



# OPERATION MANUAL

**JSS MAHAVIDYAPEETHA**  
**JSS ACADEMY OF TECHNICAL EDUCATION**  
**C 20/1, SECTOR 62, NOIDA**

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## **PART – 1**

### **STRATEGIC PLAN**

The role of higher education in nation building is facing the challenges of globalization. The developed nations have a well developed system of higher education capable of taking care of quantities and quality of higher education. Our youngsters are very intelligent and have proved themselves in the world of IT, all over the globe. In order to ensure a larger break through, our higher education system need to be in sync with the developed world.

Learning, Teaching and Assessing are integral parts of the process imparting education and they are interwoven and failure in any segment will be reflected in the other segments also. Our education system has to have a inbuilt feedback system to ensure that it is student centric. Instructional methods should not be confined to lecturing, but learning by doing and learning by insight should be encouraged. Projects and industry exposure are extremely important. The teachers should be given professional training to ensure that they are exposed to various innovative methods of teaching.

It is under this global and national context, JSS Academy of Technical Education, has geared up the process of Learning, Teaching and Assessing to the outcome based education. JSS Academy of technical Education is committed for qualitative growth of higher education built around the principle of equity and social justice. It is also committed to keep up the cultural values and at the same time efforts are on to lift it to the status of an autonomous institution with potential for excellence.

## **PART – 2**

### **GOVERNANCE**

#### **1. INTRODUCTION:**

JSS Academy of Technical Education was established in April 1998, by JSS Mahavidyapeetha to meet the ever-growing demand for trained professional manpower for Industries and to serve as a training ground for students of this region for the engineering profession. JSS Academy of Technical Education, Noida, was dedicated to the nation in 2003 by the then President of India, Dr.APJ Abdul Kalam.

#### **2. MISSION OF THE SOCIETY:**

*“The core purpose of the JSS Mahavidyapeetha is to transform lives through the philosophy of education for all by combining both innovation and tradition for the benefit of the society and ensuring that the constituent institutions embrace the core values of learning, discovery, freedom, leadership, individual opportunity, and responsibility.”*

#### **3. VISION OF THE INSTITUTE:**

*JSS Academy of Technical Education Noida aims to become an Institution of excellence in imparting quality outcome based education that empowers the young generation with knowledge, skills, research aptitude and ethical values to solve contemporary challenging problems.*

#### **4. MISSION OF THE INSTITUTE:**

- *Develop a platform for achieving globally acceptable level of intellectual acumen and technological competence*
- *Create an inspiring ambience that raises the motivation level for conducting quality research*
- *Provide an environment for acquiring ethical values and positive attitude*

## **5. INSTITUTIONAL MANAGEMENT:**

JSS Academy of Technical Education, is managed by JSS Mahavidyapeetha, a Registered Educational Society. The Engineering College has a separate Governing Council with 12 members, the Principal as its member Secretary. It has representatives of University, Industry, AICTE as well as State Government on its membership. The Governing Council meets twice a year to review the activities and progress of the college and offers suggestions for improvement and future course of action.

The day-to-day administration is carried out by the Heads of the Departments concerned under the leadership and guidance of the Principal. The Principal is supported by three Deans, CAO, Registrar and Accounts Officer in his day-to-day activities.

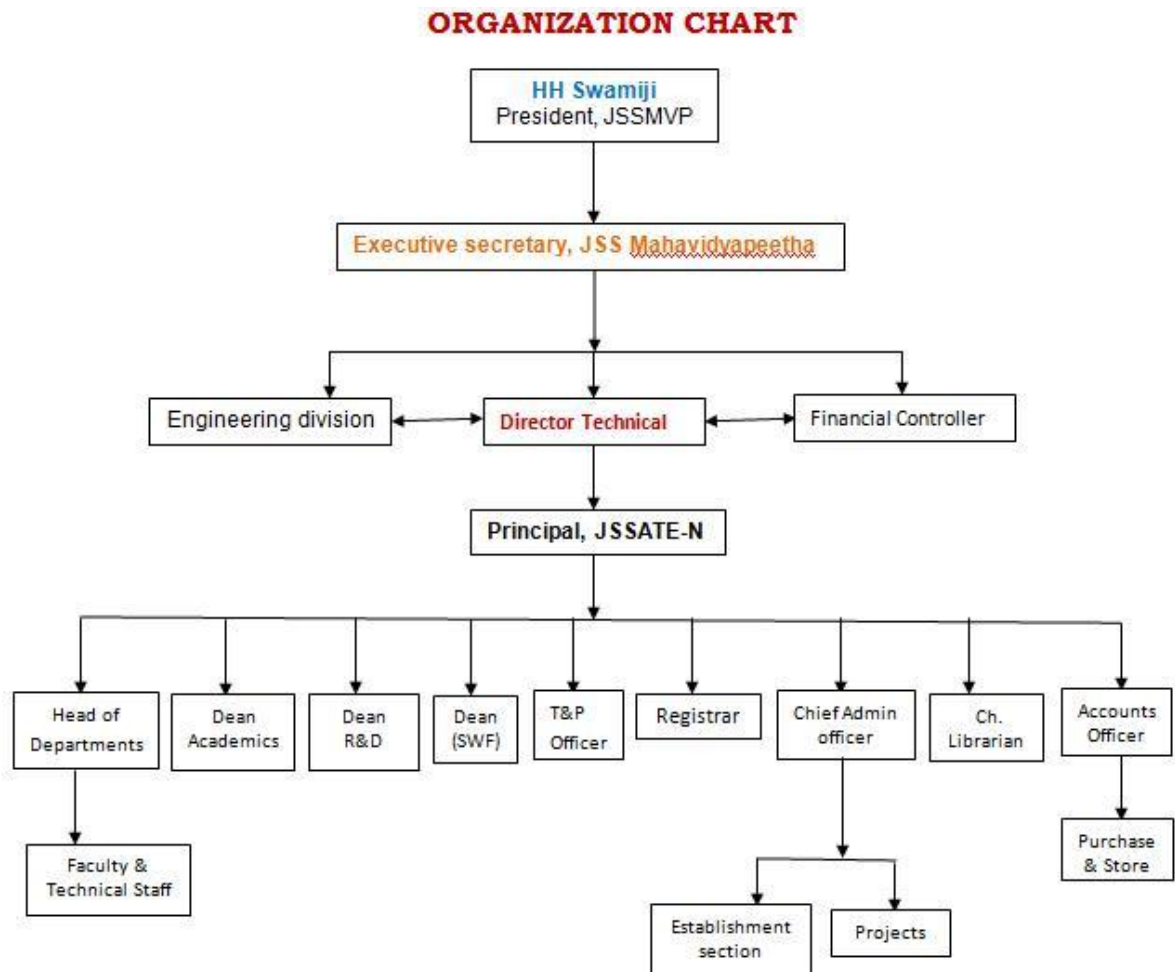
JSS Academy has well defined organization structure with greater employee participation in various academic and administrative roles and responsibilities. Budgetary allocations under various heads of expenditure for a given Academic Year are arrived at through a process of transparent and effective participation of departments. Departments periodically under the leadership of Heads of Departments, develop growth and action plan through faculty/staff participation process.

## **6. GOVERNING COUNCIL:**

The Governing Council of the Institution carries the responsibility for ensuring effective management of the Institution and for planning its future development. The Governing Body looks after the affairs of the Institution and demonstrates the primary objective of teaching and research. It includes considering the approving the strategic plan for the Institution, setting the academic aims and objectives of the Institution and identifying the financial, physical and staffing strategies. The Governing Council also reviews various proposals for introduction of new programs/ variation of intake/ policies for future development and faculty recruitment in addition to academic performance of the Institution.

## 7. ORGANISATION CHART:

The organizational structure of the Institutional administration is as shown below:



**HODs:** Are responsible for administration and academic activities of their departments.

**Dean (Academics):** Responsible for faculty development.

**Dean (Research):** Responsible for research activities and coordination of research proposals.

**Dean (Students Welfare)** Responsible for Students discipline and their welfare. **Registrar:** Deals with admissions, registration and results of students and all other issues related to students and University.

**Accounts:** All issues related to student fees, budget, payment and Purchase etc.

**Establishment:** Deals with all issues related to staff recruitment, increments, Promotions, provident fund, gratuity and salary bills etc.

## PART – 3

### ADMINISTRATION

The day-to-day administration is carried out by the concerned Heads of the Departments under the leadership and guidance of the Principal. The principal is supported by three Deans, Chief Administrative officer, Registrar and the accounts officer.

#### FINANCIAL DELIGATION:

- **Statutory Expenditure:** Principal is authorized to incur statutory expenditure from the sanctioned budget, under the same head.
- **Minor Repairs:** All repairs and maintenance works up to two lakhs can be classified as minor repairs. The principal is authorized to approve these subject to availability of funds in the sanctioned budget.
- **Alteration and additions:** Principal is permitted to take up work related to alteration and additions up to two lakhs. Works related to above two lakhs, are to be forwarded to Director (A&A) and Director (ED) for approval.
- **Capital Expenditures on Laboratories Equipment:** Department heads are delegated financial powers to incur expenditure on capital equipment required for the Laboratories within the budget allocations for the department by following the laid down purchase procedures.
- **Expenditures on Consumables:** Heads of the Departments are delegated financial powers to incur expenditure on consumables within the budget allocations for the departments. Procurement of the consumables will be done through the Purchase Cell by following the laid down purchase procedures.

#### ACADEMIC COUNIL:

Presently the college is affiliated to Dr A P J Abdul Kalam Technical University, Lucknow, there fore Academic regulations and schedules prescribed by the affiliating University are followed in the college.

The College Academic council will comprise of Principal, Dean (Academics), Dean (R&D), Dean ( SW), Registrar and Head of the Departments.

**Functions:**

- To ensure that the academic regulations and schedules provided by the University are followed by the college.
- Design the scheme of internal evaluation and revise the same whenever necessary.
- Frame the rules of student attendance criteria for writing the sessional examinations and end semester examination.
- Advise the Governing Council on all academic matters.
- Forward the proposals of development activities like infrastructure, staff requirement and equipment etc to the Management for approval.
- Prepare a policy to recognize the meritorious students and award prizes for University rank holder students.
- Prepare a policy to recognize good and accomplished teachers and encourage them by a “Letter of Appreciation” and announcing a “Faculty of the Year”
- Formulate sub-committees to assist the Academic Committee to perform its functions and roles as deemed fit.

**TIMETABLE COMMITTEE:**

A college level Timetable Committee which will be headed by the Dean (Academics) will be constituted by the Principal, before the start of an Academic Year. The committee should have minimum three members from the Engineering Departments and one member from General Science.

The committee has to verify the complete work load of each department and also the individual work load of faculty members submitted by the departments for odd and even semester.

The committee will submit the time table for the semester before the commencement of the semester for Principals approval.

**EXAMINATION CELL (EC):**

The examination cell will be set up for conduct of University examinations for odd and even semesters. The responsibility of the Examination cell is to ensure that all examinations are conducted as per the guide lines issued by the University. HoDs of departments will be nominated as Examination Centre Superintendent, in rotation for smooth conduct of the examination.



The Head of Departments will be responsible for conduct of sessional examination as per the college academic calendar and uploading of the students marks on the University portal.

### **RESEARCH AND DEVELOPMENT CELL:**

The committee will develop and implement strategies for outreach of the institution with other reputed institutions and organizations for fostering culture of Research and Development in the institution. Other particular terms and references for the committee will be :

- To promote and inculcate spirit of research among members of faculty by planning and organizing courses of Research Methodology for all; eligible faculty members.
- To promote awareness among the faculty members with regard to various funding agencies, their procedures etc, and facilitate submission of proposals for possible funding.
- To identify potential industry partners to network and leading to signing of MoUs for overall development of the departments.

### **TRAINING AND PLACEMENT COMMITTEE:**

With an objective to provide better placement opportunities to the students, a Placement and Training Committee will be constituted by the Principal. The Training and Placement Committee will be headed by the Training and Placement officer and will have members from all the Engineering Departments in the college. Terms and references of this committee will be as follow:

- To promote career counseling and other related processes with regard to Central, State and Private Sector jobs.
- To ensure smooth conduct of campus placement drive, whenever an Organization or a Company visits the campus. The team should facilitate the Technical and HR team of the company in conducting the aptitude test, group discussions and interviews.
- To obtain contacts and do correspondence with HR department of reputed companies through networking based on department wise requirement.
- To maintain branch wise and category wise record of all the placement offered by the companies.
- To provide guidance on Higher Education opportunities in highly reputed institution in India and abroad.

- To provide time to time feedback and recommendation if any to improve the process of placement, to the Principal in general and head of department concerned through its member.
- Any other activity that complements the above objectives.

### **ENTREPRENEURSHIP DEVELOPMENT CELL:**

To promote Entrepreneurship spirit among the students, the college will establish Entrepreneurship Development Cell (EDC). The EDC of the college will organize awareness programs on Entrepreneurship and Intellectual Property Rights. The cell will also interact with the entrepreneurs who have established themselves and will arrange motivation talks for the students. EDC will also closely coordinate with STEP, Noida, established in the campus.

### **ANTI-RAGGING COMMITTEE:**

An anti-raging committee will be constituted before the start of academic year and will generally comprise of the following:

Principal	Chairman
Dean Academics	Member Convener
Chief Warden	Member
Heads of Departments	Members
Physical Director	Member
Warden (Boys Hostel)	Member
Warden (Girls Hostel)	Member

Circle Inspector Sector 62, Noida will be a invited member as and when required.

The committee will examine the issues related to ragging in its totality and consider various resolutions passed by regulating authorities such as AICTE, MHRD, affiliating University and orders passed by Hon'ble Supreme Court, and make recommendation to the Principal for further action in the matter.

### **DISCIPLINARY COMMITTEE:**

Disciplinary Committee will be headed by the Proctor and will have three senior faculty members to address the disciplinary issues in the college. Heads of the concerned departments to which students belong and are involved in act of indiscipline will be co-opted as members for investigation and redressal.

## **GRIEVANCE REDRESS COMMITTEE:**

The Grievance Redress Committee (GRC) will generally be headed by the Principal or one of the Dean and will have five senior faculty members from the various departments and two non-teaching staff members. The institution should have online mechanisms for registering and disposing of Grievances.

Grievances can be conveyed directly or through phone or by online mechanism to the Grievance Redress Committee.

### **Grievance Redressal Procedure:**

- A student/ staff shall first present his/ her complaint verbally/ in writing to the concerned head of the Department. The HoD is requested to address/ resolve the issue within three days.
- If the student/ staff is not satisfied or his/ her complaint was not addressed, he can file his complaint with GRC using online procedure or by personally approaching the GRC.

### **Composition of GRC:**

1	Dr Gurulingappa M Patil	-	Principal
2.	Cmdr. B K Gupta	-	C.A.O
3.	Dr, R S Jagadiesh	-	Dean(A)
4	Dr T G Mamatha	-	Professor & HOD(ME)
5	Dr Yogendra Singh	-	Professor(MBA) & TPO
6	Mr Manoj Kumar	-	Accounts Officer
7	Dr Siddhayya S Shirur	-	Registrar

## **WOMENT EMPOWERMENT CELL:**

The college has a Women Empowerment Cell which addresses the grievances of girl students regarding sexual harassment. The composition of the committee will be one senior lady faculty as a Chairperson, preferably a professor, Chief Warden, three to four lady faculty members, one non-teaching lady staff, one lady from a related NGO, and two 'Shakti Pari' as members of the cell. The cell will address all issues related to women safety, security, discipline and other women related issues. The members of the women cell will meet at least once in a month and also as and when required. Any important observation/ issue will be brought to the notice of the Principal.

## **PURCHASE COMMITTEE:**

With an objective to look after various processes pertaining to purchase related activities in the Institution, a committee namely Purchase Committee has been constituted.

The committee shall take overall responsibility of developing and implementing strategies to bring more diligence, transparency and accountability in procurement process in the Institution. Other terms and reference for the committee will be as follows:

- To analyse quotations submitted by the suppliers/ service providers, seek clarifications from suppliers where necessary and provide recommendations to authority for approval.
- To provide the necessary expertise, advice, information to the authority with regard to the best quality of materials available in the market, suppliers capability and performance.
- To obtain contacts and do correspondence with reputed material & equipment suppliers/ service providers, based on department wise requirement.
- To facilitate in administering procurement process so as to maintain uninterrupted flow of materials/ services to support the academic & development activities in the institution as per its plan/schedule.
- To initiate negotiation with suppliers/ service providers so as to procure material economically at a cost consistent with quality and services required.
- To ensure whether all necessary procurement procedures are properly followed or not, including documentation.

- Any other duty as assigned by the authority or any other activity that complements the said objectives.

### **LIBRARY COMMITTEE:**

With an objective to look after the various processes pertaining to the maintenance of Library activities of the Institution, a committee namely Library Committee is constituted. This committee shall:

- Develop and implement strategies for effective maintenance of central library and Information Centre of the institute.
- Ensure staff, students and other stake holders get more access and benefits of all the services extended by the library.
- Conduct awareness and sensitization program for students on matters related to Library resources available including e-content.
- Analyze the quotation submitted by the books/e-content suppliers and provide recommendation to Management for approval.

### **COLLEGE EVENTS:**

The college will conduct minimum two Events every year 'Mythri' and 'Zelicon'. Each event will be planned for minimum of three days. Schedule for these events will be included in the Academic Calendar of the college. Students committees are formed to conduct these events, which develop students organization skills, inter-personal communication skills, team work and self confidence.

## PART – 4

### QUALITY ASSURANCE

#### QUALITY POLICY:

JSS Academy of technical Education will continuously strive to achieve higher quality bench marks in teaching and training of students which are expected from an institution of higher education.

The institute will maintain its data base through SIM with better analysis tools. This will ensure transparency; improve quality of administration and quick decision making.

College is to ensure that all its programs are accredited by the NBA and it figures in the first top hundred institutions in NIRF.

**Student feedback** will be obtained on their respective subject teachers, at the end of each semester and will be taken into consideration for evaluation of teacher's performance.

**Feedback from Alumni:** Feedback from Alumni provides an opportunity to bridge the gap between the industry and the academics, as they provide valuable inputs to enhance the quality of learning. The heads of departments will be responsible to collect the feedback from the alumni during alumni meet or by remaining in touch with them through social and electronic media.

**Feedback from Employers:** This feedback will give an indication of the product the college is producing and can help the college in providing good engineering solutions for the benefit of the society. This feedback will also help us to hone the skills of students to make them industry ready.

**Result Analysis and Review:** Students performance in the University Examination provides a fair indication of students learning and a detailed analysis of students' performance by the Principal and HoDs can contribute to the quality assurance.