



# **DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY**

**Approved by AICTE & Premitted by Government of Telangana State  
Affiliated to Jawaharlal Nehru Technological University Hyderabad**

Aziznagar (V), Moinabad (M), R.R. Dist. 500 075 - T.S.

Contact No. 7893044962 / 08413235962

Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

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## **DR. V. R. K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY HYDERABAD**

**(An ISO 9001:2015 Certified Institution)**

### **POLICY DOCUMENT**



# **DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY**

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## **ABOUT DRVRKWCET**

Dr. VRK Women's College of Engineering & Technology (DRVRKWCET) was established in 2002 by Dr. VRK Educational Society, founded in 1985. It stands as the first Muslim Women's Minority Engineering College affiliated with Jawaharlal Nehru Technological University, Hyderabad since 2002 and is approved by AICTE, New Delhi.

DRVRKWCET holds ISO 9001:2015 certification and member in the National Digital Library, NPTEL, and Institution Innovation Cell.

Senior Professors who are well known in their own branches of engineering have laid a solid foundation for building this institution. Their enormous experience made DRVRKWCET, an institution par excellence in the technical education system of India. The students are provided excellent opportunities for improving their communication skills. An hour is provided every week for the presentation of seminars. Students are also encouraged to participate in various technical paper presentations and other contests. They have brought laurels to the institution.

In 20 years of its reign, DRVRKWCET has imparted quality education, strong and dynamic Engineers and Entrepreneurs have evolved out of this institution and it is now one of the College in Telangana. High standards and expectation of each student with regard to academic performance, co-curricular activities and responsible citizen are the foundation of our institute. There is continuous check on the implementation of planned academic activities with desired results for grooming our future generations for employment and for higher studies in India and abroad. Research culture has taken shape in the institute through enhanced R&D activities for final year B.Tech and M.Tech students.

Our commitment is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers and inspired learners prepared to



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thrive in the 21st century.

The college offers 5 undergraduate programs in Computer Science and Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Artificial Intelligence and Data Science, and Computer Science and Engineering (Artificial Intelligence & Machine Learning), with an annual sanctioned intake of 180. Additionally, there are 1 postgraduate programs in Computer Science and Engineering with an annual sanctioned intake of 12.

The HEI Situated on a spacious 10.23-acre campus near to Hyderabad city, with a plinth area of 11050 sqm, DRVRKWCET has a student strength of 161 (AY: 2022-23), faculty strength of 40 (AY: 2022-23), and over 24 faculty members holding Ph.D. qualifications.

The institution adheres to all rules and regulations set by the affiliating university (JNTUH) and statutory bodies, with comprehensive information available on our Institutional Website: [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com).

DRVRKWCET features a Research and Development center, a Digital Library housing 14,000 books, 20,000 online journals, and over 200 printed journals. The educational experience is enriched with Expert Guest Lectures, Industrial Visits, Seminars, and Workshops.

Equipped with Effectively laboratories providing extensive practical exposure, the institution also mandates soft and life skills training for students, maintain industry-institute relationships through MoUs with leading industries.

E-resources like NDigital, DELNET and J-Gate are available for students to access online journals and books. More than 70% of the students have been successfully placed in top MNCs.

The campus ensures the well-being of both students and staff with requisite medical facilities. Management offering Free Educations for all girls' students to empower Minority Community and the entire campus is under CCTV surveillance.



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## **VISION**

- To be a quality educational institution in the region by enhancing, inspiring and empowering women.

## **MISSION**

- To promote knowledge and value-based education through academic excellence.
- To train for self-employment.
- To provide education to women with updated infrastructural facilities and service.
- To inculcate spirit of leadership among the students.
- To constantly improve the quality of academic inputs.

## **DEPARTMENT OF CSE**

### **Department Vision**

To be a center of excellence in education for women through endorsed teaching methods, inducement for quality research and socially viable software development.

### **Department Mission**

To impart quality education and penchant for research through modern laboratories and inculcating analytical and technical skills among students by qualified faculty.

To collaborate with industry by aligning curriculum, internships and professional body activities to make students industry ready.

To make women self-reliant by providing affordable education and developing employment oriented skills.

To foster ethical values, social concern for the development of computing solutions that benefit the society-at-large





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## **DEPARTMENT OF ECE**

### **Department Vision**

To inculcate academic excellence in learning Electronics and communication Engineering and turn out students into competent professionals to serve the society

### **Department Mission**

To provide quality education by optional utilization of resources.

To provide a frame work for professional carrier, higher education, and research activities.

To instil the spirit of positive attitude ,ethical practices, service to society and lifelong learning

## **DEPARTMENT OF EEE**

### **Department Vision**

To transform the Electrical and Electronics Engineering department into knowledge hub hu Inculcating Innovatie culture.

### **Department Mission**

To impart innovative, competitive skills for promoting quality engineers to contribute for Technical advancements.

To Provide multi-pronged facilities for continuous improvement in teaching-learning process and research activities.

To Enrich the students with Industry-Institute capabilities and motivate them to become entrepreneurs.

## **PROGRAM OUTCOMES**

Engineering Graduates will be able to

PO1: Engineering Knowledge: Apply the knowledge of mathematics, science, engineering



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fundamentals, and an engineering specialization to the solution of complex engineering problems.

PO2: Problem Analysis: Identify, formulate, review research literature, and analyse complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences and engineering sciences.

PO3: Design/Development of Solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs consideration for the public health and safety, and the cultural, societal, and environmental considerations.

PO4: Conduct Investigations of Complex Problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions for complex problems.

PO5: Modern Tool Usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

PO6: The Engineer and Society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

PO7: Environment and Sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8: Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

PO9: Individual and Team Work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10: Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PO11: Project Management and Finance: Demonstrate knowledge and understanding of the



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engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12: Life-long Learning: Recognize the need for, and have the preparation and ability to engage in independent and lifelong learning in the broadest context of technological change.

## **DEPARTMENT OF CSE**

### **PROGRAMME EDUCATIONAL OBJECTIVE(PEO)**

Computer Science Graduates should be able to

PEO1: Graduates will acquire capability to apply their knowledge and skills to solve various computational engineering problems.

PEO2: Graduates will inculcate professional attitude, ethics and ability to relate computer engineering issues with social consciousness.

PEO3: Graduates will have soft skills to adapt to the diverse global environment, fervor for lifelong learning and entrepreneurial practice for their holistic growth.

### **PROGRAM SPECIFIC OUTCOMES (PSO)**

After the fruitful completion of B.Tech program in Computer Science & Engineering, the graduates will be able to

PSO1: Ability to apply core concepts of science, computing and optimization techniques to solve real world problems over multi-disciplinary domains.

PSO2: Capability to Architect, evolve and integrate a working model, leading to secure software product development to meet evolving needs of the industry and open source environments.

PSO3: Ability to apply standard practices and strategies for effective software project management to deliver quality product.

## **DEPARTMENT OF ECE**

### **PROGRAMME EDUCATIONAL OBJECTIVE (PEO)**

Electronics and Communication Graduates should be able to





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PEO 1: To prepare Graduates with sound foundation and exhibit strong, independent learning, analytical & problem solving skills in Electronics and Communication Engineering domain.

PEO 2: To facilitate learning in the core field of Electronics and Communication Engineering to integrate technological software & firmware skills to produce high impact, energy efficient and futuristic solutions.

PEO 3: To prepare Graduates to effectively use modern equipment and programming tools to

solve problems that are technically sound, economically feasible and socially acceptable.

PEO 4: To enable individuals ,acquire skills for life-long learning in the field of Electronics and Communication, related research & innovation to become successful Entrepreneurs.

PEO 5: To inculcate professional and ethical attitude, team spirit, leadership qualities skills in Graduates and to make them aware of their social responsibilities.

## **PROGRAM SPECIFIC OUTCOMES (PSO)**

After the fruitful completion of B.Tech program in Electronics & Communication Engineering, the graduates will be able to

PSO1: The ECE Graduates will be trained with knowledge of complete VLSI design flow from specification to silicon will be able to work in IC Design companies.

PSO2: The ECE Graduates will be well equipped with microprocessor and micro controller design skills and can work in the area of Embedded Systems Design.

PSO3: The ECE Graduates will be able to apply signal processing and Communications knowledge for design and implementation of projects pertaining to the society.

## **DEPARTMENT OF EEE**

### **PROGRAMME EDUCATIONAL OBJECTIVE (PEO)**

Electrical and Electronics Engineering Graduates should be able to

PEO1: To produce graduates with a strong foundation in Electrical sciences, and prepare them with technical competency with emphasis on team work in both private and public sectors.





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PEO2: To be able to apply managerial qualities and technical competence to solve challenging assignments.

PEO3: To create capability to plan, estimate and execute live engineering projects and also new product development.

## **PROGRAM SPECIFIC OUTCOMES (PSO)**

After the fruitful completion of B.Tech program in Electrical and Electronics Engineering, the graduates will be able to

PSO1: To prepare students to apply modern techniques and tools to solve the problems related to electrical and electronic applications.

PSO2: To enable students to analyse and conduct investigations on complex

engineering activities to arrive at valid conclusions.

PSO3: To ensure students, to have expertise on communication, research projects, design documentation, conduct seminars to the knowledgeable engineering community.

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## **STUDENTS CODE BOOK**

### **PREAMBLE**

This Handbook indicates the standard procedures and practices of **DR. V. R. K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY** (Hereinafter referred to as the 'Institute') for all students enrolling with the institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well aware with this Code.

### **JURISDICTION**

The institute shall have the jurisdiction over the conduct of the students associated /enrolled with the institute and to take notice of all acts of misconduct including incidents of ragging or otherwise which are taking place on the institute campus or in connection with the institute related activities and functions.

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include.

Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute.

Possession or use of weapons, explosives, or destructive devices off campus.

Manufacture, sale, or distribution of prohibited drugs, alcohol etc.

Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-



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campus community.

## ETHICS AND CONDUCT

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that She shall be regular and must complete her studies in the Institute.

In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the institute subject to written consent of the Principal and Chairman.

As a result of such relieving, the student shall be required to clear pending dues and if a student had joined the institute on a scholarship, the said grant shall be revoked.

- Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the institute's interests and reputation substantially.
- Any act of discrimination (physical or verbal conduct) based on an individual's caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability, etc.
- Intentionally damaging or destroying Institute property or property of other students and/or faculty members
- Any disruptive activity in a class room or in an event sponsored by the Institute.
- Unable to produce the identity card, issued by the institute, or refusing to produce it on demand by campus security guards.





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- Participating in activities including:
- Organizing meetings and processions without permission from the institute.
- Accepting membership of religious or terrorist groups banned by the institute/Government of India.
- Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs.
- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
- Rash driving on the campus that may cause any inconvenience to others.
- Not disclosing a pre-existing health condition, either physical or psychological and this may cause hindrance to the academic progress.
- Theft or unauthorized access to others resources.
- Misbehaviour at the time of student body elections or during any activity of the institute.
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- Students are expected not to interact, on behalf of the institute, with media representatives or invite media persons on to the campus without the permission of the institute authorities.
- Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- Theft or abuse of the institute computers and other electronic resources such as computer and



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electronic communications facilities, systems, and services which includes unauthorized entry, tamper, etc. of institute property or facilities, private residences of staff/professors etc. Offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

- Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.
- Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability and medical condition.

## BREACH OF CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The Committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

**WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

**RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

**COMMUNITY SERVICE** - For a specified period of time to be extended if need be however, any future misconduct along with failure to comply with any conditions imposed may lead to severe



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disciplinary action, including suspension or expulsion.

**EXPULSION** - Expulsion of a student from the institute permanently, indicating prohibition from entering the institute premises or participating in any student related activities or campus residences etc.

**MONETARY PENALTY**- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

**SUSPENSION**- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

Ineligibility to reapply for admission to the Institute for a period of three years, and withholding the mark sheets or certificate for the courses studied or work carried out.

## APPEAL

If the delinquent student is aggrieved by the imposition of any of the above mentioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as a stipulated in this Code which is commensurate with the gravity of the proved misconduct.

Refer the case back to the committee for reconsideration. In any case the Chairman's decision is final and binding in all the cases where there is a possible misconduct by a student.

## ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the Signature Not Verified Institute values academic integrity and is committed to fostering an environment





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based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

## **SCOPE AND PURPOSE:**

This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and is required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity,
- To provide examples of dishonest conduct and violations of academic integrity.
- Failure to uphold these principles of academic integrity threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every member of the Institution community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- The principles of academic integrity require that a student,
- Properly acknowledges and cites use of the ideas, results, material or words of others.
- Properly acknowledges all contributors to a given piece of work.
- Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.

Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.

Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

## **VIOLATIONS OF THIS POLICY INCLUDE, BUT ARE NOT LIMITED TO:**

Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or



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paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.

Reproducing one's own previously published data, illustrations, figures, images or someone else's data, etc.

Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non- textual material from other sources into one's class reports, presentations, manuscripts, research papers or project without proper attribution.

Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

Paraphrasing or changing an author's words or style without citation.

## **Cheating. Cheating includes, but is not limited to:**

- Copying during examinations, and copying of homework assignments, term papers, thesis or manuscripts.
- Allowing or facilitating copying, or writing a report or taking examination for someone else.
- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in project and publications.
- Creating sources, or citations that do not exist.
- Altering previously evaluated and re-submitting the work for re-evaluation.
- Signing another student's name on an assignment, report, research paper, project or attendance sheet

**Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, and



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publication, working on committees, research funding and consultancy. It is necessary to Provide actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

Use proper methodology for experiments and computational work. Accurately describe and compile data.

Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.

Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).

Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.

Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and project.

Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

**Individual and Collective Responsibility:** The responsibility varies with the role one plays.





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**Student roles:** Before submitting a project to the department, the student is responsible for checking the project for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the project is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy, he/she is strongly encouraged to report the misconduct in a timely manner.

**Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

## ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to.

Ragging constitutes one or more of the following acts:

Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;

Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to Raise fear or apprehension thereof in any other student;

Asking any student to do any act which such student will not in the ordinary course do and which has



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the effect of causing or generating a sense of shame, or torment or Embarrassment so as to adversely affect the physique or psyche of such a student;

Any act by a senior student that prevents, disrupts or disturbs the regular academic Activity of

Any student:

## **SEXUAL HARASSMENT**

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

- Acts amounting to Sexual Harassment
- Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.
- A demand or request for sexual favours / unwelcome comments / sexual epithets
- Exposing the victim to pornographic material: audio or visual or BOTH or print.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

## **Medium of conducting Sexual Harassment**

A person can be guilty of sexual harassment if any unwelcome sexually determined behavior is committed through any of the following ways:

- Comments
- Remarks
- Jokes
- Letters
- Phone calls
- Chats on any electronic medium like whatsapp, twitter, facebook, etc.
- Gestures



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- Remarks
- Showing of pornography clipping
- Lurid stares
- Physical contact
- Molestation
- Stalking
- Sounds or display of a derogatory nature
- Any other understandable medium

## **Sexual Exploitation**

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited.

Examples include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

## **Sexual Intimidation**

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in indecent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

## **Domestic Violence**

Domestic violence is a pattern of abusive behaviour in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

## **Dating Violence**

Dating violence is a violent act committed by a person who is or has been in a social relationship of intimate nature with the victim.

## **Stalking**

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.





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## **ASSISTANCE BY COLLEGE**

In order to foster a fearless environment, the COLLEGE shall take proactive steps in preventing sexual harassment and resolving disputes of the above said nature.

- To provide counselling services to the complainant.
- To undertake workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- To pursue the complaint and the safety of the complainant.
- To assure confidentiality of the case.
- To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment
- To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place.
- Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry;
- Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- Make available such information to the Internal Committee as the case may be, as it may require
- Redressal Process
- Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.

At the first meeting, the Committee members shall hear the complainant and record her allegations.

The complainant can also submit any corroborative material with documentary proof, oral or written material etc. to substantiate her complaint.

Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an "Enquiry" shall be conducted.



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In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

## **STUDENT GRIEVANCE PROCEDURE**

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized here in above can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

## **STUDENT PARTICIPATION IN GOVERNANCE**

As Students are members of the Institute, they have a substantial interest in the governance of the institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## **LIBRARY RULES AND REGULATIONS**

Strict silence, decorum and discipline must be maintained in the library. Use of cell- phones is also



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the workshop.

- All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.
- Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
- Any damage caused to equipment/machinery/appliances will be recovered by the Institution
- from the concerned student/students.
- Students should adhere to the instructions given by the faculty/laboratory Technician/workshop technician during the laboratory class.
- Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/Workshop is strictly prohibited.
- All materials used in the laboratory/workshop are the property of the institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
- Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

## **FACULTY RELATED RULES & REGULATIONS**

### **CODE OF ETHICS FOR TEACHERS**

In fulfilment of their obligations to the teaching profession, teachers will strive to the following rules.

Advance the interests of the teaching profession through responsible ethical practices.

- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies.





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- Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose.
- Respect confidential information on colleagues unless speak out if the behavior of a colleague is seriously in breach of this code.

## **RESPONSIBILITY AND ACCOUNTABILITY**

- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Tutor – Ward system must be effectively implemented. Teachers shall monitor the Respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the Beginning of the semester.
- Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
- Two CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counselling report.
- Teachers should be good counsellors and Facilitators. They should help, guide the students.
- Signature Not Verified
- Encourage and assist the students to ensure that the Teaching-Learning Process,
- Effective and successful.
- Teachers should maintain decorum both inside and outside the classroom and set good example to the students.
- Value based education must be their motto.



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- Teachers should carry out other academic and co-curricular

## **ID CARD**

It is Mandatory for students and staff to display ID cards at all times when they are in campus.

Staff should avoid collecting ID cards from students when they are involved in undesirable activities.

ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

## **COMMUNICATING WITH PARENTS**

Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

## **TAKING ATTENDANCE**

Staff members must take attendance within first 5 minutes of starting the period.

Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.

Teachers are advised to refrain from awarding punishments like: Dismissal from the class rooms, making them stand in the class rooms, summoning their parents to campus.

Trouble makers in the class rooms must be reported to the HOD/Principal/Director for Further action.

Students violating dress code must not be allowed to attend the lecture classes, laboratories and

Library. Faculty members must report such cases to the Admin. Office for cancellation of attendance for that day.

## **COURSE DIARY**

Every teacher must maintain a course diary for each subject offered during semester/year. It shall have following details:

- Lecture Plan
- Lecture notes for each period.



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- Date and time of preparation.
- Date and time of delivery.

## **CLASS ADJUSTMENT BEFORE GOING ON LEAVE**

As per the rules of the institution staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave. All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

## **PROCEDURE FOR RELIEVE ON RESIGNATION:**

As per the service rules of the Institute, faculty members intending to resign are required to give one month notice.

Institution reserves the right to relieve the staff at any time during notice period.

## **INSTRUCTIONS TO INVIGILATORS:**

- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be Present at the respective hall at least 15 minutes prior to the commencement of Examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall Ticket, ID card and non-programmable calculator into the examination halls.
- Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the Commencement of examination.
- Please ensure to collect the answer book from the candidates before they leave the
- Examination hall.





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- Malpractice cases, if any, should be reported to the Chief Superintendent / AUR Immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

## **NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS:**

- Practical examinations have to be conducted in the respective Laboratories /Workshops / Drawing Halls only.
- Both the examiners (Internal and External) have to assess the students for 50% of Marks assigned for practical. Internal examiners have to brief the external examiner.
- Examiners regarding allocation of marks for each component of practical activity.
- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the Answer Sheets as well as on the award lists.

## **DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT**

HOD is responsible for conducting all academic programs of the Department as per the norms of affiliating University. In pursuance of above objective, he/she is required.

- To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.

## **SPECIFIC DUTIES OF HOD**

Should ensure that all classes are held as per the time table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against that availing leave without prior arrangement for class work.



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Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the Signature Not Verified last working day of every month to the Director's perusal.

HOD should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.

HOD should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.

HOD should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.

Should monitor students' development and problems through feedback and counselling.

HOD should appoint faculty counsellors so as to meet the needs of students suffering from the effects of stress and peer pressure.

## **DUTIES OF LAB-TECHNICIAN:**

Any unexpected breakdowns of Lab Machines / Equipment's must be reported immediately to the teaching staff in-charge of the particular Lab.

Damages caused to the Lab Equipment by students due to mishandling must reported to the concerned staff member for further action.

The responsibility of Lab Assistant is to identify the requirement of Lab.

Consumables etc. preferably before the beginning of the semester and give same in writing to Lab – In-charge.

All maintenance works must be carried out & recorded as per the schedules given by the Lab- In-Charge, without affecting the regular Lab class work.

Issue register for tools issued to the students must be maintained for each and every Lab.

Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.

To ensure the availability & proper maintenance of "first aid facilities & fire fighting equipment's".

Avoid other activities during Lab hours unless assigned by the senior Management.



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Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.

Ensure that the Machine is in proper working condition & then allow the students to do the Job.

## **DUTIES OF LAB-IN CHARGES:**

Preparing a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner.

Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.

## **POLICY DOCUMENT FOR GREEN INITIATIVES**

### **POLICY DOCUMENT FOR BAN ON USE OF PLASTICS**

Plastic pollution is one of the major environmental concerns and DR. V. R. K College of Engineering and Technology has taken an initiative to ban the use of plastics inside the campus by students and Faculties. The following policies should be followed strictly.

- Bringing plastic inside the campus is banned and the students and faculties are advised to not bring plastic bags, Use through Lunch boxes, Plastic water bottles and related materials.
- Security persons are assigned to check the above violations when entering the campus. Faculties and students are advised to cooperate the security persons while they are doing their duties.
- In canteens also, use of plastic is completely banned and the eatables and food items packed in the plastic packets are strictly banned.
- Students and Faculties are motivated to use cloth bags instead of plastic bags.
- Faculty and Student representatives were assigned to monitor any violation regarding the use of plastics in the campus and they can report to the HOD or Principal for necessary action.
- This should be followed from 14.7.2016 as plastic waste has emerged as one of the biggest environmental concerns adversely impacting the soil, water, health and well- being of citizens at large.





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- All the Students and Faculties are advised to follow this rule. Those students who are violating the rules have to pay fine Rs 500/-. Kindly adhere to the rule.

## **POLICY DOCUMENT FOR DISABLED STUDENTS**

DR. V. R. K Women's College of Engineering and Technology has the following facilities for disabled students in the campus to make disabled friendly environment. Even there are no physically challenged students; the institution has taken several measures and facilities to attract the physically challenged students into our campus. The facilities should be used only by physically challenged students and other students should not use this. Any Violation in this will be viewed seriously and severe action will be taken along with penalty.

The built-in environment with ramps for easy access to classrooms along with the wheel chairs for easy movement within the campus.

- Disabled-friendly washrooms with hand rail facilities for easy access.
- Signage including tactile path, display boards and signposts for easy access of all laboratories, classes and offices.
- Assistive technology and facilities for persons with disabilities
- Provision for enquiry and information, human assistance, reader and scribe for supporting physically challenged students.
- Security persons are instructed to support and help the physically challenged students based on their requirements for movement within the campus.
- Separate assistance has been appointed to operate the wheel chairs of the physical challenged students.
- The pathways of physically challenged students should not be used by other students.
- Any abuse or misbehaviour with the physically challenged students will be considered as serious issue and necessary action will be taken against their activities and them.
- Braille / Fusion – Talking Screen reader cum Screen Magnifier for the visually impaired students were provided. Fusion is the ultimate accessibility tool for individuals with any level of vision impairment. It is a powerful combination "Fusion" of the JAWS Talking Screen Reader Software that converts the computer into a talking



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computer and ZoomText software that magnifies the screen and provides visual enhancements to view the screen easily.

- Awareness programmes were conducted for all the students to motivate the physically challenged students in all aspects.
- Physically challenged students disabled washrooms should not be used by other students. Violating this will be viewed seriously.

## INSTITUTIONAL SCHOLARSHIP POLICY

The founder and promoter of DR. V. R. K Women's college of Engineering and Technology, Dr. Md.Vizarath Rasool Khan laid foundation for this institution to empower the socially, Economically weaker section through quality education. The college management strongly believes in nurturing and encouraging the brightest minds.

To acknowledge such high potential academic achievers and to provide educational opportunity to vulnerable to students the college management is offering freeships/scholarships par/full academic fee for the entire/part duration of the program.

### Eligibility :

- The fee concession will be extent of tuition fee /term fee /development fee. However the management reserves the right to amend said rules as when required.
- If the student is availing fee concession facility, then eligibility would be decided on the basis of performance of the student in the previous / qualifying examination and economical condition of the parents. During subsequent years the fee concession facility would be continued subject to the improvement in academic performance of the student in the class for which fee concession was offered.
- The quantum of concession in the fee based on the annual income of the family from all sources.

Note: Final decision will be at the discretion of college higher authorities.



  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.