

SREE VIDYANIKETHAN EDUCATIONAL TRUST

Sree Sainath Nagar, Tirupati – 517 102

POLICY GUIDELINES

April, 2014

SREE VIDYANIKETHAN EDUCATIONAL TRUST
SREE SAINATH NAGAR, TIRUPATI – 517 102

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SREE VIDYANIKETHAN EDUCATIONAL TRUST

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POLICY GUIDELINES

1. At the end of every academic year, the Principals of all SVET Institutions should finalize the staff requirements after consulting the HODs concerned as necessary. The recruitments should be finalized in consultation with SO/Management.
2. Any Faculty member appointed shall be on probation for a period of one year irrespective of cadre and whether they are on consolidated salary or on Pay Scale. No Faculty member is permitted to resign and leave the institution during the semester period. If any faculty member desires to resign and leave the institution he/she shall send one month notice just one month before the end of the semester as otherwise they have to pay one month salary to the Management.
3. The Management has right to terminate the services of any faculty member immediately during the probation period by paying one month salary only if their performance is found to be unsatisfactory.
4. After satisfactory completion of the probation period the services of the faculty members shall be regularized. Such regularised faculty members shall execute a Bond to the effect that they shall serve the institution for a minimum period of Two years, failing which the Management has the right to stop the benefits such as Annual increments/Scale, enhanced DA, HRA and other allowances that are applicable to the regularised faculty members.

5. If the regularized employees who have executed the Bond desire to resign and leave the institution during the period of agreement they have to pay 3 months salary to the Management.
6. The faculty members shall not be eligible to avail earned leave, medical leave, half pay leave with effect from the date of submitting their resignation letters for their respective positions, except under extra-ordinary circumstances.
7. Such of those regularized Faculty members who have executed Bonds shall be governed by the Rules and Regulations that are in force or that may be amended from time to time.

Note: The above amended service rules shall come into force with effect from **01.07.2007**.

8. There should be a separate Net work Administrator who should take care of maintenance of all computers in SVET institutions, besides maintaining internet facilities on a continuous basis.
9. The HODs should undertake maintenance and minor repairs of Computer/Lab Equipment by spending from the imprest money, according to the guidelines given by the Management (the cost of any single item of expenditure shall not exceed Rs.500/-), without waiting for permission from the Principals. If the expenditure involved is beyond the imprest amount, the HODs should approach the Principals. The Principal of SVEC can incur an expenditure upto Rs. 50,000/- and the Principals/Director of other institutions (namely, SVDC, SVCP, SVNC, SVIS and SVIM) can incur an expenditure of Rs. 10,000/- each from the imprest money. The HODs of SVDC (except HODs of Arts & Humanities) can incur an expenditure of not exceeding Rs.500/- on each single item of expenditure from the imprest money.

In case the expenditure exceeds the limits permitted for the Principals, the matter shall be referred to the Special Officer.

In any case, there should be no delay in carrying out repairs of the equipment in every department.

10. There should be a lab in-charge for every lab in a department. Lab in-charge is responsible for regular upkeep of the lab equipment. He should inform the HOD for any immediate requirement for maintenance of the equipment. In case of SVIS, SVCP and SVCN teachers concerned should report to the Principal regarding maintenance.
11. For each college there is a librarian who maintains the Library, furniture, racks, computers & other equipment like other HODs. The faculty and HODs shall submit to the Principal the requirement of books at the end of every academic year. The Librarian will inform the Principal the demand of the students regarding library books. The Principals will interact with the Special Officer and finalize the list of books and priority shall be given in acquiring such books which are most sought after by the students. The Management procures the books and distributes them to the colleges.

However, in the case of SVIS, SVCP, SVCN and SVIM, the teachers will submit the requirements to the Principal/Director. The final requirement of books to be procured for the ensuing academic year will be submitted to the management.

The purchase orders shall be placed by the Management after negotiating with various publishers/ distributors, considering highest discount and service offered may be considered.

12. Dean (Academic) and Dean (Freshmen) have already been allotted duties by the Management for the SVEC on 31-3-2007 and they are requested to act accordingly. A copy of the duties

allocated to Deans is added separately to these guidelines. The Deans shall submit reports of their activities to the Principal once in a quarter, marking a copy to the Chairman, SVET.

13. The duties and responsibilities of Principals of SVET institutions are being clearly specified and they should abide by them.
14. The feedback forms will be supplied to the students by the office staff authorized by the Principal and same person collects them back for submission to the Principal. For evaluation, the principal may assign evaluation work to Dean (Academic) if he feels. The feedback forms shall be issued to only those students who have put in aggregate attendance of 65% and above.
15. Faculty Orientation Programmes by the National Institute of Teacher Training (NITT), Chennai / Central Institute of English and Foreign Languages (CIEFL), Hyderabad shall be arranged at least twice in a year, for all the teachers of SVET institutions. All the teachers shall attend the orientation programmes and submit a report on the knowledge gained / value added through the programme after undergoing the orientation training.
16. Physical stock verification of departmental lab equipments / systems / accessories / furniture etc., will be done at the end of every academic year by staff members of other departments of the same College and the report should be submitted to the Principal directly, marking a copy to the HOD concerned. Stock registers must be properly maintained by the HODs.

In the case of SVCP, SVCN and SVIS, the Lab in-charges must maintain the stock registers.

Stock registers must be properly maintained, failing which HODs shall be held responsible. The Principals will endorse the stock registers at the beginning and at the end of every academic year.

In the case of SVIS, Physical Education Teachers / Librarian / Store Keeper / Tuck Shop manager shall maintain stock registers.

17. For smooth functioning of the SVET institutions, the Principals can take administrative decisions in the absence of Special Officer/Chairman in recruiting faculty in line with the philosophy/guidelines of the management, in purchasing equipment etc. and seek ratification at the earliest.
18. Alumni Meet of all SVET institutions (to be discussed with the Chairman) shall be held.

NOTE:

1. The Principal is requested to get bonafide certificates (6 models) prepared and send the same to the CEO for approval.
2. The offices of Dean (Administration), Dean (Examinations), Dean (Students affairs) and such other academic administrative posts may be created when the management opts for Deemed University status.

SREE VIDYANIKETHAN EDUCATIONAL TRUST

Sree Sainath Nagar, Tirupati – 517 102

Duties & Responsibilities of the Director (Finance & Administration)

The Director (Finance & Administration) shall assist the Special Officer in all Financial and Administrative matters relating to all SVET Institutions.

He shall also be responsible for the following activities:

- Financial Administrations of all the SVET Institutions
- Planning and Development
- Research and Development
- Coordination with all Principals/Directors and Heads of Institutions and Heads of Departments
- Strategies for sustaining growth of SVET Institutions
- Institutional Building

In addition to the above responsibilities, he shall carryout the duties that may be assigned to him from time to time by the Management.

In the absence of the Special Officer, SVET, he shall hold Full Additional Charge of all the duties of the Special Officer.

Duties of the Chief Administrative Officer (CAO)

1. He is responsible for providing accommodation of students of all the Trust Institutions (School and Colleges). He should prepare Hostel accommodation plan for the next academic year by April 30th (incoming and outgoing Hostlers)
2. He is responsible for checking menu in the dining hall.
3. He is responsible for procuring / buying provisions, vegetables and all other items for the mess.
4. Catering Manager, all Cooks, Waiters and Cleaners of the dinning hall are under his control.
5. He is in-charge of Management seats / Admissions.
6. He is responsible for keeping in safe custody of all the land documents of SVET and Dr. Mohan Babu's family. He will keep all the original documents and their xerox copies under his custody and send one xerox copy of each of all the land documents to Chairman's house in Hyderabad.
7. AO, SVEC and CAO are in-charge of all light vehicles.
8. He should co-ordinate with Chairman, Chief Executive Officer and Special Officer every day.
9. In addition to the above duties, he shall attend to duties assigned by the Management, SVET from time to time.

Duties of Public Relating Officer (PRO)

1. He is in-charge of newly constructed hostels and responsible for checking maintenance works of all Trust Hostels. He will monitor the overall maintenance of SVIS Campus.
2. Sri Jeevaratnam and Sri Gurappa Naidu work under the control of PRO
3. He is in-charge of Dairy farm, Narasingapuram, Rapur and Talakona gardens.
4. He will attend to PRO work outside the campus.
5. He will attend to all Govt. works relating to SVIS (for eg. DEO office, MEO office etc.).
6. He should keep always sufficient maintenance stock in the Central Works Stores.
7. All aspects of security and security personnel are under the control of PRO.

Duties of Store Keeper-cum-Maintenance Supervisor

1. He is In-charge of maintenance of Lumbini Block, SSI, SSII, dhobighat, Haripriya hostels and mineral water plant.
2. He is responsible for taking indents from different departments.
3. He should invite quotations and prepare comparative statements for various items.
4. He is responsible for procurement of material after placing the purchase order.
5. He is responsible for verification of the receipt of material and stock entry (rates and quantity) as per purchase orders.
6. He is responsible for issue of materials to different departments.
7. He is solely responsible for maintenance of stock register.
8. He should prepare a list of inventory for maintenance works (eg. furniture, cots, electrical, plumbing etc.) He should look after minor electrical and plumbing works. All major works like underground cable damage, panel boards damage, generator damages and mainline waterline damages in plumbing etc. are the responsibility of the Estate Manager.
9. He is responsible for overall supervision of the wardens, ayahs and sanitary workers. He should maintain the hostels hygienically.
10. He works under the control of the PRO, for hostels' maintenance.

Duties of Maintenance Supervisor

1. He is In-charge of B1, A, B2, U, M, and toilets near class rooms of SVIS campus, Swimming Pool and Sewage Treatment Plant (STP).
2. He should prepare a list of inventory for maintenance works (eg. furniture, cots, electrical, plumbing etc.) He should look after minor electrical and plumbing works. All major works like underground cable damage, panel boards damage, generator damages and mainline waterline damages in plumbing etc. are the responsibility of the Estate Manager.
3. He is responsible for overall supervision of the wardens, ayahs and sanitary workers. He should maintain the hostels hygienically.
4. He works under the control of the PRO.

Duties and Responsibilities of

Network Administrator

The Network Administrator is in-charge of all matters relating to acquisition, installation, maintenance, upgrading and overall supervision of computer network systems in SVET institutions. He should liaise with all Principals of SVET institutions regularly.

DUTIES:

1. To manage DHCP, DNS, WINS, Proxy, IIS, E-mail service, replication service and print service.
2. To configure the equipment and software to meet the classroom need, train the instructor on the solution and document the solution for ongoing support.
3. To assist, oversee and advise instructors on classroom environments
4. To design, implement and maintain LAN environment for labs and classrooms
5. To plan and then prepare classroom PCs and for a multiple user and multiple OS environment.
6. To provide technical support for instructors and students.
7. To support and maintain the PCs and peripherals for students and instructional staff use.
8. To provide technical liaison with the Company Network support staff
9. To investigate new technology and opportunities that enhance our students learning experience
10. To install new and replace equipment.
11. To maintain professional competence in current IT technologies
12. To maintain inventories on all PC products

RESPONSIBILITIES:

1. To maximize the availability and utility of the systems.
2. To manage time and expertise to understand the technical implications of the systems, maintain current on vulnerabilities, software patches and new releases and attend on related issues immediately.
3. To report to the management on violations of usage of computer network
4. To protect individual passwords
5. Not to monitor or collect information on individuals information usage patterns.
6. To configure software systems so as to maximize the confidentiality of user communication.
7. To configure systems to enforce appropriate password policies
8. To stay abreast of any vulnerabilities of their systems and manage security in accord with appropriate recommendations
9. To configure systems to minimize the chance for abuse and act promptly to end abuses upon notification
10. To publicize backup and restore policy.
11. To evaluate server configurations
12. To manage desktop support
13. To deal with wireless devices and optical fiber network
14. To use time saving tools for better management of the network.
15. To formulate the methodology for troubleshooting network issues

In addition to the above duties and responsibilities, the Network Administrator shall undertake any work assigned by the Trust from time to time

SREE VIDYANIKETHAN INTERNATIONAL SCHOOL

Sree Sainath Nagar, Tirupati – 517 102

Principal: Principal is the sole authority to take decisions in academic and administrative activities of SVIS. The Principal is assisted by Academic Coordinator and Administrative Officer.

Responsibilities:

- 1) To implement all the activities of SVIS in accordance with CBSE and AP State Board of Secondary Education guidelines.
- 2) To correspond with Govt./ District / State educational offices.
- 3) To recruit faculty and staff in accordance with the guidelines of the management. The requirement of faculty and staff is assessed at the end of every academic year and the same is submitted to the management for recruitment.
- 4) To conduct faculty meetings once in a week to review the status of syllabus coverage.
- 5) To conduct review meetings with management once in a month.
- 6) To liaise constantly with CEO, SVET.
- 7) To submit monthly reports to CEO marking a copy to the Chairman about the activities of SVIS.
- 8) To conduct feedback of faculty to assess and review their performance.
- 9) To conduct parents meetings along with Student Coordinator and faculty after completion of every unit test/half yearly/annual examinations and discuss the progress of the students.

- 10) To take decisions on administrative matters like appointing teachers or any other important activity in the absence of Special officer / Chairman and seek ratification at the earliest.
- 11) To conduct Sports Meet and Annual Day as per the academic calendar.
- 12) To maintain students individual files (manual/computerized)
- 13) To correspond with parents and others by writing letters, sending invitations, making announcements etc. ,
- 14) PRO will liaise with the Principal in all works relating to Govt. / Semi Govt. offices.
- 15) To conduct self-appraisal of faculty and to take follow-up action to enhance their skills.
- 16) To monitor the conduct of Prep classes.
- 17) To effect discipline among students, faculty and staff. All matters of indiscipline shall be referred to the Disciplinary Committee where the students and parents are asked to give explanation and final recommendations of the Committee are conveyed to the Principal for necessary action.
- 18) To encourage students to speak by turn on the dais on discipline and make them take pledge / oath regarding good conduct and discipline.

ACADEMIC COORDINATOR

Duties:

- The following duties are allotted to the Academic Coordinator (AC), Sree Vidyanikethan International School and they will come into force with immediate effect.
- Teaching Staff shall be fully under the control of the Principal and the Academic Coordinator shall suggest any improvements for their working to the Principal.
- AC shall work under the direct control of the Principal.
- AC shall assist the Principal mainly on academic matters, remedial classes and solely concentrate on the improvement and impact of English language on the students.
- AC shall conduct surprise visits during preps to school hostels and any non-compliance will be reported to the Principal for taking up the issues.
- AC shall supervise the class room performance of the teachers and students.
- AC shall be responsible for overseeing effective conduct of remedial classes.
- AC shall be responsible for effective and optimal use of e-Classrooms, Computer Labs, Library and Science Labs.
- AC shall be responsible for making the Teacher Empowerment Programme (on Saturday afternoon) effective and useful.
- AC shall Co-Ordinate with a team to supervise the Note Book corrections, completion of the course, and regular correspondence with the parents through diaries/circulars and appraise the Principal on regular basis.
- AC shall coordinate the weekly workshop (English and other subjects).
- AC shall correspond and publicize matters relating to S.V.I.S. as per the instructions of the Principal.

Co-Curricular and Extra Curricular Activities:

1. The Physical Education Teachers (PETs) / Coaches, Dance Teachers, Music Teachers , Arts Teachers will enquire about the Regional / Zonal / Cluster / State / National meets of their individual activities and ensure total participation of the students as per the orders of the Principal.
2. The PETs / Coaches will inform the Principal or Academic Coordinator about the regular maintenance of play-fields. The Principal will instruct the AO to take necessary action in the matter.

Administrative Officer

Duties:

1. Administrative Officer (AO) shall liaise with the Principal in all administrative matters in addition to maintaining discipline among students in the School. **A.O. is not responsible under any circumstance for any academic issues.**
2. He should approach the Special Officer, if necessary when issues (i.e. parents / students issues) are not resolved at the level of Principal / Vice Principal. Fee concessions/matters regarding School come under the purview of the management.
3. A fresh student seeking admission shall go through the process of entrance test and score the minimum 40% qualifying marks for admission, and will meet the Principal. It is the Principal's duty to check the certificates like T.C., Memorandum of Marks etc. Once admission is given, then he meets the AO to pay the fees. The AO will indicate the amount to be paid towards the fees. The AO will send the application to Sr. Assistant for verification and admission. The student (day scholar / hostler) pays the fees to the cashier and produces the fee receipt to the AO, who will verify the receipt and admit the student.
4. At the end of the each academic year, the Principal has to verify the stocks and prepare the list of requirements of Text books / uniforms / Stationery items etc., for the ensuing academic year and send the list to AO.
5. AO will call for quotations of the required items and shortlist the same and submit the comparative statement to the SO for necessary orders. After the items are procured, they are stocked in Tuck Shop and AO will verify whether they are properly distributed among the students.

6. If any visitor / parent comes to the School, he / she will meet the AO first. The AO will direct him / her to the Principal or to the Academic Coordinator in the absence of the Principal in case of all academic matters.
7. AO is responsible for maintenance of administration block and class rooms in the school.
8. For any maintenance problem, he shall liaise with Store Keeper – cum – Maintenance Supervisor.
9. AO supervises the dormitories and liaises with the hostel staff / mess staff for the over all development of the boarders.
10. Day Scholars : The teacher (he / she) traveling along with day scholars in school buses will take attendance after the last stage while coming to the school campus (during the transit) and the attendance registers will be handed over to the AO by the bus attendant after affixing his signature. The same attendant will take back the attendance register in the evening and verify whether any student is missing at the time of boarding the bus. The same has to be informed to AO or Academic Coordinator immediately and after verification, the bus will leave the campus. Further, any problem with day scholars during the transit (i.e. in the bus journey) has to be informed to the AO.

SREE VIDYANIKETHAN ENGINEERING COLLEGE

Sree Sainath Nagar, Tirupati – 517 102

PRINCIPAL

Duties and Responsibilities:

The Principal shall be the Executive Head of the Institution appointed by the Governing Body of the College and shall exercise general supervision and control over the affairs of the Institution and implement the decisions of all authorities of the Institution.

- The Principal, unless otherwise provided, shall be the Ex-officio Member Secretary of the Governing Body, Chairman of the Academic Council and the Finance Committee.
- It shall be the duty of the Principal to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institution are duly observed and implemented.
- The Principal shall have the power to delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Governing Body.
- The Principal shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various Committees of the Institution.
- The Principal shall have the power to convene or cause to be convened meetings of the various bodies of the Institution.

➤ It shall be the duty of the Principal to :

- ❖ Apply to AICTE (for extension of Approval, sanction of New programs and courses and variation in intake, etc.)
- ❖ Apply to JNTUA, Anantapur for affiliation,
- ❖ Ensure timely correspondence with APSCHE, Commissioner of Tech. Education, Convener EAMCET, Convener ECET, Convener ICET and Convener CEEP for student admissions and relevant matters.
- ❖ Correspond with Social Welfare Dept. (sending scholarship applications for students of SVEC), and other Govt., offices (like office of the District Collector for attending meetings on anti-ragging; RTA office for safety of buses.
- ❖ Send statistical data to State Government and University Grants Commission, New Delhi and other apex agencies.
- ❖ Monitor regularly the activities of TEQIP-II.
- ❖ Prepare all the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions
- ❖ Provide leadership, guidance, implementation and monitoring all the academic activities.
- ❖ Monitor all the developmental activities such as Research and Development, Consultancy, Training, Placement, Industry-Institute- Interaction and report to the Governing Body.
- ❖ Take specific initiatives to achieve long and short term goals of SVEC and monitor the activity
- ❖ Conduct the SVEC Development Committee meetings twice a year and submit a report to the Governing Body.

- ❖ Receive all departmental budgets in the prescribed form by 31st January of every calendar year for the next academic year and submit the same to the Management.
- ❖ Ensure the preparation of reports on various activities and also the Annual Reports of SVEC.
- ❖ Maintain student discipline and orderly functioning of SVEC.
- ❖ Inculcate discipline, decency, decorum and dignity among the faculty and staff of SVEC.
- ❖ Propose to the Governing Body for creation of additional facilities for new programs and courses whenever necessary.
- ❖ Responsible for the general amenities (like providing potable water, toilets, ladies waiting hall, parking, canteen, transport, library, internet, courier service, banking, Tuck Shop, medical facilities, play grounds etc).

The Principal shall carry out any other duties assigned by the Management/Governing Body from time to time.

VICE-PRINCIPAL:

The Vice-Principal shall be responsible for the following duties :

1. Faculty & staff supervision and evaluation:

- Daily supervision of the faculty & staff
- Leave letters, attendance register verification, payroll etc.,
- Faculty & staff assessment (feedback)

2. Student control and supervision:

- Student discipline, dress code
- Organizing technical associations meetings & activities
- Co-curricular and extra-curricular activities (NSS, Culturals, Sports & Games)
- Monitoring EZ School (attendance of students, progress reports, SMS for absentees)
- Preparation of Time-tables, arranging classrooms, laboratories, seminar halls & auditoria
- Stock verification of all units and submission of report to the Principal.

General:

- Student Training & Placement Activities
- College Magazine and Website maintenance

The Vice-Principal shall act as In-charge Principal whenever the Principal goes on leave.

He shall carryout any other duty assigned by the Management/Principal from time to time.

DEANS

Duties and Responsibilities:

Deans shall help the smooth functioning of SVEC and co-ordinate on

- ❖ Academic activities
- ❖ Student activities
- ❖ R & D projects and consultancy works
- ❖ Administration

HODs are required to consult and submit policies and proposals on academic, financial and student matters to the respective Dean who recommends them to Principal SVEC for consideration. Deans' shall submit their reports to the Principal SVEC regarding the progress of individual departments and their activities

Dean (Academics):

Dean (Academics) shall be responsible for the following duties:

- To introduce and implement innovative methods in teaching, learning and evaluation and shall act as Vision Head.
- To coordinate curriculum design and updating the syllabus.
- To prepare Academic Calendar containing all details (including holidays)
- To prepare year-plan for organizing Seminars/Guest Lectures/Expert lectures/ Add-on courses/ Student Paper contests/ Exhibitions/ Workshops/ FDPs in consultation with HODs and to monitor proper execution of the programs.
- To oversee the conduct of diagnostic tests to identify slow learners.
- To analyze the results and arrange to organize reinforcement classes and report to the Principal/Management.
- To verify the course files and to counsel the faculty.

- To verify the students' attendance registers vis-à-vis lesson plans.
- To monitor monthly progress reports of the students.
- To assist the Principal in organizing the meetings of Governing Body, Academic Council and Boards of Studies.
- To plan, monitor and apprise the Principal regarding the execution of the Academic practices of all the departments.
- To advise and assist HODs in day-to-day discharge of their duties whenever required.
- To monitor all academic activities to fulfill the objectives of Autonomous Status.

Any other academic work assigned by the Management/ Principal from time to time.

Dean (Freshman):

Prof.D.Jatin Das is required to co-ordinate , execute and monitor the following activities relating to I B.Tech Degree courses , assuming complete responsibility.

1. CLASS WORK:

- ❖ Class Time tables
- ❖ Class workload distribution
- ❖ Lesson plans
- ❖ Syllabus coverage
- ❖ Lesson dairy

2. FEED BACK:

- ❖ Students
- ❖ Analysis of results
- ❖ Steps to improve performance

3. STUDENTS COUNSELING:

- ❖ Irregular Students
- ❖ Academically weak Students

Prof. D. Jatin Das is authorized to convene meetings with the concerned faculty, staff and students, if necessary. Minutes of the meetings shall be maintained.

Principal shall be kept informed in time the status of progress on all the above activities.

Officer Co-ordinator:

To assist the Principal, SVEC in matters relating to:

1. AICTE Correspondence /Extension of approvals for the existing courses
2. Submission of proposals for variation in intake/introducing new courses
3. JNTU correspondence /extension of affiliation
4. Correspondence with A.P State Council of Higher Education & Commissioner of Technical Education.
5. Submission of proposals for obtaining funds from TEQUIP (World Bank), UGC, AICTE etc.
6. Preparation of Agenda for Governing Council Meeting, Communication with GC members, Preparation of Minutes etc.
7. Arranging Guest Lectures, Seminars , Industrial Tours, Workshops etc.
8. Establishing research oriented programmes and publications
9. Issuing of all Circulars, Notices and General Correspondence
10. Examinations, Student's attendance, condonation of shortage of attendance, detentions etc.
11. Any other matter that is referred by the Principal from time to time

He shall look after all academic matters of SVEC. Academic proposals by individual departments are processed and recommended to the Principal, SVEC for consideration and for organizing

- ❖ Expert Lectures
- ❖ Add-on courses
- ❖ Student paper contests
- ❖ Exhibitions/workshops
- ❖ Faculty improvement Programmes
- ❖ Enhancing qualifications/continuing education programs etc.

Dean (Students Affairs):

He shall be responsible for all matters concerning students such as:

- ❖ Discipline and Ragging
- ❖ Sports and Games & Cultural activities
- ❖ Industrial Tours
- ❖ Placement and Training
- ❖ Soft communication skills
- ❖ Career counseling and guidance
- ❖ Societal responsibilities

Dean (PG Courses & Research):

He shall be responsible to encourage research, consultancy and development activities by faculty of all departments. All R & D proposals for sponsored research are to be routed through Dean R & D who processes and recommends to Principal, SVEC for consideration. HODs have to submit their departmental research proposals through Dean R & D who shall forward them to Principal SVEC for consideration.

All the Deans shall monitor the progress on their relevant activities and submit reports to Principal SVEC for taking appropriate action.

Head of the Department (HOD)

Duties and Responsibilities

HODs shall report to the Principal regarding various activities and take his guidance and advice in all academic matters. He is solely responsible in all aspects to run the department democratically, giving leadership and direction and monitor and control progress of his department. He is responsible for:

- ❖ Planning for department operational, maintenance and development budgets and submit reports to GB for approval in consultation with Deans and Principal
- ❖ Conducting DDC meetings for academic/laboratory development once a year
- ❖ Conducting DAC meetings once in a semester to discuss matters of academic interest
- ❖ Submit performance appraisals of faculty and staff
- ❖ Preparing and submitting the departmental annual report to Principal
- ❖ Assigning teaching schedules and work loads to all faculty and staff
- ❖ Distributing departmental work by forming appropriate committees with faculty members and assigning duties and responsibilities to run the department effectively, efficiently and democratically regarding
 - ◆ Administration
 - ◆ Academic planning & development
 - ◆ Maintenance and up-keeping
 - ◆ Examinations
 - ◆ Association activities
 - ◆ Organizing industrial tours / visits

- ♦ Counseling students
- ♦ Training & Placement activities
- ♦ Co and extra curricular works
- ♦ Research and project works
- ♦ Entrepreneur awareness
- ♦ Alumni contacts and others
- ♦ Library books, Journals, relevant to department
- ♦ Organizing expert lectures, add-on courses
- ❖ Monitoring faculty in discharging their academic and other duties such as:
 - ♦ Preparing of lesson plans & course work schedules
 - ♦ Encouraging to enhance new skills and techniques
 - ♦ Displaying students attendance, internal marks, lab, performance, results
 - ♦ Intimating Parents in critical cases
 - ♦ Obtaining faculty feedback and offering necessary counseling
 - ♦ Appraising the faculty, students and parents about SVEC's mission and goals
 - ♦ Maintaining constant rapport with faculty and students
 - ♦ Identifying thrust areas of R & D and interdisciplinary areas useful for employability of students
 - ♦ Improving qualifications
 - ♦ Overseeing the general maintenance of classrooms, Labs, Library etc.

Faculty In-charges:

Senior faculty is either made Conveners of committees or to hold independent charge of specific activity in the College. They work independently and monitor and resolve matters in any activity. They are also responsible for implementing all the college policies with regard to the activity under their charge and submit compliance reports. They shall report to Principal/Dean to whom they are attached. Dean shall provide the required leadership, guidance, advise and monitor all the activities for implementation.

Formation & functioning of various committees / cells with their roles and responsibilities are detailed in Appendix1.

Examination Section

1. Controller of Examination

- a) Responsible for Principal for conducting all the examinations
- b) Prepare for approval of Principal:-
 - i. Correspondence with JNT University Anantapur, Anantapur
 - ii. University Examinations
 - iii. Internal Examinations
- c) All correspondence / letters to and from Principal relating to examinations to be processed.
- d) Any other work entrusted by the Principal from time to time.

2. Superintendent :

- a) Supervision of all activities in the Examination Section.
- b) Correspondence with JNTU relating to corrections in names & marks, transcripts, recounting
- c) Malpractice cases
- d) Custodian of all Cheque Books, Pass Books and cash
- e) Furnishing of Monthly statements to Principal
- f) Arrangements for Transport/Observer, Posting the Parcels

3. Senior Assistant:

- a) Collection of examination fees from the B.Tech/M.Tech/MCA Students.
- b) Maintenance of fee Registers
- c) Preparation of Daily Cash Balance Statement
- d) DDs to JNTU
- e) Seating arrangements
- f) Nominal Rolls
- g) Records, updating marks entry in Master Registers
- h) Result Analysis
- i) Student educational verification correspondence

4. Junior Assistant (Computer Operator):

- a) Statements during examinations
- b) Stationary estimates and Record Room
- c) Conducting Internal Examinations
- d) Conducting External Examinations
- e) Issue of Certificates received from University, Marks Memos, PCs

Duties of the Administrative Officer (General), SVEC

1. Total maintenance of Furniture, electrical, intercom / Telephone, sanitary, plumbing, play grounds, transport, name boards, generator, parking etc.
2. Receive Visitors, Guests, Experts, Examiners, Observers, Parents, Co-ordinate Walk-in Interviews.
3. Liaison with AICTE, Chennai.
4. Arrangements for Conducting Seminars/ workshops/ Guest Lecturers. (Auditorium/e-class room, tea & snacks), Placement and Training activities.
5. Take care of publicity: Press note, College Website
6. All aspects of security: security personnel are under the control of PRO.
 - a. Passes to Visitors
 - b. Dress Code of Students, Staff, and Faculty
 - c. Matters related to:
 - speeding vehicles
 - wearing helmets
 - use of cell phones
 - ragging

Distribution of work in College Office

1. Administrative Officer:

He is responsible for Non-Teaching staff and day to day work in College Office; He coordinates the work as instructed by the Management and the Principal.

All Inward Tappal / letters shall be opened, seen and sent to Principal. All letters coming from departments, complaints & representations of students, staff, faculty & parents shall be seen and sent to Principal.

All letters, certificates, memos, notices, circulars, correspondence with organizations prepared by the office shall be initialled and sent to the Principal.

AO is not responsible under any circumstances for any academic issues

Duties include:

- f)** Supervision of all activities in the Office.
- g)** Custodian of all Cheque Books, Bank Pass Books, Fixed Deposit Receipts and Cash.
- h)** Furnishing of Monthly statements to Trust.

2. Establishment / AAO / (C3) :

- a)** Assist in recruitment of Teaching and Non-Teaching Staff.
Principal will send proceedings of selection to A.O. A.O. will instruct C3 to prepare appointment letters, issue to selected candidates, collect their original certificates and maintain files for Teaching & Non-Teaching separately.
- b)** Maintain Personal files of Teaching and Non-Teaching Staff
- c)** Obtain approval of sanction of leave to both Teaching and Non-Teaching Staff
- d)** Maintain leave account & Service records
Any staff member will apply for sanction of leave through HOD, after making alternate arrangements. A.O. will forward the leave letter to the Principal with his remarks. Principal will mark to C3 through A.O. for remarks. C3 will prepare the case and put up to the Principal for instructions. Leave sanctioned is communicated to the staff member.

Note: Principal will see the letter, and counsel the staff, if necessary.

- e) Process of sanctioning of increments.
 - **Processing Increments:** Prepare letter to HOD for remarks, with remarks and recommendations of Principal and send to the Trust. Trust will take action on sanctioning of increment.
- f) Prepare salary bills and disburse salary.
- g) Prepare and submit to SVET quarterly information
- h) Any other work entrusted by the Principal from time to time.

3. Junior Officer (Logistics) :

He shall be responsible for the following activities:

- a) Arranging Transport to visitors and officials of SVET Institutions.
- b) Providing accommodation to the officials visiting SVET Institutions.
- c) Providing facilities for organizing academic activities in Auditoria.
- d) Monitoring stationery requirements for SVEC
- e) Issuing bus passes and arranging buses for students of SVEC and staff

4. Accountant / Cashier (C1) :

- a) Collection of Tuition fee, Infrastructure fee, Caution Deposit and other fees from the B.Tech /M.Tech /MCA Students.
- b) Collection of registration fee etc., related to Placement and Training
- c) Collection of fines paid into Poor Students Welfare Fund.
- d) Maintenance of Cash Books relating to the above
- e) Preparation of Daily Cash Balance Statement
- f) Transfer of Tuition fee to the Trust.
- g) Payment of infrastructure fee to the J.N.T.U Collected from the students admitted under NRI / Management quota and received from the Social Welfare Department in respect of SC/ST Students.
- h) Passing of Electricity and Telephone bills.
- i) Maintaining Imprest Account.

5. Student Affairs (C4)

- a)** Maintenance of personal files of students.
 - i. File of Student shall contain Original Certificates, EAMCET rank Card, admission letter, any fee concessions by Trust, any punishments, detentions etc.
- b)** Admission Register.
 - ii. Details of student shall be recorded, Transfer Certificate (TC) when issued shall be noted.
- c)** Preparation of Certificates i/e viz., Bonafide, Study, Expenditure Estimate, T.C., etc., to the students
- d)** Preparation of Identity cards to the staff/students/APSRTC Bus passes/ letters to students involved in ragging, Railway Concession forms.
- e)** Furnishing of Statistical information with regard to admissions to the various organizations with details of No. of students under various categories, vacancies, spot admissions, NRI admissions, % of passes.
- f)** Preparation of Circulars and notices with regard to collection of Tuition and other fees from B. Tech., / M. Tech., /MCA Students.

6. Scholarships (C5)

- a)** SC/ST/BC Scholarships
- b)** National/State Merit Scholarships
- c)** Scholarships sanctioned by other organizations
- d)** Sending of proposals fresh and renewal to the concerned for the sanction of scholarship, reimbursement of Tuition fee etc. preparation of Treasury bills, disbursement and sending of acquittance registers to the concerned.
- e)** Furnishing of statistical information with regard to scholarships.
- f)** Maintenance of registers Viz., Cash Books, Ledgers Treasury bill register individual scholarship account register.
- m)** Integrated Scheme of Book Bank to SC/ST students.

7. Despatch / Records Clerk :

- a)** Receiving of Tapal, numbering and distribution
- b)** Despatch of letters of the College
- c)** Maintenance of Postal Stamp A/C.
- d)** Liaison work between College and Sree Vidyanikethan Information Hub.
- e)** Maintaining Stationery A/c and issue to the office and Departments. Maintenance of Stock registers, Indent for Stationery.

SREE VIDYANIKETHAN DEGREE COLLEGE

Sree Sainath Nagar, Tirupati- 517102

Duties and Responsibilities of Principal, HODs and other Staff Members of the College

Principal

Principal is the head of the academic and administrative wings for all the functions of Sree Vidyanikethan Degree College and he is the sole authority to take decisions in all academic and administrative affairs. In the hierarchy of the organization principal is assisted by the Heads of the Departments and conveners of other academic and administrative committees

Duties:

- To prepare proposals and seek approval from APSCHE and affiliation from Sri Venkateswara University, prompt correspondence with different units of SVU like Dean (C.D.C), Controller of Examinations, BOS, NCC, NSS, Social Welfare Department and other relevant Government offices.
- To provide guidance and implement all the activities of Sree Vidyanikethan Degree College in accordance with SVU and APSCHE guidelines.
- To provide leadership, perspective planning, manpower planning, performance appraisal of faculty and staff, developmental programmes etc.,
- Recruitment of faculty and staff shall be made in accordance with the guidelines given by the Management.
- To prepare agenda, conduct and coordinate meetings, record the proceedings and ensure proper follow – up action.
- To ensure proper orientation of the faculty and staff in order to achieve the goals and objectives of the Institution.

- To collect feedback of faculty and staff with a view to assess and review their performance. The feedback forms will be supplied by the office staff to the students who have more than 65% of attendance and collect them back for submission to the principal for evaluation.
- To monitor teaching, learning and evaluation processes and upgrade the quality of education.
- To promote research, consultancy and extension activities in the college
- To monitor the adequacy and optimal use of the facilities like library, computer centre and other laboratories available in the institution.
- To evolve supportive mechanisms for the students in order to facilitate holistic progression.
- To encourage faculty, staff and students and inspire them to involve in innovations and value-based education for overall development.
- To conduct meetings of Governing Body.
- To prepare reports on various academic activities including the annual report.
- To prepare the annual budget of the College.
- To maintain strict discipline and orderly conduct of activities of SVDC.
- To take disciplinary action on students, whenever required, after consulting Disciplinary Committee.
- To supervise general amenities for students, faculty and staff of SVDC.
- To implement such programmes and activities that are assigned by the Management from time to time.

Vice – Principal:

The Vice-Principal shall be responsible for the following duties :

- All correspondence with SV University (Affiliation/New Courses, Inspection by various Committees) and Social Welfare Departments (for Scholarships)
- Daily supervision of the faculty & staff
- Monitoring class work for UG and PG courses
- Alternate arrangement for class work whenever teachers go on leave
- Leave letters, attendance register verification, payroll etc.,
- Faculty & staff assessment (feedback)
- Student discipline, dress code
- Organizing technical associations meetings & activities
- Co-curricular and extra-curricular activities (NSS, Culturals, Sports & Games)
- Monitoring EZ School (attendance of students, progress reports, SMS for absentees)
- Preparation of Time-tables, arranging classrooms, laboratories, seminar halls & auditoria
- Stock verification of all units and submission of report to the Principal.
- Student Training & Placement Activities
- College Magazine and Website maintenance

The Vice-Principal shall act as In-charge Principal whenever the Principal goes on leave.

He shall carryout any other duty assigned by the Management/Principal from time to time.

Head of the Department:

- To prepare & implement the Time Tables.
- To distribute work load among the faculty.
- To verify teaching plans, teaching schedules and course files of the faculty in the department periodically
- To prepare departmental budgets.
- To conduct regular faculty meetings and record the minutes and take follow-up action.
- To interact with the other Heads of Departments periodically.
- To prepare proposals for providing manpower, chemicals, glassware, major/minor equipment, furniture, books and others before 1st April of every calendar year for the next academic year.
- To monitor, conduct and valuation of class, monthly, internal, quarterly, half yearly and pre-final examinations.
- To monitor discipline and attendance of students.
- To monitor co-curricular and extra curricular activities.
- Any other work assigned by the Principal from time to time.

Administrative Officer / Superintendent:

- To supervise all administrative activities in the office.
- To process all correspondence/letters to and from the Principal.
- To prepare and submit monthly statement to the Trust.
- To assist Principal in correspondence on issues like admissions, parent meetings, student discipline etc.,
- To issue various certificates to the students.
- To facilitate transport for students, faculty, staff, examiners and other official guests.
- To keep in safe custody all Cheque books, F.D. receipts, Pass books and cash,
- To liaison with the other departments/govt. offices and external faculty members as per the directions of the Principal.
- Any other work entrusted by the Principal from time to time.

Establishment:

- To assist the principal in recruitment of faculty and staff.
- To maintain personal files and service registers of faculty and staff.
- To prepare salary bills and disbursement of salary and maintain acquittance records.
- To maintain leave/permission registers of faculty and staff.
- Any other work assigned by the Principal from time to time.

Student Records:

- To maintain admission registers and personal files of students.
- To prepare various certificates with regard to the students like study, conduct, transfer, bonafide, expenditure estimate and others to be issued by the principal.
- To issue identity cards to the staff/students, bus passes, railway concession forms etc.,
- To circulate promptly the information with regard to collection of tuition and other fee from the students.
- To maintain statistics of admissions.
- To maintain student attendance records and display the same in the notice board regularly.

Accountant/Cashier:

- To collect tuition and other fees from students
- To maintain records of the fees collected from students.
- To maintain accounts of Imprest amount.
- To prepare daily cash balance statement.
- To transfer of tuition fee/development fee to the trust.
- To Collect fines levied on students and maintain a separate register and transfer the same to the poor Student Welfare Fund.
- To arrange to pay matriculation, affiliation, registration, recognition, development, cultural activities and games and sports fees to the SVU.

Scholarships:

- BC/SC/ST/National/State merit scholarships and scholarships from other organizations.
- To prepare and send fresh and renewal proposals to the concerned departments for sanction, reimbursement, disbursement and sending acquittances to the concerned.
- To furnish the statistical information on all the scholarships.
- To maintain registers like cash books, ledger treasury bill register, individual scholarship account register etc.,
- To maintain Book bank for SC/ST students.

Records:

- To receive tappal, Numbering and distribution.
- To dispatch letters of the college.
- To maintain postal stamp account.
- Link between College and Sree Vidyanikethan Information Hub.
- To indent stocks every six months, maintenance and issue of stationery to office and other departments.

Lab Technician:

- Responsible for cleanliness and General maintenance of the laboratory.
- To follow the instructions given by the lab in-charge in the conduct of lab sessions.
- To monitor students in practical work.
- To maintain statistical information of all items available in the laboratory.
- To arrange for the repairs of the equipment, if any
- In case of any breakage of any article in the laboratory he has to record and report it to the lab in-charge and Head of the Department for the early procurement of the articles broken.
- Any other work assigned by the Principal/HOD/Lab in-charge from time to time.

SREE VIDYANIKETHAN COLLEGE OF PHARMACY

Sree Sainath Nagar, Tirupati- 517102

DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL

PRINCIPAL

Principal is the head of the academic and administrative wings for all the functions of Sree Vidyanikethan College of Pharmacy (SVCP) and he is the sole authority to take decisions in all academic and administrative affairs. In the hierarchy of the organization principal is assisted by the Heads of the Departments and conveners of other academic and administrative committees.

Duties:

- To prepare proposals and seek approval from Govt. of A.P., All India Council For Technical Education (AICTE), Pharmacy Council of India (PCI), Andhra Pradesh State Council for Higher Education (APSCHE) and affiliation from Jawaharlal Nehru Technological University, prompt correspondence with different units of JNTU Like Controller of Examinations, BOS, NCC, NSS, Social Welfare Department and other relevant Government offices.
- To provide guidance and implement all the activities of Sree Vidyanikethan College of Pharmacy in accordance with AICTE, PCI, JNTU and APSCHE guidelines.
- To provide leadership, perspective planning, manpower planning, performance appraisal of faculty and staff, developmental programmes etc.,
- To recruit faculty and staff in accordance with the guidelines given by the Management.
- To prepare agenda, conduct and coordinate meetings, record the proceedings and ensure proper follow – up action.

- To ensure proper orientation of the faculty and staff in-order to achieve the goals and objectives of the Institution.
- To conduct feedback of faculty and staff with a view to assess and review their performance. The feedback forms will be supplied by the office staff to the students who have 65% or more attendance and collect them back for submission to the Principal for evaluation.
- To monitor teaching, learning and evaluation processes and upgrade the quality of education.
- To promote research, consultancy and extension activities in the College
- To monitor the adequacy and optimal use of the facilities like library, computer centre and other laboratories available in the institution.
- To evolve supportive mechanisms for the students in order to facilitate holistic progression.
- To encourage faculty, staff and students & inspire them to involve in innovations and value-based education for overall development.
- To conduct meetings of the Governing Council
- To prepare reports on various academic activities including the annual report.
- To prepare the annual budget of the College.
- To maintain strict discipline and orderly conduct of SVCP.
- To take disciplinary action on students, whenever required, with the assistance of Disciplinary Committee.
- To supervise general amenities for students, faculty and staff of SVCP.
- To implement such programmes and activities that are assigned by the Management from time to time.
- To prepare & implement the Time Tables.

- To distribute workload among the faculty.
- To verify teaching plans, teaching schedules and course files of the faculty periodically.
- To prepare departmental budgets.
- To conduct regular faculty meetings and record the minutes and take follow-up action.
- To prepare proposals for providing manpower, chemicals, glassware, major/minor equipment, furniture, books and others before 1st April of every calendar year for the next academic year.
- To monitor, conduct and valuation of class, monthly, internal, quarterly, half yearly and pre-final examinations.
- To monitor discipline and attendance of students.
- To monitor the conduct of co-curricular and extra curricular activities.
- Any other work assigned by the Principal from time to time.

ADMINISTRATIVE OFFICER / SUPERINTENDENT

Duties:

- To supervise all the administrative activities in the office.
- To process all correspondence/letters to and from the Principal.
- To prepare and submit monthly statement to the trust.
- To assist principal in correspondence on issues like admissions, parent meetings, student discipline etc.,
- To prepare proposals for fresh and renewal of new courses, affiliations and sanctions from AICTE, PCI, JNTU and APSCHE.
- To issue various certificates to the students.
- To facilitate transport for students, faculty, staff, examiners and other official guests.
- To keep in safe custody all Cheque books, F.D. receipts, Pass books and cash,
- To liaise with the other departments/Govt. offices and external faculty members as per the directions of Principal.
- Any other work entrusted by the Principal from time to time.

Establishment:

- To assist the principal in recruitment of faculty and staff.
- To maintain personal files and service registers of faculty and staff.
- To prepare salary bills and disbursement of salary and maintain acquittance records.
- To maintain leave/permission registers of faculty and staff.
- Any other work assigned by the Principal from time to time.

Student Records:

- To maintain admission registers and personal files of students.
- To prepare various certificates with regard to the students like study, conduct, transfer, bonafide, expenditure estimate and others to be issued by the principal.

- To issue identity cards to the staff/students, bus passes, railway concession forms etc.,
- To circulate promptly the information with regard to collection of tuition and other fee from the students.
- To maintain statistics of admissions.
- To maintain student attendance records and furnish the same in the notice board regularly.

ACCOUNTANT/CASHIER

Duties:

- To collect different fee from students
- To maintain records of the fees collected from students.
- To maintain accounts of Imprest amount.
- To prepare daily cash balance statement.
- To transfer tuition fee/development fee to the Trust.
- To Collect fines levied on students and maintain a separate register and transfer the amount collected to the poor Student Welfare Fund.
- To monitor payment of affiliation and other fees to the JNTU.

Scholarships:

- BC/SC/ST/National/State merit scholarships and scholarships from other organizations.
- To prepare and send fresh and renewal proposals to concerned departments for sanction, reimbursement, disbursement and sending acquittances to the concerned.
- To furnish the statistical information of all the scholarships.
- To maintain registers like cash books, ledger treasury bill register, individual scholarship account register etc.,
- Book bank for SC/ST students.

Records:

- To receive tappal, Numbering and distribution.
- To dispatch letters of the college.
- To maintain postal stamp account.
- To act as a link between college and Sree Vidyanikethan Information Hub.
- To indent stocks every six months, maintenance and issue of stationery to the office and other departments.

LAB TECHNICIAN**Duties:**

- Responsible for cleanliness and General maintenance of the laboratory.
- To follow the instructions given by the lab in-charge in the conduct of lab sessions.
- To monitor students in practical work.
- To maintain statistical information of all items available in the laboratory.
- To arrange for the repairs of the equipment, if any
- In case of any breakage of any article in the laboratory he has to record and report it to the lab in-charge and Head of the Department for the early procurement of the articles broken.
- Any other work assigned by the Principal/HOD/Lab in-charge from time to time.

SREE VIDYANIKETHAN COLLEGE OF NURSING

Sree Sainath Nagar, A.Rangampet – 517102

PRINCIPAL:

Principal is the head of the academic and administrative wings for all the functions of Sree Vidyanikethan College of Nursing (SVCN) and she is the sole authority to take decisions in all academic and administrative affairs. In the hierarchy of the organization principal is assisted by the Head of the Departments and conveners of other academic and administrative committees.

Administrative Duties:

- Responsible for formation of educational objectives and administrative policies.
- Prepares proposals and seeks approval from Govt. of A.P, renewal permission from Indian Nursing Council (INC), New Delhi, continuation of affiliation from Dr. NTR University of Health Sciences, Vijayawada and for renewal of recognition from A.P. State Nursing Council.
- Prepares proposals to seek approval from Government of A.P. and also conduct inspections for Enhancement of seats in existing B.Sc. Nursing Course and Establishment New Courses.
- Prompt correspondence with different heads of Dr.NTR UHS like V.C, Registrar, Controller of Examinations, academic and admission departments.
- Works with appropriate officers of the university and affiliating institutions and the Nursing council in regard to all matters relating to them.
- Correspondence regarding SC / ST / BC/EBC/Minority scholarships pertaining to Government, Social Welfare Department .
- Correspondence with Director of Medical Education (DME), Hyderabad to seek permission for clinical affiliation in hospitals and with District Medical and Health Officer (DM & HO), Chittoor for Rural Community

Experience and also with S.V.University Registrar for Urban Community Experience.

- Maintains close working relationship with nursing superintendents of the hospital and the officers incharge of the health centers.
- To Provide guidance and implement all the activities of Sree Vidyanikethan College of Nursing in accordance with INC, Dr. NTR UHS and AP State Nursing Council guidelines.
- Determines the number of position, recruitment of faculty and staff shall be made in accordance with the guidelines given by the management and assigning responsibility for each faculty .
- Analyses the job to be done in terms of needs of educational programme.
- Prepares the job description, indicate line of authority, responsibility in the relationship and channels of communication by means of organizational chart and other methods.
- Maintain a plan of work load among staff members
- Subscribes and encourages developmental aspects with reference to welfare of the staff and students.
- Directs activities of staff working under.
- Guides and encourages staff members in their job activities.
- Consistently makes administrative decision based on established policies.
- Facilitates participation in community, professional and Institutional activities by providing time, opportunity for support for such participation.
- Maintenance of attitude rightly acceptable to staff and learners.
- Forms various committees like disciplinary committee, anti ragging committee etc..
- Procures and maintain physical facilities which are of a standard.
- To prepare the annual budget for the college.

- To prepare proposals for providing manpower, chemicals, glassware major/minor equipment, furniture books and others before 1st April of every calendar year for the next academic year.
- Monitors all leave privileges of the faculty and staff and act as Sanctioning authority.
- Informs students the changes in the college policies, procedures, and standards.
- Facilitates and provides assistance to staff in carrying out their activities.
- Facilitates administration of the College Library.
- Implement such programmes and activities that is assigned by the management from time to time.
- Creative involvement in designing educationally sound programme
- Has overall responsibility for the management of the hostel through the wardens.
- Has over all responsibility of all financial transactions and maintaining of financial records.

Nursing Education:

- To ensure proper orientation of the faculty and staff in-order to achieve the goals and objectives of the Institution.
- To conduct feedback of faculty and staff with a view to assess and review their performance.
- To monitor teaching, learning and evaluation processes and upgrade the quality of education.
- To promote research, consultancy and extension activities in the college.
- To monitor the adequacy and optimal use of the facilities like library, computer centre and other laboratories available in the institution.
- To evolve supportive mechanisms for the students in order to facilitate holistic progression.

- To encourage faculty, staff and students & inspire them to involve in innovations and value-based education for overall development.
- To conduct meetings of the Governing Council.
- Selects and organizes learning experiences Ex. Work shops, conference etc.
- Provides for continuous follow-up and revision of education programme.
- Acts as Chairperson for board of studies, Developmental Research.
- Being academic senate member contributes the Development of various Nursing Programmes.
- Forwarding a copy of internal assessment marks 4 weeks before the commencement of theory examinations.
- Facilitating to pay the annual subscription towards e- journals in NTRMEDNET Consortium, Digital Library.

Reports and Records:

- To prepare reports on various academic activities including the annual report and submit the annual report to the Dr. NTR University.
- Maintains a comprehensive system of records.
- Prepares periodic report (appraisal report) which reviews the progress and problems of the entire programme and presents plans for its continuous development.
- Guides the faculty to update the SVCN web site.
- Informs parents about student status and reviews reports of student performance.

Discipline:

- To maintain strict discipline and orderly conduct of SVCN.
- To take disciplinary action on students, whenever required, with the assistance of Disciplinary Committee.
- To monitor the discipline and attendance of students.

Supervision:

- To supervise general amenities for students, faculty and staff of SVCN.
- Guides and supervises the faculty to prepare Master rotation plans and clinical rotation plans.
- Supervises and implementation of faculty development programmes.
- To prepare & implement the Time Tables.
- To verify teaching plans, teaching schedules and course files of the faculty in the department periodically.
- Sudden visits in clinical areas to supervise students and teachers.
- Guide the faculty in setting the question papers.

Examination:

- To monitor and valuation of Unit test and Internal Examinations.
- Plan to conduct remedial classes to the poorly academic performed students

Student Welfare Activities:

- To monitor the conduct of co-curricular and extra curricular activities.
- Monitors students welfare activities e.g. Mess, Hostel, Health, Sports, Student Nurses Association (SNA) etc.
- Facilitates students and staff guidance and counseling services.
- Facilitates communication interpersonal relationship both inter and intra Departmental and with other institutions at state, national and international etc.
- Formation of anti ragging committee.
- Motivate the students to participate in cultural programmes during annual day celebrations.
- Facilitates the students to learn soft skills.

Interpersonal Relationship:

- Interprets nursing education to other related disciplines and to the public.
- To prepare agenda conduct and coordinate regular faculty meetings and record the minutes and take follow-up action.
- Conducts parent's meeting on admission of the students and also whenever necessary.
- Corresponding with Nursing Institutions Management Association, A.P.
- Maintain proper communication with the controlling authority.

Extra curricular Activities:

- Facilitates the students to participate in National Health Programmes Ex. Pulse Polio Programmes and also in blood donation camps.
- Facilitates to enroll in professional organization Ex. Trained nurses association of India (TNAI).

VICE – PRINCIPAL:

The Vice-Principal assists Principal in directing the staff (Teaching and non-teaching) of the College in conducting teaching programmes. She assists Principal and Professor of Nursing in assessing, planning, implementing and evaluating educational programmes.

1. Education:-

- Assist the principal for formulation of educational objectives and administrative policies.
- Assists principal in monitoring the educational programmes of the College.
- Assists Principal and Professor of Nursing in Planning, Implementation and evaluation of the Programmes.
- Participate in the conduct of Continuing Education Programme and programme for visitors.
- Assists Principal in identifying needs for professional development of Faculty and facilitates conducts staff.
- Participates in teaching of various educational programmes (B.Sc (N). Courses).
- Chairs the assigned committee meeting in the absence of Principal.
- Assists in the conduct of admission procedures and final university Examinations for B.Sc. Nursing Courses.
- Supervises clinical experience of all educational programmes in Co-ordination with co-ordinators.
- Guide faculty in day to day academic activities of all Educational Programmes.
- Guide B.Sc. Nursing, co-ordinator of student's transcript.
- Guide faculty in day to day academic activities of all Educational Programmes.
- Reviews student progress reports and activities and offers academic Guidance.

2. Supervision:-

Share responsibility with principal and professor in supervision of teaching and non-teaching staff.

- Plans academic staff assignments in consultation with Principal and Professor.
- Participates in conduct of orientation Programmes for new faculty member in coordination with other class co-ordinators.
- Supervises and guides staff in conducting their activities.
- Writes staff performance report and reviews evaluation report of assigned staff.
- Assists Principal in monitoring students welfare activities e.g. Mess, Hostel, Health, Sports, S.N.A. etc.
- Assists Principal in administration and supervision of Library.
- Monitors all leave privileges of teaching staff.
- Assist the principal in the participation of college calendar and prospectus for various courses.
- Assist the principal in preparing the annual administration report.

3. Establishment:-

- Assists Principal informing.
 - a) Staff on matters related to educational programmes conducted at the College.
 - b) Staff matters related to personal and work policies.
- Identifies conflict among staff members, initiates solution and reports to principal when necessary.
- Communicates with staff in explaining administrative constraints.
- Informs students of changes in college policies, procedures and standards.
- Facilitates guidances and counseling students and staff as per need.
- Informs parents about student status and reviews reports of student performance.
- Any other responsibility assigned by the Principal.

SREE VIDYANIKETHAN INSTITUTE OF MANAGEMENT

Sree Sainath Nagar, A.Rangampet – 517 102.

DIRECTOR

Duties and Responsibilities:

The Director is the head of the academic and administrative wings of Sree Vidyanikethan Institute of Management (SVIM) and he is the sole authority to take decisions in all academic and administrative affairs. In the hierarchy of the organization the Director is assisted by the Heads of the Departments and conveners of other academic and administrative committees.

The role of the Director is to develop a vision and strategy which keeps the Institute at the forefront of educational innovation and outstanding achievement and which maintains its position within its local community as a key and valued partner committed to excellence.

The Director will be expected to lead, inspire and develop the management team and staff, maintaining at all times that ethos of partnership and shared decision making which has been so fundamental to the Institute's success.

The Director will be expected to develop strong and purposeful working relationships with those who agree with the educational character and strategic priorities of the Institute. It will then be the Director's role to implement these policies and to provide leadership to Institute staff, ensuring that they share and reflect the Institute's mission, values and aspirations.

He shall provide effective leadership to the Institute in fulfilling its mission as determined by the SVET. He has to prepare and seek approval from Government of Andhra Pradesh, All India Technical Council for Technical Education (AICTE), Andhra Pradesh State Council for Higher Education (APSCHE) and affiliation from Sri Venkateswara University, Tirupati, prompt correspondence with different wings of S.V.University, like Controller of Examinations, BOS, Academic, Institute development council, Social Welfare Department and relevant Government Offices.

The Director shall:

- Make proposals to the SVET regarding the educational character, activities, and mission of the Institute, developing a suitably ambitious vision to inspire and motivate.
- Ensure that the SVET is fully engaged in all strategic decisions which affect the mission and character of the Institute and implement the decisions of the SVET.
- Determine the Institute's academic and other activities.
- Organise, direct and manage the Institute and lead the staff, providing inspiring and motivating leadership to those engaged in teaching and training.
- Conduct meetings of the Governing Body.
- Prepare reports on various academic activities including the annual report.
- Introduce effective strategies for the admission of students.
- Ensure high quality arrangements for teaching, learning and student support so that the Institute can deliver high quality education and training.
- Strive to make the Institute an inclusive, student-centred organisation and an effective learning environment for all Institute users.
- Maintain student discipline and, within the rules and procedures provided for suspend or expel students on disciplinary grounds or expel students for academic reasons.
- Lead and contribute to the development, implementation and monitoring of Institute plans and policies.
- Provide the organisation, direction and management of the institution and leadership of the staff.
- Implement such programmes and activities that are assigned by the management from time to time.
- Verify teaching plans, teaching schedules and course files of the faculty in the department periodically.
- Conduct regular faculty meetings and record the minutes and take follow-up action.

- Monitor, conduct and valuation of class, monthly, internal, quarterly, half yearly and pre-final examinations.
- Monitor the discipline and attendance of students.
- Monitor the conduct of co-curricular and extracurricular activities.
- Prepare and send fresh and renewal proposals to concerned departments for sanction, reimbursement, disbursement and sending acquittances to the concerned.
- Ensure the appointment, assignment, grading, appraisal, suspension, dismissal within the framework of SVET.
- Provide management and leadership of staff which will ensure that the Institute discharges all of its legal responsibilities and that good employee relations are maintained and developed.
- Promote discipline and good conduct and encourage commitment of staff, leading by example.
- Contribute to the training of staff to ensure the effective implementation of policies and systems agreed by the senior management team.
- Prepare annual estimates of income and expenditure for consideration and approval by the SVET and manage the budget and resources within the estimates approved by the SVET.
- Demonstrate prudent and effective budgetary management.
- Ensure that there is proper and effective operation of financial, planning and management controls.
- Ensure that information systems are in place which provides robust data to support the management of the whole Institute.
- Co-operate with colleagues in the senior management team to ensure that the Institute offers the highest quality service to its clients and foster a culture of excellence and innovation.
- Develop an ethos of teamwork throughout the organization.
- Ensure the dissemination of information about, and examples of, best practice in the sector as well as information on relevant national and local policy developments.

- Ensure that appropriate targets are set and agreed throughout the Institute, that performance against them is monitored and that the Institute meets or exceeds them.
- Make certain that the Institute at all levels is committed to the development and personal growth of all the individuals it employs or serves.
- Seek out development opportunities for the Institute, including business and community partnerships.
- Ensure that the Institute is effectively represented and promoted in local, regional and national forums and that information from external sources is disseminated widely throughout the Institute.
- Contribute to the development and maintenance of effective communication within and beyond the Institute and act as an ambassador for the Institute and an advocate of its interests.
- Maintain and develop the Institute's partnerships with higher education institutions to meet the higher education needs of students.
- Develop effective partnerships with local employers to provide a wide range of education and training opportunities.
- Ensure that the Institute's health and safety policy is implemented.
- Adopt flexible working methods to meet the changing needs of the Institute.
- Adopt and encourage a positive attitude towards equal opportunities and ensure the development of equal opportunities throughout all aspects of service delivery and employment.
- Develop and maintain quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development.

NB: This is not a complete statement of all duties and responsibilities of this post. The Director may be required to carry out other duties in keeping with the nature of the post as directed the Management of SVET.

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