

ADMINISTRATION MANUAL



INSTITUTE OF AERONAUTICAL ENGINEERING

(Permanently Affiliated to JNTUH, Approved by AICTE, New Delhi and Accredited by NBA)

Dundigal - 500043, Hyderabad, Telangana State.

Phone: 08418-257181, 257182, Fax: 08418-257200

Quality Policy

Our policy is to nurture and build diligent and dedicated community of engineers providing a professional and unprejudiced environment, thus justifying the purpose of teaching and satisfying the stake holders.

A team of well qualified and experienced professionals ensure quality education with its practical application in all areas of the Institute.

Vision

To bring forth professionally competent and socially sensitive engineers, capable of working across cultures meeting the global standards ethically.

Mission

To provide students with an extensive and exceptional education that prepares them to excel in their profession, guided by dynamic intellectual community and be able to face the technically complex world with creative leadership qualities.

Further, be instrumental in emanating new knowledge through innovative research that emboldens entrepreneurship and economic development for the benefit of wide spread community.

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1. SERVICE RULES

1.1 STAFF PATTERN:

The staff pattern, the cadre structure and the students - staff ratio will be followed according to the norms given by AICTE / J N T University Hyderabad (JNTUH) / Govt. of Telangana State.

1.2 QUALIFICATION:

The prescribed minimum qualifications and experience requirements for the various teaching posts will be on the norms of AICTE and JNTUH. For non-teaching post requirements will be based on the request of the department.

1.3 RECRUITMENT:

The recruitment of staff members to all the cadres shall be strictly on merit and by open selection through open advertisement. The selection is made by a Competent Selection Committee duly constituted by the management, consisting of representatives from the management, university, administration, department and external experts.

The recommendations of the Committee are to be approved by the Governing Body of the Society after which appointment orders will be issued. However, temporary vacancies may be filled subject to the competency of the applicant. This selection process may be done by a committee again. Internal candidates will also be permitted to apply for higher posts provided, they have required qualification and experience.

The decision of the management is final in all appointments.

1.4 JOINING REPORT:

The staff member at the time of joining has to submit the following to the college office:

- a Joining Report
- b Originals certificates of his / her educational qualifications and experience certificates etc
- c Two recent passport size photographs

The staff shall furnish both his / her temporary / permanent address along with contact phone number / E-Mail ID (if any) to the administrative office. As and when there is any change in the above address / contact phone number / E- Mail ID / the same has to be intimated to the administrative office immediately.

1.5 REGULARISATION OF SERVICE:

All the appointments are purely temporary until regularization and terminable without assigning any reasons therefore.

Probation:

The employees whose services are ratified by JNT University Hyderabad will be placed under probation for two years within a period of three years of continuous service. The probation period may be extended for valid reasons.

1.6 TEACHING DAYS AND WORKLOAD:

As per the UGC / JNTUH norms, the College will fulfill minimum number of 90 teaching days required for a semester. Work load of a teacher will be as per the AICTE norms.

1.7 WORKING DAYS AND TIMINGS:

Every week, the College normally functions from Monday to Saturday for students. Every day, the college works from 9.30 A.M. to 4.00 P.M. For staff members and Students, 2nd Saturday is a Holiday. For the benefit of slow learners, who need extra coaching, special classes may be conducted from 4.00 P.M to 6.00 P.M. (every day as planned by the faculty members or / and on 2nd Saturday).

1.8 MAINTENANCE OF ATTENDANCE REGISTER:

- a All teaching and non teaching staff members shall register attendance in the computer (biometric) before the reporting time (9.40 A.M.) and at the end of the college (4.10 P.M.) on all working days. They also sign the attendance register both in forenoon and afternoon sessions.
- b The HODs will close the attendance register at 9.40 A.M. in the morning session.
- c Non-marking of attendance shall be treated as absence unless permitted by the Principal/Director.
- d Staff members can avail two permissions in a month (9.30 A.M. to 10.30 A.M. or 3.00 PM. to 4.00 PM.). Late attendance (After 10.30 A.M.) will be treated as half a day casual leave.

1.9 SALARY:

- a Based on the qualification and experience, monthly salary and dearness allowance (DA) will be fixed for every staff member according to the norms of the Management.
- b The revision of D.A. is left to the discretion of the management.
- c Staff members who acquire Ph.D. degree after entering into service in the college will be sanctioned with four additional increments/incentives as per College norms.
- d Salary of each staff member will be directly credited into the savings bank account of the individual in HDFC Bank, Petbasheerbad branch on or before 5th of every month.
- e Income tax, if any, will be deducted from the salary on written request of the staff member and paid to the Government.
- f It is the bounden duty of all staff to pay the income tax. Non remittance of tax will result in legal action.

1.10 BENEFIT EXTENDED TO THE STAFF MEMBERS:

I Pay Revision and Annual increment:

Pay Revision is based on the Academic Performance Index (API) Appraisal report of the individual and will be taken up twice every year.

Performance and other credentials of the staff members shall be the integral part of the pay revision. For Annual increments also, the same procedure shall be followed.

II Employees Provident Fund (EPF):

- a For the employees whose total pay is less than Rs.6500/- per month, the management will deduct 12% from their salary and contribute equally every month.
- b For the employees whose total pay is more than Rs.6500/- per month, the management will deduct 12% from their salary and contribute Rs.780/- per month.

III Accident / Medical / Life Insurance Scheme:

- a All staff members are covered by the group insurance scheme.
- b In the event of any disability or death of any member, his / her family gets a part or full amount of the sum insured.
- c A part of the sum insured will be paid for hospitalization expenses and the balance amount will be paid to the affected family.

IV Opportunities for Higher Studies:

The staff members who have already served in this college at least for one academic year are permitted to pursue higher studies in any one of the following categories.

V Fully Financed:

- a Under this category, the individual who wants to go for Ph.D. in full time shall be entitled to receive 100% of the emoluments for a period of one complete year.
- b To avail this facility, the individual has to execute a bond with the management.
- c One must complete 5 years of service in this institution and priority will be based on seniority.
- d During this period, he / she will be treated as a full time faculty and the period will be treated as 'ON DUTY'
- e As soon as the duration of Ph.D. is over, he / she have to serve in this institution necessarily for a period of 5 years as per bond.
- f In case, if the individual is unable to serve the entire period of 5 years, he / she has to repay to the Institution twice the amount received by the individual.
- g Permitting leave and sanctioning of full salary for the period of study is left to the discretion of the management.
- h It cannot be claimed as a matter of right.

VI Extraordinary Leave on Loss of Pay for Study:

- a Under this category, the individual has to serve the institution on expiry of the leave period for an equivalent period.
- b The period of study will not be considered for the sanction of increment.

1.11 Faculty Development Program (FDP), Conferences, Seminars And Workshops:

Selected staff members will be sponsored by the Management for faculty development programs, conferences, seminars and workshops. Every faculty member is allowed for a maximum of two such

programs in a semester if the program period is within a week. If any such program is more than a week, they will be allowed to attend only during Semester break periods.

1.12 RESIGNATION:

If any staff member wants to resign the job, the concerned staff member shall give a minimum of one month / 30 days advance notice or as per the conditions specified in the appointment order about his / her intention of leaving job, only at the end of the academic year to the Chairman through the Principal/Director in writing.

In case, where the end of notice period falls during the course of a semester he / she may be relieved only at the end of the semester.

- a In case, if the staff member does not give notice in advance, then the staff member owes to the institution his / her earning for the period as stipulated already in the appointment order before he / she is relieved.
- b The un-availed leave at the credit of the staff member shall not be adjusted towards the notice period.
- c In case if , he / she takes leave for a day and if there is no casual leave available, then the leave availed will be treated as on loss of pay with the cut in the salary for the day during the notice period
- d While getting relieved, files, materials and documents, etc., entrusted to him / her shall be handed over to the person nominated by the HOD / Director / Principal under proper acknowledgement.
- e The staff member can apply for his/her the relieving order from the Institution only after the submission of “No Dues Certificate” in the prescribed form along with a copy of handing over charge record in case if he/she happens to be in-charge of the laboratory.
- f Any staff member may be relieved immediately if he / she gets a Government Job or the concerned individual’s spouse is transferred or he / she is getting married. But, this is subject to the discretion of the management after assessing the merit of the request.

2. CONDUCT RULES

2.1 CONDUCT RULES FOR TEACHING AND NON-TEACHING STAFF MEMBERS:

- a The staff members are expected to be at their work place during the prescribed working hours.
- b For any unavoidable reason, if one has to leave the work place, prior written permission should be obtained from the Principal / Director through their HOD.
- c The staff members shall not engage themselves either directly or indirectly in any kind of business, trade activities and in running of educational institution or undertake part time job in other concern, etc.
- d The staff members should not involve themselves in activities conductive to their work during working hours.
- e The staff members shall not engage in offering private tuitions. However, in exceptional cases, with prior permission of the Principal / Director, tuitions can be undertaken.
- f Staff members are encouraged to take up Consultancy / Research projects only with the permission of the Management.
- g Staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the college.
- h The perks received if any, for the good work from the management by the individual shall be treated as confidential.
- i The staff members shall not involve in political activities.
- j The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
- k The Staff members should follow the dress code of the college.
- l Any breach / violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination.

2.2 APPLYING FOR A JOB IN OTHER INSTITUTION(S):

If a staff member wishes to apply for a job in any other government institutions and organizations “No Objection Certificate” shall be obtained well in advance for the same from the Principal / Director who in turn will have consultation with the management and then only he / she will be permitted to do so.

3. LEAVE RULES

The staff members are entitled to enjoy the following leave benefits:

3.1 CASUAL LEAVE (CL):

Causal leave is a concession given to the members of the teaching and non - teaching staff to enable them in special circumstances to be absent from duty. However, this cannot be claimed as a matter of right. The total number of days of CL permitted is 12 and Medical leaves (ML) are 03 in a calendar year.

- a A teacher availing the CL must arrange for the class work with substitutes form with concurrence of HOD.
- b The teacher has to get the sanction of his / her leave from the Principal / Director through the HOD at least one day prior to the date of leave applied.
- c In case of emergency i.e., for death of his / her relatives and other extraordinary circumstances alone the CL can be availed after passing on the information telephonically to the office. An alternative arrangement for class work has to be informed to the HOD.
- d CL may be combined with CCL, Sundays or any other notified holidays.
- e Total no. of days of CL to be availed at a spell should not exceed 6 days including the holidays and Sundays.
- f CL is sanctioned at the rate of (n+1) per month, n= month number.
- g CL shall be availed to the maximum of 6 days in a block of 6 months.
- h January to December of calendar year shall be followed for availing CL.
- i Unutilized CL lapses at the end of the calendar year.
- j A minimum of half a day CL can be availed.

Note: Clauses (d) to (g) of 3.1 are applicable for non teaching staff also.

3.2 COMPENSATION CASUAL LEAVE (CCL):

It is a leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Chairman, Director, Principal and HOD concerned of the college.

- a CCL can also be combined with CL.
- b This leave must be availed within three months from the day of the duty carried out.
- c CCL can be availed as full day only.
- d Clause from (a) to (g) of 3.1 are applicable for CCL.

3.3 MEDICAL LEAVES (ML):

- a The staff members suffered while handling dangerous machinery or performing hazardous task with chemicals are eligible for hospital leave for a period required for recovery.
- b During this period full pay with allowances will be paid to the staff members concerned.
- c **Staff members who have completed a minimum of 1 year service after JNTUH ratification are eligible for 6 days of ML with Half salary for the medical treatment other than that mentioned in (a) above.**
- d The Management has a right to refer the affected staff member for medical advice to the hospital or medical practitioner of its choice.
- e ML will be sanctioned only on production of a medical certificate from a registered medical practioner.
- f Intervening holidays will also be treated as ML
- g If the holidays are prefixed and / or suffixed with ML they will not be counted along with ML
- h Special medical leave of 12 days with half salary above the normal medical leave will be sanctioned to a staff member who meets with an accident / has any other severe health problem and he / she should have been hospitalized.
- i ML intimation must be given to the Director / Principal as soon as possible and application in writing should be submitted within 7 days from the date of availing ML.
- j The sanction of the medical leave is subject to the discretion of the management.

3.4 MATERNITY LEAVE (MAL):

- a The leave is applicable to all the Women members of staff appointed on regular basis.
- b The leave may be sanctioned up to 90 days with 30 days on full pay and **half-pay for another 60 days.**
- c The leave is not admissible in case of an employee, who has two or more surviving children.

3.5 OFFICIAL DUTY (OD):

This is permitted to a Faculty member who is assigned a duty officially. The nature of duties and the number of days of OD permitted are as follows.

- a For the conduct of University Practical Examination, Theory Examination as Observers and Paper Valuation, Faculty members will be permitted.

- b Total OD of 4 days per semester will be granted for the following:
 - i. Participation and / or Presentation of paper in National / International Seminars / Conference / Symposium / Workshops
 - ii. Viva voce and Synopsis submission.
- c Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee / Council formed related to the works of AICTE / other prescribed bodies etc., after obtaining prior written permission from the HOD and the Principal. Staff members availing OD are entitled to draw the salary in full for the entire period of OD.
- d In all the cases, prior written permission has to be obtained from the Principal / Director.

3.6 VACATION:

- a The vacation period for teaching staff members and non-teaching staff members for one academic year is totally 30 and 15 days respectively. The staff members are permitted to avail the vacation in the maximum of 2 spells.
 - i. Teaching faculty (Total: 30 days)
 - ii. Non-teaching faculty (Total: 15 days)
- b The vacation is for a specific period and is decided by the management. No staff member can take the vacation after the vacation period.
- c Coupling of both vacations and availing the total period of vacation at a stretch is not permitted.
- d The principal / Director has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the Institution.
- e When prevented from enjoying the vacation, the particular staff will be eligible for the grant of suitable compensatory additional leave after the end of the academic year.
- f Staff members who have completed one year of service as on date of commencement of vacation period are entitled for vacation as detailed above.
- g However the staff member with a service of less than one year will be given vacation proportionally to the length of period of service rendered by him/her.
- h No other leave can be combined with vacation.
- i All the staff members must be present in the Institution on the last working day prior to the vacation and also on reopening day after the vacation to become eligible to draw their vacation salary.

Note: Any type of leave mentioned above cannot be claimed as a matter of right and the decision of the Management / Director / Principal in all the cases is final.

4. GENERAL GUIDELINES

4.1 DUTIES OF A TEACHER:

The duties of the staff members (teaching) are as follows:

- a For conducting theory classes, the teacher has
 - i) To go to class well prepared
 - ii) To go to class at least 5 minutes earlier before the period starts
 - iii) To take charge of the class as soon as the staff member of the previous hours goes out.
 - iv) To give lecture till the period ends
 - v) To clear the doubts of the students then and there in the class.
 - vi) To give notes only if necessary, and ask the students to take printout from college website.
 - vii) To use LCD/LED projectors wherever necessary.
 - viii) To take attendance in the middle of the first hour in the forenoon and immediately after entering the class room for all the remaining hours.
 - ix) To take steps to maintain perfect discipline inside the class.
 - x) To make use of NPTEL / IUCEE / SONET programmes.
 - xi) To keep abreast in the subject by referring to journals and periodicals regularly.

- b For conducting practical classes, teacher has
 - i) To allow the students inside the lab only on submission of the record work books written up to date.
 - ii) Give one of the questions stipulated for the current week and ask to students to do them during extra lab hour
 - iii) To give crystal clear instructions.
 - iv) To be demonstrative if needed to know how to do the experiment.
 - v) To attest the readings of the experiment.
 - vi) To let the students know the percentage of error he/she commits for every experiment.
 - vii) To give marks based on the percentage of error.
 - viii) To sign the manual before the end of each practical class.
 - ix) To sign the record note books and return them before the end of every practical class.

- c In general, the teacher has
 - i) To mark the arrival time / leaving time in biometric system.
 - ii) To sign the attendance register before 9:40 AM.
 - iii) To inform the HOD about the attendance of the students in special classes like GATE, remedial classes, etc to enable HOD to monitor the situation.
 - iv) To submit two copies of Expected schedule plan in course file of their subject to the HOD before commencement of the class work. One copy will be returned to them after approval. The expected schedule plan may also be informed to the students. To prepare the schedule plan based on the schedule plan of the previous year.
 - v) To maintain error free attendance registers and to upload the students' attendance, Activity Diary and Course File immediately within 10 minutes after completion of their class work available through IP address : <http://119.235.53.59/iare/FacultyLogin>
 - vi) To prepare and submit to the HOD concerned, Course File consisting of Syllabus, Expected schedule for instructions, Lecture notes, Course handouts, PPTs, Assignment questions, Unit wise question bank, Lab manuals, Model question papers, Previously conducted End Exams and Midterm Question papers before the commencement of Class work.
 - vii) To engage the classes regularly as per the time table and go to the classes punctually. To offer projects on latest topics preferably involving to application of software packages and to avoid study projects.
 - viii) In case the scheduled faculty of the immediate period is not found, the ongoing faculty should send the class representative to the faculty concerned / HOD so that the required arrangements and action will be initiated.
 - ix) To be present in the laboratory classes and practice classes during the respective class timings without fail.
 - x) To be prompt in evaluating the records of practical classes handled by them.
 - xi) Not to delegate the work allotted to them to any other faculty members without permission of HOD.
 - xii) To prepare and issue Lab schedule and list of experiments well in advance to the HOD and students and strictly adhere to them.
 - xiii) Lab in-charges to submit the requirements (stationery / apparatus / equipments) to the HOD at the beginning of the semester.
 - xiv) In case of Lab work 'N' no. of students must be equally allocated to 'M' no. of faculty. The faculty member is responsible for the allocated students to check and correct Observation books, Experiment

- execution / completion, Record corrections and Viva-voce to update the students' day-to-day evaluation of 15 marks and to make the students excel in the lab work.
- xv) To collect the completed lab records of the students at the end of the semester, for the final evaluation and for the signature of the HOD on the certificate. The responsibility to return the records to the students concerned lies with the respective faculty member only.
 - xvi) To offer counseling to the students allocated to them and motivate the student to concentrate on studies and career development and to record the minutes of each counseling meeting.
 - xvii) To record in the permission register, they have to seek permission from HOD to leave the campus during the working hours, the time at which they leave the college and the time when they come back. However if they seek permission in the morning or in the evening, they have to record the entry. The maximum permission to be availed is one hour only and the no. of permissions is only two times in a month. If the faculty exceeds two times / two hours the third permission will be treated as half a day Casual Leave.
 - xviii) To make alternative arrangements for their class work, whenever they apply for leave. If the class work adjustment is not possible, a class can be let off only during the last period(s) after necessary sliding with the permission of HOD. The cancellation of class work shall be informed to the students only just before sending them home.
 - xix) To avail a leave, the faculty should obtain a prior permission and approval from the Principal / Director a day in advance between 3 and 4 pm.
 - xx) To attend at least one seminar / workshop / FDP during the academic year and should submit a report with immediate effect of reporting.
 - xxi) In the case of II, III and IV B.Tech., and PG programs, the HODs of respective departments are requested to monitor the implementation of the above measures and in the case of I B.Tech classes the Director and / or HOD, Freshmen Engineering.
 - xxii) To read out the circulars signed by only the Principal / Director or HODs in the class rooms and not allow the students to make any announcements or to canvass in the class rooms.
 - xxiii) Using mobile phones are restricted to faculty cabins (but not in the classrooms / labs / corridors / college campus premises).
 - xxiv) To give two Midterm Tests (MID) and two Assignment Tests for every semester.
 - xxv) To correct the answer scripts of the Midterm examinations within four working days.
 - xxvi) To enter the marks of the assignments and Midterm tests in the attendance registers also.
- d Apart from duties given in (a), (b), (c) The teacher has
- i) To give counseling to the students on regular basis at least once in a month.
 - ii) To bring the students misbehavior in the class to the knowledge of the Principal / Director.
 - iii) To give names of the students to the Principal / Director who are long absentees for more than 6 days.
 - iv) To carry out the administrative works of the department given by the HOD concerned.
 - v) The staff member is requested to inform the principal about his / her acquiring higher qualification(s). While informing the Principal, the individual should also submit officially a copy of provisional or degree certificate or any other relevant document.
- e Duties of Technical Assistants, Skilled assistants and Office Assistants:
- i) They have to perform the duties assigned by the HOD or staff in charge of the laboratory concerned for the smooth functioning of the department.
 - ii) They have to carry out the works assigned by the office of the Management and the Principal / Director now and then.
- f Instructions to Class Teachers:
- i) Conduct the first meeting within a week from the date of commencement of the semester and then conduct subsequent meetings once in a fortnight.
 - ii) They must review the attendance of all the students of the class once in a fortnight and send the particulars of attendance to the parents by e-mail or SMS.
 - iii) Advise all the students to be regular to the classes and send the attendance particulars of irregular students to their parents every week.
 - iv) After completion of the first midterm exams, the progress report of the students containing the details like attendance up to the first internal and also the performance of the each student shall be sent to the parents by post and also by email / SMS.
 - v) Invite the parents of the students identified as slow learners / indifferent learners / academically weaker students and discuss with them and the measures to be taken to correct them.
 - vi) Review the syllabus coverage in all subjects and give feedback to the faculty concerned / HOD based on

- the opinions of the committee members.
- vii) The class teacher is required to prepare the minutes of every meeting, submit the same to the HOD within two days of the meeting. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the principal / Director through HOD.
- g General Instructions to the Faculty Members Regarding Examinations Duties:
1. Faculty members drafted for invigilation duty shall report at the exam section at least 30 minutes before the commencement of the exam. In case faculty members going on leave, they shall make alternative arrangement with the approval of their HOD and the same may be informed to the examination branch well in advance.
 2. As soon as they report at the exam section, they shall synchronize to the time indicated by clock of the exam section, or note the time difference between the two, and shall follow their watches for implementing the time schedule in the exam hall regarding the issuing of question papers, collection of answer scripts, allowing the candidates to enter or leave the exam hall, announcing the remaining duration of the exam, etc. This is particularly important to maintain uniform and consistent time pattern in all the exam halls whenever there is power failure and the siren is not working, or even when power is there but the office assistant has erred in giving time bells.
 3. Before proceeding to the exam hall, invigilators shall verify the material handed over to them such as main answer books, question papers in case of midterm examinations, seating arrangement sheet etc., and bring to the notice of the exams in-charge the discrepancies, if any, immediately. Single answer book containing 08 pages for midterm exams & 40 pages for end exams shall be supplied to the candidates. No additional answer books shall be supplied.
 4. After receiving the stationery the invigilators are asked to go to the allotted exam halls only, and are instructed not to go anywhere else.
 5. Students are allowed into halls 15 minutes before the commencement of examinations. No grace period for entering the examination hall during both the midterm and end semester exams.
 6. Invigilators shall verify the identity of the candidates by checking the hall ticket containing photo and also the identity card in the case of end semester examinations and the identity card in the case of midterm seats meant for them as per the seating arrangement, before issuing the question paper.
 7. Candidates shall not be allowed to carry note books, text books, cell phones or any other unsolicited material that is likely to be used by them for malpractice. Candidates shall also not be allowed to use any data books / code books / charts / etc, of their own. The required material will be supplied by the examination branch. If there is any shortage of material, then the exam section will issue necessary instruction to the invigilators in this regard.
 8. Invigilators shall not allow the candidates with cell phones to the exam halls and also shall not keep the cell phones of the candidates with them. Carrying mobile phones in the exam halls is strictly prohibited.
 9. Invigilators shall ensure that
 - a) Candidates have received their pre-printed answer booklet and the respective question paper or not subsequently.
 - b) Any correction in the Hall Ticket number and / or question paper set number in the case of midterm exams is attested by the invigilator.
 - c) Any correction in the Hall Ticket No. in the case of end semester exams is to be attested by the chief superintendent (CS).
 - d) The student should not write their Hall Ticket No., anywhere else except in the space provided for it on the main answer booklet.
 10. The students shall be instructed not to write anything other than their H.T. No. on his / her question paper.
 11. No candidate shall be allowed to enter the exam hall under any circumstances after the commencement of the midterm / end semester examination.
 12. Invigilator has to obtain signatures of the candidate in the attendance sheet and ensure that in the attendance sheet, the candidate has correctly written the answer booklet serial number issued to him / her.
 13. The attendance statement shall be prepared immediately after the expiry of 15 min. after the commencement of midterm / end semester exam and while filling the attendance statement, invigilator (s) shall furnish all the details. Use separate absentee statements for each Year, Branch and Regulation and the details may be obtained from seating plan.
 14. Invigilators shall handover the attendance statement, the unused main answer booklets and unused question papers to the person who come to the exam hall to collect them.
 15. During the midterm exams, if a candidate raises any doubt regarding the question paper, the invigilator, shall report the matter to the exams in-charge through the assistant/ water boy and shall advise the

- candidate to attempt other questions in the mean while. Exam section shall obtain the necessary clarifications from the manuscript of the paper setter available with exam section / paper setter / HOD concerned and request the paper setter / exams in-charge to announce the clarifications in all the halls.
16. During the End exams no candidate shall be entertained by the invigilators regarding clarifications on question paper. When they seek any clarification, they shall be instructed to bring the matter to the notice of the faculty/ HOD concerned after the examination is over.
 17. When an invigilator suspects malpractice by any candidate, the material in the possession of the candidate and the answer script shall be confiscated and the matter reported to the Controller of Examinations (COE) / exams-in-charge / Principal / Director. The invigilator shall obtain a statement from candidate and submit the same along with his / her own report on the incident to the COE/ Principal / Director. If the candidate refuses to give a statement, the same is allowed to leave the exam hall only after the permission by the COE / Principal / Director/ exams-in-charge.
 18. Candidates are not normally allowed to the rest rooms during the exam. However, in cases of urgency, a water boy may be asked to accompany the candidate.
 19. Invigilators themselves shall not leave the exam hall during exam.
 20. To avoid temptation on the part of the candidates for mutual consultations, Invigilators shall not remain at one place and shall make as many rounds in the exam hall as possible.
 21. Invigilators shall not bring newspapers, magazines or text books and cell phone to the exam hall and shall not enter into consultations / conversations with co invigilators during the exam.
 22. Invigilators shall be prompt in supplying graph sheets, codebooks, etc., to the candidates.
 23. After entering the exam hall and receiving the question paper, no candidate shall be allowed to leave the exam hall till the expiry of the allotted time / last half-an-hour of the exam.
 24. Candidates shall be allowed to carry the question paper with them only when they are leaving the exam hall in the last half-an-hour. If they are leaving earlier (but not before the expiry of half the allotted time) they shall be asked to leave the question paper with the invigilator, after writing their H.T. No. on it, and to collect the same at the exam section after the exam is over.
 25. Invigilators shall remind the candidates about the remaining time of the exam at every half-an-hour.
 26. Candidates shall be asked to keep their main answer book and graph / drawing sheets in proper order and to tie them up 5 minutes before the end of the exam.
 27. Invigilators shall affix their signatures in the space provided only on the first page of the main answer book / books (in case two main answer books are used separately for Part-A and Part-B) in both midterm and End exams, certifying the correct entry of
 - a) Hall Ticket Number
 - b) Question paper code number (in case of end exam only)
 - c) Part of the Paper (i.e. Part-A or Part-B)
 29. Invigilator shall collect the answer scripts from all the candidates present in the hall immediately after the final bell is rung and shall arrange them in proper order that tallies with the attendance statement prepared by the invigilator.
 30. Invigilators shall bring the bundle of answer scripts, unused graph sheets, etc., and the question papers left behind by the candidates leaving the hall early and hand them over in the exam section within 10 minutes of the end of the exam.
 31. Invigilators shall leave the exam branch only when they are cleared by the exam section.
 32. Faculty members not related with exam work in any capacity shall not enter the exam halls.
 33. If data books / graph sheets / drawing sheets are not brought to the exam hall in time the same may be informed to the Chief Superintendent/Officer in-charge exams immediately.
 34. Invigilators are not to utilize the services of the water boys for works, other than the work related to the examination, during the exam hours.
 35. If there is any specific complaint against the water boys, invigilators are requested to bring it to the notice of Chief Superintendent / Principal / Director immediately.
 36. Faculty members shall realize that the examination work is a part and parcel of their academic work and they shall attend to it with utmost sincerity.
- h General Instructions to the Examiners Regarding the End Practical Examinations:
- Note:** In the following instructions wherever the work external examiner appears, it must be treated as the second examiner in the case of all practical and as external examiner in the case of project viva.
1. Internal examiner shall draw the required stationery from the HOD well in advance.
 2. Internal examiners shall be present in the respective laboratories at least 15 minutes before the commencement of the exam.
 3. No candidate shall be allowed to take the practical exam without the producing the hall ticket or permission slip from the Controller of Examinations (COE) / Principal / Director.
 4. No candidate shall be allowed to enter the lab and to take the exam after the commencement of the

- exam.
5. As soon as they enter the lab, all the candidates shall be asked to submit the record of practical work done by them during the academic year. It shall be returned to the candidate after punching a hole through it when they are leaving the lab after finishing the practical exam.
 6. When a candidate requests for a change of experiment it is the prerogative of the external/internal examiner to permit the change or not.
 7. Attendance statement shall be prepared and is enclosed with award list and the remuneration bills.
 8. Marks statement shall be prepared in single copy only. Under any circumstances, the marks should not to be disclosed.
 9. Internal examiner shall obtain the counter signature of COE on all copies of attendance statement.
 10. Wherever the name of the lab is written either in the award list or in the attendance statement etc., it must be identical to the name given in the scheme in the syllabus book.
 11. Internal Examiner shall help the External Examiner in filling up the T.A / D.A & Remuneration Bill, after ascertaining the admissible rates from the exam section.
 12. The internal examiner shall obtain the signatures of the external and affix his / her signature on all forms at the required places.
 13. The award list and one copy of the attendance statement shall be placed in an envelope addressed to Controller of Examination, Institute of Aeronautical Engineering, Dundigal, Hyderabad – 500043. Regulations (refer schedule), and dates of exam shall be written on the top edge of the cover. The from address of internal shall also be written.
 14. All Marks shall be entered on the answer scripts and shall be signed by both internal and external examiners respectively. The valued answer scripts along with work sheets and any other related material shall be placed in a big size cover. Material related to practical exams shall not be torn and disposed. The details of exam shall be written on this cover also viz. Name of the Lab, Year, Semester and Branch, Regulations (refer schedule), Date of Exam, Names of Internal and External Examiners and Number of Scripts.
 15. The examiners shall write “Four Year B.Tech Degree Exams of (say April – 2010)” against the item Name of Examination, “Institute of Aeronautical Engineering, Dundigal, Hyderabad – 500043”, against the item center of Examination in all reports, statements, remuneration bills etc.
 16. Viva shall be conducted by the external examiner with the help of the internal examiner. Others shall not interfere.
 17. The following material shall be hand over to the Junior Assistant, Exam Section as soon as the examination is over.
 - a) The envelope of item-13 properly sealed with gum and signed by the internal / external examiner across the flap and also by the external examiner.
 - b) The big cover of item-14 properly sealed with gum and signed by the internal examiner across the flap and also by the external examiner.
 - c) The T.A. / D.A. & Remuneration Bill of external examiner (in the case of project viva only).
 18. The internal examiner shall return the unused stationery to the HOD, who will in turn arrange to return the same to exam section.

4.2 ADMINISTRATION OF THE DEPARTMENT: REQUIREMENTS OF A DEPARTMENT:

The requirements of a Department are classified into

- A. Consumables
- B. Non Consumables
- C. Stationery

Procedures for procuring lab consumables, non-consumables and stationery:

- a **CONSUMABLES:**
Soon after the last day of the classes of an academic year, the staff in charge of each lab should assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semester. The HOD of the department concerned has to give a list of consumables required for the next academic year to the Director / management.
- b **NON-CONSUMABLES:**
 - i) The HOD as soon as realizing the need for the equipments (including furniture) for the next year/Semester has to initiate a proposal to the Management for the procurement of the same, through the Principal / Director.

- ii) After the approval, the Management will call for quotations.
 - iii) On receipt of quotations, the HOD has to prepare a comparative statement.
 - iv) If required, vendors may be called for negotiations by the Management.
 - v) The purchase order will then be issued to the selected vendor by the Management.
 - vi) A copy of the purchase order will be sent to the Principal / Director / HOD of the concerned department by the Management.
 - vii) After purchases are over and after the items are received by the Department, HOD has to certify that the items have been received in good / working condition.
 - viii) The details should be entered into the consumables / non- consumable stock register as the case may be and HOD may pass the bill for payment within a week of the receipt of the consumable / non- consumables. Bill may be sent to the management through the Principal / Director.
- c STATIONERY
- i) Soon after the last day of classes of an academic year, HODs' should assess the requirements of stationery needed for the administration of their Department (including NBA/NAAC/Autonomous related works)
 - ii) After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
 - iii) After procurement, the stationery required for each Department will be distributed by the office.

4.3 SPECIAL REQUIREMENT OF THE STATIONERY:

- a Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars
- b While preparing the special indent
- c As soon as the purpose for which the stationery has been obtained is over.

4.4 MAINTENANCE OF STOCK:

- a In case of laboratory, the following stock registers have to be maintained
 - 1. Consumables stock register
 - 2. Non-consumables stock register
 - 3. Other register (s) based on the requirement of the Department concerned (Lab stock registers / Computer Centre stock registers etc).
- b The staff in charge for each lab is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in-charge of the laboratory, Lecturer in charge of verification and the HOD concerned.
- c The staff in charge is nominated among the members of the Department. He/she will be in charge of the concerned laboratory of the department. At times, it is seen that Technical Assistant is taking final decision about receipt of stock. It should be avoided.
- d Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately through the HOD to the Principal / Director.
- e If a staff member who is in-charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Principal.
- f Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Principal immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.
- g Similarly, loss of any item should also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.
- h After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.
- i If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Principal. This has to be entered in the stock register.
- j No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.

- k If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest possible.
- l Periodic service and maintenance of the equipments / machineries is a must.

4.5 STOCK VERIFICATIONS:

- a Surprise checks on stocks have to be carried out by the HOD in his/her Department at least once in a year. Principal or any member of the Management may also conduct surprise checks.
- b Apart from surprise checks, annual verification has to be carried out by the staff members deputed by the Principal from other Departments before the end of the academic year.
- c Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.

4.6 INCENTIVES:

- a A cash award of **Rs 10,000/**
- b A cash award of **Rs.3,000/**
- c An Award of **Rs. 2,000/**
- d A committee consisting of the Principal and the HODs will select two teachers every year based on the performance appraisal for the “Best Teacher Award” who will be honored on 5 September (Teacher’s Day). The award would carry a cash prize of **Rs. 5,000/**
- e Travel grant of **Rs. 50, 000/**
- f A cash award of **Rs. 1,000/**
- g A cash award of **Rs. 50,000/**

CORE COMMITTEE

The following are the Core Team members of Institute of Aeronautical Engineering.

Dean-Audit, Planning and Quality Assurance

- 1 Appoint teams for auditing individual departments or operating units and get stock verification conducted..
- 2 Invite external institute Audit team for statutory audit of stock.
- 3 Prepare a consolidated report of all the status, in terms of losses, obsolete equipment, items recommended for writing-off, disposal of waste and discards, general fitness of all equipment and so on..
- 4 Co-ordinate in the auditing of each department's stock ledgers once in the odd semester by the faculty from other departments and once by the external auditors in the even semester if necessary.
- 5 Submit compliance reports to the Director.
- 6 Plan and conduct audits to assess controls, operational efficiencies and compliance with selected policies, procedures and regulations.
- 7 Ensure work papers are adequately documented and audit evidence is sufficient.
- 8 Assist external auditors as appropriate. Assist in coordinating the College's response to audit findings and recommendations.
- 9 Conduct periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system.
- 10 Participate in various committees or task forces geared to policy/procedure development and operational improvements.
- 11 Supervise and guide staff in support of the College's mission and vision.
- 12 Planning the expansion and diversification of the institutional activities and preparation of all developmental proposals as per the road-map.
- 13 Monitoring the physical targets and utilization of funds with respect to all plans and other developmental schemes, preparation of relevant papers for submission of progress reports thereof.
- 14 Addressing the public grievances, complaint lodging and its redressal mechanisms.

Dean - R & D

- 1 To encourage faculty to publish papers in peer reviewed journals/ conferences papers with high impact factor and indexed by SCI/ Scopus.
- 2 To contribute effectively to the goals of research.
- 3 To develop an active research culture that nurtures the highest accomplishments, encouraging novelty and innovation that enriches the student learning experience.
- 4 To identify two research ideas and address the entire faculty once in a month, preferably on 3rd Saturday from 3 PM to 5 PM.
- 5 To obtain comprehensive information of all research undertaken in the departments and identify funding and knowledge transfer opportunities.
- 6 To encourage research links and engagement within the department and with external organizations.
- 7 To ensure that suitable strategies and policies are in place to enable the faculty to recruit and retain excellent researchers.
- 8 To facilitate patent applications and licensing
- 9 To identify new research opportunities having potential for significant growth and to coordinate with departments on associated grant and contract submissions.
- 10 To encourage multi-disciplinary research within the institute and externally with other organizations.
- 11 To accelerate external collaborative research and knowledge transfer activity globally.
- 12 To collaborate with the Heads of Departments to ensure the strongest possible submissions to the research proposals.

Dean-Student Affairs

- 1 To be on the single point of contact for students concerning their welfare and conduct class representative's meeting every 1st Saturday, 3 PM TO 4 PM.
- 2 To correspond with parents regarding their wards' progress in terms of monthly attendance, midterm examinations, external examination marks and daily SMS alerts.
- 3 To be responsible in dealing with disciplinary matters stated in agreement with IARE's Disciplinary Code and Procedures.
- 4 To be responsible for Students' Psychological Services.

- 5 To prepare time tables and administer its execution for the smooth functioning of class work.
- 6 To monitor and organize the community welfare activities conducted by the students, inside and outside the campus.
- 7 To formulate Anti-Ragging Cell and take all necessary actions to make the college free from ragging. Coordinate with the State Level Monitoring Cell and University level Committees for effective execution of anti-ragging measures.

Dean- PG Studies

- 1 To lead the development of college policy on postgraduate education.
- 2 To lead in taking decisions relating to postgraduate student progress and monitor postgraduate student progress at faculty level.
- 3 To take academic decisions involving the process of examining and evaluating the quality of projects done by the students by conducting symposium mainly for dissertation of PG students.
- 4 To approve the appointment of internal and external examiners for PG degrees.
- 5 To accelerate the development of new programs of postgraduate study.
- 6 To approve extensions and suspensions of postgraduate study.
- 7 To coordinate with Dean (Audit, Quality Control and Planning) and support execution of their approvals relating to postgraduate faculty quality.

Dean - Academics

- 1 Leading strategic planning and assessment efforts.
- 2 Promoting the welfare of the Institute vision and strategic goals.
- 3 Coordinating the assessment and development of academic programs.
- 4 Preparing and revising academic program plans for the academic unit, as necessary.
- 5 Effectively implementing Blooms Taxonomy in every areas of learning.
- 6 Implement outcome-based education.
- 7 Continuously monitor the course files, teaching notes, course hand-outs, PPTs and tutorial question banks.
- 8 Shall look after all academic matters of the Institute. Academic proposals by individual departments are processed and recommends to the Head of the Institute to consider favorably in organizing expert lectures, Add-on courses, student paper contests, exhibitions/workshops, faculty improvement Programs, enhancing qualifications/continuity education programs and so on.