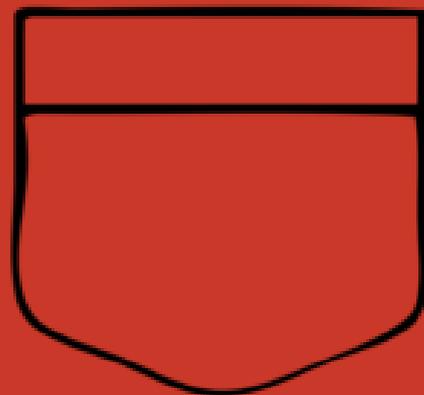


VERSION 4.0



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# SMART BOOK

EMPLOYEE HANDBOOK

GEMS POLYTECHNIC COLLEGE

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# PREFACE

In Bihar, we are in the midst of a historical transition from unemployable youth to a knowledge-based potential expertise, retooled with employable competency. The knowledge, skills, and dispositions that are required for the industrial era in this developing economy, urge the young minds to actually learn and do something different. In this scholastic pursuit, GPC a diadem of technical education sits squarely in the middle of this evolution. This SMART BOOK is a potential, value added contribution that relatively reveals GPC's history, process, progress and the futuristic vision. Much of its current discourse is about the policy implications, procedures and the methodological concerns that diminish the knowing-doing gap of all internal and external approaches. All the educators within the institution are unique, who visibly or invisibly work towards the breadth and depth of student learning, transforming the institution to an unprecedented extent. Every individual within, has provided an impetus and a clear pathway with oneness in mind, stepping towards a prominent excellence.

Hence when you get stranded by a formidable obstacle stuck on an undesirable state, this hands-on SMART BOOK will be your foremost step ensuring a solid, robust plan taking you to a well-intentioned initiative that decides your future and leaves you with a remarkable eminence in the society.

## CHIEF EDITOR



Mr. Ashish Daniel  
Director, GPC  
Chief Editor

## EDITORIAL TEAM



Mr. Ramagopal Challa  
Principal, GPC



Mr. Simon Antipas  
HOD - R&D



Mrs. Eugenia Judson  
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Mr. Hanley Jeya Prakash  
Managing Trustee  
GEMS Educational & Media  
Services

## DESIGN & LAYOUT



Mr. Robin  
HOD - HR & Publications



## EDITORIAL TEAM

With hands that mould and uphold,  
equipping skills that gleam and adore.  
The world we work in at our command  
that's where we behold and stand.

# OUR EMBLEM

# About the College

GEMS POLYTECHNIC COLLEGE is a Chapter in GEMS which runs 110 schools, 4 ITI's, 1 Nursing School and several skill based courses in Bihar and neighbouring states. The College was established in 2015 at Aurangabad, Bihar with a noble vision to empower young minds with holistic education and futuristic skill to be a valuable resource for the state and nation. GPC has its approval by AICTE, Delhi and is affiliated to SBTE, Bihar to run five diploma courses namely 1. Mechanical Eng. 2. Civil Eng. 3. Electrical Eng. 4. Electrical & Electronics Eng. and 5. Computer science and Eng.

GPC is unique and highly comprehensive in its range of polytechnic career to the qualifying professionals. It works to encourage innovation and create an impact. In order to accelerate the translation of learnings into applications, GPC by its experience has evolved and grown in constructing the first 3D lab among Polytechnic Colleges in India.

GPC's pedagogy ensures that the students get exposure to theory and practice through hands on teaching techniques. Academic delivery is done by systematized faculties from South India and Germany, through a combination of innovative teaching methodologies, focusing increasingly on a proactive disciplined structure, in a more interconnected complex world.

It embellishes academically by the diligent grooming and doubtless success to reach heights, rendered by the German placement officer, bringing in the taste of the western European landscapes. With ideological principles, the training and placements has reached it's prominence internationally.

GPC demonstrates its commitment to embedding equality, diversity and a practical understanding of inclusion in the work arena. It outlines guidance and resources through a congenial atmosphere for learning and a supportive environment by staff.

GPC defines its competency through the ability to see the world through the lens of others. The various clubs, add on courses and the career development program emerges in delivering, best minds with a clear sense of mission, towards making a better neighbourhood.

The institution also aims in rendering a hassle free safe transportation facility, hostel facility within the campus and a wide variety of freshly prepared and nutritious food in cafeteria within the premises.



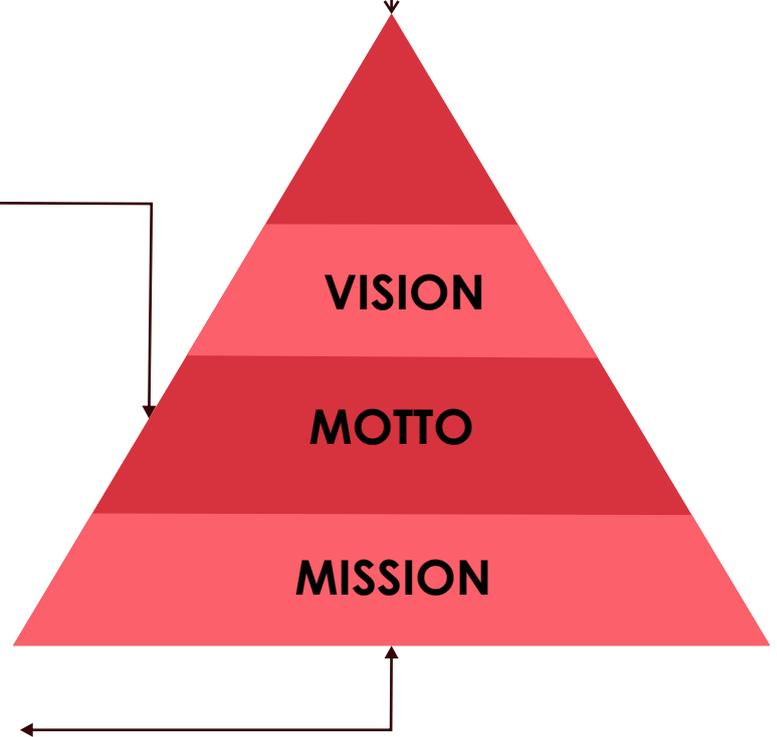
# VISION

Empowering the young minds with holistic education and futuristic skills to be a valuable resource for the state and nation.

# MOTTO

“Empowering to Excel”

# MISSION



To provide professional education thereby producing technically competent engineers with moral and ethical values.

To train students and provide them with leading resources to address problems faced by industry and society.

To encourage doers to embrace learning and achieve their personal best in building their emotional, social and physical well being.

# OUR ANTHEM

Up, up, and away we go Into the great beyond  
Wherever we go and whatever we do, We're trusting God along  
We will fly We will soar  
Nothing is impossible  
We will rise Through the storm  
Trusting God and leaving our fears behind  
We will fly

Rise up, come out of ur fear, to build our nation strong.  
With humility and honesty serving in unity.  
We will fly We will soar  
Nothing is impossible  
We will rise through the storm  
Trusting God and leaving our fears behind  
We will fly

Stand up on values n truth, inspired tro our vision.  
Using your skill only to build  
And making lives better.  
We will fly We will soar  
Nothing is impossible  
We will rise Through the storm  
Trusting God and leaving our fears behind  
We will fly

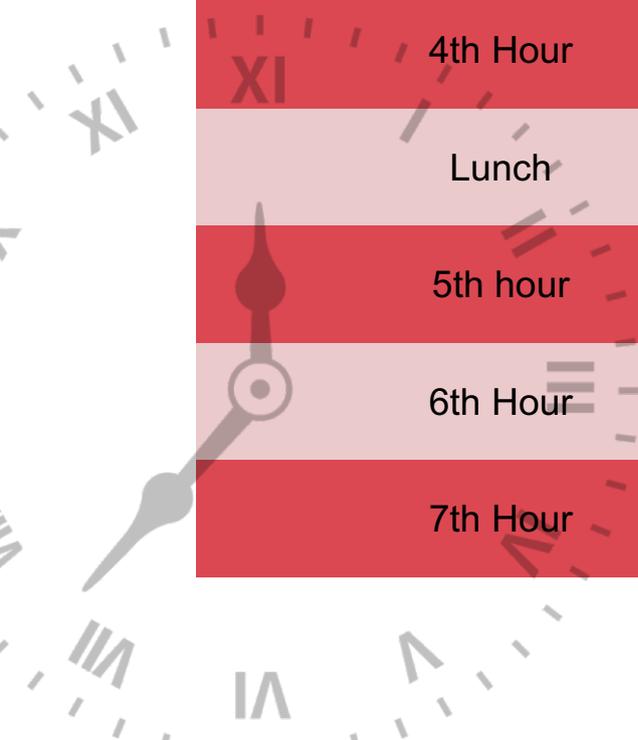
Anything is possible  
Everything is possible with God  
Anything is possible  
Everything is possible with God (3)

We will fly We will soar  
Nothing is impossible  
We will rise Through the storm  
Trusting God and leaving our fears behind  
We will fly We will fly We will fly



# COLLEGE TIMING

Reporting Time	8:30 to 8:35
Staff Prayer	8:35 to 8:40
Movement	8:40 to 8:45
Assembly	8:45 to 9:00
Movement	9:00 to 9:05
1st Hour	9:05 to 9:55
2nd Hour	9:55 to 10:45
Break	10:45 to 11:00
3rd Hour	11:00 to 11:50
4th Hour	11:50 to 12:40
Lunch	12:40 to 1:20
5th hour	1:20 to 2:10
6th Hour	2:10 to 3:00
7th Hour	3:00 to 3:50



# COLLEGE INFRASTRUCTURE

GEMS Polytechnic College is situated in the heart of the Agricultural belt in the District of Aurangabad in Bihar. The College is located on NH-2 that runs the breadth of the country and can be reached as it is well connected to the nearby towns. The emerging campus is spread over 5.3 acres and is equipped with digital classrooms and well-established labs in a spacious green campus.

The teaching-learning process is facilitated in 14 classrooms, 2 tutorial rooms, a state-of-the-art CAD lab with 3D printers, Internet connectivity, a mini auditorium and a well-stocked library. The entire college campus is Wi-Fi enabled. The college also provides residential facilities for the Principal and teaching faculty who are out of state. With the addition of our new hostel block and auditorium we have all the infrastructure that we need to have a meaningful impact in the life of young graduates.



Academic Block



Workshop



Cafeteria & Staff Quarters

# LAB FACILITIES



**Mechanical Engineering**



**Civil Engineering**



**Electrical & Electronics Engineering**

# LAB FACILITIES



Computer Science & Engineering

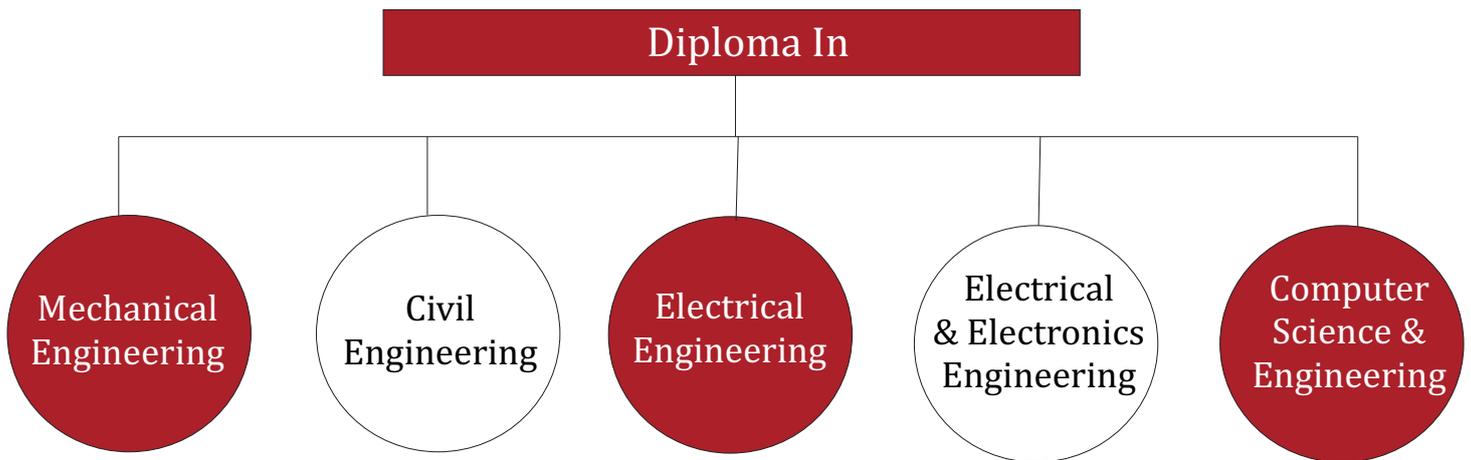


3D Printing Lab

# Transport Facilities



# Courses Offered



## Admission Procedure

**STEP 1:** Applicant Registration through BCECE Board website. (<https://bceceboard.bihar.gov.in/>)

*Visit GEMS Polytechnic College Admission Cell to get the guidance about application filling.*

**STEP 2:** Download Admit Card from BCECE Board website.

*Applicant can collect the Admit Card from GEMS Polytechnic College Admission Cell.*

**STEP 3:** Know your Registration/Roll No. in merit list on BCECE website.

*Applicant can receive their Merit list/Mark list updates through GEMS Polytechnic College Admission Cell.*

**STEP 4:** Choose Code 199 (GEMS Polytechnic College) through counseling.

*GEMS Polytechnic College Admission Cell representative is available for clarification before counseling.*

**STEP 5:** Secure your admission in GEMS Polytechnic College after counseling.

*To know more about GEMS Polytechnic College always welcomes you all to visit our campus. (<https://gemspolytechnic.edu.in/>)*

# ABOUT THE FOUNDER

Common among all great pioneers, is the uniqueness in describing their true genius. An outstanding leader, an exceptional human being and a great educationist, who on realizing the fact of the youth in Bihar was not just unemployment but unemployable youth, established this foundation of education on the bedrock of successful thinking. His profound quality of enthusiasm, perseverance, strong visionary outlook and tireless effort creates a springboard for many aspirants to mould their career and life. He helps the students to explore their own potential and makes them realize that education, hard work and commitment makes them employable and overcome poverty.

Mr.D.Augustine Jebakumar, Founder and General Secretary, is a world renowned preacher, who believes that the veracity of knowledge and the authenticity of wisdom begin with the fear of God. "A strong truthful life never drifts us away from achievement", is the cornerstone of his vision and mission and the underlying objective, destined to arrive at righteousness and goodness in all his attempts towards educational focus, building committed and focused leaders, teachers and fellow workers.

In his 48+ years of human service, the GEMS group of institutions has seen an immense growth of establishing more than 120 schools, 4 ITI's, 1 Nursing School and a few other life changing certificate programs in computer and tailoring. Apart from these, more ITI's, B.Ed, paramedical, nursing, Engineering and Management colleges are in the pipeline. GEMS is a living testimony to his indomitable will, fearful dedication and an unrelenting commitment to his goals.

He has built an empire of education from scratch and is actively involved in building the best brand in education; rightly called a "Man of Mission", a strict disciplinarian and a role model. His sterling leadership qualities, remarkable foresight, uncompromising pursuit of excellence, humility, prodigious capacity to motivate and trust people continues to guide and inspire future generation at GEMS.



# Administrative Members



## **Mr. Emerson**

Associate Director  
GEMS Technical Institutions

Mr. Emerson has diligently developed his academic philosophy by laying great emphasis on the pursuit of knowledge, its application and skills from the Sculptor to help in its dissemination. Prior to joining GEMS, he had served as the Sales and Service Engineer for telecom products during 1993 – 1994. He began his tenure in GEMS as a small seed sown for a great purpose in the year 1994. He earned a bachelor's degree in engineering and technology in 1992, which had a qualitative and holistic transformation of his life in a challenging environment.

His underlying philosophy is to create new benchmarks by incorporating new initiatives in the field of technical education and training through modern and innovative teaching / learning methodologies. He evolved as the Executive Director of GEMS staying committed in providing community focused, campus wide services that support and inspire excellence at GEMS. He was responsible for managing the establishment of GEMS ITI Karwandiya, Bagatganj and Madhubani. Later he grew to be the Associate Director of all the GEMS Technical Institutions and the Chairman of the Board of Technical Education (BOTE) and is extensively promising in all the leadership trainings across GEMS.

He embodies the spirit of perseverance and quality. Imparting right knowledge, enhancing wisdom and creating distinct individuals through training is his pursuit. In this accordance, he underwent a 'leadership training' process at Haggai, United States, whereby his passion for training knows no boundaries. He has worked to identify opportunities for performance improvements and has leveraged innovative strategies to improve outcomes.

He continuously strives for excellence in the field of training and technical education by accepting the best practice from around the globe and implementing innovation in all instructional practices across GEMS institutions to provide an impetus and develop students and workers to be worthy leaders and citizens of our nation. Mr. Emerson known for his humility benchmarks the true goal of education is not to be self-serving but to serve and contribute to society with empathy and benevolence.

# Mr. Ashish Daniel

## Secretary/Director



A true believer and an exemplary team player who has touched the lives of uncountable number of students, colleagues and peers. He always has a holistic approach to education passing on his wisdom upon anyone who crosses path with him with only one agenda, to impart knowledge.

Mr. Ashish Daniel is not just a visionary in his field but also a praiseworthy 'Secretary / Director'. He received his Masters in Engineering from Karunya University and MBA (Educational Management) from Madras University. He inculcates a spirit of learning and discipline in students at the campus. His notions of discipline and its implementation takes the institution to the pinnacle of glory. He always insists on the quality of education which enriches the students' lives even after leaving the campus. With his ever nourishing influence, students make a mark in the leading corporates.

Mr. Ashish has an iconic record of winning several awards in his short tenure in a multinational organization, of which the 'Outstanding Performer' award from INTUIT stands for its significance. Later, his untiring contribution in gaining approvals and affiliations from the AICTE and SBTE led to an ultimate shift in his career of being a Director in designation and execution. He is also a member of the BOTE (Board of Technical Education). His contribution is immense in the national and international research papers, mainly focusing in the areas of hydrogen production pathways, of which the paper on "Re-Construction of Carboxydothermus hydrogenofomans" funded by DIT, at AU-KBC Research lab, under the able guidance of, Scientist Ramesh Kumar, MIT University, pops out for its excellence. His insatiable curiosity to learn new and varied things and irresistible desire to share them with the staff and students has taken the institution to prominence, showcasing and manifesting the talents of every individual to become confident, independent and future ready individuals.



# Mr. Rama Gopal Challa

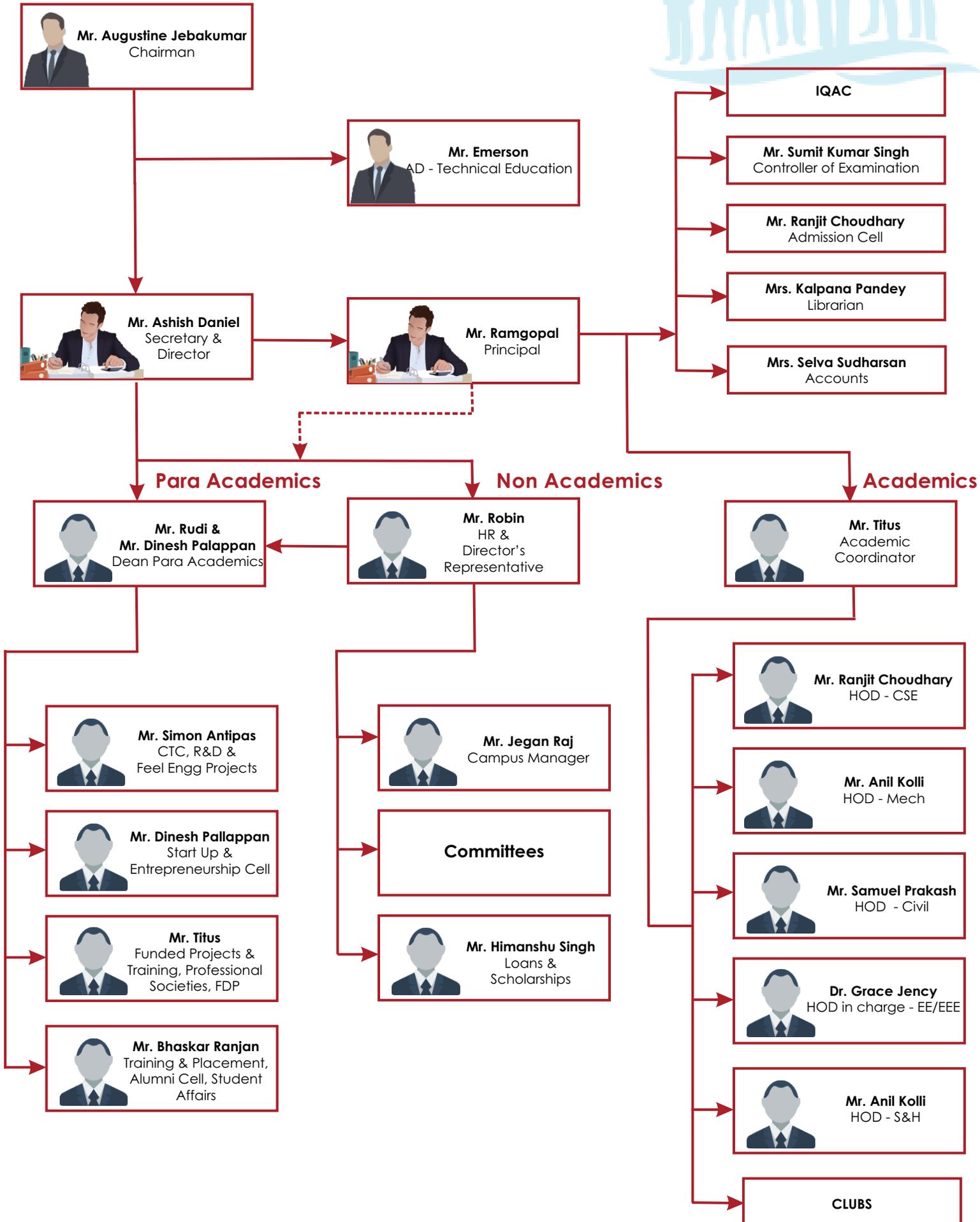
## Principal

Rama Gopal Challa is an educationalist who is on the mission to transform the lives of those in Bihar through academics. Hailing from a small agricultural town in Andhra Pradesh his transformation with academic pursuits are rising as he holds a masters degree in engineering from Karunya University which has been well recognized. And with 10+ years of experience in the educational sector his contribution is well-received.

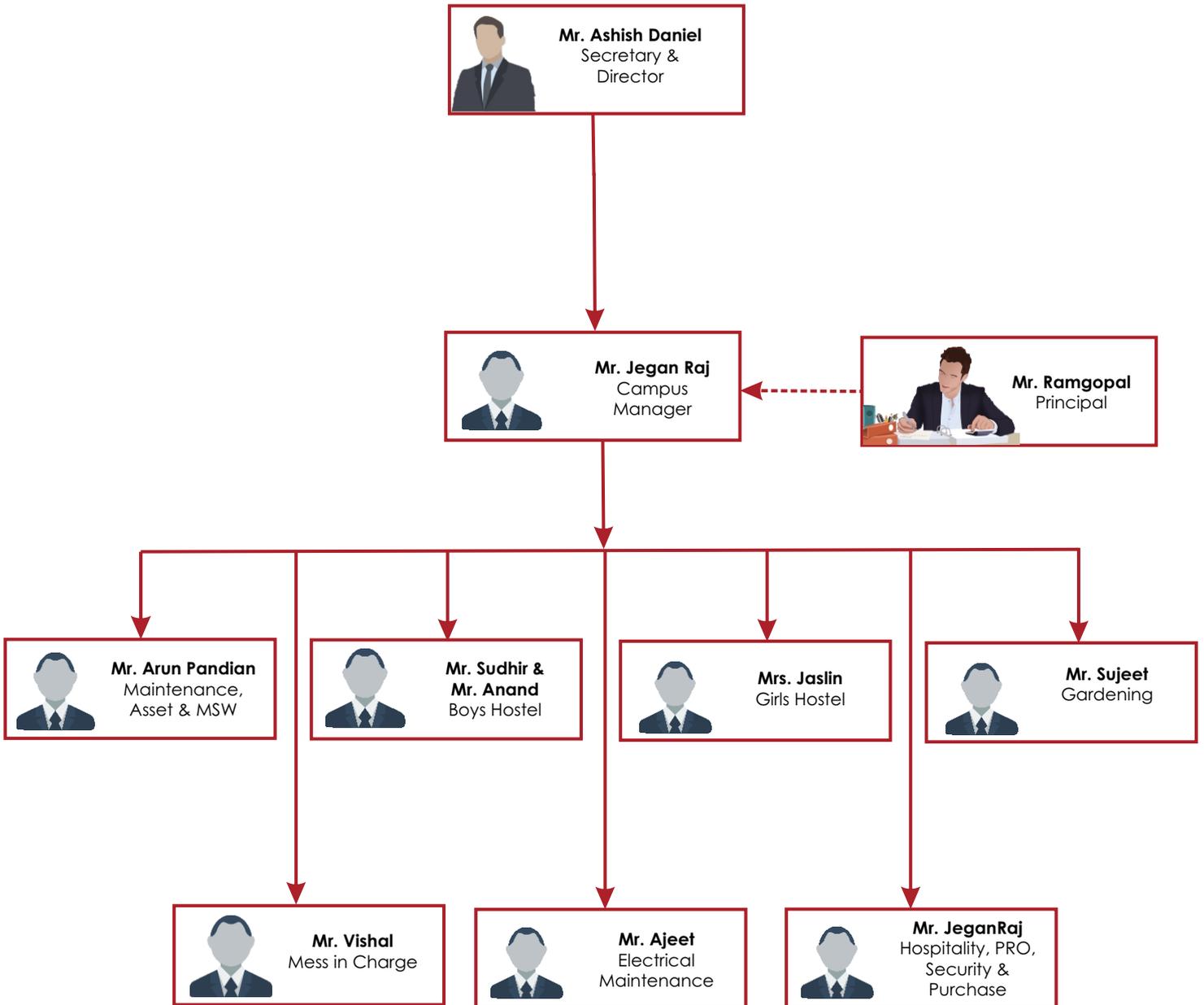
As the Principal of GEMS Polytechnic college, he strife to work towards the vision of the college is evident in his involvement in the academic and social wellbeing of all the students who set foot in this campus. His humble beginnings and his transformation have been analogous to his pursuits through education.

He takes his time even after these years to prepare and face the students to teach them the Engineering fundamentals through Mathematical principles ensuring they grasp the development made by our forefathers in the field of Engineering to have the educational quality driven towards accreditation. The College as an establishment has risen to great heights with his involvement in establishing the various labs for the students to learn the practical aspects of engineering. He has been instrumental in having the college recognized with the approval and governing bodies as per state laws.

# HIERARCHY CHART



# CAMPUS MANAGEMENT



# Teaching Faculty

## Mechanical Engineering

1	Mr. Anil Kolli	HOD (Mech & S&H)	B. Tech
2	Mr. Jegan Raj	Lecturer	Mtech
3	Mr. Arun Pandian	Lecturer	B. E
4	Mr. Ravi Kumar	Lecturer	B. Tech
5	Mr. Sudhir Kumar	Lecturer	B. Tech
6	Mr. Victor Vimal Raj	Lecturer	B. E
7	Mr. Patson D Nelson	Lecturer	B. E
8	Mr. Titus	Lecturer	M. E
9	Mr. Nitish Chandra	Lecturer	M. E
10	Mr. Eli Yashraj	Lecturer	M. Tech

## Civil Engineering

1	Mr. Samuel Prakash	HOD	B. Tech
2	Mr. Rajat Kumar Soni	Lecturer	B. E
3	Mr. Pradeep Reynold. A	Lecturer	M. Tech
4	Mr. Daniel Swami	Lecturer	B. E
5	Mrs. Chinthiya Arun	Lecturer	M. E

## Computer Science & Engineering

1	Mr. Ranjit Choudhary	HOD	M. Tech
2	Mr. Christal Anand	Sr. Lecturer	M. Tech
3	Mr. Gopala Krishna	Lecturer	M. Tech
4	Mr. Vivek	Sr. Lecturer	M. Tech
5	Ms. Kanti Verma	Lecturer	B. E

## Electrical & Electronics Engineering

1	Dr. Grace Jency	HOD	Ph. D
2	Mr. Simon Antipas	Lecturer	B. E
3	Mr. Bhaskar Ranjan	Lecturer	B. Tech., MBA
4	Mr. Robin	Lecturer	B. Tech, MBA
5	Mr. Rangunath	Lecturer	B. E
6	Mr. Vijaya Bhaskar	Lecturer	B. Tech
7	Mr. Sumit Kumar Singh	Sr. Lecturer	M. Tech
8	Mr. Dinesh Pallappan	Sr. Lecturer	M. E
9	Mr. David Naik	Lecturer	B. E
10	Ms. Pameela	Lecturer	M. E

## Science & Humanities

1	Mr. Himanshu Kumar	Lecturer	B. Tech
2	Mrs. Jaslin Christy S	Lecturer	B. A
3	Mr. Yogesh	Lecturer	M. Sc., B. Ed
4	Mr. Sanjeeva	Lecturer	M. Sc
5	Mrs. Sherin	Lecturer	B. A

“

*The measures of a man's greatness is not the number of servants he has, but the number of people he serves.*

*- John Hagee*

”

# Staff

<b>1</b>	<b>Mr. Arjun Sharma</b>	<b>Lab Technician</b>
<b>2</b>	<b>Mr. John Kumar</b>	<b>Lab Technician</b>
<b>3</b>	<b>Mr. Ajeet Kumar</b>	<b>Lab Technician</b>
<b>4</b>	<b>Mr. Sujeet Kumar</b>	<b>Lab Technician</b>
<b>5</b>	<b>Mrs. Asha Kumari</b>	<b>Lab Technician</b>
<b>6</b>	<b>Mr. Sanjay</b>	<b>Lab Technician</b>
<b>7</b>	<b>Mr. Marshal Horo</b>	<b>Lab Technician</b>
<b>8</b>	<b>Mrs. Kalpana Pandey</b>	<b>Librarian</b>
<b>9</b>	<b>Mr. Selva Sudarsan</b>	<b>Finance</b>
<b>10</b>	<b>Mr. Ragland Royal</b>	<b>Lab Technician</b>
<b>11</b>	<b>Mr. Himanshu Kumar</b>	<b>Lab Technician</b>
<b>12</b>	<b>Mr. Ranjan Kumar</b>	<b>Lab Technician</b>
<b>13</b>	<b>Mr. Ravi Ranjan Kumar</b>	<b>Lab Technician</b>
<b>14</b>	<b>Mr. Bishal Sonar</b>	<b>Office Assistant</b>

# DIRECTOR/SECRETARY



**Reporting To:** Chairman/Associate Director – GEMS - BOTE

## **Student Responsibility:**

- Approve special cases during admission and other consideration
- Review attendance and discipline once in two months.
- Review the class management and academic work once in a month.
- Handle specific cases of disciplinary issues
- Visit hostel and mess once in two months
- Approve major decision of hostel and mess
- Handle fee related issues forwarded by Students affairs
- Plan for training and retreats for students

## **Administration Responsibility:**

- AICTE approval process and SBTE Affiliation process coordination
- Decide the timing of the Institutes office and be available as per requirement and availability
- Review payments and receipts on monthly basis
- Update to the Institution with the communication from the management and vice-versa.
- Preserve all legal and board documents
- Select and approve the uniform, Educational consumables as per budget.
- Approves the quotations after discussion with management

## **Finance Responsibility:**

- Review the budget/quotations prepared by the Principal and forwards to management for approval.
- Review fee collection once in a month.
- Handle Board related purchase and purchase of fixed assets.
- Approve consolidated list of monthly salary.
- Review the college and hostel account once in two months.

### **Staff Responsibility:**

- Plan and recruit new staff after communication with GEMS – HR
- Orient and encourage staff at least once in two months
- Fix the salary as per GEMS norms.
- Review both teaching and non-teaching attendance once in a month
- Handle special cases of staff Emergency leave
- Give the feedback once in 3 months.
- Encourage healthy staff welfare programs within the setup.
- Set the rules and guidelines.
- Handle Inter-Dept. /Inter staff conflicts.
- Review staff performance.
- Organize training for staff developments

### **Maintenance:**

- Recommend major maintenance and modification to leadership.
- Share ideas for plantation and beautification of campus.
- Approve procedures for vehicle maintenance.
- Plan for academic machines and equipment.



# PRINCIPAL

**Reporting To:** Director/Secretary



## **Student Responsibility:**

- Approves general admission.
- Handles disciplinary issues along with the disciplinary committee

## **Administration Responsibility:**

- Must be available during working hours 8:30 am to 5:00 pm.
- Review the attendance register weekly from the HODs.
- Review meeting with HODs once in a week and regulate classroom management/teaching.
- Prepare academic calendar and implement after approval of the Director.
- Prepare ATR within one month after the minutes is circulates.
- Maintain every announcement on record and a copy filed for future.
- Prepare a quarterly academic report for the Director.
- Forwards non-regular bill to Director for approval.
- Non-regular expense must be prepared as a quotation and approved by the Director before purchase.
- Preserve copies of board related documents.
- Communicate to parents, staff and the general public.
- Provide result analysis of students and performance analysis of staff once in 4 months to the Director.

## **Finance Responsibility:**

- Prepare the budget with the help of HODs and staff and submit to the Director.
- Review collection record once in a week.
- Review and verifie prepared salary worksheet and approves the vouchers.
- To be available during internal audit.

**Staff Responsibility:**

- Any decision on change in formats (like course file, register, etc.) must be taken after discussion and finalizing with Academic council, also mail a carbon copy to the Director.
- Recommend for new teaching staff and prepare workload with help of HODs.
- Communicate the salary to staff.
- Verifie all teaching staff attendance daily basis and puts his remarks.
- Regular leave requests of all staff are handled as per leave policy.
- Regular weekly meeting with HODs and monthly meeting with staff

**Maintenance:**

- Encourage and take necessary measures for clean campus
- Recommend regular maintenance of building and assets.
- Remind unwanted wastage.
- Arrange for safety training once a year.
- Implement regular maintenance of machines and equipment.



# ACADEMIC COORDINATOR



## Reporting To: Principal

- An Academic Coordinator, also known as an Instructional Coordinator, oversees the development of teaching materials, teaching staff and curriculums in the institution.
- They conduct staff training, assess educational materials, evaluate educational technologies and mentor new teachers to help them develop effective instructional methods and strategies.
- In addition to teachers, Academic Coordinators work closely with college administrators and other relevant educational personnel to ensure compliance with educational standards, Institution and student performance, and accountability.

## Roles & Responsibilities

- Academic Coordinators are responsible for effective curriculum delivery, the achievement of departmental goals, learning outcomes and the meeting of targets and benchmarks.
- They have a key role in the development of a positive work environment – one that is innovative and responsive to student needs.
- They work with the leadership team to achieve the college vision and mission.
- Supervising students' development by evaluating their progress reports.
- Developing and enforcing strategies related to academic procedures.
- Updating departmental authorities about the development and progress of students.
- Academic Coordinators generally fulfill coaching and staff development duties to help teachers build strong instructional skills and a deeper understanding of educational tools and technologies available to them.
- Develop and manage comprehensive academic support program.
- Prepare the formats and maintain the faculty & students performance records according to AICTE & SBTE, Bihar regulations
- Assist and coordinate with head of the department in updating lesson plan and instruction methodology.

# ACADEMIC HODs

## Reporting To: Principal



- Assist Principal to plan and allocate the academic works of the faculties and monitor the work to be done.
- Maintain staff profile (name, date of birth, qualification, experience, mobile no., email ID, details required by SBTE/AICTE/NBA etc.)
- Help Principal in preparing the timetable through Academic council (by giving necessary inputs) and send to the respective faculties and departments.
- Result analysis and further action, in case of poor results.
- Monitor the classes while handled by the faculties (alternates if any, punctuality of staff to the class, class delivery, class control etc.)
- Allocate student mentees to the staff mentors within the department and monitors the role played by staff mentors.
- Make sure that the staff follow the class substitution procedures, leave formats/ other formats and the discipline of the staff in terms of punctuality, dress code, class management and involvement in college activities.
- Encourage staff members to attend various co-curricular activities such as FDPs, seminars, workshops, conferences etc.
- Organize various co-curricular activities such as workshops, seminars, guest lectures, industrial visits, project expos, conferences, Association events etc.
- Encourage staff members to carry out research and innovation and join online courses MOOCS inside campus.
- Verify course files, class notes, (Mid-term) continuous assessment papers on a regular basis.
- Ensure on time submission of (Mid-term) continuous assessment papers, academic file maintenance.
- Sign in the leave forms, OD forms for the faculties.
- Supervise cycle taste for every unit.
- Prepare and plan the Instructional & Administrative workload Of every staff which includes NBA, ISO, Department Administration, Documentation, Clubs, Committees, Mentoring, Events, Discipline, Examination, Placement etc.

# GEMS Innovation Cell

Mr. Dinesh Pallappan  
Coordinator

- Start ups
- Entrepreneurship Cell & Incubation Center
- Industrial Product Development & Consultancy

# Funding & Trainings

Mr. Titus  
Coordinator

- Funding Projects'
- Professional Societies
- Faculty Development Program

# CTC & R&D

Mr. Simon ANtipas  
Coordinator

- Computer Technology Center
- Research & Development
- FEEL ENG Projects



# Training & Placements

Mr. Bhaskar Ranjan  
Placement Coordinator

- Job placements
- Training for students' placements
- Students exchange program
- Short term certificate course
- Industry tie ups
- CSR – Corporate Social Responsibility
- Database of all the alumni
- Alumni Cell



## 3D Lab & CAD Lab – Mr. Patson, In charge

- In charge for all the computer labs in Computer Science & Engineering Department

### **At CAD Lab**

- Train students in CREO and AutoCAD for academic and add on courses
- Prepare notes for training
- Parallel support to the students during practicals
- Monitor student accomplishment level
- Execute client project with/ without students and deliver as per client specification/ standards on time
- Execute quality check of the project
- Prepare and present latest in Technology to students
- Motivate and Educate students for employability with the right attitude

### **FEEL-ENG**

- Execute and display projects to make feel the engineering impact
- Planting ideas to the students and mentor in implementing
- Co-ordination with students

# Campus Management



Mr. Jegan Raj  
Campus Manager

Reporting To: Mr. Ashish Daniel, Director

Mr. Arun Pandian	Maintenance, Assets & MSW
Mr. Sujeet	Gardening
Mr. Vishal	Mess in Charge
Mr. Sudhir & Mr. Anand	Boys Hostel
Mrs. Jaslin	Girls Hostel
Mr. Ajeet	Electrical Maintenance
Mr. Jegan Raj	Hospitality, PRO, Security & Purchase

- Responsible for maintenance of building and assets inside the building.
- Regulate any incoming or outgoing of material and monitors the stock register.
- Responsible for smooth functioning of hostel and mess.
- Mess documentation – Stock Register, Staff Attendance Register, Mess Bills.
- Handles land issues, EB related issues, Local issues related to Polytechnic.
- Guest hospitality & decoration for any college event.
- Cleanliness of campus
- Handles the purchase order after its forwarded by the purchase screening committee.
- Coordinate the hospitality department with the help of Canteen/College staff.
- Connect with the local Government Bodies and maintains the public relations
- Prepare the budget for promotional expenses with the help of Promotional in charge Mr. Himanshu
- Conduct survey to identify the effectiveness of each promotional activity.

**SRAs: Mr. Gopala Krishna, Mr. Selva Sudharsan, Mr. Sudhir Kumar, Mr. Vishal**

**Mess Staff: Mr. Vishal, Mr. Ashok, Mr. Abhay, Mrs. Meena, Mr. Tiwary, Mr. Mahadev, Mr. Santhosh, Mr. Beam**

# HR, Events & Publications

Mr. S. Robin  
HR & Director's  
Representative

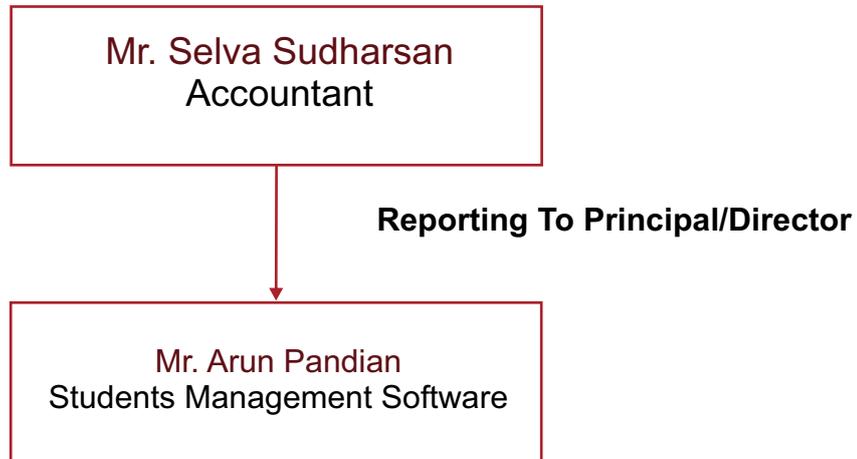
Reporting To: Mr. Ashish Daniel, Director

Mr. Simon Antipas (Content Writing & Documentation)  
Mr. Himanshu (Media), Mr. Christal Anand (HR Documentation & Server)

- Facilitate a supportive work environment and an engaged workforce consistent with the College mission, core values and culture.
- Partner with leadership in analyzing, interpreting, and forecasting workforce trends for department(s) and identify and monitor key HR metrics.
- Serve as departmental resource on human resource policies, and processes.
- interpret and apply HR policies and procedures.
- is a resource for employees for resolving workplace issues.
- assess and anticipate HR-related needs
- Prepare or update employment records related to hiring, transferring, promoting, and terminating
- Explain human resources policies, procedures, laws, and standards to new and existing employees
- Ensure new hire paperwork is completed and processed
- Inform job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc
- Facilitate Spiritual activities inside the college. Plans for staff retreat and spiritual developments.
- Participate in process reviews, AICTE approvals, policy development teams, and other developmental activities inside the campus.
- Coordinating with GEMS PF (Provident Fund) office to prepare necessary documents for staff to register in PF.
- In charge for all the media publications of the college.
- Prepare the assembly schedule and outreach plans.
- Coordinate with GEMS Press, GEMS Gift and GEMS garments.
- Organize faculty development program
- Director's Office file management
- Handle the Biometric device and preparing the attendance report
- IT, College Website, Social Media, Auditorium & PA system
- Prepare the criteria for staff excellence and recognize them with awards.

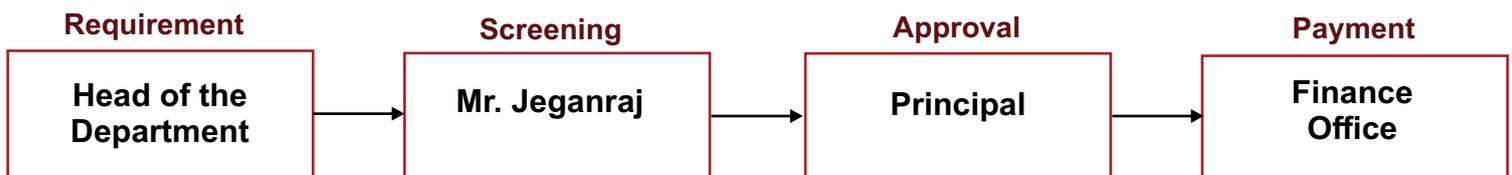


# FINANCE



- Handle vouchers, pay orders, suspense amount and receiving the bills submitted.
- Report daily collection report to Principal/Director
- Prepare the staff salary, salary slip and PF list and forward after approval of Principal.
- Process the purchase order after the approval of Principal/Director.
- Maintain and forward the daily collection report to main office
- Prepare the bonafide for student credit card and demand letter.
- Maintain the manual attendance register of teaching and non-teaching staff.
- Fee collection and intimation to students through Principal office.
- Publish the due list in due interval with approval of Principal.
- Maintenance of xerox machine and college vehicle

## Process of Purchase Order



# CLASS ADVISORS

**Reporting To:** Head of the Department



A Class Advisor is responsible for overall progress of the class. He/she gives guidance and mentors each and every student whenever needed. It is the responsibility of the Class Advisor to get feedback from the students on teaching and syllabus coverage and communicate to the HOD's on a regular basis. Any communication to the guardian/parents will be made through the class advisor.

- Ensure that every student is well supported to fulfill his/her learning potential.
- Monitor the progress and quality of students, appraise them and consult their parents.
- Encourage the students to learn beyond the syllabus contents.
- Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- Maintain student discipline in the class as per the college policies.
- Track student attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.
- Address students' queries and grievances.
- Communicate to the parents of students, especially the defaulters.
- Implement the actions based on the minutes of class committee meetings.
- Cooperate with the college discipline committee and Principal in matters affecting general discipline and workplace ethics.
- Coordinate with parents and represent the class in all common functions of the college.
- Make sure the students are regularly attending classes and coming to the college in proper uniform on time.
- Make sure the academic targets in terms of results and placement targets in terms of number of students placed are met.
- Development and maintenance of appropriate standards and quality assurance (including ISO, NBA) in the delivery of course materials, assignment and question paper setting and its valuation.
- Monitor the semester progress regularly based on approved semester and assessment plan
- Encourage the students to participate in technical competitions conducted outside the college.
- Maintain the desired academic standards in the assignments and tests administered in the class
- Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, tutorial sessions in consultation with the HOD.
- Prepare a subject wise list of the final attendance, practical and lectures together and make forwarded to HOD within 3 days of a semester closing in the prescribed format.
- Maintain data regarding students' achievement in academics, sports, extracurricular activities etc.

# TEACHING STAFF



## Reporting To: Head of the Department

- Prepare and submit the complete course file in advance to HOD's at the beginning of every semester / year and cover the syllabus as per the lesson plan.
- Sign in the staff attendance register and punch in biometric at 8.30 AM on every working day unless he / she is on leave.
- Prepare detailed notes by referring to a number of standard text books and Board question papers, Solve numerical problems in the class before asking the students to solve them.
- Go to class at least 5 minutes before commencement of class and windup on time. Clean the board before leaving the class. Contents must be delivered in English only.
- Suggest the list of books which are to be referred by the students for the subject being taught.
- Mark attendance in the classroom itself and update the log book in the attendance register on time.
- Prepare and submit the internal question papers to the HOD on time and maintain strict confidentiality regarding the question papers.
- Correct the answer scripts as per the key unbiasedly and submit marks on time after verification by the students and submit the scripts to concerned HOD's within stipulated period.
- Submit the log books and course files to the HOD at the first week of every month.
- Consolidate and post the attendance in the master register on the last working day of every month.
- Ensure that students submit their lab records of previous experiment when they come to the next lab hour and evaluate on the same day.
- Do not apply for any type of leave frequently unless it is essential. Alternate arrangements with the staff of the same class are mandatory for all types of leave.
- Engage the class of the colleague who has assigned his / her class as per the timetable/substitution plan.
- Act as "Mentor" for the group of students who are allotted to him / her by the Head of the Department and be responsible for the proper conduct of the students.
- Involve and work with the examination and admission department of the College as its part and parcel of legitimate duty of staff member.
- Alternative arrangements are to be made for exam duty in case of emergency only. Faculties are advised to refrain from making alternative arrangements regularly.
- Route all correspondence through the office of the Head of the Department.
- Assist the HOD in exigencies and in developmental works.
- Be available in the department during the working hours for consultation by the students.
- Observe the dress code. In case of male staff, tucked in shirts & long pants and shoes and staff uniform on Mondays and special events. In case of female staff, saris or salwar kameez or churidar with dupatta of sober color and staff uniform on Mondays and special events.
- Wear your ID Card as long as you stay in the college campus.
- Follow the guidelines / instructions given by the principal from time to time.



# LAB IN CHARGES

## Reporting To: Head of the Department

- Assists in the development of labs, Operational condition and maintenance of teaching equipment.
- Provide necessary training to the lab assistants, also monitor them.
- Must take the necessary steps to adhere to the safety measures.
- Should show/display the relevant information of each equipment using laminated sheets on the walls.
- Demonstrate the use of machines, tools and equipment within the lab.
- Support students and faculty in using machines, tools and equipment within the laboratory.
- Provide teaching assistance to the faculty during workshop & laboratory sessions.
- Perform teaching duties as required.
- Maintain systems and procedures to track borrowed equipment and tools.
- Maintain a schedule of preventative maintenance for all equipment and keeps adequate manuals also maintenance logs for equipments and parts.
- Observe and reinforces safety and housekeeping procedures and protocol within the laboratory.
- Support faculty and students in resourcing and implementation phase of student projects, as required.
- Receive, install and maintain laboratory equipment and supplies.
- Maintain lab records, movement register and equipments bill.
- Aids faculty and students in the purchasing procedures with regards to equipment and parts for student projects.
- Performs other related duties as assigned by the HODs / Principal.

# LIBRARIAN

**Library Coordinator: Mr. Titus**

**Librarian: Mrs. Kalpana Pandey**

**Assisted by: Mrs. Asha Kumari**

- Work towards updating the library collection and improvement of library and documentation process.
- Formulate policies and procedures for efficient use of library resources.
- Adopt measures to enhance readership
- Prepare budget and proposals for the development of the library.
- Recommend fees and other charges for the use of the library to Principal.
- Seek feedback on library from readers.
- Submit the annual report on the functioning of the library
- Take measures to increase the flow of students to the library.
- Provide effective Journals and Research articles through IEEE Access.
- Conduct periodical meeting at every quarter and send the minutes of the meeting (soft copy and hard copy) to the Principal and IQAC for filing the records.
- Other duties assigned by the Principal.

**Library Coordinator:** To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.



# LIST OF COMMITTEES

S. No	Name of the Committee	Coordinator
1	Disciplinary Committee	Mr. Anil Kolli
2	SC/ST Committee	Mr. Himanshu Kumar Singh
3	Women's Empowerment Cell Women's Grievance Redressal Cell	Mrs. Jaslin & Ms. Pameela Dr. Grace Jency & Mrs. Jaslin
4	Anti Ragging Committee	Mr. Ramagopal Challa
5	Sports Committee	Mrs. Kalpana Pandey Mr. Himanshu Kumar Singh
6	Parents Teachers Association (PTA)	Mr. Sumit Kumar Singh
7	Literary Committee	Mrs. Jaslin Christy
8	Training and Placement Committee	Mr. Ashish Daniel
9	Industry Institute Interaction Cell & Entrepreneurship Development Cell	Mr. Dinesh Pallappan
10	Alumni Cell	Mr. Bhaskar Ranjan
11	Purchase Committee	Mr. Jegan Raj
12	Hostel & Mess Committee	Mr. Jegan Raj
13	Staff Discipline Committee	Mr. Anil Kolli
14	Exam Committee	Mr. Ramagopal Challa
15	IQAC	<i>To be appointed</i>
16	Scholarship Committee	Mr. Himanshu Kumar Singh
17	Academic Council	Mr. Ashish Daniel
18	Administrative Committee	Director/Principal
19	Infrastructure/Asset	Director/Principal
20	Admission Committee	Principal

# Disciplinary Committee

Mr. Ramagopal Challa	Principal	Convenor
Mr. Anil Kolli	HOD - Mechanical	Coordinator
Mr. Samuel Prakash Swami	HOD - Civil	Member
Mr. Ranjit Choudhary	HOD - CSE	Member
Dr. Grace Jency	HOD - EE/EEE	Member
Mr. Jegan Raj	Lecturer	Member
Mr. Robin	Lecturer	Member
Mr. Vivek Kumar	Lecturer	Member

- With a view to pursue the prevalence of a healthy environment by regulating discipline among the students in the campus and to develop processes to regulate the behavior of students it is considered necessary to constitute Students Disciplinary Committee
- Accordingly, Students Disciplinary Committee is constituted to take cognizance of indiscipline and unruly behavior of students both in the College and in the Hostel by inflicting the penalties commensurate with the acts of misdemeanor by the students
- The Discipline Committee to create awareness and to prevent any ill incidents taking place on campus.
- It shall be the duty of the Discipline Committee to ensure compliance with the provisions of AICTE/SBTE Patna, Bihar Regulations on curbing the Menace and Indiscipline behavior in the campus as well as to monitor and oversee the performance of the Disciplinary Squad in the prevention of in-disciplinary activity in the institution
- If the misdemeanor is minor, mild or moderate warranting admonition such cases could be dealt with at the individual level by the concerned HOD. Otherwise it shall be referred to the Students Disciplinary Committee.

# SC/ST Committee

Mr. Himanshu Kumar Singh	Lecturer	Coordinator
Mr. Rajat Kumar Soni	Lecturer	Member
Mr. Samuel Prakash Swami	HOD - Civil	Member

SC ST cell has been constituted in the institute as per the instructions of Government of India, Ministry of Personal, Public Grievances and Pension (Department of Personal and Training) vide office memorandum No. 43011/153/2010 Estimated. (Res) dated 4 January, 2013.

- Grievances redress for the grievances of SC/ST students and render them necessary help in solving their academic as well as administrative problems.
- Monitors and evaluates the reservation policies and other programs intended for SC/STs by the Government of India for their effective implementation at GEMS Polytechnic College.
- Suggests the follow-up measures to the administration of the Institute for achieving the objectives and targets laid down by MHRD for the empowerment of SC/STs.

# Women's Empowerment Cell

Mrs. Jaslin	Lecturer	Coordinator
Mr. Ramagopal Challa	Principal	Member
Mr. Ranjit Choudhary	HOD - CSE	Member
Ms. Pameela	Lecturer	Member

- Women's Empowerment Cell (WEC) has been constituted to empower and safeguard the rights of female members; faculty, staff and students of the College.
- The WEC works to promote gender sensitivity in the college and conduct diverse programmes to educate, sensitize both male and female members and produce harmonious atmosphere on the campus.
- It works for the welfare of the students and faculty towards preparing them into competent professionals to take up greater challenges in the academic sphere.
- The Director nominates the members of WEC. It organizes workshops and sensitization programmes both for staff and students by eminent Psychologists and social workers
- A women Empowerment committee is constituted at the institution level with the following objectives.
- Identification of strong leadership and change makers and building the capacity of women
- To promote a culture of respect and equality for female gender.
- The provision of opportunities and programs for female gender to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own rights.
- To conduct seminar, workshop to impart knowledge of opportunities and tools available and train the women.
- To inculcate entrepreneurial attitude among young girls, at the earliest so that they can be "job givers" rather than "job takers".
- To make women understand that Empowered and educated women are less likely to fall prey to sexual abuse, workplace harassment, domestic abuses many more.
- To show that the Empowered women can have happier families.
- To imbibe the idea that child marriage, dowry killings, discrimination, female feticide, etc., and other harmful acts can be stopped by women empowerment

# Women's Grievance Redressal Cell

Dr. Grace Jency	HOD EE/EEE	Coordinator
Mr. Jaslin	Lecturer	Coordinator
Mr. Ramagopal Challa	Principal	Member
Mr. Ranjit Choudhary	HOD - CSE	Member

- The Women's Grievance Redressal Cell for settling issues apart from sexual harassment at Campus.
- There are various problems faced by female members in an organization. Especially, due to the lack of awareness amongst females, they become an easy target of harassment and face problems.
- The Cell is required to work in the direction of providing help to any female complaining of discrimination, either gender discrimination or otherwise, any kind of abuse, loneliness, peer pressure, groupism, home sickness, insecurity and/or inferiority complex in terms of physical appearance, hostel issues, harassment from room-mates, adjusting and adopting to the new environment, etc

## **ROLES AND RESPONSIBILITIES**

- The members are to ensure that no act or incident as mentioned hereinabove, and reported is ignored.
- The members must go to the roots of the harassments faced by students and sort out the matter harmoniously.
- The members to ensure that the students feel free to discuss such issues and rest assured that the members shall be by them to tackle such issues.

# Anti Ragging Committee

Mr. Ramagopal Challa	Principal	Coordinator
Mr. Anil Kolli	HOD - Mechanical	Member
Mrs. Jaslin Christy	Lecturer	Member
Mr. Ranjit Choudhary	HOD - CSE	Member
Mr. Gopal Krishnan	Lecturer	Memeber

Any Conduct whether by words spoken or written or by an act which has the effect of teasing , treating or handling with rudeness any other student, indulging in any untoward or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Punishments for those found guilty of Ragging. (Any act of physical or mental abuse targeted at another student on the ground of color, race, religion, caste, ethnicity, gender, sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background)

- Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:
- Cancellation of Admission.
- Suspension from attending classes.
- Withholding / Withdrawing scholarship /fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process withholding results.
- Debarring from representing the institution in any regional, national or international meet, youth festival etc.
- Suspension /expulsion from the hostel.
- Rustication from the institution for period ranging from 1 to 4 semesters.
- Expulsion from the institution and consequent debarring from admission to any other Institution.

Anti –Ragging Committee and Anti – Ragging Squad are formed with the following committees. This Squad will make surprise raids on canteens, hostel messes, and hostel rooms and play ground etc. The squad shall work under the overall guidance of Anti- Ragging Committee. The squad comprises of faculty members and student representative (seniors). The squad will function based on a pre- planned shift system.

**Functions:** Maintaining passport size photo copy of each student along with necessary data and information, branch-wise/section-wise for an immediate identification of any student at any time, developing brotherly movements among students by motivation. Closely watching the students and maintaining discipline.

# Sports Committee

Mrs. Kalpana Pandey	Librarian	Coordinator
Mr. Himanshu Kumar Singh	Lecturer	Coordinator
Mr. Vimal Raj	Lecturer	Member
Mr. Arun Pandian	Lecturer	Member
Mr. Jegan Raj	Lecturer	Member
Mr. Yogesh	Lecturer	Member

- Inventory management
- Responsibility of procuring all types of sporting inventory as per requirements.
- Avail sports stuff to the students on daily basis.
- GEMS Polytechnic College is decided to invite lot of prominent colleges for their prestigious sports fests that happen all through the year.
- The sports committee is responsible for selecting the teams, coordinating with the host college and make sure the process of participation is smooth.
- Sorting out any sports related issues (team selections, objections, quarrels etc)
- Maintaining reports of sports events participated outdoor. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.
- To schedule events/planner for the academic year in consultation with the Student's Sports Committee.

# Parents Teachers Association

Mr. Ramagopal Challa	Principal	Chair Person
Mr. Sumit Kumar Singh	COE	Coordinator
Mr. Ranjit Choudhary	HOD - CSE	Member
Mr. Anil Kolli	HOD - Mechanical	Member
Mr. Samuel Prakash Swami	HOD - Civil	Member

- It helps and cooperates with the institutions in the welfare of the students and provides support for the improvement in the infrastructural facilities.
- PTA executive committee consists of 5 members elected from parents of students and teachers of the institution.
- To work for the welfare of Students, Teachers and for the Development of the Institution.
- To foster and promote good relationship among the members of the Teaching staff, student and parent/guardians of the students.
- To assist students coming from socially and economically backward group financially or otherwise to complete Diploma in Engineering education successfully.
- To promote the activities of the Training and Placement Cell and to conduct Seminars and Technical/Training programs further students to achieve technology oriented skills/jobs.
- To institute scholarships, prizes, medals, endowments etc to benefit students showing a high proficiency in their studies and co-curricular activities

# Literary Committee

Mrs. Jaslin Christy	Lecturer	Coordinator
Mr. Simon Antipas	Lecturer	Member
Mr. Robin	Lecturer	Member
Mrs. Sherin	Lecturer	Member

- In the actual working out of the co - curricular activities in the college literary activities such as debates, extempore, poetry writing, essays and stories must all be woven into a rich and unified pattern where in the student teachers will be able to display their literary skills.
- To enhance the literary skills of the student teachers, the literary committee of the college was set up. The members include the following:

## **ROLES**

- Conduct competitions for literary events like debates, elocution, extempore, poetry writing, essay writing and story writing.
- Conduct inter and intra literary events in the college.
- Encourage students to attend literary events outside the college.
- Encourage students to make literary contributions to the college magazines in the form of articles, poetry and other write-ups.
- Display newspaper clippings and thought for the day on the bulletin board.

# Training and Placement Committee

Mr. Ashish Daniel	Director	Coordinator
Dr. Grace Jency	HOD - EE/EEE	Member
Mr. Bhaskar Ranjan	Lecture	Member
Mr. Ranjit Choudhary	HOD - CSE	Member
Mr. Samuel Prakash	HOD - Civil	Member
Mr. Sudhir Kumar	Lecturer	Member

## ROLES

- Creating, developing and maintaining necessary database of students as required by various companies.
- Visiting companies and highlighting them about our college activities, college facilities, performance level of students etc, including inviting companies to conduct interviews.
- Arranging campus interviews.
- Maintaining necessary lists of students placed through the T& P cell. Arranging necessary training programmes and guest lectures.
- Signing MOUs and tie-ups with various industries
- Follow up with already placed students and documenting success stories.

## RESPONSIBILITIES

- To make every student's success story by helping them become global leaders who can manage and lead change across diverse organizations.
- To strive to help and guide students deserve placements through state-of the-art technology, innovation, leadership and partnerships.
- Communication of interest in the placement program to the training & placement officer.
- Short-listing of students based on company basic eligibility criteria.
- Written tests/group discussions.
- Interviews.
- Selection list

# Industry Institute Interaction Cell & Entrepreneurship Development Cell

Mr. Dinesh Pallappan	Dean - Para Academics	Coordinator
Mr. Simon Antipas	Lecturer	Member
Mr. Bhaskar Ranjan	Lecture	Member

- Coordinating with the departments for inviting industry experts for special/guest lecturers/conference/ workshops/short term and refresher courses, FDP etc.
- Facilitating students to do mini/ regular projects in industries.
- Arranging industrial training for staff/students during summer / winter vacations.

# Alumni Cell

Mr. Bhaskar Ranjan	Lecturer	Coordinator
Mr. Simon Antipas	Lecturer	Member
Mr. Robin	Lecturer	Member
Ms. Kanti Verma	Lecturer	Member

- Alumni Cell of GEMS Polytechnic College functions to strengthen the bond between the institute and its alumni.
- Strong Alumni base is one of the formidable strengths for any elite institute.
- Thereby, cell acts as a platform where the existing students and alumni can interact for a healthy, mutually beneficial relationship.
- The prime objective of our committee is to foster relations between the Alumni and the Institute and strengthen the bond between Alumni and current students.
- The Cell organizes various events such as Annual Alumni Meet, summer/ Winter City Meets to keep the alumni in constant touch with the institute and also help them in networking amongst themselves.
- The Cell also tracks and highlights the achievements and successes of alumni so as to provide impetus to the institute and its students.
- Inviting alumni students to share their industry experience and render their helps in inviting companies for placements and experts for guest lectures.
- Alumni cell publishes a bi-annual newsletter - Aluminati - which contains articles, interviews, achievements of alumni.
- Moreover, the cell acts as facilitator and provides administrative help to the alumni.
- The cell is also striving to set-up and maintain a dedicated website for alumni activities

# Purchase Committee

Mr. Jegan Raj	Lecturer	Coordinator
Mr. Selva Sudharsan	Accountant	Member
Mr. Ramagopal Challa	Principal	Member
Concerned HODs	-	Member

- Purchase Committee is formed with the following members, the purchase committee members constituted for carrying out the purchase of day today running needs of college and mess.
- The Committee should meet whenever necessary to identify the items or the package of items to be purchased as per requirements of various departments/stationary
- Purchase Committee has to understand the specifications of the item(s) to be purchased.
- The committee should maintain proper files
- Final approval should get from the Director

# Hostel & Mess Committee

Mr. Jegan	Lecturer	Coordinator
Mr. Titus	Lecturer	Member
Mr. Ramagopal Challa	Principal	Member
Mr. Raghunath	Lecturer	Member
Mr. Gopal Krishna	Lecturer	Member
Mr. Sudhir Kumar	Lecturer	Member

- Hostel and Mess committee is responsible for the smooth functioning of the hostel and mess facilities.
- Responsible for the maintenance of discipline in the mess related activities. The members also have to represent student grievances, if any, to the concerned authorities and get them resolved.
- Ensure that rules and regulations of the Hostel are respected and adhered to the students.
- Arrange for and participate in periodic visit to the hostel to ensure maintenance of proper discipline in the hostel.
- Take care of the security arrangements in the Hostel and the Students' Activity Center.
- Report all maintenance needs in the Hostel and also follow up the steps to implement the necessary action.
- Meet regularly to discuss and evaluate performance of mess and canteen.
- Fix the menu, arrange for it to be publicized to students; take spot decisions on menu, when needed.

# Staff Discipline Committee

Mr. Anil Kolli	HOD - Mechanical	Coordinator
Mr. Ashish Daniel	Director	Member
Mr. Ramagopal Challa	Principal	Member
Dr. Grace Jency	HOD EE/EEE	Member
Mr. Titus	Academic Coordinator	Member
Mr. Simon Antipas	Lecturer	Member
Mr. Robin	Lecturer	Member

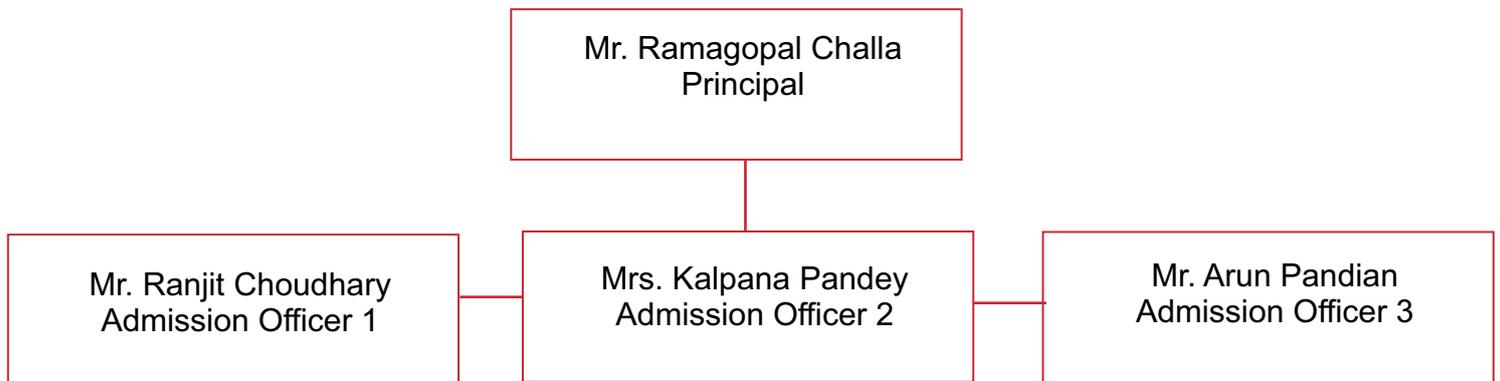
- Convener of the committee shall convey a meeting of the members and discuss the complaint received from the Principal
- The Committee may call the candidate to seek an explanation and hear him/her. Explanation shall be taken in writing.
- The Committee members shall make necessary enquires from Exam Supervisors and other related witnesses.
- After hearing all the above persons, they shall report their findings in writing, along with punitive action (if any malpractice was detected) to the Principal according to the college guidelines and norms.
- Any other duties the Principal may assign.
- Conduct periodical meeting at every Quarter and send the minutes of meeting soft copy and Hard copy to Principal and IQAC for filing the records.

# Exam Committee

Mr. Ramagopal Challa	Principal	Coordinator
Mr. Sumit Kumar Singh	Sr. Lecturer	COE
Mr. Sudhir Kumar	Lecturer	Asst. COE
Mr. Arun Pandian	Lecturer	Member

- Preparation of tentative exam schedule as per the academic calendar of GEMS polytechnics after the discussion with academic monitoring committee.
- Display of tentative exam schedule on notice boards for students and faculty.
- Inventory control of the various items required (like main answer sheet and supplements) for the academic session.
- Display of exam notices followed by time table well before commencement of exam.
- Display of notice for concerned faculty members for submission of question paper in given prescribed format, well in advance before commencement of examination.
- Setting of question papers by examiners in the examination section and maintaining confidentiality of it.
- Submission of question papers to Moderation committee for moderation of all the subjects where pattern, marking scheme, quality, Bloom's taxonomy level and out of syllabus questions are checked and necessary correction in question papers are suggested.
- Seating charts with due care are prepared and displayed on notice board one day before exam. Appointment of invigilators considering various factors like number of students in exam hall.
- On the day of examination, invigilators are required to collect the necessary things like question papers, answers sheets, roll list and other required material for smooth conduct.
- All the concerned teachers are required to collect the answer sheets from exam section and evaluate and submit within time as per exam section notification.
- Evaluated answer sheets are supposed to be shown by teachers to concerned students for their information and any grievances with respect to evaluation before submission to exam section. Submission of the evaluated answer sheets to exam section and entry of marks in exam record. Solving grievances, if any, with respect to examination work.
- Appointment of internal and External Examiners for Practical Exams.
- Maintenance of all records related to examination.

# Admission Committee



- Each in charges (AOs) shall form their own team with the help of the principal and execute their responsibilities smoothly
- Each in charges (AOs) shall give a time to time update to the principal/director and make sure that deadlines are met without any delay
- Each in charges (AOs) shall plan their activities well in advance with the approval of Principal
- Each in charges (AOs) are expected to communicate through circulars all the information regarding their delegated duties for the college staff team.
- The principal shall set the targets and coordinate with three in charges time to time and conduct the committee meetings.
- The principal holds the right to assign any duties to any in charges as per the arising need.

# TERMS & CONDITIONS

- Teaching Staff will be subject to a standard probationary period of eleven months. If the staff is able to meet the standards and expectations of the job, he/she will be retained as a “regular” employee.
- The normal working hours of the college is from 8:30 a.m. to 5:00 p.m. with appropriate lunch and coffee breaks. However, staff are expected to be present inside the campus at least 15 minutes before and after.
- Staff is expected to attend the staff devotion and the college assembly without fail.
- Staff are expected to follow the motto of GEMS, which is ‘Sincerity’ ‘Simplicity’ ‘Sanctity’ ‘Sacrifice’ ‘Service’.
- All the staff are expected to use the biometric for the attendance. Habitual late attendance is a breach of discipline.
- A staff becomes eligible for Summer/Winter leave only after a year of service with the college.
- Personal telephone calls, both incoming and outgoing, are discouraged. They interfere with a staff member's work. However, it is recognized that there are times when personal calls must be made or received during business hours. These calls should be held to a minimum and should, if at all possible, be made during breaks or at lunch time.
- Staff members are prohibited from engaging in private business, political affairs or professional activities in which there is, or appears to be, a conflict of interest between the individual's private interest and the interest of the College.
- College has a vital interest in maintaining a safe, healthful and efficient workplace for its employees. Being under the influence of illegal drugs, chewing of tobacco, smoking, or alcohol on the job may pose serious safety and health risks not only to the user but to all those who work with the user, hence one found guilty will end up in termination.
- Any staff that is guilty of minor misconduct may be warned in writing, calling for a written explanation on the first two occasions and for any repetition thereafter will be suspended from work without wages for the particular period.
- Any staff who is guilty of major misconduct like physical abuse, sexual assault, verbal abuse, instigating a group for agitation, rising against the management will lead to termination without prior notice.
- Staff shall not leave the campus during working hours without permission in writing from the authority.

# TERMS & CONDITIONS

- Staff are expected to cooperate and coordinate in any college activity and not consider burden when additional responsibilities are given during the particular period.
- If an employee fails to be present both during the opening and closing date of the college, the number of holidays falling in between will be considered for loss of pay.
- Any staff desirous of leaving the college shall send a letter of resignation to the Director and be in a notice period for one month. Quitting the institution during the semester is not allowed.
- Staff can take the benefit of the college bus if it runs in their route; without any charges, in return staff are expected to handle transport duties assigned by transport in charge
- During admission work, practical record submission work, other academic work, emergencies and approval related work, you will be expected to contribute in whatever work assigned and no leave will be accepted during those period.
- Every second Saturday will be a holiday for staff and if any event or meeting is planned during 2nd Saturday it will compensated in the following saturday.



# LEAVE POLICY

The employees of the Institute may be sanctioned leaves as prescribed below. This will be subject to the condition that leave can't be claimed as a matter of right and leave sanctioning authority may refuse or revoke leave of any kind except on medical grounds.



## Casual Leave (CL)

In a year 12 casual leaves are allotted for all the staff in an academic calendar (July to June). When the staff wants to apply for leave, he/she must fill the leave form with proper adjustments and submit it to the HOD. After the HOD has checked and reviewed the form, it would be brought to the principal's office for his approval. once applied, the faculty has to wait until he/she gets a response from the principal's office before availing the leave.

Staff are permitted to take only one CL in a month, any unplanned leave would be considered as a Loss of Pay (LOP).

Absence from duty after the expiry of leave is not encouraged.

If a staff accumulate CL's, A maximum of 3 planned CL's can be availed and approved in a month at a stretch.

If any staff doesn't use CL more than 6 in a year the rest of the entitled leaves can be encashed as basic pay\*

3 late comings (late swipe in) in a month will be considered as a CL

**NOTE: Failure to adhere to the above directives in regards to leaves without proper approval may lead to disciplinary action and in serious cases could even lead to discontinuity in service and would be considered as new joiners.**



## Medical Leave (ML)

- In a year 6 ML are allowed for the staff and HODs.
- Sick leave for a maximum of 2 days in a row can be obtained without a medical certificate but with the prior permission of the HODs

**Note: Any Medical leaves beyond 2 days in a row can be obtained with permission of the Principal. And a copy of a medical certificate must be submitted duly signed from a Certified Medical Practitioner (Such leaves might not be entitled to be paid).**

## Emergency Leave (EL)

- Approval of Emergency leaves will be at the discretion of the Management
- Emergency leave can be availed up to 10 days in a year and need to be approved by the Associate Director (BOTE).
- Emergency leave can be availed for up to 10 days for Resident Staff from South India and up to 6 days for Staff from North India
- This is kept for the purpose of attending a sudden crisis in their own family and other reasons which certainly demands the presence of particular staff.
- EL can't be taken for annual medical check-up, 'Social causes' during the end of December month – during Christmas and New year.
- EL can't be combined with AL (or) CL and can't be accumulated and claimed in the consecutive years.





## Annual Leave (AL)

- The eligibility to avail Annual leave is after the completion of 11 months of service at GEMS Polytechnic.
- For all who are eligible, 2 ways Travel Allowance (TA) will be given\*. And is applicable to all those who have their native place more than 500kms.
- Teaching faculties can avail Annual leaves 30 days (Summer) and Semester break leave 7 days (Winter).
- As for non teaching staff can avail Annual leaves 15 days (Summer) as part of the semester break and 4 days (Winter).
- Annual Leave will be given batch-wise. Either the HOD or the staff who assist the HOD must be present in the department during the vacation on any given day.
- If a staff fails to be present both during the opening and closing date of the college, the number of holidays falling in between will be considered for loss of pay.

## Special Leave (SL)

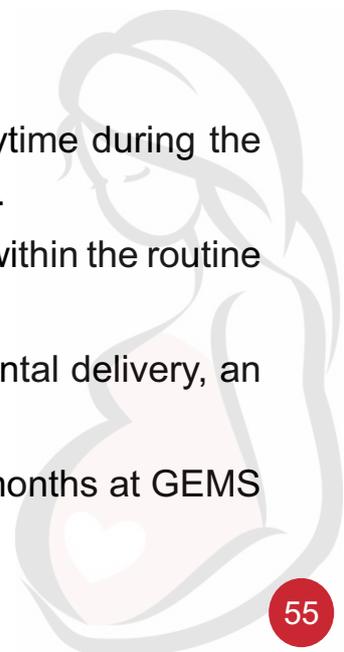
- Special leave may be granted when a staff member wishes to attend conferences/seminars/symposia/practical training/as external examiner etc. in or out of India shall be entitled to special leave for up to 8 days in a calendar year.

**(Please support such applications with the invitation and your contribution to such events)**

- Special leaves can be availed for the staff's own marriage for 2 to 4 days

## Maternity Leave (ML)

- Maternity leave is Three months (90 days) and can be taken anytime during the pregnancy or after delivery as per the choice of the particular worker.
- Anyone who wants to avail leaves prior to delivery will have a plan within the routine grant of three months only.
- For Post Delivery Complications, C-section delivery and instrumental delivery, an additional 1 month can be availed.
- This leave will be a paid leave only if the staff has completed 11 months at GEMS Polytechnic.



## Paternity Leave (PL)

- Paternity Leaves may be granted for a period of 3 days before or up to 30 days from the date of delivery of the child.

### **Note:**

- **Clubbing of different Leaves is not allowed.**
- **There is no such category or provision as “Leave on Loss Of Pay or Long Leave”. So, kindly avoid applying for the same.**
- **Leave will not be considered during Semester/Practical Exam. All leaves include travel days.**
- **Violation of leaves will be considered as one of the parameters influences the annual appraisal.**

*\* TA will be paid along with allowance even if leaves are not availed.*



# Rules & Regulations (Students)

## General Discipline

- The College provides ample opportunities for healthy and corporate living, with Christian values.
- Therefore, the students are expected to maintain friendly relationship with the entire faculty members, senior and junior fellow students. For redressal of any grievances, students can contact the respective Head of the Department. Necessary infrastructure and amenities are provided for the healthy development of soul, mind and body of every individual. The rules and regulations are mainly for ensuring harmonious living and to inculcate self-discipline; cultivate values of honesty, integrity, responsibility and leadership in the student for a successful future as young and dynamic professional with a social concern.

## Every student must:

- Foster and maintain a vibrant academic, intellectual, spiritual, cultural and social atmosphere which is consistent with the Vision and Mission of the College.
- Adhere to the rules and regulations of the College and discharge their responsibilities as a student with diligence, fidelity and honor.
- Not indulge in any act of indiscipline in the College and Residence campus and must behave and conduct themselves / appropriately.
- Be polite and courteous to all and be obedient to the members of the faculty.
- Enter and leave the class room with the permission of the Teacher.
- Maintain silence on campus and support an ambience of learning and scholastic pursuits.
- Maintain the College as a place of learning and an exclusive academic zone

## Social Awareness:

- Must be socially aware and participate in social service activities like NSS, CHS & YRC [Students can join

NCC also]

## Good Habits:

- Practice good health habits and regularly participate in wholesome physical activities like sports, games and athletics.
- Not breach discipline, violate rules in the playing fields and place of extracurricular activities.

## Tobacco/Alcohol/Drugs:

- Refrain from possessing, consuming or distributing alcohol, narcotic and psychotropic substances and tobacco.



**“GEMS Polytechnic College” campus is Narcotic Drugs / Psychotropic Substances, Alcohol and Tobacco free.”**

# Rules & Regulations (Students)

## **Punishment for the Charges:**

Under influence of alcohol/possession- One Semester Suspension  
Under influence of tobacco/possession- One Semester Suspension  
Narcotic drugs, Psychotropic substances- Expulsion

## **Peace on Campus:**

Maintain peace in the College campus. Students should not destroy, damage, deface or remove the College property, or disturb or injure any person under the pretext of celebrating / inducting / pledging or for any other reason like rivalry, extortion etc.

## **Punctuality and Classes:**

Follow the College timings, class timings, residence timings, mess timings, morning assembly timing.

Be punctual and put in full attendance to classes every day. Student must have a minimum of 75% physical attendance to be eligible to appear for the end of semester examinations. Those with less than 75% attendance will have to repeat the semester.

No student is permitted to leave the College campus without official permission.

## **Identity Card:**

- Not fail to wear their identity card while in the campus. They should be in possession of the identity cards at all times for verification. Defaced or broken ID cards are invalid. The ID card is required for use in the Library and facilities like the Utility Stores. It is also necessary for admission to Examination and Laboratories/Workshop. The student is responsible for any charges accounted on this card. The lost ID card is alive till TC is taken. ID once issued is valid till the end of the course. Loss of ID due to theft/misplacement or otherwise will be replaced. Students must take care of the ID Card.

## **Cell phones:**

The College does not permit cell phones on campus however students may keep a cell phone with in their hostel rooms. Parents are strictly warned on the possible misuse of cell phones and the damages which may result to the character of the student. Misuse of cell phones is punishable as per the cyber law. Any student using cell phone to solicit illegal relationships, illicit deals and illegal activities like ragging, providing of drugs and banned substances will be expelled from the College.

## **Interactions:**

Not collect money from co-students for any purpose without authorization by the College authorities.

Not convene or attend any unauthorized meeting in the College campus.

Not bring Outsiders to the campus. Must not participate in any political activity or invite political leaders to the campus for providing such activities.

Not respond to call for strike, procession, agitation and violence.

Not indulge in anti-national, anti-social, communal and immoral activities.

Not scribble on the desks, on the black / green boards and on the walls of the College and Residence campus.

Not smear colored powder, splash color water or water or anything else in the guise of festivals, functions, and birthdays or under any other occasion in the Residence and College campus on anyone or on anything.

**Violation:** Suspension for 10 days

## **Fire Cracker:**

- Not bring, distribute, possess or burst fire crackers of any kind in the Residence and College campus.

**Violation:** Suspension for 10 days

# Rules & Regulations (Students)

## Ragging:

- Not directly or indirectly commit, participate, abet, and instigate Ragging inside or outside the College.  
**Violation:** Expulsion from the College
- Not indulge in eve teasing, which is a cognizable offence punishable by law with damaging consequences. It is strictly prohibited in the College campus and punishable when indulged, both inside and outside the campus.  
**Violation:** Expulsion from the College.
- Not write, make, bring, distribute, display or circulate unauthorized notices, pamphlets, and leaflets on the campus. Not paste notices or posters in the hostel or college. Not forward, send or circulate unauthorized information through SMS or email.  
**Violation:** Suspension for One Semester
- Not be a part of any union or group or organize any move to form unions or groups unauthorized by the management and the Secretary / Principal.

## Laptop:

- Not misuse the Laptops for gaming or watching movies or non-academic purposes.
- Not possess articles that will cause harm or injury to others.
- Must not take the law into their own hands. Must not hold private panchayats.  
**Violation:** Suspension for one semester.
- Be aware that in the event of self-inflicted injury or wounds on any part of the body for what so ever reason, or drinking harmful substance will not be permitted to continue in the College.
- **Responsibilities of Students:**
  - Reading, understanding and complying with the College's and their faculty's academic regulations, which are updated each year in the student hand book/calendar and course hand book.
  - Reading, understanding and complying with degree and program requirements in the student hand Book/calendar and course hand book and obtaining clarification from their faculty or College office if necessary.
  - Following course prerequisites:
    - Requesting academic advising on a regular basis. While faculty and advising staff provide guidance, students are ultimately responsible for their study programme and degree requirement and compliance with course and degree requirements.
    - Reading and understanding procedures and deadlines for applying for Awards/Scholarships.
    - Ensuring that their course registrations for each semester are correct by checking their web record.
    - Reporting any errors in their course registration to their faculty or College office before the end of the first week of classes.
    - Obtaining and carrying a student photo ID card
    - Paying fee on time.
    - Verifying the appropriateness of grades awarded them by checking their web record. Verifying the class attendance and morning assembly attendance.
    - Ensure that any appeals of grades received are made within the stipulated date that the grades are posted to the web.
    - Keeping the College provided with a current valid mailing address at all times by updating their record.
    - Applying for graduation / convocation and Transfer Certificate on completion of the Course

**STUDENTS ARE NOT ALLOWED TO LOITER AROUND THE CAMPUS DURING CLASS HOURS OR DURING FREE HOURS FOR ANY REASON**

# Rules & Regulations (Students)

## **Dress Code**

All the Students should adhere to the following dress code within the College campus on all academic working days.

**Men:** Students must be neatly dressed in college uniform and clean-shaven with a decent hair cut at all times when in the college. Earrings & Ear Studs are not permitted. During College functions and on special occasions, they should wear College uniform (blazer and tie). T-shirt / Jeans (of any type including cargo) and low waist trousers are not permitted.

**Girls:** Girl students are required to wear their college uniform and in special occasion either salwar kameez or churidhar with dupatta pinned at the shoulders or sarees and should wear College uniform [Blazer] on special occasions.

Casual dress meaning Jeans & decent T-shirt with collar and sleeves (for boys), Jeans and long kurtas (For girls) is permitted on working Saturdays

## **Class Attendance**

Students must strive to excel in academics right through the course and put in 100% physical attendance. There is no provision for any condemnation. A student requires a minimum of 75% physical attendance to be eligible to write the examinations.

Students can avail "PERMISSION" to attend/participate approved programmes/activities. A maximum of 10 PERMISSIONS only can be availed during a semester. However the student must have 75% minimum attendance at the end of the semester to be eligible to write the Examination after taking into account the permission, medical leave and other leave.

## **Academic Misconduct**

### **Academic Integrity:**

Assignments, tests, and examinations are designed for students to show the instructor how well they have mastered the course material. When the instructor evaluates the student's work, it must therefore be clear which ideas and words are the student's own. In general there must be academic integrity in the students doing course work and producing an original thesis in which acknowledgment is given for other people's ideas or works. Students should be aware that, while collaborative or group work on assignments may be encouraged in some disciplines, it is not acceptable in others. Discussion of ideas with faculty and other students is both allowable and important, provided that credit is given in written work for ideas that are not one's own. Group study is likewise permissible unless explicitly forbidden by the instructor.

### **Violations – Acts of Academic Misconduct:**

Acts of academic dishonesty or misconduct include acts which contravene the general principles. In this section, some of these acts are described. Others which are not explicitly described here may also be considered academic misconduct. All forms of academic misconduct are considered serious offences within the College community.

### **Cheating:**

- Cheating constitutes academic misconduct. Cheating is dishonest behavior (or the attempt to behave dishonestly), usually in tests or examinations. It includes:
- Unless explicitly authorized by the course instructor or examiner, using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily;
- Copying from the work of other students.
- Communicating with others during an examination to give or receive information, either in the examination room or outside it;

# Rules & Regulations (Students)

- Consulting other on a take-house examination (unless authorized by the course instructor);
- Commissioning or allowing another person to write an examination on one's behalf;
- Not following the rules of an examination;
- Using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early);
- Altering answers on an assignment or examination that has been returned;
- Taking an examination out of the examination room if this has been forbidden.

## **Plagiarism:**

Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Unless the course instructor states otherwise, it is allowable and expected that students will examine and refer to the ideas of others, but these ideas must be incorporated into the student's own analysis and must be clearly acknowledge through footnotes, endnotes, or other practices accepted by the academic community. Students' use of others' expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice. Plagiarism includes the following practices:

- Not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism);
- Presenting the whole or substantial portions of another person's paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the internet. Students who are uncertain what plagiarism is should discuss their methodology with their instructors.
- In addition to the matters described above, academic misconduct subject to discipline also includes (but is not limited to) the following:
  - Falsifying lab results;
    - Padding a bibliography with works not read or used;
  - Helping another student in an act of academic dishonesty; for example, writing a test or paper for someone else, or preparing materials for another student's study project;
    - Providing false or incomplete information or supporting documents/materials on an application for admission, re-admission, or transfer;
  - Providing false information to obtain a deferral of term work or examination;
    - Altering or falsifying, or attempting to alter or falsify, grade information or other records of academic performance (one's own or someone else's);
  - Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or
    - Hindering other students in obtaining fair access to College materials and facilities; for example, cutting an article out of a Library copy of a journal;
  - Theft of another student's notes;
    - Alteration or destruction of the work of other students;
  - Behavior that interferes with the evaluation of another student's work, such as failure to participate in a group project

## **Break In Study / Withdrawal**

Incase progress in studies is uniformly poor in GEMS Polytechnic College; the student is liable to be sent out of the College. Students can avail a Break in Study on medical grounds once during their course of study.

# SBTE Rules & Regulations (Students)

1. As soon as any complaint is made to the Principals against any student regarding an act of indiscipline on his part, or otherwise it comes to the Principal's notice and if the Principal is satisfied that this calls for disciplinary action under the rules, the charges shall be framed and communicated to the student. A show cause will be served to him for reply within a specified period. After considering the show cause reply if the Principal is satisfied that there is prima facie substance in the allegation or if the student fails to reply show cause within the specified period, he will refer the matter to the Disciplinary Committee to look into it and to give suitable recommendation to the Principal within the period specified by him.

The Disciplinary Committee shall be convened by the Principal or in his absence, by & senior member of the Committee nominated by the Principal, 'Principal' will include, in his absence, the Professor in charge of the college for the purpose of this paragraph.

2. The Disciplinary Committee shall be constituted by the Principal and shall consist of the following members: -
  - I. All Head of Departments/One Senior most Faculty of each branch.
  - II. Registrar/Prof. in charge Academic.
  - III. Controller of Examination.
  - IV. Senior most Hostel Superintendent.

Provided that no enquiry shall be conducted by less than half the members of the committee.

3. The following punishments may be awarded: -

Major Punishment:

- (a) Expulsion
- (b) Rustication

Minor Punishment:

- (a) Black Mark
- (b) Fine
- (c) Censure (d) Warning
- (e) Withdrawal of Scholarship.
- (f) Debarring from holding or office.

# SBTE Rules & Regulations (Students)

The Principal may suspend a student pending enquiry into allegation of acts of Indiscipline against him.

4. In all cases of indiscipline the Principal will pass and issue the order of punishment after considering the report of the Disciplinary Committee.

5. The orders of punishment will be reported to the Director, Department of Science and Technology, Govt. of Bihar, and the University for Information.

6. A student may represent his case against the orders of the Principal, to the Director Science and Technology and the decision of the Director, Department of Science and Technology. Govt. of Bihar will be final.

7. A criminal case and an enquiry by the Disciplinary Committee can proceed simultaneously.

## **Statement Showing Major and Minor Offences and Corresponding Suitable Punishment**

<b>1. One Minor Offence means:</b>	One black Mark and/or Fine and/or Censure and/or Withdrawal of scholarship and/or Debarring form holding any office.
<b>One Major Offence Means:</b>	Rustication for a period or expulsion to be decided on the nature of the offence.
<b>2<sup>nd</sup> Major Offence means:</b>	Expulsion.
Three incidents of Minor Offence mean:	Rustication.
Five incidents of Minor Offence mean:	Expulsion.

## **2. Organized acts of Indiscipline:**

Any act of indiscipline when indulged in by a large number of students intended or calculated to cause dislocation in the normal working of the college or any of its department or sections, or to adversely affect the reputation of the college, or lowering of standard of excellence of any field of activity of the college shall be deemed as constituting an organized act of indiscipline:

# SBTE Rules & Regulations (Students)

## 3. Acts of Indiscipline:

The following shall constitute Major or/Minor acts of Indiscipline:

Acts of Indiscipline	Major/Minor
Keeping or using any fire arm/explosives/Lethal weapons (Including Lathi) knife with a blade of more than 4-inch length in the room or outside.	Major
Keeping or using intoxicants in any form.	Major
Gambling in any form	Major
Ragging, beating, bullying or harassing of students.	Major or Minor depending on the nature of offence.
Demonstration in any form including procession and unauthorized meetings.	-do-
Strike or hunger strike.	-do-
Boycotting of any college function, programme or activity	Minor
Abusing teachers.	Major
Abusing fellow students.	Major or Minor depending on the nature of offence.
Harassing/ threatening to Higher Authority of the Department (S&T), Principal, All College Staff and their batch mates with the help of mobile or other means.	Major
Recourse to violence, assault, rioting, arson, inciting others to violence or arson, fanning communal or caste passions or charge-sheeted for criminal offence.	Major leading to expulsion
Showing or causing to show any disrespect to a teacher or staff member of the college.	Major or Minor depending on the nature of offence.
Intimidation of students, Hostel staff, staff with lethal weapons.	Major or Minor depending on the nature of offence.
Participating in mob violence or frenzy with lethal weapons	Major
Habit of nonpayment of hostel or college or bus dues.	Minor
Misbehavior with staff.	Major or Minor depending

# SBTE Rules & Regulations (Students)

	on the nature of offence.
Continued and unauthorized absence from the hostel.	Minor
Incitement to commit any act indiscipline.	Major or Minor depending on the nature of offence.
Disobedience of verbal or written order by competent authority.	-do-
Forestalling detection of involvement in an offence.	Minor
Removal and or destruction of evidence of involvement in an act of indiscipline done to escape possible punishment.	Major or Minor depending on the nature of offence..
Violation of Hostel and College rules	-do-
To give false evidence before the Enquiry Committee.	Major
Assault upon staff members	-do-
Immoral Act.	-do-
Any breach of the law of the country or the State or the Statutes, Regulations or Rules of the concerned University/SBTE, Bihar, Patna or orders of a competent authority.	-do-
Disturbing any college property or property of the State Govt. or of the concerned University/SBTE, Bihar, Patna.	Major or Minor depending on the nature of offence.
Disorderly behavior and public nuisance in any form	Major or Minor depending on the nature of offence.
Attending or organising meeting in the Hostel or College premises or elsewhere other than those authorized by the Principal. Hostel Supdt. And participation in such meeting.	Minor
Displaying notice, leaflets, or posters, not signed or countersigned by the principal or Hostel Supdt. or other authorised College officers at the Hostel or bus or college Notice Boards or other places or distributing such notices or leaflets.	Minor
Removing Notices officially displayed on the college or Hostel Notice Boards or any other places.	Minor
Any act specifically forbidden by the Principal,	Minor

# SBTE Rules & Regulations (Students)

Heds of the Dept, Supdts, Asstt. Supdts. or any other officer of the College competent to pass such an order	
Any act of stealing, Cheating etc.	Major or Minor depending on the nature of offence.
Looting, robbing, burglary of college, Hostel/Univ. property or property belonging to staff and students, including staff residence within the Campus.	Major
Any other act intended or calculated to Cause inconvenience, annoyance, injury or damage to any other inmate of the Hostel employee of the college or a resident of the Campus or Guests and Visitors to the College.	Major or Minor depending on the nature of offence.

# Formats to be followed (Staff)



## **GEMS POLYTECHNIC COLLEGE**

(Approved by AICTE, Govt. of India, F. No Northern/2015/1-2474317051)  
NH-2, Jogiya more, Ratanpura, Aurangabad, Bihar– 824121

ID. No.....

Date.....

Name & Designation: .....

Deptt. / Branch : .....leaves due.....

Leave Applied for: .....Days, From..... To.....

Nature of Leave: ..... (Casual/Compensatory/Vacation leave/OD)

Reason : .....

**Work arrangement during leave made: Yes /No.**

**If yes, please specify arrangement made.**

**A. For teaching faculty only**

### **Teaching arrangement during leave**

Date	Period	Class	Substitute Teacher	Signatures of Substitute

**B.HODs/ Head of the Section only.**

**In my absence ..... will look after the work of the Deptt.**

**C. For other staff**

.....

If No, specify reason(s) : .....

Signature of Employee.....

**Recommended / Not Recommended**

**HOD Signature** .....

**OFFICE USE.**

Leave Sanctioned / Not Sanctioned by

**Principal /Director**.....

Leave Voucher No. .... Leave entered by: Signatures .....

**Allowed / Not-Allowed**

# Formats to be followed (Staff)



## **GEMS POLYTECHNIC COLLEGE**

(Approved by AICTE, Govt. of India, F. No Northern/2015/1-2474317051)

NH-2, Jogiya more, Ratanpura, Aurangabad, Bihar- 824121

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### **FORM FOR OUT PASS (Only for Official Purpose/Medical Emergency)**

NAME /DESIGNATION / EMPLOYEE I.D. NO	
DEPARTMENT	
PURPOSE	
OUT PASS FOR THE DATE & PERIOD	

(Signature of Employee)

(Signature of the HOD)

(Approval of Principal / Director)



## **GEMS POLYTECHNIC COLLEGE**

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OUT PASS FOR THE DATE & PERIOD	

(Signature of Employee)

(Signature of the HOD)

(Approval of Principal/Director)



# Formats to be followed (Staff)



## GEMS Polytechnic College

(Approved by AICTE, Govt. of India, F. No Northern/2015/1-2474317051)  
NH-2, Jogiya more, Ratanpura, Bharthouli (P.O) Aurangabad, Bihar– 824121.

### SUBJECT WILLINGNESS FORM

NAME OF THE FACULTY: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

ACADEMIC YEAR: \_\_\_\_\_ SEMESTER: ODD / EVEN

**THEORY SUBJECT:** *(Please tick the guidelines)*

S.NO	SUBJECT CODE	SUBJECT NAME	BRANCH / SEMESTER	HANDLED MORE THAN 2 TIMES	LAST YEAR RESULT PRODUCED (%)

**LABORATORY:** *(Please tick the guidelines)*

S.NO	SUBJECT CODE	SUBJECT NAME	BRANCH / SEMESTER	HANDLED MORE THAN 2 TIMES	LAST YEAR RESULT PRODUCED (%)

**TERM WORK:** *(Please tick the guidelines)*

S.NO	SUBJECT CODE	SUBJECT NAME	BRANCH / SEMESTER	HANDLED MORE THAN 2 TIMES

**Signature of the Staff**

**Signature of the HOD**

# Formats to be followed (Staff)



## GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No Northern/2015/1-2474317051)

NH-2, Jogiya more, Ratanpura, Aurangabad, Bihar– 824121

COURSE FILE INDEX			
S.No.	TOPIC	STAFF INCHARGE Sign	HOD Sign
1.	Vision & Mission of the Institution & The Department		
2.	<ul style="list-style-type: none"> <li>• Programme Educational Objectives(PEO's)</li> <li>• Programme Outcomes(PO's)</li> <li>• Programme Specific Outcomes(PSO's)</li> </ul>		
3.	Course Data Sheet: <ul style="list-style-type: none"> <li>• Course Syllabus</li> <li>• Course Objectives &amp; Course Outcomes(CO's)</li> <li>• Evaluation Scheme</li> </ul>		
4.	Mapping: <ul style="list-style-type: none"> <li>▪ PEOs &amp; Mission of the department</li> <li>▪ Programme Educational Objectives (PEO's) &amp; Programme Outcomes (PO's)</li> <li>▪ Course Outcomes(CO's) &amp; Program Outcomes(PO's)</li> </ul>		
5.	<ul style="list-style-type: none"> <li>▪ Gaps Analysis in the Syllabus</li> <li>▪ Topics beyond the Syllabus</li> </ul>		
6.	Delivery methods & Assessment Methods		
7.	Class Time Table & Course Time Table		
8.	Student Name List		
9.	Lesson Plan		
10.	Lecture notes Unit wise		
11.	Content beyond Syllabus-References		
12.	Assignments Questions with Sample Answer Sheets( <i>Best/Average/Poor</i> )		
13.	Unit wise Question bank		
14.	SBTE Board Exam Question Papers Previous Year ( <i>With key answer</i> )		
15.	Mid Semester Question Paper with key answer		
16.	Mid Semester Sample Answer Sheets ( <i>Best/Average/Poor</i> )		
17.	Mid Semester Mark Statement		
18.	Result Analysis, Remedial/Corrective Action		
19.	Course Outcomes Assessment		
20.	Log book		

# Formats to be followed (Staff)



**GEMS POLYTECHNIC COLLEGE**  
(Approved by AICTE, Govt. of India, F. No Northern/2015/1 - 2474317051)  
NH - 2, Jogiya More, Ratanpura, Bharthouli (P.O) Aurangabad, Bihar – 824 121

## A - G LAB REPORT

Department:

Class/Sem:

Date:

Laboratory:

Lab In-charge:

Location and Floor:

Lab Faculty:

Ex. No.	Name of the Experiment	Status (A-G) by Faculty Incharge	Signature of Faculty Incharge	Status (A - G) by HOD	Signature of HOD
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

\*Please use more than one status code separated by a comma(,), and mention the name of faculty for C and F.

Note: Give label status codes against each experiment as: (A) In working condition (B) Not in working condition (C) If B, the minimum budget required to set it right by Jan 06, 2020, and name of responsible faculty for execution (D) Not existing, equipment/software ordered. (E) Laboratory Manual Updated (F) Laboratory Manual Not Updated (G) If F, when it will be updated and name of responsible faculty.

Attach Budget for the lab with Capex and Opex (Ex- Printer is Capex and ink are paper are Opex)



# Formats to be followed (Staff)



## GEMS POLYTECHNIC COLLEGE

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NH-2, Jogiya More, Ratanpura, Aurangabad, Bihar – 824 121

### FACULTY APPRAISAL FORM 2020-2021

#### PART-A (PERSONAL PARTICULAR)

Name	
Education Qualification	
Department	
Designation	
No of Years served in GPC till date	
Total Experience till date	
Any extraordinary achievement during the assessment period	

#### PART-B (ACADEMIC PROCESS)

ODD SEMESTER -2020-2021			
Subject Assigned	No of Classes Planned	No of Classes Conducted	Remarks
Name of the Sub & code			
Labs Assigned	No of Experiments Planned	No of Experiments Conducted	Remarks
Name of Lab & code			
Workshop/Term Paper:			Remarks

# Formats to be followed (Staff)

EVEN SEMESTER -2020-2021			
Subject Assigned	No of Classes Planned	No of Classes Conducted	Remarks
Name of the Sub & code			
Labs Assigned	No of Experiments Planned	No of Experiments Conducted	Remarks
Name of Lab & code			
Workshop/Term Paper:			Remarks

## PART-C

A brief Pen picture of self, not exceeding in 5 to 6 lines highlighting the administrative and support entrusted

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# Formats to be followed (Staff)

## PART-D (DEPARTMENT ACTIVITIES)

Please put a tick (✓) in the appropriate rating

1. Proper maintenance of **Course files & Lecturer Logbook** with necessary proof.

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

2. Proper Valuation & maintenance of blue books of students with necessary proof.

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

3. Contribution to the development of **laboratory manuals/ Adding new Experiments/ Innovations & modernization of laboratories:**

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

4. Participation in **Co-curriculum activities:**

(Here contribution in areas Professional Societies like ISTE, Forum Activities, Arranging Guest Lectures, Symposiums/Seminars, Workshops, Blood Donation, Sports & Other fruitful activities Need to be taken into consideration.)

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

5. Initiatives taken towards **Counselling/Mentoring, Guidance & Overall character Building of students:**

# Formats to be followed (Staff)

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

6. Initiatives & interest shown in acquiring and disseminating new knowledge and skill through

Publications, Books, Attending Seminars, Workshops, Paper or poster presentation in other

Institutions

**Publications** minimum 01 per Academic year.

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

7. Initiatives & interest shown in acquiring and disseminating new knowledge and skill through publications, Books, Attending Seminars, Workshops etc.

**Faculty Development Programs/Training** minimum of 04 per Academic year.

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

8. Contribution in guiding students for completion **of their Projects**:

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

9. Any funded project is completed other than projects inside the college:

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

# Formats to be followed (Staff)

10. Initiatives & Involvement in curriculum development (Suggestions to improve the Curriculum):

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

11. Endeavors towards self-development by gaining experience through professional activities, including membership of professional societies and MOOCs.

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

12. Contribution in Promoting Institute-Industry Interaction, R&D Activities & Consultancy services:( Minimum 01 Proposal per Academic Year).

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

13. The efforts made by individual to motivate & guide fellow faculties for acquiring additional experience:

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

14. Contribution in shouldering the administrative responsibilities pertaining to the Institution:

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

# Formats to be followed (Staff)

15. Initiatives & Involvement in the field of policy planning, monitoring evaluation & promotional activities at Departmental and Institutional level:

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

16. Involvement in Design and Development of new Academic/ Training Programs:

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

17. Efforts made towards judicious utilization, management & development activities:

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

18. Involvement in Planning and implementation of staff development activities:

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

19. Initiative taken toward Social Development (Adult Literacy drives/ bringing Awareness in the society towards hygiene/moral and ethical value etc.):

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

# Formats to be followed (Staff)

20. Efforts made in promotion of entrepreneurship & Job creation:

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

21. Degree of Integrity, efficiency, effectiveness and dedication showed during the course of discharging assigned responsibilities:

25	20	15	10	5
Outstanding	Very Good	Good	Fair	Poor

## SUMMARY OF PART “D”

★ Maximum Points :  $21 * 25 = 525$

★ Total Points awarded to the staff  $D1 = \frac{\text{Points Obtained}}{\text{Maximum Points} * 5}$

★ Points awarded with 60% weightage:  $D = D1 * 0.6$

## PART-E (BOARD RESULT & STUDENT’S FEEDBACK)

Result Conversation Scale:

81 - 100%	61 – 80 %	41 – 60 %	21 – 40%	1-20%
5	4	3	2	1

ODD SEMESTER							
	Subject-1	Subject-2	Term work	Lab-1	Lab-2	Workshop	Average
Student feedback							
SBTE-Result							

# Formats to be followed (Staff)

EVEN SEMESTER							
	Subject-1	Subject-2	Term work	Lab-1	Lab-2	Workshop	Average
Student feedback							
SBTE-Result							
Grand Average $E_1$ :							

## SUMMARY OF PART "E"

- ★ Average of Student feedback and SBTE Result ( $E_1$ ) =.....
- ★ 40% weightage based on grand average :  $E = E_1 * 0.4$

OVERALL SUMMARY	
CATEGORY	SCORE POINT
DEPARTMENT ACTIVITIES (D)	
BOARD RESULT & STUDENT'S FEEDBACK (E)	
ANNUAL PERFORMANCE INDEX (D+E)	

Corresponding Ranking taking into Account the Point score and converting it to total weightage of 60% + 40% =100.

## Finale grade:

4.5 - 5.0	:	Outstanding,
4.0 - 4.4	:	Very Good,
3.0 - 3.9	:	Good,
2.0 - 2.9	:	Fair,
Less than 2	:	Poor.

Signature of the Faculty with date

# Formats to be followed (Staff)

**Areas for Improvement:**

.....  
.....  
.....

**Signature of HOD with date.**

**Remarks & Signature of Director / Principal**

.....  
.....  
.....  
.....

**Signature of the Director/Principal with date**

# Formats to be followed (Staff)

## STUDENT'S FEEDBACK FORM

(To be used by institutions)

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

For getting filled in through student

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of :					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	<b>Total</b>					

# Association Programme

The Department of Mechanical Engineering inaugurated the Department Association on 24th August, 2018. Mr. Adil Raza from third year is the President of the Association named "Gear Up". The Association team organized quiz competition, industrial visits and technical workshops to equip the students.



## Mechanical

### Gear-Up

## Civil

### Build-Up



The department conducted its association "Build-Up" inaugural function on 22nd February, 2019 in the college seminar hall. The Chief Guest Mr. Saravanan, Director Mr. Ashish Daniel, Principal Mr. Ram Gopal Challa and HOD in-charge Mr. Anil Koli preceded in the program.

The Department association was named after the workshop organised on the same day (28th August 2018) as 'PLUG-IN' and since then have taken up maintenance activities and innovation based projects on campus. The department maintains a transparent account book for its funds in the common domain. Students have taken responsibility for different maintenance projects and is counted as experience under their belts to better prepare them for industry.



## EEE

### Plug-In

## Computer Science

### Boot-Up



The Department of Computer Science & Engineering inaugurated CSE Department Association named as "Boot - Up" on 7th August, 2018. The association conducted various technical events to equip the students in the academic year 2018 - 19.

# PHOTO GALLERY



*Guest lecture by Prof. Rene Uncle from Switzerland*



*Dr. Sam Rajesh & Mrs. Jane Rajesh from Kuwait university*



*Faculty Development Program by Prof. Vincent from Ethiopia*



# PHOTO GALLERY



*Mr. Samson Suresh from Mumbai - Students Development Program*



*Dr. Vijila - Principal of Christian Engineering college*



*Mr. Ebenezer from Qatar*



*Mr. Baldwin from Renault Nissan*

# PHOTO GALLERY



*Mr. Kirubakaran from Qatalum-Qatar*



*Dr. Davidson & Dr. Christo Anto from VIT-Chennai - Staff & Students Development Program*



*Mr. Ebenezer - Founder of Beyond Barriers - Students Retreat*

# PHOTO GALLERY



*CSE Department - Guest Lecture by Mr. Stanley*



*GPC Staff Fellowship*



*Staff Retreat in Nimiyadi*



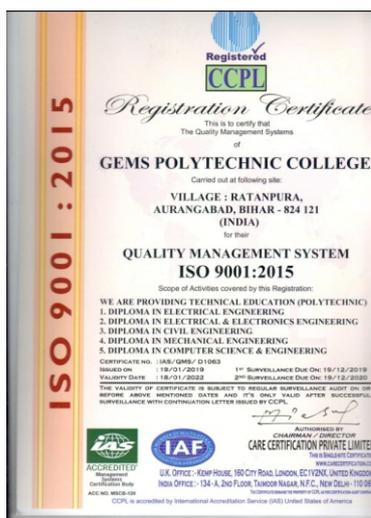
*Civil Department Association Inauguration - Chief Guest Mr. Saravanan, GEMS Construction*



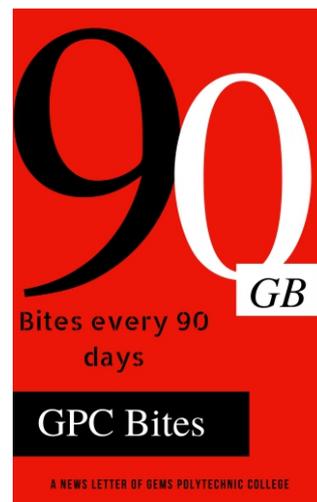
# PHOTO GALLERY



*Launching ceremony of 90 GB - GPC Newsletter*



*ISO Certification 9001:2015*



*90 GB - GPC News letter*



*GEMS Polytechnic Hostel Construction*

# PHOTO GALLERY



*MOU with Tata Motors Service Unit in Aurangabad*



*Embedded Systems & IOT*

# Faculty Development Program



# Faculty Development Program



# GPC - 1st Convocation

The first Convocation Ceremony of GEMS Polytechnic College was held on September 7th, at GEMS auditorium in Sikaria. Out of 99 students who passed out 67 students received their diploma degrees in hand and remaining as absentia. After the academic Procession the event started with an opening prayer by the Executive Director of GEMS, Dr. Rajesh Duthie followed by the Welcome address by Mr. Emerson, Chairman-Board of technical education. The Chairman of GPC and General Secretary of GEMS Mr. Augustine Jebakumar declared the 1st Convocation open which was followed by the reading of Annual report by Mr. Ashish Daniel, the Director of GEMS Polytechnic College. In his report he shared on various accomplishments by the students, tie-ups made with 6 industries, research projects, 2 major funded project approval, placements in national and international companies, and the contribution by various resource people from industries and academia.

The Convocation address was delivered by Dr. Anand. A. Samuel who is the Vice-Chancellor of Vellore institute of Technology, Vellore. VIT was recently awarded the "Institute of Excellence" by central government and under the leadership of Dr. Anand Samuel, VIT has consistently ranked as top private technical university in India by NIRF. During his address he shared how one should not compare with others and feel inferior instead understand that he is created uniquely by God. He also emphasized on having a right attitude and not panic when situation is tough instead patiently utilize the God given potential. He also stated that the Annual report proved that GPC was not less than an engineering college and appreciated the various initiatives taken. The guest of Honor Mr. Earnest Ravi, Chairman GEMS motivated the students to have discipline, Determination, dedication to succeed in professional life. The Chairman of GPC Mr. Augustine Jebakumar shared the burden God put him to come to Bihar and how God led him to start technical institutions to transform the lives of youth who in turn have the responsibility to transform the nation. He encouraged the graduates to have passion and serve the nation sincerely. The Principal Mr. Ramgopal Challa read the list of diploma degree holders who received their certificates from the chief guest and the chairman. The event ended with the National Anthem.



# GPC - Annual Sports Day 2019

GEMS Polytechnic College organized GPC - Annual Sports Day, 2019 in college ground. Mr. Charles Hoolson, Secretary of GEMS English School, Aurangabad was our chief guest. He shared a motivating thought on importance of sports in having healthy mind and having a balance between sports and academics. We had Mr. Daniel, Principal of Karwandiya ITI as chief guest for the closing ceremony. Mrs. Deborah Charles, Principal of GEMS English School, Aurangabad also joined the closing ceremony and encouraged the GPC team.



# GPC - Annual Sports Day 2019



# COLLEGE PROFILE



## GEMS POLYTECHNIC COLLEGE

Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051  
Affiliated to SBTE, Bihar  
ISO 9001:2015



NH-2, Jogiya more, Ratanpura, Aurangabad, Bihar– 824121



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