

# **STATUTES and REGULATIONS**



**BAPATLA ENGINEERING COLLEGE  
(Autonomous)**



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#### **1. The College**

- i) The name of the College is the Bapatla Engineering College, located at the Mahatmajipuram on GBC Road, Bapatla.
- ii) The purpose of the College is well established in its Mission as stated in the Strategic Plan of the College given in Annexure 5.
- iii) The College consists of undergraduate, post graduate and research programmes offered as per the approval of the statutory bodies and in accordance with the statutes of the College.
- iv) The college to be open to all races, creeds & classes and to persons of either sex and of whatever race, creed, caste or class, and no test or condition shall be imposed as to religious belief or profession in admitting or appointing members, students, teachers or workers or in any other connection whatsoever.
- v) No bequest, donation or transfer of any property shall be accepted by the College which in the opinion of the Governing Body involves conditions or obligations opposed to the spirit and object of this section.

#### **2. Duties, and Powers of the College**

Subject to the provisions of this Policy, the College shall exercise the following powers and perform the following duties, namely:-

- (a) to provide for instruction and research in such branches of engineering and technology, sciences and arts, as the College may think fit, and for the advancement of learning and dissemination of knowledge in such branches;
- (b) To hold examinations and recommend degrees, other academic distinctions or titles to the Acharya Nagarjuna University;
- (c) to fix, demand and receive fees and other charges subject to Government regulations;
- (d) to establish, maintain and manage hostels for the residence of students;
- (e) To supervise and control the residence and regulate the discipline of students of the College and to make arrangements for promoting their health, general welfare and cultural and corporate life;

- (f) To provide for the maintenance of units of the National Cadet Corps (NCC) and the National Service Scheme (NSS) for the students of the Institute;
- (g) To frame Policies and Processes; to alter, modify or rescind the same;
- (h) to deal with any property belonging to or vested in the College in such manner as the College may deem fit for advancing the objects of the College;
- (i) to receive gifts, grants, donations or benefactions from the Government or from private enterprises/people and to receive bequests, donations and transfers of moveable or immovable properties from testators, donors or transferors, as the case may be;
- (j) to co-operate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the College by exchange of teachers and scholars and generally in such manners as may be conducive to their common objects;
- (k) to institute and award fellowships, scholarships, exhibitions, prizes and medals; and
- (n) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects/goals of the Institute as stated in the College Strategic Plan.

### **3. Authorities of the College:**

The college will have the following committees to ensure proper management of academic, financial and general administrative affairs: The following are statutory bodies in the Autonomous College:

- a) Governing Body  
(The Governing Body is different from Trust Board/Board of Management/ Executive Committee/Management Committee).
- b) Academic Council
- c) Board of Studies
- d) Finance Committee
- e) such other authorities as may be declared by the rules and regulations prescribed by the statutory bodies such as UGC, AICTE, Affiliating University, Bapatla Education Society, or the Policies and Procedures of the College.

The College will, in addition, have other non-statutory committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee and Academic Audit Committee.

### **3.1. Governing Body of the College:**

Constitution of Governing Body of Private/Self-Financing College/Constituent College run by Trust/Society

Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Educationist or industrialist	Nominated by the management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio

**Term:** The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

**Meetings:** Meetings of the Governing Body shall be held at least twice a year.

#### **Functions of the Governing Body:**

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.

#### **3.1.1 The Chairman** shall ordinarily preside at the

- Meetings of the Governing Body of the college.
- It shall be the duty of the Chairman to ensure that the decisions taken by the Governing Body are implemented.

- Principal of the College shall be appointed by the Governing Body.

#### **The Principal**

- shall be the principal academic and executive officer of the College
- shall be responsible for the proper administration of the College
- For the imparting of instruction and maintenance of discipline therein.
- Shall submit annual reports and accounts to the Governing Body.
- Shall exercise such other powers and perform such other duties as may be assigned to him by this Policy as may be amended from time to time.

### **3.2 Academic Council**

#### ***Composition of Academic Council:***

1. The Principal (Chairman)
2. All the Heads of Departments in the College
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

**Term:** The term of the nominated members shall be three years.

**Meetings:** Academic Council shall meet at least twice a year.

#### **Functions of the Academic Council:**

The Academic Council shall have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to
  - courses of study,
  - academic regulations,
  - curricula, syllabi and modifications thereof,
  - instructional and evaluation arrangements, methods, procedures relevant thereto etc.,

provided that, where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

- (b) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (g) Perform such other functions as may be assigned by the Governing Body.

### **3.3 Board of Studies:**

#### **Composition of Board of Studies:**

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal.

The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:

- (a) Experts from outside the college whenever special courses of studies are to be formulated.
- (b) Other members of staff of the same faculty.

**Term:** The term of the nominated members shall be three years.

**Meetings:** The Board of Studies shall meet at least twice a year.

**Functions:** The Board of Studies of a Department in the college shall:

- (a) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b) suggest methodologies for innovative teaching and evaluation techniques;
- (c) suggest panel of names to the Academic Council for appointment of examiners; and
- (d) coordinate research, teaching, extension and other academic activities in the department/college.

### **3.4 Finance Committee:**

Composition of Finance Committee:

- (a) The Principal (Chairman).
- (b) One person to be nominated by the Governing Body of the college for a period of two years.
- (c) Finance Officer of the affiliating University
- (d) One senior-most teacher of the college to be nominated in rotation by the principal for two years.

**Term:** Term of the Finance Committee shall be three years.

**Meetings:** The Finance Committee shall meet at least twice a year

#### **Functions of the Finance Committee:**

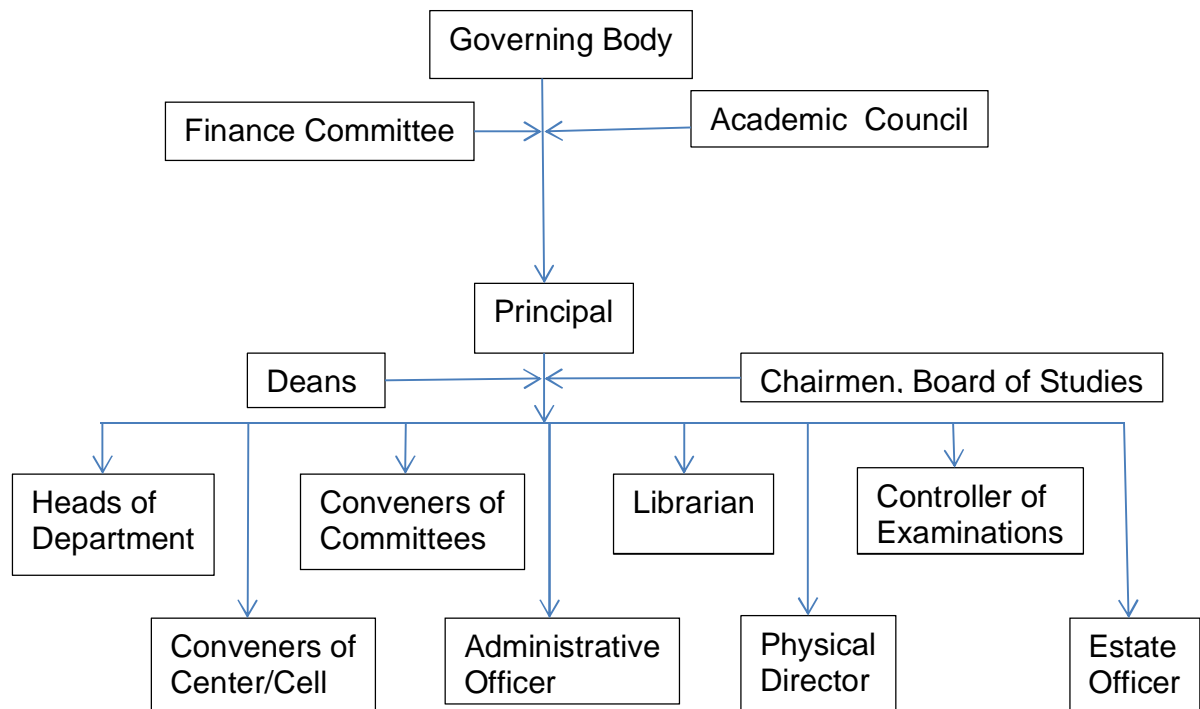
The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- (a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (b) Audited accounts for the above.

## 4. Organization Structure

### 4.1 Hierarchical Structure:

The following diagram shows the Organization Chart.



### 4.2 Deans

The following Dean positions shall be nominated by the Principal with the approval of the Governing Body as necessary.

- Dean – Academic Affairs
- Dean – Student Affairs
- Dean – Faculty and Research
- Dean - Planning and Development

Any other Dean position may be created by the Governing Body on the suggestion of the Principal and HODs Committee.



### **4.3 Departments**

Based on the Programs, and as per the regulations of Statutory Bodies, the following Academic Departments of are formed. New Departments may be formed whenever necessary by the Governing Body.

- a) Department of Chemical Engineering
- b) Department of Civil Engineering
- c) Department of Computer Science and Engineering
- d) Department of Electronics and Communication Engineering
- e) Department of Electrical and Electronics Engineering
- f) Department of Electronics and Instrumentation Engineering
- g) Department of Mechanical Engineering
- h) Department of Mathematics
- i) Department of Physics
- j) Department of Chemistry
- k) Department of Humanities and Social Sciences

Every Department is led by the Head of the Department and contains Faculty, Technical and Administrative staff.

#### **4.3.1 Head of a Department**

Each Department of the College shall be placed in charge of a Head who shall be nominated by the Principal from among the Professors and Associate Professors.

- Provided that when in the opinion of the Principal the situation so demands, the Principal may himself take temporary charge of a Department or place it under the charge of a Professor from another Department for a period not exceeding six months.

The Head of a Department shall be responsible for the entire working of the Department subject to the general control of the Principal.

It shall be the duty of the Head of a Department to see that the decisions of the authorities of the College and of the Principal are faithfully carried out. She/he shall perform such other duties as may be assigned by the Principal.

The Head of Department

- Responsible for the operation of the Department, including budget, personnel, curriculum, and planning matters.

- Guides and monitors the faculty members of the department so that each program maintains high standards.
- Oversees development of curricula and selection of faculty.
- Reports to the Principal for all affairs.

**Main Duties and Responsibilities:**

- To plan, implement and review the curriculum of all the Programmes offered by the Department within the frame work of the College policies.
- To ensure that student's work is regularly assessed and their achievements recorded.
- To initiate the preparation of requirement assist in the ordering of materials, equipment, books, etc. and control the storage and use of them.
- To account for spending within the budget allocated to the Department.
- To oversee the professional development of departmental staff through a process of guidance, delegation and consultation. To part appraisal arrangements and in the review process leading to the preparation of the College Development Plan.
- To support members of the department who may be having problems with individual students or classes; to ensure student discipline is maintained order to established lessons so that meaningful learning can take place.
- As a senior member of staff, to take a full part in the formulation and implementation of College policies.
- To chair regular department meeting and ensure that minutes are taken with copies being given to the Principal and IQAC.
- Institutional Effectiveness with regard to the allocation appropriate staff to courses and teaching-learning policy.
- To implement College policies for learning Support.
- To supervise the work of, and give professional guidance to, any student assigned to the department, supplying written reports to the appropriate authority upon request.
- To ensure that there are equal opportunities for all.

**The non-academic Departments are**

- a) Department of Training and Placement led by the Head of the Training and Placement
- b) Department of Physical Education led by the Physical Director.

#### **4.4 Centers/Cells**

For effective management of academic support systems, the following centers are formed:

- Innovation, Incubation and Entrepreneurship Center
- Continuing Education Center
- Institute Quality Assurance Cell (IQAC)
- Industry Institute Partnership Cell (IIPC)

They are led by a Convener, nominated by the HODs Committee.

##### **a) Innovation, Incubation and Entrepreneurship Center**

###### ***Composition***

- i) Convener to be nominated by the Principal on the advice of the HODs Committee
- ii) One member from each of the Departments offering UG/PG programmes, to be nominated by the department Committee
- iii) The Term of the Committee will be two years and the members can be re-nominated.

###### ***Objectives:***

- To build a strong innovation culture and create an atmosphere for innovation
- To encourage and generate innovations / innovative ideas at different levels
- To facilitate interaction between the innovators/startup owners and student communities
- Mentoring students towards innovation and entrepreneurship
- Organizing training programs and workshops on innovativeness, entrepreneurship, and related topics
- Organizing exhibitions of innovations and innovative ideas

##### **b) Center for Continuing Education (CCE)**

###### ***Composition***

- i) Convener - A Professor to be nominated by the Principal
- ii) Members - Three members to be nominated by the HODs Committee

###### ***Objectives:***

- Renewing and developing continuously the knowledge of faculty members and technical/administrative staff make them familiar and master with modern technological developments in their specialization/area.
- Re-orientation of teachers and staff to prepare them for new specializations according to the new curriculum and research requirements.

- Establishing a direct contact between the university and industry to ensure continuing cooperation between the two sides in order to share the knowledge for mutual benefit,

**c) Institute Quality Assurance Cell (IQAC)**

***Composition***

- Chairperson – Principal of the College
- Members
  - A few senior administrative officers
  - Three to eight teachers
  - One member from the Management
  - One/two nominees from local society, Students and Alumni
  - One/two nominees from Employers /Industrialists/stakeholder
  - One of the senior teachers as the Convener of the IQAC

***Objectives/functions:***

As suggested by the National Accreditation and Assurance Council, Govt. of India.

**d) Industry Institute Partnership Cell (IIPC)**

***Composition:***

- i) Convener – A Professor to be nominated by the Principal
- ii) Members – Three members to be nominated by the HODs Committee

***Objectives:***

- To reduce the gap between industry expectations (practice) and academic offerings (theory) by direct involvement of industry to attain a symbiosis.
- To get industry participation to update curricula
- To generate revenue by consultancy and joint R & D through MOUs with industry
- To get the faculty gain by way of exposure to latest industry practices for more effective teaching-learning processes, etc.
- To get internships for students to make them gain by way of hands-on training, reduction of learning curve in industrial practices,

#### ***4.5 Standing Committees***

UGC has suggested various committees for effective functioning of academic and administrative activities in addition to statutory committees given above. The Committees formed are

- a) Planning and Evaluation Committee
- b) Grievance Redressal Committee/Internal Complaints Committee
- c) Examination Committee
- d) Admission Committee
- e) Library Committee
- f) Student Welfare Committee/SC-ST committee
- g) Student Activities Committee
- h) Sports Committee
- i) Women Harassment Issues Committee
- j) Student Discipline Committee
- k) Ant- ragging Committee
- l) Academic Audit Committee.

The formation, Term, functions are given in the Annexure 1.

#### ***5. Administration***

The administration includes Sections such as Front Office, Establishment, Accounts, Audit, Gardening, Maintenance, Purchase and Stores, Sanitation, etc.

The Administrative Office is led by the Administrative Officer/Office Superintendent or any other designated person as decided by the Governing Body.

#### **6. Classification of Members of Staff**

***a) The teaching staff members of the College are classified as follows:***

- i) Assistant Professor
- ii) Associate Professor
- iii) Professor
- iv) Adjunct Professor
- v) Visiting Professor
- vi) Research Fellow

vii) Librarian

viii) Physical Director

ix) such other Academic posts as may be decided by the Governing Body.

***b) The Technical Staff of the College are classified as***

- i. Workshop Superintendent
- ii. Systems Engineer
- iii. Foreman
- iv. Supervisor
- v. Senior Mechanic
- vi. Senior Technician
- vii. Junior Mechanic
- viii. Junior Technician
- ix. Senior Technical Assistant
- x. Junior Technical Assistant
- xi. Senior Draftsman
- xii. Draftsman
- xiii. and such other technical posts as may be decided by the Governing Body.

***(c) Administrative and others staff are classified as***

- i. Registrar/Administrative Officer
- ii. Assistant Registrar
- iii. Office Superintendent
- iv. Public Relations Officer
- v. Accounts Officer
- vi. Audit Officer
- vii. Stores Officer
- viii. Estate Officer
- ix. Medical Officer
- x. Security Officer
- xi. Senior Assistant
- xii. Junior Assistant
- xiii. Storekeeper
- xiv. Receptionist
- xv. Staff Nurse
- xvi. Driver
- xvii. Cook
- xviii. Assistant Cook
- xix. Vehicle Assistant/Cleaner
- xx. Gardening Assistant
- xxi. Security Guard

- xxii. Attender
- xxiii. Helper
- xxiv. Scavenger
- xxv. Such other Administrative and other staff as may be decided by the Governing Body

## **7. Appointments**

All posts at the Institute shall normally be filled by advertisement, but the Governing Body shall have the power to decide, on the recommendations of the Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute. All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/as applicable in accordance with the policies laid down by the UGC/AICTE and/or the Bapatla Education Society from time to time.

All recruitments of Technical and Administrative staff shall be made by the Governing Body as applicable in accordance with the policies laid down by the Government of AP and/or the Bapatla Education Society from time to time.

Recruitment and selection processes and procedures are given in detail in the Recruitment Policy of the College (Annexure 2)

Service conditions of Employees including Terms and Conditions of Service of Employees are as given in the Service Rules (Annexure 3) and Leave rules (Annexure 4) of the College.

### **ANNEXURES:**

Annexure 1: Standing Committees

Annexure 2: Recruitment Policy

Annexure 3: Service Rules

Annexure 4: Leave Rules

Annexure 5: College Strategic Plan