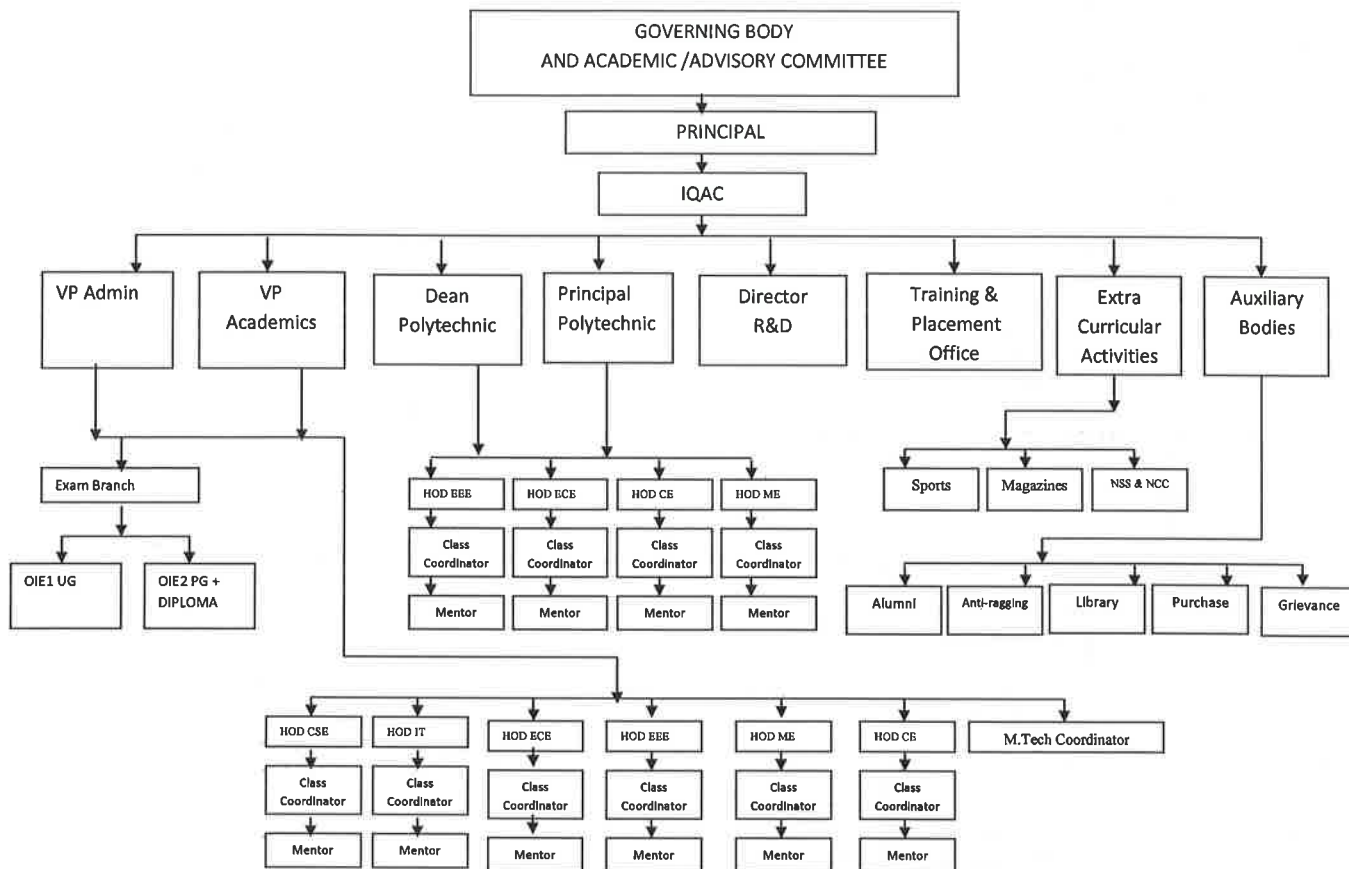


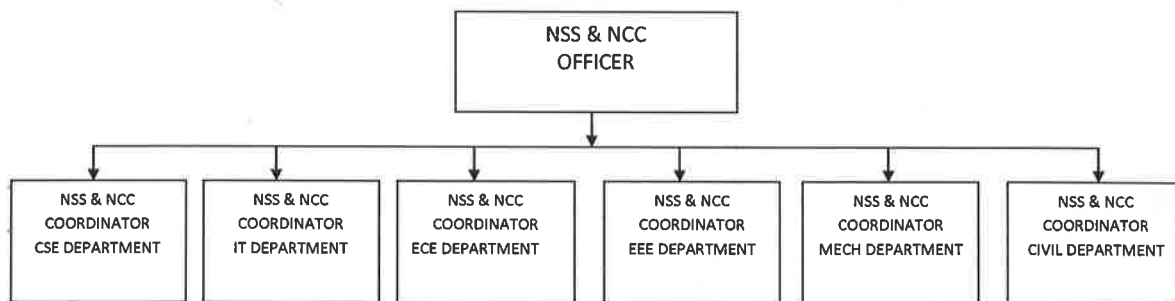
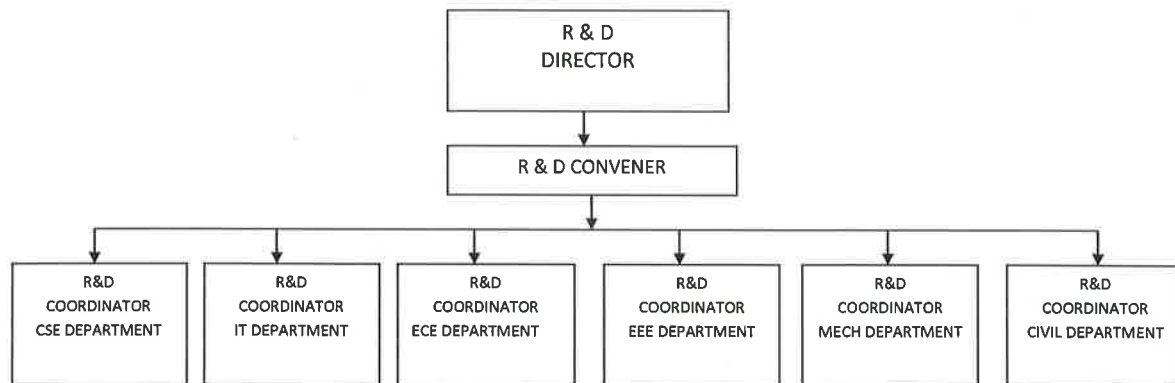
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IQAC: Internal Quality Assurance Cell OIE: Office In Charge Exam UG: Under Graduate PG: Post Graduate NSS: National Service Scheme NCC: National Cadet Corps HOD: Head of Dept

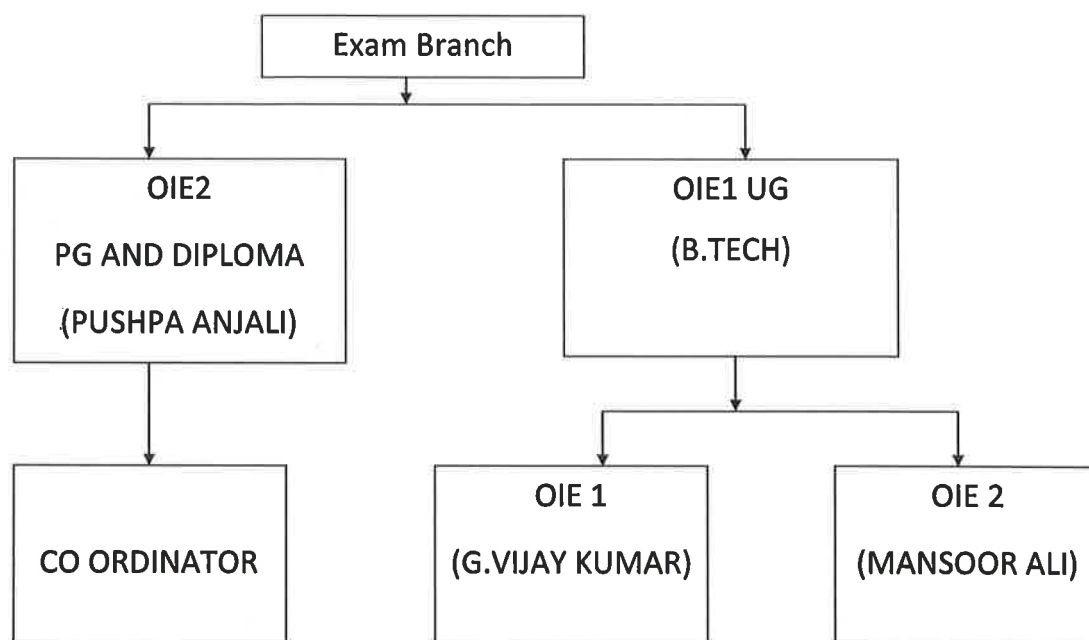
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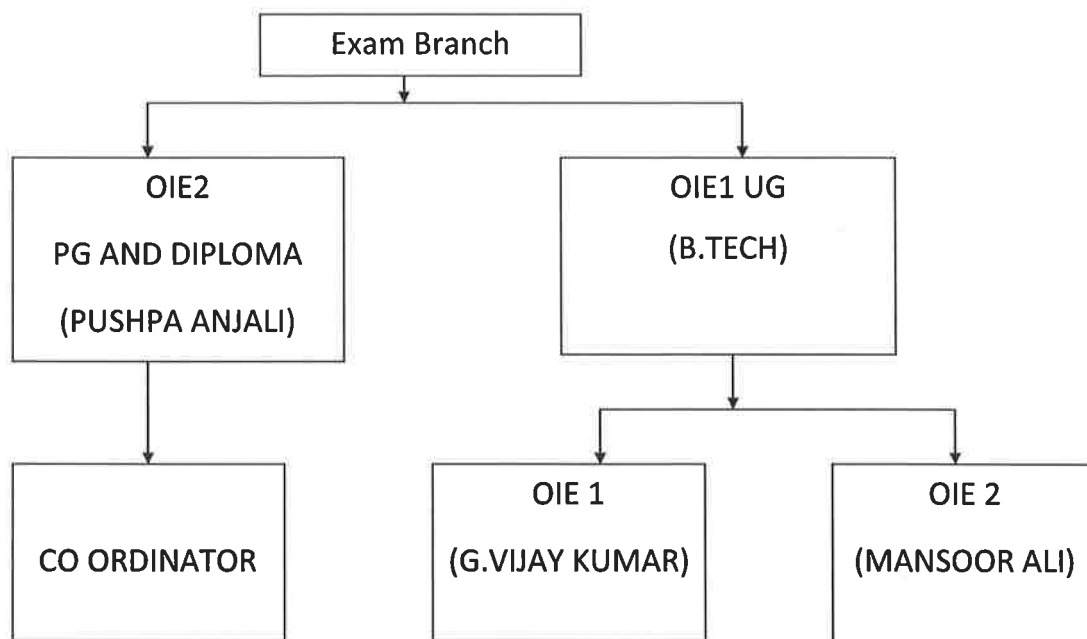

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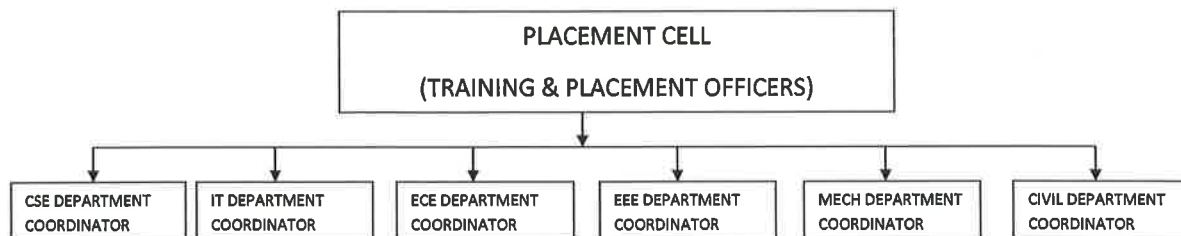

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COLLEGE OF ENGINEERING & TECHNOLOGY

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SERVICE RULES

ACADAMIC YEAR- 2020-2021



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TABLE OF CONTENTS**Rules and conditions governing appointment of staff**

S.NO.	CONTENT NAME	PAGE NO.
1.0	Preamble	3
2.0	Definitions	3
3.0	Power to interpret, implement and to amend the rules	4
4.0	Management's powers to delegate	5
5.0	General conditions of services	5
5.1	Appointments	5
5.2	Qualifications	5
5.3	Selection	5
6.0	Seniority	6
7.0	General Service Conditions	6
8.0	Leave Rules	7
8.1	General	7
8.2	Casual Leaves	7
8.3	Special Leave	8
8.4	Earned Leave	8
8.5	Faculty Improvement Programme	8
9.0	Leave Rules for Contingent Staff	9
10.0	Travelling Allowance, Daily Allowance, Local Transport etc	9
11.0	Allowance for Presenting Papers in Seminar / Conferences etc	9
12.0	Allowances for attending seminars, ISTE /AICTE /UGC refresher Courses etc	9
	CONDUCT RULES FOR ALL EMPLOYEES	9
	DISCIPLINARY ACTIONS	11


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RULES AND CONDITIONS GOVERNING APPOINTMENT OF STAFF


1.0 Preamble:

1. These rules shall be called as "Service and Conduct Rules of Employees, (Revised)".
2. They shall come into effect from 1-6-2008, and shall apply to all the employees of the institute including those appointed prior to the issue of these rules.
3. The Managing committee is the Competent Authority to amend the rules from time to time depending on the need.

2.0 Definitions:

Unless there is something repugnant in the subject or context.

4. 'College' means 'Nawab Shah Alam Khan College of Engineering and Technology (NSAKCET)'.
5. 'Management' means MADRASA-I-AIZZA Society represented by its Founder Chairman.
6. 'CHAIRMAN' means the Chairman of the Managing Committee of MADRASA-I-AIZZA Society.
7. 'SECRETARY' means the Secretary of the Board of Governors of MADRASA-I-AIZZA Society.
8. 'Principal' means Head of the Institution authorized by the Management to discharge the duties and responsibilities.
9. 'Governing Body' means 'The Governing Body of the college' constituted as per A.I.C.T.E. Norms.
10. 'EMPLOYEE' means a person who is employed by MADRASA-I-AIZZA Society for NSAKCET.
11. 'University' means 'OSMANIA University'-Hyderabad, the affiliating University.
12. 'Vacation' means any recess in an academic year which is a minimum of Fifteen days.
13. 'Teaching Staff' cadres and strengths in accordance with AICTE norms.
14. 'Non-Teaching Staff' (including contingent staff) pattern, cadres and strengths in accordance with AICTE/ Telangana Government norms.


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15. 'Competent Authority' – Secretary in the case of Principal and Principal in the case of other employees.
16. 'On Duty' - an employee is said to be on duty (OD) in the case of following.
- When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.
 - When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
 - When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation courses, winter schools, quality improvement programs etc., duly permitted by competent authority, and
 - When the employee is attending to the work assigned by the competent authority in the interest of College/Management.
17. 'Leave' means leave granted by competent authority to an employee to which he/she is eligible.
18. 'Pay' means basic pay in the time scale or basic pay with special pay/allowance as the case may be.
15. 'Year' means calendar year/ financial year / academic year as the case may be.

3.0 POWER TO INTERPRET, IMPLEMENT AND TO AMEND THE RULES:

The power to interpret, implement and to amend the rules and regulations vests with the Management who is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter, add to, repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time, provided that the new rules or regulations or alterations or amendments so made shall not be detrimental or adversely affect the interest of the existing employees who are in service on the day new rules or regulations or alterations come into force.

4.0 MANAGEMENT'S POWERS TO DELEGATE:

The Management may delegate to the Secretary or to any officer or officers of the Society or Institutions under their control any or all the functions wholly or partly, permanently or temporarily and such officers or officer shall be the Management for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by the Management.

5.0 GENERAL CONDITIONS OF SERVICES**5.1 Appointments:**

The Managing Body/ Principal are the competent authority to appoint any employee based on the recommendations of the Staff Selection Committee. The appointment orders shall be issued by the Principal at the time of joining. All administrative appointments such as Heads of the Departments will be through nomination by the Board of governors/Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.


5.2 Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff and AICTE/ T.S. State Government / Affiliating University norms in respect of Non-Teaching Staff.

5.3 Selection:

- a) The rules prescribed for selection of employees from time to time by AICTE /University / Government of Telangana shall be followed.
- b) A post shall be filled up by direct recruitment through open advertisement in any daily national newspaper or by:
 1. Promotion from among qualified and eligible internal candidates by a selection.
 2. Staff Selection Committee as directed by University.
- c) The Management / Governing Body may in special circumstances appoint qualified Persons by invitation/deputation/ contract basis year after year up to a maximum of Five years.


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6.0 Seniority:

The matters related to seniority is finalized by the Governing Body of the college as per the procedure laid out by T.S Government/ Affiliating University

7.0 General Service Conditions:

7.1 All the employees of the college shall be subjected to the general disciplinary and conduct rules of the college.

7.2 All the employees of the college are required to be present in the college throughout the working hours of the college on all working days.

7.3 An employee of the college shall devote his/her whole time to the service of the college and not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal.

7.4 An employee may be placed under suspension by the appointing authority pending Enquiry into framed charges by giving the employee a fair chance to represent his / her case. The Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the Management and the university as the case may be.

7.5 The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his / her official duties satisfactorily etc., giving 1 month notice or 1 month salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination. In all such cases the final decision is based on the discretion powers of the Principal of the Institution.

7.6 No application of an employee seeking employment elsewhere shall be forwarded during the first year of service. On completion of first year of service not more than two applications per academic year shall be forwarded for outside jobs.

7.7 An employee shall have to give one month notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay one month


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salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Principal or date of his / her relief whichever is earlier.

7.8 For all employees in the College, an individual personal file and Service Book shall be maintained with regular updating as per Telangana State Government / affiliating University norms.

8.0 Leave Rules:

8.1 General:

1. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
2. A leave account shall be maintained for each employee in an appropriate form.
3. An employee shall not take up any service or accept any employment, while on leave.
4. Casual leaves are sanctioned to the employees by the Principal based on their commendations of concerned Heads of the department/sections
5. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except C.L. with prior approval.

8.2 Casual Leaves:

All employees of the College who have completed 1 year service shall be entitled to 12 days of casual leave, in a calendar year on the basis of one C.L., in a month, to be decided before the beginning of calendar year or proportional to the service put in by an employee during the year of his / her initial employment. In case an employee has accumulated C.L., in a calendar year, he / she can avail only 3 days C.L at a stretch. In case of any emergency Casual Leave may be granted, subject to eligibility, for a period not exceeding 10 days at a time, including holidays. Casual Leave for half day can be granted to an employee for the Forenoon or afternoon session. In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his / her work.


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8.3 Special Leave:

1. All the teaching staff are entitled for special leave up to 10 days in a calendar year to take up examination work in our college or outside, to attend conferences or seminars etc.
2. Special Casual Leave may also be granted for attending to calamities subject to prior approval after exhausting all casual leaves.

8.4 Maternity Leave:

Maternity leave may be granted to a confirmed woman employee with less than two surviving children, on full pay for a period of 45 days from the date of its commencement which can be availed twice in the entire service, only after completion of 11 months of continuous service.

8.5 Earned Leave:

1. All the vacation staff of the college shall be eligible for a vacation of three weeks in a Calendar year. They shall be present in college either on the last working day before vacation or on first working day after the vacation. However the Principal is empowered to recall any staff from vacation in case of essential work.
2. All the regular non-vacation staff of the college shall be eligible to accrue of Earned leave of 30 days in a calendar year.

8.6 Quarantine leave:

In consequence of the presence of an infectious disease of an employee at his place of duty, residence, or adjourns to his / her residence, his / her attendance to his office is considered as hazardous to the health of other employee, such employee may be granted quarantine leave. Quarantine leave may be granted by the Principal on the certificate of a Medical Officer or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances up to 30 days.

8.7 Faculty Improvement Programme:

The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty member is entitled to receive half of his salary during his period of study. The other conditions are as follows:

The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave should be two years for M.Tech./ M.E.programme and three years for Ph.D. The teacher concerned should

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execute a bond on the required non judicial stamp to the effect that he / she shall serve the institution for double the period of study leave taken for the above programme. The penalty in case of violation of bond will be double the amount received from the Institute during the study period. Any extension of such leave shall be on loss of pay only. Management is the sanctioning authority for such leave on the recommendations of the Principal and Head of the Department concerned.

9.0 Leave Rules for Contingent Staff:

All the contingent staff of the college are eligible for a Casual Leave of 10 days in a calendar year and other leaves of 10 days.

10.0 Travelling Allowance, Daily Allowance, Local Transport etc.:

The employees of the college when deputed to any out stations shall be entitled to Travelling Allowance, Daily Allowance and other permissible expenses they incur as per the rules of Telangana State government in force from time to time.

11.0 Allowance for Presenting Papers in Seminar / Conferences etc:

The regular teaching staffs who are sponsored (once in an academic year) for presenting papers in seminars / conferences are eligible to be paid 50% of registration fee by the college and On-Duty to be marked for the said days.

12.0 Allowances for attending seminars, ISTE / AICTE / UGC refresher courses etc.

The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo refresher courses etc. as above are eligible to traveling allowance addition to registration fee and On-Duty to be marked for the said days.

CONDUCT RULES FOR ALL EMPLOYEES

- a) Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him / her.
- b) Every employee shall at all times maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall, at all times be courteous and polite in his / her dealings with the

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Management, Principal, other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall always, act in the best interests of the college.

- c) An employee shall be required to observe the scheduled hours of working during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal, in-writing through the respective H.O.D. or the Principal directly if he / she happen to be a H.O.D. the address at which he / she would be available during the period of his / her absence from the headquarters.
- d) No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the college.
- f) No employee can engage directly or indirectly in any trade or any private tuition or Under take employment outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom an Insolvency Proceedings commenced in a Court of Law shall forthwith report full facts thereof to the College.
- h) An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- i) No employee shall, except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the College which has been the subject matter of criticism or attach defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authority unless the competent authority has rejected his/her clam or refused redressal of the grievance or has delayed the matter beyond a reasonable time
- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the College is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt

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of the orders of the decision to the Management and the decision of the Management thereon, is final and binding on the employee.

- l) No employee shall engage in strike or incitements therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

DISCIPLINARY ACTIONS

- a) All employees are liable for disciplinary action for disobedience, misconduct and negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.
- i) Censure
 - ii) Withholding increments / promotion
 - iii) Recovery from his salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders / rules.
 - iv) Suspension
 - v) Removal from service
 - vi) Dismissal from service
- c) If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members-HODs from among Senior Faculty members.
- d) An employee can appeal against any punishment imposed upon him/her by the competent authority to the Management/Governing Body as the case may be.


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ANTI RAGGING POLICY


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Anti Ragging Policy

- I. Awareness: Make the seniors aware of the ills of ragging and its consequences by way of posters' notices and counseling lectures by faculty class coordinators, HoDs, Principal, Management Representatives and through undertaking by the students parents etc.
- II. Avoidance: 1. Enforcing measures to minimize the contact between freshers and seniors by staggered timings for students of different years
 1. Enforcing measures to minimize cc timings for students of different years
 2. By continuous surveillance at vulnerable locations for ragging such as toilets, terraces canteen, outside bakeries, bus-stops etc.
 3. Forming Anti ragging squads.
- III. Action: Whenever a ragging case is reported the ARC has to take appropriate action through the discipline committee.

OBJECTIVES OF THE POLICY

The NSAKCET has formulated the Anti-Ragging policy and taken the following measures in order to constitute an effective Anti-Ragging System in line with the directives of the Honorable Supreme Court, AICTE, UGC, Telangana State Council for Higher Education and Osmania University:

The Discipline Committee, constituted having reviewed the Anti-Ragging policies of the Institution has resolved that the same requires to be implemented in toto based upon the instructions issued by the AICTE, UGC, and the University and TSCHE.

An anti-ragging committee comprising the Principal, Dean Student Affairs, , the Physical Director, the Senior Administrative Officer and Senior student representatives from all programmes met before the I st year B.Tech students arrive each year, explaining to them the menace of ragging and the severity of the situation, consequences, the directives of the Supreme Court, the AICTE and JNTUH and punishment that will be meted to the senior students in case of being found to be guilty of ragging.

It is also informed to the student members that the burden of proof lies with the accused and not with the victim.

- Supreme Court instructions, Ragging act and punishments, as recommended by the university are being displayed prominently in all notice boards, canteen and other meeting places.
- Posters discouraging ragging are on display at all strategic points.
- The web site has a Scrolling bar with anti-ragging propaganda displayed on all department link screens continuously.
- Telephone numbers of Anti-ragging committee is displayed prominently.

Notifications have been released clearly mentioning that ragging is banned in the college.

1. To create a secure physical and social environment which will deter acts of sexual harassment.


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FUNCTIONS

1. Engage in the works of checking places like Canteens, Classrooms, lawn, ground and other places of student congregation.
2. They will design strategies and action plan for free Environment in the college Campus.
3. If any, happening reported in the places of Student aggregation, the members will educate the students at large by adopting various means about the menace of Ragging and related Punishments.

JURISDICTION

The rules and regulations outlined in this policy shall be applicable to all complaints of anti ragging made:

1. By a member of the college against any other member of the college irrespective of whether the ragging is alleged to have taken place within or outside the campus
2. By an outsider against a member of the college or by a member of the college against an outsider if the ragging is alleged to have taken place within the campus

In the above the following definitions will apply:

- **‘Members of the college’** includes students, teachers and non-teaching staff of the University.
- **‘Students’** includes regular students of the college.
- **‘Outsider’** includes any person who is not a member of the University or a resident. It also includes but is not limited to any private person offering residential, food and other facilities to members of college.
- **‘Campus’** includes all places of work and study. It includes all places of instruction, administration, as well as health centres, sports grounds, staff quarters and canteen etc. on the college campus.

Remedial

1. The mechanism for registering complaints should be safe, accessible and sensitive.
2. To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To recommend to the concerned authorities follow-up action and monitor the same.


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4. To advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents.

To make arrangements for appropriate psychological and emotional support (in the form of counselling, security and other assistance) to the victim if s/he so desires.

Complaint procedure:

- Complaint regarding ragging can be made either in paper form or by sending e-mail to nsakcet@gmail.com.
- Once a complaint is submitted, it will be directly sent to the Anti Ragging Committee (ARC) of NSAKCET to inquire into the complaint.
- The Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICCs.


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ANTI RAGGING COMMITTEE

Proceedings of the Principal

Proc. No. NSAKCET/ARC/2022/2

Date: 08-02-2022

Order:

Ragging has ruined countless innocent lives and careers. In order to eradicate it, Students are strictly instructed and monitored not to indulge in any ragging activities; Anti-Ragging Committee will be the Supervisory as per the guide lines of AICTE, Government of Telangana.

The written guidelines and details of punishments to the students involved in such events are displayed on the notice boards, on every floor and in each departmental block in over all campus. This will educate parents about the anti-ragging act during admission of the student. Senior Professors along with committee members go round over all campus for monitoring as per given schedules.

S.No	Name	Designation	Functions
1	Dr. SYED ABDUL SATTAR, PRINCIPAL	Chairman	<p>1. Engage in the works of checking places like Canteens, Classrooms, lawn, ground and other places of student congregation.</p> <p>2. They will design strategies and action plan for free Environment in the college Campus.</p> <p>3. If any, happening reported in the places of Student aggregation, the members will educate the students at large by adopting various means about the menace of Ragging and related Punishments.</p>
2	Dr. MOHAMMAD S QASEEM, VP Academics & HOD CSE	Convener	
3	Dr. MUJAHID HUSSAINI, HOD Mech	Member	
4	Dr. G.S.RAO, IT HOD	Member	
5	Mr. Prof SYED FARRUKH ANWAR, VP CIVIL	Member	
6	Mr. RAZA AHMED KHAN, MECH DEPT	Member	
7	Mrs. SHANILA MEHREEN, HOD ECE	Member	
8	Mr. SHAIK MOHAMMED JAVID, CIVIL DEPT	Member	
9	Mr. AHMED MAAZ, EEE DEPT	Member	
10	Mr. MOHD MANSOOR, EEE DEPT	Member	
11	Ms. SABIHA, ENGLISH DEPT	Member	
12	Ms. SYEDA FARHATH BEGUM, CSE DEPT	Member	


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Kukatpally, Hyderabad-500024.

13	Ms. ZAHOORA ABID, IT DEPT	Member
14	Mr. DABEERULLAHHUSSAINI, EEE DEPT	Member
15	Mr. SYED SADATH ALI, MECH DEPT	Member

STUDENT NOMINEES

1. **MOHD FARAZ** (18RT1A1229)
2. **SYED UMAR FAIZ** (18RT5A0212)
3. **SYED MOHAMMED QUNDMEER** (18RT5A0210)

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Copy to:

1. The Directors
2. All the Members &
3. File.


Principal

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GRIEVANCE REDRESSAL POLICY


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GRIEVANCE REDRESSAL POLICY

The NAWAB SHAH ALAM KHAN COLLEGE OF ENGINEERING AND TECHNOLOGY has a Students' Grievance Redressal Cell. The functions of the Cell are to look into the complaints lodged by any student, and judge its merit. The Grievance Redressal Cell is also empowered to look into matters of harassment.

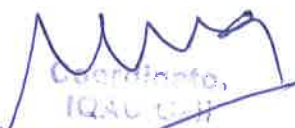
Anyone with a genuine grievance may approach the Grievance Redressal Cell members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail or the website to the officer in-charge of Students' Grievance Redressal Cell or Principal.


Objective:-

The objective of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Cell has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Register have been installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.


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Scope:

The Cell deals with Grievances received in writing from the students about any of the following matters:

Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

Financial Matters: Related to dues and payments for various items from library, hostels etc,

Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc,.

Functions:

The cases are attended promptly on receipt of written grievances from the students.

The Cell formally meets to review all cases, prepares a statistical reports about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure:

- The setting of the Grievance Redressal Cell for students will be widely published.
- The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations.
- The students can register their grievances in online at **<http://www.nsakcet.ac.in/greviance-login.php>**
- The GRC will act upon those cases which have been forwarded along with the necessary documents.
- The GRC will take up only those matters which have not been solved by the different departments.
- Grievances related to fees etc will be taken up only if the relevant financial documents like demand drafts etc are attached.

The Cell is requested to Contribute effectively to dispose the grievances at the earliest.

A registry to register the compliant is established and kept in the Principal office under the Supervision of Mr. Raza Ahmed Khan, Dean Student affairs. On receipt of the Compliant, the staff in-charge of the registry will submit the same to the Member Secretary of the "Grievance Redressal Cell".


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The Cell will meet, with a Information to the complainant on their day of Convenience. An aggrieved Student or Parent may appear in person to present his/her case.

In the case, the complainant not satisfied with the decision of the Cell, they may send their appeals to the "OMBUDSMAN" appointed by the Affiliating University. The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person.

The Institution shall comply with the order of the ombudsman. Any order of the OMBUDSMAN not complied with by the Institution, will be reported to AICTE for appropriate action.

In case of any false/frivolous Complaint, the ombudsman may order appropriate action against Complaint.

Exclusions:

The Grievance Redressal Cell shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Cells constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals, etc.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the Institute.
- Decisions by competent authority on assessment and examination result.

Establishment of a Grievance Redressal Cell.

In order to comply with the AICTE Regulation for addressing, student or Parent's grievance in a Technical Institution, "Grievance Redressal Cell" NSAKCET has been constituted with following Staff in different positions to enquire the nature and extent of grievance. The Cell can suggest the final action to be initiated at the institutional level for the redressal of the same.



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GRIEVANCE & REDRESSAL CELL

Proceedings of the Principal

Proc. No. NSAKCET/GRC/2022/2

Date: 08-02-2022

Order:

As per the AICTE norms, the institute has established a Grievance Redressal committee for redressing day to day student updates. The grievances may be expressed either in person or in writing.


S.No	Name	Designation	Functions
1	Dr. SYED ABDUL SATTAR	Chairman	1. The committee looks after complaints lodged by any student regarding teaching issues class disciplinary, library, and canteen and judge its merit.
2	Mr. RAZA AHMED KHAN	Convener	
3	Dr. MOHAMMAD S QASEEM	Member	
4	Dr. MIR MOAZZAM ALI	Member	
5	Mr. NISAR AHMED	Member	
6	Mr. SYED FARRUKH ANWAR	Member	2. They will coordinate, monitor and ensure redressal within the stipulated time, depending upon the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal.
7	Dr. MOHD ATEEQ AHMED	Member	
8	Ms. SYEDA FARATH BEGUM	Member	
9	Ms. MAHMOOD ALI	Member	
10	Ms. SABIHA KHATOON	Member	

STUDENT NOMINEES

1. ATIYA SULTANA (17RT5A0210)
2. LAVUDI SWATHI (16RT1A0205)
3. SALMA (16RT1A0505)

Copy to:

1. The Directors
2. All the Members &
3. File.



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Principal

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The Student or Person, who are willing to launch any complaints, shall send their representation for redressal of their grievance to the following Grievances Redressal Cell.

All aggrieved parents and the stockholders may also thenceforth approach to the Grievance Redressal Cell. Any member of NSAKCET (staff/student) can represent their issue through electronic or paper media to any designated member in the department, cell or Cell or through the Grievance Redressal Register available at Administrative office Reception counter. The institute has the following Cells to deal with specific matters in order to maintain good order, discipline and harmonious environment on campus.


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Nawab Shah Alam Khan College of Engineering and Technology

(Approved by AICTE, New Delhi and Affiliated to Osmania University)

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**Coordinator
IQAC Cell.**

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EXAM REFORMS

NSAKCET adheres to the AICTE Exam Reforms Guidelines



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Outline

Introduction

Assessment strategy for Outcome Based Education

Improving Structure & Quality of Assessments

Assessing Higher Order abilities & Professional Skills


APPENDIX-A-Competencies and Performance Indicators (PIs)

APPENDIX-B-Sample questions for Bloom's Taxonomy levels

APPENDIX-C-Model Question Papers

APPENDIX-D-Sample Scoring Rubrics

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Introduction

- Future engineering graduate not only need to be knowledgeable in his/her discipline, but also needs a new set of **soft, professional skills and competencies**
- Essential changes in engineering education in terms of
- **What to teach (content)**
- **How to teach (knowledge delivery)**
- **How to assess (student learning).**
- The digital initiatives of MHRD and AICTE have made available a very large number of Massive **MOOCs through SWAYAM**, that can help the colleges and teachers adopt innovative methodologies in the delivery of course.
- **Outcome based education-** a performance-based approach has emerged as a major reform model in the global engineering education scenario

Outline

Introduction

Assessment strategy for Outcome Based Education

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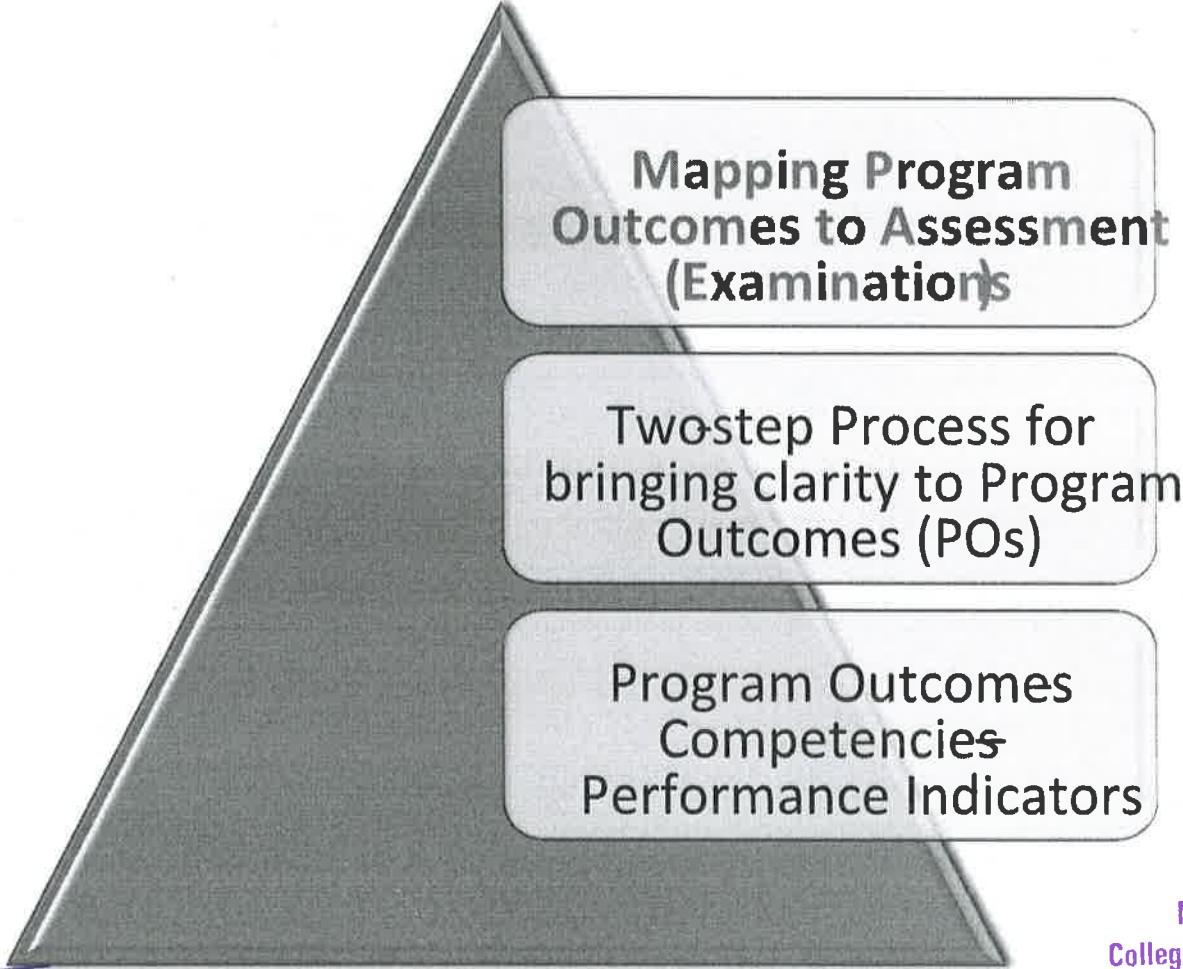
APPENDIX-C-Model Question Papers

APPENDIX-D-Sample Scoring Rubrics


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Assessment strategy for Outcome Based Education




**Mapping Program
Outcomes to Assessment
(Examinations)**

**Twostep Process for
bringing clarity to Program
Outcomes (POs)**

**Program Outcomes
Competencies
Performance Indicators**


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Assessment strategy for Outcome Based

Form the Program Outcomes (POs) that reflect skills, knowledge and abilities of graduates regardless of the field of study

In outcome-based education, a “design down” process is employed which moves from POs to Course Outcomes (COs)

Achievement
of
POs needs
accurate
assessments


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Education-

Mapping Program Outcomes to Assessment (Examinations)



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Assessment strategy for Outcome Based Education




Mapping Program Outcomes to Assessment (Examinations)

Two-step Process for bringing clarity to Program Outcomes (POs)

Program Outcomes - Competencies – Performance Indicators


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Assessment strategy for Outcome Based Education-

Two-step Process for bringing clarity to Program Outcomes (POs)

- 1. **Identify *Competencies to be attained***: For each PO define ***competencies*** -different abilities implied by program outcome statement that would generally require different assessment measures.
- 2. **Define *Performance Indicators***: For each of the ***competencies*** identified, define Performance Indicators (PIs) that are explicit statements of expectations of the student

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Assessment strategy for Outcome Based Education-

Two-step Process for bringing clarity to Program Outcomes (POs)

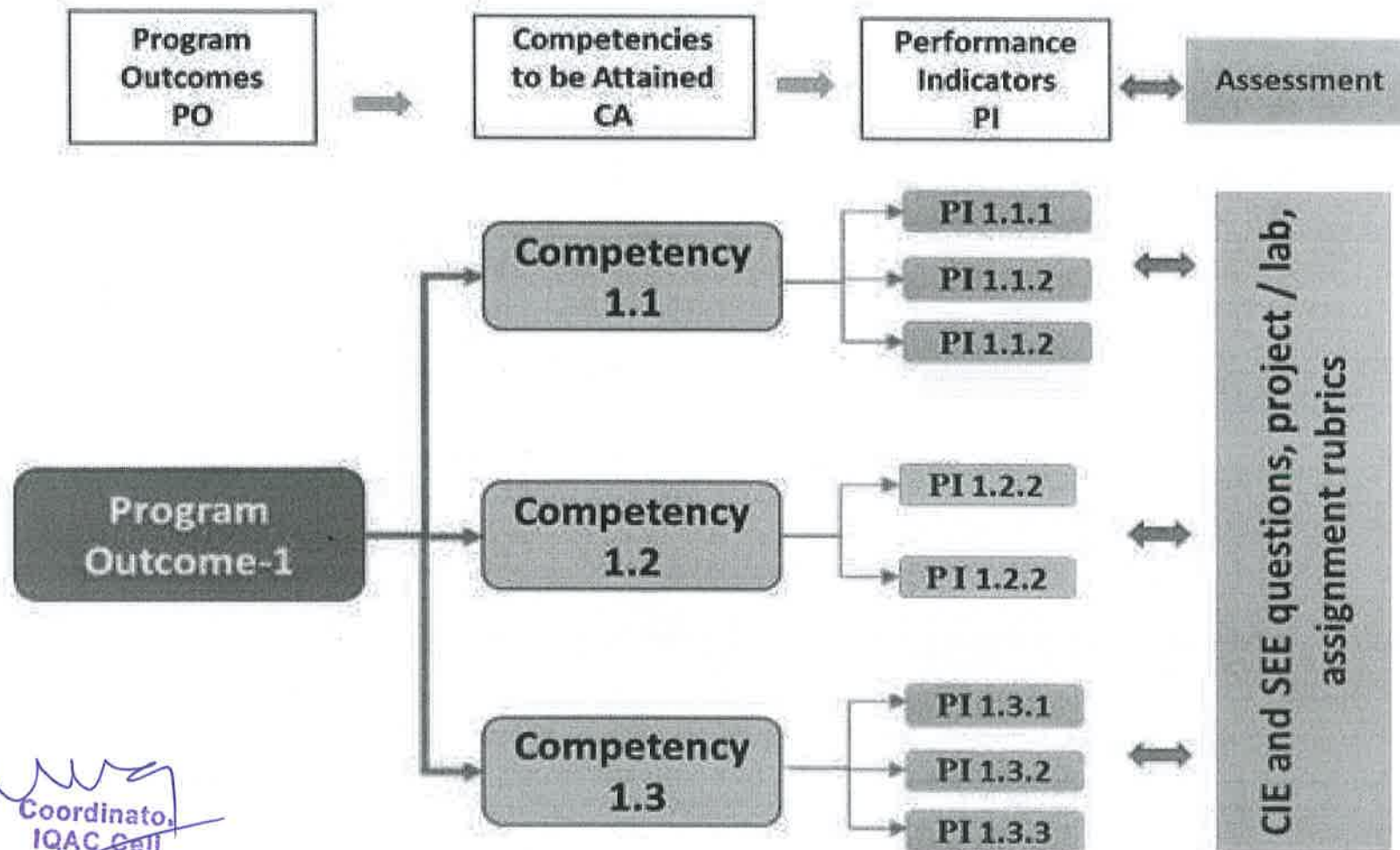


Fig.1 Connecting POs to Assessment

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Assessment strategy for Outcome Based Education




Mapping Program
Outcomes to Assessment
(Examinations)

Two-step Process for
bringing clarity to Program
Outcomes (POs)

Program Outcomes -
Competencies –
Performance Indicators


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Assessment strategy for Outcome Based Education-

Program Outcomes -Competencies – Performance Indicators

PO 1: Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialisation for the solution of complex engineering problems.

Competency	Indicators
1.2 Demonstrate competence in mathematical modelling	<p>1.2.1 Apply the knowledge of discrete structures, linear algebra, statistics and numerical techniques to solve problems</p> <p>1.2.2 Apply the concepts of probability, statistics and queuing theory in modeling of computer based system, data and network protocols.</p>
1.5 Demonstrate competence in basic sciences	1.5.1 Apply laws of natural science to an engineering problem
1.6 Demonstrate competence in engineering fundamentals	1.6.1 Apply engineering fundamentals
1.7 Demonstrate competence in specialized engineering knowledge to the program	1.7.1 Apply theory and principles of computer science engineering to solve an engineering problem

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Assessment strategy for Outcome Based Education-

Program Outcomes -Competencies – Performance Indicators

PO 5: Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modelling to complex engineering activities with an understanding of the limitations.

Competency	Indicators
5.4 Demonstrate an ability to identify / create modern engineering tools, techniques and resources	5.4.1 Identify modern engineering tools, techniques and resources for engineering activities
	5.4.2 Create/adapt/modify/extend tools and techniques to solve engineering problems
5.5 Demonstrate an ability to select and apply discipline specific tools, techniques and resources	5.5.1 Identify the strengths and limitations of tools for (i) acquiring information, (ii) modeling and simulating, (iii) monitoring system performance, and (iv) creating engineering designs.
	5.5.2 Demonstrate proficiency in using discipline specific tools
5.6 Demonstrate an ability to evaluate the suitability and limitations of tools used to solve an engineering problem	5.6.1 Discuss limitations and validate tools, techniques and resources
	5.6.2 Verify the credibility of results from tool use with reference to the accuracy and limitations and the assumptions inherent in their use.

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Assessment strategy for Outcome Based Education-

Program Outcomes -Competencies – Performance Indicators

PO 6: The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

Competency	Indicators
6.1 Demonstrate an ability to describe engineering roles in a broader context, e.g. pertaining to the environment, health, safety, legal and public welfare	6.1.1 Identify and describe various engineering roles; particularly as pertains to protection of the public and public interest at global, regional and local level
6.2 Demonstrate an understanding of professional engineering regulations, legislation and standards	6.2.1 Interpret legislation, regulations, codes, and standards relevant to your discipline and explain its contribution to the protection of the public



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Some Examples of Suggestive list of competencies and PI for Computer SC

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Outline

Introduction

Assessment strategy for Outcome Based Education

Improving Structure & Quality of Assessments

Assessing Higher Order abilities & Professional Skills


APPENDIX-A-Competencies and Performance Indicators (PIs)

APPENDIX-B-Sample questions for Bloom's Taxonomy levels

APPENDIX-C-Model Question Papers

APPENDIX-D-Sample Scoring Rubrics


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Improving Structure & Quality of Assessments



**Bloom's Taxonomy for
Assessment Design**

Verbs for Assessment

**Assessment Planning
using Bloom's Taxonomy**



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Improving Structure & Quality of Assessments-

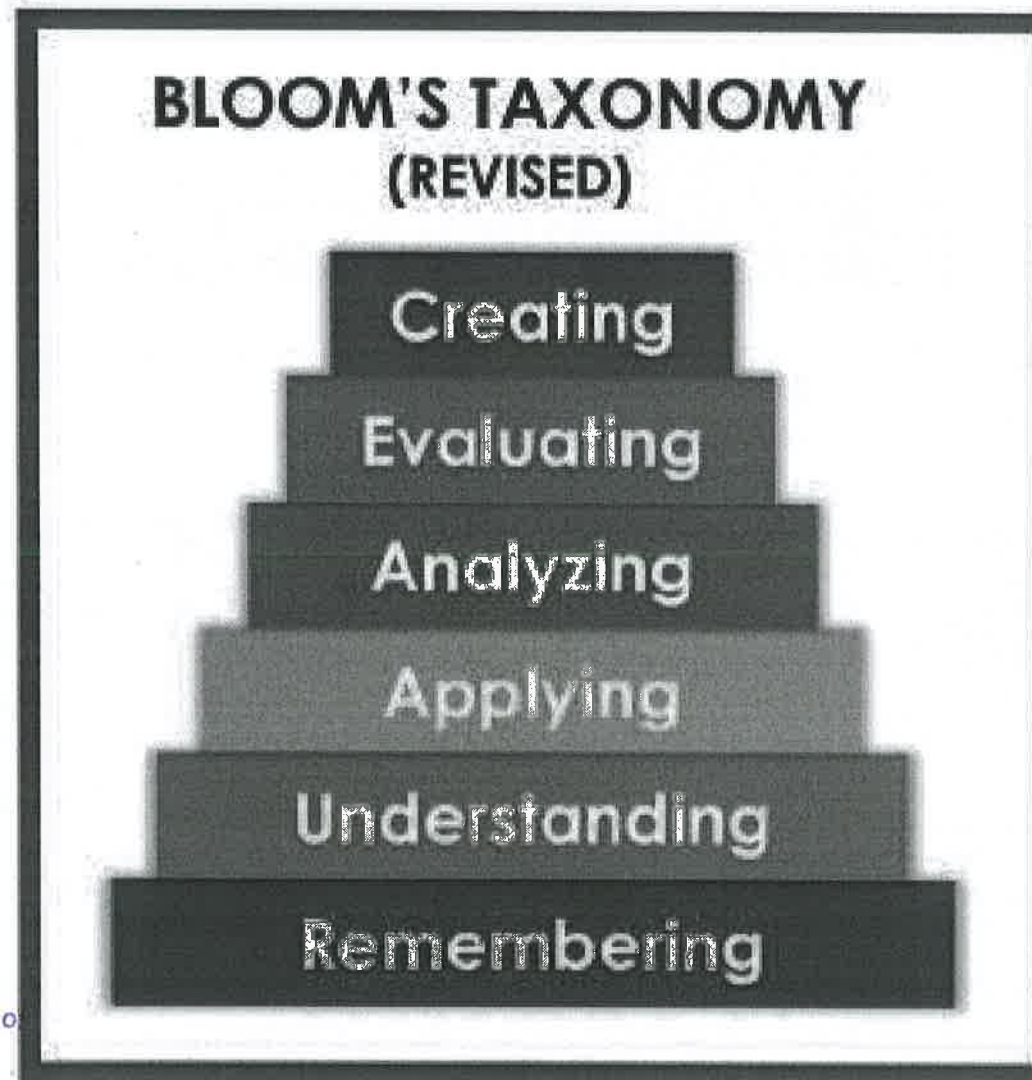
Bloom's Taxonomy for Assessment Design

Level	Descriptor	Level of attainment
1	Remembering	Recalling from memory of previously learned material
2	Understanding	Explaining ideas or concepts
3	Applying	Using information in another familiar situation
4	Analysing	Breaking information into part to explore understandings and relationships
5	Evaluating	Justifying a decision or course of action
6	Creating	Generating new ideas, products or new ways of viewing things


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Improving Structure & Quality of Assessments- Bloom's Taxonomy for Assessment Design



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Fig. 2, Revised Bloom's Taxonomy

Improving Structure & Quality of Assessments




Bloom's Taxonomy for
Assessment Design

Verbs for Assessment

Assessment Planning
using Bloom's Taxonomy



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Improving Structure & Quality of Assessments-

Level	Skill Demonstrated	Question Ques / Verbs for tests
1. Remember	<ul style="list-style-type: none"> • Ability to recall of information like, facts, conventions, definitions, jargon, technical terms, classifications, categories, and criteria • ability to recall methodology and procedures, abstractions, principles, and theories in the field • knowledge of dates, events, places • mastery of subject matter 	list, define, tell, describe, recite, recall, identify, show, label, tabulate, quote, name, who, when, where, etc.
2. Understand	<ul style="list-style-type: none"> • understanding information • grasp meaning • translate knowledge into new context • interpret facts, compare, contrast • order, group, infer causes • predict consequences 	describe, explain, paraphrase, restate, associate, contrast, summarize, differentiate interpret, discuss



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Improving Structure & Quality of Assessments-

Action Verbs for Assessment

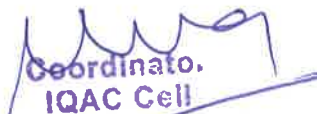
Level	Skill Demonstrated	Question Ques / Verbs for tests
3. Apply	<ul style="list-style-type: none"> • use information • use methods, concepts, laws, theories in new situations • solve problems using required skills or knowledge • Demonstrating correct usage of a method or procedure 	calculate, predict, apply, solve, illustrate, use, demonstrate, determine, model, experiment, show, examine, modify
4. Analyse	<ul style="list-style-type: none"> • break down a complex problem into parts. Identify the relationships and interaction between the different parts of complex problem. • identify the missing information, sometimes the redundant information and the contradictory information, if any. 	classify, outline, break down, categorize, analyze, diagram, illustrate, infer, select



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Level	Skill Demonstrated	Question Ques / Verbs for tests
5. Evaluate	<ul style="list-style-type: none"> • compare and discriminate between ideas • assess value of theories, presentations make • choices based on reasoned argument • verify value of evidence • recognize subjectivity • use of definite criteria for judgments 	assess, decide, choose, rank, grade, test, measure, defend, recommend, convince, select, judge, support, conclude, argue, justify, compare, summarize, evaluate
6. Create	<ul style="list-style-type: none"> • use old ideas to create new ones • combine parts to make (new) whole, • generalize from given facts • relate knowledge from several areas • predict, draw conclusions 	design, formulate, build, invent, create, compose, generate, derive, modify, develop, integrate


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Improving Structure & Quality of Assessments




Bloom's Taxonomy for
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Improving Structure & Quality of Assessments-

Assessment Planning using Bloom's Taxonomy


- While using Bloom's taxonomy framework in planning and designing of assessment of student learning, following points need to be considered:
- Normally the **first three learning levels**; remembering, understanding and applying and to some extent fourth level analysing are **assessed in the Continuous Internal Evaluation (CIE) and semester End Examinations (SEE)**, where students are given limited amount of time.


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- And **last three learning levels** abilities; analysis, evaluation and creation can be assessed in extended course works or in variety of student works like **course projects, mini / minor projects, internship experience and final year projects.**


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Improving Structure & Quality of Assessments-

Assessment Planning using Bloom's Taxonomy

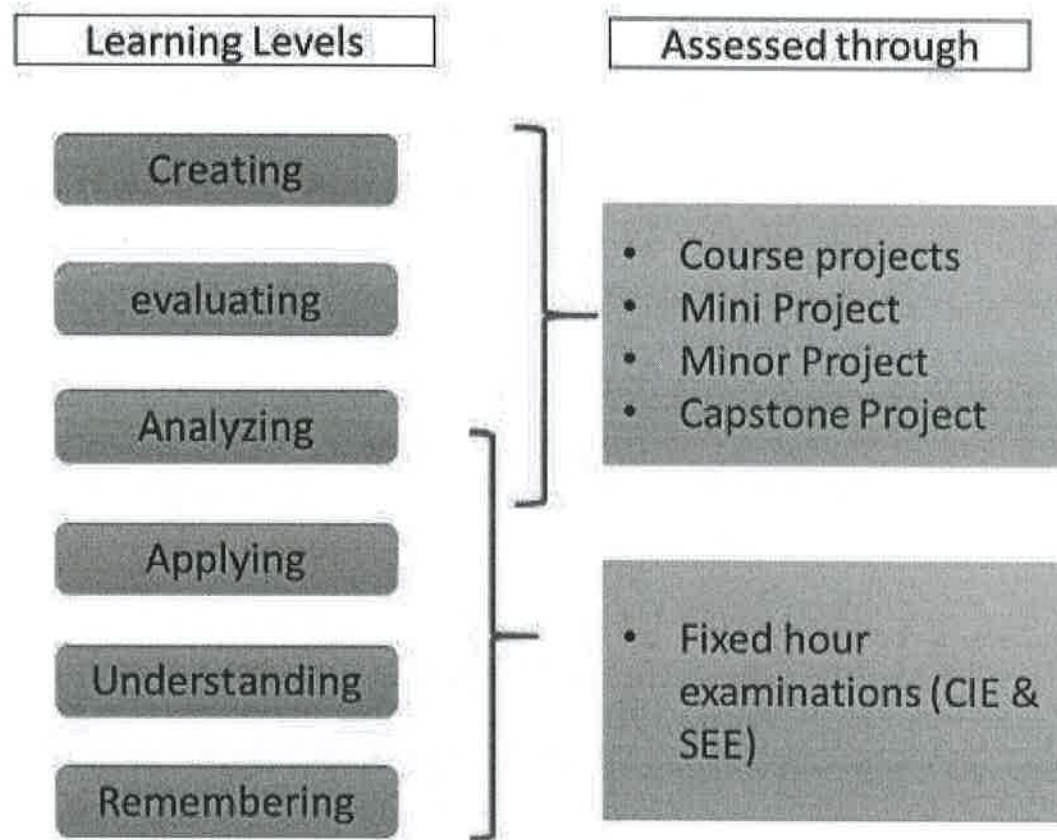




Fig. 3 Assessment methods for different Bloom's cognitive levels


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Improving Structure & Quality of Assessments-

Assessment Planning using Bloom's Taxonomy

- Before adopting this framework for reforms in examination system of a University/Institution, it is worthwhile to study the present pattern of assessment in each of the course in the program to gain insight about:
 - a) Alignment of assessment questions with course learning outcomes
 - b) Whether all the learning outcomes are tested; sometimes some learning outcomes are over tested at the expense of others which may be not tested at all.

Improving Structure & Quality of Assessments-

- c) Overall weightage in the assessment, to each of the Bloom's learning levels
- d) Assessment methods used to adequately assess the content and desired learning outcomes

Assessment Planning using Bloom's Taxonomy

- Examination paper must consist of various difficulty levels to accommodate the different capabilities of students.
- Bloom's taxonomy framework helps the faculty to set examination papers that are well balanced, testing the different cognitive skills without a tilt towards a tough or easy paper perception.


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Improving Structure & Quality of Assessments-

- It is recommended that at institution/ University level, upper limit need to be arrived for lower order skills (for example, no more than 40% weightage for knowledge-oriented questions).
- **Examples of typical questions for each of the Bloom's cognitive level are given in Appendix-B Model question Papers are given in**

Appendix- C


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Outline

Introduction

Assessment strategy for Outcome Based Education

Improving Structure & Quality of Assessments

Assessing Higher Order abilities & Professional Skills

APPENDIX-A-Competencies and Performance Indicators (PIs)

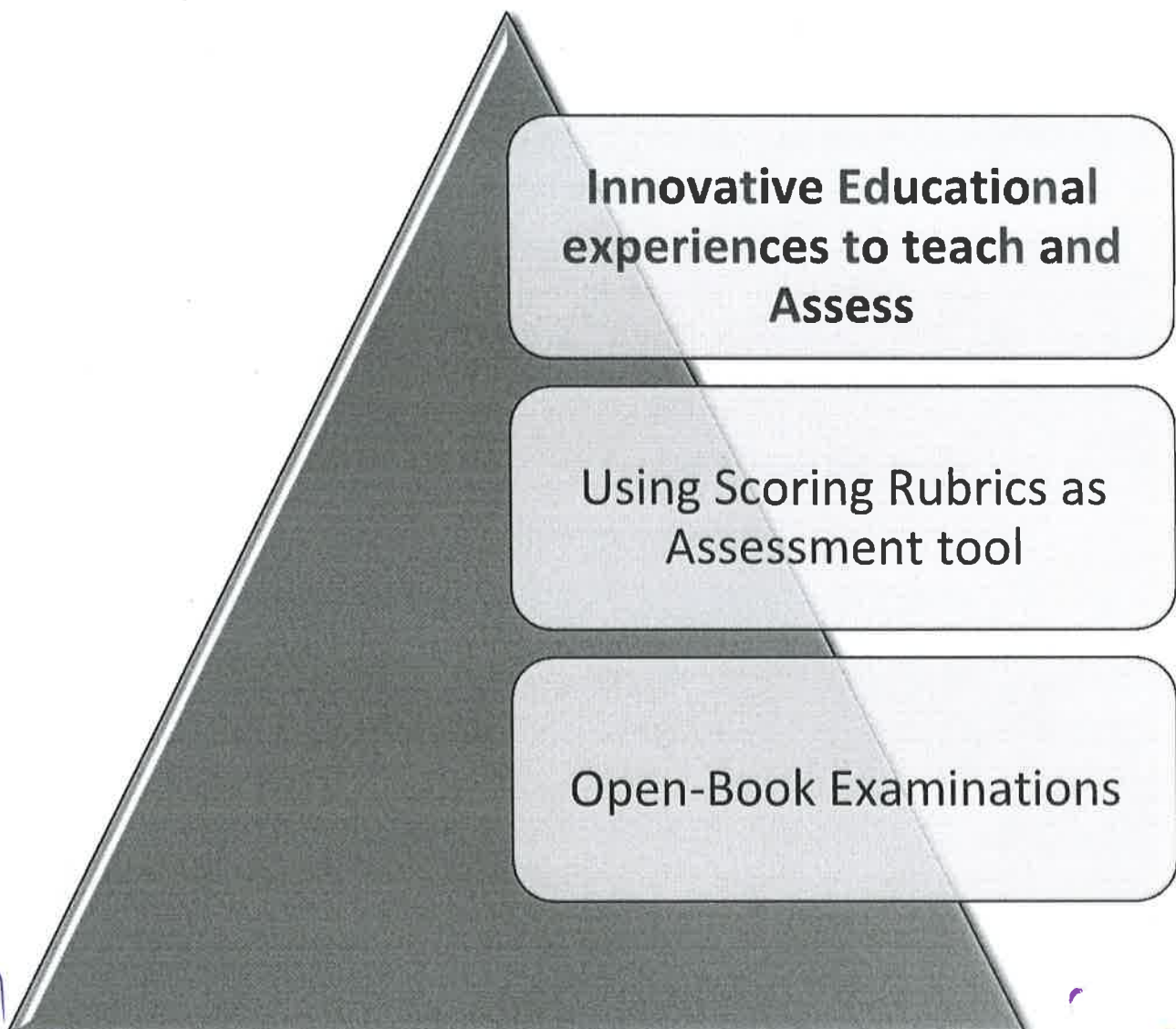
APPENDIX-B-Sample questions for Bloom's Taxonomy levels

APPENDIX-C-Model Question Papers

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Assessing Higher Order abilities & Professional Skills



**Innovative Educational
experiences to teach and
Assess**

**Using Scoring Rubrics as
Assessment tool**

Open-Book Examinations



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Assessing Higher Order abilities & Professional Skills Innovative Educational experiences to teach and Assess

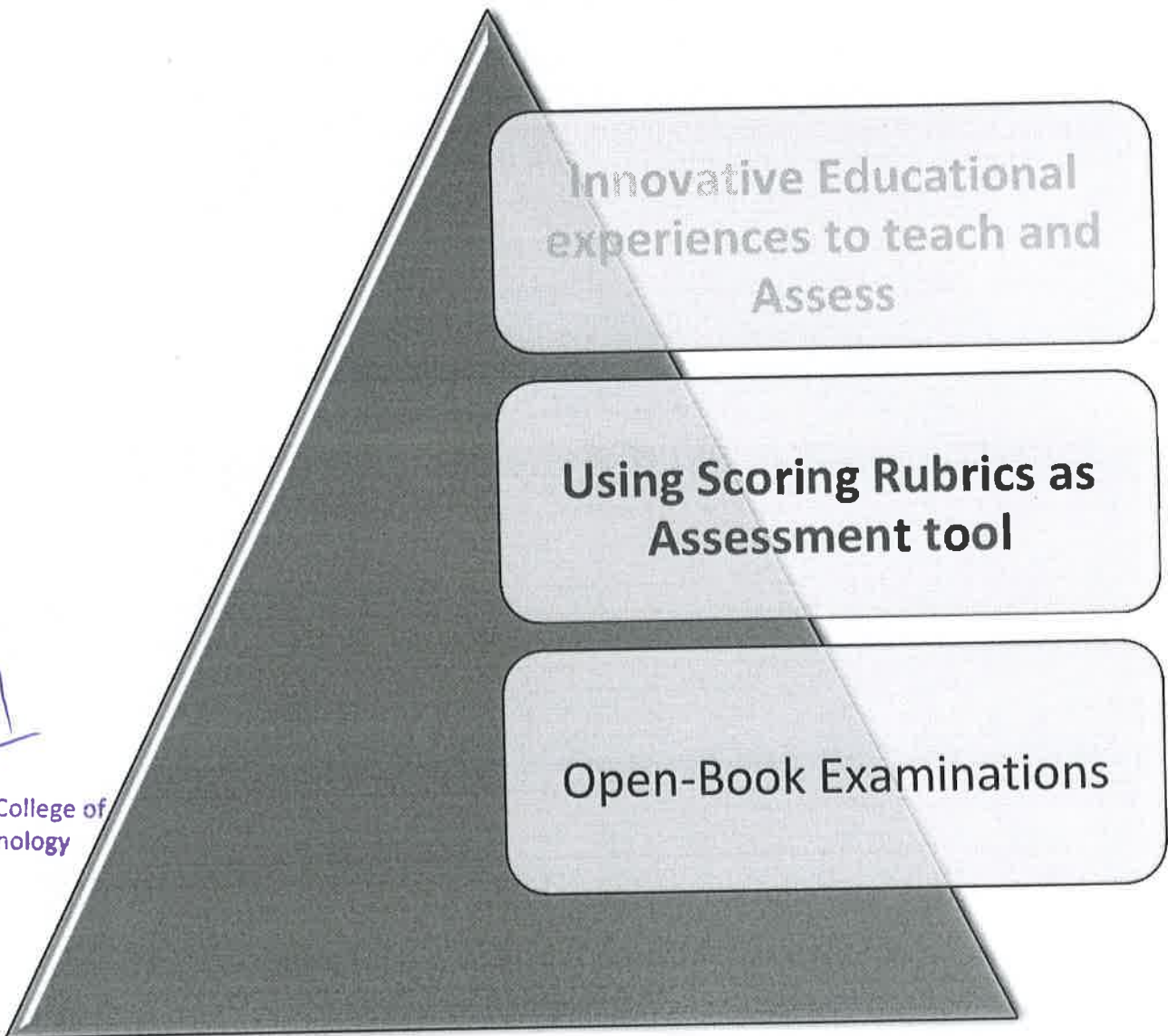
- Following are the few educational experiences that are recommended to teach and assess professional outcomes and higher order cognitive abilities:
- Course projects
- Project-based learning modules
- MOOCS
- Co-Curricular experiences
- Mini / Minor projects
- Final year projects
- Internship experiences

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Assessing Higher Order abilities & Professional Skills




Innovative Educational experiences to teach and Assess

Using Scoring Rubrics as Assessment tool

Open-Book Examinations


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Assessing Higher Order abilities & Professional Skills


Using Scoring Rubrics as Assessment tool

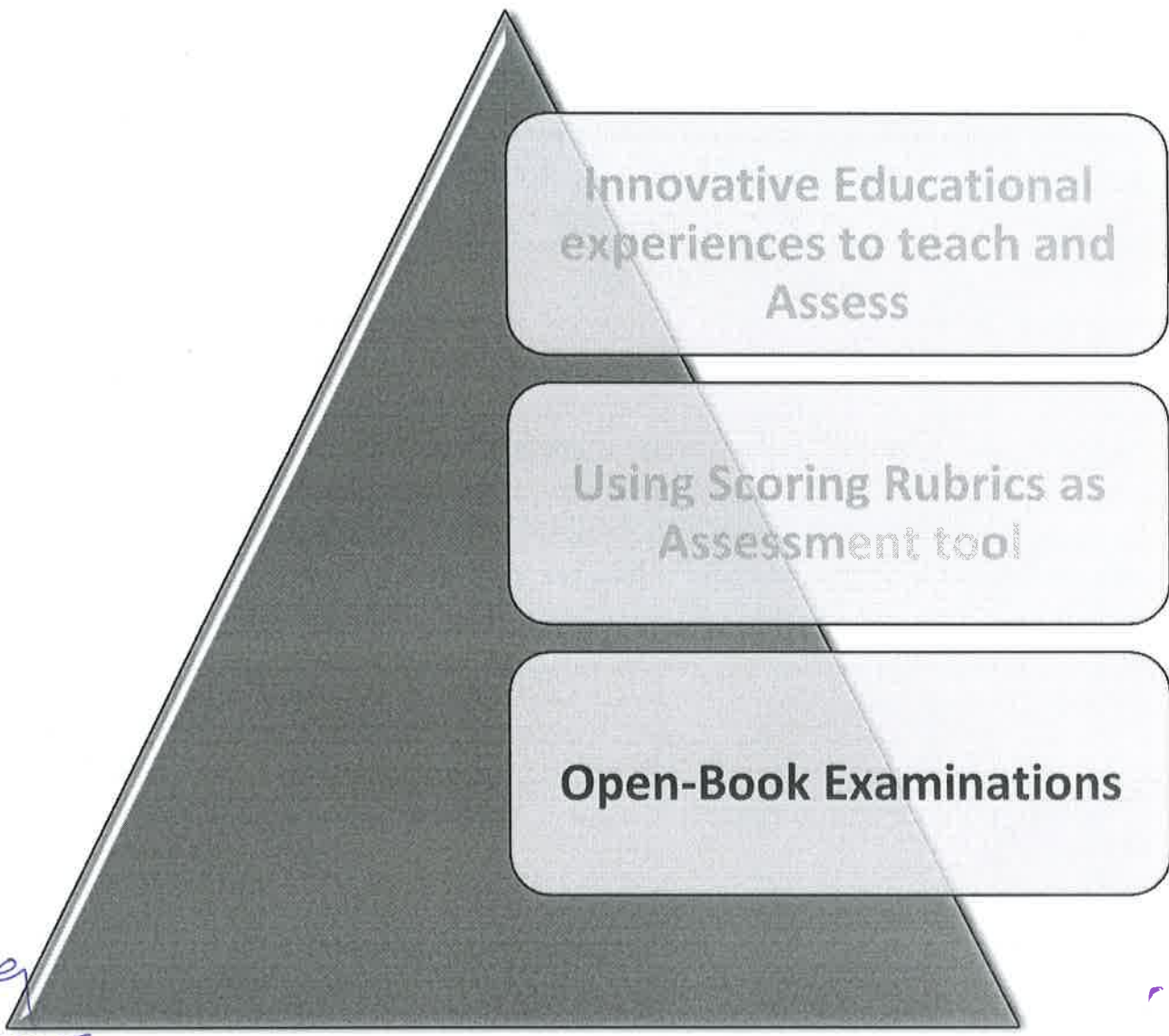
- **Rubrics** provide a powerful tool for assessment and grading of student work.
- There are **three components within rubrics** namely
 - (i) **criteria / performance Indicator**: the aspects of performance that will be assessed
 - (ii) **descriptors**: characteristics that are associated with each dimension
 - (iii) **scale/level of performance**: a rating scale that defines students' level of mastery within each criterion.

Examples of Rubrics (Accessed from Rogers (2010))

Communication Skills						
	Unsatisfactory 1	Developing 2	Satisfactory 3	Exemplary 4		
Performance criteria	<div>Scales</div>					
Performance criteria						
Performance criteria	<div>Dimensions</div>					
Performance criteria						
	<div>Descriptors</div>					


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Outline

Introduction

Assessment strategy for Outcome Based Education

Improving Structure & Quality of Assessments

Assessing Higher Order abilities & Professional Skills

APPENDIX-A-Competencies and Performance Indicators (PIs)

APPENDIX-B-Sample questions for Bloom's Taxonomy levels


APPENDIX-C-Model Question Papers

APPENDIX-D-Sample Scoring Rubrics

References

- <https://www.aicteindia.org/sites/default/files/ExaminationReforms.pdf>


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INTERNAL COMPLAINTS POLICY


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Internal Complaints Committee (ICC) Policy

Sexual harassment at the workplace has become a routine activity nowadays. Now and then we get to hear about new cases of sexual harassment. This is because sexual harassment at the workplace /college campus is an enhanced form of violence that takes place in daily routine and snatches away the women's right to life and healthy livelihood.

We have a committee in place solely responsible for addressing and resolving the issues of sexual harassment at the college campus and which is easily accessible by all staff and students.

OBJECTIVES OF THE POLICY

The NSAKCET has set up an Internal Complaints Committee (ICC) under the Sexual Harassment Act. The goal of the Sexual harassment policy is to end the problem faced by the student/employee through an internal system of relief that is easy to access, and thereby provides an effective remedy to the aggrieved complainant as quickly as possible so that she can continue to study and develop without further impediments. This is very important to recognize for two reasons. One, in relation to how cases are resolved, in that redressal does not necessarily have to be punitive and instead may be educational, (depending it is openly discussed at forums which are attended by both teachers and students; women students are encouraged to speak up freely in class or elsewhere. In this background the NSAKCET Sexual harassment policy has the following objectives:

1. To fulfil the directive of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place.
2. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the NSAKCET.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To uphold the commitment of the college to provide an environment free of gender- based discrimination.
5. To create a secure physical and social environment which will deter acts of sexual harassment.


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JURISDICTION

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the college against any other member of the college irrespective of whether the harassment is alleged to have taken place within or outside the campus
2. By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus
3. By a member of the University against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

In the above the following definitions will apply:

- **'Members of the college'** includes students, teachers and non-teaching staff of the University.
- **'Students'** includes regular students of the college.
- **'Outsider'** includes any person who is not a member of the University or a resident. It also includes but is not limited to any private person offering residential, food and other facilities to members of college.
- **'Campus'** includes all places of work and study. It includes all places of instruction, administration, as well as health centres, sports grounds, staff quarters and canteen etc. on the college campus.

POWER AND DUTIES OF ICC

Preventive

1. To create and ensure a safe environment that is free of sexual harassment.
2. To create an atmosphere promoting equality and gender justice.
3. To publicise the policy in Hindi and English widely, especially through website and notice boards.
4. To publicise in English the names and phone numbers of members of the committees.
5. To plan and carry out programmes for gender sensitisation (through workshops, seminars, posters, film shows, debates, skits) either independently or with the assistance of the Gender Sensitising Committee.

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Remedial

1. The mechanism for registering complaints should be safe, accessible and sensitive.
2. To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To recommend to the concerned authorities follow-up action and monitor the same.
4. To advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
5. To seek medical, police and legal intervention with the consent of the complainant.

To make arrangements for appropriate psychological and emotional support (in the form of counselling, security and other assistance) to the victim if s/he so desires.

Complaint procedure:

- Complaint regarding Sexual Harassment against women can be made either in paper form or by sending e-mail to nsakcet@gmail.com.
- The Act stipulates that aggrieved woman can make written complaint of sexual harassment at college campus to the ICC within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. As per the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or classmates. Any person who has knowledge of the incident, with the written consent of the aggrieved woman.
- NSAKCET launched an online complaint management system titled INTERNALCOMPLAINT COMMITTEE - Box (She-Box) on 24th July, 2017 for registering complaints related to Sexual Harassment at college campus. The She-Box is an initiative to provide a platform to the women staff and students to file complaints related to Sexual Harassment at workplace / college campus under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.


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- Once a complaint is submitted to She-Box, it will be directly sent to the Internal Complaint Committee (ICC) of NSAKCET to inquire into the complaint.
- The She-Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICCs.


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INTERNAL COMPLAINTS COMMITTEE (ICC)

Proceedings of the Principal

Proc. No. NSAKCET/ICC/2022/2

Date: 08-02-2022

Order:

The Principal is pleased to constitute the **INTERNAL COMPLAINTS COMMITTEE (ICC)** in pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, the existing Women Protection Cell is re-named as Internal Complaints Committee (ICC) as under to deal with the complaints relating to sexual harassment at workplace. The grievances may be expressed either in person or in writing, for the Academic Year 2022-2023. The ICC comprises of the following members:

S.No	Name	Designation	Functions
1	Dr. SYED ABDUL SATTAR, Principal	Chairman	1. Aim of creating awareness of their rights and duties they organize and participate in seminars, talks, awareness programs, life skill training programs, entrepreneur training. 2. Create a sense of responsibility in the students and have healthy study and work culture in the College.
2	Ms. FARHEEN SULTANA, IT DEPT	Convener	
3	Ms MOHAMMADI, CIVIL DEPT	Member	
4	Ms SABIHA KHATOON, ENGLISH DEPT	Member	
5	Ms. SADIA BEGUM, ECE DEPT	Member	
6	Ms. SYEDA FARHATH BEGUM, CSE DEPT	Member	
7	Ms. YASMEEN BANU, EEE DEPT	Member	
8	Ms. TASLEEM BANU, MECH DEPT	Member	

STUDENT NOMINEES

1. HABEEBA (18RT1A0505)
2. SALMA (18RT1A0540)
3. HUMZA TASLEEM (18RT1A0206)


Principal

Copy to:

1. The Directors
2. All the Members &
3. File.


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