the First 3 Quarters of the Calendar Year i.e. January – March, April – June and July – September a staff member can avail 4 CLs per Quarter and in the last Quarter of the Calendar year i.e. October – December they can avail 3 CLs.

B. Additional Leaves - Eligibility

In addition, staff will be eligible for the following additional leaves based on eligibility.

- i. Staff members who have put-in minimum of one year service in the College i.e., January – December, will get a credit of 4 earned leaves and 10 Half-Pay Leaves (HPL). When a Faculty works during vacation such Faculty shall be eligible for additional ELs in the ratio of 1:3 i.e., 1 Earned leave for every 3 days of work.
 - ii. Half pay leave can be commuted to full pay leave only on medical grounds which can be availed by a staff member by submitting medical certificate issued by a competent medical officer having minimum MBBS qualification. The staff member should invariably submit Fitness Certificate issued by the medical officer at the time of reporting to the duty after availing medical leave. If a staff member fails to comply with this mandatory action, availed leaves will be treated as CL and LOP as per rules in vogue.
4. Leave letters are to be applied to the Principal in the prescribed coloured form routed through the concerned leave processing officer. The Principal is the sanctioning authority for the leaves of the staff.
 5. A staff member can avail leave only after his/her leave application in the proforma is sanctioned by the concerned HOD.
 6. The HODs shall sanction leave to the staff after verifying substitute arrangements, syllabus coverage, monthly/quarterly leave limitation, and number of faculty members applying leave in the same department on that day etc.

7. The HOD has to ensure that the academic work is not disturbed due to the leave applications of his/her colleagues.
8. Availing leave without leave application/phone information is strictly prohibited. It will be viewed as absconding and attracts the provision of LOP. If this is resorted to for more than one time in a quarter, two fold LOPs for the period will be made applicable.
9. Those who apply through phone information to HOD should invariably submit a formal leave letter for the sanction by the HOD. Failure to do so will attract LOP for that day/period.
10. Frequent use of leave on LOP will seriously impact on continuation of the staff member and their annual increments.
11. Late coming and early going should also be discouraged. However more than three late arrival / early departure (both put together and each of one hour duration) in a month by a staff member will be treated as one half day leave.
12. In case of staff members who applied leave for more than 10 days, the intervening holidays will also be counted for loss of pay.
13. Staff member who has put in a minimum of one year of service in this College is entitled for one week special leave on the occasion of his/her marriage.
14. If a member of the staff joins in the first fortnight of the month, that staff member can avail one CL in that month. Those who have joined during second fortnight can't earn and avail CL in that month.
15. CL shall not be affixed / suffixed to the vacation slot declared by the College.
16. A staff member can avail CL combined with public holidays but total the number of days availed including public holidays and CLs put together, shall not be more than 10 days.
17. Those who report the College for 3/4/5 days in a week shall have proportionate number of CLs in a calendar year.
18. Medical Leaves are not applicable for the staff availing ESI Facility.
19. Prior application is mandatory for availing EL and is permitted only during non-academic period. OD's can't be clubbed with any other leave

20. CCL can be applied by specifying very clearly how he/she is eligible to that leave mentioning the day and date of holiday on which they worked duly certified by the HOD concerned. To be availed during Non-Instructional Period only i.e. except the Instructional/ class work days of the College.
21. CCL earned can be used during that calendar year only.
22. There is no limit for number of CCLs that can be earned by any staff member but eligibility conditions already notified shall be strictly adhered to.
23. Women staff members are eligible for maternity leaves as per Government norms
24. The competent authority for sanction of OD is Principal. HOD cannot grant OD for any staff for any reason.
25. On Duty leave will be sanctioned only in the cases of College deputing the staff member for academic/official work or at the discretion of College authorities.
26. OD cannot be claimed for personal work of the staff member.
27. Those who are going on OD shall submit report/ participation/attendance certificate, issued by the organizers/hosts of the event as the case may be, on their immediate reporting day. Non-compliance leads to OD being treated as LOP for that period.
28. Members attending seminars/conferences etc. shall submit the receipts for the amount advanced by the College towards registration fee, travelling, lodging, and boarding.