



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

An Autonomous Institute

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, 9963993229 E-mail: examcell@diet.edu.in, principal@diet.edu.in



DIET

INSTITUTIONAL POLICIES



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LIST OF INSTITUTIONAL POLICIES

S.NO	POLICY NAME	YEAR OF ESTABLISHMENT
1	Administration Manual	2006
2	Reservation Policy	2006
3	Grievance & Reddresal Policy	2006
4	E-Governance Policy	2017
5	Green Campus Policy	2017
6	R&D Policy	2018
7	Consultancy Policy	2014
8	Internship Policy	2018
9	Faculty Empowerment Policy	2020
10	Disabled and Barrier Free Environment Policy	2006
11	Food/Health and Nutrition Policy	2006
12	AICTE Examination Evaluation Policy	2022
13	Policies and procedures for maintaining the physical and academic facilities	2011

NOTE: The Institutional Policies might be modified time to time according to the reforms made by the Statutory Bodies i.e AICTE, UGC, State and Central Govt and affiliating University.



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1. ADMINISTRATION MANUAL

DIET is having Human resources policies consists of a set of rules for Recruitment, promotion, work process, leave, termination, work environments, compensation, performance appraisal, and many other vital functions. HR policies are also a layout of how an organization will treat its people and property. The HR Policy of DIET has been incorporated in Administration Manual of the Institution. The Table of Content is given below.

S.NO	CONTENT
1	ACADEMIC ADMINISTRATION
2	SERVICE RULES
3	POSITIONS & PAY SCALES
4	CONDITIONS OF SERVICE
5	CONDUCT ,DISCIPLINE & APPEAL RULES
6	LEAVE RULES
7	TA & DA RULES
8	PROMOTION POLICY
9	RETIREMENT
10	DISCIPLINE & GRIEVANCE PROCEDURES-STAFF DISCIPLINE
11	DISCIPLINE & GRIEVANCE PROCEDURES-STUDENT DISCIPLINE
12	LIBRARY
13	INCENTIVE ,REWARDS & WELFARE ACTIVITIES
14	CONSULTANCY, R&D & TEACHING ASSIGNMENTS
15	IN-HOUSE R&D AND SEMINARS/WORKSHOPS



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16	TRAINING & PLACEMENT
17	ANNEXURES i. FORM OF APPOINTMENT LETTER ii. FORM OF RETIREMENT LETTER iii. ETHICAL STANDARDS FOR TEACHER



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2. RESERVATION POLICY

Seat Allotment Process – Reservation Policy

Dadi Institute of Engineering & Technology adheres the norms of the Reservation Policy of Government of Andhra Pradesh and AP State Council of Higher Education to fill the **Convener Quota seats (CAT-A)** 70% of UG Courses through EAMCET/EAPCET and ECET. Besides, 30% of the **Management Quota seats (CAT-B)** through inviting applications from candidates. Moreover, the seats are filled according to category and merit by the APSCHE.

The allotment of seats for PG courses MBA & M.Tech adheres the same reservation policy through ICET, PG CET and GATE respectively. Also, Institute follows the reservation under EWS category according to A.P. State Government Order.



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3. Grievance & Redressal Policy

As per the directions of AICTE and Gazette of India, the Grievance Redressal Cell has been formed to address the grievances, complaints, malpractices and problems of students/ Staff (Teaching & Non-Teaching) of DIET.

This cell aims to provide students/ Staff (Teaching & Non-teaching) with a platform where they can share their academic related and other miscellaneous problems and seek the best advice. The cell ensures at the end that all the stakeholders should be satisfied and happy during the stay at DIET.



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A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students/staff (Teaching & Non-teaching) of the College with the following objectives:

- To ensure a fair, impartial and consistent way for redressal of various issues faced by the stakeholders.
- To uphold the sanctity of the college by promoting good relationship amongst students and also a good professional relationship between students and staff (both teaching and non-teaching) and also amongst staffs.
- To ensure that grievances are addressed and resolved promptly and in complete confidentiality.
- To ensure that the views of grievant and respondent are respected and that any party to a grievance is not discriminated or victimized.
- To ensure stakeholders to respect the rights and dignity of one another.
- The institute has been constituted grievance redressal cell also for faculty /staff members. The grievance redressal committee constituted during 2022-24 excluding student members shall be act as grievance redressal committee for faculty/staff members

There is a Grievance Redressal Committees at the Department & central level to deal with the grievances of the students and staff (Teaching & non-teaching). Department Grievance Redressal Committee consist of:

- Head of the Department – Chairman and principal
- Up to 3 (three) faculty members to be nominated by the Head of Department

Grievance Redressal Cell Process

- Any Person raising a request should register the grievance/ complaint through the grievance redressal portal link.



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- The grievance will immediately go to the concerned HOD who needs to acknowledge the receipt of the grievance within 24 hrs. Via Portal.
 - HOD needs to consult the matter with departmental Grievance members and then provide (1) Necessary solution, (2) Invalid the matter, (3) comment if the same is not under the scope and forward to grievance cell. The time to revert by HOD is 15 days from receipt of the complaint.
 - If the student/faculty/staff is not satisfied with the decision of the Department committee, he/she can submit an appeal to the Central Level Grievance Committee within four days from the date of the receipt of the reply from the Department Level Committee.
 - If the Complaint is forwarded to the central grievance redressal cell, then the member secretary of the grievance committee will place the matter before the grievance committee members which shall either endorse the decision of the Department level committee or shall pass appropriate solution in the best possible manner.
 - The GRC shall send its report with recommendations, if any, to the university and a copy thereof to the aggrieved faculty/ staff/ student, within 72 hours from the date of receipt of the complaint.
 - In case faculty/staff/student is not satisfied with the decision of the Grievance Redressal Committee, they may appeal to the university for redressal of their grievance. The university level GRC shall address such grievances and settle the matter at the university level.
 - While dealing with the complaint, the committee at all levels will observe the law of natural justice and hear the complainant and concerned people.
 - While passing an order on any Grievance, at any level, the relevant provisions of the Act/Regulations should be kept in mind and no such order should be passed in contradiction of the same.



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4. E-GOVERNANCE POLICY



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1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

Area of Implementation:

1. Website & Social Media
2. Student Administration
3. Academics
4. Internal & External Examinations
5. Communication System
6. Finance & Accounts
7. Library
8. Payment Systems



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E- Governance of Dadi Institute of Engineering & Technology (DIET)

1. IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF ADMINISTRATION:

The Institute authorities can implement full supervision of all service units in the office through the **ERP software i.e E-CAP**. The Administration matter communicates with Governing Body members as well as the teaching and non-teaching staff through email .All important administrative information including notices is regularly published on the website. i) Biometric attendance for all staff members; ii) fully automated wireless office with 24x7 internet facility; iii) To achieve the target of Paperless IQAC, committee members of it started using **Google facilities like a) Google sheet** : For data collection from Various Departments; b) **Google Docs**: To prepare notices and activity reports; c) Google Forms: To prepare Feedback forms and get online feedbacks of Students and Parents. The Institute campus is equipped with CCTV Cameras installed at various places of need. ICT has been introduced in the Administrative work. WhatsApp Group helps to provide the brief notices of any event to be happened in institute. WhatsApp Groups are also used for awareness and smooth functioning of the Institute.

2. IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF FINANCE AND ACCOUNTS

The accounts of the institution are maintained through the **Tally software and ERP Financial matters are also dealt with Pay UPI Money** through phone pay for transaction purposes.



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3. IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF STUDENT ADMISSION & SUPPORT

Student Admission is carried out through the **Students Module of ERP**. Stakeholder Relationship Management (SRM) is also used for admission. The Institute website acts as a mirror of the institute information. Admission and online transaction interfaces are provided on website. Institute is having a full time web developer and team members. **Google –Suit online classes platform** also provided for online classes as well as meetings. Alumni portal is provided on website for the information of pass out students.

4. IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF EXAMINATION

Examination Process are handled through **ERP filling of examination forms**, obtaining admit cards, uploading of marks etc. everything is done in online manner. Academic cell of Institute Examination oversees the complete process of examination under the guidance of the Officer In Examinations of the institution

5. IMPLEMENTATION OF E-GOVERNANCE IN AREA OF OPERATION OF LIBRARY

DIET Library is having SOUL 2.0 software to enable all access in library facilities. Institute is also having e-Library which contains E-journals. And E-content also provides in e-Library like NPTEL, DELNET, J-GATE, IEEE, NIMBUS etc. Institute has purchased some of the Google e-content links for e-education. Institute is having OPAC Module and Barcode login entries and exits of the Library for all the students and staff

Use of e-Governance:

- The planning for efficient administration of DIET, increasing Global communication skill, to achieve the world class standard ,it is necessary to have a improved collaboration and access to information available in Institution are possible only by introducing IT in Institute with E-Governance as a security for maintaining standard. Today the IT has become an integral part of



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life of the people in the world. It is the time to applying the skill for the betterment of Indian educational system as well.

- The e- governance needs security for smooth information flow, best practice database and enhanced capacity for information analysis etc. It requires completely new infrastructure, procedures, policies and working skills for producing and collecting online information. It will help in the betterment of the higher education in the country and increase the number of employable students.
- Education system can fully equip our children to meet the ever evolving demands in today's highly-competitive environment; the education system needs to be made more efficient and effective by implementing E-governance. It is high time our educators think in terms of imparting what is known as life-long education, or, more aptly, life-long self-education
- With the advent of ICT, electronic governance is an emerging trend to re-invent the way the administration works, becoming a new model of governance. Such a comprehensive and integrated system can also enable authorities to analyze the performance of DIET with other colleges to identify the gaps.



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5. GREEN CAMPUS POLICY

Green Campus: A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind.

Objectives of the Go Green Programme:

The first step of the Go Green Programme involves establishing a viable Green-Campus Committee, within the organizational structure of the Institute. Hence, to give this initiative more clarity and authenticity, we now roll out a POLICY DOCUMENT spelling out the strategies, plans and other allied tasks to make this Program functional officially.

We believe that greening the campus is all about sweeping away wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling program. The administration of the Institute believes that everyone has to work out the time bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus. Every individual



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of Dadi Institute of Engineering and Technology Campus will work, may he/she be a student, faculty and support staff to foster a culture of self-sustainability and make the entire campus environmental friendly. The Green Campus Initiatives (GCI) will enable the institution to develop the campus as a living laboratory for innovation.

I. Role of the Go- Green Campus Programme:

The impetus for a successful Green Campus must begin at the top and emanate throughout the rest of the campus. Thus in view of this, the committee will plan and execute to:

1. Seek views of all the Stakeholders to make the Go Green Campus initiative functional throughout the year.
2. Conduct the Campus' environmental impacts to identify the targets for improvements.
3. Establish a Green Campus Environmental Ethic Awareness campaigns.
4. Set forth a Green Campus Mission and a Statement of Principles
5. Link Green-Campus activities to Academics in the Institute.
6. Organize Awareness Programs for the students, faculty and society.
7. Chart out a yearly planner for the Institute, local community and Stakeholders.
8. Develop a strategic plan and create student teams to carry out specific tasks of the strategic plan.
9. Phase out the CFL and conventional light source such as bulbs and tube lights, halogen and mercury street/campus lights and get them replace by the LEDs.
10. Conduct an Annual Green, Environment and Energy Audit.
11. Evaluate daily operations in terms of pollution prevention, waste stream management, and energy efficiency reducing, reusing, recycling, and repairing wherever possible.



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12. Secure a commitment up front from the people in charge that well-founded recommendations will be acted upon once audits are completed.

II.Promotion of “Save Energy Tips” in and outside the Institute:

- Activate power management features on your computer and monitor so that it will go into a low power “sleep” mode when you are not working on it.
- Turn off your monitor when you leave your Table.
- Activate power management features on your laser printer.
- Whenever possible, shut down rather than logging off.
- Turn off unnecessary lights and use daylight instead.
- Avoid the use of decorative lighting.
- Use LED or compact fluorescent bulbs.
- Keep lights off in conference rooms, classrooms, lecture halls when they are not in use.
- Use the fans only when they are needed.
- Unplug appliances not plugged into power strips (like TVs, Refrigerators, ACs, tea/coffeepots, printers, faxes, and chargers etc.)

III. Waste water Management/ Rainwater harvesting:

The Institute has to work in the direction of waste water management particularly in student's hostels. Water flow restrictors on bathroom faucets and showers, low water flow toilets and automated urinal flushers should be used to cut down campus water use. The Institute will take all necessary measures to implement waste water management /rain water harvesting.

IV.Major Green Campus Initiatives:



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- ISO Certification 14001:2015
- Installation of Solar Power Station
- Waste water Management/ Rainwater harvesting
- Development of Sewage Water Treatment Plant
- Use of Micro-scale techniques
- Sensor based energy conservation
- Displayed poster on E-waste Management
- Maintenance of water bodies and distribution system in the campus
- MIS to make paperless administration
- Plastic free Campus
- Tree Plantation Drive
- Cleanliness Drive
- Landscaping and gardens
- Use of LEDs only
- Digital Library/ E-Learning Centre
- Organization of sensitization programmes for the stakeholders
- Establishment of Environmental-Club
- Green, Environment and Energy Audit conducted
- Restricted entry of automobiles
- No Vehicle Day observed



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The Institute will make all the necessary efforts to involve the students, faculty and staff in “Green Campus Initiatives” by designating the volunteers of Environmental Club, NSS and printing T- shirts/ Caps with green campus initiative slogan specially designed for the purpose.



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6. R&D POLICY

Objectives:

1. To nurture the faculty & students in promoting their ideas on research.



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2. To provide a support framework for consultancy activities.
3. Promoting commercialization and application of technologies and inventions.
4. Facilitating access to research, technology data bases and dissemination of information.
5. Exploring all possible modes for generating revenue through technical consulting services.
6. Identification, protection and commercialization of intellectual property.

- **Incentives:**

In order to promote R&D activities in the institute, the institute has come up with the policy framework of incentives for 2020-21 as listed below. The incentives for publications/Book Chapters /patents are given basing on below guidelines

S.No.	Category	Guidelines	Accomplishments	Incentive
1	Patent	1. Faculty name should be listed as first name 2. Affiliation should be DIET 3. Patent should be granted.	a)Patent applied b)Patent grant in association with NRDC 3) Patent Grant submitted directly	a) Rs. 3,000/- b) Rs.10,000/- c) Rs. 40,000/-
2	Publications/ Book Chapters	1. Faculty name should be listed as first name. 2. Publication should be Scopus Indexed/WoS. 3. Any number of paper can be published and every additional publication rather than those specified	Assistant Professor - 1 per annum Associate Professor - 2 per annum Professor- - 3 per annum	Rs.3000 Will be awarded for additional publications



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		in accomplishments and any patent publication will be eligible for incentive.		
3	NPTEL Certifications	1. Faculty should share details to Institution NPTEL chapter while registering the exam form. 2. One additional certification rather than those specified in accomplishment will be eligible for incentive	Non- Doctorates: 2 per annum Doctorates: one for annum	Rs. 1,000/- will be awarded for one additional certification.

- **Conferences/workshops/STTP/FDP:**

The Institute is having an objective of providing a sound platform to share the knowledge at a global perspective with renowned academicians, Scientists, Professors and industry delegates by having collaborations with Professional Bodies and Industries. In the process of attending to workshop/STTP/FDP/MDP/Seminars/Training or for presentation of research papers in conferences the University approved DIET faculty members shall be sponsored to attend maximum two aforesaid events per year within the country and financial support to attend International conferences too. The sponsorship shall be provided only for the events which are organized by IITs,IIITs, NITs or Universities whose NIRF rank is among top 100.

The University approved faculties of DIET shall be eligible for sponsorship as per the Research Incentive Policy.

- **Internal Funding:**

1. Institute has an annual budget of Rs. 10 Lacks seed money for research mobilization.



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2. Institute has Professional Body memberships for working on innovative projects and management will be funding towards Institute level Professional memberships.
3. Institute has research centers in the departments of CSE and ECE.

- **Projects:**

1. Every Doctorate shall apply for a minimum of one government funded project.
2. Every faculty shall apply for internal project with an aim to apply for external funding.
The required seed money for internal projects is provided by the University.
3. All research conducted shall be covered by IPR and copyright protected.



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7. CONSULTANCY POLICY

Consultancy is well recognized as an effective way for educational Institutes to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the Institute must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the Institute strategic and operational objectives and the costs are sustainable.

Institute is committed to making its expertise available through service to industry, commerce, government, professions, arts and other educational and research organizations.

In the Institutional Consultancy Policy, the consultancies as described in this Policy are governed by the following guiding principles:

- (a) There should be demonstrable benefit to the Institute from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- (b) The Consultancy must not be in conflict with Institute policies including those governing employment; such as the Code of Conduct Policy.
- (c) The Consultancy must not be in conflict with the functions, objectives or interests of the Institute or damage the Institute's reputation.
- (d) At a minimum, on-cost charges set by the Institute must be applied to all project budgets. All Consultancies are required to include overheads.



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- (e) Staff members shall not undertake external research activities where no formal agreement has been authorized by the Institute unless they are on leave without pay, approved by the Institute concerned.
- f) The revenue generated from the consultancy project is shared by the Department and the Institute in a 60:40 ratio.
- g) The Institute share of 40% will be distributed as 35% and 5% respectively. The 5% share provided to the principal of the Institute should be used for the Institute developmental activities as per the norms.
- h). The balance 60% of Laboratory testing charges/ income after expenditure , payment of the institute share as mentioned below.
- i) Towards the development of the department-- 10%
 - ii) Towards the Concerned Laboratory—25%
 - iii) The Head of the Department – 10%
 - iv) For Lab Technician/ Staff—15%



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8. INTERNSHIP POLICY

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood.

D). Following are the intended objectives of internship training:

- Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.



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- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job
- Learn to apply the Technical knowledge in real industrial situations.
- Gain experience in writing Technical reports/projects.
- Expose students to the engineer's responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

II). Benefits to Students:

- An opportunity to get hired by the Industry/ organization.
- Practical experience in an organizational setting.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
- Helps them decide if the industry and the profession is the best career option to pursue.



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- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.
- Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.
- Opportunity to meet new people and learn networking skills.
- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating network and social circle and developing relationships with industry people.
- Provides opportunity to evaluate the organization before committing to a full time position.

III). Benefits to the Institute:

- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/ students.
- Improvement in teaching learning process.



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9. FACULTY AND NON TEACHING STAFF EMPOWERMENT POLICY

For Teaching Staff

List the support given for faculty career advancement/ lifelong learning:

- Special Study leave to purpose higher studies.



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- Sabbatical leave (OD) for attending examination, FDP, National/ International conference.
- Registration fee reimbursement for FDP/ conferences and for patent filling fee will be paid by the institution.
- Conducting Professional Development Programmes by IQAC

Incentives/ Awards:

- Incentives/silver medal awards to faculty members based on students securing rank in university examinations and financial Assistance are provided to the faculties who have secured 100 percent result in their respective subject on Teacher's day.
- Reward & Award for Faculty Members who publish text books, research papers in reputed International/ Indian Journals / Conferences are eligible for rewards and awards. The faculty members are awarded incentives for the same
- Marriage gift and marriage leave with pay for 7 days.

List of major welfare facilities given to the faculty:

- Every year monthly daily sheet calendar, diary and travel bag is given to all faculty members.
- Medical Leave in case of hospitalization for more than 3 days.
- Maternity leave for 3 months with salary for lady teaching, non teaching staff members.
- Research facilities are available for faculties pursuing their Ph.D.



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- Provide the Group Insurance to all the faculty members every year with sum assured of Rs.8Lakhs
- Provident Fund contribution accounting to 12% is subscribed to all the staff members right from the day of joining.
- ESIC Contribution

List the measure taken for faculty work life balance:

- On emergency, transport facility arranged.
- On any medical need, hospital facility is arranged.
- Monthly one causal leave and two one-hour permission is allowed to avail
- Yearly 25 days of vacation leave is given to faculty members.
- Periodical health check-up is conducted.
- Yoga facilities and Gym facilities are available
- Staff member sports (indoor game, outdoor games) are conducted.
- Motivation talks from the experts are conducted.

General Amenities:

- Transport facilities to and from their home to college
- Medical facility.
- Carpooling facilities for senior staff member

For Non-Teaching Staff:

- Incentives / Awards



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- Conducting the Administrative Training Programme for updation of administration
- Marriage gift and marriage leave with pay for 7 days.
- Provident Fund contribution accounting to 12 is subscribed to all the staff members right from the day of joining.
- ESIC Contribution
- Provide the Group Insurance to all the Non Teaching Staff every year with sum assured of Rs.8Lakhs
- Free uniform is provided.
- Medical Leave in case of hospitalization for more than 3 days.
- On emergency, transport facility arranged.
- On any medical need, hospital facility is arranged.
- Monthly one causal leave and two one-hour permission is allowed to avail. Yearly 20 days of vacation leave is given to faculty members.
- Periodical health check-up is conducted by doctors.
- Yoga facilities and Gym facilities are available.
- Staff member sports (indoor game, outdoor games) are conducted.
- Free transport facilities to and from their home to college.
- Medical facility.

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10. DISABLED AND BARRIER FREE ENVIRONMENT POLICY

DIET has Objectives to implement the disabled and barrier free environment policy as per UGC and AICTE Guidelines

- To facilitate admission of persons with disability by following Rules & Regulations and Policies of the States and Central Governments.
- To provide counseling to differently-abled individuals in the Institute for better learning support.
- To provide guidance to avail various fellowships / scholarships of different funding agencies.
- To create awareness about the needs of persons with disabilities and other general issues concerning disabilities.
- To provide equal educational opportunities to disabled persons in the Institute.
- To provide infrastructural needs to enable them to easily access to classrooms, laboratories, toilets etc., for barrier free learning environment.
- To explore the full participation and equality as well as suitable placement opportunities for educated disabled graduates in public as well as private sector enterprises.
- To adequately support learners with disabilities with the right resources and assistive technology i.e **software tool for disabled graduates**, and with leadership, teaching staff and Institute as a whole being responsive to their needs.



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11. FOOD AND NUTRITION POLICY

Food and nutrition policy would be the policy that explicitly takes into consideration the promotion of health. DIET has follows the Food and nutrition policies refer to directives and programmes related to the availability, access, distribution and utilization of foods includes by conducting health awareness programmes.

Nutrition planning is a set of concerted actions, based on a governmental mandate, intended to ensure good health in the students through informed access to safe, maintain neatness, healthy and adequate food as per the agreement with canteen vendor.

DIET Canteen Committee is regularly monitoring the points mentioned in the policy for maintaining neatness and providing good nutrition food in the canteen.

And also DIET Women Empowerment Committee is organizing Hygiene and Health awareness programmes for girl students particularly on nutrition food.



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12. AICTE EXAMINATION & EVALUATION POLICY

DIET is implementing the AICTE guidelines of the examination & evaluation Policy on par with Affiliating University. The process of implementation is incorporated in the Institutional Academic Calendar.

The objectives of the Policy are:

- Future engineering graduate not only need to be knowledgeable in his/her discipline, but also needs a new set of soft, professional skills and competencies
- Essential changes in engineering education in terms of a) What to teach (content) b) How to teach (knowledge delivery) c) How to assess (student learning).
- The digital initiatives of MHRD and AICTE have made available a very large number of Massive MOOCs through SWAYAM, that can help the colleges and teachers adopt innovative methodologies in the delivery of course.



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- Outcome based education- a performance-based approach has emerged as a major reform model in the global engineering education scenario

- **Improving Structure & Quality of Assessments:** Assessment Planning using Bloom's Taxonomy. While using Bloom's taxonomy framework in planning and designing of assessment of student learning, following points need to be considered:

- i) **Continuous Internal Evaluation (CIE):** Normally the first three learning levels in this; remembering, understanding and applying and to some extent fourth level analyzing are assessed in the Continuous Internal Evaluation (CIE).

- ii) **Semester End Examinations (SEE):** where students are given limited amount of time. And last three learning levels of abilities, analysis and evaluation

- iii) **Projects:** Creation can be assessed in extended course works or in variety of student works like course projects, mini / minor projects, internship experience and final year projects



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13. POLICIES AND PROCEDURES OF THE MAINTAINANCE OF THE PHYSICAL AND ACADEMIC FACILITIES

POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS

- The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding monthly meetings of various functional committees constituted for this purpose and using the grants received the college as



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per the requirements in the interest of students. Maintain the campus with plastic free, rainwater harvesting with Groundwater recharge pit arrangement. Maintain the solar energy for the street lights in the campus. The campus holds well established standard systems and procedures for maintaining the physical, academic and support facilities that are governed by the supervision of faculty incharges in college level. They ensure the various aspects of utilization and maintenance of the physical, academic and support facilities such as maintenance of buildings, laboratories, classrooms, library, sports complex, computers, etc. The proper function of equipment in all laboratories is ensured in every semester by the lab technicians and minor repairs such as installing replacement parts are carried out by them as and when they are needed. Then it is recorded in service register. When there is a major repair work, the purchase committee handles the service and maintenance request appropriately by placing an order to the corresponding engineering experts during summer vacation. Stock register is maintained in all laboratories and audits are conducted by stock verification committee to check the availability and working of the equipment in every year. First aid kits are kept in all laboratories and department to meet out any eventuality. Fire extinguishers of ISI mark of adequate capacity and numbers are provided in eye catching spots in the college buildings especially in all laboratories. Fire extinguishers are well maintained and checked periodically and refilling is done well before the due date. The maintenance of laboratories for various departments is furnished below.

1. Laboratories:

Record of stock account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments. All the laboratories are maintained by the calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises and maintain the repairs in time by outside technicians or by annual maintenance regularly

1)Each laboratory has a Laboratory in-charge who is responsible for its maintenance.



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- 2) Every day in the morning all the laboratories are swept and mopped, properly by the dedicated cleaning staff.
- 3) All the laboratories are provided with the dustbin.
- 4) To maintain the record of equipments and their repair maintenance, there is a Dead Stock register and Maintenance register, which is available in the laboratory.
- 5) Consumable equipment record is maintained by the lab assistant.
- 6) All the laboratories have internet connectivity.
- 7) Right procedures are followed while starting and shutting down the computer.
- 8) Servicing of equipments is done by qualified personnel only.
- 9) All other facilities like printers and scanners are available in sufficient numbers.
- 10) Laboratory time table is displayed in each lab. List of experiments of the subjects is displayed by the respective subject in charge.
- 11) CCTV cameras are installed in each lab. In case of any damage or theft the matter is first conveyed to the HOD by the lab in charge and then further required action is taken.
- 12) Power cables are properly insulated and laid away from pathways.

2. Library:

- a) The requirement and list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
- b) Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.



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- c) To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- d) Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- e) SOUL (Software for University Libraries) fully automated software with version 2.0 is using since inception of the Institute 2006 in Library and also maintain the digital Library by providing NPTEL lectures , DELNET, J- Gate etc.,
- f) The maintenance of the reading room and stock verification of library books are done regularly by library staff.

3. Sports:

Regarding the maintenance and requirement of sports equipment, the Sports Committee has been conducted monthly meetings and resolved some issues. The students of our Institute have participated in Volleyball, Cricket, Kabaddi, Badminton and Indoor games during the sessions in Intramural Competitions organized by the college. Mementoes and trophy are awarded for winners and runners in Annual Day celebrations i.e VIBRANT DIET. And also participate in inter-collegiate selection conduct by Affiliating University.

4. Computers:

1. Centralized computer laboratory established to enrich the students.
2. ERP software is used for maintaining faculty and students details.
3. Each Department having appropriate computers for their requirements.
4. Required software is uploaded in all the computers and LAS in update
4. Internet and WIFI Enabled campus.



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5. Open access journals facilities are available.
6. Regular maintenance of Computer Laboratory equipments is done by Laboratory in charge along with Laboratory Assistant and they are headed by the HOD.

5. Class rooms:

1. The college has various functional committees along with class teacher for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.
2. Administrative officer will take in charge for student's academic requirements by consulting all the HODS.
3. Maintaining the Digital and virtual class rooms
4. Video conference rooms are also maintained

6. Additionally:

- a. Regular cleaning of water tanks, maintaining the R.O water purified plant, proper garbage disposal, e-waste disposal, pest control, landscaping and maintenance of lawns are done by Institute.
- b. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi with broadband and also CC cameras.
- c. There are lab instructors in every department, who maintains the stock register by physically verifying the items round the year.
- d. Department wise annual stock verification is done by concerned Head of the Department.
- e. College campus maintenance is monitored through regular inspection through administrative Audit.
- f. Updating of software is done by Programmers.
- g. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
- h. Maintain the campus with Plastic free, Rainwater harvesting and Groundwater recharge Pit arrangement.



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- i. Maintenance of the Generator, UPS Servers, Lift and Solar energy for the street lights and reprographic machines in the institute by AMC
-

POLICIES AND PROCEDURES OF THE MAINTAINANCE OF LABORATORIES BRANCHWISE

COMPUTER LABORATORIES

- All the PCs and related equipment like printers, scanners, etc. are backed by UPS
- Installation of anti-virus program on the computers
- Back up of computers on a regular basis
- Hard disc cleanup and defragmentation utilities regularly
- All computers are checked for applications at start of semester
- Turn off all computers by selecting the shutdown option on the desktop
- Frequent maintenance of computers, AC, Printer and other equipment for every 6 months or as and when required.
- Set up weekly updates or automatic updates for computer software
- Software license renewal is done as per the license period.



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ELECTRICAL AND ELECTROICS ENGINEERING

- Daily maintenance: Lab technician checks the working condition of the equipment/systems on daily basis.
- 'Apparatus required' form is maintained in each lab to track the breakage and working of equipment's.
- Every day cleaning of equipment and work tables are done by the lab technicians.
- Floor cleaning of labs are done on daily basis by housekeeping department of the college.
- **Weekly maintenance:** Floor mopping of labs are done twice in a week by housekeeping department of the college. The proper working of all the equipment is checked in all the laboratories with the help of the lab assistants and corrective measures are carried out.
- **Monthly maintenance:** The monthly maintenance report is maintained for all the laboratories by the concerned lab in charges. Once in three months UPS in charge checks the water level, voltage level and backup of the UPS.
- **Yearly maintenance:** Scrap items in the laboratories are identified with the concern of the lab incharges, HOD and inspection committee. After decision by the inspection committee members the scrap items are sent to the scrap yard.
- Maintenance of battery & UPS in all the laboratories is carried out quarterly. All the 5S (Sort, Set in order, Shine, Standardize, and Sustain) is conducted by a team of members to verify cleanliness.
- Calibration of equipment are done and a report is maintained
- **Preventive maintenance:** The working conditions of the equipment are periodically checked. The students are given instruction in handling the equipment before doing the experiments. Laboratory manual is given to the students which include list of experiments and the procedure of doing the experiments.



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- Stock register is maintained in laboratories and audits are conducted by stock verification committee to check the availability and working of the equipment. Suitable thickness of the wire based on current rating is used in the fuses to avoid the malfunctioning. The working condition of passive elements and transistors is checked by using multi-meter and LCR Meter in all laboratories. The working condition of the ICs is checked using IC tester. UPS back up is provided for all system based laboratories.
 - **Breakdown maintenance:** Minor repairs are carried out by the lab technicians. When a major repair occurs, service report is obtained from industry person. Approval for service of equipment is obtained from concerned in charges. Service register is maintained in each laboratory. Breakdown maintenance of the personal computer is done by concerned in charges.
 - **Ambience:** The infrastructure and added facilities in the laboratories create the right ambience for the students to conduct experiments in the laboratories. Spacious and well-furnished laboratories with good ventilation and lighting facilities are available. All laboratories are equipped with essential equipment to meet the requirements of the curriculum. For maintaining the overall good ambience, weekly cleaning of equipment and 5S audits are carried out with regular inspection by teams.
 - Equipment specification for all machines is displayed.
 - Identification Number for each equipment is marked on the devices/Equipment/furniture's/tables.
 - Working models and devices in the form of charts are displayed in the laboratories.
 - Do's and Don'ts are displayed in all the laboratories.
 - List of experiments are displayed in all the laboratories.
 - The laboratory manuals prepared are available in both soft and hard copies.
 - Laboratories are utilized beyond the college hours for the convenience of the students and the faculties



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CIVIL ENGINEERING

- All the labs in the department are very well equipped with all the equipment /instruments/ machines required to conduct every experiment given in the curriculum and beyond.
- All the labs are equipped with good technical support staff available during working hours and beyond (as and when required).

S. No	Name of Laboratory	Maintenance	Ambience	Details of check frequency
1	Strength of Materials Laboratory	Calibrations of dial gauges are done for every academic year	The Equipment's are tested for its working condition in starting and mid of the academic year.	Fire Extinguishers are recharged after expiry date. Yearly and semester beginning
2	Survey Practical Laboratory	The equipment's are periodically serviced and maintained in every semester	All the equipment is tested before going to work in field	Half Yearly
3	Construction Material	The equipment's are periodically serviced and	Each and every equipment's are tested	Half Yearly



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	Laboratory	maintained in every semester	before going to work in field	
4	Soil Mechanics Laboratory	Calibration of dial gauge & proving ring were done once in a year	Equipment was tested for its working conditions during the start of odd semesters and if any problems found it was rectified by servicing	Yearly and Semester beginnings
5	Hydraulic Engineering Laboratory	Machines are inspected at start and mid semester	The painting to the equipment done to prevent from corrosion. The machines were run frequently to check the working condition. Fire Extinguishers are recharged after expiry date	Half Yearly and Quartely
6	Environmental Engineering Laboratory	Machines are inspected at start and mid semester	Expiry dates for Chemicals were checked periodically	Yearly and semester beginning

ELECTRONICS AND COMMUNICATION ENGINEERING

Students are given instruction in handling the equipment/system/component before the conduct of experiment during their lab sessions so as to maintain equipment/system/component in good condition and the maintenance of labs is depicted as follows



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1. EPL /Electronic Devices 250 Regular checking of Meters, Cathode Ray Oscilloscope (CRO) and Function Generator (FG) are being carried out and calibration is also done for every month. Components are tested using Digital Multi Meter (DMM) and faulty components are replaced. Air Conditioned Ambient Lighting Fans for Air Circulation Good flooring and ceiling

2. Analog and Digital Circuits / Electronic Circuits& Simulation Labs:

Regular checking of Dual Power Supply, Digital Storage Oscilloscope (DSO) and FG are done for every month. Linear & Digital ICs are checked using IC Testers and faulty components are replaced.

3. Linear and Digital Integrated Circuits 250 Regular checking of Digital trainer Kit, Linear and Digital Power Supply will be done for every month. Linear & Digital ICs are checked using IC Testers and faulty components are replaced.

4. Microprocessor and controller Labs

Regular checking of ICs in trainer kits 8085, 8086 and 8051 are done for every two weeks. Then faulty ICs are replaced.

5. Digital Signal Processing/ Computer Network Labs

All the PCs are backed by UPS Hard disc cleanup and defragmentation utilities are done regularly Maintenance of computers, AC and DSP kits are done for every month



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