



SRK Institute of Technology

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Affiliated to JNTUK & Certified by ISO 9001:2015
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TEACHERS TRAINING POLICY

SRK Institute of Technology is committed to imparting quality professional education. It is reflected in SRK Teacher Training Policy which concentrates on training the faculty in the most effective teaching learning methods.

The objectives of Teacher Training are:

- Equipping the faculty with necessary pedagogic skills.
- Enabling the teacher to understand student psychology.
- Enabling teachers to make proper use of instructional facilities.
- Enabling teachers to understand the individual differences in students and take appropriate steps for their optimum development.

Fresher Induction program (FIP):

A faculty member who completes his / her studies and joins the institution without prior teaching experience requires basic teaching training which can make him/her more productive. Faculty induction programme (FIP) has to be implemented just after recruitment of fresh teachers to fulfil this purpose.

- He / She should keep abreast with the latest University syllabus in the allotted subject.
- New faculty members are trained to develop the art of preparing a systematic lesson plan, make effective classroom interaction methods and developing communication skills.
- Training in human values through an appropriate process of self exploration.
- Continuous knowledge updating and lifelong learning.
- Apply suitable teaching learning methods to ensure effective implementation of the curriculum.
- Demonstrate ethical, responsible and professional behaviour in the performance of his duties and rules.
- Training also should be imparted in curricular development, infrastructure development, institutional development, disciplinary and other important aspects of educational administration and policy formulation.
- Suitable resource persons and resource material should be provided to the faculty.
- Mandatory continuous updating of technical subject expertise through various digital platforms every year.
- Mandatory participation in two seminar / workshop / conferences/ faculty development programs in an academic year.

Training Program for 1-10 years of service

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- Refresher modules, for knowledge updating in the concerned field.
- Training on curricular development, research material development and good research and teaching learning practices.
- Planning for departmental growth, motivation and efficiency.
- Inviting eminent personalities as Seminar Resource Persons.
- Mandatory participation in four seminar / workshop / conferences/ faculty development programs in an academic year.

Training Program for above 10 years of service

- Training on curricular development and research material development
- Guiding junior faculty in good teaching learning practices.
- Planning for departmental growth, motivation and efficiency.
- Taking part in training programs as Resource Persons.
- Mandatory participation in five seminar / workshop / conferences/ faculty development programs in an academic year.

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Internship Policy

Internship and its Importance

Introduction

Globalization has prompted a cut throat competition and students are required to gain professional knowledge and hands-on experience to get an edge. So technical institutions are strategizing internship policies to augment their students' education and skills and make them ready for professional environment thereby bridging the industry-academia gap.

Objectives of Internship Training

- Students are directly put in a professional environment where they learn to apply their academic knowledge in real time situations
- They learn to hone their technical and managerial skills
- They gain exposure to the latest technologies of their domain.
- They can share the newly acquired knowledge with their peer groups.
- Stimulates the student's curiosity and fuels their desire to gain new knowledge.
- The students also learn project management skills like writing academic proposals, reviews, reports and budgeting.
- Familiarize the students with potential employers, responsibilities and ethics.
- Learn about workplace attitudes, etiquette and employer's expectations.
- Gain conflict resolution and problem solving skills.

Benefits of Internship

- Availability of young, innovative, highly motivated talent pool round the year.
- Flexible, cost-effective and skilled resources for flexible, temporary projects in the industries
- Industry visibility and elevation of the brand in campus environment.
- Opportunity to test the talent of the potential candidates.

Benefits to Students

- The students may get an opportunity to work at the company they have done the internship.
- They can get practical training in an organization and learn how to apply the theoretical knowledge they have gained.
- They can gain skills like communication, team work, networking and time management.



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- Enhances their resume and gives them better chances at higher education and placements.
- Understand industrial environment and build good professional relations.

Benefits to the Institute

- Internships help in building good academia- industrial relations.
- Image and brand of the institution will be high and positive resulting in good placements.
- It can increase the credibility of the institution with the parents and students which helps in promoting admissions.
- Curriculum can be modified according to industry needs based on industry feedback.

Guidelines for organizing internship in the institution

A minimum of 14-20 credits of Internship/ Entrepreneurial activities / Project work/ Seminar and Inter/ Intra Institutional Training may be counted toward B. Tech. degree program and 10-14 credits for three-year diploma program.

1 credit is equivalent to minimum 40-45 hours of work. Therefore, a full-time intern is expected to spend 40 - 45 hours per week on Internship, Training, Project work, Seminar activities etc. This will result in about 600 to 700 hours of total internship duration for B.Tech and 450-500 hours for diploma.

Internships may be full-time or part-time; they are full-time in the summer vacation and part-time during the academic session. The institution can schedule internship, Project work, Seminar etc. according to the availability of the opportunities.

General Procedure of Internship

Internship can be arranged with the industry in two ways- by the institution, by the student

- If the training is arranged by the college:
A Request Letter/ Email should be sent from the office of Training & Placement cell of the institution to the industry to allot various slots of 4-6 weeks during summer vacation as internship periods for the students. Students request letter/profile/ interest areas may also be submitted to industries. Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email.
- If the training is arranged by the students



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The students can submit the confirmation letter in the office of Training & Placement through concerned department. Based on the number of slots agreed to by the Industry, TPO will allocate the students to the Industry.

- On joining Training at the concerned Industry / Organization the student should submit the Joining Report/ Letters / Email to the college.
- During the internship period the Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and give the Evaluation Report of the students to the department office/TPO after taking the feedback from the Industry persons/ Trainers.
- An overall in charge called faculty supervisor is appointed to monitor all the interns. He/she divides the interns into smaller groups managed by faculty mentors.
- Students will submit their training report consisting of a brief description of their training and aspects learnt after completion of internship.
- Training Certificate will be issued by the industry to the student. Training and Placement cell and the concerned departments will keep a record of the Internship student list for every academic year.

Student involvement

Students can be involved in designing and printing of brochures, motivating peers, making required presentations, coordinating with interns, faculty mentors and the trainers. Safety of the interns should be ensured by both the institution and the company.

Internship Report

Diary

All the interns are required to submit an internship report. A training diary can be maintained to note down day to day activities and tasks done during internship. Note taking can be done on important topics learnt in the diary. This should be checked by the faculty member who is assigned as a mentor to them.

Attendance

Attendance of the interns should be recorded regularly. Irregular attendance should be reported to the faculty mentor.

Report

A comprehensive report should be submitted by the student after the completion of internship. Student writes the report based on the daily diary and discussion with the faculty mentor. Reports



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are evaluated for their originality, organization, format, facts, figures, concept and language. The report will be signed by Training Placement Officer (TPO), faculty supervisor and faculty mentor.

Monitoring and Evaluation of Internship

Internship is monitored and evaluated in three stages:

Evaluation by industry

Evaluation by faculty

Evaluation through Seminar/Viva-Voce

Evaluation by industry: This is based on punctuality, attendance and maintenance of daily diary monitored and checked by industry supervisor.

Evaluation by faculty: Faculty mentor/faculty supervisor/TPO can make surprise visits to observe the interns. During the internship period leave of absence should be requested at least one day before through email. If a candidate fails to follow the instructions given entire internship will be cancelled. 1 day leave in 4 weeks internship program and 2 days leave in 6 week internship program is allowed.

Evaluation through Seminar/ Viva-Voce: The student should give a presentation after the completion of internship based on his training report in front of the committee comprising faculty supervisor, mentor and subject expert from the concerned department. Viva questions will be asked by the committee members to assess the knowledge of the student on the topic. The following will be considered for evaluation:

- Daily diary
- Internship Report
- Quality of Seminar presentation
- Performance in Viva-Voce
- Attendance
- Feedback given by industry supervisor, faculty supervisor and faculty mentor.

Internships are meant to increase job opportunities and improve practical knowledge of the students. The institution aims to give opportunities to all the deserving candidates.

For SRK INSTITUTE OF TECHNOLOGY


CHAIRMAN.



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Research Policy

Aims of the Research Policy

Aims to create and support a research culture for developing and promoting scientific temper and research aptitudes among its teachers, staff and students. It helps to realize the vision and missions of the Institute and for contributing to national development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.

It also aims at ensuring that the research activities of the institute conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

Objectives of the Research Policy

- Strengthening the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the Institute
- Creating and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students
- Developing rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- Developing rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
- Providing a modality of for proper coordination of all research activities of the Institute and aligning these to the vision and missions of the Institute and national development goals.
- Preparing and updating the research agenda of the Institute outlining the preferred focus areas and priorities of research activities to be supported



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- Guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities
- Identifying and informing researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations
- Promoting interdisciplinary research and establishing modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects
- Enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project
- Developing and promoting linkages with the Research Council of the University JNTUK and enable all the researchers of the Institute to benefit from the activities and programs of the council
- Identifying and establishing linkages including MOU s for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to the teachers and students of the Institute.
- Identifying and establishing linkages including MOU s for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the Institute to involve themselves in real life research projects and obtaining sponsorships
- Encouraging and facilitating the publication of the research work/projects in reputed academic journals
- Encouraging and facilitating the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lecturers or the media
- Compiling data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them



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from year to year

- Providing mechanism to ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the Institute's mission.
- Adopting research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
- Preparing and implementing research quality assurance mechanism for ensuring that all research activities of the Institute conform to standard quality specifications
- Developing and administering rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

Composition of Research Cell

Research Cell will have the following composition

- Principal – Chairperson
- Dean academics – Member Secretary
- Dean R&D-Coordinator
- Two teachers – Members
- Industry/Academia representative - Member
- Two student representatives - Members

Research Cell may be expanded with the inclusion of more members as necessary. It may also set up and promote 'Action Groups' for managing specific projects/activities.

Research Policy Implementation Mechanism

The Research Cell of the Institute shall be responsible for implementing this research policy of the Institute by working closely with the management. The specific roles and functions of the



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research cell will be as follows

1. Facilitate the faculty in undertaking research and will work with the Institute management to set up a research fund for providing seed money
2. Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
3. Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
4. Encourage the faculty to undertake research by collaborating with other research organizations/ industry.
5. Create suitable procedures for giving due recognition for guiding research.
6. Organize workshops/ training programs/ sensitization programs are conducted by the institution to promote a research culture on campus.
7. Prepare budgets for supporting students' research projects.
8. Invite industry to use the research facilities of the Institute and sponsor research projects.
9. Approach National and international organizations such as UGC, CSIR, DST-SERB, DST, DBT,NATO,DRDO and BARC to fund major and minor research projects undertaken by the faculty / students
10. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
11. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
12. Facilitate Interdepartmental / interdisciplinary research projects.
13. Institute research awards.
15. Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
16. Encourage and promote the publication of research articles by the faculty in reputed/



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refereed journals.

17. Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
18. Publicize the research expertise and consultancy capabilities available in the Institute.
19. Facilitate the provision consultancy services to industries / Government / Non-Government organizations / community/ public.
20. Prepare Rules & Guidelines for Grant of Research related leave and other remissions
21. Prepare Guidelines for design and evaluation of curriculum oriented research projects
22. Prepare a Institute research agenda with relative priorities.
23. Center of excellence in Science and Engineering.
24. Research publication leading to Patent/Patenting Research activities.
25. Encouraging collaborative research with International/National reputed institutes.

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Policy Document

The campus of the institution is center of the lives of all students and in many cases their home too. The infrastructure of our institute is adequate provide conducive atmosphere to achieve programs outcomes. The planning of the college campus is by considering present and future name of the institution.

The institute has prepared policies for infrastructure development with academic expansion. For the optimum use of infrastructure classes are conducted into shifts and time table is scheduled.

Physical facilities:

Campus Maintenance: Cleanliness of the campus is done on regular basis. Classroom furniture such as window glasses, doors, chairs, benches and black boards are maintained. Solid waste, e-waste and bio metal waste are managed through MoUs with various organizations which are in collaboration with AP Pollution Control Board. Liquid waste is managed through regional organizations. In Pandemic, the college is regularly sanitized.

Power supply Maintenance: The electrical equipment such UPS, Batteries and Generators are monitored every month and their status is entered in Maintenance register. Cleaning of the generator and radiator fan belt and diesel checking in storage is done on a regular basis.

Network Maintenance: The network functioning and **Internet**, Intranet and WI-Fi Facility are supervised and maintained by the network administrator. Upgradations of the existing network model are executed by inviting quotations from different service providers as per standard purchase procedure. Telephone and intercom related issues are resolved.

Academic facilities:

Classroom, laboratories seminar halls and auditorium in the institution are satisfactory resources requires as per programs. The maximum utilization of classrooms and labs are carried out by conducting classes into shifts. The seminar halls in most of the departments are with ICT facilities utilized for guest lectures which can accommodate about 200 students and usually used to organize workshops, Conferences, Symposia etc.



Library Maintenance: SRKIT has a Central Library with Engineering College Automation Package (ECAP, Version 5.2) that plays a vital role in providing resources to faculty and students which is centrally air conditioned. It also provides research resources through digital media like DELNET, J-GATE, NDL, SWAYAM, e-Shodh Sindhu and N-list. The subscriptions are renewed accordingly by the librarian after securing permission from the Principal. Library also offers reprographic facilities provided by support by staff at minimal price to the faculty and students. One terminal is reserved for students to search information of availability with the help of OPAC. Every semester the HOD'S make an indent for new books as per the JNTUK curricular requirements and they are procured by the librarian from the published. Annual stock verification is conducted and library is restocked as per requirement

Computing IT faculty

The adequate and relevant computing and internet services are available and the institution has ICT facilities in the most of the department with leased line of 100MBPS LAN of internet. The students are rendered with sufficient number of computers.

Digitalized working system: use of software application for administrative documentation, reporting, tracking is well governed operation of the institute.

Support Facilities: Likewise, the academic facilities institution also acquires desired the support facilities to satisfy the needs of all stakeholders. Institution also has adequate facilities for indoor and outdoor games. Gymnasium, Yoga Centre, Health centre etc. A well qualified Physical Director is appointed to train and monitor all sports and games activities.

Indoor Games: Available indoor games in the institute are Table tennis, Carroms, Chess and Gymnasium for Boys and Girls.

Outdoor Games: Available outdoor games in the institute are Volley ball, Throw ball, Badminton, Basketball, Tennis, Kabaddi Men, Kabaddi Women, Kho-kho and Cricket Nets.

Yoga Centre: Yoga Trainer is provided to the students to create spiritual and holistic approach among the students and staff members.

Gymnasium: In tune with the objective of all round development of the students, the campus is equipped with Gymnasium. Regular exercise helps the students to improve moods and attitude.



College Canteen and Mess Facility: Campus has a Mess for students in Hostel which extends its services to Faculty and Day scholar students. It is maintained by experienced support staff (Cooks, servants, cleaners) hired by the Institute canteen provides basic amenities, stationary, eatables and beverages.

RO Plant: Drinking Water refined 24x7 by our RO Plant and dispensed through coolers is provided in the campus. The Plant Capacity is 1000 liters and it filters water at the rate of 250 liters per hour.

Fire Safety Equipment: The Institution has adequate Fire Safety Equipment.

Intercoms: The Institution has Good connectivity through Intercoms.

Campus Security and Surveillance: 70 Surveillance Cameras are installed in strategic places for the campus Surveillance. Campus is well guarded round clock 30 security personnel, who work in shifts and hired by the institute from a Private agency.

First-aid Facility: First-aid Facilities are provided in both boys and girls hostel and the waiting halls on all floors are equipped with basic medicines. Sanitary supplies are provided through vending machine. The generated biological waste is disposed by incinerators.

Transport: The institute offers Bus transport facility to both students and Faculty. The institute has sufficient number of buses which ply to different locations in and around the city. The institute experienced drivers and periodical bus maintenance is done by skilled mechanics. Tata Ace is provided for transporting the procured material. Two cars and drivers are available round the clock.

Eco-friendly Units: Fostering ecofriendly environment in campus of college various units are working.

- Solar Panels are installed to **save electric energy**, which might be considered as a unique social symbol, as solar power is free source of energy.
- In campus large **water harvesting pit** is constructed to save water which is serving to increase water table of campus.
- Green waste created in Gardens of college Campus are managed by preparing organic manure in compost pit of botanical Garden.



- Plantation programs are carried out regularly by NSS, NCC and various departments at Campus of college are at villages to save environment.

Procedure for Maintenance:

- Institution has created policies and procedures to keep the healthy, pleasant and comfortable ambiance of Institution.
- We have hired services for cleaning classrooms, toilets, auditorium, campus area and girl's hostel.
- Water purifiers and water coolers are installed at various places and maintained by experts.
- To overcome problems of power supply cut the generator is also installed for emergency work.
 - Solar panels are installed on roof for generation of significant amount of electric energy which may help to minimize the electric bills of electric board.
 - LCD lights are incorporated in most of the open places and classrooms to reduce electricity consumption.
 - For Maintenance of electric supply units, wiring repairing of all basic requirements is given to expertise person
 - To maintain the security and safety of all students, full campus is under surveillance of CCTV.
 - For fire and safety each laboratory of the department is provided with cylinders.

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POLICY DOCUMENT DIVYANGJAN (PEOPLE OF DISABILITES)

SRK Institute of Technology, which provides higher education, encourages participation of students irrespective of their physical disabilities. The Institute promotes education and assists differently abled students in creating employment opportunities.

Concessions for Differently Abled

- As per order of JNTUK, Kakinada, our college gives exemption in payment of exam fee.
- Reduction of pass mark in each subject by 10% as per

Steps for Differently Abled

The College shall take following steps for the benefit of differently abled persons:

- Provide counseling to differently abled students on the types of courses they could study at the higher education institutions;
- To encourage students with disabilities from rural background to pursue Higher Education, hostel fee is waived.
- Will not reject any admission on basis of being differently abled.
- Disseminate information regarding government or university orders dealing with fee concessions, examination procedures, reservation, policies, etc., pertaining to differently abled persons.
- Assess the educational needs of differently abled persons enrolled in the higher education institutes to determine the types of assistive devices to be procured.
- Assess the ability of differently abled students and assist them in getting appropriate employment through training and placement.

Amenities for Differently Abled

Apart from the above orders specified by JNTUK and various steps to be taken by the Institute, the institute shall ensure that following amenities shall be in place for DIVYANG students:

- a) Lift facility: Exclusive lifts shall be provided so as to ensure that a physically challenged individual shall be able to move around other common destination. A lift shall be provided nearby the staircase of our building.
- b) Ramp/Rail: The Institute shall provide barrier free environment in important buildings for differently-able students. Ramp/rail shall be sited at the main entrance and exit of



- the building, where any disabled student can easily identify and access it. The ramp shall be wide enough that a wheelchair user can use without any problem.
- c) Accessible Toilets: The Toilets shall be wide enough for free movement of differently abled students. The floor surface shall be made of anti skid material. Separate toilet shall be made available for people with different abilities
 - d) Braille software: The institute shall provide Braille Blaster software at the central library on the ground floor for blind students, so that, he/she can never lag in any kind of the subjects in the process of learning; in an addition to this, he/she can read/study any kind of book of their choice. A ramp/rail provision is sited at the central library where the student can manoeuvre easily.
 - 1) Scribes for Examination: The institution shall provide or allow scribes for those students who are in need while writing exams. Controller of Examinations shall allow the student on the recommendations of Principal to grant extra time to disabled candidates for answering papers at University examinations. Extra time up to 20mins per hour can be given to complete the paper.
 - 2) In the case of students who are eligible for availing the services of scribes, the Principal shall authorize to appoint scribes according to the following conditions.
 - i. The scribe shall not be an employee of the college/centre where the examination is conducted.
 - ii. The scribe shall not be a relative of the student who is appearing for the examination.
 - iii. The educational qualifications of the scribe shall be less than those of the student.
 - iv. A pro forma with declaration in the format given institute shall be obtained from the scribe. The pro forma signed by the scribe shall be forwarded to the institute.

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POLICY DOCUMENT FOR GREEN CAMPUS INITIATIVES

Our college deems it essential in implementing green concepts in the campus. Our college believes in education combined with environmentally friendly practices to promote sustainable development. Though implementing green initiatives are challenging and require determination and a long-term commitment, our college is taking the initiative in the right direction. The following practices are undertaken by the college:

Water Resources: Our institute constantly practices and implements rain water recycling and harvest rain water to resolve and manage water scarcity problems that may arise in the future. Our maintenance staff regularly inspects tap leakages and attends to repair needs immediately to avoid loss of potable water. The use of water is minimized in hostels by use of washing machines.

Energy Consumption: the college believes in reduced the waste in energy consumption. We believe in the slogan 'Energy saved is energy generated'. The following instructions are strictly practiced on campus:

- Turn off the monitor when you leave your table.
- Turn off unnecessary lights and use daylight instead.
- Use LED or compact fluorescent bulbs as much as possible
- Switch off lights, fans in conference rooms, classrooms, seminar halls when not in use.

Renewable energy: Our institute trusts in promoting solar energy. Our college has solar street lights as a part of a small initiative of utilizing renewable energy. In addition to this, we believe in encouraging and promoting adaptation of solar power equipment among stake holders. In this regard, our college conducts various awareness programs.

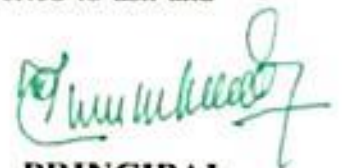
Conserve Natural Resources: Our institute has preserved age old trees like tamarind, mango, gooseberry, coconut, palm trees. The institute takes all the requisite measures to protect them. Along with the management, our institute follows best practices towards establishment and maintenance of green campus.

- Restricted entry of vehicles: All the vehicles of college staff/ faculty members are expected to possess emission certification before entering the college campus. The college encourages the employees and students to use public transport, bicycles, etc. to limit the emissions. Our college has a fleet of buses to transport many students from different places within the city and in suburban areas. This initiative helps in reducing pollution and consumption of petrol.

- Pedestrian-friendly pathways: Our college adheres to the pedestrian-friendly walkways in in the campus. Pedestrian-friendly pathways are properly marked with suitable logo/sign.
- Promoting use of bicycles/ electric vehicles: Our college encourages our students to use bicycles especially those who stay close to college. Some students regularly come on bicycles. This initiative helps in promoting fuel saving attitude among the future users.
- Ban on use of plastic: Our college is committed to make the campus plastic-free zone. Therefore, there is a complete ban on single-use plastics in class room, labs, canteens in the institution's premises and hostels. Awareness activities are conducted to promote reduced use of plastic inside and outside the campus. NSS conducts education programme in this regard.
- Landscaping with trees and plants: As per green practices, our campus moves in direction of a green institution by planting more trees within and outside the campus and creating awareness with stakeholders by spreading the concept of eco friendly culture to the nearby community and wherever possible.

Waste Management: Our college believes in reducing or minimizing the waste. The following initiatives are practiced:

- Keep a stack of paper that has been printed on one side and use it for day to day rough paper work.
- Use more readout material in soft form. Reduce the hard readout material. Use more of e-mail for officially communicating the information needed, online reading etc.
- Minimize the use of fertilizers and pesticides in college grounds, opting to the use of compost produced on site wherever possible.
- Ensure that all cleaning products used by college staff have a negligible harmful impact on the environment.
- Use two types of bins separately for biodegradable and non-biodegradable wastes in the college campus as well as in hostels.
- Reusing the class room furniture by altering them, thereby reducing the metal waste.
- Providing women ash room provided with incinerators to destroy sanitary napkins for easy disposal in an environmental friendly way. They are easily converted to ash and disposed.



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POLICY DOCUMENT

FINANCIAL SUPPORT TO ATTEND

WORKSHOPS/ SEMINARS/ CONFERENCE/ SYMPOSIA /MEMBERSHIP

INTRODUCTION

The objective of the policy is to provide financial assistance to teaching staff for enhancing their academic and research skills. The faculty can undertake disciplinary or interdisciplinary research work in the college and/or attend workshops/ seminars/ conference/ symposia at College/ State/ National/ International level. They can also obtain Professional membership in relevant field through this scheme.

OBJECTIVE

The basic objective of financial assistance is as follows

- To provide financial support for attending Conferences/ Seminars/Symposia/Workshops held at national or international level.
- To provide financial support for attending Faculty Development and Training programmes
- To facilitate academic exchange programmes with national or international Universities.
- To provide financial support to obtain Professional membership of relevant field.

ELIGIBILITY

Financial assistance will be available to permanent employees whose probationary period is completed, are eligible for travel grant under the following circumstances:

a. Those invited to attend academic workshops/ seminars/ conference/ symposia. The level of the programme and the standing of the institution organizing the event should be truly international/ national/ professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

SRK FOUNDATION

b. Financial assistance may be provided in the following purpose:

- (i) For faculty delivering key-note addresses / plenary lectures.
- (ii) Those contributing a Paper.
- (iii) Those invited to Chair a session.
- (iv) Those invited under International collaboration Exchange Programmes.
- (v) Those invited to give symposia/talks/invited lectures or invited to discuss arts.

However, poster presentations and mere participations are generally not be considered for financial assistance

PROCEDURE OF APPLYING FOR THE SCHEME

The faculty who wish to avail financial assistance for Ph.D research work should submit the filled in Financial Support Request Form along with necessary enclosures for approval from the concerned head of the department and Principal.

PROCEDURE FOR APPROVAL

- The Committee shall verify the suitability of the events for academic progression of the applicant, standing/ status of the organising agency and likely impact on the departmental academic activities.
- In case if multiple applicants are there from the same department, preference may be given to those applicants experience. Multiple applicants can also be allowed for same event in some circumstances where workload is adjusted properly with prior approval of the concerned head of the department.
- Granting of financial assistance will depend on the recommendation of Principal/Dean.
- Academics and availability of funds.
- The decision of the Principal shall be final.

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POLICY DOCUMENT SPECIAL SCHOLARSHIPS FOR ENGINEERING STUDENTS

Based on the inputs of college Academic Committee the management is here with announcing the "Special Scholarships For Engineering Students". To encourage merit student in the form of fee concession for deserving students joining in SRK Institute of Technology as per criteria given below

Eligibility

- Academic qualification: Students who are going to apply for the scholarship they must have minimum of 60% marks in the previous board examination
- Students belonging to either economically backward (whose income is below one lakh rupees) or physically challenged category, secured rank below 50,000 in the qualifying examination in the case of boys and 70,000 in the case of girls and got admission during A.Y :2012-13

Approval Process

Documents Required

- Disability certificate issued by the competent authority in case of physically challenged students
- Parental income certificate issued by the competent authority in case of economically backward student
- APEAMCET Rank Card and allotment order
- Declaration of the Student

Renewal Process:

To renew the scholarship students need to fulfil the following conditions

- Scholarship holder should pass all the subjects of university examination in one sitting
- A minimum attendance of 75% should be maintained across the semesters

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POLICY DOCUMENT SRK FOUNDATION EDUCATION SUPPORT SCHEME

Based on the inputs of the college academic committee, SRK Institute of Technology depending on last two years scenario, the management is here with announcing the "SRK Foundation Education Support Scheme" to strengthen core streams like Civil, Mechanical and Electrical and Electronics Engineering. The support is being given in the form of fee concession which is over and above the fee reimbursement fees offered by the government.

Eligibility

- Students of Civil, Mechanical and Electrical and Electronics Engineering admitted through the EAMCET.
- All the lateral entry students.

Approval Process

Documents Required

- AP EAMCET/ ECET Rank Card and allotment order
- Declaration by the student

Renewal Process:

- Applicants required to submit new application form for renewal
- A minimum attendance of 65% should have been maintained across semesters
- Approval from department HOD

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POLICY DOCUMENT

Sir M. VISVESVARAYA SCHEME FOR SUPPORT OF ACADEMIC EXCELLENCE

"Sir M.Visvesvaraya scheme for Support of Academic Excellence" is meant for giving an amount of Rs1000/- to students to meet the expenses for the purchase of books or procuring online competitive examination resources /to attend skill oriented certification courses based on their performance in their course of study till pre final year.

Eligibility

- Students who secured more than 65 percentage of marks till pre final year
- Not applicable to the students who are getting other SRK Foundation scholarships

Approval Process

- Department HODs are requested to send the lists of eligible students within one week after getting the results of pre final year.
- Principal office has to ensure that those listed students are not availing any other SRK Foundation scholarship

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POLICY DOCUMENT GRIEVANCE REDRESSAL CELL

Grievance Redressal Cell was established in 2017. Its primary function is to redress the grievances at an individual as well as class level and common grievances. The cell comprises of seven members to probe into the student grievances including the Principal, Heads of the department and students. The Cell maintains a conducive and unprejudiced educational environment.

Objectives:

- To maintain democratic environment in the college.
- To encourage the students to express their grievances / problems freely and frankly, without any fear of being victimized.
- To enlighten the students on their duties and responsibilities.
- To refrain students from inciting/provoking other students, faculty or/and college administration.
- To promote affectionate and responsive behavior among faculty for students and not to behave in a vindictive manner towards any member of the college community for any reason.
- To eradicate the degradable practice of ragging from the campus.

Scope of the complaints: The cell will deal with Grievances received in writing from the students about any of the following matters:-

Academic Matter: Related to academic matters like syllabus coverage, evaluation, teacher allotment, issue of certificates etc.

Financial Matters: Related to dues and payments for various items from library, hostels etc.

Any other Matters: Related to certain misgivings about conditions of sanitation, food availability of transport, victimization by teachers or co students etc.

Functions: The cases will be attended promptly on receipt of written grievances from the students. The cell formally will review all cases and will act accordingly as per the Management policy. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.



Procedure for Lodging Complaint:

- The students may feel free to put up a grievance in writing and drop it in complaint box if they want to remain anonymous.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- The students can also lodge complaint in online mode.
- Action of SRKIT GRC.

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POLICY DOCUMENT GREEN CAMPUS INITIATIVES

Our college deems it essential in implementing green concepts in the campus. Our college believes in education combined with environmentally friendly practices to promote sustainable development. Though implementing green initiatives are challenging and require determination and a long-term commitment, our college is taking the initiative in the right direction. The following practices are undertaken by the college:

Water Resources: Our institute constantly practices and implements rain water recycling and harvest rain water to resolve and manage water scarcity problems that may arise in the future. Our maintenance staff regularly inspects tap leakages and attends to repair needs immediately to avoid loss of potable water. The use of water is minimized in hostels by use of washing machines.

Energy Consumption: the college believes in reduced the waste in energy consumption. We believe in the slogan 'Energy saved is energy generated'. The following instructions are strictly practiced on campus:

- Turn off the monitor when you leave your table.
- Turn off unnecessary lights and use daylight instead.
- Use LED or compact fluorescent bulbs as much as possible
- Switch off lights, fans in conference rooms, classrooms, seminar halls when not in use.

Renewable energy: Our institute trusts in promoting solar energy. Our college has solar street lights as a part of a small initiative of utilizing renewable energy. In addition to this, we believe in encouraging and promoting adaptation of solar power equipment among stake holders. In this regard, our college conducts various awareness programs.

Conserve Natural Resources: Our institute has preserved age old trees like tamarind, mango, gooseberry, coconut, palm trees. The institute takes all the requisite measures to protect them. Along with the management, our institute follows best practices towards establishment and maintenance of green campus.

- Restricted entry of vehicles: All the vehicles of college staff/ faculty members are expected to possess emission certification before entering the college campus. The college encourages the employees and students to use public transport, bicycles, etc. to limit the emissions. Our college has a fleet of buses to transport many students from different places within the city and in suburban areas. This initiative helps in reducing pollution and consumption of petrol.



SRK Institute of Technology

Approved by AICTE & Affiliated to JNT University, Kakinada
An ISO 9001:2015 Certified Institution

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- Pedestrian-friendly pathways: Our college adheres to the pedestrian-friendly walkways in in the campus. Pedestrian-friendly pathways are properly marked with suitable logo/sign.
- Promoting use of bicycles/ electric vehicles: Our college encourages our students to use bicycles especially those who stay close to college. Some students regularly come on bicycles. This initiative helps in promoting fuel saving attitude among the future users.
- Ban on use of plastic: Our college is committed to make the campus plastic-free zone. Therefore, there is a complete ban on single-use plastics in class room, labs, canteens in the institution's premises and hostels. Awareness activities are conducted to promote reduced use of plastic inside and outside the campus. NSS conducts education programme in this regard.
- Landscaping with trees and plants: As per green practices, our campus moves in direction of a green institution by planting more trees within and outside the campus and creating awareness with stakeholders by spreading the concept of eco friendly culture to the nearby community and wherever possible.

Waste Management: Our college believes in reducing or minimizing the waste. The following initiatives are practiced:

- Keep a stack of paper that has been printed on one side and use it for day to day rough paper work.
- Use more readout material in soft form. Reduce the hard readout material. Use more of e-mail for officially communicating the information needed, online reading etc.
- Minimize the use of fertilizers and pesticides in college grounds, opting to the use of compost produced on site wherever possible.
- Ensure that all cleaning products used by college staff have a negligible harmful impact on the environment.
- Use two types of bins separately for biodegradable and non-biodegradable wastes in the college campus as well as in hostels.
- Reusing the class room furniture by altering them, thereby reducing the metal waste.
- Providing women ash room provided with incinerators to destroy sanitary napkins for easy disposal in an environmental friendly way. They are easily converted to ash and disposed.

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POLICY DOCUMENT

WOMEN GRIEVANCE REDRESSAL

For gender equality & gender justice in all its intervention & practices, Woman Grievance Redressal Cell was established under the Act No. 20 of 1990 of Govt. of India under the able surveillance of the Principal, Dr. M. Ekambaram Naidu in 2017 at SRK INSTITUTE OF TECHNOLOGY, VIJAYAWADA – 08. The Cell is responsible for looking into any complaints filed by students & staff about women grievances at the college.

According to the Hon. Supreme Court of India definition of sexual harassment is any unwelcome sexually determined behavior, such as:

- Physical contact and advances
- Demand or Request for sexual favors
- Sexually Colored remarks
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

Objectives:

- To protest against atrocities on women.
- To empower women in all aspects.
- To create an awareness on self-defense among women.
- To deal with gender related issues among students.

Functions and Responsibilities:

- The Cell will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
- The Cell shall process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
- The Cell will provide assistance to the Faculty / Institute for taking preventive steps in the matter of gender discrimination and sexual harassment.



The Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.

Complaint procedure:

- Students report their grievance to the class Mentor.
- A member who feels that he/she has been harassed can also approach the protection cell formed in the college.
- The students may feel free to put up a grievance in writing and drop it in complaint box if they want to remain anonymous.
- The students can also lodge complaint in online mode.

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POLICY DOCUMENT Student Diversity

This policy paper is recognized as the "Policy on Advanced and Slow Learners" of the SRK Institute of Technology (SRKIT), Enikepadu, Vijayawada. SRKIT has established itself as a premier technical institution by providing quality engineering education to the students. The college offers learner centric teaching methods. The college organizes various co-curricular, extracurricular activities, remedial and makeup classes to the learners who are from diverse backgrounds. The college recognizes that the learning interest and pace of every pupil is different. To ensure that the learners achieve holistic development, the institution takes adequate measures by assessing all students through a questionnaire filled by respective Mentors (1:20).

Objectives:

- To identify the learning level of the student through a diagnostic test.
- To improve the performance of the slow learners.
- To enhance the achievements of the advanced learners.
- To minimize the gap between slow learners and advanced learners.
- To encourage the students to have an innovative and creative mindset.

Method of assessment:

The learning levels of the students are assessed through a questionnaire on the five point scale through different mechanisms.

- Student's Rank in the qualifying examination is noted for all the newly admitted students.
- A Diagnostic Test is conducted at the end of the Orientation and Induction Programme to all the newly admitted students.
- Educational Attainment is considered for the remaining students.
- Active participation in Co-curricular and Extra Curricular activities.
- Communication and Soft Skills of all the students is observed.
- The attention span of the student is observed by the faculty members.
- Student's enthusiasm in learning new things.

Measures taken for Slow Learners:

- ✓ Appreciating /rewarding.
- ✓ Brief periodical assignments.
- ✓ Encouraging peer learning.
- ✓ Motivating through real time examples
- ✓ Visual, Logical/Mathematical aids..
- ✓ Make up classes
- ✓ Remedial classes

Facilities provided for Advanced Learners:

- ✓ Self-learning resources.
- ✓ Coaching for competitive exams.
- ✓ Add-on/ certification courses.
- ✓ Hackathons, Codethons etc..
- ✓ Paper presentation.
- ✓ Encouraging them to organize technical events.

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Objectives:

- To identify the learning level of the student through a diagnostic test.
- To improve the performance of the slow learners.
- To enhance the achievements of the advanced learners.
- To minimize the gap between slow learners and advanced learners.
- To encourage the students to have an innovative and creative mindset.

Method of assessment:

The learning levels of the students are assessed through a questionnaire on the five point scale through different mechanisms.

- For newly admitted students
- Student's Rank in the qualifying examination is noted
- A Diagnostic Test is conducted at the end of the Orientation and Induction Programme, English Communication Skills and Basic Mathematics to all the newly admitted students.
- For existing students
- Educational Attainment is considered for the remaining students.
- Participation in socially relevant activities.
- For all students:
- Active participation in classroom discussions is considered for all students
- Reading Skills, usage of library and online resources by the students is noted.
- Active participation in Co-curricular and Extra Curricular activities.
- The attention span of the student is observed by the faculty members.
- Positive attitude and accountability of the student are observed.

Measures taken for Slow Learners:

- ✓ Appreciating /rewarding.
- ✓ Brief periodical assignments.
- ✓ Encouraging peer learning.
- ✓ Motivating through real time examples
- ✓ Visual, Logical/Mathematical aids..
- ✓ Make up classes
- ✓ Remedial classes

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