



**DADI INSTITUTE OF  
ENGINEERING & TECHNOLOGY  
NAAC ACCREDITED INSTITUTE**

Recognized under Sec 2(f) & 12(B) of UGC Act  
(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK,  
Kakinada) NH - 16, Anakapalle, VISAKHAPATNAM - 531 002, AP  
[www.diet.edu.in](http://www.diet.edu.in)

**ADMINISTRATION  
MANUAL**

Updated ver.0619

## **VISION**

To evolve into a premier value based technical institution ensuring academic excellence and promoting innovational research.

DADI

# MISSION

- To impart high quality technical and professional education to uplift the living standards of the youth by focusing on employability, higher education and research.
- To bridge the gap between industry and academia by introducing add on courses based on industrial and academic needs.
- To develop responsible citizens through disciplined career and acceptance of ethical values.
- To be a student centric institute imbibing experiential, innovative and lifelong learning skills addressing societal problems.

# QUALITY POLICY

We, at Dadi Institute of Engineering and Technology are committed to impart high quality technical education and develop holistic engineering graduates, cherishing responsible citizenship, creativity, innovation, teamwork and adapt to change.

In order to realize this commitment, we aim to continually monitor, review and upgrade our delivery systems and enhance our infrastructural facilities through implementation of effective Quality Management Systems to meet the global needs.

We also commit ourselves to the holistic development of our students and staff by fostering an intellectual culture encompassing purpose, service and leadership.

# GOALS

## 1. Short term goals

- 1) To achieve academic excellence by securing 100% Pass in the University Examination.
- 2) Enable scholastically vibrant environment for learning, teaching, research and development for students and staff for their personal and professional growth.
- 3) Prepare students to excel in communication, inter-personal and entrepreneur skills.
- 4) Motivate students to foster and develop qualities of leadership, inter-personnel and problem-solving skills to face the professional and personal challenges in life.
- 5) Inculcate the qualities of integrity, honesty, loyalty and patriotism among students.
- 6) Stimulate a desire among students and faculties to make full use of infrastructural facilities and expertise within themselves to serve the society and the nation.
- 7) Foster a harmonious, cordial and tripartite relationship among the

management, faculty and students for their respective growth and for the establishment of a congenial academic environment in the college.

- 8) Achieve 100% Placements for Students.
- 9) Quality assertiveness through National statutory bodies of Accreditation.

## **2. Long term goals**

- 10) Connectivity with the Academic Institutions of National and International importance.
- 11) To evolve as an Autonomous Institution.
- 12) To evolve into a Center for Excellence in Engineering and Technology by undertaking nationally and inter-nationally acknowledged research and development works.

## **Recruitment**

The selection committee shall prepare a job description and job specification for the candidate to be recruited.

Every job description needs to include the following elements:

- Job Title
- Work is to be performed at DIET campus

- Reporting responsibilities to Head of Department (HOD), Principal, and Human Resources Head
- Number of hours of work required per week and which days or time frames that work is required for (Academic and Administrative)
- Required years of experience (For posts higher than Assistant Professor)
- Required education, degree, certificate, registration or special training in case of Laboratory work
- Other Essential functions (If any as determined by DIET Administrative Office)
- Specific job duties and detailed work activities (i.e., NBA, NAAC, Research and Consultancy)
- Starting Salary (Basic Pay fitment)
- Benefits available (Free Bus Facility. Subsidized Canteen, 100% support for research, incentives for publication and material support for international travel for symposiums/conferences/meetings)

The DIET recruitment committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:

Advertisement in the Newspapers (Either in vernacular local

Dailies or National Newspapers as the position deems fit)  
Specific and earmarked files maintained for storing the unsolicited applications  
Campus recruitment (for the case of Research Assistants, personnel IIPC and EDC cell)

The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.

The committee shall short list the candidates in the following processes:

#### 2.2.4.1. Personal Interviews

### **The Art & Science of Interviewing**

In order to make good hiring selections DIET must take time, gather as much information as possible and try to optimize efforts.

DIET recruitment members should not hire a person to fill a job. Hire the best possible person to successfully become a part of your respective department AND fill the position needed.

DIET seeks to affirm that, it is nearly impossible to teach desire, compassion, work ethic, integrity or communication and so



DIET recruitment team needs to make certain that interview questions are in- depth and revealing enough to evoke true information – not just responses that the interviewee believes an interviewer may want to hear.

DIET’s quality philosophy encapsulates that; the best indicator of future success is past behavior and resulting actions. Interviewers need to try and avoid asking hypothetical questions. These “what if” questions open the door for conjecture and often lead the interviewee to answer in a manner they anticipate meet your favour.

### **Prospective Teacher’s Relationships with Students**

Give an example of how you have dealt with a student who complains about assignments/projects.

Detail about times when you helped students experience success and how the interviewee individualizes instruction for students?

What procedures do you use to evaluate student progress besides using tests?

How have you challenged the slow learner and the advanced learner within the same class?

Describe step-by-step how you set behavioural standards at the beginning of the year?

How have you gotten students to do what you want them to do?

Describe your system of classroom management.

Who should be responsible for the discipline in the Institution?

Give a specific example of a student disrupting your classroom; what steps did you take to solve this problem? Did this resolve it?

What further steps did you take?

What is your attitude towards individual vs. total class punishment?

Compare negative and positive reinforcement and describe effects of each.

Tell me about your classroom's physical appearance what modifications do you suggest.

Can you please share with the panel any errors/mistakes you could have made with students?

### **Possible Questions on Teacher Relationships with Colleagues**

Describe how you communicate with the parents of DIET students.

Describe one or more specific faculty you've preferred to work with.

Why? What in-Institution activities outside of the classroom have you enjoyed?

What quality or qualities do you have that would enhance teaching staff in general?

Tell me about a co-worker you've had difficulty in dealing with.

What happened? How did you resolve the situation?

What has your administrator done to help you? Give us an example of when you didn't receive the support you expected. How did you deal with that?

### **Teacher Relationships with Parents**

How have you communicated with parents in past situations?

Describe how you have used this/these technique(s).

What have been your guiding reasons to contact parents?

Outline your discussion to parents?

What community activities have you been associated with?

Which of these was your favorite association and why?

Tell us some ways you have involved parents in your classroom. How have you integrated technology into the curriculum you teach?

Describe any innovative projects you have been involved in developing and their outcomes.

Give an example of how you have used cooperative learning in your classroom.

What four words (any) do students use to describe your teaching strategies?

What are your five primary rules for your classroom?

Describe your teaching style and give specific examples of how you accommodate the different learning styles of the students

in your classes. What do you consider to be your strengths and how have you used them in your teaching?

How do you teach the aspect of “reading”?

What is your favorite subject to teach and why?

Give an example of how you help those who are performing below passing level.

How do you help those who are above level?

Describe a typical lesson in your classroom. What would a principal see you and your students doing?

Give an example of how you differentiate instruction to meet various learning styles.

How do you feel about inclusion?

Teach us how to write on the board – “Activity”

How do you determine each individual student's potential?

Do you like to teach with an overall plan in mind for the year, or would you rather teach interesting things and let the process determine the results? Explain your position.

Is it ever okay to force a student to learn something? Give me an example. Tell us how you use standards in your curriculum.

What recent professional readings have you done?

What does individualized teaching mean to you?

Give an example of how you’ve implemented it.

Explain how you can tell students are learning. Evaluation techniques?

How have you individualized the learning process in your classroom? Name some ways that a student in a group has shown you he has the concept.

In which curriculum area do you feel particularly strong? What goals do you hope to achieve in your subject?

If you were asked to get in-service training in one area of the curriculum, which area would you choose?

Describe the developmental stages of a rural student.

How do you define success in learning?

Name some educational theorists and describe how they influence your practice.

Tell me about curriculum development

**Respond to and define the following educational terms**

Constructivism

Cooperative learning

At-risk students

Assertive Discipline

Grouping practices

Higher level thinking

Authentic assessment

Whole language

Parent involvement

Interdisciplinary curriculum

Learning styles

Special education (mainstreaming and inclusion)

Outcome-based education

### **Aptitude Tests, Including Classroom Demonstrations**

Determining the Hiring Timeline

Before posting and advertising DIET defines an open position and should first establish a hiring timeline and checklist.

This should include the following elements:

First date for advertising and posting

Last date for accepting applications

Contact person who will accept applications and most acceptable form of applying- phone, fax, email, postal.

Person or team responsible for reviewing applications

First date for interviews

Team responsible for interviewing

Final date for first interviews

Initial and final date for second interviews

Deadline date for making offer

Date for pre-employment processing by HR department

First date of active employment

The committee shall finalize the short-listed candidates and submit their recommendation along with the personal data sheets of the candidates to the Principal and the Chairman/Correspondent who will decide on the appointment.

An offer of appointment shall be released by the Principal/Chairman /Correspondent in the Form 1 appended to this manual.

Offer / appointment letter shall be issued only after obtaining PC/OD.

Qualifications:

As per AICTE norms.