

STUDENTS' WELFARE POLICY

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STUDENTS' WELFARE POLICY

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1. PURPOSE

Students in an Institution must have a coherent high quality support and progression system that identifies concerns of the students and provide appropriate support mechanisms in order to facilitate the achievement of their goals. MLR Institute of Technology needs a Students' Welfare Policy that provides various student support, welfare and services to enable their students to progress at the rate required to develop the required skills and knowledge.

2. SCOPE

The purpose of this policy is to establish a framework that attempts students' welfare and progression needs individually and collectively by creating an environment in the Institute in which all can live, work, and learn together with peace and harmony.

3. POLICY PRINCIPLES

- MLR Institute of Technology is committed to ensure that all students, regardless of their educational background, entry pathway, mode or place of study have equivalent opportunities to successfully transition and progress in their course of study, and that the Institute has mechanisms and strategies to identify specific learning and support needs of all students.
- Student Welfare Policy brings provision of timely support for all the students and enables a positive learning experience towards development of knowledge and skills including language skills, and personal well-being.

The Students' Welfare Policy provides the following student support and progression services to the enrolled students of the Institution.

- A. Provide scholarships for the merit students in sports, academics, cultural and for economically weaker section students.

- c. The scholarship for remaining semesters will be given if the student clears the subsequent exams with no backlog or satisfies all the other conditions as set out in the policy.
- J. All the scholarships awarded by the Institute are subject to the approval of the Scholarship Selection Committee and the competent authority.
- K. Institutional Student Scholarship statements can be revised once every 3 years based on the feedback from its stakeholders.
- L. Standard Operating Procedure (SOP) for Institutional Student Scholarship is provided in Annexure A.

4.2 Capacity Building and Skill Enhancement

MLR Institute of Technology (MLRIT) relentlessly strives to inculcate important skills among its students to make them not only professionally competent but also personally efficient. Keeping in view the fast changing nature of work culture, MLRIT realizes that students need to be equipped with various skills like stress and time management, team building capacity, team spirit, clarity and conviction while communicating and maintaining personal as well as professional relationships, developing leadership attributes with robust physical and mental fitness etc to meet the emerging challenges in professional and personal spheres.

4.2.1. Capacity Building and Skill Enhancement Program guidelines:

- A. Capacity Building and Skill Enhancement Committee shall be constituted which includes Head of the Institute, HoDs, Head of the English Department, Head of Innovation and Entrepreneurship and Placement Officer.
- B. Capacity Building and Skill Enhancement (CBSE) committee creates Standard Operating Procedure (SOP) to conduct programs/activities systematically and effectively to meet the desired outcome of enhancing students' skills.
- C. The SOP outlines the process of conducting such programs/activities in terms of contents, logistics and other technicalities associated with publicity and record maintenance.
- D. The Capacity Building and Skill Enhancement Committee will conduct the programs under the following heads
 - a. **Programs on Soft Skills**
Soft skills are personal characteristics that equip an individual with situational awareness and enhance an individual's capability of completing a task.



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b. Language and Communication skills

Language is a tool that helps expressing and carrying the thoughts, feelings of individuals. On the other hand, communication is a process of exchanging messages and information, either verbally or nonverbally.

c. Life Skills

Life skills provide psycho-social competencies and interpersonal skills that help people make informed decisions, solve problems, think critically and creatively, and communicate effectively.

d. Awareness of Trends in Technology

Technology trends awareness as a skill refers to being mindful of the technology that is recently becoming popular and is readily accepted in the market or industry.

F. CBSE committee will deliberate to identify activities/training programs and appropriate slots without interfering in the regular academic schedule of students with the aim of ensuring students participation to the fullest capacity/intake.

G. Capacity Building and Skill Enhancement Program can be conducted by nominating a coordinator to arrange modalities/logistics associated with these programs.

H. The aim of Capacity Building and Skill Enhancement policy statements is to train the students in such a manner that they remain updated with evolving needs of modern industry/market in terms of different skill sets. It intends to minimize the skill gap that exists between students and industries.

Standard Operating Procedure (SOP) for Capacity Building and Skill Enhancement is provided in Appendix B.

Standard Operating Procedure (SOP) for Training & Development, Career Guidance and Placement is provided in Annexure C.

4.3 Student Grievance Redressal

MLRIT believes that it is important to provide a platform where students can easily submit their grievances and address their grievances in a time-bound manner to promote the overall growth and reputation of the Institutions.

The policy intends to roll out an effective step by step procedure which shall be followed meticulously not only to make a hassle free process of submitting grievances, but also to ensure time bound redressal.

4.3.1. Student Grievance Redressal guidelines:

A. Student Grievance Redressal Committee (SGRC) will be constituted by the Head of the Institution and it comprises Head of the Institution, Dean - Student Affairs, Head - IQAC, senior faculty as coordinator and faculty members from each department.

- B. The Grievance Redressal Committee ensures to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.
- C. The SGRC will address the grievances of Institute facilities like learning resources, Library, Hostel, Canteen and transport.
- D. Suggestion/Complaint Box shall be installed at SR Block in which the students, who want to remain anonymous, put their written grievances and suggestions to improve Academics / Administration facilities and services provided by the Institute.
- E. Complaints pertaining to the Academic, Hostel, Library, Internet browsing, Canteen etc. will be dropped in the Suggestion/Complaint Box by students and oral complaints too shall be addressed.
- F. Complaint Box shall be opened by the coordinator of the Student Grievance Redressal committee every month or whenever required. The details of the grievance shall be kept confidential.
- G. The students can also register their grievances in online in institute website: www.mlrinstitutions.ac.in
- H. The aggrieved student shall report the incident within a period of one week from the date of the last incident.
- I. The student grievance committee will act upon those cases which have been forwarded along with all the necessary documents.
- J. The student grievance committee will assure that the grievance has been properly solved in a stipulated time frame.
- K. Awareness programs shall be organized across the institution to make students aware about the role of Student Grievance Redressal Committee.
- L. The grievance registration process shall be displayed on Website and posters containing the detail will be placed at prominent places of the campus.
- M. Standard Operating Procedure (SOP) for Student Grievance Redressal is provided in Annexure D.

4.4 Prevention of Sexual Harassment

In order to create and maintain a community in teaching, non-teaching staff and students work together in an environment free of sexual violence, harassment, exploitation, and intimidation.

4.4.1 Definition of Sexual Harassment

Any form of verbal or physical behavior which is unsolicited, unwelcome and interferes with an individual's work performance by creating an intimidating/insecure working environment.

Unwelcome sexually determined behavior (whether directly or by implication) in any form, such as:

- Physical contacts and advances
- A demand or a request for sexual favors
- Sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal/non-verbal conduct of sexual nature.

4.4.2 Prevention of sexual harassment guidelines

- Take proactive measures towards sensitization of the learning environment on gender issues:
- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- Providing information to all students about what constitutes sexual harassment and about their responsibility not to sexually harass the girl students.
- Women Protection Committee will be constituted by the head of the Institution that comprises the Head of the Institution, senior lady faculty as coordinator, a Lawyer, an NGO member, jurisdictional Police Officer, non teaching lady representative and faculty members.
- The committee will frame the standard operating procedures which will be followed meticulously for the implementation of the policy statements.
- The committee will organize sensitization programmes / workshops in order to do the following:
 - To sensitize students about their right to have safe and healthy learning environment
 - To discuss with students on general issues that are faced by them at the institution.
 - Increase awareness amongst female students and overcome the hesitation and discomfort in discussing issues involving Sexual Harassment at Institution by convening meetings so that the students can come up in open and share their views and ideas.
 - The Committee would also assist complainants if required to file a complaint.
- Display anti-sexual harassment posters on notice boards in common work areas and Conduct regular awareness raising sessions for all students on sexual harassment issues.
- In case of sexual harassment in any of the premises of the institute, active assistance shall be provided to the complainant by the cell to pursue the complaint and the safety of complainant shall also be ensured.

- Any aggrieved person who feels / presumes that he / she has been subject to sexual harassment by a person should make a complaint in written or online.
- The Internal Complaints Committee will maintain the records of all sexual harassment cases and finding and communicate penal provisions of sexual harassment.
- The members of the Internal Complaints Committee are the members of the Enquiry Committee and the whole process of enquiry is to be completed within the stipulated time.
- At the end of every Academic Year, the Internal Complaints Committee prepares an annual report that contains the details like number of Complaints filed, the status of each complaint and number of complaints redressed and submitted to the Head of the Institution.
- Standard Operating Procedure (SOP) for Sexual Harassment Prevention is provided in Annexure E.

4.5 Institutional Ragging Prevention

MLR Institute of Technology has focused on zero tolerance towards a ragging free atmosphere in and outside the campus. There should be a cordial relation among students for fulfillment of the mission and objectives of the Institution.

4.6.1. Ragging prevention guidelines:

Anti Ragging Committee (ARC) will be instituted with the task of monitoring student interactions in campus and the prevention of ragging, to enhance the scope of well being among the student community and also create awareness regarding acts and punitive measures pertaining to ragging activities.

Anti Ragging Committee (ARC) comprises the Head of the Institution as Chairperson, senior faculty as coordinator, a police, a lawyer, Lady Faculty and all senior staff from departments.

The following mechanisms are established by ARC to ensure a ragging-free campus:

- Wide dissemination of anti-ragging policy and warning through admission advertisements, prospectus and other information booklets.
- Obtaining signed undertakings from students and parents against ragging.
- Assurance by Head of Institution/ Departments to the fresher's and parents about full protection and support against any attempts of ragging by seniors.
- Introducing anti-ragging methods and creating awareness to the seniors through holistic education classes.
- Constitution of an anti-ragging committee and anti-ragging squad, as well as watch and ward arrangements to identify vulnerable locations and to keep a constant vigil and watch at such locations.

- Regular interaction and counseling with the students to detect early signs of ragging and identify trouble-triggers.
- Surprise inspection at hostels, student's accommodation, canteens, rest-cum-recreation rooms, toilets, etc. for preventing/quelling ragging and any uncalled for behavior/incident.
- Installation of CCTV cameras at vital points.
- Offering orientation, mentoring and professional counseling to fresher's to prepare them for the socio-academic life ahead.
- Updated information on the college website with the complete address and contact details of nodal officers related to the anti-ragging committee.
- Creating awareness among the students about the functioning of the National Anti-Ragging Helpline having phone number 1800-180-5522 (24x7 Toll Free) and e-mail: helpline@antiragging.in; e-mail(JNTUH): antiragginghelpline@jntuh.ac.in.
- Standard Operating Procedure (SOP) for Institutional Ragging Prevention is provided in Annexure F.

4.6 Students' Council

In educational institutions, the Students' Council makes significant contributions to the holistic development of the student community and ensures their intellectual, psycho-social and professional wellbeing. The primary aim of student representation at the Institution is to provide students with an opportunity to voice their views, suggestions and concerns through a proper and efficient process. Students' Council provides a representative structure or a forum to students to bring up important issues for informed discussion, deliberation and affirmative action most suitable for their all-round development as well as institutional growth.

Students' council is a democratic support system for holistic development of the students and will work in concert with the respective departments/clubs /groups of the Institution with the faculty support. The Students' Council will report to and will function with the general supervision of the principal or his nominee.

4.6.1 Responsibilities of Students' Council

The functions and activities of a Students' Council should promote the development of the institution and ensure the welfare of its students. The Students' Council is expected to fulfill the following responsibilities and represent the views of the students to the Institute authorities and management.

- a. Promote good communication & interpersonal relations within the Institute
- b. Support the educational development and progress of students
- c. Contribute to the development of Institute policy

- d. Organize Institute sports and cultural activities

4.6.2 Constitution of Students' Council

The Head of the Institution (Principal) initiates the constitution of Students' Council in consultation with senior faculty and draws up the rules for establishment of a Students' Council. The following are the principles and scope of the Students' Council.

- The Students' Council will be representative of the student body in the Institution.
- In collaboration with the Institute and Faculty, the Students' Council shall promote the interests of the Institute and student involvement in Institute affairs.
- The Students' Council will be constituted with the students of all years of the Institute and the council function as three different bodies - (1) Student Academic Council, (2) Student Administrative Council. (3) Student Social & Cultural Council.
- These student bodies will be headed by designated persons who act as a common person between the Student Club, Management, and Students' Council.
- The Student Clubs can be formed under Students' Council to uplift the student interests towards various skills required for student overall growth.
- The Student Clubs will function under the designated President and Secretary of that particular Club. These designated students will update the progress of various clubs and maintain the record of various activities being conducted under different clubs.
- The Students' Council also designates student members for various committees of the Institution and represents student affairs.
- Institution reserves the authority to dissolve a council or remove a council member at any time.

4.6.3. Eligibility of students to become member of Students' Council

In MLR Institute of Technology, the Students' Council is established by a selection procedure. The following are eligibility criteria that a student should possess to become a student council member.

1. Students must have regular admission.
2. Student academic records must be satisfactory with respect to attendance and performance.
3. Students should not be involved in any disciplinary issues in and outside of the Institution.
4. Post-wise eligibility criteria for selected positions is as follows
 - a) The President will be from the Final Year.
 - b) Vice President and Treasurer will be from the Final & Third Year.
 - b) Secretary will be from the Second Year.
 - c) Joint secretary will be from the First Year.

d) President and Secretary of Student club will be from final and third years having interest towards objectives of the club.

4.6.4. Selection of students for council

- The Students' Council will have the following positions
 - President
 - Vice President
 - Secretary
 - Joint Secretary
 - Treasurer
 - Members of various committees
- The selection coordinators are the senior faculty members assigned by the principal.
- All the Class In-charge will be informed about the selection process through a notice/circular by the selection coordinators for that Academic Year.
- Students will submit their nominations for all the above said positions to the selection coordinators of that academic year. They should submit the nominations within a given time voluntarily with their willingness.
- Selection coordinators for the academic year will scrutinize these nominations and finalize the list of approved nominations for the above said positions as per eligibility criteria.
- After the final nominations list is made, the selections will be conducted by the selection coordinators for the Academic Year.
- If the students want to withdraw their nominations, they can do the same by writing an application to the selection coordinator before the selection procedure.
- Selection coordinators and the Class In-charges will be responsible for selection of candidates and finalization of Students' Council. The finalized Students' Council list will be forwarded to the Head of the Institution for approval.
- The Students' Council will be informed after its approval through the notice/circular by the selection Coordinator.

4.6.5. Functionaries of Student Council

The Students' Council will perform its function under three different bodies - (1) Students' Academic Council, (2) Students' Administrative Council. (3) Students' Social & Cultural Council.

A. Functions of Student Academic Council

The Students' Academic Council can be responsible to deal with teaching-learning processes like teaching, course content, study material, practical sessions from the departments, pertaining to quality improvement.

Student Academic Council discusses the requirements in the teaching learning process, library facilities and recommends books, journals to be procured and forward to Head - IQAC.

The Students' Academic Council is responsible for organizing various events/ activities like Technical Workshops, Technical Fest, Invited Talks, Skills/knowledge Enhancement Programmes etc. in alliance with respective committees, clubs & professional bodies such as CSI, SAE, ISTE & IEEE under the banner of Student Chapters.

The following are the various committees and Student Clubs that are associated with Students' Academic Council.

Library Committee: Student representatives are nominated into the library committee to address the issues on procurement of new titles, issue and renewals of the books and any additional material required.

SAE Collegiate Club: SAE INDIA student chapter provides a platform to students for learning and innovating real engineering skills and encourages them to participate in different SAE events like Student Convention, Aero Design Challenge, Tractor Design Competition.

CIE (Centre for Innovation & Entrepreneurship): It is a student club that provides the students with a space to ideate and provides hand-on management coaching and access to state of the art facilities to convert innovation into marketable products.

B. Functions of Students' Administrative Council

Student Administrative Council looks after the feedback on Hostels and Amenities, Anti-Ragging initiatives, Alumni Association, Grievance Redressal, NSS etc.

The Students' Administrative Council will perform the following functions in various Institution committees and student clubs.

Feedback on academic facility and maintenance: Dean Students' affairs & Administrative Officer addresses the problems pertaining to classroom, infrastructure, library, food, water, hygiene, etc. to redress the students' grievances. They may further refer to the administrative authorities for the improvement of the quality of students' life in the Institute.

Internal Quality Assurance Cell (IQAC): IQAC is a committee which monitors quality of teaching learning, student progression and other supporting systems in the institution and assures best learning facilities to the students of the institution.

Ragging Prevention Committee: Nomination of student and parents as Member of Anti-Ragging committee promotes an ambience conducive for the Institute to be a ragging-free campus.

Sexual Harassment Prevention Committee: Girl Students' representation facilitates investigation into the information against the complaints launched, if any.

Grievance Redressal committee: It is formed to look into the complaints from the aggrieved. Suggestion / Complaint Boxes are provided at the Office of Principal for students to lodge their complaints / suggestions.

Alumni Association: It acts as the medium to strengthen the interaction and bonding between the past and present students of the Institution.

C. Students' Social and Cultural Council

Students' Social and Cultural Council promotes and encourages the involvement of students in organizing various sports, social initiatives, community outreach programmes and recreational activities in coordination with faculty mentors. Students' Social and Cultural Council will celebrate cultural and sports events such as Annual day, Annual Sports, Cultural Fest, Freshers' Welcome, Farewell, etc.

Sports Committee / Club: The Sports club makes all the sports facilities available to the students of the institution. The Students' Council representatives give valid suggestions towards the sports activities within the institute and also address the adequacy of the infrastructure and other facilities required to compete in national/international forms.

CLUB LITERATI: The fundamental objective of CLUB LITERATI is to educate the students through the process of self-improvement and leadership training so that they increase their confidence and usefulness in business, entrepreneurship, professional and community life.

CAME Club: This club provides a platform for students to exhibit their talents and to transform them into capable and confident all-rounder.

EPICS: EPICS - Engineering Projects in Community Service is a student club that motivates students towards engineering related developments in association with non-profit organizations for the betterment of the community

NSS: Institute has set up NSS to sensitize students towards societal issues and community services, activities of which are mainly carried out by the students.

Standard Operating Procedure (SOP) for Students' council is provided in Annexure G.

5. FEEDBACK & REVISION

The Student Support & Progression Policy will be revised every three years by considering feedback from its stakeholders.

6. ANNEXURES

Annexure A: SOP of Institutional Student Scholarship

Annexure B: SOP of Capacity Building and Skill Enhancement

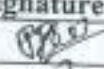

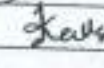

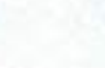
Annexure C: SOP of Training & Development, Career Guidance and Placement

Annexure D: SOP of Student Grievances Redressal


Annexure E: SOP of Prevention Sexual Harassment

Annexure F: SOP of Institutional Ragging Prevention

Annexure G: SOP of Students' Council

S.No	Name of the member	Signature
1	Dr. P Bhaskara Reddy	
2	Dr. G Kiran Kumar	
3	Dr. Radhika Devi V	
4	Dr. K L Chugh	
5	Mr. P Ravi Chandra	


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File No: MLRIT/DSA/2016-17/SOP/01

Annexure A

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

INSTITUTIONAL STUDENT SCHOLARSHIP

Draft Prepared by:

Dr. G Kiran Kumar
Dean – Student Affairs

Dr. Radhika Devi V
Head – Humanities and Sciences

Approved by: Director – IQAC
Prof. K L Chugh

Issued by: The Principal
Dr. P Bhaskara Reddy

Date: 18/11/2016

This SOP titled "Institutional Merit Scholarship" is formulated to operate and identify merit students in academics, sports and other talent to provide scholarships. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders in providing merit scholarship to the eligible students of the institution.

BACKGROUND:

MLR Institute of Technology (MLRIT) has a Student Support and Progression Policy to support the students admitted in various departments of the Institution.

MLRIT will provide merit scholarships for the students in the following categories by implementing Student Support and Progression Policy.

- Sports Scholarship: Students showing merit in Sports
- Merit Scholarship: Students showing merit in academic performance.

- Economically Weaker Section (EWS) Scholarship: Students belong to the Economically Weaker Section (EWS) and also show better academic performance.

SCOPE:

The Institute provides fee concession/ fee waiver for needy students of all courses. The Standard Operating Procedure can bring a framework to identify the merit students and disburse the scholarship for eligible students.

The following is the standard operating procedure

1. Scholarship Selection Committee will be constituted by The Principal as per the Institutional Scholarship Policy statements in Student Support and Progression Policy.
2. Notification will be released to invite the applications from the students to obtain the scholarship.
3. Submission of the application happens in February / March before the academic year begins in the case of already enrolled students and June/ July for first year students.
4. The students who are intending to avail scholarship facility have to submit their application in a prescribed format to the Scholarship Selection Committee. The applications will be collected from the institute Library.
5. The committee meets once the application formality is completed and scrutinizes the applications received in that particular academic year. The consideration may be based on merit, merit cum means, and eligibility as per government rules, special talents, sports and the like.
6. The recommendation of the Scholarship Selection Committee is forwarded to the principal for further approvals.
7. The Principal will take the approval of the Institute Management on recommended student scholarships and publish the list of students selected for scholarships.
8. The Institutional scholarships can be disbursed in the form of Awards, Cash rewards and Percentage of Tuition fee waiver.
9. After the list is published, suitable date, time and mode has to be fixed to disburse the Scholarships.



Dissemination of Programs:

1. Design posters/circulars on awareness towards anti ragging and provide wide publicity through print and electronic form on the notice boards of the Institution.
2. Create awareness on programs in all the classes and among all the students.



File No: MLRIT/DSA/2016-17/SOP/02

Annexure B

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

Capacity Building and Skill Enhancement

Draft Prepared by:

Dr. G Kiran Kumar
Dean – Student Affairs

Dr. Radhika Devi V
Head – Humanities and Sciences

Approved by: Director – IQAC

Prof. K L Chugh

Issued by: The Principal

Dr. P Bhaskara Reddy

Date: 18/11/2016

This SOP titled “Capacity Building and Skill Enhancement” is formulated to operate and oversees Capacity Building and Skill Enhancement programs. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders in conducting Capacity Building and Skill Enhancement programs.

1. BACKGROUND:

MLR Institute of Technology (MLRIT) relentlessly strives to inculcate important skills in its students to make them not only professionally competent but also personally efficient. Keeping in view the fast changing nature of work culture, Institute realized that students need to be equipped with various skills like stress and time management, team building capacity, team spirit, clarity and conviction while communicating and maintaining personal as well as professional relationships, developing leadership attributes with robust physical and mental fitness etc to meet the emerging challenges in professional and personal spheres.

2. SCOPE:

This SOP intends to systematically and effectively conduct different programs/activities to meet the desired outcome of enhancing students' skills. It outlines the process of conducting such programs/activities in terms of contents, logistics and other technicalities associated with publicity and record maintenance.

3. Procedure to Conduct Capacity Building & Skills Enhancement Programs:

- A Capacity Building & Skill Enhancement committee will be formed by the Head of Institution to conduct various Capacity Building & Skill Enhancement programs as per Student Support & Progression Policy.
- The committee will deliberate to identify a tentative list of activities/training programs that can be organized throughout the year considering specific outcomes.
- Appropriate slots for these programs will be identified without interfering in the regular academic schedule of students with the aim of ensuring students participation to the fullest capacity/intake.
- Attempts will be undertaken to prepare a tentative list of Coordinators and Resource Persons to conduct the programs/activities and forwarded it for further approvals.
- Assigned program coordinator will be responsible to arrange all modalities/logistics associated with these programs.
- The program coordinator will release a circular and announce the commencement of the program with the details of the registration process, dates, time slots and resource persons.
- Wide publicity of these circular shall be ensured through college website, group mails, and all notice boards across the campus.
- After the completion of the program, emphasis will be put on collecting feedback from all the participants to assess the quality of the program for future improvements.

4. Dissemination

- Publish the brochure/circular and provide wide publicity through print and electronic medium.
- Create awareness on the importance of these programs in all the classes and students.

File No: MLRIT/DSA/2016-17/SOP/03

Annexure C

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

TRAINING & DEVELOPMENT, CAREER GUIDANCE AND PLACEMENT

Draft Prepared by:

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Dr. Radhika Devi V
Head – Humanities and Sciences

Approved by: Director – IQAC

Prof. K L Chugh

Issued by: The Principal

Dr. P Bhaskara Reddy

Date: 18/11/2016

This SOP titled "Training & Development, Career Guidance and Placement" is formulated to operate and oversees Training & Development, Career Guidance and Placement programs. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders in conducting Training & Development, Career Guidance and Placement programs.

1. Background :

MLR Institute of Technology (MLRIT) always focuses on training the students for Placements and Competitive Examinations like GATE, GRE, TOEFL, IELTS, UPSC, Civil Services, etc. Apart from imparting Reasoning and Ability skills, MLRIT also focuses on empowering the students with required skill enhancement to attempt Competitive Examinations enabling them to face the challenges of both professional and personal life.



2. Scope:

This SOP aims to conduct various training programs effectively in all departments. It outlines various measures to be adopted to choose the career guidance programs and also looks after mandatory requirements like attendance and others to be fulfilled by the students for attempting competitive examinations. The institute will hire internal and External resource persons and other such linkages would be established for the successful conduction of the career guidance programs along with the preparation of necessary backup documentation.

3. Procedure to conduct various Training & Development, Career Guidance and Placement programs

- A Career Guidance Committee will be constituted by the Principal to conduct various career guidance programs.
- The committee will deliberate to identify a tentative list of activities/career guidance programs that can be organized throughout the year with specific outcomes.
- Appropriate slots for conduction of these programs will be identified by the Career Guidance Committee without interfering in the regular academic schedule of students with the aim of ensuring students participation to the fullest capacity/intake.
- A tentative list of instructors/resource persons to conduct these programs or activities will be prepared and forwarded for further approvals.
- Career Guidance Committee will nominate a coordinator to look after the modalities/logistics for conduction of these programs.
- The nominated coordinator will initiate the release of a circular through the head of the institution, announcing the commencement of the program with the details of the registration process.
- Wide publicity of these circular shall be ensured through college website and all notice boards across the campus.
- After the completion of the program, feedback will be duly collected from all the participants to assess the quality of conduction of the program for future improvements.

4. Dissemination of Programs:

- Design the brochure or circular. Publish brochure or circular and provide wide publicity through print and display on the notice board.
- Create awareness on programs in all the classes and among all the students.


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File No: MLRIT/DSS/2016-17/SOP/04

Annexure D

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

STUDENT GRIEVANCE REDRESSAL

Draft Prepared by:

Dr. G Kiran Kumar
Dean – Student Affairs

Dr. Radhika Devi V
Head – Humanities and Sciences

Approved by: Director – IQAC
Prof. K L Chugh

Issued by: The Principal

Dr. P Bhaskara Reddy

Date: 18/11/2016

This SOP titled "Student Grievance Redressal" is formulated to streamline and systematize the process to receive grievances from students and address them at most priority. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders of the institutions for grievance redressal services.

BACKGROUND:

MLR Institute of Technology (MLRIT) believes that it is important to provide a platform where students can easily register their grievances. It is also important to address those grievances in a time-bound manner. Addressing the grievances of students within a stipulated time frame is equally important for the overall growth and reputation of the Institutions.

SCOPE:

This SOP aims to introduce clear and precise guidelines to receive and address the grievances from students of the institution. The SOP intends to roll out an effective step by step procedure



which shall be followed meticulously to collect the grievances and also ensure time bound redressal.

Procedure to be followed in students' grievances and redressal:

1. Student Grievance Redressal Committee (SGRC) will be constituted by the Head of the Institution and it comprises Head of the Institution, Dean - Student Affairs, Dean - IQAC, senior faculty as coordinator, Lady Faculty and faculty members from each department as stated in the Student Support and Progression Policy.
2. Awareness programs shall be organized across the institution to ensure students are aware about the role of Student Grievance Redressal Committee.
3. Suggestion / Complaint Box shall be installed in all the department blocks as per the Student Support and Progression Policy.
4. The grievance registration process shall be displayed on the Institute website and posters containing the details will be placed at prominent places of the campus.
5. Complaint Box shall be opened by the Student Grievance Redressal coordinator in presence of Dean - Student Affairs of the Institute.
6. The committee will conduct a meeting on Student Grievance Redressal process to discuss grievances received and shall initiate appropriate action to be taken to address the grievances.
7. The minutes of the Student Grievance Redressal Committee meeting will be submitted to the Head of Institution for approval.
8. After approval, the actions can be implemented in a stipulated manner through proper channels and a report is submitted to the committee.
9. The Student Grievance Redressal committee can conduct meetings every month to address the grievances raised by the students of the Institution.
10. At the end of every Academic Year, the SGRC prepares an annual report that contains the details like number of complaints filed, the status of each complaint and number of complaints redressed and submitted to the Head of the Institution.


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(UGC AUTONOMOUS)

Affiliated to JNTU, Approved by AICTE
Laxman Reddy Avenue, Dundigal, Hyderabad-500 043, Telangana, India



Dissemination:

- i. Design posters/circulars on awareness towards Student Grievances and Redressal and provide wide publicity through print and electronic form on the notice boards of the Institution.
- ii. Create awareness on programs in all the classes and among all the students.



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File No: MLRIT/DSA/2019-20/SOP/05

Annexure E

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Draft Prepared by:
Dr. G Kiran Kumar
Dean – Student Affairs

Dr. Mahendra V
Head – Centre for Innovation and
Entrepreneurship

Approved by: Director – IQAC
Dr. MSN Gupta

Issued by: The Principal

Dr. K. Srinivas Rao

Date: 29/01/2020

This SOP titled “Prevention of Sexual Harassment Committee” formulated to address complaints related to prevention of sexual harassment and other complaints related to gender inequality. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders of the institution.

BACKGROUND:

MLR Institute of Technology (MLRIT) believes that it is important to provide a platform where students can easily register their complaints. It is also important to address those complaints in a time-bound manner. Addressing the issues of students within a stipulated time frame is equally important for the overall growth and reputation of the Institutions.

SCOPE:

The scope of the committee is to take consistent action for Prevention, Prohibition and Redressal of complaints received regarding sexual harassment and gender discrimination of women personal in the Institution.

Procedure to address Internal complaints:

- Internal Complaints Committee (ICC) will be constituted by the head of the Institution that comprises the Head of the Institution, senior lady faculty as coordinator, Lawyer and faculty members of the departments.
- The committee will organize sensitization programmes / workshops for all students of the institute and also special meetings to disseminate the information among female students.
- The ICC coordinator will display penal provisions of sexual harassment.
- Any aggrieved person who feels / presumes that he / she has been subject to sexual harassment by a person should make a complaint in written or online (send email to icc@mlrinstitutions.ac.in) addressing the ICC coordinator.
- The ICC coordinator will maintain the records of all sexual harassment cases and findings.
- The members of the Internal Complaints Committee are the members of the Enquiry Committee and the whole process of enquiry is to be completed within the stipulated time.
- After enquiry, the ICC will prepare Minutes of the Meeting (MoM) of the same and submit it to the Head of The Institution for approval and initiate necessary action.
- At the end of every Academic Year, the ICC prepares an annual report that contains the details like number of complaints filed, the status of each complaint and number of complaints redressed and submitted to the Head of the Institution.

Dissemination of Programs:

- i. Design posters/circulars on awareness towards anti ragging and provide wide publicity through print and electronic form on the notice boards of the Institution.
- ii. Create awareness on programs in all the classes and among all the students.

File No: MLR/IT/DSA/2019-20/SOP/06

Annexure F

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

INSTITUTIONAL RAGGING PREVENTION

Draft Prepared by:
Dr. G Kiran Kumar
Dean – Student Affairs

Dr. Mahendra V
Head – Centre for Innovation
and Entrepreneurship

Approved by: Director – IQAC
Dr. MSN Gupta

Issued by: The Principal

Dr. K. Srinivas Rao

Date: 29/01/2020

This SOP titled “Institutional Ragging Prevention” is formulated to streamline and systematize the process of receiving and addressing ragging issues raised by students. This will come into effect from 29/01/2020. This SOP is binding all the admitted students of the institution.

BACKGROUND:

MLR Institute of Technology has focused on zero tolerance towards a ragging free atmosphere in and outside the Institute.

SCOPE:

The SOP of the Institutional Ragging Prevention will provide a framework to monitor student interactions in campus and prevent ragging activities in order to enhance the scope of well being amongst the student community and also create awareness among students regarding acts and punitive measures pertaining to ragging activities.

Procedure to prevent ragging in the Institution:

- The Institute constitutes an Anti ragging committee (ARC) comprises Head of Institution, 2 senior faculties (one Male & one Female) as coordinators, Police officer, Practicing Lawyer and members from each department as per Student Support and Progression Policy.
- The Anti Ragging Committee shall organize awareness programs across the institution to ensure students are aware about the role of Institutional Ragging Prevention policy statements.
- The coordinators in the Anti Ragging Committee will be responsible for dissemination of information and release circular about activities/programs as per Institutional Ragging Prevention policy statements.
- The ARC conduct programs such as role play, awareness shows, prohibiting ragging and orient the students towards the universal concept of zero tolerance for ragging
- The ARC constitutes a ragging monitoring committee that monitors the student activities during college hours and prevents any kind of ragging activities.
- If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, such person shall have the option to file a complaint with the Coordinator addressing the Chairperson of ARC.
- The complaints may be raised/submitted in writing or orally. Written complaint is preferable. The members of the ARC will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- The committee will conduct a meeting on ragging complaints received and do investigation on finding and shall submit an unbiased report with recommend appropriate action to be taken to address the complaint.
- The minutes of the Anti Ragging Committee meeting will be submitted to the Head of Institution for approval.
- After approval, the actions can be implemented in a stipulated manner through proper channels and a report is submitted to the committee.
- The Student Anti Ragging Committee can conduct meetings every month / whenever complaints are received to address the grievances raised by the students of the Institution.

Dissemination of Programs:

- i. Design posters/circulars on awareness towards anti ragging and provide wide publicity through print and electronic form on the notice boards of the Institution.
- ii. Create awareness on programs in all the classes and among all the students.


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File No: MLRIT/DSA/2016-17/SOP/07

Annexure G

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

STUDENTS' COUNCIL

Draft Prepared by:

Dr. G Kiran Kumar
Dean – Student Affairs

Dr. Radhika Devi V
Head – Humanities and Sciences

Approved by: Director – IQAC

Prof. K L Chugh

Issued by: The Principal

Dr. P Bhaskara Reddy

Date: 18/11/2016

This SOP titled "Institution Students' Council" is formulated to create the environment that offers an opportunity to the students to work on various important student and institutional aspects in the collaborative mode alongside the management, staff and fellow students for the benefit of the Institution and its different stakeholders, including students. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders of the institution.

BACKGROUND:

In the learning systems, the voice of the learner needs the most empathetic mechanism to be heard in order to prove that it matters the most. Hence, it is important that students are given ample opportunities to express their views on issues concerning them in the college. It is equally important that they are encouraged to take active part in promoting the best practices, uniqueness and the value system of the college.


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SCOPE:

The institution Students' Council gives students an opportunity to acquire communication, planning and organizational skills which will benefit them in sharpening their personality and professional conduct. It enables students to take responsibility for projects, and to demonstrate that they can manage and bring such projects to successful conclusion.

The following is the standard operating procedure of Institution Students' Council

1. The Head of the Institution (Principal) initiates the constitution of Students' Council in consultation with Dean – Student Affairs, senior faculty members (One Male & One Female) and draws up the rules for establishment of a Students' Council.
2. Notification will be released to nominate interested students from the classes by class teachers to become Students' Council.
3. The Students' Council will be formulated as per policy statements of Students' Council and Dean – Students' Affairs is nominated as chairperson.
4. The constituted Students' Council list will be forwarded to the Head of Institution for its approval and list is published after its approval.
5. After the list is published, a suitable date, time and venue has to be fixed to announce the Students' Council and its associated bodies.
6. The Students' Council will function as three different bodies - (1) Student Academic Council, (2) Student Administrative Council. (3) Student Social & Cultural Council.
7. These student bodies will be constituted by various committees and Student Clubs under the control of the President and Secretary of Students' Council, Faculty Coordinators and Management, and Students' Council.
8. The Student Clubs will function under the designated President and Secretary of that particular Club. These designated students will update the progress of various clubs and maintain the record of various activities being conducted under different clubs.
9. The Students' Council will meet once in a semester to discuss requirements of students and the considerations are recommended to the head of the Institution through proper channels for its approval.
10. The recommendation of the Students' Council will be implemented after its approval through the various Institutional committees and clubs.

File No: MLRIT/DSA/2019-20/SOP/08

Annexure H

Standard Operating Procedure for Implementation of Students' Welfare Policy

STUDENTS' COUNCIL

Draft Prepared by:

Dr. G Kiran Kumar

Dean – Student Affairs

Dr. Mahendra V

Head – Centre for Innovation and
Entrepreneurship

Approved by: Director – IQAC

Dr. MSN Gupta

Issued by: The Principal

Dr. K. Srinivas Rao

Date: 29/01/2020

This SOP titled "Institution Students' Council" is formulated to create the environment that offers an opportunity to the students to work on various important student and institutional aspects in the collaborative mode alongside the management, staff and fellow students for the benefit of the Institution and its different stakeholders, including students. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders of the institution.

BACKGROUND:

In the learning systems, the voice of the learner needs the most empathetic mechanism to be heard in order to prove that it matters the most. Hence, it is important that students are given ample opportunities to express their views on issues concerning them in the college. It is equally important that they are encouraged to take active part in promoting the best practices, uniqueness and the value system of the college.

SCOPE:

The institution Students' Council gives students an opportunity to acquire communication, planning and organizational skills which will benefit them in sharpening their personality and professional conduct. It enables students to take responsibility for projects, and to demonstrate that they can manage and bring such projects to successful conclusion.



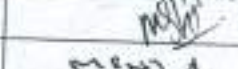
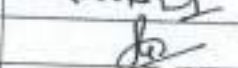


The following is the standard operating procedure of Institution Students' Council

1. The Head of the Institution (Principal) initiates the constitution of Students' Council in consultation with Dean – Student Affairs, senior faculty members (One Male & One Female) and draws up the rules for establishment of a Students' Council.
2. Notification will be released to nominate interested students from the classes by class teachers to become Students' Council.
3. The Students' Council will be formulated as per policy statements of Students' Council and Dean – Students' Affairs is nominated as chairperson.
4. The constituted Students' Council list will be forwarded to the Head of Institution for its approval and list is published after its approval.
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6. The Students' Council will function as three different bodies - (1) Student Academic Council, (2) Student Administrative Council. (3) Student Social & Cultural Council.
7. These student bodies will be constituted by various committees and Student Clubs under the control of the President and Secretary of Students' Council, Faculty Coordinators and Management, and Students' Council.
8. The Student Clubs will function under the designated President and Secretary of that particular Club. These designated students will update the progress of various clubs and maintain the record of various activities being conducted under different clubs.
9. The Students' Council will meet once in a semester to discuss requirements of students and the considerations are recommended to the head of the Institution through proper channels for its approval.
10. The recommendation of the Students' Council will be implemented after its approval through the various Institutional committees and clubs.

STUDENTS' WELFARE POLICY

Policy Revision History

Date	Edition Number	Summary of Changes	Page Number
18/11/2016	Original		
29.01.2020	First Revision	Sports Scholarship was included in the list of Institutional Student Scholarships of Students' Welfare Policy.	4 - 5
29.01.2020	First Revision	SOP of Institutional Student Scholarship can be followed to provide sports scholarship in align with Sports Scholarship statements in Students' Welfare Policy.	Annexure - A
29.01.2020	First Revision	Divyangjan Welfare statements incorporated into Students' Welfare Policy.	12 - 14
29.01.2020	First Revision	SOP for Divyangjan Welfare was included in Students' Welfare Policy as annexure to support Divyangjan in the institution.	Annexure - G

S. No	Name of the member	Signature
1	Dr. K Srinivas Rao	
2	Dr. G Kiran Kumar	
3	Dr. Mahendra V	
4	Dr. M. Satyanarayana Gupta	
5	Dr. Radhika Devi V	
6	Mr. P Ravi Chandra	

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STUDENTS' WELFARE POLICY

Document Number: MLRIT/DSA/Policy/02

Original / Revision Number: 01

Date of Release by IQAC: 29/01/2020

Prepared by	Reviewed by	Approved by
Name: Dr. G Kiran Kumar Designation: Dean – Student Affairs	Name: I. Dr. M. Satyanarayana Gupta Designation: I. Director - IQAC	Name: Dr. K. Srinivas Rao Designation: Principal
Name: Dr. Mahendra V Designation: Head – Centre for Innovation and Entrepreneurship		
Date: 29/01/2020	Date: 29/01/2020	Date: 29/01/2020 Governing Body Approval: 29/01/2020



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STUDENTS' WELFARE POLICY

CONTENTS:

1. PURPOSE
2. SCOPE
3. POLICY PRINCIPLES
4. POLICY STATEMENTS
5. FEEDBACK
6. ANNEXURES

1. PURPOSE

Students in an Institution must have a coherent high quality support and progression system that identifies concerns of the students and provide appropriate support mechanisms in order to facilitate the achievement of their goals.

MLR Institute of Technology (MLRIT) is committed to keep the students safe and remove the barriers to progress and utilize their full potential in learning through the provision of appropriate care, guidance and support interventions.

Thus, MLR Institute of Technology needs a Students' Welfare Policy that provides various student support, welfare and services to enable their students to progress at the rate required to develop the required skills and knowledge.

2. SCOPE

The purpose of this policy is to establish a framework that attempts students' welfare and progression needs individually and collectively by creating an environment in the Institute in which all can live, work, and learn together with peace and harmony.

3. POLICY PRINCIPLES

- MLR Institute of Technology is committed to ensure that all students, regardless of their educational background, entry pathway, mode or place of study have equivalent opportunities to successfully transition and progress in their course of study, and that the Institute has mechanisms and strategies to identify specific learning and support needs of all students.

- Students' Welfare Policy brings provision of timely support for all the students and enables a positive learning experience towards development of knowledge and skills including language skills, and personal well-being.

The Students' Welfare Policy provides the following student support and progression services to the enrolled students of the Institution.

- A. Provide scholarships for the merit students in sports, academics, cultural and for economically weaker section students.
- B. Conduct skill enhancement programs to enhance their soft, technical, interpersonal and entrepreneurial skills etc. to make them market ready.
- C. Organize career guidance programs to counsel them for progression that brings effective employment and/or higher education opportunities.
- D. Establish grievance and redressal mechanisms to address genuine problems and complaints raised by its stakeholders.
- E. Maintain gender equality and prevent sexual harassment in the institution.
- F. Initiate ragging prevention strategies to preserve the culture of ragging free environment in the campus.
- G. Remove barriers and establish a supportive system for differently abled students and staff.
- H. Establish a students' council to provide students with an opportunity to voice their views, suggestions and concerns through a proper and efficient process.

4. POLICY STATEMENTS

4.1 Institutional Student Scholarship

MLR Institute of Technology (MLRIT) would like to recognize students' academic and sports merit and also addresses the issue of income and educational disparities caused by individual financial incapacity. Institutional Student Scholarship Policy statements detail the scholarships framework that encourages students towards academic excellence and disburses the scholarship for eligible students.

MLRIT shall provide scholarships to the students in the following categories

- Sports Scholarship: Students showing merit in Sports
- Merit Scholarship: Students showing merit in academic performance.
- Economically Weaker Section (EWS) Scholarship: Students belonging to Economically Weaker Section (EWS) and also having good academic performance.

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4.1.1 Institutional Student Scholarship guidelines

- A. A Scholarship Selection Committee (SSC) constituted by the Institute would be authorized to scrutinize the application and recommend eligible candidate names for the award of scholarship and or any other financial support as applicable.
- B. The Scholarship Selection Committee includes Head of the Institution, HoDs, Account Officer and Controller of Examinations. The scholarship selection committee also has additional responsibility to explore available funds.
- C. The committee frames the Standard Operating Procedure which will be followed meticulously for the implementation of the policy.
- D. The selection procedure involves application by the meritorious students and consideration of partial tuition waiver to the deserving students who exhibit special skill sets (Example - Sports, Artist, Defense, differently abled category, culturally oriented and Economically Weaker Section).
- E. An equitable distribution of scholarship would be ensured by the committee based on merit/s and promotion of the scheme, not compromising on the competitive merit and qualifications of the eligible candidate.
- F. The scholarship allotted for each program is on the basis of a financial balance sheet available with the scholarship selection committee. Tuition fee waiver and other financial support shall be considered as per the recommendation of the scholarship selection committee.
- G. The following are the scholarships provided by the institution and any full-time students of the Institutions can apply for the scholarships.

Sports Scholarship: Sports scholarship will be offered to the students who demonstrate exceptional talents in various sports. Sports scholarship provides adoption of candidates for free education.

Merit Scholarship: Merit scholarships reward meritorious students with Tuition Fee waiver/financial assistance, which helps them realize their educational dreams of achieving a fulfilling career.

Economically Weaker Section (EWS): The EWS scholarship rewards meritorious students with Tuition Fee waiver to address the issue of income and educational disparities caused by individual financial incapacity.

4.1.2 Sports Scholarship

MLRIT provides Sports scholarship as 100% tuition fee waiver under sports adoption category and it can be given to the merit students in sports. The sports scholarship can be provided in two broad categories:

Sports scholarship Category I: Direct Admission without Sports Trial



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This category considers the applicants who have participated in National sports events funded or recognized by the Ministry of Youth Affairs and Sports (MYAS). The following are the various sports forums recognized to provide scholarships.

- World Championship / World Cup by International Sports Federations (ISF)
- Olympic Games by the International Olympic Committee (IOC)
- Asian Games by Olympic Council of Asia (OCA)
- Commonwealth Games by Commonwealth Games Federation (CGF)
- Asian Championships by International Sports Federations (ISF)
- Paralympic Games by International Paralympic Committee
- South Asian Games (SAG) by South Asia Olympic Council (SAOC)

Sports scholarship Category II: Admission on the basis of Merit certificates and Sports Trial.

The selection criteria consists of 60 % marks from sports trials and 40% marks from their academic performance. The following is the procedure to get admission in sports category II

- Institute shall release detailed notification announcing the availability of freeships under sports category and invite applications in prescribed format.
- This notification shall be circulated widely among various sports authorities and academies across the state and country.
- Verify the original merit/Sports participation certificates of the applicants.
- Conduct sports trials involving internal/external experts.
- Final list of selected candidates shall be prepared on the basis of the recommendation by the Sports adoption committee after verifying all relevant documents and trials.
- The recommended list shall be sent to management for approval.
- After the approval, the list shall be displayed on the college website and notice boards and selected students will be intimated as well.
- College shall issue clear instructions which are to be followed by selected students to join the college and avail the benefit of the adoption scheme.
- At the time of admission, the candidate must submit an undertaking declaration that "She/he would play for the College and University during their Undergraduate Programs of study.

4.1.3 Merit Scholarship eligibility Criteria

MLRIT provides merit scholarships in the form of awards and percentage of tuition fee waiver based on the following student attributes.

- Candidates must be full time students of MLRIT.
- Students should have scored a minimum 7.0 CGPA in the exams.
- Students should have not been involved in any disciplinary issues in or outside MLRIT.

- Students should have maintained a minimum attendance of 75% in the preceding academic year.

4.1.4 EWS Scholarship eligibility criteria

MLRIT provides a merit scholarship in the form of a percentage of tuition fee waiver and it is based on the following student academic performance and their family financial status. The following are the scholarship eligible attributes of the candidates.

- Candidate's family having income less than Rs. 3 Lakh per annum or holding less than 5 acres agricultural land are recognized for EWS Scholarship.
- Students must have secured at least 60 % marks in Intermediate (10+2) for students getting admission in first year.
- Students should have scored a minimum 6.0 CGPA in the previous year exams.

H. The scholarship will be given on the following terms and conditions:

- a. The student needs to pay the provisional admission fee on or before the last date notified
- b. Semester wise scholarships are given subject to fulfillment of eligibility criteria
- c. The scholarship for remaining semesters will be given if the student clears the subsequent exams with no backlog and satisfies all the other conditions as set out in the policy.

J. All the scholarships awarded by the Institute are subject to the approval of the Scholarship Selection Committee and the competent authority.

K. Institutional Student Scholarship statements can be revised once every 3 years based on the feedback from its stakeholders.

L. Standard Operating Procedure (SOP) for Institutional Student Scholarship is provided in Annexure A.

4.2 Capacity Building and Skill Enhancement

MLR Institute of Technology (MLRIT) relentlessly strives to inculcate important skills among its students to make them not only professionally competent but also personally efficient. Keeping in view the fast changing nature of work culture, MLRIT realizes that students need to be equipped with various skills like stress and time management, team building capacity, team spirit, clarity and conviction while communicating and maintaining personal as well as professional relationships, developing leadership attributes with robust physical and mental fitness etc to meet the emerging challenges in professional and personal spheres.

4.2.1. Capacity Building and Skill Enhancement Program guidelines:

- A. A Capacity Building and Skill Enhancement Committee shall be constituted which includes Head of the Institute, Dean of Academics, HoDs, Head of the English Department, Head of Innovation and Entrepreneurship and Placement Officer.
- B. Capacity Building and Skill Enhancement (CBSE) committee creates Standard Operating Procedure (SOP) to conduct programs/activities systematically and effectively to meet the desired outcome of enhancing students' skills.
- C. The SOP outlines the process of conducting such programs/activities in terms of contents, logistics and other technicalities associated with publicity and record maintenance.
- D. The Capacity Building and Skill Enhancement Committee will conduct the programs under the following heads

a. Programs on Soft Skills

Soft skills are personal characteristics that equip an individual with situational awareness and enhance an individual's capability of completing a task. To inculcate or enhance the soft skills of students, following programs shall be organized by the Institution:

- Communication and Barriers
- Enhancing Interpersonal Skills
- Communication and Body Language
- Building Team Spirit
- Personality Development
- Group Discussion
- Interview Skills

b. Language and Communication skills

Language is a tool that helps expressing and carrying the thoughts, feelings of individuals. On the other hand, communication is a process of exchanging messages and information, either verbally or nonverbally. To enable students in communicating with clarity, the following programs on Language and Communication skills shall be offered by the institution:

- Building Vocabulary skills
- Presentation skills and Public speaking
- Business English Communication Skills
- English for Career Development
- Communicate your Ideas through Storytelling
- Teamwork Skills – communicating effectively in groups

c. Life Skills

Life skills are defined as “a group of psycho-social competencies and interpersonal skills that help people make informed decisions, solve problems, think critically and creatively, and communicate effectively”. To inculcate all these skills in students, following programs shall be offered by the Institution

- Adjustment skills in adversity
- Positive behavior and Stress alleviation skills
- Goal Setting and Problem Solving.
- Mental and physical relaxation.
- Yoga and meditation
- Health and Hygiene

d. Awareness of Trends in Technology

Technology trends awareness as a skill refers to being mindful of the technology that is recently becoming popular and is readily accepted in the market or industry. The following programs shall be conducted by the Institution to create awareness among students about latest trends in Technology.

- Awareness program on industry 4.0 Technology
- Hands on practice on various technologies such as AIML, 3-D Printing, IOT, Robotics and Aerial vehicle design.
- Organize Hackathons / Innovation contest.

F. CBSE committee will deliberate to identify activities/training programs and appropriate slots without interfering in the regular academic schedule of students with the aim of ensuring students participation to the fullest capacity/intake.

G. The Capacity Building and Skill Enhancement Program can be conducted by nominating a coordinator to arrange modalities/logistics associated with these programs.

H. The aim of Capacity Building and Skill Enhancement policy statements is to train the students in such a manner that they remain updated with evolving needs of modern industry/market in terms of different skill sets. It intends to minimize the skill gap that exists between students and industries.

Standard Operating Procedure (SOP) for Capacity Building and Skill Enhancement is provided in Appendix B.

Standard Operating Procedure (SOP) for Training & Development, Career Guidance and Placement is provided in Annexure C.


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4.3 Student Grievance Redressal

MLRIT believes that it is important to provide a platform where students can easily submit their grievances and address their grievances in a time-bound manner to promote the overall growth and reputation of the Institutions.

The Policy intends to roll out an effective step by step procedure which shall be followed meticulously not only to make a hassle free process of submitting grievances, but also to ensure time bound redressal.

4.3.1. Student Grievances Redressal guidelines:

- A. Student Grievance Redressal Committee (SGRC) will be constituted by the Head of the Institution and it comprises Head of the Institution, Dean - Student Affairs, Head - IQAC, senior faculty as coordinator and faculty members from each department.
- B. The Grievance Redressal Committee ensures to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.
- C. The SGRC will address the grievances of Institute facilities like learning resources, Library, Hostel, Canteen and transport.
- D. Suggestion / Complaint Boxes shall be installed in all the department blocks in which the students, who want to remain anonymous, put their written grievances and suggestions to improve Academics / Administration facilities and services provided by the Institute.
- E. Complaints pertaining to the Academic, Hostel, Library, Internet browsing, Canteen etc. will be dropped in the 'Suggestion/Complaints Box' by students and oral complaints too shall be addressed.
- F. Complaint Box shall be opened by the coordinator of the Student Grievance Redressal committee every month or whenever required. The details of the grievance shall be kept confidential.
- G. The students can also register their grievances in online in institute website: www.mlrinstitutions.ac.in
- H. The aggrieved student shall report the incident within a period of one week from the date of the last incident.
- I. The SGRC will act upon those cases which have been forwarded along with all the necessary documents.
- J. The student grievance committee will assure that the grievance has been properly solved in a stipulated time frame.
- K. Awareness programs shall be organized across the institution to make students aware about the role of Student Grievance Redressal Committee.

- L. The grievance registration process shall be displayed on Website and posters containing the detail will be placed at prominent places of the campus.
- M. Standard Operating Procedure (SOP) for Student Grievance Redressal is provided in Annexure D.

4.4 Sexual Harassment Prevention

In order to create and maintain a community in teaching, non-teaching staff and students work together in an environment free of sexual violence, harassment, exploitation, and intimidation.

4.4.1 Definition of Sexual Harassment

Any form of verbal or physical behavior which is unsolicited, unwelcome and interferes with an individual's work performance by creating an intimidating/insecure working environment. Unwelcome sexually determined behavior (whether directly or by implication) in any form, such as:

- Physical contacts and advances
- A demand or a request for sexual favors
- Sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal/non-verbal conduct of sexual nature.

4.4.2 Prevention of sexual harassment guidelines

- Take proactive measures towards sensitization of the learning environment on gender issues.
- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- Providing information to all students about what constitutes sexual harassment and about their responsibility not to sexually harass the girl students.
- Prevention of Sexual Harassment Committee (POSHC) will be constituted by the head of the Institution that comprises the Head of the Institution, senior lady faculty as coordinator, a Lawyer, an NGO member, jurisdictional Police Officer, non teaching lady representative and faculty members.
- The committee will frame the standard operating procedures which will be followed meticulously for the implementation of the policy statements.
- The committee will organize sensitization programmes / workshops in order to do the following:
 - To sensitize students about their right to have safe and healthy learning environment


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- To discuss with students on general issues that are faced by them at the institution.
- Increase awareness amongst female students and overcome the hesitation and discomfort in discussing issues involving Sexual Harassment at Institution by convening meetings so that the students can come up in open and share their views and ideas.
- The Committee would also assist complainants if required to file a complaint.
- Display anti-sexual harassment posters on notice boards in common work areas and Conduct regular awareness raising sessions for all students on sexual harassment issues.
- In case of sexual harassment in any of the premises of the institute, active assistance shall be provided to the complainant by the cell to pursue the complaint and the safety of complainant shall also be ensured.
- Any aggrieved person who feels / presumes that he / she has been subject to sexual harassment by a person should make a complaint in written or online.
- The Internal Complaints Committee will maintain the records of all sexual harassment cases and finding and communicate penal provisions of sexual harassment.
- The members of the Internal Complaints Committee are the members of the Enquiry Committee and the whole process of enquiry is to be completed within the stipulated time.
- At the end of every Academic Year, the Internal Complaints Committee prepares an annual report that contains the details like number of Complaints filed, the status of each complaint and number of complaints redressed and submitted to the Head of the Institution.
- Standard Operating Procedure (SOP) for Sexual Harassment Prevention is provided in Annexure E.

4.5 Institutional Ragging Prevention

MLR Institute of Technology has focused on zero tolerance towards a ragging free atmosphere in and outside the campus. There should be a cordial relation among students for fulfillment of the mission and objectives of the Institution.

4.6.1. Ragging prevention guidelines:

Anti Ragging Committee (ARC) will be instituted with the task of monitoring student interactions in campus and the prevention of ragging, to enhance the scope of well being



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among the student community and also create awareness regarding acts and punitive measures pertaining to ragging activities.

Anti Ragging Committee (ARC) comprises the Head of the Institution as Chairperson, senior faculty as coordinator, a police, a lawyer, Lady Faculty and all senior staff from departments.

The following mechanisms are established by ARC to ensure a ragging-free campus:

- Wide dissemination of anti-ragging policy and warning through admission advertisements, prospectus and other information booklets.
- Obtaining signed undertakings from students and parents against ragging.
- Assurance by Head of Institution/ Departments to the fresher's and parents about full protection and support against any attempts of ragging by seniors.
- Introducing anti-ragging methods and creating awareness to the seniors through holistic education classes.
- Constitution of an anti-ragging committee and anti-ragging squad, as well as watch and ward arrangements to identify vulnerable locations and to keep a constant vigil and watch at such locations.
- Regular interaction and counseling with the students to detect early signs of ragging and identify trouble-triggers.
- Surprise inspection at hostels, student's accommodation, canteens, rest-cum-recreation rooms, toilets, etc. for preventing/quelling ragging and any uncalled for behavior/incident.
- Installation of CCTV cameras at vital points.
- Offering orientation, mentoring and professional counseling to fresher's to prepare them for the socio-academic life ahead.
- Updated information on the college website with the complete address and contact details of nodal officers related to the anti-ragging committee.
- Creating awareness among the students about the functioning of the National Anti-Ragging Helpline having phone number 1800-180-5522 (24x7 Toll Free) and e-mail: helpline@antiragging.in; e-mail(JNTUH): antiragginghelpline@jntuh.ac.in.
- Standard Operating Procedure (SOP) for Institutional Ragging Prevention is provided in Annexure F.

4.6 Divyangjan Welfare

MLRIT stands for equal opportunity and social justice irrespective of religion, caste and creed. The Institute endeavors to remove all barriers that prevent differently abled students and staff from realizing their potential and provides facilities to make the differently abled students who visit the campus as well as who enroll the course comfortable in the institution.

4.6.1 Divyangjan Welfare Guidelines

- A Divyangjan Welfare Committee (DWC) is formed with 6 representatives. The Principal acts as the chairperson. Besides this, there is a faculty coordinator along with four faculty representatives.
- The members of the committee ensure that the students with special needs get equal opportunities, compete with remaining students and carry out their activities without any impediments.
- The DWC will ensure to provide the following services to remove all barriers that prevent differently abled students and staff from realizing their potential.
 - Create inclusive environment to avoid discrimination, exploitation and exclusion of differently abled students and staff from all spheres of work and education.
 - Provide a nurturing and motivating environment for students with learning resources to accommodate their pedagogic needs.
 - Ensure full participation of students with special needs and provide them equal opportunities for development.
 - Ensure all the differently abled students carry out their activities without any hindrance.

4.6.2 Facilities for Divyangjan

The institution takes utmost care in providing the necessary amenities and creates an inclusive environment for the students admitted and staff appointed.

- Assures that the buildings, classes, laboratories, libraries, toilets, etc. are barrier free and accessible for all types of differently abled students.
- Aids the students in the learning process outside regular class hours.
- Provides assistance while taking up examinations.
- Ensures differently abled students to take part in curricular, co-curricular and extra-curricular activities.
- Ensures that the differently abled students have equal opportunities for games and sports.

4.6.3 Counseling for Divyangjan

- Provides counseling and disseminates information about the facilities available for the differently abled.
- Look after the amenities required for the differently abled students.

- Assesses the educational needs of students with special needs enrolled for higher education.
- Provides support to the students with special needs and assists them in getting placed in companies.
- Conducts remedial classes for differently abled students.
- Encourages the differently abled students to participate in curricular and extra-curricular events which include tech fests and cultural fests.
- Conducts awareness to the students regarding how they need to behave with differently abled students in the class as well as campus.

Standard Operating Procedure (SOP) for Divyangjan Welfare is provided in Annexure G.

4.7 Students' Council

In educational institutions, the Students' Council makes significant contributions to the holistic development of the student community and ensures their intellectual, psycho-social and professional wellbeing. The primary aim of student representation at the Institution is to provide students with an opportunity to voice their views, suggestions and concerns through a proper and efficient process. Students' Council provides a representative structure or a forum to students to bring up important issues for informed discussion, deliberation and affirmative action most suitable for their all-round development as well as institutional growth.

Students' council is a democratic support system for holistic development of the students and will work in concert with the respective departments/clubs /groups of the Institution with the faculty support. The Students' Council will report to and will function with the general supervision of the principal or his nominee.

4.7.1 Responsibilities of Students' Council

The functions and activities of a Students' Council should promote the development of the institution and ensure the welfare of its students. The Students' Council is expected to fulfill the following responsibilities and represent the views of the students to the Institute authorities and management.

- Promote good communication & interpersonal relations within the Institute
- Support the educational development and progress of students
- Contribute to the development of Institute policy
- Organize Institute sports and cultural activities

4.7.2 Constitution of Students' Council

The Head of the Institution (Principal) initiates the constitution of Students' Council in consultation with senior faculty and draws up the rules for establishment of a Students' Council. The following are the principles and scope of the Students' Council.



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- The Students' Council will be representative of the student body in the Institution.
- In collaboration with the Institute and Faculty, the Students' Council shall promote the interests of the Institute and student involvement in Institute affairs.
- The Students' Council will be constituted with the students of all years of the Institute and the council function as three different bodies - (1) Student Academic Council, (2) Student Administrative Council. (3) Student Social & Cultural Council.
- These student bodies will be headed by designated persons who act as a common person between the Student Club, Management, and Students' Council.
- The Student Clubs can be formed under Students' Council to uplift the student interests towards various skills required for student overall growth.
- The Student Clubs will function under the designated President and Secretary of that particular Club. These designated students will update the progress of various clubs and maintain the record of various activities being conducted under different clubs.
- The Students' Council also designates student members for various committees of the Institution and represents student affairs.
- Institution reserves the authority to dissolve a council or remove a council member at any time.

4.7.3. Eligibility of students to become member of Students' Council

In MLR Institute of Technology, the Students' Council is established by a selection procedure. The following are eligibility criteria that a student should possess to become a student council member.

1. Students must have regular admission.
2. Student academic records must be satisfactory with respect to attendance and performance.
3. Students should not be involved in any disciplinary issues in and outside of the Institution.
4. Post-wise eligibility criteria for selected positions is as follows
 - a) The President will be from the Final Year.
 - b) Vice President and Treasurer will be from the Final & Third Year.
 - b) Secretary will be from the Second Year.
 - c) Joint secretary will be from the First Year.
 - d) President and Secretary of Student club will be from final and third years having interest towards objectives of the club.

4.7.4. Selection of students for council

- The Students' Council will have the following positions
 - President
 - Vice President

- Secretary
 - Joint Secretary
 - Treasurer
 - Members of various committees
 - President & Secretary of student clubs
- The selection coordinators are the senior faculty members assigned by the principal.
 - All the Class In-charge will be informed about the selection process through a notice/circular by the selection coordinators for that Academic Year.
 - Students will submit their nominations for all the above said positions to the selection coordinators of that academic year. They should submit the nominations within a given time voluntarily with their willingness.
 - Selection coordinators for the academic year will scrutinize these nominations and finalize the list of approved nominations for the above said positions as per eligibility criteria.
 - After the final nominations list is made, the selections will be conducted by the selection coordinators for the Academic Year.
 - If the students want to withdraw their nominations, they can do the same by writing an application to the selection coordinator before the selection procedure.
 - Selection coordinators and the Class In-charges will be responsible for selection of candidates and finalization of Students' Council. The finalized Students' Council list will be forwarded to the Head of the Institution for approval.
 - The Students' Council will be informed after its approval through the notice/circular by the selection Coordinator.

4.7.5. Functionaries of Student Council

The Students' Council will perform its function under three different bodies - (1) Students' Academic Council, (2) Students' Administrative Council. (3) Students' Social & Cultural Council.

A. Functions of Student Academic Council

The Students' Academic Council can be responsible to deal with teaching-learning processes like teaching, course content, study material, practical sessions from the departments, pertaining to quality improvement.

Student Academic Council discusses the requirements in the teaching learning process, library facilities and recommends books, journals to be procured and forward to Head - IQAC.

The Students' Academic Council is responsible for organizing various events/ activities like Technical Workshops, Technical Fest, Invited Talks, Skills/knowledge Enhancement

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Programmes etc. in alliance with respective committees, clubs & professional bodies such as CSI, SAE, ISTE & IEEE under the banner of Student Chapters.

The following are the various committees and Student Clubs that are associated with Students' Academic Council.

Library Committee: Student representatives are nominated into the library committee to address the issues on procurement of new titles, issue and renewals of the books and any additional material required.

EWB- IUCEE: Engineers without Borders is a students' club supported by Indo Universe Collaboration for Engineering Education (IUCEE) that explores the potential of engineering sciences by promoting research and innovation among students and envisions creating a better world.

SAE Collegiate Club: SAE INDIA student chapter provides a platform to students for learning and innovating real engineering skills and encourages them to participate in different SAE events like Student Convention, Aero Design Challenge, Tractor Design Competition.

CIE (Centre for Innovation & Entrepreneurship): It is a student club that provides the students with a space to ideate and provides hand-on management coaching and access to state of the art facilities to convert innovation into marketable products.

B. Functions of Students' Administrative Council

Student Administrative Council looks after the feedback on Hostels and Amenities, Anti-Ragging initiatives, Alumni Association, Grievance Redressal, NSS etc.

The Students' Administrative Council will perform the following functions in various Institution committees and student clubs.

Feedback on academic facility and maintenance: Dean Students' affairs & Administrative Officer addresses the problems pertaining to classroom, infrastructure, library, food, water, hygiene, etc. to redress the students' grievances. They may further refer to the administrative authorities for the improvement of the quality of students' life in the Institute.

Internal Quality Assurance Cell (IQAC): IQAC is a committee which monitors quality of teaching learning, student progression and other supporting systems in the institution and assures best learning facilities to the students of the institution.

Ragging Prevention Committee: Nomination of student and parents as Member of Anti-Ragging committee promotes an ambience conducive for the Institute to be a ragging-free campus.

Internal Complaints Committee: Girl Students' representation facilitates investigation into the information against the complaints launched, if any.

Grievance Redressal committee: It is formed to look into the complaints from the aggrieved. Suggestion / Complaint Boxes are provided at the Office of Principal for students to lodge their complaints / suggestions.

Alumni Association: It acts as the medium to strengthen the interaction and bonding between the past and present students of the Institution.

C. Students' Social and Cultural Council

Students' Social and Cultural Council promotes and encourages the involvement of students in organizing various sports, social initiatives, community outreach programmes and recreational activities in coordination with faculty mentors. Students' Social and Cultural Council will celebrate cultural and sports events such as Annual day, Annual Sports, Cultural Fest, Freshers' Welcome, Farewell, etc.

Sports Committee / Club: The Sports club makes all the sports facilities available to the students of the institution. The Students' Council representatives give valid suggestions towards the sports activities within the institute and also address the adequacy of the infrastructure and other facilities required to compete in national/international forms.

CLUB LITERATI: The fundamental objective of CLUB LITERATI is to educate the students through the process of self-improvement and leadership training so that they increase their confidence and usefulness in business, entrepreneurship, professional and community life.

CAME Club: This club provides a platform for students to exhibit their talents and to transform them into capable and confident all-rounder.

EPICS: EPICS - Engineering Projects in Community Service is a student club that motivates students towards engineering related developments in association with non-profit organizations for the betterment of the community

NSS: Institute has set up NSS to sensitize students towards societal issues and community services, activities of which are mainly carried out by the students.

Standard Operating Procedure (SOP) for Students' council is shown in Annexure H.

5. FEEDBACK & REVISION

The Student Support & Progression Policy will be revised every three years by considering feedback from its stakeholders.

6. ANNEXURES

Annexure A: SOP of Institutional Student Scholarship

Annexure B: SOP of Capacity Building and Skill Enhancement

Annexure C: SOP of Training & Development, Career Guidance and Placement

Annexure D: SOP of Student Grievance and Redressal

Annexure E: SOP of Gender Equality and Sexual Harassment Prevention



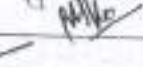

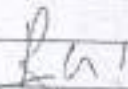
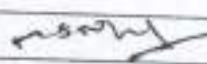
Annexure F: SOP of Institutional Ragging Prevention


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Annexure G: SOP of Divyangjan Welfare

Annexure H: SOP of Students' Council

S.No	Name of the member	Signature
1	Dr. K Srinivas Rao	
2	Dr. G Kiran Kumar	
3	Dr. Mahendra V	
4	Dr. Radhika Devi V	
5	Mr. P Ravi Chandra	
6	Dr. M. Satyanarayana Gupta	


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File No: MLRIT/DSA/2019-20/SOP/01

Annexure A

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

INSTITUTIONAL STUDENT SCHOLARSHIP

Draft Prepared by:
Dr. G Kiran Kumar
Dean – Student Affairs

Dr. Mahendra V
Head – Centre for Innovation and
Entrepreneurship

Approved by: Director – IQAC
Dr. MSN Gupta

Issued by: The Principal
Dr. K. Srinivas Rao

Date: 29/01/2020

This SOP titled “Institutional Merit Scholarship” is formulated to operate and identify merit students in academics, sports and other talent to provide scholarships. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders in providing merit scholarship to the eligible students of the institution.

BACKGROUND:

MLR Institute of Technology (MLRIT) has a Student Support and Progression Policy to support the students admitted in various departments of the Institution.

MLRIT will provide merit scholarships for the students in the following categories by implementing Student Support and Progression Policy.

- Sports Scholarship: Students showing merit in Sports
- Merit Scholarship: Students showing merit in academic performance.

- Economically Weaker Section (EWS) Scholarship: Students belong to the Economically Weaker Section (EWS) and also show better academic performance.

SCOPE:

The Institute provides fee concession/ fee waiver for needy students of all courses. The Standard Operating Procedure can bring a framework to identify the merit students and disburse the scholarship for eligible students.

The following is the standard operating procedure

1. Scholarship Selection Committee will be constituted by The Principal as per the Institutional Scholarship Policy statements in Student Support and Progression Policy.
2. Notification will be released to invite the applications from the students to obtain the scholarship.
3. Submission of the application happens in February / March before the academic year begins in the case of already enrolled students and June/ July for first year students.
4. The students who are intending to avail scholarship facility have to submit their application in a prescribed format to the Scholarship Selection Committee. The applications will be collected from the institute Library.
5. The committee meets once the application formality is completed and scrutinizes the applications received in that particular academic year. The consideration may be based on merit, merit cum means, and eligibility as per government rules, special talents, sports and the like.
6. The recommendation of the Scholarship Selection Committee is forwarded to the principal for further approvals.
7. The Principal will take the approval of the Institute Management on recommended student scholarships and publish the list of students selected for scholarships.
8. The Institutional scholarships can be disbursed in the form of Awards, Cash rewards and Percentage of Tuition fee waiver.
9. After the list is published, suitable date, time and mode has to be fixed to disburse the Scholarships.

Dissemination of Programs:

1. Design posters/circulars on awareness towards anti ragging and provide wide publicity through print and electronic form on the notice boards of the Institution.
2. Create awareness on programs in all the classes and among all the students.



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File No: MLRIT/DSA/2019-20/SOP/02

Annexure B

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

Capacity Building and Skill Enhancement

Draft Prepared by:

Dr. G Kiran Kumar
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Dr. Mahendra V
Head – Centre for Innovation and
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Approved by: Director – IQAC
Dr. MSN Gupta

Issued by: The Principal

Dr. K. Srinivas Rao

Date: 29/01/2020

This SOP titled “Capacity Building and Skill Enhancement” is formulated to operate and oversees Capacity Building and Skill Enhancement programs. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders in conducting Capacity Building and Skill Enhancement programs.

1. BACKGROUND:

MLR Institute of Technology (MLRIT) relentlessly strives to inculcate important skills in its students to make them not only professionally competent but also personally efficient. Keeping in view the fast changing nature of work culture, Institute realized that students need to be equipped with various skills like stress and time management, team building capacity, team spirit, clarity and conviction while communicating and maintaining personal as well as professional relationships, developing leadership attributes with robust physical and mental fitness etc to meet the emerging challenges in professional and personal spheres.

2. SCOPE:

This SOP intends to systematically and effectively conduct different programs/activities to meet the desired outcome of enhancing students' skills. It outlines the process of conducting such programs/activities in terms of contents, logistics and other technicalities associated with publicity and record maintenance.

3. Procedure to Conduct Capacity Building & Skills Enhancement Programs:

- A Capacity Building & Skill Enhancement committee will be formed by the Head of Institution to conduct various Capacity Building & Skill Enhancement programs as per Student Support & Progression Policy.
- The committee will deliberate to identify a tentative list of activities/training programs that can be organized throughout the year considering specific outcomes.
- Appropriate slots for these programs will be identified without interfering in the regular academic schedule of students with the aim of ensuring students participation to the fullest capacity/intake.
- Attempts will be undertaken to prepare a tentative list of Coordinators and Resource Persons to conduct the programs/activities and forwarded it for further approvals.
- Assigned program coordinator will be responsible to arrange all modalities/logistics associated with these programs.
- The program coordinator will release a circular and announce the commencement of the program with the details of the registration process, dates, time slots and resource persons.
- Wide publicity of these circular shall be ensured through college website, group mails, and all notice boards across the campus.
- After the completion of the program, emphasis will be put on collecting feedback from all the participants to assess the quality of the program for future improvements.

4. Dissemination

- Publish the brochure/circular and provide wide publicity through print and electronic medium.
- Create awareness on the importance of these programs in all the classes and students.



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File No: MLRIT/DSA/2019-20/SOP/03

Annexure C

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

TRAINING & DEVELOPMENT, CAREER GUIDANCE AND PLACEMENT

Draft Prepared by:
Dr. G Kiran Kumar
Dean – Student Affairs

Dr. Mahendra V
Head – Centre for Innovation and
Entrepreneurship

Approved by: Director – IQAC
Dr. MSN Gupta

Issued by: The Principal

Dr. K. Srinivas Rao

Date: 29/01/2020

This SOP titled "Training & Development, Career Guidance and Placement" is formulated to operate and oversees Training & Development, Career Guidance and Placement programs. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders in conducting Training & Development, Career Guidance and Placement programs.

1. Background :

MLR Institute of Technology (MLRIT) always focuses on training the students for Placements and Competitive Examinations like GATE, GRE, TOEFL, IELTS, UPSC, Civil Services, etc. Apart from imparting Reasoning and Ability skills, MLRIT also focuses on empowering the students with required skill enhancement to attempt Competitive Examinations enabling them to face the challenges of both professional and personal life.

2. Scope:

This SOP aims to conduct various training programs effectively in all departments. It outlines various measures to be adopted to choose the career guidance programs and also looks after mandatory requirements like attendance and others to be fulfilled by the students for attempting competitive examinations. The institute will hire internal and External resource persons and other such linkages would be established for the successful conduction of the career guidance programs along with the preparation of necessary backup documentation.

3. Procedure to conduct various Training & Development, Career Guidance and Placement programs

- A Career Guidance Committee will be constituted by the Principal to conduct various career guidance programs.
- The committee will deliberate to identify a tentative list of activities/career guidance programs that can be organized throughout the year with specific outcomes.
- Appropriate slots for conduction of these programs will be identified by the Career Guidance Committee without interfering in the regular academic schedule of students with the aim of ensuring students participation to the fullest capacity/intake.
- A tentative list of instructors/resource persons to conduct these programs or activities will be prepared and forwarded for further approvals.
- Career Guidance Committee will nominate a coordinator to look after the modalities/logistics for conduction of these programs.
- The nominated coordinator will initiate the release of a circular through the head of the institution, announcing the commencement of the program with the details of the registration process.
- Wide publicity of these circular shall be ensured through college website and all notice boards across the campus.
- After the completion of the program, feedback will be duly collected from all the participants to assess the quality of conduction of the program for future improvements.

4. Dissemination of Programs:

- Design the brochure or circular. Publish brochure or circular and provide wide publicity through print and display on the notice board.
- Create awareness on programs in all the classes and among all the students.


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File No: MLRIT/DSS/2019-20/SOP/04

Annexure D

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

STUDENT GRIEVANCE REDRESSAL

Draft Prepared by:
Dr. G Kiran Kumar
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Dr. Mahendra V
Head – Centre for Innovation and
Entrepreneurship

Approved by: Director – IQAC
Dr. MSN Gupta

Issued by: The Principal
Dr. K. Srinivas Rao

Date: 29/01/2020

This SOP titled "Student Grievance Redressal" is formulated to streamline and systematize the process to receive grievances from students and address them at most priority. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders of the institutions for grievance redressal services.

BACKGROUND:

MLR Institute of Technology (MLRIT) believes that it is important to provide a platform where students can easily register their grievances. It is also important to address those grievances in a time-bound manner. Addressing the grievances of students within a stipulated time frame is equally important for the overall growth and reputation of the Institutions.

SCOPE:

This SOP aims to introduce clear and precise guidelines to receive and address the grievances from students of the institution. The SOP intends to roll out an effective step by step procedure

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which shall be followed meticulously to collect the grievances and also ensure time bound redressal.

Procedure to be followed in students' grievance and redressal:

1. Student Grievance Redressal Committee (SGRC) will be constituted by the Head of the Institution and it comprises Head of the Institution, Dean - Student Affairs, Dean - IQAC, senior faculty as coordinator, Lady Faculty and faculty members from each department as stated in the Student Support and Progression Policy.
2. Awareness programs shall be organized across the institution to ensure students are aware about the role of Student Grievance Redressal Committee.
3. Suggestion / complaint Box shall be installed in all the department blocks as per the Student Support and Progression Policy.
4. The grievance registration process shall be displayed on the Institute website and posters containing the details will be placed at prominent places of the campus.
5. Complaint Box shall be opened by the Student Grievance Redressal coordinator in presence of Dean - Student Affairs of the Institute.
6. The committee will conduct a meeting on Student Grievance Redressal process to discuss grievances received and shall initiate appropriate action to be taken to address the grievances.
7. The minutes of the Student Grievance Redressal Committee meeting will be submitted to the Head of Institution for approval.
8. After approval, the actions can be implemented in a stipulated manner through proper channels and a report is submitted to the committee.
9. The Student Grievance Redressal committee can conduct meetings every month to address the grievances raised by the students of the Institution.
10. At the end of every Academic Year, the SGRC prepares an annual report that contains the details like number of complaints filed, the status of each complaint and number of complaints redressed and submitted to the Head of the Institution.



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MLR Institute of Technology
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TELANGANA, INDIA.



MLR INSTITUTE OF TECHNOLOGY
(UGC AUTONOMOUS)

Affiliated to JNTUH, Approved by AICTE
Laxman Reddy Avenue, Dundigal, Hyderabad-500 043, Telangana, India



Dissemination:

- i. Design posters/circulars on awareness towards Student Grievance Redressal and provide wide publicity through print and electronic form on the notice boards of the Institution.
- ii. Create awareness on programs in all the classes and among all the students.



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File No: MLRIT/DSA/2019-20/SOP/05

Annexure E

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Draft Prepared by:
Dr. G Kiran Kumar
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Dr. Mahendra V
Head – Centre for Innovation and
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Approved by: Director – IQAC
Dr. MSN Gupta

Issued by: The Principal

Dr. K. Srinivas Rao

Date: 29/01/2020

This SOP titled “Prevention of Sexual Harassment Committee” formulated to address complaints related to prevention of sexual harassment and other complaints related to gender inequality. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders of the institution.

BACKGROUND:

MLR Institute of Technology (MLRIT) believes that it is important to provide a platform where students can easily register their complaints. It is also important to address those complaints in a time-bound manner. Addressing the issues of students within a stipulated time frame is equally important for the overall growth and reputation of the Institutions.

SCOPE:

The scope of the committee is to take consistent action for Prevention, Prohibition and Redressal of complaints received regarding sexual harassment and gender discrimination of women personal in the Institution.

Procedure to address Internal complaints:

- Internal Complaints Committee (ICC) will be constituted by the head of the Institution that comprises the Head of the Institution, senior lady faculty as coordinator, Lawyer and faculty members of the departments.
- The committee will organize sensitization programmes / workshops for all students of the institute and also special meetings to disseminate the information among female students.
- The ICC coordinator will display penal provisions of sexual harassment.
- Any aggrieved person who feels / presumes that he / she has been subject to sexual harassment by a person should make a complaint in written or online (send email to icc@mlrinstitutions.ac.in.) addressing the ICC coordinator.
- The ICC coordinator will maintain the records of all sexual harassment cases and findings.
- The members of the Internal Complaints Committee are the members of the Enquiry Committee and the whole process of enquiry is to be completed within the stipulated time.
- After enquiry, the ICC will prepare Minutes of the Meeting (MoM) of the same and submit it to the Head of The Institution for approval and initiate necessary action.
- At the end of every Academic Year, the ICC prepares an annual report that contains the details like number of complaints filed, the status of each complaint and number of complaints redressed and submitted to the Head of the Institution.

Dissemination of Programs:

- i. Design posters/circulars on awareness towards anti ragging and provide wide publicity through print and electronic form on the notice boards of the Institution.
- ii. Create awareness on programs in all the classes and among all the students.

File No: MLR/IT/DSA/2019-20/SOP/06

Annexure F

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

INSTITUTIONAL RAGGING PREVENTION

Draft Prepared by:
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Approved by: Director – IQAC
Dr. MSN Gupta

Issued by: The Principal

Dr. K. Srinivas Rao

Date: 29/01/2020

This SOP titled “Institutional Ragging Prevention” is formulated to streamline and systematize the process of receiving and addressing ragging issues raised by students. This will come into effect from 29/01/2020. This SOP is binding all the admitted students of the institution.

BACKGROUND:

MLR Institute of Technology has focused on zero tolerance towards a ragging free atmosphere in and outside the Institute.

SCOPE:

The SOP of the Institutional Ragging Prevention will provide a framework to monitor student interactions in campus and prevent ragging activities in order to enhance the scope of well being amongst the student community and also create awareness among students regarding acts and punitive measures pertaining to ragging activities.

Procedure to prevent ragging in the Institution:

- The Institute constitutes an Anti ragging committee (ARC) comprises Head of Institution, 2 senior faculties (one Male & one Female) as coordinators, Police officer, Practicing Lawyer and members from each department as per Student Support and Progression Policy.
- The Anti Ragging Committee shall organize awareness programs across the institution to ensure students are aware about the role of Institutional Ragging Prevention policy statements.
- The coordinators in the Anti Ragging Committee will be responsible for dissemination of information and release circular about activities/programs as per Institutional Ragging Prevention policy statements.
- The ARC conduct programs such as role play, awareness shows, prohibiting ragging and orient the students towards the universal concept of zero tolerance for ragging
- The ARC constitutes a ragging monitoring committee that monitors the student activities during college hours and prevents any kind of ragging activities.
- If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, such person shall have the option to file a complaint with the Coordinator addressing the Chairperson of ARC.
- The complaints may be raised/submitted in writing or orally. Written complaint is preferable. The members of the ARC will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- The committee will conduct a meeting on ragging complaints received and do investigation on finding and shall submit an unbiased report with recommend appropriate action to be taken to address the complaint.
- The minutes of the Anti Ragging Committee meeting will be submitted to the Head of Institution for approval.
- After approval, the actions can be implemented in a stipulated manner through proper channels and a report is submitted to the committee.
- The Student Anti Ragging Committee can conduct meetings every month / whenever complaints are received to address the grievances raised by the students of the Institution.

Dissemination of Programs:

- i. Design posters/circulars on awareness towards anti ragging and provide wide publicity through print and electronic form on the notice boards of the Institution.
- ii. Create awareness on programs in all the classes and among all the students.


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File No: MLRIT/DSA/2019-20/SOP/07

Annexure G

**Standard Operating Procedure for
Implementation of Students' Welfare Policy**

DIVYANGJAN SUPPORT SYSTEM

Draft Prepared by:
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Approved by: Director – IQAC
Dr. MSN Gupta

Issued by: The Principal
Dr. K. Srinivas Rao

Date: 29/01/2020

This Standard Operating Procedure was issued in 2020. It will come into force with immediate effect from the current academic year. This SOP is binding on all the stakeholders to ensure that students with disabilities get equal opportunities to explore their educational potential and can carry out their activities without any hindrance.

1. BACKGROUND:

MLR Institute of Technology is committed to provide a conducive environment for the differently abled students to study Engineering, Management and encourages differently abled staff to take up the teaching profession. The main motive to take up this step is to maintain equality among all other students and staff in the institution. There are a lot of facilities and resources that are being provided by the institution to promote equality and as well as to encourage a healthy environment among students.

2. SCOPE

The goal of 'Divyangjan' committee members is to create inclusive environment to avoid discrimination and exploitation of differently abled students and staff in the college premises. The committee has taken up the following objectives:

- To nurture and motivate students with disabilities and allow them to explore their educational potential.
- To provide a barrier free learning environment for differently abled students in the form of ramps with railing facility, provision of lift in each floor.
- To provide display boards, and signposts for easy movement of the specially abled students.
- To provide scribe facility for the students who require human assistance during examinations.
- To extend screen reading software and braille facility for the needy students.

3. FACILITIES AND RESOURCES FOR DIVYANGJAN

MLR Institute of Technology will form a specialized committee for students with disabilities, which will be responsible in preparation, execution and amending policy for disabled friendly students and staff. This committee is formed with six members. The Principal of the college acts as chairperson, one Faculty co-ordinator and four Faculty members. The members of the committee ensure that the student with special need gets equal opportunities, to compete with remaining students and carry out their activities without any impediments. The committee shall meet once in a six month to review the activities and facilities provided.

Physical Facilities that are provided by the institution are:

- **Lift** – A lift is provided in the institution in order to ensure about the movement of the differently abled students and staff in the college from one floor to the other.
- **Ramp** – A ramp is located near the lift for differently abled students and staff easy to approach lift on the campus.
- **Special washrooms** –In order to ensure the comfort of the specially abled students and staff in the campus the washrooms that are being provided are different in dimensions

and facilities like locking from inside and a easy release from outside, and a slip resistant floor.

- **Scribes** – Scribe facility will be provided to the students on their special request for any physical issues at the time of examinations.
- **Screen Reader software**–NVDA is an open source screen reader software that is provided by the institute for the easy accessibility of the computers on the campus to create an inclusive environment.
- **Display Boards** – Display boards are present at multiple places in the institution to ensure that the path taken by the differently abled students and staff is a right one.
- Feedback obtained from stakeholders is considered and an action plan for next academic year is proposed.



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File No: MLRIT/DSA/2019-20/SOP/08

Annexure H

Standard Operating Procedure for Implementation of Students' Welfare Policy

STUDENTS' COUNCIL

Draft Prepared by:

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Approved by: Director – IQAC

Dr. MSN Gupta

Issued by: The Principal

Dr. K. Srinivas Rao

Date: 29/01/2020

This SOP titled "Institution Students' Council" is formulated to create the environment that offers an opportunity to the students to work on various important student and institutional aspects in the collaborative mode alongside the management, staff and fellow students for the benefit of the Institution and its different stakeholders, including students. This will come into effect from 29/01/2020. This SOP is binding on all the stakeholders of the institution.

BACKGROUND:

In the learning systems, the voice of the learner needs the most empathetic mechanism to be heard in order to prove that it matters the most. Hence, it is important that students are given ample opportunities to express their views on issues concerning them in the college. It is equally important that they are encouraged to take active part in promoting the best practices, uniqueness and the value system of the college.

SCOPE:

The institution Students' Council gives students an opportunity to acquire communication, planning and organizational skills which will benefit them in sharpening their personality and professional conduct. It enables students to take responsibility for projects, and to demonstrate that they can manage and bring such projects to successful conclusion.

The following is the standard operating procedure of Institution Students' Council

1. The Head of the Institution (Principal) initiates the constitution of Students' Council in consultation with Dean – Student Affairs, senior faculty members (One Male & One Female) and draws up the rules for establishment of a Students' Council.
2. Notification will be released to nominate interested students from the classes by class teachers to become Students' Council.
3. The Students' Council will be formulated as per policy statements of Students' Council and Dean – Students' Affairs is nominated as chairperson.
4. The constituted Students' Council list will be forwarded to the Head of Institution for its approval and list is published after its approval.
5. After the list is published, a suitable date, time and venue has to be fixed to announce the Students' Council and its associated bodies.
6. The Students' Council will function as three different bodies - (1) Student Academic Council, (2) Student Administrative Council. (3) Student Social & Cultural Council.
7. These student bodies will be constituted by various committees and Student Clubs under the control of the President and Secretary of Students' Council, Faculty Coordinators and Management, and Students' Council.
8. The Student Clubs will function under the designated President and Secretary of that particular Club. These designated students will update the progress of various clubs and maintain the record of various activities being conducted under different clubs.
9. The Students' Council will meet once in a semester to discuss requirements of students and the considerations are recommended to the head of the Institution through proper channels for its approval.
10. The recommendation of the Students' Council will be implemented after its approval through the various Institutional committees and clubs.