



# DADI INSTITUTE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)

(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to JNTU GV)  
Accredited by NAAC with 'A' Grade and inclusion u/s 2(f) & 12(B) of UGC Act  
An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Institute.

NH-16, Anakapalle - 531002, Visakhapatnam, A.P.

Website: [www.diet.edu.in](http://www.diet.edu.in), Cell: 9963994042 E-mail: [info@diet.edu.in](mailto:info@diet.edu.in), [igac@diet.edu.in](mailto:igac@diet.edu.in)

## CRITERIA- 6

**6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.**

### Administration:

The institute has structural administrative setup to implement various policies. The institutional bodies (functional committees) are also functioning as a part of administration.

### Principal

The principal shall be the Head of the Institution. He shall be the immediate superior to all the members of the staff working in the Institution. He shall be assisted by Vice Principal and other non-teaching staff in discharging his duties and responsibilities.

The Principal shall be in communication, wherever necessary, with the Heads of the Departments and parents / guardians of the students.

There shall be a Principal's office consisting of a Administrative officer, other admin and non-teaching staff. The office shall maintain the admission registers, scholarship accounts, casual leave, compensatory leave, etc., of the teaching, admin, technical and non-teaching staff of the Institution and such other records necessary for effective administration.

Vice Principal will be looking after the implementation of academic and administrative issues as per the directions of Principal.

### Head of the Department

The Head of the Department is appointed by the Principal of the Institution. Generally, the senior most from among the faculty of the department concerned shall be nominated on rotation basis as the Head of the Department for a specific period. Principal will consider appointing a Professor to be the Head of every Department.



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## Institutional bodies

The following institutional bodies (functional committees) have been functioning through institutes' policies.

Academic Committee, R&D Committee, IQAC Committee, Training and Placement committee, Anti Ragging Committee, Grievances committee, Internal Complaints Committee, SC/ST Cell Committee, OBC Cell Committee, Minority Cell Committee, Administrative Committee, Academic Review Committee, Food and Canteen Committee, Examinations Committee, Discipline committee, Knowledge Information and Media Committee, Admissions Committee, Literary and Cultural Committee, National Social Services Committee, Sports Committee, Transport Committee Career Guidance Committee.

## SERVICE RULES

### Human Resource Planning

The Principal shall assess the staff requirement for the immediate semester or academic year, in the month of April every year or during the academic year end breaks, He/ She will obtain the staff requirement lists from all the Heads of Department and arrive at the number of faculty members and administrative staff required with the stipulated guidelines in mind. The faculty member and staff members shall be selected the interview committee headed by Principal. A Professor shall be appointed as Head of every Department.

The teacher student ratio shall be 1:20

Pay Scales

### Teaching Staff:

DIET is implementing AICTE envisaged scales of pay with little departures basing on the market demand and supply conditions of qualified candidates with efficacy, that too with an intention of improving staff retention ratio. For that purpose; at the time of fixing incumbent's scale of pay, the earlier service either in academic, research and industry experience of the incumbent, if any, are being taken into consideration. Consequently, basing on the academic credentials, performance in the interview, earlier service, and earlier salary drawn. The Governing Body of the Institute will fix the Scale, Basic Pay, Academic Grade Pay (AGP), DA payable to the newly selected employees.



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## PROMOTION POLICY

All promotions shall be considered on the basis of merit- cum – seniority basis.

The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from other academic Institutions.

The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the years of service in the present position as prescribed by AICTE and concerned University.

Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

All decisions on promotions shall be taken up from the month of June every year or as decided by the Governing Body.

## RETIREMENT

### Retirement from Service

All teaching and non teaching staff shall retire on completing the age of superannuation, which are 60 for teaching and 58 for non-teaching.

When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.

The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.

Dadi Institute of Engineering and Technology (A)



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The age of super-annuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

## Grievance Redressal Committee

The Institute has a Students' Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing and keep in grievance box. Grievances may also be sent through e-mail to the Coordinator of Grievance Redressal Committee.

## Objective:-

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the Institute with the following objectives:

- Upholding the dignity of the Institute by ensuring strife free atmosphere in the Institute through promoting cordial Student-Student relationship and Student teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box have been installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the Institute.
- Advising Students of the Institute to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and Institute administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

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## Scope:-

The Committee deals with Grievances received in writing from the students about any of the following matters:-

Discipline Matters: Misconduct by other students and faculty members

Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

Financial Matters: Related to dues and payments for various items from library, hostels etc, Other Matters: Related to certain short falls in sanitation, preparation of food, availability of transport etc.,

## Functions:-

The cases are attended promptly on receipt of written grievances from the students. The Committee formally meets to review all cases, prepares a statistical reports about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

## Procedure:-

The setting of the Grievance Redressal Committee for students will be widely published and be kept in Institute's website. The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations. The GRC will act upon those cases which have been forwarded along with the necessary documents. The GRC will take up only those matters which have not been solved by the different departments.

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN" appointed by the Affiliating University. The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person. The Institution shall comply with the order of the ombudsman. Any order of the OMBUDSMAN not complied with by the Institution, will be reported to AICTE for appropriate action. In case of any false/frivolous Complaint, the ombudsman may order appropriate action against Complaint.

## *Anti Ragging Committee*

Objectives and responsibilities of the Anti-Ragging Committee

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- inculcating Culture of Ragging Free Environment in the Campus.
- engage in the works of checking places like Buses, Canteens, Classrooms and other places of student congregation.
- involved in designing strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities.
- conduct awareness programmes from time-to-time in the campus.
- To educate the students at large by adopting various means about the menace of Ragging and related Punishments there to. A gamut of positive reinforcement activities are adopted by Anti-Ragging Committee for orienting students and molding their personality for a better cause.

## *Internal Compliant Committee*

ICC with an inbuilt mechanism for gender sensitization, prevention and prohibition of sexual harassment of women employees and students

### *Responsibilities of the Internal Compliant Committee*

- Publicly notify the provisions against sexual harassment and ensure their wide dissemination
  - Include in its website, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make of sections of the Institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaint Committee, complaints procedure and so on
  - Organize Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students to sensitize them and ensure knowledge and awareness of rights, entitlements and responsibilities enshrined in the act and under these regulations
  - Organise regular orientation Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation etc., with sensitivity
  - Act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students are vulnerable to many forms of sexual harassment and humiliation and exploitation.
- Constitute a Committee to resolve the issues case to case and recorded

## *Internal Quality Assurance Cell Committee*

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## Functions of IQAC

1. Development and application of quality benchmark.
2. Parameters for various academic and administrative activities of the institution.
3. Facilitating the creation of a learner centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
4. Arrangement for feedback response from students and other stakeholders on quality related institutional processes.
5. Dissemination of information on various quality parameters of higher education.
6. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
7. Documentation of various programmes/ activities leading to quality improvement.
8. Acting as a nodal agency of the institution for coordinating quality related activities including adoption and dissemination of best practices.
9. Development and maintenance of institutional database through MIS for the purpose of maintaining/ enhancing the institutional quality.
10. Periodical conduct of Academic and Administrative Audit (AAA) and its follow up
11. Development of quality culture in the institution.
12. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC to be submitted to NAAC.

## Data Collection:

The IQAC establishes procedures to collect data and information on various aspects of institutional functioning.

Timely submission of AQAR after completion of the Academic Year is the important duty of IQAC committee.

The data for the following Criteria will be collected by IQAC.

- i) Curricular aspects
- ii) Teaching, Learning and Evaluation
- iii) Research, Consultancy and Extension
- iv) Infrastructure and Learning Resources
- v) Student support and progression

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- vi) Governance, Leadership and Management
- vii) Innovations and Best Practices

## *Research and Development Cell*

### Objectives and functions

- To develop research skills among the faculty and students
- to promote and to encourage the aspiring students and faculty members to carry out research in the field of science, engineering and technology by providing necessary facilities and infrastructures required for them
- To create zeal among the students towards research and innovation
- To work closely with the industrial needs that eventually will result in new or improved products, processes, systems or services that can increase the company's productivity
- Innovation-friendly society aimed at long-term development
- To have Periodical interactive session with entrepreneurs/industrialists
- To enhance skill development training and self employment opportunities
- To serve government by taking up sponsored projects
- To conduct research work and survey for identifying entrepreneurial opportunities for our students and to organize talent show, in-house exhibition, business stall, etc
- To ensure smooth functioning and effective Management of R&D at the institution.
- To provide a focal point in the institution to co-ordinate R&D activities between various departments, faculty members and research students of the respective institution.
- To identify potential projects/sources of funds
- To establish collaboration with other universities, research centers, and industries on research and development projects.
- To liaise with public and private sectors and identify R&D projects including consultancy services which could be undertaken at their institution on payment basis.
- Implementation, follow-up, progress and monitoring of on-going projects.
- To assist in matters related to collaborative research with other agencies.

## *SC & ST Committee*

### Objectives:

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Objectives of the SC & ST Committee are as follows

1. Circulate GOI and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the College.
2. Analyze information on admissions, education, training and employment of SCs and STs; prepare reports for transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
3. Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees and render them necessary help in solving their academic as well as administrative problems.
4. To promote higher education among these two communities suffering economic, social and educational deprivations

#### Minority Cell Committee

Minority cell of the Institute was established with the purpose of empowering the minority communities in the institute.

Institute has been very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and Nationality. The Minority Cell basically helps minority students including Christian, Muslim etc. for their academic development.

#### Objectives

1. To enhance equal opportunities for education of minorities.
2. To facilitate financial support to students from minority communities from governmental agencies and other sources. To encourage to enroll for career orientation programs like WWS, ASAP, etc. which would empower and equip them with the necessary skills to choose a career option.

#### Roles And Responsibilities

- To function as a Grievances Redressal Cell for the grievances of minority students to render them necessary help in solving academic as well as administrative problems.
  - To arrange special opportunities to enhance the carrier growth of these students.
  - To conduct the programme for disseminating the scholarship schemes provided by governmental
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agencies and other sources.

## OTHER BACKWARD CASTES (OBC) CELL

### Establishment of cell

The OBC Cell in the institute was established in 2016 with the purpose to empower the OBC students. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. The cell is always engaged to solve the various problems of OBC students. The tenure of the committee is two years.

### Objectives:

OBC Cell has been created in the institute to resolve issues related to the OBC Students. Following are the important Objectives of OBC Cell:

- To aware the OBC students regarding various scholarships program of State & Central Government
- To council and guide OBC students about various issues and help them to manage academic activities.
- To resolve problems related to OBC students

### Activities

- To circulate State Government and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.
  - To deal with representations received from Other Backward Classes (OBC) Candidates regarding their admission, scholarships and other similar matters in the institute.

### *Training and Placement Cell Committee*

#### Vision

Equipping the students with relevant and conceptualized professional skills and guiding them towards a bright future and career all around the world with the values of – 'Sincerity', 'Hard Work' and 'Ethics'.

#### Objective

Training and Placement Cell is to guide students to choose right career and to give knowledge, skill, and aptitude and meet the manpower requirements of the Industry.



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## Motive

- To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions
- Maintaining and regularly updating the database of students. Maintaining database of companies and establishing strategic links for campus recruitments.
- Gathering information about job fairs and all relevant recruitment advertisements.
- Coordinating with companies to learn about their requirements and recruitment procedures
- Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
- Organizing pre-placement training/workshops/seminars for students.
- Arranging periodic meetings with Human Resources Department of companies and TPO's to promote recruitments.
- To assist students for industrial training at the end of the fourth and sixth semester.
- To provide resources and activities to facilitate the career planning process.
- To act as a link between students, alumni, and the employment community.
- To assist students in obtaining placement in reputed companies.
- Highlighting articles on departmental notice boards regarding Competitive & Industrial Career Opportunities.
- Inform students about the available job opportunities in government sectors and off campus drives.
- Arranging Motivational Talks.
- Conducting Psychometric Test.
- Conducting Expectation Management Workshops.
- Conducting Personality Development Programs
- Conducting Skill Imbibing Programs

## Training & Development:

- Keeping in view the industry requirements, the training curriculum is designed for preparing the students for entry-level Graduate Engineer Trainees.

- Personality Development

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- Communication Skills & Vocabulary
- Resume Preparation & Email Writing
- Group Discussion
- Interview Skills
- Aptitude Training & Practice Tests

## Placement:

The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, a good academic background, fast learners, open to learning even at work and more importantly, good communication skills. This activity focuses on the personality development to make the students reliable, with a positive attitude and right decision making. Guiding for preparation, arranging mock Interviews, Conducting weekly Aptitude tests, Communicating with Alumni for available openings. communicating with industry for

## *Academic Committee*

### Objectives and functions of Academic Committee

- To make the plan of actions for the development of academic career of the faculty and students.
- Update the infrastructure facilities as per new regulations
- Implementation of quality initiatives
- Implementation of innovative research activities
- Strategies for curricular, co-curricular and extra curricular activities
- To develop best practices for improvise the students towards outcome based education
- Implementation of extension activities

## *Literary and Cultural Committee*

**Vision:**– Our Vision is to encourage students in Cultural events/ activities / competitions and to develop more and more talent among students in Cultural activities.

**Mission:**- Our Mission is to enhance the talents of the students, so they can show and participate in

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maximum number in different cultural events/activities/competitions.

## Objectives

To promote and arrange extracurricular activities to bring out the talents of the students in performing arts/Literary arts/Fine arts.

To create a more inclusive and equitable environment that promotes and supports diversity in its broadest sense — including with respect to race and ethnicity, gender and gender identity, sexual orientation, socioeconomic status, language, culture, national origins, religious commitments, age, disability status and political perspective.

## Strategies: Mechanism & Procedures

Intentionally foster and sustain a welcoming campus environment based on the principles of equity and inclusion to create an environment that is respectful of differences and promotes the safety **and** security of all people.

Prepare students to lead and manage in a diverse and changing society by incorporating diversity and inclusion in significant ways in teaching, learning, and research.

## Functions (Role & Responsibilities)

The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.

To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)

The Convener of the committee shall conduct a meeting of the committee to discuss and delegate task Procedure to organize cultural events.

To prepare the Annual Budget for various cultural events.

To obtain formal permission from the College authorities to arrange programs. To decide the date, time and agenda of the programs.

To inform members of staff and students about the events. To arrange the venue and logistics (audio/video system, dais, podium etc)

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To invite the Chief Guest and other dignitaries.

To arrange mementos for guests and gifts/certificates for the participants.

NSS Committee **Aim of NSS:**

Development of the personality of students through Community Service. To engage in creative and constructive social action.

- To enhance his/her knowledge of himself/ herself and the community.
- To put his/her scholarship to practical use in mitigating at least some of the problems.
- To gain skill in the exercise of democratic leadership.
- To gain skills in programme development to enable him/her for self-employment. To bridge the gulf between the educated and the uneducated masses. To promote the will to serve the weaker section of the community.

### Administration Committee Objectives

1. To promote the interests of students among the college administration, staff and parents.
2. To inform students about any subject that concerns them.
3. To consult students on any issue of importance.
4. To organize financial campaigns for Institute life and charitable activities.
5. To organize educational and recreational activities for students.
6. To participate in developing the Institute's educational projects and to promote it to students.
7. To organize an activity to recognize the efforts of students involved in organizing Institute activities.
8. To propose activities to the school administration that would improve the quality of life in the Institute.



Dadi Institute of Engineering and Technology (A)

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