



DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY

GANGURU :: VIJAYAWADA – 521 139.

(Approved by AICTE New Delhi, Permanently Affiliated to JNTU Kakinada)

ISO 9001:2015 Certified Institution, Accredited by NBA for ME, EEE, ECE & CE.

E-mail: diet.principal@gmail.com, website: www.diet.ac.in, Phone: +91-8333924842

Policy Documents

A NAAC- IQAC Initiative

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1. ACADEMIC POLICY

I. Policy Statement

Dhanekula Institute of Engineering and Technology strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would cater to human welfare and sustainability.

II. Objectives

The academic policy discloses the principles used for quality teaching at Dhanekula Institute of Engineering and Technology and defines the procedures for multiple levels of accountability in teaching and learning.

The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus.

The institute/department stands responsible for ensuring quality of its educational environment. This includes

1. Academic accountability
2. Ensuring the quality of technical education including
 - i. Prescribing its own courses and syllabi in accordance with the need of the society and the professional requirements.
 - ii. Preparation of the course materials with adequate standard
 - iii. Delivery of course contents adopting appropriate technologies
 - iv. Assessment to enable quality.
 - v. Continuous improvement through quality assurance.

III. Roles and Responsibilities

Roles	Academic Responsibilities
Management	1. Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions. 2. Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions. 3. Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions. 4. Institute scholarships, medals, prizes and certificates on the recommendations of the Academic Council. 5. Use modern tools of educational technology to achieve higher standards and greater creativity. 6. Promote research in relevant fields.

	7. Encourage in-house projects.
Principal	1. To define the responsibility and authority of all teaching and non-teaching staff. 2. To conduct HODs meeting periodically regarding the academic matters/monitoring 3. To define the Quality Objectives in line with the Quality Policy and monitoring it periodically. 4. Initiate corrective measures to be carried out within the time limit. 5. Respond positively to all queries on the operational effectiveness of the quality management system. 6. To make everything available for certification and surveillance audits. 7. To respond readily to all quality improvement programmes. 8. Responsible for procurement activities for the various requirements of the Institution. 9. Responsible for student admission as per the norms in consultation with Governing Body. 10. Working towards fulfilling the requirements to obtain ISO 9001:2015, NAAC and NBA for all courses offered. 11. To collaborate with the management in policy making and decision making on goal achievement and to prepare a master plan to transform the college as a center of excellence in a green campus. 12. Adhering the norms of University, Director of Technical Education (DOTE) and All India Council for Technical Education (AICTE). 13. Setting priorities for short term and long-term goals. 14. Marching towards the Quality Policy, with prime importance to specific objectives, discipline and quality education. 15. Training and appraising faculty members and managing curricular, co-curricular and extra-curricular activities. 16. Standardize and Streamline all the procedures to implement Quality Management System. 17. Establish global contacts with industries, institutions, research and development Organizations, leading to MOU.
Internal Audit Cell	1. Carry out the academic auditing in each department of the college at the stipulated interval. 2. Submission of audit report with suggestions and feedbacks to IQAC
IQAC	1. Ensuring timely, efficient and progressive performance of academic and administrative. 2. The relevance and quality of academic and research programmes. 3. Optimization and integration of modern methods of teaching and learning. 4. Periodical conduct of Academic and Administrative Audit and its follow up. 5. Sharing of research findings and networking with other institutions in India and abroad. 6. To keep track of the departments that are accredited by the NBA and ensure that those departments maintain the standards of the NBA. 7. To complete the NBA-pre qualifier every year for the departments not accredited by the NBA and notify the principal and CDC when any department becomes eligible for accreditation. 8. Preparation of the Annual Quality Assurance Report (AQAR) and submit to

	NAAC. 9. Conduction of meetings with all the stakeholders. 10. Creating Quality Awareness among the students and faculty. 11. Ensure timely action on feedback from stakeholders on quality-related institutional processes.
Examination Cell In-charge	1. Responsible for conducting Internal Assessment examination as per academic calendar. 2. Prepares relevant timetables of the Institute based on the Examination Timetable. 3. The controller of examination shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of a report of same shall be submitted to the principal. 4. Ensures that the internal evaluation is completed on time 5. Prepares smooth conduct of Examinations, time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc. 6. Ensures that the entire exam related documents reach the university in time. 7. Distributes marks lists to the students after the results of various examinations received from the University. 8. Processes all Circulars, Guidelines, Office Orders, Notifications received by the University
Head of the Department	1. Ensure that the courses promote the development of the department and the graduates. 2. Ensure proper redress of the concerns raised by students in all matters. 3. Take up initiatives to achieve the mission and vision of the department. 4. Subject allocation for faculty for every semester keeping in view various extraneous duties. 5. Approval of Lecture plan and Lecture notes prepared by the faculty and monitoring the progress of course delivery. 6. Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities. 7. Arranging student feedback of the faculty and initiating corrective measures. 8. Review of the progress of teaching- learning process and institution of remedial measures. 9. Verification of the computation of Continuous evaluation marks.
Course Instructor	1. Facilitating a learner's centric environment. 2. Facilitating information sharing on best practice in teaching and learning. 3. Preparation of assignment / tutorial/internal test QP's and answer keys and conduct of the same. 4. Impartial and proper assessment of the assigned course and submission of the sessional marks. 5. Assessment of attainment of the course outcomes (COs) which leads to the attainment of the Programme Outcomes (POs) and the Programme Specific Outcomes (PSOs). 6. Conduct of the remedial classes as and when required. 7. Preparation/modification of the course materials. 8. Responsible for completion of the syllabus

Module Coordinator	1. Finalization of the lecture plans and Course 2. Information Sheet (CIS) of various courses within the module before the commencement of the semester. Ensure that the course materials and the assessments carried out are at an appropriate standard. 3. Review and approve the internal assessment Questions, Answer Key and its assessment. 4. Ensure that good communication is maintained between the faculty handling the same course in the module to enable consistency in the objectives, content delivery, assessment and other quality control matters. 5. Validation and suggesting the gaps in the syllabus. Identify the topics and person for invited talks related to the module. 6. Verification of CO-PO mapping and assessments. Verification of Course Files, Subject Plan. 7. Preparation of Module coordinators report for Internal Audit.
Project Coordinator	1. Prepare an action plan for the Project work and ensure the timely start of the project work. 2. Prepare a schedule of project internal assessments. 3. Through conduct of periodic reviews and presentations. 4. Prepare a format for project report viz. cover page, certificate, contents, letter fond size etc. and ensure that the reports are prepared accordingly. 5. Coordinate computation of sessional marks and attendance.
Seminar Coordinator	1. Prepare appropriate schedule for seminar presentation. 2. Ensure that the Seminar topic and content are relevant and meet standards. 3. Give proper guidelines for the preparation of Presentation. 4. Prepare appropriate assessment procedure in consultation with the HoD and assign marks for presentations in consultation with the senior faculty.

IV. Action Plan

Step by step process of the academic activities is listed below.

1. Subject Allotment- Before the commencement of the semester the subjects are allocated to the faculty members after collecting their preferences.
2. Publishing of the DIET Academic Calendar- An academic calendar is published which includes all the academic, co-curricular and extra-curricular activities.
3. The Lecture Plan and Course Information Sheet is prepared by the faculty which is then verified by the Module Coordinator.
4. Review of the attainment of COs of the previous batches and devising techniques to improve the attainment.
5. Preparation of the course material and content delivery. Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching and learning and to make it more student centric. The teaching Learning Centre (TLC) of DIET organizes various workshops at regular intervals to improve the effectiveness of teaching for the faculty of DIET and other institutions.
6. Seminar coordinator and the project coordinator ensures that all activities related to seminar and project take place in the stipulated time.

7. Conduct of assignments/tutorials and class work according to the plan. Publishing of the attendance at regular intervals.
8. Conduct of the Internal Examination and its assessment. The Question papers and the answer keys are verified by the module coordinator to ensure that the standard is maintained and that portions are covered appropriately.
9. Publishing of the assessment marks.
10. Conduct of class committee and course committee to address any issues related to the class/course.
11. Mapping of the assignment, tutorial and the internal test marks for computing the attainment of the course outcomes and the Programme outcomes.
12. Organizing various skill development workshops by the professional societies and the department associations.

The academic policy is linked with the B.Tech and M.Tech Regulations, Examination manual and the rules for assigning the activity points of Dhanekula Institute of Engineering and Technology.

V. Academic Monitoring and Student Support

Various committees have been formed to ensure proper monitoring of the academic activities and to provide support to the students.

1. Class/Course Committee-The committee is responsible to monitor the conduct of all the courses, adherence to the course plan and the time schedule in the academic calendar, completion of the syllabus, standards of the internal tests, evaluation process, difficulties faced by the students and recommend for necessary remedial actions, if any.
2. Advisory System: For every class there is a staff coordinator and staff advisor. Staff Coordinator will be nominated for the entire class. There will be one Staff Advisor for every 10-20 students. One among the Faculty Advisor shall be nominated as Staff coordinator. The Advisor maintains all documents related to the academic and non-academic matters of the students under an advisory group. They are the primary contact of students and parents for all kinds of advices, clarifications and permissions on academic matters. They are responsible to mentor the students. The staff coordinator makes arrangements for the meetings with students and parents as and when required to discuss any matters for the progress of the students. They also carry out the result analysis and arrange for remedial activities, if required. They are also responsible to carry out the consolidation of the activity points, attendance, internal marks in their advisory group.
3. Various other committees like Student Welfare committee, Grievance Redress Committee, Disciplinary Action Committee are also formed for student support.

VI. Academic Auditing

Academic Auditing is carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all the academic activities including the internal evaluations and examinations. A subcommittee of the same termed as the Internal Audit Cell (IAC) is responsible for carrying out the academic audit in stipulated intervals as suggested by the University. The IAC has a coordinator and representatives from all departments to carry out the audit. The audit also covers the co-

curricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditation such as NAAC and NBA and also periodical reporting to UGC. IQAC will also keep the relevant data on website up to date as required by the UGC.

VII. Teaching -Learning Center (TLC)

The TLC has been formed to inspire, support and strengthen new directions in pedagogy and learning at DIET. The TLC facilitates the preparation of contents in the form of Video lectures and courses through structured workshops. It enables sharing of good teaching practices and Innovation in teaching methods among faculty. The TLC organizes various Faculty Development programs on a regular basis to enable continuous learning and improvement for faculty and Staff.

2 ADMISSION POLICY

I. PURPOSE

The purpose of this procedure is to establish clear guidelines regarding admission to various programs conducted by DIET.

II. SCOPE

The entry requirements for each course of DIET are defined in terms of stated qualifications or their equivalents and are intended to facilitate assessment of the candidate's ability to meet the demands of the course. Where accreditation of prior learning is permitted as a route for entry, responsibility rests with the applicant for making the claim to relevant knowledge and skills and also for supporting the claim with appropriate evidence. The DIET may require an applicant to submit to an entrance assessment. Admission to an appropriate point in a course may be permitted where evidence exists that an applicant has fulfilled particular progression requirements of the course.

III. RESPONSIBILITY

Management, Principal and Admissions Committee Coordinator.

IV. PROCEDURE FOR B TECH ADMISSION

Eligibility Criteria & Allotment of Seats

Admissions to the Institute are made along with the other Engineering colleges in the state through a common entrance test (EAPCET) conducted by the Govt. of Andhra Pradesh State.

- The admission pattern to B. Tech is as follows: The minimum qualification for admission to the first year of B. Tech course is a pass in the Intermediate (10 + 2) conducted by the board of Intermediate Education, Govt. of Andhra Pradesh State or any other examination recognized as equivalent there to with Mathematics, Physics, and Chemistry as optional subjects.
- Of the sanctioned intake in a branch of engineering, 70% of the seats are called Category – A seats or Convener seats. The remaining 30% seats are called Category – B seats or Management Quota Seats. Admissions for Category – A seats are conducted by the Convener, EAPCET Admissions through web counselling based on the EAPCET rank of the candidates and the rules of reservation for admission into professional colleges in Andhra Pradesh. B- Category seats are filled by the Management of the college following the guidelines stipulated by APSCHE.

- Of the sanctioned intake in a branch of engineering 10% seats as supernumerary seats are allotted to Diploma Holders for admission into II Year B.Tech directly. Admissions into II Year B.Tech through lateral entry for Diploma Holders are conducted by The Convener, ECET Admissions through web counselling based on the rank obtained by the candidates in ECET and the rules of reservations. There are no B – Category (Management Quota) Seats for lateral entry into II Year B.Tech.

Affiliation: This college is affiliated to JNTU Kakinada and is approved by AICTE.

Fee Structure: The fee structure shall be decided based on the Govt. approved norms.

V. PROCEDURE FOR M TECH ADMISSION

ELIGIBILITY FOR ADMISSION: As per the norms of Government of Andhra Pradesh and AICTE

- The Degree shall be in the appropriate branch of Engineering as listed below.

S.No.	Department	M. Tech Stream	Eligible Graduate degree
1	Civil Engineering	Environmental Science	Degree in Civil Engineering
2	Computer Science & Engineering	Computer Science & Engineering	Degree in Computer Engineering/ Information Technology

- Candidates who have passed B. Tech or Equivalent Examinations and satisfy the following conditions, are eligible for admission.
- They must have a valid PGECET score.

ALLOTMENT OF SEATS

- Of the sanctioned intake in a specialization, 70% seats are called A – Category Seats or Convener Quota Seats. The remaining 30% seats are called B – Category Seats or Management Quota Seats.
- Admissions for A – Category Seats are conducted by the Convener, PGECET Admissions through web counselling based on the rank obtained by the candidates in PGECET and the rules of reservations. The admissions are also based on course wise eligibility rules of JNTU Kakinada.
- Admission to B – Category Seats are done by the college Management following the guidelines of Government of Andhra Pradesh (APSCHE).

Affiliation: This college is affiliated to JNTU Kakinada and approved by AICTE

Fee Structure: The fee structure shall be decided based on the Govt. approved norms.

RELATED RECORDS

- a. Allotment letter
- b. Rank card
- c. Certificates

OTHER REFERENCES

- a. AICTE Rules
- b. University Rules and Guidelines
- c. Andhra Pradesh Government G.O related to reservation policy.

3. CODE OF CONDUCT POLICY

Code of Conduct for Students

Dhanekula Institute of Engineering and Technology is dedicated to upholding and supporting a code of conduct that exemplifies quality, responsibility, justice, honesty, fairness, respect, and openness on an intellectual level. It demands that students respect these expectations in all of their daily interactions, decisions, and deeds. To define the bounds of this essential order, a code of conduct is required. While on campus, students are still bound by local laws, and breaking those laws may also be considered breaking the code. It is expected of students to follow the Code of Conduct as detailed below.

1. Students should be respectful, use proper language and maintain discipline and decorum at all the times in the college.
2. Students should display their Identity Cards without fail and should produce on demand to utilize any facility in the campus. They will not be allowed into the campus without Identity Cards.
3. Students should follow the dress code i.e uniform throughout the week except Friday. On Friday they will be allowed on formal civil dress. Boys should wear uniform with shirt in and shoe and girls should be uniform with their hair weaved.
4. Students should always be punctual to the classes throughout the academic sessions during the working hours from 9.00 AM to 4.30 PM. They should not skip the classes during class hours without proper permission from the Head of the Department.
5. If any student wish to stay in the campus beyond 6.00 PM need to acquire permission from the respective Head of the Department with intimation to the parents.
6. Hustlers were not allowed to stay in the hostel during the college working hours on working days without prior permission from the principal/hostel committee coordinator.
7. Littering or spitting in the classrooms, corridors, playground and in campus were not allowed and they need to maintain campus clean and tidy.
8. Usage of mobile phones were not allowed in the instructional areas and corridors and were allowed to use only in the waiting halls in case of any emergency.
9. Interaction between boy and girl students should be in the limits and should respect each other in all the circumstances.
10. All the students should behave well with the teaching staff, non-teaching staff, any other staff and with their peer students in and outside the campus.
11. No food items or beverages are allowed to consume in all the instructional areas and auditorium.
12. Smoking and consumption of alcohol & drugs is strictly prohibited in the campus and around the campus.
13. Possessing and objectionable article or material is strictly objectionable in the campus and around the campus.

14. Students should not bring any other devices like stereos, cameras, musical instruments without prior permission from the Head of the Department and approval from Principal.
15. Students should view the college property as theirs and should use properly without causing any physical damage. Any damage caused shall be viewed seriously by the management and liable to pay fines.
16. Students should safely guard their belongings in the campus and the institution or management is not responsible for any loss of their personal belongings.
17. Students are advised to speak in English during working hours with the faculty as well as with their peers.
18. Students should park their vehicle in the parking place provided to the students at their own risk and were not allowed to park at any other place in and around the campus.
19. Students should maintain discipline and decorum within the campus. Whistling, whooping or shouting that unreasonably disturbs other students will not be tolerated.
20. Threatening or causing physical harm or harassment of another person in the campus and the community surrounding the campus in any manner is strictly prohibited.
21. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus is barred and are punishable.
22. Students should not furnish any false information to any College official, faculty member, or office.
23. Forgery, alteration, or misuse of any College document, record, or instrument of identification is not allowed.
24. Ragging or any conduct which threatens or endangers the health or safety of any person including physical abuse, threats, intimidation, and/or coercion whether verbal, written or otherwise, is prohibited.
25. Participating in an on-campus or off-campus demonstration, riot or activity that significantly disrupts the normal operations of the College and/or unreasonably infringes on the rights of other members of the College community is prohibited.

Code of Conduct for Faculty and Staff

1. Faculty should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute. They should carry out academic, cocurricular and organizational activities and any other academic or administrative duties that may be assigned to them from time to time with due diligence.
2. Faculty should act in a professional and congenial manner towards colleagues, students, parents and all the stake holders irrespective of their relative position, gender or status within the institutional hierarchy.
3. Faculty should strictly adhere to the academic requirements of the institution as their primary responsibility and should complete the syllabus in time as per the schedule.
4. Faculty should attend the teaching activity as per the timetable without fail and any leaves should be priorly obtained with class work adjustment.
5. Faculty and staff must maintain high standards of punctuality, honesty and professional ethics.

6. Faculty should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
7. No Faculty or staff should involve himself herself in any act of depravity on his / her part which may cause impairment or bring discredit to the institution.
8. All the faculty should maintain their personal file in the respective departments and also, they have to maintain proper files as required to their portfolio.
9. Faculty members are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences.
10. Faculty should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
11. Faculty members are also encouraged to take up Research projects and attend Faculty Development Programmes, Quality Improvement Programmes etc., to update their knowledge.
12. Proper dress code to be followed by the faculty. Male faculty to wear formal dress with shirt in and shoe. Female faculty should wear saree with hair weaved.
13. Faculty should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
14. No Faculty should involve himself herself in any act of depravity on his/her part which may cause impairment or bring discredit to the institution.
15. All the faculty and staff should obtain prior written permission for leave and reporting late in the morning or leaving early in the evening without loss to their duties. This is subject to restrictions as regards frequency
16. All Faculty and staff should constructively contribute toward the development of the college. They shall extend their services for the welfare of the community & society at large.

Code of Conduct for Administrators

1. Accept and support Students and Faculty of all irrespective of their background, caste, race, gender and help them fulfil their academic goals without any discrimination.
2. Should give importance for proper blending of academic learning along with self- developments part of the college mission.
3. Should make every effort to support the development of laboratories and instructional requirements whenever required without any delay.
4. Encourage and support collaborative activities within the institution and also outside the institution with reputed organizations.
5. Encourage research in all the academic areas equally by involving all the faculty and students and also extend their support activities in adopted villages.
6. Develop institute and industry interaction to foster the student the student learning and employability of students.

7. Should encourage inter disciplinary through open electives and interdisciplinary research wherever possible.
8. Maintain proper alumni relations by establishing and maintaining association in their respective departments with frequent interactions.
9. Faculty and staff development programs are to be conducted and encourage all the faculty and staff equally to attend the development programs.
10. Should encourage and facilitate the faculty and technical staff to enhance their knowledge for their personal development as well as for the benefit of student community.
11. Make all efforts to introduce digital technologies to make administrative activities faster and more efficient.
12. Should be open to student issues, needs and complaints and set up mechanisms to address them as early as possible without any delay.
13. Should conduct collection of feed backs in the areas as and when required at the desired frequency and need to make the action plan to overcome the grievances without any delay.
14. Make necessary arrangements for conduct of activities even beyond academics like college days, technical fests, workshops, seminars, conferences, freshers' day, farewell day and recreational activities or any other activities as required in educational institutions.
15. Malpractices committed in Examinations by the students, shall be viewed seriously and attract various penalties which include fine, loss of examination, expulsion from the college etc. All cases of examination malpractices detected by the faculty/squad shall be referred to the Malpractices Enquiry Committee for taking suitable action / punishment and the award of punishment will be binding on the students.
16. Students should not involve in any activities which may affect national security of our country.
17. Sexual misconduct by any student will be viewed very seriously and they are punishable under law.
18. The student shall always observe the health & safety precautions as may be prescribed/ notified/ displayed in the campus without any deviation.
19. Organizing any meetings or entertainment programmes or collection of money for any purpose within the college, or outside the college without the permission of the principal is strictly prohibited.
20. Eve teasing, Criticizing or abusing the girl students in foul language is strictly prohibited in the campus. If such cases are identified, action will be taken.
21. Organizing birthday functions within the campus is strictly prohibited.
22. On receipt of complaint from any of the student or public, the same will be first examined by a disciplinary committee constituted by the college and tentative decision will be taken based on the report of the committee, thereafter the matter will be placed before the Head of the Institution for appropriate decision. This will be done after giving opportunity to the accused for explaining his position. Commensurate with the gravity of the offence, the punishment includes fine, expulsion from the hostel college, debarment from examination, suspension from the college and handing over the case to the law enforcing authorities of the Government.

4. CULTURAL POLICY

DHANEKULA'S SAMSKRUTHI FORUMS

✽ YOUTH FORUM

Objective: The forum aims to foster a love for language, enhance literary creativity and provide an avenue for articulacy beyond the curriculum.

Activity:

- The forum has initiated training programs like spoken English classes and personality development sessions.
- It conducts competitions in group discussion, extempore, essay writing, debate, elocution, quiz, poetry recitation and writing to enhance the literary skills.

✽ FUNGAMA AND ARTISTRY

Objective: The forum aims to promote the rich diversity and uniqueness of various arts and enrich consciousness to the students about their cultural heritage.

Activity:

- The forum has initiated training programs like dance and music classes
- It conducts competitions in dance, singing, mime, mono action, mimicry, skit, painting, collage, photography etc. to promote their art and cultural skills.

✽ ECO & HEALTH FORUM

Objective: To create awareness about environment and health and promote healthy lifestyle.

Activity:

- The forum conducts health awareness seminars and health consultancy in the campus for healthy environment.
- It provides training classes in yoga
- It provides environmental consciousness in students by organizing environmental awareness programmes

FUNCTIONS OF THE CELL

- 1. To capture the vibrant persona of the students.
- 2. To develop and promote the rich diversity and uniqueness of various arts and upgrade their skills
- 3. To provide a platform for students to go beyond their academic quest and explore their creative and artistic sensibilities.

- 4. To assist the students to develop communication skills, organizational skills, leader, and Self-confidence.
- 5. To give scope to interact with students of different disciplines.
- 6. To encourage the budding Professionals to participate and organize the activities of inter and intra college competitions

5. ENERGY AND ENVIRONMENT POLICY

Dhanekula Institute of Engineering and Technology envisions a clean and ecologically pleasant campus, where eco-friendly teaching and activities synergize to promote sustainable and environmentally friendly behavior. The institution is dedicated to realistically and comprehensively reducing energy consumption, ensuring acceptable indoor air quality, and improving energy efficiency on campus. These efforts align with the goal of fostering a safe, secure, and eco-conscious campus community.

Within its capacity, the institution has introduced innovative ideas outlined in this policy to enhance energy efficiency and sustainability on campus. Energy conservation is achieved through a proactive and progressive approach to energy-efficient, responsible, and cost-effective operations. The policy encourages the exploration of renewable energy resources to alleviate the burden on the government and seeks alternative natural resources as solutions to the energy crisis. Energy audits are identified as crucial tools for identifying potential energy conservation measures and cost reduction.

The Energy Management System policy is binding for all components of the institution, applicable to stakeholders and various activities undertaken by the institution.

DIET strive to create awareness among its students and employees and contribute to realize the Sustainable Development Goals (SDGs) set by Govt. of India by enabling its stakeholders in creating and developing innovative technologies and methods for improving the environment around us.

Objectives:

- Improvement in energy efficiency to reduce consumption and cost.
- Minimize environmental degradation.
- Monitor, conserve, and manage the energy needs of the campus with the growth in the institute's energy demands.
- Minimizing adverse impacts on environment through prevention of pollution and conservation of natural resources through continual improvement.
- Provide suitable environment awareness and training to staff, faculty, and students in practicing and promoting the culture of eco-friendly lifestyles.
- Incorporating environmental concerns in the curriculum of the respective courses and the knowledge systems in the development.
- Conduct Green Audit and Energy Audit periodically by involving third part professionals' validation and implementation of the Environment Policy.

Key Policies:

- Educate and create awareness among students and staff about energy conservation measures.
- Minimize energy consumption through the use of energy-efficient equipment and maximize the use of daylight and natural ventilation.

- All staff members and students should take responsibility to reduce electricity consumption on campus.
- Switch off lights, fans, and projectors in classrooms before leaving.
- Switch off lights and fans in staffrooms before leaving.
- Limit the use of air conditioners in laboratories to academic-related activities.
- Use air conditioners in seminar halls only during events approved by the principal.
- Monitor and respond to emerging energy management issues.
- Strictly prohibit the use of electrical equipment like water heaters and iron boxes inside the campus.
- Recommend the usage of bicycles/electric vehicles by staff and students.
- Heads of departments should ensure electricity is not wasted on campus.
- Promote the usage of LED bulbs and BLDC fans to reduce energy consumption.
- E-note practice is promoted across the campus.
- Strengthening of rainwater harvesting system in the campus.
- Use of recycled wastewater for gardening.

Energy Management Structure:

- An energy management cell at the institute level, headed by Dr. K. Venkata Rami Reddy.
- Department representatives as part of the energy management cell for effective implementation of the energy management program at the departmental levels.

Renewable Energy:

- Solar energy is recognized as the cleanest and most abundant renewable energy source.
- The institute has installed solar energy, encouraging stakeholders to promote and adopt renewable energy.

Action Plan:

- Conduct external energy audits annually and internal energy audits every six months.
- Maintain the energy needs of the campus with a backup power supply system for uninterrupted energy demands.
- Establish energy-efficient utilization measures in the supply and demand systems as part of energy management.
- Implement sensor-based energy conservation.
- Replace existing conventional lighting with LED lamps in a phased manner.
- Expand the Solar PV System in a phased manner.
- Create awareness among students and staff in energy conservation and management through training programs.
- Encourage faculty members to obtain Energy Audit certification.
- Provide expertise to the industry and other organizations in the area of energy management by offering Energy Audit Services.
- Single use plastic banned in the campus
- Entire campus is enabled as "No Horn Zone".

- Maintaining vegetation in campus with green lawns and eye pleasing gardens
- Recycling of waste water for vegetation maintenance purposes.

Conclusion:

In conclusion, Dhanekula Institute of Engineering and Technology is committed to creating a sustainable and environmentally friendly campus through its Energy Management and Environment System Policy. The institution aims to reduce energy consumption, ensure indoor air quality, and enhance energy efficiency in a manner consistent with safety and eco-conscious principles.

6. GENDER EQUITY POLICY

Preamble

UNICEF says **gender equality** “means that **women** and men, girls and boys, enjoy the same rights, resources, opportunities and protections. It does not require that girls and boys or women and men be the same or that they be treated exactly alike.”

The main goal is to ensure equal opportunities for women and men by encouraging a more **gender**-competent management in research, innovation and scientific decision-making bodies, with a particular focus on universities.

Functions of the cell

1. Women's Empowerment through Education.
2. Solving women related issues and complaints.
3. Creating awareness about women's welfare and conducting programmes.
4. Creating awareness and preventive steps towards protection of women staff / female students from sexual harassment in the college.
5. Organizing seminar/workshops on legal rights of women.
6. Organizing various activities for girl students and women staff.
7. Organizing the health awareness programmes in the college.

Gender Equity Policy Statement

At Dhanekula Institute of Engineering & Technology, we are committed to fostering an inclusive, respectful, and equitable environment for all students, staff, and faculty members. We believe in upholding the principles of gender equity to ensure that every individual, regardless of gender, has access to equal opportunities in education, employment, and participation in all aspects of campus life.

2. Objectives

- In University and other Institutions, in every category that i.e. students, teachers and employees many women have been working. Hence the permanent women cell has been formed to carry out the directives of the Supreme Court.

- In institutions any case related with women harassment can be reported in this cell. A complaint can only be given cognizance if it is made in writing.
- Any unwelcome sexual behavior, be it nonverbal, verbal, or physical, can be considered as sexual harassment. In college, offenders may be friends, other students, strangers, and even teachers or other college employees.
- Know that teasing and joking of a sexual nature also stands as sexual harassment. If you're uncomfortable with this, make it known.
- In case you're being sexually harassed in any way, let others know. Don't be afraid to speak out and protect yourself.
- In the complaint it should also be made clear that how she was sexually harassed or how her harassment could be determined according to the parameters fixed by the Supreme Court and which matter has to be taken into consideration or as a violation of her rights.
- On receiving such complaints any action shall be taken by the cell to resolve the issue.
- When faculty or staff members suspect sexual harassment on the part of a person or persons under their jurisdiction, they should immediately take action by contacting the Sexual Harassment Officer to discuss the situation and determine a course of action.

3. Responsibilities and Roles

The responsibility of gender equity programs in colleges is to cultivate an environment where all individuals, regardless of their gender, feel valued, respected, and empowered to achieve their full potential. By promoting gender equity, colleges not only enhance the academic and personal development of their students but also contribute to building a more just and inclusive society.

- **Awareness Programs:** Organize workshops, training sessions, and seminars on gender sensitivity, prevention of sexual harassment, and equity.
- **Monitoring & Reporting:** Regularly assess the effectiveness of gender equity initiatives and submit reports to the college administration.
- **Facilities:** Ensure the availability of inclusive facilities such as gender-neutral restrooms and safe spaces.
- These roles can be distributed among various stakeholders such as the **Gender Equity Committee, faculty members, students, staff, and administrators.**

4. Action Plan

Gender Equity Plan

1. Receiving complaints from community of all allegations of sex - related misconduct including, but not limited to, "sexual harassment" and "sexual misconduct";
2. Reporting, as needed, to the higher authority, the Principal, the allegations of sexual harassment and sexual misconduct and the subsequent resolution of those reported incidents;
3. Reporting the initiation of any formal complaint to the appropriate member of the college's Senior Staff and to the Principal of the college.

4. Mechanism of Action Plan

Conduct anonymous surveys and feedback forms at regular intervals gather information about students' concerns, stress levels, and emotional well-being. Encourage faculty and class in-charges to observe students' behavior, engagement, and performance in class.

- 1.Regular Surveys and Feedback Forms
- 2.Counselling helpline or online support
- 3.Regular one-on-one Counseling Sessions
- 4.Workshops and Counseling Sessions
- 5.Continuous monitoring and evaluation

Outcome:

- ❖ A safer environment for Students with reduced incidents of gender-based harassment, discrimination, and violence.
- ❖ Students and staff feel more secure, resulting in a positive atmosphere conducive to learning and working.
- ❖ Increased confidence and empowerment among women and individuals from marginalized genders.
- ❖ Greater participation of all genders in academic programs, leadership roles, clubs, and extracurricular activities.

7 GRIEVANCE REDRESSAL POLICY

Policy Statement

Grievance redressal policy has been formed in order to quicken the redressed of grievances. The policy aims to resolve the grievances of the students and staff within the framework of the college guidelines, so as to ensure the highest standards of integrity and transparency among the staffs and students and a proactive work culture.

Objectives

- To develop a protocol to resolve grievances of students and staff
- To provide the students and staff access to immediate recourse to have their grievances redressed
- To make the students and staff aware of their duties and responsibilities
- To constitute a Grievance Redressal Cell to oversee the execution of the Grievance Redressal Policy

Roles

- **Grievance Redressal Committee (Staff)** will be constituted to have three senior professors selected on a rotation basis. The committee will be appointed by the principal with concurrence from the management.
- **Grievance and Appeals Committee (Students)** will address the grievances of the students, which include leave, examinations, internal assessment, and so on. The Dean of Student Affairs will be the Chairman. Other members will be nominated on a rotation basis. The committee will be appointed by the principal with concurrence from the management.
- **Women's Grievance Redressal Committee** will address grievances regarding sexual harassment contemplated under Sexual Harassment of Women at Workplaces (Prevention, Provision, and Redressal Act, 2013). The committee will be constituted as per the directions of the government. The term of office of the committee will be two years on a rotation basis. The committee will be appointed by the principal with concurrence from the management.

Responsibility

- i) Office barriers of the management.
- ii) Grievances

Grievances for the purpose of this procedure would only mean a grievance relating to any staff member or student arising out of the implementation of policies, rules, or decisions of the organization. It includes matters relating to leave, examinations, internal assessments, increments, work arrangements, non-extension of benefits under rules, interpretation of Service rules, etc. of an individual nature.

PROCEDURE

Handling of Grievance

Subject to the above provisions, individual grievances of staff members and students shall henceforth be processed and dealt with in the following manner:

- An aggrieved staff member or student shall take up his grievance(s) orally with his immediate superior, who will give a personal hearing and try to resolve the grievance(s) at his level within a week. The superior officer for this purpose will be:

Head of the Department - In case of staff members

Staff advisor - In case of student

Principal - In case of HoDs/Deans/Administrative staff

- If the grievance is not satisfactorily redressed, the aggrieved staff member/student may submit this grievance in writing to the superior officer or a nominated officer for this purpose by the college. The superior officer or such nominated person will record his comments on the representation within seven days and will be referred to the Grievance Redressal Committee in case the grievance is not resolved or settled amicably. The GRC makes a thorough analysis of the case and makes a decision either unanimously or by vote. The commendation of the Grievance Redressal Committee will be conveyed within one month to the college management, and the decision of the deciding authority will be final, subject to the provisions contained in the paragraph below.
- In exceptional cases, with the concurrence of the Grievance Redressal Committee, the aggrieved staff member or student whose grievance has been considered and is not satisfied with the decision of the Deciding Authority will have an option to appeal to the Bursar. A decision on such appeals will be taken within one month of the receipt of the appeal. The decision of the Bursar will be final and binding on the aggrieved staff member or student and the management. All grievances referred to the Grievance Redressal Committee shall be properly documented. Grievance Redressal Record should be kept (e.g., minutes, copies of complaints, etc.).

ACTION PLAN

Overall guidance and conditions

- The staff member or the student shall bring up his grievance immediately and in any case within a period of one week of its occurrence.
- If the grievance arises out of an order given by the management, the said order shall be complied with before the staff member or the student concerned invokes the procedure laid down herein for redressal of his grievance.
- Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure.

1. Annual performance appraisals/confidential reports;

2. Promotions including DPC's minutes and decisions;
 3. Where the grievance does not relate to an individual employee or student;
 4. In case of any grievance arising out of discharge or dismissal of a staff member or student.
- Grievance pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the Service Rules of the organization and in such cases the grievance redressal procedure will not apply.

8. IT POLICY

1. Introduction

The institution is dedicated to enhancing and maintaining a robust IT infrastructure to support its educational, research, and administrative functions. This commitment ensures that students, faculty, and staff have access to reliable, secure, and state-of-the-art technology resources that promote effective learning, collaboration, and innovation. By continuously upgrading hardware, software, networking, and security systems, the institution aims to create an environment where technology facilitates growth and adapts to the evolving needs of the academic community. Moreover, the institution prioritizes data security, process automation, and user support to maintain operational efficiency and meet future technological demands.

The institutions IT infrastructure is strategically aligned with the goals of providing quality education, fostering research, and streamlining administrative processes. This alignment is achieved through the following:

1. **Quality Education:** The IT infrastructure supports digital classrooms, e-learning platforms, and online resource access, enabling students to engage with cutting-edge technology and innovative pedagogical methods. It facilitates seamless integration of technology in teaching and learning, ensuring students are well-equipped with modern digital skills.
2. **Research Excellence:** The institution invests in advanced computing resources, data analytics tools, and cloud-based platforms to foster research capabilities. Secure data storage and access to high-performance computing systems empower researchers to collaborate effectively and pursue innovative solutions across disciplines.
3. **Efficient Administration:** The IT systems automate routine processes such as admissions, student management, payroll, and communication, allowing the institution to function more efficiently. This not only reduces administrative burden but also ensures timely decision-making through real-time data management and reporting tools.

By aligning IT investments with these institutional goals, the infrastructure enhances the overall educational ecosystem, promoting academic excellence, innovation, and operational efficiency.

2. Objectives

To ensure the availability, accessibility, and scalability of IT resources for all stakeholders (students, faculty, and staff), the institution adopts the following strategic measures:

1. **Infrastructure Availability:** The institution maintains a robust IT infrastructure with uninterrupted network connectivity, high-speed internet access, and reliable server systems. Redundant power supplies, backup systems, and regular maintenance schedules are in place to minimize downtime and ensure consistent access to resources.
2. **Scalability of IT Systems:** As the institution grows and new demands arise, the IT systems are designed to scale efficiently. Cloud-based services, virtual servers, and modular network designs allow for the easy expansion of capacity to accommodate increasing users, data, and application needs without disruption.
3. **Inclusive Support:** Dedicated IT support teams, help desks, and training programs are provided to assist stakeholders in utilizing IT resources effectively. Continuous monitoring and proactive upgrades ensure that emerging needs and technological advancements are addressed swiftly.

These measures guarantee that all stakeholders benefit from a dynamic and reliable IT ecosystem that evolves with the institution's needs, promoting seamless academic, research, and administrative activities.

To promote the use of modern technologies to enhance learning, teaching, and research, the institution implements the following strategies:

1. **Smart Classrooms and Laboratories:** Classrooms and laboratories are equipped with modern technologies such as digital projectors. These technologies foster dynamic, immersive learning experiences and help students gain practical knowledge and skills in their respective fields.
2. **Innovative Teaching Methods:** Faculty members are encouraged to adopt innovative teaching approaches like flipped classrooms, online assessments, and gamification. Workshops and training programs are provided to help educators stay current with emerging technologies and integrate them into their teaching methodologies effectively.
3. **Support for Cutting-Edge Research:** The institution supports the use of high-performance computing, artificial intelligence, machine learning tools, and cloud computing for advanced research.

These initiatives aim to create a technology-driven learning ecosystem that enhances the quality of education and research, ensuring that students and faculty are well-equipped to excel in a rapidly evolving digital world.

To ensure data security, privacy, and compliance with legal and regulatory requirements, the institution follows these key measures:

1. **Data Protection Policies:** The institution implements comprehensive data protection policies that outline the proper handling, storage, and processing of sensitive data, including student records, research data, and administrative information.
2. **Secure IT Infrastructure:** The institution maintains a robust and secure IT infrastructure with firewalls, encryption protocols, and multi-factor authentication to protect against cyber threats.
3. **Access Control and User Authentication:** Role-based access control (RBAC) is enforced to limit access to sensitive information to authorized personnel only. All users, including students, faculty, and staff, are required to use strong authentication mechanisms, such as secure passwords to access institutional systems.
4. **Data Backup and Disaster Recovery:** The institution maintains regular backups of all critical data and has disaster recovery plans in place to ensure data can be restored in case of system failures, breaches, or natural disasters. These plans include off-site backups and cloud storage solutions to minimize data loss.
5. **Privacy Training and Awareness:** Regular training sessions and awareness programs are conducted for students, faculty, and staff on data security best practices, privacy protection, and compliance with legal requirements. This helps prevent data breaches and fosters a culture of responsibility for safeguarding personal and institutional information.

By implementing these practices, the institution is committed to safeguarding data, respecting privacy, and ensuring full compliance with legal and regulatory obligations.

3. Scope

The IT policy applies to all users of the institutions IT resources, including students, faculty, administrative staff, and external stakeholders. This ensures that:

1. **Equitable Access:** All authorized users have fair and consistent access to IT resources, ensuring that no group or individual is disadvantaged in their academic, research, or administrative activities.
2. **Responsible Use:** Users are expected to utilize the IT resources responsibly, adhering to ethical practices and refraining from any activities that may disrupt the availability or integrity of these resources.
3. **Compliance with Policies:** All users must comply with the institution's IT guidelines, data privacy regulations, and security protocols. This includes adherence to applicable laws and regulations concerning data protection, intellectual property, and information sharing.
4. **Security Awareness:** Users are responsible for maintaining the security of their accounts, data, and IT equipment, ensuring the confidentiality of sensitive information, and reporting any security breaches or concerns.
5. **External Stakeholder Involvement:** External stakeholders, such as partners, vendors, and collaborators, who access the institution's IT resources, are also required to comply with the institution's IT policies, ensuring security, privacy, and ethical use of shared data and systems.

By applying the policy to all users, the institution promotes a secure, ethical, and efficient IT environment, supporting its educational, research, and administrative missions.

The IT policy covers all aspects of the institution's hardware, software, internet, networking, data centres, and security systems to ensure the optimal functioning of the IT infrastructure. Below is the scope of coverage:

Hardware

- **Procurement and Maintenance:** The institution ensures that all hardware (servers, computers, peripherals, etc.) is of high quality, regularly maintained, and periodically upgraded to meet evolving requirements.
- **Inventory Management:** All hardware assets are cataloged, tracked, and monitored to ensure they are efficiently used and appropriately allocated to support academic, research, and administrative needs.
- **Disposal:** Outdated or obsolete hardware is decommissioned securely and responsibly, adhering to environmental standards and data security practices.

1. Software

- **Licensing and Compliance:** The institution uses licensed software and ensures compliance with copyright laws, avoiding the use of unauthorized or pirated software.
- **Standardization:** The institution promotes standardization of software tools across departments to ensure compatibility, ease of support, and cost-efficiency.
- **Updates and Patching:** Software used by the institution is regularly updated to incorporate the latest features and security patches, minimizing vulnerabilities.

2. Internet

- **High-Speed Connectivity:** The institution provides fast, reliable, and scalable internet connectivity to support learning, teaching, research, and administrative operations.
- **Accessibility:** Internet access is made available throughout the campus, including classrooms, labs, administrative offices, and student common areas, ensuring seamless connectivity for all users.
- **Usage Policies:** Clear guidelines are in place to ensure appropriate use of internet resources, including restrictions on access to harmful or non-educational content.

3. Networking

- **Infrastructure:** The institution's network infrastructure, including routers, switches, and access points, is designed to support high-bandwidth applications and provide robust campus-wide connectivity.
- **Security:** Networking systems are protected with firewalls, intrusion detection systems, and secure protocols to prevent unauthorized access and ensure data integrity.
- **Wireless Access:** A secure, campus-wide Wi-Fi network is available, allowing students, faculty, and staff to connect their devices easily and safely.

4. Data Center

- **Centralized Data Management:** The institution operates secure data center to host essential applications, databases, and services. This centralization ensures efficiency, security, and easier management of resources.
- **Backup and Recovery:** Regular data backups are scheduled, with disaster recovery mechanisms in place to ensure continuity in case of data loss or system failure.

- **Virtualization and Cloud Integration:** The institution employs virtualization technologies and integrates cloud services to optimize resource usage and provide scalable storage solutions.

5. Security Systems:

- **Data Security:** Encryption, multi-factor authentication (MFA), and access control mechanisms are implemented to protect sensitive data and systems from unauthorized access.
- **Physical Security:** Data center and other critical IT infrastructure are physically secured with restricted access to authorized personnel only, ensuring safety from theft or damage.
- **Cybersecurity Protocols:** The institution has a cybersecurity policy in place to address potential threats like malware, ransomware, and phishing attacks. Regular security audits and penetration testing are conducted to identify and resolve vulnerabilities.
- **User Training:** Students, faculty, and staff are trained on best practices for cybersecurity to minimize human error and raise awareness about threats like social engineering attacks.

By covering these core areas, the institution ensures that its IT infrastructure remains secure, efficient, and capable of supporting its educational and operational goals.

4. Learning Resources and Support Systems

The availability of computer labs for students, complemented by appropriate technical support, is crucial for fostering a productive learning environment. Here are some key aspects:

1. **Access to Technology:** Computer labs provide students with access to necessary hardware and software that they may not have at home, including high-performance computers, specialized software, and reliable internet connections.
2. **Technical Support:** Having dedicated technical support staff available in or near computer labs ensures that students can receive assistance with troubleshooting, software installation, and other technical issues, enhancing their learning experience.
3. **Structured Learning Environment:** Computer labs offer a conducive space for students to focus on their work, collaborate on group projects, and participate in supervised study sessions, promoting accountability and productivity.
4. **Training and Resources:** Providing workshops and training sessions in computer labs helps students develop essential digital skills and familiarize themselves with available tools and technologies, further enhancing their educational experience.

5. **Extended Hours:** Keeping computer labs open during extended hours allows students to access resources and support when it is most convenient for them, accommodating various schedules and study habits.

Overall, well-equipped computer labs with reliable technical support play a vital role in supporting students' academic success and skill development in a technology-driven educational landscape.

5. IT Support and Maintenance

A dedicated IT helpdesk is essential for providing effective technical support and troubleshooting services within an educational or organizational setting. Here are key components and benefits of establishing a dedicated IT helpdesk:

1. **Centralized Support:** A dedicated IT helpdesk serves as a centralized point for all technical support inquiries, allowing users to easily access assistance for a wide range of issues, from hardware malfunctions to software problems.
2. **Qualified Personnel:** Staffed with trained IT professionals, the helpdesk can provide knowledgeable support, ensuring that users receive accurate information and effective solutions to their technical challenges.
3. **Multi-Channel Support:** Offering support through various channels, such as phone, email, live chat, and ticketing systems, allows users to choose their preferred method of communication, enhancing accessibility and responsiveness.
4. **Troubleshooting and Issue Resolution:** The helpdesk can efficiently troubleshoot technical issues, often remotely, to resolve problems quickly. This minimizes downtime for users and helps maintain productivity.
5. **User Education and Resources:** In addition to resolving issues, the helpdesk can provide user education through tutorials, FAQs, and guides, empowering users to solve common problems independently and enhancing their technical skills.
6. **Feedback Loop:** Collecting feedback from users regarding their support experience can help the helpdesk continually refine its processes and enhance service quality, ensuring that user needs are met effectively.
7. **Availability and Response Times:** Establishing clear hours of operation and response time expectations ensures that users know when they can receive assistance and what to expect in terms of support timelines.

By providing a dedicated IT helpdesk, organizations can significantly improve their technical support services, leading to enhanced user satisfaction, increased productivity, and a more efficient use of technology resources.

6. Budget and Funding for IT Infrastructure

Allocating a budget for regular IT maintenance and upgrades is essential for ensuring the longevity, performance, and security of an organization's technology infrastructure. Here's a brief outline of key components to consider in such a budget:

1. **Routine Maintenance:** Allocate funds for regular maintenance activities like software updates, hardware cleaning, system diagnostics, and performance optimization. This helps prevent issues that can lead to costly repairs or downtime.
2. **Software Licenses and Subscriptions:** Budget for renewals of software licenses, cloud services, and other digital tools that require regular payments. This ensures uninterrupted access to critical tools and platforms.
3. **Hardware Upgrades:** Plan for the periodic replacement or upgrade of aging equipment, such as servers, workstations, networking gear, and storage devices. This prevents performance bottlenecks and reduces the risk of hardware failures.
4. **Security Upgrades:** Allocate funds for cybersecurity enhancements, including firewalls, antivirus software, data encryption tools, and vulnerability assessments, to safeguard against evolving cyber threats.
5. **Technical Support and Personnel:** Budget for IT personnel or external consultants who manage maintenance tasks and provide troubleshooting. This may include salaries, contracts, or outsourced services.
6. **Emergency Repairs:** Set aside contingency funds for unforeseen issues, such as system failures, data breaches, or urgent repairs. This ensures that unexpected costs don't disrupt other operational budgets.
7. **Training and Development:** Allocate resources for training IT staff on new systems and technologies, which is critical to keeping the team prepared for handling upgrades and supporting new solutions.
8. **Scalability:** Consider future growth and expansion in the budget to ensure the infrastructure can handle increased demands, such as additional storage, network capacity, or enhanced processing power.

By establishing a well-planned budget for regular IT maintenance and upgrades, organizations can ensure system reliability, reduce long-term costs, and maintain a robust and secure IT infrastructure.

9. PHYSICAL EDUCATION POLICY

POLICY STATEMENT

The DIET Physical Education Policy aims to provide adequate Physical Education facilities and opportunities that are whole some so as to ensure a sound mind in a sound body, in order to equip the students to cope with the pressures of studying making them both emotionally, physically and healthy.

OBJECTIVES

1. **To Ensure the Physical Development of the students and staff** namely the advancements of motor skills, or, in other words, one's ability to use and control their bodies. Gross-motor skills involve the use of large muscles in the legs or arms, as well as general strength and stamina.
2. **To Improve the Mental Develop men to students and staff** by enhancing the Brain power and Cognitive Ability through **physical activity**, this increases the flow of blood to the brain. It enhances the brain function, concentration, memory, thinking and cognitive skills.

Roles and Responsibilities

- 1) Director of Physical Education
- 2) Sports Security
- 3) Nominated Sports Representatives from each Branch (1Male & 1Female).

Major Responsibilities

1. To advice on the development of a physical education program.
2. To supervise and coordinate all physical education activities.
3. Prepare, as required, the specifications for the purchase of physical education equipment.
4. Make all claims for damaged goods to the appropriate office.
5. Responsible for the distribution and storage of all physical education supplies and equipment's.
6. Keep departmental reports as required.
7. Participate in entire in-service training
8. Plan different recreational activities important for growth of students
9. Prepare teams for the University competitions.
10. Responsible for conducting Intra-Mural and inter club competitions such as Football, Cricket, Volleyball, Shuttle Badminton, Chess, Caroms and the Annual Athletic Meet.
11. Responsible for conducting Inter-Collegiate Tournaments hosted by DIET such as JNTUK Inter-Collegiate Tournaments like Volleyball, Basketball, Football and Cricket.

ACTION PLAN

1. Introduction of virtual classes for health and fitness
2. Planning to conduct online competitions such as chess.

3. More Inter-Collegiate competitions will be conducted.
4. Live Health and Fitness classes will be conducted for the staff.
5. Classes for diet related classes will be conducted for all.
6. Classes related to the job opportunity in the field of Sports for the Engineers.
7. Will submit proposal for Indoor Badminton Court.

10. R & D POLICY

This research policy is designed to integrate the faculty from all the departments and to facilitate the academic, sponsored-research, projects and consultancy services. The R & D cell aims towards high-quality scientific research to endorse active research and contribute towards publications, patents, prototypes and filing of IPR and to build research culture. The focus of R & D cell is to strengthen the knowledge foundation and promote the creation of new R&D applications in multi-disciplinary areas.

The Objectives of R & D Cell are as follows:

- Create Passion among the Students and Staff to take-up the innovative multi-disciplinary research and publish articles in reputed Journals/Conferences.
- Identify and inform researchers about the appropriate research opportunities announced by different academic, research, and industry or government organizations.
- Provide scope for staff/students to work on latest technologies with industry.
- Recommend for financial assistance for various R&D activities
- Link MOUs with industries, collaborate with institutions of higher learning and R&D organizations.
- To integrate Teaching and research

Functions

- Prepare the annual R&D action plan along with R&D incentive policy for various R&D activities.
- Encourage staff & students to prepare and submit R&D/AQIS/project proposals for funding by ISRO, DRDO, CSIR, DST, AICTE, UGC, MSME etc., within the stipulated time.
- Insist faculty members to publish their research work in WoS/Scopus indexed journals.
- maintain & update data of research, consultancy and extension activities of staff/students

Promotion of Research

The staff/students have free-access to R&D cell and choose the topic of their interest and also can provide free guidance to seek funds from various government organizations/industries. The institute encourages the faculty, provide incentives for peer reviewed publications, consultancy works, writing books and filing patents. The R&D cell provides necessary eco-system/conducive-environment with infrastructure/expert support to staff/students to take-up R&D, consultancy, and innovation activities.

Research Centre

The Department of Computer Science & Engineering, DIET is recognized as Research Centre by Jawaharlal Nehru Technological University, Kakinada for the Academic years 2023-24 and 2024-25.

For every Academic Year, JNTUK, Kakinada will assign research scholars to the recognized research supervisors from DIET.

Research Laboratories

The following research laboratories and Centres of Excellence are established in the college to train the students in advanced technologies to carry out the research work.

- ✓ **TBI (Technology Business Incubator) Sponsored by MSME, Government of India** – Consists of PCB manufacturing machine, 3-D Printing machine and IOT builder for agriculture applications.
- ✓ **Drones Research Center in collaboration with DRONIX, Israel**
- ✓ **IoT Center of excellence:** A research lab which helps the students in developing the projects in the area of IOT
- ✓ **NVIDIA Laboratory**
- ✓ **VLSI Design:** The focus of this lab in the areas of VLSI design, power analysis and optimization for CMOS circuits using SYMICA Software.

11 SEED MONEY GRANT POLICY

The Dhanekula Institute of Engineering & Technology, Vijayawada in pursuance of fostering a research culture has determined to provide seed money to its faculty members every year. A humble beginning is being made with allocating an amount of Rs 5 lakhs for this purpose each year. A competitive process will be adopted to select proposals for the award of the same.

About TBI:

The TBI is a venture of universities, public research institutes, local government and private institutions to promote and bolster a new technology intensive enterprise.

TBI refers to the type of incubation where the focus group consists of innovative, mostly technology-oriented, or knowledge-intensive service sector enterprises and interactions with the academic sphere giving a substantive element of the incubation process. The pushing forward of TBI occurred in parallel with the vigorous transformation of today's spatial economic processes, it can be interpreted as a reply for the challenges of the learning-based economy.

As TBI intervenes into the spatial processes of the learning-based economy, integrates innovation-and enterprise-policy, and is implemented with the active participation of the academic sphere, it has certain unique characteristics that deserve mention:

- ❖ TBI fosters innovative start-up firms, thus the process of incubation is strongly intertwined with the innovation process that occurs in the supported enterprises.
- ❖ The objective of TBI is the realization of certain local economic development goals (ultimately the enhancement of the competitiveness).
- ❖ TBI aims at the development of new innovative industries by stimulating the establishment and early growth of start-up firms

DIET-TBI:

DIET-TBI main focus is to develop innovative products for agriculture and train the students to develop such products.

Main Focus areas are:

- ❖ PCB Design and Fabrication
- ❖ IoT based atmospheric water supply system
- ❖ Automatic water management system

- ❖ Drone sprayer
- ❖ Smart and versatile cleaner with IoT applications

Purpose of the Seed Money Grant

The grant is meant for research in policy relevant areas which will provide significant inputs in policy formulation, implementation and evaluation. It applies to all disciplines taught at the college. These projects can further be developed as PRODUCTS/PAPERS/PATENTS. Technology Business Incubator has an influence in creating Start-ups. This shows that the better the Technology Business Incubator performs more incubators will rise and create local employment.

Process of Application

Faculty members can apply for a grant in the month of March.

The value of each proposal should not exceed the value of Rs 2 lakhs. This is also applicable for individual applicants or a group of faculties from one Department or across Departments of the College. A faculty can also associate with academic from another institute outside Dhanekula Institute of Engineering & Technology for technical expertise, whereas the funding will remain with the internal faculty.

The applicants have to write a proposal (not more than 5 pages) covering the following:

- ❖ Proposal Title
- ❖ Proposal Summary
- ❖ Introduction/ Background
- ❖ Objectives of the research
- ❖ Methodology
- ❖ Brief literature review
- ❖ Expected outcomes – focus on policy implication
- ❖ References
- ❖ Budget (with all breakups) – infrastructure grant not allowed

For purpose of receiving the grant for publication, the individual can either submit a proposal or claim post facto with the evidence of publication.

Detailed CV of the applicant(s) should be annexed with the proposal (giving all publications and research projects completed). The research can be proposed for a maximum period of two years.

Selection of the Project Proposal

There will be a committee to scrutinize the proposals. Shortlisted faculty members will be invited to make a presentation before the committee as per schedule. The results will be announced a fortnight after the deadline of receiving the proposals. Last date for application and date for declaration of results will be intimated each year.

Requirements on completion of the Project

- ❖ Recipients of the seed grant are expected to deliver the following.
- ❖ Mid-term progress report – a presentation will have to be made for reviewing the progress
- ❖ Final report on the outcome of the project
- ❖ Conduct a workshop/ seminar on the project or make a paper presentation in national/ international conferences or publish an article in peer reviewed indexed journals
- ❖ A full utilization statement of the funds received

Incentives for Publishing Papers

DIET, R & D cell encourages the publication of papers in various journals, publishing Patents, writing books and Book chapters and research guidance and can claim the incentives by the staff members as a part of the continuous quality improvement. Staff members presenting their research papers in regional/national/international-seminars/conferences/ workshops will be provided by OD leave and reimbursed by the registration fee as per the rules in force and may vary time to time.

R&D Incentives Policy

Dhanekula Institute of Engineering and Technology is proposing an initiative to promote research culture among faculty. The following proposed policy is implemented from the academic year 2023-24. The policy will be reviewed at the end of the academic year.

Incentive for Journal Publication:

- | | |
|---|-------------------------|
| 1. SCI/SCIE Journal (Impact factor 5.0 and above) | : Rs. 9000/- Per Paper. |
| 2. SCI/SCIE Journal (Impact Factor 2.0 to 5.0) | : Rs. 8000/- Per Paper. |
| 3. SCI/SCIE Journal (Impact Factor less than 2.0) | : Rs. 5000/- Per Paper. |
| 4. ESCI Journal | : Rs.4000/- Per Paper. |
| 5. Scopus Indexed Journal (Unpaid) | : Rs.3000/- Per Paper. |

Guidelines for Disbursement of amount among authors:

- If the first author of the paper is the faculty of DIET, the amount payable for paper is 100% of the incentive amount. The amount will be shared equally among DIET faculty if more than one author(s) is (are) from DIET.
- If the first author is outside DIET, and a research scholar under the supervision/co-supervision of DIET faculty, the total amount payable is 50% of the incentive amount. The amount will be shared equally among DIET faculty if more than one author(s) is (are) from DIET.
- If the first author is from outside DIET, and the remaining author(s) is (are) from DIET, the total amount payable is 33.3% of the incentive amount. The amount payable will be shared equally among the DIET faculty.
- If the first author is from DIET and a research scholar from recognized university and any DIET faculty is (are) co-author(s), but not research supervisor/co-supervisor, the total amount payable is 25% of incentive amount. The amount will be shared equally among DIET faculty if more than one author(s) is (are) from DIET.

- Publication without affiliation of DIET, in all the above cases will not be considered for incentive payment.

Incentive for Patents:

Patent filed by faculty with DIET as applicant.

Publication (Indian): Rs. 2000/- per author

Grant (Indian) : Rs. 10,000/- (per Author)

Incentive for Books and Book chapters (not through conference proceedings)

WoS /Scopus indexed – Rs.3000/- (for Book and Book Chapter)

The incentive amount will be shared equally among DIET faculty if more than one author(s) is (are) from DIET.

Incentive for Ph.D. Guidance

Supervising /co supervising the research work of Ph.D. degree awardees from a recognized university.

Supervisor : Rs. 8,000/-

Co-supervisor : Rs. 4,000/-

Incentives for consultancy Projects:

1. In case of the infrastructural and other facilities of DIET are not used, net worth of consultancy works up to Rs. 5 lakhs will be paid to the faculty subjected to following conditions.
 - a. Faculty should be Principal Investigator (PI) of the consultancy work and obtain the work on his own.
 - b. The consultancy work should be undertaken after the approval of the Head of the Institution and agreement should be taken between faculty and concerned third party.
 - c. The consultancy amount should be credited to DIET account by the third party.
 - d. Consultancy incentive will be shared among the DIET faculty involved in the work.
 - e. The expenses incurred for project personnel/technician, contingencies, travel, consumables, stay, food, overheads and other costs should be borne from the consultancy amount to arrive at net worth of the consultancy work.
 - f. The period attended by the faculty to the consultancy project will be considered as on duty (OD) up to a maximum 15 working days per a semester.
2. In case the infrastructural and other facilities of DIET are used for the consultancy work, 60% of the consultancy amount will be paid to the faculty and other related staff.

Code of Ethics for Research

1. **Academic Honesty:** The institute holds high respect for honesty in all scientific communications in reporting data, results, methods, procedures, and publication status. The institute does not entertain fabrication, falsification, misrepresentation of data.
2. **Integrity:** The institute gives high regard for keep-up promises & agreements and sincerity & consistency of ideas and implementation.
3. **Carefulness:** One must carefully & critically examine one's own work, associates/team work and keep a record of research activities such as data collection, research design, and correspondence with agencies of journals.
4. **Respect for Intellectual Property:** Honor patents, copyrights, citations, and other forms of intellectual property. One must not use unpublished data, methods, or results without permission. Authors should give proper acknowledgements/citations and avoid plagiarism.
5. **Confidentiality:** The author should protect confidential communications such as documents, works, blue-prints, papers, publications, observations, trade secrets and patent records.
6. **Social Responsibility:** Mitigate social harm through research and public education/advocacy
7. **Competence:** Improve professional competence and expertise throughout life in education & learning and promote research competence in all aspects of research.
8. **Legality:** A researcher must know and obey government policies, relevant laws and institutional rules and regulations with regards to IPR issues.
9. **Protection of Human Subjects:** Minimize harms & risks to human subjects, use special precautions with vulnerable situations and respect human dignity/privacy/autonomy. Equitable distribution of benefits and burdens of R&D.
10. **Rules for Plagiarism:** All project/seminar reports, dissertations/thesis, research papers, case studies, and any such documents need to be checked with the standard plagiarism software tool. In case of project/seminar reports, dissertations/thesis, the concerned student needs to submit a plagiarism report generated by a licensed software tool.

12. INFRASTRUCTURE POLICY

We have Physical and academic support facilities, including laboratories, libraries, sports complexes, computers, and classrooms, are managed through established procedures.

The institution has defined a maintenance policy that outlines procedures for its physical, academic, and support facilities.

The maintenance department, led by a maintenance engineer and staffed by skilled technicians, is responsible for maintaining the organization's infrastructure. This includes lab equipment, desk tops, cleaning, plumbing, electrical, carpentry, and sewage work. The department receives maintenance requests from various departments and carries out the necessary repairs and upkeep according to internal guidelines and the direction of departmental heads.

Procedure:

- 1) **Problem Reporting:** Departments report maintenance issues to the maintenance supervisor through written communication (letter or email).
- 2) **Technician Assignment:** The supervisor assigns a qualified technician to address the problem.
- 3) **On-Site Assessment:** The technician evaluates the issue and determines if additional materials are needed.
- 4) **Material Procurement:** If materials are required, the technician submits a request to the maintenance section.
- 5) **External Procurement (if necessary):** For materials not available in-house, the supervisor authorizes procurement after obtaining necessary approvals.
- 6) **Problem Resolution:** The technician resolves the issue using the available materials and following established procedures.

Physical Facilities:

Electrical Equipment Maintenance

- **Monthly Checks:** Regular monitoring and maintenance of generators, UPS, and batteries.
- **Issue Resolution:** Prompt action for major faults by contacting suppliers or service providers.
- **Part Replacement:** Centralized procurement of replacement parts through competitive bidding.
- **Quality Assurance:** Verification of service provider work and reporting to the principal.
- **Annual Safety Inspections:** Compliance checks by the Directorate of Electrical Safety.

Civil Works and Maintenance

- **Oversight:** Civil engineer and supervisor oversee construction and building maintenance.
- **Infrastructure:** Plumbing, water lines, and sanitary fittings installation and upkeep.
- **Fire Safety:** Annual inspections by AP State Disaster Response and Fire Service Department.
- **Pest Control:** Regular preventive measures.

Furniture Maintenance

- **Centralized Facility:** The Department of Mechanical Engineering operates a central workshop equipped to handle various furniture-related tasks.
- **Custom Fabrication:** The workshop specializes in creating custom-made furniture pieces, including cabinets, desks, countertops, and other items tailored to specific needs.
- **Installation Services:** In addition to fabrication, the workshop provides installation services for doors, windows, and frames, ensuring a seamless integration with the building's infrastructure.
- **Banner Frames:** The workshop also fabricates frames for displaying banners, a valuable asset for promotional and informational purposes.
- **Maintenance Standards:** The maintenance of furniture within the institution is guided by established internal procedures, ensuring consistent quality and adherence to organizational standards.

Network and Wi-Fi Maintenance

- **Collaborative Oversight:** The hardware technicians and the network administrator from the CSE department work together to monitor and maintain the college's intranet and internet facilities, ensuring optimal performance and reliability.
- **Fiber Optic Support:** NettLinx Ltd., a specialized provider, offers technical support for the maintenance of fiber optic cables, a critical component of the network infrastructure.
- **Upgrades and Modifications:** When upgrades or modifications to the existing network are necessary, the college follows a transparent and competitive process by inviting quotations from external agencies. The procurement of equipment or services is then carried out through the organization's established centralized purchasing procedures.
- **Telephone and Intercom Services:** The ECE department's technicians possess the expertise to service and maintain the telephone and intercom systems within the institution, ensuring clear communication and efficient operations.

2) Academic Facilities:

Library Maintenance

- **Physical Infrastructure:** Ensure the library building is well-maintained, safe, and comfortable. Maintain shelving, bookcases, and storage facilities to prevent damage to materials.
- **Collection Management:** Strategically acquire new materials based on curriculum, faculty research, and student interests. Regularly evaluate and dispose of outdated or irrelevant materials to optimize space and resources. Implement preservation techniques to protect valuable materials from deterioration.
- **Cataloging and Classification:** Maintain accurate and consistent cataloging and classification of materials to facilitate easy retrieval. Keep cataloging systems up-to-date with changes in classification standards and bibliographic practices.
- **Circulation Services:** Streamline circulation procedures to minimize waiting times and errors. Implement security measures to prevent loss or theft of library materials.
- **Technology and Digital Services:** Ensure the proper functioning of computer systems, networks, and digital resources. Provide training and support to users on utilizing digital library services effectively.

- **Staff Development:** Provide ongoing training to library staff on new technologies, library science practices, and customer service skills. Encourage staff to attend conferences, workshops, and other professional development opportunities.
- **User Services:** Provide effective reference services to assist users in finding information. Conduct user education programs to help users utilize library resources effectively.

Laboratory Maintenance

- **Regular Checks:** Equipment is inspected and maintained regularly.
- **In-House Repairs:** Qualified technicians handle routine repairs.
- **Major Issues:** Consultation with suppliers and centralized procurement for major repairs.

Classroom Maintenance

- **Faculty Oversight:** Each department has a dedicated faculty member responsible for regularly inspecting and assessing the condition of classrooms and laboratory amenities. This includes checking the condition of benches, chairs, blackboards, fans, lights, and LCD projectors.
- **Issue Identification:** The faculty member identifies any maintenance issues or equipment malfunctions that require attention.
- **Problem Reporting:** Once issues are identified, the faculty member reports them to the Head of the Department, following established internal procedures.
- **Maintenance Coordination:** The Head of the Department coordinates with the appropriate maintenance personnel to address the identified problems promptly and effectively.

Computer Maintenance

- **Computers:** Approximately 1848 computers are available for staff and students.
- **Printers and Scanners:** There are 45 printers and a sufficient number of scanners to support the needs of the institution.
- **Maintenance:** Computer hardware technicians, supervised by a senior faculty member, maintain the computers and software in the laboratories.

Sports

The Institution offers a variety of well-maintained sports facilities, including a playground, gym, Indoor Games room, and equipment for a range of activities. These facilities are regularly inspected and supervised by a qualified Physical Director to ensure safety and accessibility for all students.

National Cadet Corps

The College NCC unit is actively involved in a range of community service initiatives, complementing its core focus on basic military training. These service activities demonstrate the units commitment to social responsibility and provide valuable opportunities for cadets to develop leadership, teamwork, and compassion.

National Service Scheme

The College fosters a culture of community engagement and civic responsibility by encouraging students to participate in social and nation-building activities. Through these initiatives, the College

aims to empower students to identify pressing community needs and challenges, and actively contribute to finding solutions. By engaging in community service projects and collaborative efforts, students can develop valuable skills such as critical thinking, empathy, and leadership, while making a positive impact on their communities

Infrastructure and Amenities

Water supply

A reliable RO plant ensures a constant supply of clean drinking water 24/7. Water coolers are strategically placed throughout the campus to provide easy access. Regular water quality testing is conducted.

Hygiene and Maintenance

A dedicated team of staff is responsible for maintaining cleanliness throughout the campus, including classrooms, staff rooms, seminar halls, laboratories, washrooms, and rest rooms. The Institutes green spaces are meticulously maintained by full-time gardeners.

Surveillance

The campus is monitored by a network of surveillance cameras, ensuring the safety and security of all individuals on campus.

Medical Services

A qualified medical doctor visits the Institute regularly to conduct necessary medical checkups for students.

Food Services

A subsidized canteen provides affordable and nutritious meals for students and staff.

IQAC Coordinator

Principal