Let noble thoughts come to us from every side – Rigved
Paramhansa Ramkrishna Maunibaba Shikshan Sanstha's
ANURADHA ENGINEERING COLLEGE, CHIKHLI
Recognized by AICTE New Delhi,
Permanently Affiliated to Sant Gadge Baba Amravati University, Amravati

Estd: 1993

Criteria-6: Governance, Leadership and Management

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

❖ **Additional information/Supporting Documents:**
1. Preamble
2. Vision & Mission of the Institute
3. Quality Policy of the Institution
4. Strategic plan and deployment
5. Policy and Procedure for maintaining physical and academic facility
6. Code of conduct of AEC, Chikhli
7. Appointment and Service rules

PREAMBLE

The Paramhansa Ramkrushna Maunibaba Shikshan Sanstha, Chikhli (PRMSS) now a well-known society in the region came into being in 1993. It was established and registered by Late Siddhanayak K. Bondre Today, The Paramhansa Ramkrushna Maunibaba Shikshan Sanstha is managing several institutions of higher professional education. PRMSS with the vision to be a world class premier organization for technical, professional education, works with the mission to be a radiant source of energy for building national manpower through professional education to masses.

The institution is situated in the Anuradha Nagar, Chikhli, Dist:-Buldana in Maharashtra state. The campus is situated on sprawling 37 acre acres land 3km from Chikhli town on Sakegaon road. The institution has developed a beautiful campus with residential facility for the students and staff, sport facilities, Garden, Canteen, etc. Engineering is a noble career which one can pursue in the field of manufacturing, fabricating, marketing, research and even business administration and consultation. It is one of the profession opted by the intellectuals. It can be an endless profession because of its untiring efforts to make the human life easy and comfortable.

The institute is catering to the core streams of Mechanical Engineering, Computer Science & Engineering, Electronics and Tele Communication Engineering Information Technology and Chemical Engineering with both the UG (Sanctioned Intake 285) as well as PG (Sanctioned Intake 39). Four laboratories of an institute are recognized by the affiliating university for research work, programmes as follows:

Sr No	Course Name	Year of introduction	Sanctioned Intake
Under Graduate Program BE			
1	Information Technology	2001	60
2	Computer Science & Engineering	1993	60
3	Electronics & Telecommunication Engineering	1993	60
4	Mechanical Engineering	1994	60
5	Chemical Engineering	1994	45
Post Graduate Program ME/Mtech			
6	Computer Science & Engineering	2014	12
7	ME CAD/CAM	2012	18
8	MTech Chemical Engineering	2008	9
PhD Programs			
9	PhD Mechanical Engineering	2008	5
10	PhD Chemical Engineering	2009	5
11	PhD Computer Science & Engineering	2020	4
12	PhD Chemistry	2009	5

2. Vision & Mission of the Institute

Vision:

To become world class institute through academic excellence, prominent research and innovations in engineering & Technology by fostering humanity and professional ethics with holistic approach for betterment of society at large.

Mission:

- ❖ To excel in academia by adopting outcome based education through inclusive & deep learning by providing healthy educational ecosystem with advanced learning resources.
- ❖ Fostering environment that encourages curiosity through collaborations to promote researchand innovations by using green technology & science, considering sustainable development in rural area for the betterment of society at large.
- ❖ Empowering students to become well rounded individuals by adopting value based education for nurturing skill set, ethics, spirituality & human values with holistic approach.

3. Quality Policy of the Institution

We at Anuradha Engineering College, Chikhli are committed:

• To build a local and global society through quality, need based professional/technical education through industry-institute interaction.

• Our graduate, post graduate students are enabled to excel in ethical, moral values of life and become good and responsible professional.

• We continually improve our teaching-learning system, infrastructure and services to satisfy the all stake holder of local and global society. Core Values The AEC, Chikhli is guided by the following core values in delivering its mission and pursuing its vision.

• Access to quality education

• Lifelong learning • Pursuit of excellence through creativity, innovation and continuous improvement

• Freedom of thought and expression

• Integrity and professional ethics

• Respect for diversity

• Academic Integrity or accountability

• Belief in our work

• Balancing Professional and Personal life

• Respect and trust one another

• Pursue excellence in every activity

• Service to the Community

4. Strategic plan and deployment

The institute has strategic plan for development. The institution takes effort in finding the key performance indicators from various perspectives for performance assessment and development. Given below the perspective plan for development based on the institute's vision, mission statement:

Strategic Plan 2023-2028 Target Timeline

(a) Affiliation and Accreditation

2023-24	NAAC Accreditation Cycle II
2023-2028	Autonomous Status.

(b) Horizontal Expansion.

2024-25	Introduce Data Science / Artificial Intelligence/ Machine Learning Degree level programmes.
2023-2028	Autonomous Status.

(c) Vertical Expansion:

2024-25	Enhance Intake capacity of existing PhD programmes.
2024-25	To increase intake capacity of existing PhD programmes.

Sl. No.	Strategy	Deployment
1	To organize conferences, seminars, workshops, faculty development programs in the institute.	• At least one such program must be organized every year • FDP has been successfully organized for faculty and staff, every year.
2	To improve the teaching-learning methodology in the context of enable every classroom with ICT	• All classrooms and seminar halls are ICT enabled. • Every year faculties are asked to improve the teaching contents. • To support Virtual C-4- campus to college and community centre, the imitative by the university
3	Introduction of new courses.	• As per need of industry and facilities available with the institute, identify the UG/PG courses • M. E. Mechanical Engg. (CAD/CAM)-2012-13, & M. E. Computer Science and Engineering-2014-15 introduced. Planning to add new program this year.
4	To invite eminent personalities from different fields.	• Identify and invite the eminent personalities in different fields like academic, industry, social and cultural

5	To improve the beautification of campus	• landscape and plantation of campus • Identification of area, appointment of architect
6	To seek for infrastructural development	• Identify the need for infrastructure expansion to satisfy the criterion for new courses introduced by institute. • If any laboratories introduced as per AICTE norms. • As per the guidelines from SGBAU university for new setup.
7	To conduct various programs in the benefit of society	• Every year conduct various programs like eye camp, blood donation camp, woman empowerment, cleanliness camp, voting awareness camp and many more through different committees/cells.
8	Arranging skill development programmes in relevant field.	• Planned to offer soft skill development program for students.
9	To organized alumni meet to strengthen the industry-institute interaction	• Every year organize at least one Alumni meet at various places through Alumni cell. • Identify renowned Alumni who can be invited for guest lecture or for suggesting improvements in overall institutional practices.

5. Policy and Procedure for maintaining physical and academic facility

Systems and procedures for maintaining and utilizing physical, academic and support facilities at AEC, Chikhli

1) Maintenance policies and procedures

Maintenance of laboratories

Equipments and instruments are inspected, serviced and calibrated at beginning of every semester. Stock verification is done at the end of academic session. Following procedure is adopted for repairing of the lab equipments/instruments.

Minor repairs

- Minor repairs and maintenance is carried out at department level with the help of lab assistance. If needed, help of technical persons from other departments/ workshop is sought.
- The bill generated for any expenditure is processed and forwarded through principal/ HoD to account section for final payments.

Major repairs

Procedure

Sr. No.	Action	Responsibilities
1	HoD submits the application for repairing to principal.	HoD of concerned Deptt
2	Principal review it and give his approval to work	Principal
3	After approval from principal, quotations from outside agency/vendors is sought	Store in-charge
4	Comparative statement is prepared	HoD/ Store in charge
5	Budget is estimated based selected quotation. Its sanction is sought from management/principal	HoD/ Store in charge
6	Order is placed	Store in charge
7	work is carried out	HoD/ Store in charge
8	Final bill is processed for payment.	Account and finance officer

Maintenance of computers

Minor repairs

- For minor hardware repairs / replacement of system devices /repairing the system software crash/ network repair etc , HoD orally inform to head of computer department.
- HoD computer, depute the technical persons from his department to rectify the problems.
- All computer repairs activities are recorded in register maintained in computer department.

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- Expenditure incurred for minor purchases required for repairing is submitted through principal to account section for the payment.

Major repairs procedure

Sr. No.	Action	Responsibilities
1	HoD submits the application to principal.	HoD of concerned Deptt
2	Principal endorses it and send it to HoD computer	Principal
3	Quotations from outside agency are sought.	HoD/ Store in charge
4	Budget is estimated based upon quotation.	HoD/ Store in charge
5	Its approval is sought from management/principal.	HoD/ Store in charge
6	Order is placed, work is carried out.	HoD/ Store in charge
7	Final bill is processed for payment	Account and finance officer

Maintenance of classrooms

- Cleaning of classrooms and classroom furniture is done through external agency appointed for campus cleaning.
- Repair of classroom furniture is carried out by workshop department on oral / written request from HoD.
- Maintenance of ICT/ smart class equipment, like LCD projector, speakers etc is undertaken by EXTC department. All minor problems are solved immediately by technical persons from the EXTC department.

Civil maintenance

Civil maintenance is headed by civil engineer (maintenance).

For minor civil works like repair of road, doors windows, toilets, bathrooms, plumbing, wall painting etc following procedure is adopted.

Sr. No.	Action	Responsibilities
1	Proposal of any civil work requirement is submitted by HoD or concerned in-charge of facility to principal	HoD or concerned in-charge of facility
2	Principal approves the proposal and instruct to civil maintenance engineer	Principal
3	Civil engineer (maintenance) estimates the budget.	Civil engineer maintenance
4	Proposed budget is put before principal/ chairman for sanction.	Principal/ chairman
5	After sanction from principal/chairman, the civil engineer (maintenance) appoints labour/contractor/agency, purchase the material by standard procedure to complete the work.	Civil engineer (maintenance)/ store in-charge
6	Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.	Account and finance officer

Electrical maintenance

- Electrical maintenance work is headed by electrical engineering deptt. It consists of faculties, electrical assistants and attendants.
- All electrical repairing and maintenance works are forwarded to electrical engg deptt through the principal.
- Minor problems are solved immediately by the persons from electrical deptt.
- For major problems involving higher expenditure, budget is prepared by HoD elect engineering; Approval of budget is sought from chairman/ principal. After approval, vendor/contractor is appointed. After completion of work payment is made as per usual procedure.

Maintenance of library

- Book jacketing, repair, rebinding of damaged books are carried out by library staffs appointed for said purpose.
- Paste control is made frequently to keep insects, termites away from the books.
- Fire extinguishers are inspected frequently to ensure protection from fire.
- Stock verification is done as a part of regular maintenance.

Maintenance of sport facilities

- Indoor stadium is jet washed and vacuum cleaned frequently to remove dust.
- The playgrounds are kept cleaned by sweepers and external agency appointed for campus cleaning.
- Sport pitches are cleaned and rejuvenated regularly.

2) Policies and procedures for utilization of facilities

Laboratories

- Weekly hours shall be allotted to each subject for lab work as mentioned in teaching scheme provided by university.
- A group of 15 to 20 students (one batch) will utilize the laboratories at given schedule.
- Lab assistant and lab attendant have been appointed for each laboratory to assist the students in performing the experiments
- Some equipments/instruments are provided with user manuals. All procedures and safety measures mentioned in user manual should be followed strictly while operating these instruments/equipments.
- Standard procedures for operating the chemicals should be followed strictly.
- Outdated and used chemicals should be discarded / disposed as per pollution control norms.
- Dead stock register shall be maintained in each laboratory.
- All students shall follow the various safety measures and rules displayed in laboratories.

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Class rooms

- All class rooms shall be equipped with all necessary infrastructure required for e-classes
- Lab assistant of respective department shall be responsible for maintenance of all infrastructure of class.
- All class rooms should be neat and clean. Attendants of respective department shall be responsible for cleanliness of classroom. He shall get class rooms cleaned by sweepers appointed.

Computer laboratory

- Central computer laboratory shall be maintained by computer science and engineering department.
- HoD computer science shall ensure optimum utilization of computer laboratory by allotting each slot appropriately to class, staff and students.
- All old, non repairable computers and peripheral shall be handover to EXTC department.
- EXTC department shall ensure its proper disposal as per E waste disposal rules

Library

- Every visitor must sign and mention the time of arrival into register placed on counter.
- Every student must get library card. This card shall be used for issuing the books.
- Cards are not transferable and loss of them must be reported to the issuing agency without delay.
- Before leaving the counter burrower should immediately point out any mutilations in the book to library staff, otherwise burrower shall be held responsible for mutilation of book and he shall require reimbursing the cost of book.
- Fines Rs 2/day will be levied for late returns of burrowed books.
- Numbers of books that can be burrowed by staff and students are as follows

Category of burrower	Text book	Reference book	Book bank quota
UG students	03	01	03
PG students	03	01	03
Faculty	Max 15 books		

Loan period for books is as follows

Category of burrower	Text book	Reference book	Book bank quota
UG students	15	1	One session
PG students	15	1	One session
Faculty	90	15	One session

- The books issued under book bank quota should be returned immediately after completion of university examination.

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Sport complex

The institute's Sports Facilities include the following:

a) Indoor stadium, containing Badminton court, table tennis court, Gymnasium
b) Volley ball courts, basket ball courts.
c) Play grounds for Cricket, foot ball, hockey, Kabbadi, Kho- Kho,
d) Ground for athletics activities.

- Sport complex is available to all students, all employees of institute and their family member of employees residing in the campus. Students and staff must carry their ID card .Entry may be denied to those not able to produce ID card.
- Members wishing to play badminton, table tennis should bring their own sporting material (racket , shuttlecock etc)
- Member should maintain decency and decorum in sport complex. Any misbehavior may lead to expulsion from sport complex.
- All sports facilities must be treated with care and respect.
- Any user, who causes deliberate damage to facilities, shall be liable to pay the cost of replacement or repair.
- Participants must wear appropriate sports clothing for all activities.
- Food and alcoholic drink must not be brought into any indoor area.
- Children entering indoor facilities must be fully supervised by an adult at all times.

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6. Code of conduct of AEC, Chikhli

7. Appointment and Service rules