

SREE VIDYANIKETHAN ENGINEERING COLLEGE

(An autonomous college accredited by NBA & NAAC)

Sree Sainath Nagar, TIRUPATI - 517102

ACADEMIC AUDIT PROCESS

1.0 INTRODUCTION

The process of Academic Auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers pass out from Sree Vidyanikethan Engineering College, affiliated to the Jawaharlal Nehru Technological University Ananthapur, Ananthapuramu.

For proper functioning of academics in an educational institution and to quantify the efforts dispensed by the faculty and students, some assessment components have been designed. These include the assessment of course delivery, as per the curriculum and syllabus framed by the institution, the co-curricular and extra-curricular activities of students, overall discipline and the academic functioning of the Institution, delivery of the duties and responsibilities of faculty members and monitoring of the class , progress of courses, internal assessment, student welfare and grievances.

This document is envisioned to elaborate the process of academic auditing, which can aid the institution / faculty / student for success in the Engineering Education arena. It presents the objectives of academic auditing, the process of internal and external evaluation of courses, major / mini projects, seminars, courses, overall discipline and academic functioning of the institution, duties and responsibilities of Faculty members, Research & Consultancy and class/course committees.

2.0 OBJECTIVES OF ACADEMIC AUDITING:

- To ensure academic accountability.
- To define quality of each component of the functionalities and to ensure quality of technical education throughout the system.
- To safeguard functionalities of technical education.
- To define effectiveness of teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.

3.0 COURSE DELIVERY:

The B.Tech. / M.Tech Programme is administered as a combination of Theory and Practical courses, seminars, mini projects and projects related to the area of specialization.

3.1 Lecture Based Courses

The faculty shall introduce the course (pre-requisite, learning objectives and outcome of the course) briefly, on the first day of instruction so as to give an idea of what the course can impart to the students and its importance and relation to the area of specialization. The course plan shall be entered in the course diary which would come as part of the course file. The faculty shall try their best to stick to the course plan. The process will be monitored by the Internal Audit Cell (IAC). Based on the performance of the students in the internal tests, remedial measures in the form of extra classes/remedial classes shall be conducted.

3.1.1 Internal Evaluation

a) TUTORIALS/ASSIGNMENTS/MINI PROJECTS

Ensure quantum and quality of assignments/tutorials/mini projects

b) CLASS TESTS

Ensure quality of question papers, incorporate COs and RBLs in the question papers - quality of evaluation - Uniform distribution of questions from the portions covered as per the course plan. Two tests of one hour thirty minutes duration are mandatory.

c) AWARDING OF SESSIONAL MARKS

Based on the performance of students in class test and assignments, sessional marks shall be awarded as per SVEC applicable Regulations.

3.2 Practical Courses:

Practical Instruction manual shall be prepared with theory, procedure, flow charts, equations, tables, model graphs, expected results to be obtained and shall be revised based on changes in the course content.

The first class shall be the introduction to the lab, brief explanation of pre-requisite, learning objectives and outcome, rules and regulations of the lab, cycle of experiments, the expected student attitude and responsibility towards completion of experiments, the experiences they gain towards the end of the lab and division of student batches.

The students shall be instructed to come prepared for the practical classes, after going through the theoretical and practical aspects of the experiment; along with lab record, graph paper, drawing instruments etc. The student has to complete the experiment, perform necessary calculations / programmes / graphs plotting, inferring the results etc. and submit the lab records for getting endorsed by the faculty in charge in the practical class itself. A viva (1 or 2 questions) on the day's experiment shall be conducted along with the endorsement of the faculty to assess the performance of the student. Marks are to be awarded for lab records/output and viva in each practical class, which shall be added up to award internal assessment marks. Conduct of minimum number of experiments as specified in the syllabus is mandatory. After all the practical

classes are over, a final written test consisting of objective type/written test and practical test shall be conducted by the faculty.

3.3 Projects:

B.Tech - Identification of students' batches (with maximum of 4/5 students in a batch), broad areas of projects, guides etc. shall be completed within one week after the commencement of the classes. The attendance of the student in the institution / the external work place shall be maintained by the internal / external supervisor. The day to day activities of the student shall be endorsed weekly. Project evaluations shall be done in two phases – Mid-term and end term. The presentation using ICT in limited slides giving salient points on problem definition, literature survey/review, methodology, design & fabrication, computational analysis, statistical analysis, results, discussion, conclusions and bibliography is mandatory for evaluation. Evaluation shall be based on the above factors. Conference paper / journal paper based on project shall be given added credits. Interdisciplinary projects shall be encouraged.

Evaluation scheme for final semester project is as follows.

Two progress assessments	: 20% by the faculty supervisor(s)
Final project report	: 30% by the Assessment Board
Project presentation & Viva	: 50% by the Assessment Board.

M.Tech - Project work is spread over the third and fourth semesters. Project work is to be evaluated both in the third and the fourth semesters. Based on these evaluations the grade is finalized only in the fourth semester.

3.4 Seminar:

Presentation - Seminar on a topic of current relevance/emerging trends related to the discipline with prior approval of faculty shall be presented. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. The seminar report shall be prepared in the specific format as specified by the Institution. Evaluations shall be based on the style of presentation, technical context, adequacy of reference, depth of knowledge and overall quality. Distribution of marks shall be as follows.

Marks for the report	: 30%
Presentation	: 40%
Ability to answer questions on the topic	: 30%

3.5 Design Project (for B.Tech. Program)

Each student or a group of students has to take up a design project. The project topic could be arrived at in consultation with a faculty member in the department. The Evaluation of the project is to be done in two stages. Two project progress evaluations each carrying 20 marks and a final report evaluation and presentation of the project for 60 marks. The project supervisor and two

other faculty members from the same or any other department, nominated by the Head of the Department form the evaluation board.

3.6 Comprehensive Examination (for B.Tech. Program)

This examination consists of two parts. Part one a written test and the other an oral one. The written examination shall be objective type of 1 hour duration and shall have 50 marks and is to be conducted by the concerned department. Chairman of the oral examination board shall be a senior faculty in the department and the members include two other faculty members of the department and an external expert from another academic institute or an industry. Oral examination shall carry 50 marks. Comprehensive examination may be conducted any time during the 6th semester with sufficient notice given to the students.

4.0 CO-CURRICULAR ACTIVITIES AND EXTRA CURRICULAR ACTIVITIES:

Encourage the extra-curricular and co-curricular activities of the students, participation in the activities of Department Associations, Professional bodies, Students' Senate/Union, functions Coordinated by the institution etc. Conduct programs / lectures that are beneficial to the students for the development of Professionalism.

5.0 DISCIPLINE & ACADEMIC AMBIENCE:

Discipline & academic ambience shall be maintained in the campus. Any complaints or grievances of the students shall be addressed and solved at the earliest. Functioning of the following bodies in the institution are necessary for overall discipline and good academic ambience.

- i) Academic Council
- ii) Career Guidance & Placement Unit
- iii) Industry – Institute – Interaction Cell
- iv) Research & Consultancy Cell
- v) Community Service Cell (NSS)
- vi) Professional bodies
- vii) Student's Grievances redressal Committee
- viii) Counselling Centre
- ix) Antiragging committee and Antiragging squad
- x) Sports committee
- xi) Women empowerment cell
- xii) Alumni Association
- xiii) Sexual Harassment/Internal Complaints Committee

6.0 DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS:

1. Academic Activities
2. Research & Consultancy
3. Administration
4. Extension Activities

6.1 Academic Activities

- Class room instruction
- Laboratory Instruction
- Curriculum development
- Developing learning resource material and laboratory development
- Students' assessment & evaluation including examination work
- Organization of co-curricular & extra-curricular activities
- Student guidance & counselling
- Continuing Education activities
- Knowledge updating - Generating new knowledge, dissemination through books, seminars, publications
- Self-development through upgrading qualification, experience and professional activities.

6.2 Research & Consultancy:

- Research & Development activities and research guidance
- Sponsored Projects
- Consultancy & Testing Services
- Promotion of Industry Institution interaction and R & D.

6.3 Administration

- Academic and Administrative Management of the Institution
- Policy planning, Monitoring & Evaluation and Promotional activities (Departmental & Institutional level),
- Design and development of new programmes
- Preparation of Project proposals for funding areas of R&D work, lab development, modernization etc.
- Development, administration and management of institutional facilities
- Monitoring and evaluation of academic and research activities
- Participation in policy planning activities (Regional/State/National/ International levels)
- Helping mobilization of resources of the Institution
- Staff development activities
- Maintain accountability, conduct performance appraisal.

6.4 Extension Activities

- Interaction with industry & society
- Participation in community services
- Providing R & D support and consultancy services to industry and other user agencies
- Providing non-formal modes of education for the benefit of the community
- Promotion of entrepreneurship and job creation
- Dissemination of knowledge
- Providing technical support in areas of social relevance

7.0 CLASS/COURSE COMMITTEES

Class Committee: Class Committee for a B.Tech / M.Tech class shall comprise of a senior faculty who does not handle any course for the class as Chairman, faculty Advisor of the class and all the faculty members engaging different courses of the class and 2 student representatives from the class – one at a comparatively high academic level and the other at an average level. The faculty advisor concerned shall be the Convener of this committee.

Course Committee: In the case of common courses for B.Tech (such as Mathematics, Physics, Chemistry etc.) a course committee has to be constituted by the Principal for each course. The chairman shall be a senior faculty member not offering the course. All faculty members handling the course for various classes and 4 student representatives among different classes shall be members.

Functions:

The course committee and class committees shall meet at least thrice in a semester - the first at the beginning of the semester, the second and third after the first and the second internal tests respectively. These committees shall monitor the conduct of the course, adherence to the course plan, time schedule, completion of the syllabus, standards of internal tests and evaluation process. These committees will also address the difficulties faced by students and will take suitable remedial actions, if required. At the end of the semester, the committee should meet without the student representatives to review the conduct of the course and finalise the internal assessment marks and approve them.

8.0 STRUCTURE & FUNCTIONING OF THE ACADEMIC AUDITING SYSTEM

The Academic Auditing system comprises of Three / Four teams at Institution level.

8.1 Structure

Internal Audit Cell (IAC): IAC is a group of faculty members having representation from each department. The members of the IAC shall be nominated by the Head of the Institution, one from each department, in the cadre of Professor or Associate Professor, including Mathematics & science departments. A senior member of IAC shall be its coordinator. The term of IAC shall be

one academic year. IAC shall conduct internal academic audit and produce the required documents and records to the External Auditor on demand. IAC is also responsible for uploading monthly report, annual report and any other data required to the external auditor.

External Auditor: The external auditor, appointed by the Advisor / Director, will be a proven academician, preferably retired Professor/ senior Professor or Associate Professor preferably from Government / Aided / Govt. Sponsored Self Financing Engineering colleges. The external auditor shall visit one time in a semester and as and when required by the Management. The external auditor shall prepare an online report and forward it to the Principal of the Institution.

8.2 Audit procedures

The Principal of the college shall ensure that the records/documents listed in section 9.0 are maintained and accessible for both internal and external auditors.

The IAC coordinator shall ensure that data are uploaded / mailed, as the case may be, within the stipulated time to external auditor. IAC members should conduct internal audit (inter - departmental) of the institution, in academic matters, decided by the IAC Coordinator shall verify the details of a department; but, a member from the concerned department shall not be a member in the internal audit group.

The external auditor will visit the college, verify the documents and may interview the faculty, staff and students. The Auditor shall submit an online report for each class after the audit.

9.0 DOCUMENTS TO BE PRODUCED FOR AUDIT

Each affiliated institution has to maintain the details of various academic activities in the Department.

1. Class Time Table & Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects & elective courses)
4. Minutes of course/class committees
5. Course Diary for all the courses including practical, seminar, project etc.
6. Course File
7. Tutorial Log book
8. Equipment Log register used in Laboratories
9. Consolidated Attendance statement of students
10. Consolidated statement of marks of internal tests
11. Seminar presentation details
12. Project (Mini project / Design project / Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.Tech programme only)

15. Log book for summer and contact courses
16. Register of Remedial / Bridge / Language Lab classes
17. Minutes of Discipline, Academic and Student Welfare Committees
18. Consolidated semester grades of students
19. Result Analysis

10.0 COURSE DIARY AND COURSE FILE

10.1 Course Diary

A course diary is to be maintained by each staff of the department for each course handled by him/her. Course Diary becomes a part of the course file.

10.1.1 Course Diary for Lecture Based Courses

It shall contain

- Time Schedule of classes
- Syllabus
- Course plan
- Year Calendar
- Details of assignments, tutorials
- Attendance of students
- Marks awarded for assignments, internal exams etc
- Internal evaluation marks
- Topics covered and mode of instruction in each class
- Extra classes engaged
- Learning materials provided

10.1.2 Course Diary for Practical Courses

It shall contain details such as

- Time Schedule of class
- Syllabus
- Course Plan
- Attendance of Students
- Practical Evaluation Sheet
- Marks for class viva
- Marks for Final test
- Internal Evaluation marks

10.1.3 Course Diary for Seminar/Projects

It shall contain

- Time Schedule of class
- Attendance of students
- Seminar / Project presentation details (Name of student presented, Time slot, Seminar / Project Topic)
- Seminar / Project evaluation details

10.2 Course File

10.2.1 Course file for Lecture based courses:

One course file each for each theory course is to be maintained in the Department for each semester. The Course file shall contain the following documents:

1. Course diaries of all faculty who have engaged the course
2. Question paper and scheme of evaluation for 1st and 2nd internal exam, all assignments given, Makeup / Re-Test given (if any) etc.
3. Previous Year University question papers
4. Sample answer sheets (at least one excellent, one good and one marginal pass) for all internal exams and assignments given
5. Sample tutorial sheets, quiz or any other assessment done,
6. All answer sheets of Make-up / Re-Test given (if any)
7. Mapping of Course outcome and Programme outcomes (POs)
8. Industrial relevance of the course, if any

10.2.2 Course File for Practical courses:

One course file each for each Practical course has to be maintained in the Department for each semester. Course file shall contain the following documents:

1. Course Diary of all batches
2. Question paper and scheme of evaluation for Lab internal exam, Make-up / Re-Test given (if any)
3. Sample answer sheets (at least one excellent, one good and one marginal pass) for Lab internal exam
4. Mapping of Course outcome and Programme outcomes (POs)
5. Industrial relevance of the course, if any

10.2.3 Course File for Seminar/Projects:

It shall contain (i) Course Diary (ii) Consolidated List of Seminar/Project topics with PO mapping and industrial relevance, if any.



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Functions and powers of Anti-ragging Committee:

1. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;
2. To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
3. To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
4. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
5. Conduct workshops against ragging menace and orient the students;
6. To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
7. To offer services of counseling and create awareness to the students;
8. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.

The procedure for handling issues of ragging will be as follows:

1. The information on ragging can be received in the following manner :

- Through the notified contact details of the Committee members, and national help-line number on ragging for necessary relief in terms of the provisions of the UGC Regulations.
- Through any other member of the Institute.
- From any external source.

2. In the event of receipt of information of ragging by any of the officers mentioned at 1 above, he/she will promptly alert/inform the Chairman of the Anti-Ragging Committee of the Institute or any of its members. The activity shall be completed, at the most, within two hour of receipt of this information.
3. The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot enquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the

Chairman of the Institute. The activity shall be completed, at the most, within twenty hours of receipt of information.

4. The Anti-Ragging Committee of the Institute shall promptly conduct enquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations.
5. The Anti-Ragging Committee of the Institute shall complete the enquiry and submit its report along with recommendations to the Chairman of the Anti-Ragging Committee of the Institute within fifteen days of the incident.
6. Thereafter, the said report and recommendations shall be considered by the Anti- Ragging Committee for deciding the punishment on the erring students in terms of provisions contained at Clause 9.1 of the UGC Regulations

Functions of Anti-Ragging Squad:

1. Maintain vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.
2. Make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
3. Conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.
4. To conduct such an enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.



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Library Committee - Functions

- To consider policy matters regarding Central Library/Departmental libraries including the policy for procurement of books and journals and render advice to the Purchase Committee for Library procurements.
- To look into day to day problems of the Library clientele, Library staff and send recommendations to the Principal.
- To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the Central and Departmental libraries.
- To maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.
- To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.
- To consider and put forward the views of Students and faculty regarding their problems and solutions sought thereof.



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Sports Committee Functions:

- The committee shall promote sports activities by motivating students and members of faculty.
- Promoting team spirit by making healthy competition.
- To organize regular sports events in order to train students for state and national level competitions.
- To arrange for better coaching facilities.
- Proper maintenance of sports accessories.
- To provide necessary infrastructure for the sports



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Cultural Committee Functions:

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- To prepare budget for all cultural events and take necessary steps for its approval.
- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate task

Procedure to organize cultural events:

- To prepare the Annual Budget for various cultural event
- To obtain formal permission from the College authorities to arrange program
- To decide the date, time and agenda of the program
- To inform members of staff and students about the event
- To arrange the venue and logistics (audio/video system, dais, podium etc).
- To invite the Chief Guest and other dignitaries
- To arrange mementos for guests and gifts/certificates for the participants
- The committee shall display on the Notice Board/Website information about festivals to be celebrate



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CODE OF CONDUCT/DISCIPLINE COMMITTEE

The Discipline Committee is formed to create awareness against and to prevent any ill incidents taking place in the campus. It shall be the duty of the Discipline Committee to ensure compliance with the provisions of UGC / AICTE Regulations on curbing the Menace and Indiscipline behavior in the campus as well as to monitor and oversee the performance of the Disciplinary Squad in the prevention of in-disciplinary activity in the institution.

With a view to pursue the prevalence of a healthy environment by regulating discipline among the students in the campus and to develop machinery to regulate the behavior of students it is considered necessary to constitute Students Disciplinary Committee.

Accordingly, Students Disciplinary Committee is constituted to take cognizance of indiscipline and unruly behavior of students both in the College and in the Hostel by inflicting the penalties commensurate with the acts of misdemeanor by the students.

Code of Conduct/ Disciplinary Committee responsibilities

Objectives

- To ensure calm and peaceful academic atmosphere in the campus.
- To avoid physical confrontation among students.
- To conduct enquiries on report of indisciplinary activities among students
- To initiate model actions against students involved in indisciplinary activities
- To initiate steps to reduce violence, confrontation in future

Responsibilities of Discipline committee

- To maintain and enforce strict discipline within the college campus.
- All the students should wear their ID Cards while they are in the campus and their respective class rooms.
- In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
- In case of any misbehavior or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.

- To enforce total prohibition of cell phone usage by the students within the college campus. Please note that cell phone is prohibited in the college campus and if a student is found carrying a cell phone, it will be taken away and handed over to the Principal.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To ensure that all the students attend classes without bunking and prevent them from leaving the college early. Please note that no student can leave the college early without prior permission from the concerned authorities.
- Smoking is strictly prohibited in the college campus and ensures that this is being strictly followed.
- To ensure that students maintain complete silence in the library.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
- If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.
- To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the students community.

Specific Behavioral Guidelines

1. It is impermissible to let the students enter the classroom without uniform.
2. It is impermissible to let the students enter the classrooms before 8.00 am.
3. It is impermissible to let the students enter the classroom during the breaks.
4. It is impermissible to bring cellular phones to the college premises. For urgent calls, students can contact their parents through the class coordinator.
5. It is not allowed for any student to leave the classroom without taking permission from the teacher.
6. After breaks, students must go directly to their classrooms.
7. If the subject teacher does not reach his lesson on time or is absent, students must wait inside the classroom.
8. Resting, napping or sleeping is not allowed inside the classroom.
9. Homework assignments must be done as assigned on time.
10. Students are not allowed to touch or keep dangerous or harmful objects.
11. Students are not allowed to throw objects around the college.
12. Students respect other's feelings – no teasing, name calling, swearing, etc.
13. Students- respect other's person – no rough play, fighting, bullying, threats, harassing, etc.

14. Students– respect other's property – no theft, vandalism, etc.
15. Keep your college clean just as you would keep your house clean.
16. Throw rubbish in the bin, keep the place clean always.

Classroom Rules

1. Arrive to class on time with the necessary equipment.
2. Listen to teachers or other students without interruption.
3. Complete all assignments on time.
4. Treat the teacher and other students with respect.
5. Keep hands and feet to yourself.
6. Respect the property of the college.
7. Respect the rights and property of others.
8. Act in a safe and responsible manner.

Dress Code

- Girls should put up the hairs neatly.
- The wearing of chains is not permitted.
- Short trousers are not permitted.
- Students may not wear any jewelry especially hanging type ear rings
- Boys must keep their pants pulled up and use a belt if necessary. Pants are not to be dragging on the ground. Undershirts are to be tucked in at all times.

Mobile Policy

1. Mobiles are prohibited within the college premises.
2. Parents should discourage their children from bringing mobile phones to college.
3. If a student is found using a mobile phone, for any purpose, the phone will be confiscated from the pupil.
4. As a general rule, students are not allowed to use the college telephones except for emergencies. To use the telephone, students should request permission from the class coordinator



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FUNCTIONS OF NSS UNIT AT SVEC

Vision

The vision is to build the youth with the mind and spirit to serve the society and work for the social uplift of the down-trodden masses of our nation as a movement.

Mission

The National Service Scheme has been functioning with the motto **"NOT ME BUT YOU"** in view of making the youth inspired in service of the people and hence NSS Aims Education through Community Service and Community Service through Education.

Broad Objectives

1. Understand the community in which they work
2. Understand themselves in relation to their community
3. Identify the needs and problems of the community and involve them in problem solving process
4. Develop among themselves a sense of social and civic responsibility
5. Utilize their knowledge in finding practical solution to individual and community problems
6. Develop competence required for group living and sharing of responsibilities
7. Gain skills in mobilizing community participation
8. Acquire leadership qualities and democratic attitude
9. Develop capacity to meet emergencies and natural disasters and
10. Practice national integration and social harmony

National Service Scheme unit of the college is institutionalized under the Ministry of Youth Affairs & Sports Govt. of India. The functional objective of the unit is to motivate students to indulge in Nation building activities, through various events and projects which are aimed towards the benefit of in and around people. These activities inculcate belongingness to each other and service attitude to society with self-satisfaction.

Aims and Objectives:

- Understand the community needs and articulating the students' relation for the societal development work.
- Inculcate spirit of nobility along with academic interest.
- Identify the problems and requirements of the community and taking proper steps to solve them.
- Work for upbringing social solidarity and harmony in and around the community.
- Gain skills for mobilizing community welfare programmes through active participation at the state level.
- Develop and nurturing strong will power, endurance and foresightedness to face emergencies and natural disasters.
- Stimulate national integration and social harmony among youth through the exemplification of leadership qualities and democratic attitudes.

Duties of the Program Officer:

- He/She will plan NSS regular activities and special camping programme.
- The programme officer will ensure that NSS volunteers complete the prescribed hours in regular activities and participate in special camping programme as per requirements.
- He/She will divide the NSS unit into different groups and assign the definite task and targets and projects to each group.
- He/She will supervise the work of NSS volunteers.
- He/She will maintain the necessary records and registers prescribed by programme coordinator of the university.
- He/She will ensure that the basic aims of NSS programme i.e. personality development of NSS volunteers, interaction of the different classes of the society take place harmoniously and the NSS volunteers and community are benefitted from the activities of NSS unit.
- He/She will be responsible for the equipment and stores purchased out of NSS funds. He/She will hand over the charge of NSS equipment and stores to his/her successor at the end of his/her tenure.

- He/She will spend the NSS grants as per administrative and financial directives of NSS programme coordinator.
- He/She will submit the reports to the NSS regional center periodically, programme coordinator, NSS state liason officer and TORC/TOC.
- He/She will ensure the submission of accounts in time.
- He/She will liase with the officials of the department of NSS projects and activities.
- He/She will convene the meeting of the college advisory committee in consultation with the Principal of the institution as laid down in the NSS manual.

NSS Responsibilities:

NSS volunteers generally work with villages and voluntary agencies to complete 120 hours of regular activities during an academic year. As per the fundamental principles of National Service Scheme, a volunteer is expected to remain in constant touch with the community. Hence, it is of vital importance that a particular village/slum is selected for implementation of NSS programmes. As the NSS volunteer is to live with the members of the community and learn from their experience during his/her tenure in NSS, the village/slum should be carefully selected for adoption by NSS unit.

Adoption of Villages:

Adoption of a village and area is a very meaningful programme in NSS. It is far better to concentrate attention on one village and take up the task for development perspective, than to fritter away energy in many locations involving too many activities which may not be completed at all or where the follow up action may not be possible. From this point of view, village adoption programme should ensure continuity of work vice versa sustained action, evaluation and follow up work. We have adopted BEEDUPALLI Village located behind the campus and we do Swatch Bharath Every 6 months once.

Regular Events:

List of International and National Days/Weeks to be observed by National Service Scheme

DAYS:

Month	Date	Days
January	12 th	National Youth Day
	26 th	Republic Day
	30 th	Martyr Day
March	8 th	International Women Day
April	7 th	World Health Day
May	21 st	Anti-Terrorism Day
	31 st	World No Tobacco Day
June	5 th	World Environment Day
July	11 th	World Population Day
August	15 th	Independence Day
September	8 th	International Literacy Day
	24 th	NSS Day
October	1 st	National Blood Donation Day
	2 nd	Communal Harmony Day
November	19 th	National Integration Day
December	1 st	World AIDS Day
	10 th	World Human Rights Day

Week:

Month	Week	Days
January	12 th - 19 th	National Youth Week
July	8 th - 14 th	International Literacy week

- Blood Donation Camps
- Plantation Programs
- Swatch- Bharat Camps
- Organizing and Participate in Ralls with Govt. or NGO Collaborations
- Making Short Dramas at nearby Villages on Awareness like Literacy, Health, HIV, New Government Schemes etc.
- Health Camps

Events to be done:

- Green Campus – Environment Programmes
- Energy Conservation Programmes
- First-Aid Training
- Awareness on Organ Donation
- Enhance awareness campaigns against social evils



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

FUNCTIONS OF IQAC

1. Establish and implement quality benchmarks for academic and administrative activities.
2. Conduct periodic audits of academic, administrative and research activities for quality assessment.
3. Arrange for feedback from different stakeholders, analyze and suggest remedial actions for all stakeholder satisfaction.
4. Organize awareness and development programs on total quality.
5. Ensure maintenance of institutional database through MIS.
6. Prepare Annual Quality Assurance Report (AQAR) as per norms and submit it to NAAC periodically.
7. To plan and advice the Governing Body on infrastructure and facilities.



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Minority and SC-ST Committee Functions:

- To enhance equal opportunities for students of these SC /ST/Minority communities.
- To conduct activities for the betterment of students from SC /ST/Minority community.
- To create awareness of the schemes for the welfare of SC /ST/Minority community.
- To maintain data base of Staff and Students belonging to SC /ST/Minority community.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.



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OBC Cell Functions:

OBC Cell has been created in the college to resolve issues related to the OBC Students.

Following are the important Objectives of OBC Cell:

- To aware the OBC students regarding various scholarship program of State& Central Government.
- To council and guide OBC students about various issues and help them to manage Academic activities.
- To resolve problems related to OBC students.

Activities:

- To circulate State Government and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.
- To deal with representations received from Other Backward Classes (OBC) Candidates regarding their admission, scholarships and other similar matters in the College.



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Grievances Redressal Policy

1. Preamble:

SVEC aims to provide fair, healthy and supportive environment for its stakeholders. The grievance redressal policy has been formulated according to UGC Grievance Redressal Regulations, 2019 which is a supersession of UGC Grievance Redressal Regulations, 2012. All the stakeholders (Management, Faculty, Staff, Students and Parents) of SVEC shall adhere to and promote the policy and guidelines stated herein and uphold human values and ethics.

2. Objectives:

- To provide an environment to express the grievance without fear and victimization.
- To maintain a transparent, well-defined and structured process of grievance redressal.
- To ensure a fair and timely redressal of grievances.

3. Composition and Tenure of the Committee:

The committee shall comprise of a Chairperson, Convener and two or more senior teaching faculty members. Principal of the college shall be the chairperson. Members of the committee shall be nominated by the chairperson for tenure of two years. However, the Chairperson can dissolve and re-constitute the committee every year. Out of the members, one member shall be female and other from SC/ST/OBC category.

4. Scope of the grievances:

Grievances may be related to any of the following matters:

a) Academic	b) Non-Academic
(i)Teaching-Learning	(i)Victimization
(ii)Assessment	(ii)Discrimination / Sexual Harassment
(iii) Attendance	(iii)Fees
(iv)Conduct of Examinations	(iv)Transport
(v)Library	(v)Facilities

5. Roles and Functions of the Committee:

The committee shall

- (i) follow the rules and regulations laid down by the institute and the principles of natural justice during the enquiry and redressal of grievances.
- (ii) follow and review grievance redressal norms and guidelines.
- (iii) make efforts to resolve the grievance within 10 working days.
- (iv) meet bi-annually or as and when required.

6. Grievance receiving mechanisms:

Anyone with a genuine grievance may lodge his/her complaint to GRC along with necessary documents, if any. The grievance shall be reported by using any of the following modes:

- (i) The aggrieved member can submit grievance in writing clearly mentioning the contact information like Mobile/Phone Number, Communication address etc., to any member of the Grievance Redressal Committee / Head of the respective Department / Members of the Management.
- (ii) Online at the website <https://www.svec.education/grievance-redressal/>

7. Standard Operating Procedure for handling Grievance:

- (i) On receipt of complaint / grievance, Grievance Committee shall segregate the complaint, discuss with the concerned committee and thereafter direct the said complaint to the respective committee.

- (ii) Complaints of general nature shall be considered by this committee and resolved accordingly.
- (iii) The concerned committee shall investigate the cases directed by the GRC accordingly as per the guidelines detailed in section 8.

8. Guidelines for investigating the Grievance by the appropriate committee:

- (i) After the receipt of the application from the aggrieved received through the chairman of GRC for investigation of the issue, the committee shall fix the date, time and venue of the meeting after having a discussion with the members.
- (ii) The meeting shall be scheduled within ten days of receipt of the application.
- (iii) After fixing of the date of the meeting, a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievances before the Committee and the acknowledgement of receipt would be placed on record. In case of a minor student (applicant), the student may be accompanied by his or her natural / legal guardian (either father or mother). No other person shall be allowed to the meeting.
- (iv) All relevant papers/proofs shall be perused by all the members. The Committee members are expected to deliberate upon the case, the grievance of the applicant and the rules and regulations laid down by the institute and the principles of natural justice during the enquiry and redressal of grievances.
- (v) The brief facts, evidences and final recommendations by the Committee members shall be recorded in the format of minutes of the meeting. The minutes shall be circulated to all the members of the Grievance Committee for their signatures. The decision of the appropriate Grievance Committee shall be communicated in writing to the applicant at the earliest.

- (vi) If the complaint / grievance is found invalid, the complainant and the person against whom the complaint is made, will be informed accordingly and penal action may be taken.

9. Organization wide awareness:

Awareness among stakeholders shall be created by Organizing awareness programs, displaying the grievance registration mechanism on Website, and Posters in prominent places of the campus.


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SVEC/GRP/2012

25.07.2012

Grievances Redressal Policy

To address the grievances of the students, parents and others, as per All India Council for Technical Education (AICTE) regulations, 2012 under clause 1 of section 23 of the AICTE Act, 1987 regarding the establishment of Mechanism for Grievance Redressal in Technical Institutions, Grievance Redressal Committee (GRC) is formed in the college. The objective of GRC is to develop a harmonious educational environment in the institute.

Composition and Tenure of the Committee:

The committee shall comprise of a Chairperson, Convener and two or more senior teaching faculty members. Principal of the college shall be the chairperson. Members of the committee shall be nominated by the chairperson for tenure of two years. Out of the members, one member shall be female and other from SC/ST/OBC category.

Scope of the grievances:

Grievances may be related to any of the following matters:

Academic Matters – Issues related to assessment, attendance, marks, and other examination related matters etc.

Financial Matter – Issues related to charging of fees, scholarships and payments

Administration Matters – Issues related to infrastructure, basic amenities, sanitation, transport or victimization or Harassment and Ragging by colleague students or teachers etc.

Grievance receiving mechanisms: Anyone with a genuine grievance may lodge their complaint to GRC along with necessary documents, if any. The grievance shall be reported by using any of the following modes:

Report submission in person by approaching the chairman of the Committee

Online at the website <http://svec.edu/studgrievances.php>

Through e-mail to GrievanceRedressal@svec.edu Writing to "The Chairman, Grievance Redressal Committee, Sree Vidyanikethan College of Engineering, A Rangampet, – 517102".

Grievance redressal mechanism:

After the receipt of the application from the aggrieved, the chairman of GRC shall fix the date, time and venue of the meeting after having a discussion with the members. The

meeting shall be scheduled within ten days of receipt of the application. All relevant papers shall be circulated as hard / soft copy to all the members on or before the date of the meeting. After fixing of the date of the meeting, a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievances before the Committee and the acknowledgement of receipt would be placed on record. In case of a minor student (applicant), the student may be accompanied by his or her natural / legal guardian (either father or mother). No other person shall be allowed to the meeting. The Committee members are expected to deliberate upon the case, the grievance of the applicant and the rules laid down by the institute. The brief facts, evidences and final recommendations by the Committee members shall be recorded in the format of minutes of the meeting. The minutes shall be circulated to all the members of the Grievance Committee for their signatures. The decision of the Grievance Committee shall be communicated in writing to the applicant at the earliest.

Appeal:

The applicant shall have the right to file an appeal to the Ombudsperson within 15 days from the date of the written communication of recommendations of the committee. The applicant shall send written communication to the college conveying his desire to file an appeal to the Ombudsperson. The college shall place the appeal along with all relevant material before the Ombudsperson and inform the applicant accordingly. The Ombudsperson shall within a reasonable time decide the appeal. Final decision would be communicated to the applicant by the college.

Organization wide awareness:

Awareness among stakeholders is created by Organizing awareness programs, displaying the grievance registration mechanism on Web site, Digital sign boards, Posters in prominent places of the campus.


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Internal Complaints Committee Functions:

- Prevent discrimination and sexual harassment, by promoting gender amity among students and employees;
- Make recommendations to the management for changes/elaborations in the Rules for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees;
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
- Recommend appropriate punitive action against the guilty party to the Management.


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Women Empowerment Cell Functions:

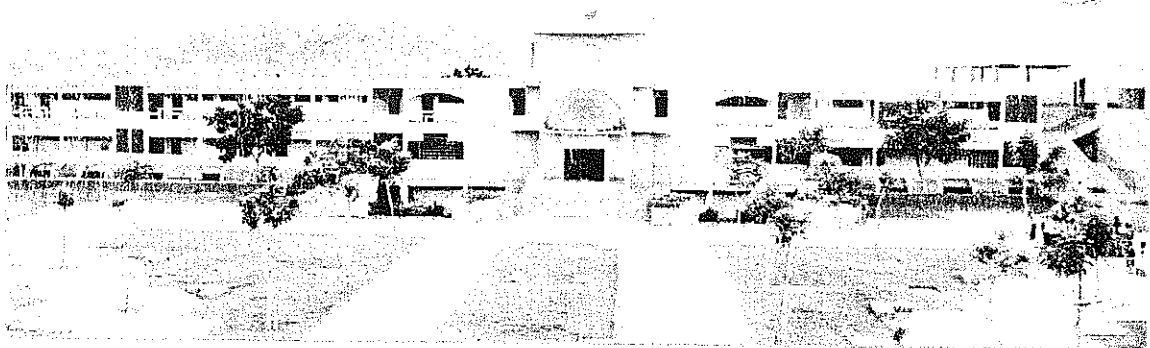
- To promote a culture of respect and equality for female gender.
- To organize awareness programs on gender sensitization.
- The provision of opportunities and programs for girls and women to be financially, mentally and emotionally empowered to promote their growth as individuals in their own right.
- To conduct seminars and workshop to impart knowledge of opportunities and tools available and train the women.
- Arranging seminars to create awareness on the economic, social, political, and legal rights of women.
- Organizing different activities to make women aware of their health, sports, self-defense etc.
- Conducting various competitions to encourage their artistic talents for creative thinking
- To highlight the importance of spirituality, health, hygiene and safety
- Celebration of International Womens Day on March 8th, every year
- To inculcate entrepreneurial attitude among young girls, scientists at the earliest so that they can be "job providers" rather than "job seekers".
- Counseling services for resident and non – resident students


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SREE VIDYANIKETHAN ENGINEERING COLLEGE



Service Rules and Code of Conduct

Sree Sainath Nagar, A. Rangampet-517 102
Chandragiri Mandal (Near Tirupati)
Chittoor District, Andhra Pradesh

SERVICE RULES AND CODE OF CONDUCT

1. PREAMBLE

- 1.1. The following rules shall regulate the service conditions of all Teaching and Non-teaching staff of Sree Vidyanikethan Engineering College, either regular or probationary / adhoc appointed in the vacancy of an approved post.
- 1.2. The Rules shall come into force with effect from 1-4-2001.
- 1.3. The Managing Body of Sree Vidyanikethan Engineering College is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College.
- 1.4. The Managing Body of Sree Vidyanikethan Engineering College may exclude wholly or partly, from the operation of these rules to the holder of any post or the holders of any class of posts, and prescribe separate rules for such persons(s).
- 1.5. The Managing Body of the college may add, amend, alter or change these Service Conditions as and when it deems it necessary.

2. DEFINITIONS

- 2.1. College / Institution means Sree Vidyanikethan Engineering College, Sree Sainath Nagar, A.Rangampet .
- 2.2. Managing Body means the Governing Council of the college
- 2.3. University means the Jawaharlal Nehru Technological University, Masab Tank, Hyderabad or any other university to which the college / course is affiliated.
- 2.4. Principal means Principal of the College or any other person authorised by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation.
- 2.5. Year means a calendar year, unless qualified otherwise.

- 2.6. Month means a Calendar Month.
- 2.7. Pay means Basic Pay with full allowances excluding House Rent Allowance.
Half-pay means Half of Basic pay with full allowances.
- 2.8. Duty: A person is said to be "on duty"
- a) When he is performing the duties of a post to which he is appointed or undergoing the probation or training prescribed for such post, provided that the performance of such duties is followed by confirmation.
 - b) When he is absent from duty on authorised holidays or on leave taken in accordance with instructions regulating such leave issued by the Managing Body having been on duty immediately before and immediately after such absence or
 - c) When he is absent during vacation, or
 - d) When he is attending Conferences of learned societies on deputation by the College, or
 - e) While he is on joining time.
 - f) When he is absent from headquarters or from his routine work attending to other University work not connected with his usual routine to which he has been specifically deputed in his official capacity either by the Principal or by the Managing Body.
 - g) When he is absent from head quarters on routine work in connection with College duties either remunerative or non-remunerative, provided the duties have been assigned by the Principal or by the Managing Body.
- 2.9. Employee means a person borne on the Teaching or Non-Teaching Staff of the Sree Vidyanikethan Engineering College, Sree Sainath Nagar, A.Rangampet and wherever the word "he" is used to refer to a male employee. the word "she" is to be read in relation to the female employee, as applicable.

3. GENERAL CONDITIONS OF SERVICE

- 3.1. Appointments: The Managing Body of the College shall be the authority competent to appoint any members of teaching and non-teaching staff on the recommendation of the Staff Selection Committees/ Principal described under

- rules 3.4 and 3.5. The order of appointment shall specifically state whether the member of staff has been appointed on Probation or in a Temporary capacity.
- 3.2. The appointments on probation can be made only to the posts approved by the Managing Body. For this purpose, the Managing Body has the right to fix, add, alter or delete any post or posts at any time depending on the requirements of the college.
 - 3.3. All teaching staff appointed in the cadre of lecturer and above shall be filled in by open competition. The selection should be based on the recommendation of a Staff Selection Committee, duly constituted as per the norms prescribed by the Government/University/AICTE.
 - 3.4. Appointments to all other teaching and non-teaching posts, temporary and adhoc shall be made by the Managing Body / Principal.
 - 3.5. All administrative appointments such as Heads of the Departments will be through nomination by the Managing Body/Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.
 - 3.6.a) The qualifications, experience and pay scales for various teaching posts shall be as decided by the Managing Body from time to time and shall generally be as per the AICTE guidelines.
 - b) The services of Non-Teaching staff shall be regularised by the Managing Body based on the recommendation of the Principal.
 - 3.7. The qualifications, experience and pay scales for various non-teaching posts shall be as decided by the Managing Body of the College from time to time and shall generally be as per the guidelines of State Government.
 - 3.8. An employee appointed on probation shall be on probation for an uninterrupted period of two years on duty. However, an employee whose probation has been declared on a lower post and is subsequently selected and appointed to a higher post, the uninterrupted period of probation shall be one year on duty.
 - 3.9. The Chairman of the Managing Body upon the recommendation of the Managing Body in the case of Teaching Staff and Non-teaching Staff, by order may terminate the probation of a probationer, and discharge him from

service without assigning reasons giving one month's notice or one month's salary in lieu of such a notice.

- 3.10. The Chairman; upon the recommendation of the Principal may extend the period of probation of an employee by a maximum period of one year each time without assigning any reason.
- 3.11. Upon the recommendations of the Principal, the Chairman will issue an order / authorising the Principal to issue order declaring the probationer to have satisfactorily completed his / her probation. On the issue of such order, the probationer shall be declared to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation.
- 3.12. Unless the order declaring the satisfactory completion of probation is issued, the employee on probation shall be deemed to be probationer even after the expiry of the prescribed or extended period of probation.
- 3.13. All uninterrupted service shall count for increments in the time scale applicable to the post. An increment shall be granted by the Principal, based on satisfactory conduct and work performance during the year. The increment of an employee may be withheld by the Principal if his conduct has not been good or if his work performance has not been satisfactory. The employee whose increment is withheld may appeal to the Chairman of the Managing Body for redressal.
- 3.14. The services of all employees on probation and all temporary appointments are terminable with one month's notice or one month's salary in lieu of such a notice. However, that as a disciplinary measure, the competent authority i.e., the Managing Body may discharge the employee without any notice.
- 3.15. The employee who has once tendered his resignation is not entitled to withdraw it unless permitted to do so by the Chairman.
- 3.16. No employee shall undertake any work, remunerative or otherwise, apart from that falling within ambit of his job in the Sree Vidyanikethan Engineering College without the prior permission of the Principal under intimation to the Chairman.
- 3.17. No employee shall apply for appointments elsewhere except through the Principal of the College and the College may forward not more than two applications in a year.

4. RESIGNATION, TERMINATION & RELIEF.

- 4.1. The services of teaching staff who have satisfactorily completed their period of probation or on probation are liable to be terminated by the College by giving three months notice or three months salary in lieu of such notice.
- 4.2. The services of teaching staff or non-teaching staff on temporary / adhoc appointments are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- 4.3. Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months salary in lieu of such notice to the College. If their resignation is for the purpose of higher studies the notice period is reduced to 45 days instead of three months. (The timing of resignation should be such that the incumbent will be relieved at the end of the academic year / semester.)
- 4.4. Teaching staff or non-teaching staff who are on temporary/adhoc basis can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or till completion of academic work whichever ever is later.
- 4.5. In the case of teaching staff who have completed probation and are seeking employment elsewhere, two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year / semester only. In addition all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.) will also be forwarded. However, the Management has discretion to relax the rule in appropriate case basing on the merits and demerits of the case.
- 4.6. In the case of teaching staff who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES, etc) will be forwarded.
- 4.7. In the case of teaching staff who are appointed on temporary / adhoc basis and are seeking employment elsewhere two applications per year will be forwarded, subject to the condition that they will be relieved at the end of the academic year/semester only. In addition, all applications for admission to

higher studies and All India Service Examinations (such as IAS, IES, etc.) will be forwarded.

- 4.8. In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year/semester only.
- 4.9. In the case of non-teaching staff (whether they are on probation or on regular basis) all applications for admission to higher studies will be forwarded.
- 4.10. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining part of the notice period.
- 4.11. If the College issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.
- 4.12. In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee

5. DISCIPLINARY ACTION

5.1. All employees are liable for disciplinary action for disobedience or misconduct or dereliction/negligence of duty. However, such disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.

As part of the disciplinary action, the following penalties / punishments for valid and sufficient reasons may be imposed upon the employees.

- i) Censure.
- ii) Fine.
- iii) Withholding of Increment.
- iv) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders;
- v) Suspension;
- vi) Reduction to a lower rank in the seniority or to a lower post or to a lower stage in the time scale;
- vii) Removal from the college service;
- viii) Dismissal from the college service;.

5.1.1. The discharge of a person appointed on probation, during the period of probation or of a person engaged under contract in accordance with the terms of his contract or a person appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.

5.1.2. The penalty under 5.1 may be imposed in addition to any other penalty, which may be inflicted in respect of the same negligence or breach of orders.

5.1.3. The removal of an employee from the college service shall not disqualify him from future employment but the dismissal of a person from the college service shall ordinarily disqualify him from future employment in the college.

5.2. Following are the valid reasons for which the penalties/punishment may be imposed on an employee:

- i) Irregularity in observing the college timings.
- ii) Irregularity and/ or irresponsibility in attending to duties in the college.
- iii) Unauthorised absence from work.

- iv) Insubordination including failure to follow the specific instructions of the superior.
- v) Instigation of staff/students against the administration and / or management.
- vi) Participation in the strike, meetings or rallies directed against the administration and/or management.
- vii) Misappropriation of college funds.
- viii) Conviction in the Court of law.
- ix) If the employee is suffering from any incurable infectious disease or is declared insane by a panel of doctors approved by the Managing Body.
- x) Participation of the employee in any act or movement calculated to bring the college into disrepute.
- xi) If the employee indulges in any public criticism of the College administration or Management amounting to defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to the staff or students or in its relation to the Government or the University.

5.3. The competent authority, which may impose any of the penalties/punishments prescribed in 5.1, shall be the Chairman (on the recommendations of the Principal) and Appellate authority shall be the Managing Body.

5.4. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether it shall have the effect of postponing future increments. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any interval spent on leave before the period is completed.

5.5. Procedure : Before any of the penalties specified under 5.1(vi) to (viii) above are imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him. This can best be done by intimating to the person concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed.

5.5.1. Enquiry relating to any disciplinary action may be made by a Committee of three members appointed by the Chairman and consisting of the Principal and

two other members. No teacher (other than the Principal) of the college shall be on the Committee.

5.5.2. No order of dismissal, removal or reduction shall be imposed on any employee of the college (other than an order based on facts which have led to this conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of allegations in passing order in the case. He shall be required within a reasonable time to put in a written statement of his defence and to state whether he desires an oral enquiry to be conducted or only to be heard in person. If he desires an oral enquiry or if the authority concerned so directs, an oral enquiry shall be held. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witnesses and to give evidence in person. If no oral enquiry is held and if he desires to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of evidence and a statement of the finding and the grounds thereof.

5.5.3. The requirement of rule 5.5.2 shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him.

5.5.4. All or any of the provisions of rule 5.5.2 may, in exceptional cases, and for special and sufficient reason to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without any injustice to the person charged.

5.5.5. Where the authority holding the enquiry is not competent to award a penalty, his or its duty ends with the recording of his or its findings on the charges and it is not part of the function to make any suggestion regarding the penalty to be awarded or the further disposal of the case.

5.5.6. Any member in the college service may be placed under suspension by the competent authority pending enquiry into grave charges, where such suspension is deemed to be necessary in the interests of the college.

- 5.6. During the period of suspension, pending enquiry he may be paid half pay with full allowances during the first six months and not exceeding three-fourths of the pay with full allowances after six months towards subsistence allowance.
- 5.7. Every employee of the college shall be entitled to one appeal as hereinafter provided, against an order passed by an authority imposing upon him any of the penalties specified in rule 5.1.
- 5.8. In the case of an appeal under rule 5.7. the appellate authority shall consider.
- a) 'whether the facts on which the order was based have been established'
 - b) 'whether the facts established afford sufficient ground for taking action and'
 - c) 'whether the penalty is excessive, adequate or inadequate, and after such consideration, shall pass such order as it thinks proper.
- 5.09. Every person preferring an appeal shall do so separately and in his own name to the appellate authority specified in rule 5.3.
- 5.10. Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and submitted through the Head of the Department to which the appellant belongs or belonged and through the authority against whose order the appeal is preferred.
- 5.11. An appeal may be withheld by an authority not lower than the authority against whose order it is preferred if,
- i) it is an appeal in a case in which under these rules no appeal lies, or
 - ii) it does not compare with the provisions of rule 5.10
 - iii) it is not preferred within sixty days after the date of the service of the order appealed against and no reasonable cause is shown for the delay, or
 - iv) it is a repetition of a previous appeal and is made to the same appellate authority by which such an appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or

- v) it is addressed to an authority to which no appeal lies under the provision of rule 5.3.
- 5.12. The authority by whom an order imposing a penalty specified in 5.1 may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority prescribed in rule 5.3.
- 5.13. The rules shall apply mutatis mutandis to the Principal, as Managing Body may, from time to time, declare that they shall be applicable.
- 5.14. Every appeal which is not withheld under these rules shall be forwarded to the appellate authority by the authority against whose order the appeal is preferred with a reasonable statement.
- 5.15. An appellate authority may consider for any appeal admissible under these rules which has been withheld by a subordinate and he may pass such orders thereon as he considers fit.
- 5.16. Nothing in these rules shall operate to deprive any employee of any right of appeal, to which he is otherwise entitled in respect of any order passed before they come into force. An appeal pending at the time, these rules came into force or preferred thereafter, shall be deemed to be an appeal under these rules, and rule 5.8 shall apply as if the appeal is against an order appealable under these rules.

6. CODE OF CONDUCT

- 6.1. Every employee shall be governed by this code and is liable for consequences in the event of any breach of rules by him/her.
- 6.2. Every employee shall at all times, maintain integrity, be devoted to his 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 Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.
- 6.3. 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 head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal in writing through the respective HOD or the Principal directly if the employee happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
- 6.4. No employee shall take part in politics or be associated with any party or organisation which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
- 6.5. 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.
- 6.6. No employee except with the prior permission of the competent authority engages directly or indirectly in any trade or any private tuition or undertakes employment outside his official assignment, whether for any monetary gain or not.
- 6.7. An employee against whom an Insolvency Proceedings commenced in the Court of law shall forthwith report full facts thereof to the College.

- 6.8. 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.
- 6.9. No employee shall, except with prior permission of the competent authority, has recourse to any court of law or to the press for the vindication of any official act of the College which has been the subject matter of adverse criticism or attack of defamatory character.
- 6.10. 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 authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- 6.11. No employee who has a living spouse shall contract another marriage without first obtaining the permission of the Governing Council notwithstanding that a subsequent marriage is permissible under personal and religious law for the time being applicable to him/her and violation of this rule will lead to the removal from the service of the college.
- 6.12. An employee who commits any offense 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 of the orders of the decision to the Governing Council and the decision of the Governing Council thereon, is final and binding on the employee
- 6.13. No employee shall engage in strike or incitement there to or in 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.
- 6.14. The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc. during working hours is to be avoided.
- 6.15. Staff members are strongly encouraged to take up consultancy projects but only with the permission of the Management.

- 6.16. The staff members are prohibited from accepting valuable gifts in any form from the students/parents/companies having business transactions with the College.
- 6.17. The staff members shall not interfere in any matter not connected to their job requirement.
- 6.18. The details of students feedback forms and performance appraisal reports given by the superiors shall be treated as confidential

Every employee shall be governed by these rules and liable for consequences in the event of any breach of the rules by him/her.



Dt: 21-07-2010

Submitted to Hon'ble Chairman for kind approval

Guidelines for Incentives :

1. Incentives for Higher Qualification for faculty members who acquired Ph.D while in service as Assistant Professor / Associate Professor.

- (i) Two increments for Ph.D in Non-Engineering Discipline
- (ii) Three increments for Ph.D in Engineering Discipline

The Increments are made effective in the existing regular scale of pay from the month succeeding the month in which the certificate is furnished.

2. a) Incentive for Publishing Technical Book:

Publishing Technical Book ... Rs. 5,000/-

b) Incentives for Research Publication in Journals if the :

Faculty member is 1st author of International Refereed Journal ... Rs. 5,000/-
Faculty member is 2nd author of International Refereed Journal ... Rs. 2,500/-
Faculty member is 1st author of National Refereed Journal ... Rs. 2,500/-
Faculty member is 2nd author of National Refereed Journal ... Rs. 1,000/-

c) Incentives for Results achieved:

Cash Award for achieving 100% results in theory subjects ... Rs. 2,000/-

Cash Award for achieving more than 95% and less than 100% results in theory subjects ... Rs. 1,000/-

"Incentives Committee" will receive the eligible applications and recommend to the Principal .

Guidelines for Promotions :

Promotions are given to deserving faculty members taking into account Qualifications, Publications, Results achieved, Student Feedback, Commitment and Involvement. Head of the Department shall recommend the deserving faculty members for promotion to the Departmental Promotion Committee.

- (i) Assistant Professor with Senior Scale of Pay, Rs. 10000-325-15200 :
 - ✓ Assistant Professor having total four years service after M.Tech.
- (ii) Associate Professor in the Scale of Pay Rs. 12000-420-18300 :
 - ✓ Has Ph.D in Engineering and total two years teaching experience
 - (or)**
 - ✓ Has Ph.D in Non-Engineering Specialization and four years service as Assistant Professor in Senior Scale (SL)

(iii) Professor in the Scale of Pay, Rs. 16400-450-20900-500-22400 :

- ✓ Has Ph.D in Engineering and served as Associate Professor for three years.

The promotions may be considered twice a year, making effective on 1st January and 1st July.

Guidelines for sponsoring Faculty Members to Pursue Higher Studies:

1. For M.Tech Programme :

- i) Eligibility : Worked for one academic year in Regular Scale of Pay.
- ii) Leave, Financial Assistance, Commitment :

S S S Course (3 year program having 2 months contact period per year) :

One Month paid vacation. Additional one month study leave with regular salary.

Should serve the College for three academic years after completion of the M.Tech Course.

2. For Ph.D Programme (Part-time) :

- i) Eligibility : Worked for two academic years with M.Tech Qualification.
- ii) Leave, Financial Assistance, Commitment :
 - ✓ Can avail all eligible days of leave and vacation.
 - ✓ After passing Pre-Ph.D Examination, one month paid leave per calendar year during semester break or in continuation of summer vacation.
 - ✓ Should serve the College for three academic years after obtaining Ph.D

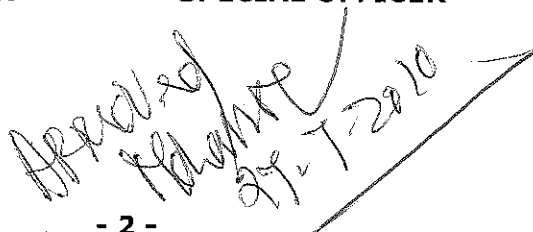
Note : Head of the Department should take the responsibility so that the absence of the faculty members does not affect the class work.

"Research and Faculty Development Committee" shall examine the applications of faculty members for issue of "No Objection Certificate" or for "Forwarding" the applications pertaining to admission to M.Tech/Ph.D Programmes and recommend to the Principal.


PRINCIPAL


DIRECTOR


SPECIAL OFFICER


Approved
27-7-2010



HUMAN RESOURCES POLICY

**SREE VIDYANIKETHAN ENGINEERING COLLEGE
(AUTONOMOUS)**

Sree Sainath Nagar, Tirupati – 517 102.

HUMAN RESOURCES POLICY

CONTENTS

1. Recruitment
2. Pay and promotion
3. Performance evaluation
4. Incentives
5. Leave rules
6. Code of conduct

1. Recruitment

Objective:

To recruit potential employees who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the development of the College.

Scope and Application:

- These rules shall apply to all the regular employees of all the Institutions.
- These rules are subject to such changes from time to time as may be decided by the Governing Body of the respective institutions.

Central recruitment committee: The Central Recruitment Committee is composed of the following members:

1. Management representative
2. Director (Finance and Administration)
3. All Heads of Institutions

Institutional panel Composition:

1. Management representative
2. Head of the Institution
3. Head of the Department
4. Internal subject expert
5. External subject expert

Strategy:

Identify vacancy: The identification of vacancies depend on

- A) Existing changes arising due to termination, resignation, superannuation, leave and/or
- B) New workload requirements such as creation of new position or temporary additional workload



Prepare job description and person specification:

a) Job description:

- i) Role responsible to
- ii) Role responsible for
- iii) Main purpose of the job
- iv) Principal Duties and responsibilities

b) Person specification: Person Specification needs to be neither too narrow nor too broad.

Essential and desirable

1. Skills and abilities
2. Knowledge
3. Experience
4. Training
5. Other requirements

Advertising the vacancy:

An advertisement with the following generic information may be prepared and if required it can be appended with some specific information.

Title of Role:

Faculty / Department

No. of roles to be advertised

Job Summary

Advertisement Text

Closing Period

Proposed Interview Date (if known)



Response Management: The applicants can apply for the posts advertised in both electronic mode and by mail. They shall be received and a database must be created by the Central Recruitment Committee. These applications based on the discipline/Department will be separated and sent to the respective institutions/departments for short listing.

Short-listing: In this process applications are evaluated to determine the most suitable applicants for interview. These will be the applicants that most closely match the needs as defined in the person specification.

- If an applicant doesn't meet an essential criterion they should be discounted from the short list.
- The criteria for rejection must be demonstrated on the application form.
- Two or more people should shortlist applications, preferably from diverse backgrounds.
- Ideally aim to identify more candidates to invite to interview. This ensures candidates get fair hearings from alert and interested interviews.
- If an applicant has written anything on the application that discloses a specific request or recommendation, that must not be used in the decision-making process.
- The candidates can request to see any notes made about them during the short listing stage.
- If the number of applicants meeting the essential criteria becomes difficult to manage, you can use the desirable criteria as a further screening method.

Arranging interviews:

- For Eligible Applicants, Institution/Department in-charge shall send email and also call them over phone to inviting them for interview.



- For Unsuccessful Applicants, Institution/Department in-charge shall send email and also call them over phone informing them that they have been unsuccessful.
- Applicant Feedback – If an unsuccessful applicant requests feedback constructive feedback as to why they were not short listed on this occasion shall be provided.

Conducting interview: Interviewing is the process of asking questions in order to gather evidence about a candidate's ability to fulfill the job role. An interview is the compulsory element of the selection process. This enables an informed decision to be made about who is the best person for the job. It is also an opportunity for the candidate to learn more about the job and Institution.

Procedure for Interview

Opening the interview

- Welcoming the candidate
- Introducing the panel members (name & role)
- Providing an outline agenda (including length of interview and when the candidate can ask questions)
- Informing that the panel will be taking notes

Effective questioning and listening:

- Prudent Questioning & more of listening.
- Begin the interview with less demanding questions to put the candidate at ease
- Follow the sequence of questions planned but be prepared to deviate if required

Taking notes:

- All members of the panel must take their own individual notes for each candidate
- Notes should be recorded using the Interview Record sheet



- Notes should be factual and accurate for recruiting the most suitable candidate
- The Interview Record Sheets will be kept on record for verification and audit

Closing the interview:

- Ensure all of the candidates questions have been answered
- Tell them how and when they will be informed of the outcome
- Thank the candidate for their time and interest

Decision making:

Following the interview and any other additional assessment methods that may have been incorporated into the decision making process, panelists should begin discussing each individuals performance to decide whether they are suitable for recruitment. It is important to conduct this stage properly to ensure to make an objective and sound decision.

- The members of panel should take some time to individually review their notes including any comments, scores and performance in additional selection methods that were undertaken. Panel members should then independently rank the candidates in order
- The panel should then come together to discuss each candidate's performance in relation to the person specification criteria, job description and interview record forms to compare performance
- This will enable you to discount all candidates that are not suitable for recruitment because they do not meet the criteria
- Place all candidates of a relevant discipline in a ranked order
- All panel members must agree for the ranked order.
- Once you have decided on your first choice candidate. Consider other candidates that are eligible for recruitment and rank them so that you can move quickly if your first choice candidate does not accept the job offer.



- If there are any doubts over the ability of any of the candidates to carry out the role – you should not appoint. It is better to re-advertise the vacancy and appoint the right person

Avoiding bias

In decision making process the members of panel are all potentially susceptible to unconscious bias, stereotyping and distortion. To avoid unwittingly making any potentially discriminatory decisions wide consultations and unilateral decision has to be avoided.

Making the appointment

- The Chairman of the panel (as far as possible) should contact the successful candidate by telephone, ideally on the same or next day, to offer them the job.
- The Chairman of the panel should congratulate the candidate and confirm that they have been successful candidates to the standard pre-employment checks (e.g. Qualifications, experience etc) which will be undertaken by establishment section of the Institution
- Positive and enthusiastic feedback on how well they performed need to be given.
- Discuss on potential start/joining dates
- Try to establish without pressurizing the candidate, whether they are likely to accept the offer.
- Explain that establishment section of the Institution will be in touch with them shortly to confirm the offer of employment

Communicating the outcome to unsuccessful candidates:

Unsuccessful candidates should be contacted by telephone so that accurate feedback about performance can be provided using the information recorded on the Interview Record forms within 1-2 days of the interview to confirm that they have not been successful.



Formal offer: Establishment section of the Institution will then liaise with the successful candidate regarding the terms and conditions of employment, any contractual issues and their start date etc.

Induction: The Departmental/Faculty Induction should consist of pre-arrival activities (greetings procedures, physical arrangements, ICT services, induction activities and an induction pack).

- A personalized Induction Timetable
- Information about the Faculty/Corporate Department strategic objectives, structure, etc
- Any relevant departmental policies and procedures
- Any other information appropriate to the Faculty/ Department and staff member's role
- Depending on what is most appropriate, this could be a hard copy pack or references to key documents.



2. Pay and promotion

Recommendations for fixing the salary for appointing faculty positions in Sree Vidyanikethan Engineering College.

Engineering :

A. Assistant Professor: M.Tech (Fresher) from the reputed institutions like IISc, IITs, NITs and Central Universities.

Salary: Full Scale (UGC VI pay) applicable as on date of appointment. At present Rs. 34776/- (Basic Pay Rs.15600+AGP Rs.6000/-+DA 51%+HRA 10%)

B. Assistant Professor: M.Tech (Fresher) from any institution as decided by the scrutinizing committee.

Salary: First Year Rs. 26,040/-; Second Year Rs. 32,400/-

For Meritorious candidates based on performance, shall be placed in scale from 2nd year onwards

C. Associate Professor: Ph.D (Fresher) from the reputed institutions like IISc, IITs, NITs and Central Universities.

Salary: Total emoluments Rs. 100,000/-

D. Associate Professor: Ph.D (Fresher) from any institution (UGC recognized) as decided by the scrutinizing committee.

Salary: Rs. 80,000/-.

E. Professor: 5 years experience after Ph.D and should have overall experience 10 years. (Ph.D from the reputed institutions like IISc, IITs, NITs and Central Universities.

Salary: Total Emoluments between Rs. 1,30,000/- to 1,50,000/-

F. Professor: 5 years experience after Ph.D and should have overall experience 10 years. Ph.D. from any institution (UGC recognized) as decided by the scrutinizing committee.

Salary: Total Emoluments Between Rs. 1,00,000/- to 1,25,000/-

Approved
M. Srinivas
25-7-2015

V. Srinivas



P.C. Srinivas

Basic Sciences & Humanities:

A. **Assistant Professor:** Post Graduate (Fresher) in the respective discipline from the reputed institutions (UGC Recognized Universities).

Salary:

First Year	:	Rs. 23,400/-
Second year	:	Rs. 26,040/-
Third year	:	Rs. 29,000/-
Fourth year	:	Rs. 32,400/-
Fifth Year	:	Full Scale (At present Rs. 34776/-)

B. **Assistant Professor:** Ph.D (Fresher) in the respective discipline from the reputed institutions (UGC Recognized Universities).

Salary:

First Year	:	Rs. 32,400/-
Second Year	:	Full Scale (UGC VI pay) applicable as on date of appointment (At present Rs. 34776/-, Basic Pay Rs.15600+AGP Rs.6000/-+DA 51%+HRA 10%).

C. **Assistant Professor (SL):** Ph.D with 5 years experience

Salary: Full Scale as per the norms and as fixed by the Management from time to time

D. **Associate Professor:** Ph.D with 10 years experience

Salary: Full Scale as per the norms and as fixed by the Management from time to time

E. **Professor:** Ph.D with 13 years experience

Salary: Full Scale as per the norms and as fixed by the Management from time to time

Approved
Mohammed
25-7-2015



3. Performance evaluation

Faculty Performance Appraisal and Development System (FPADS)

The performance of each faculty is evaluated every year through a comprehensive self-appraisal system.

The parameters in the system are:

1. Teaching – Learning and Evaluation
 2. Research Contributions
 3. Administrative Assignments
 4. Professional Upgradation
 5. Student development activities
 6. Personality attributes
- The parameters are used to evaluate faculty with different weightage for Assistant Professor, Associate Professor and Professor.
 - The individual faculty furnishes his details in the respective format and is submitted to the Head of the Department (HOD).
 - The HOD reviews the entire inputs with thorough verification of data and writes his appraisal on the concerned faculty before forwarding to the Principal.
 - The Principal constitutes a committee of three senior teachers for validation of data submitted.
 - The score achieved by each faculty is communicated to the HOD.
 - The faculty scoring less than the threshold score are counseled for improvement and recommended to attend the development programs.



SELF APPRAISAL (GUIDELINES)

Category	Guidelines
I. TEACHING LEARNING AND EVALUATION	
1. Students feedback	a. if the student feedback is above 90% (5) b. if the student feedback is above 80% (4) c. if the student feedback is above 70% (3) d. if the student feedback is above 60% (2) e. if the student feedback is above 50% (1)
2. Classes handled as per the lesson plan	a. if the no. of classes handled with deviation of only 2% (5) b. if the no. of classes handled with deviation of only 4% (4) c. if the no. of classes handled with deviation of only 6% (3) d. if the no. of classes handled with deviation of only 8% (2) e. if the no. of classes handled with deviation of only 10% (1)
3. Mid term papers evaluated and submitted to the department	a. evaluated, tabulated, verified and submitted within 3 days (5) b. not submitted within 3 days (0)
4. Pass % of students in the University/End examinations (average % pass of all the theory subjects handled)	% pass is more than 90 (5) % pass is between 80- 89 (4) % pass is between 70- 79 (3) % pass is between 60 - 69 (2) % pass is between 50 - 59 (1)
II. ADMINISTRATIVE WORK	
Involvement of the faculty in administrative work (Highlight the important activities such as Accreditation assignments, result analysis committee, library committee, student discipline committee, Time Table coordination, NIVA coordination, Examination works or any other assignments).	Excellent (5) Good (3) Fair (1) Please Specify:
III. STUDENT ACTIVITIES	
1. Mentoring of students	a. Counseling the students 4 times in a semester and reports to head about the progress of the students (3) b. Counseling the students 3 times in a semester and reports to head about the progress of the students (2) c. Counseling the students 2 times in a semester and reports to head about the progress of the students (1)
2. Involvement in the student professional organization	a. Yes (3) b. No (0)
3. Guiding Students for Carrying out Project Works/Model Preparation other than Academic Projects	a. Guiding Minimum of TWO batches of students(3) b. Guided ONE batch of students(1)



Category	Guidelines
IV. PROFESSIONAL UPGRADATION	
1. Conferences/Seminars/Workshops attended by the faculty	a. Attended 2 conferences/seminars/workshops (3) b. Attended 1 conference/seminar/workshop (1) c. Not attended any conferences/seminar/workshop (0)
2. Short-term courses attended by the faculty	a. Attended two week short term training programme (5) b. Attended one week short term training programme (4) c. Attended two 2/3 day short term training programme (3) d. Attended one 2/3 day short term training programme (2) e. Not attended any short term training programme (0)
3. Organizing sponsored seminars/workshops/conferences	Organized (5)
4. Organizing sponsored Add-on Courses / Bridge Courses	a. Organized One week Course (5) b. Organized Three day Course (4) c. Organized Two day Course (2) d. Organized One day Course (1)
5. Awards/certifications/recognitions	Awards from professional societies (3) Certifications from Microsoft, CCNA, 6 sigma etc (3) Recognitions from reputed national and International Institutions (3)
6. Guest Lectures/Chairing Sessions in Conference	Chief Guest to Functions(3) Chairperson of Sessions/Keynote Speaker(3) Guest Speaker/Expert(3) None(0)
7. Interaction with Industry	a. MoUs signed with any industry(3) b. Arranged Industry visits/site visits to the students(3) c. Invited Industry Personal to give expert talk in the college(3) d. None(0)
V. PERSONALITY FACTORS	
1. Initiative and drive at work place Helps the head in administrative activities etc..	a. Yes (3) b. No (0) please specify supportive activities
2. Ability to work with other members Class adjustments, laboratory support etc...	a. Yes (3) b. No (0)
VI. RESEARCH ACTIVITIES	
1. Research papers presented in conferences organized by IEEE/ACM/ASME/ASCE/CSI/other societies	a. Two research papers presented in international conferences (5) b. One International conference and one national conference papers presented in reputed conferences (4) c. Two papers presented in national conferences (3) d. One paper presented in national conference (2)



Category	Guidelines
2. Journal paper publications (ACM, IEEE, ASME, ASCE, Elsevier, Scopus indexed journals, Springer etc)	<ul style="list-style-type: none"> a. One paper published in reputed journal impact factor more than 1 (5) b. One paper published in reputed journal with impact factor less than 1 (4) c. One paper published in reputed national journal (3)
3. Research grants from agencies received	<ul style="list-style-type: none"> a. Received more than Rs. 15 lakhs as research grant (5) b. Received more than Rs. 10 lakhs as research grant (4) c. Received more than Rs. 5 lakhs as research grant (3) d. Received the grant Rs. less than Rs. 5 lakhs (2) e. prepared the proposal and communicated (1)
4. Consultancy	<ul style="list-style-type: none"> a) generated more than Rs. 2 lakhs per annum (5) b) generated more than Rs. 1.5 lakhs per annum (4) c) generated more than Rs. 1.0 lakh per annum (3) d) generated more than Rs. 0.5 lakh per annum (2) e) less than Rs. 50,000 (1)
5. Patents	<ul style="list-style-type: none"> a) Patent Obtained (5) b) Patent registered (3)
6. Books Published (Mc. Graw Hill, Wiley Eastern, EEE, Pearson etc)	<ul style="list-style-type: none"> a) Published a reference book from a standard publisher (5) b) Published a prescribed text book (3)
7. Ph. D thesis evaluator	Evaluated Ph. D thesis of other universities/colleges (5)
8. Reviewer of the National/ International Journal	<ul style="list-style-type: none"> a) Reviewer of an International Journal (5) b) Reviewer of a National Journal (4) c) Reviewer of an International conference (3) d) Reviewer of National Conference (2)



4. Incentives

Introduction:

The College has made the policy of recognizing the meritocracy and performance of the members of faculty through a scheme of incentives in the areas of research, publishing and teaching quality.

Objectives:

- To increase motivation among the faculty to perform better
- To Increase loyalty among employees for the organization and service
- To increase productivity in the specified performance domains of teachers
- To decrease attrition in faculty numbers

Process:

- The Head of the Department collects the self appraisal of the faculty annually on parameters - Teaching Learning and Evaluation; Administrative Work; Student Activities; Professional upgradation; personality Factors; Research Activities.
- The Head of the Department appends his comments on the performance of the faculty and submits all the performance appraisal reports to the principal.
- The Principal appoints a validation committee comprising of three senior professors of the College and elicits the list of faculty deserving incentives based on the institution guidelines.



Guidelines:

Incentives for Teaching Quality based on Results achieved:

Cash Award for achieving 100% results in theory subjects
... Rs. 2,000/-

Cash Award for achieving more than 95% and less than 100% results in theory subjects
... Rs. 1,000/-

Incentive for Publishing Technical Book:

Publishing Technical Book ... Rs. 5,000/-

Incentives for Research Publication in Journals:

Faculty member is 1st author of International Refereed Journal
... Rs. 5,000/-

Faculty member is 2nd author of International Refereed Journal
... Rs. 2,500/-

Faculty member is 1st author of National Refereed Journal
... Rs. 2,500/-

Faculty member is 2nd author of National Refereed Journal
... Rs. 1,000/-



Incentives for Research Projects

The following guidelines are followed for giving research incentives:

For Projects with provision for Institutional overhead charges

Research Projects where there is a provision for institutional overhead charges, the Principal Investigator of the Project will be given an incentive equivalent to 50% of overhead charges by the Management.

For Projects without provision for Institutional overhead charges

Research Projects where there is no provision for institutional overhead charges, the Principal Investigator of the Project will be given one time incentive at the rate of 2% of Project amount sanctioned.



5. Leave rules



SREE VIDYANIKETHAN ENGINEERING COLLEGE

Sree Sainath Nagar, Tirupati - 517 102, A.P.

LEAVE RULES

1. GENERAL

- a) These rules shall be called "**Sree Vidyanikethan Engineering College, Leave rules**".
- b) They shall be deemed to have come into force with effect from 1st June 1998. They shall be applied to all the employees of the College.
- c) "Employee" fits into any of the following categories.
 - i) Appointed on ad-hoc/temporary basis.
 - ii) Regular Employee appointed against an approved post and who is on probation.
 - iii) Regular employee, whose probation has been declared.
- d) A leave account shall be maintained for each employee in the appropriate form.
- e) Leave is earned by "Duty" only. Duty for the purpose of leave includes.
 - i) Any period of absence on casual leave and special casual leave.
 - ii) Any period of absence on Public Holidays whether in combination with casual leave or when permitted to be prefixed or suffixed to leave under these rules.
 - iii) Any period of absence during vacation either during a continuous period spent on duty or when permitted to be either prefixed or suffixed to leave under these rules.
- f) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.
- g) The sanctioning authority may recall an employee to duty before the expiry of his/her leave.
- h) Unauthorized absence from duty may be treated as misbehavior involving disciplinary action.



- i) An employee on leave shall not take up any service or accept any employment without the prior sanction of the appointing authority.
- j) Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner/Asst. Civil Surgeon, in the panel of experts approved by the Governing Council. No Employee who has been granted leave on medical grounds may return to duty without producing a medical certificate of fitness.
- k) Leave on loss of pay, half pay leave, and earned leave cannot be availed for a period of less than three days.
- l) An employee who leaves his place of duty during vacation is liable to be recalled.
- m) The principal shall be the authority competent to grant leave to all employees. In the case of the Principal, Chairman of the Governing Council or his nominee will be the authority to sanction leave.
- n) An employee cannot return to duty before the expiry of leave sanctioned to him unless he is permitted by the competent authority to do so.

2. CASUAL LEAVE (CL)

- a) Casual leave will be admissible to an employee of the college for a total period not exceeding 15 days in a calendar year. If any employee joins the college in the middle of the calendar year, the quantum of casual leave admissible to him/her will be on prorata basis. It may be granted for a period not exceeding 10 days at a time, including holidays. Any balance period of casual leave shall lapse with the calendar year.
- b) Casual leave should not be combined with any kind of regular leave discussed in the following sections or with vacation.
- c) Casual leave required advance sanction and the employee has to make alternative arrangements for his/her work.

3. SPECIAL CASUAL LEAVES (SCL)

- a) Special casual leave for a total period not exceeding 10 days in an academic year may be granted to a Regular Employee of the college towards any of the following.



- i) When an employee attends seminars/symposia/workshops etc., organized by institutions of national and international repute.
 - ii) When the employee is prevented from attending to his/her duties on account of prevalence of any infectious disease in his/her house. No SCL is admissible when the employee is infected himself/herself.
 - iii) When the employee is prevented from attending his/her duties for want of transport facilities owing to a local or regional or state-wise "Bandh" or the like.
 - iv) When the employee undergoes sterilization operation under the family planning scheme, once during the service period, subject to the production of a medical certificate.
 - v) When a male employee's wife undergoes a non-peripheral tubectomy operation under the family planning scheme.
- b) Special casual leave cannot be combined with ordinary casual leave or with any other leave or with vacation.

4. EARNED LEAVES (EL)

- a) The teaching staff, whose services are regularized shall be eligible for vacation limited to 45 days in an academic year. In case of employees appointed in the middle of the academic year, they shall be eligible for vacation proportionately. Vacation may be declared for a minimum period of 15 days including holidays and Sundays.
- b) The teaching staff whose probation has been declared shall be credited with 3 days of Earned Leave for every year of completed service from the day of declaration of probation.
- c) When the employee is not allowed to avail a part or whole of vacation for the benefit of the college, additional Earned Leave shall be credited at the rate of one day for every two days of vacation that he/she was deprived of.
- d) The Regularized Non-Teaching Staff may avail vacation limited to 15 days in not more than two stretches.
- e) In addition to the above, the Non-Teaching Staff, whose probation has been declared, shall be eligible for Earned Leave of one day for every 22 days of service from the day of declaration of probation.



- f) An employee will however, can have a maximum Earned Leave of 240 days to his/her credit at any given time.
- g) Vacation may be taken in combination with or in continuation of Earned Leave, half-pay leave and extra-ordinary leave provided that the total duration of vacation and leave shall not exceed 120 days.
- h) The grant of Earned Leave at a time shall not exceed 120 days. The competent authority for special reasons may however, relax this limit.

5. MEDICAL LEAVES (ML)

- a) Medical Leave admissible to an employee, whose probation has been declared, will be 10 days for each completed year of regular service. However, the employee may avail twice as many days with half-pay.
- b) Medical Leave may be granted to an employee based on the Medical Certificate obtained from any of the doctors in the panel of doctors approved by the College Authorities.
- c) Medical Leave can be accumulated up to maximum of 120 days in the entire service.

6. EXTRA-ORDINARY LEAVES (EOL)

- a) Extra-ordinary Leave may be granted in the special circumstances at the discretion of the Management for the purpose of attending to illness in the immediate family and for the purpose of improving the academic/professional qualifications of the employee.
- b) Such leave is not debited against any leave account. No salary is admissible during such leave.

7. LEAVE ON DUTY (LOD)

- a) Leave on Duty, not exceeding 15 days in an academic year may be granted to teaching staff for academic purposes such as an external.

Examiner of a practical examination/spot evaluation/attending Board of Studies Meeting relating to the affiliated university of the College.

- b) Leave on Duty may not be granted during the vacation period.



8. MATERNITY LEAVES

- a) Maternity Leave is admissible only to women employees appointed on regular basis.
- b) The leave may be sanctioned up to 30 days on full pay and half-pay for another 30 days.
- c) The leave is not admissible in case of an employee, who has two or more surviving children.

9. LEAVE SALARY

- a) An employee on Earned Leave is entitled to Leave Salary equal to the pay drawn in his/her post before the day the leave commences.
- b) An employee on half-pay leave is entitled to leave salary equal to half the rates of pay in (a) above.
- c) An employee on extra-ordinary leave is not entitled to any Leave Salary.



6. Code of conduct

CODE OF CONDUCT OF SENIOR FUNCTIONARIES



SREE VIDYANIKETHAN ENGINEERING COLLEGE (AUTONOMOUS)

(Approved by AICTE, Accredited by NBA, New Delhi and NAAC, Bengaluru
Affiliated to JNTUA, Anantapuramu)
Sree Sainath Nagar, A. Rangampet, Chandragiri Mandal,
Chittoor Dist., Andhra Pradesh – 517 102
www.vidyanikethan.edu



Responsibilities of Chief Executive Officer

The Chief Executive Officer report to the Chairman Sree Vidyanikethan Educational trust and he is responsible for

- Leading the statutory Governing Body to formulate strategic plan and continuous monitoring of the attainment of short and long term goals
- Heading the Governing Body sub-committee on recruitment of members for statutory committees from premiere academic institutions, industry and public
- Planning and development of physical infrastructure for academic and administrative units
- Financial management of the group institutions to maximize the internal revenue generation through enhanced student intake and investments from financial institutions
- Business Process Owner for enhanced and effective administration through automation of institutional operations through an indigenously developed Enterprise Resource Planning software – NIVA
- Human Resource Planning and recruiting top academic administrators and senior management functionaries
- Engagement with foreign educational institutions, premiere national institutions and industry for collaborations and tie-ups
- Creating resources for infrastructure and opportunities for maker's space, tinker labs and clubs for holistic student development
- Directing Institutional Social Responsibility through 'Army Green' for the transformation of rural neighborhood into smart villages



Head of the Institution

Code

- Make Ethical Decisions
- Honor Commitments
- Abide By Laws
- Maintains Professional Boundaries
- Objective Leadership
- Honesty
- Compliance to Norms and Standards

Professional commitment

1. Leadership:

- Development, alignment and execution of strategic plan
- Monitoring the curriculum implementation
- Instructional and evaluation strategies
- Motivation

2. Culture:

Engineering College

Development and nurturing a balanced, rigorous, positive and safe culture among the stakeholders

3. Human resource management:

Quality faculty and staff

- Recruitment,
- Orientation,
- Development,
- Evaluation, and
- Retention



4. **Organizational Management:**

- Support, manage, and oversee the operations
- Optimal use of resources of the Institution

5. **Communication and Relations**

Communication, collaboration and engagement with stakeholders

6. **Professionalism**

- Demonstrate behavior consistent with legal, ethical, and professional standards
- Engage in continuous professional development
- Contribution to the profession.

7. **Student Progress**

Foster student 360 degree development in line with vision and mission of the Institution.

8. **Regulatory compliance:**

Ensure that information is provided to all regulatory agencies pertaining to the institution timely.

Engineering College



Dean (Academics)

Code

- Make Ethical Decisions
- Honor Commitments
- Maintains Professional Boundaries
- Compliance to Norms and Standards

Professional responsibilities

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.**



Responsibilities of Dean (International Student Affairs)

- Facilitate academic partnerships with global institutions/Agencies for student recruitment
- Interface with other internal entities to facilitate the visits of delegations and students coming to SVEC
- Promote relationships between foreign universities and institutions and SVEC through appropriate Memoranda of Understanding (MoUs) for joint educational programs
- Partner with other Universities abroad and to enhance collaborative research
- Promote exchange programs for students through Student Exchange Agreements with partner institutions.
- Co-ordinate with principal, Dean, Academics and Dean, Students Affairs in deciding policy matters of students participating in Foreign University Exchange programs.
- Interface with the Ministry of Human Resources Development, Ministry of External Affairs, and Ministry of Home Affairs, Government of India, and State Government Offices on all matters pertaining to international student affairs and other relations.



Responsibilities of Dean (Training and Placement Officer)

- Organize comprehensive and continuous in house placement related training programs for students
- Organize lectures from experts on personality development and soft skills
- Arrange short term campus readiness training with expert agencies just before the placement season
- Liaise with agencies for student certifications and internships
- Correspond with prospective recruiters for placements and build an effective network of potential recruiters and maintain a comprehensive database
- Explore hiring opportunities in core companies for students
- Eliciting the feedback from recruiters during placements and share the same with students and HoDs
- Co-ordinate with Heads of the Department on campus recruitment training, Mock Interviews and Assessments.
- Co-ordinate with Training & Placement co-coordinators, Administrative staff, and HoDs for logistics arrangement, facilities for campus interviews and smooth execution of placements
- Timely receipt of offer letters/appointment letters after completing the interviews
- Distribute appointment letters and collect acceptance letters from the students and handover/ dispatch to employees
- Invite industry experts and Alumni for interactive sessions with students
- Update the institute Website and the placement brochure



Controller of Examinations

Code

- Make Ethical Decisions
- Abide By Laws
- Honesty
- Compliance to Norms and Standards

Professional Responsibility:

Responsibilities:

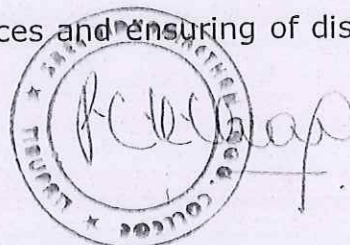
The Controller of Examinations (COE) is responsible for conducting examinations, implementation of evaluation methodologies, processing of results, issue of grade sheets and he reports to the Principal, who is the Chief Controller of Examinations. COE is assisted by Additional Controllers of Examinations (ACE) for UG, PG, External and Technical support. Also technical and secretarial staff assists the COE in the examination section. The COE is responsible for the maintenance of confidentiality in the functioning of the examination section.

Duties:

- Year/Semester End Question Paper Correspondence.
- Question Bank Preparation.
- Payments to the Question Paper Setters.
- Issue of Examination Notifications and Timetables
- Conduction of Examinations
- Generation and Distribution of Question Paper on the day of Examination.
- Collecting comments on question papers from the departments.



- Safe Custody of Encoded Answer Scripts.
- Handing over and Collection of Answer Scripts at Spot Valuation Center.
- Making payments at Spot Center.
- Estimation and Procurement of Stationery for Internal and External Year/Semester End examinations.
- Preparation of Annual Budget for Examination Section.
- Submitting the requirements for the upgradation of Examination Section.
- Procurement (Design and Printing) of Grade Sheets, Provisional Certificates, Consolidated Grade Sheets.
- Organizing the Results Committee meetings and Publishing of Results.
- Organizing the Malpractice Redressal Committee meetings to resolve the malpractice issues.
- Issue of Notification for Revaluation/Recounting/Personal Verification. **Engineering College**
- Getting scripts Re-Valued.
- Printing and Issue of Grade Sheets, Consolidated Grade Sheets and Provisional Certificates.
- Publishing Final Results of Examinations
- Organizing Graduation Day
- Making correspondence to JNTUA in all the aspects.
- Making correspondence to SBTET, AP in all the aspects.
- Issue of Duplicate Grade Sheets, Consolidated Grade Sheets, Provisional Certificates and Transcripts.
- Addressing the Students grievances and ensuring of discipline in conduction of examinations.



- Conducting of Examinations of other institutions (GATE, AIEEE, GAT, SRMEE, APPSC, TTD, SBI, IBPS etc).
- Providing service to the organizations in setting question papers and conducting spot valuation.
- Maintenance and Repairs of Electronics and Reprographic Equipment
- Maintenance and Repairs of Examination Section Vehicle
- Maintenance of Accounts related to Examination Section, Stock of Equipments and Stationery through ledger and daybook.
- Maintenance and Adherence of Examination Section Staff Establishment rules.
- Execution of duties assigned by the Chief Controller of Examinations time to time.

SREE
VIDYANIKETHAN
Engineering College



Head of the Department (HOD)

Code

- Make Ethical Decisions
- Honor Commitments
- Maintains Professional Boundaries
- Compliance to Norms and Standards

Professional 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 extracurricular 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.



Responsibilities of IIC Coordinator

The coordinator of IIC is responsible to liaise with industry for the following activities and systems as follows

- Identifying experts from industry and their Participation in curriculum development
- Study the feasibility of offering educational and training programs in partnership with Industry and follow-up for implementation
- Explore opportunities for offering research, development, consultancy and testing services to solve industrial problems with the help of special interest groups.
- Invite industry and for setting up of R&D Laboratories at the Institute
- Arranging for in-plant training for faculty to acquaint them with the current Industrial practices
- Liaise with industry for generating sponsorship for Professional Chairs at the Institute.
- Organizing Workshops and conferences with joint participation of the faculty and the industry
- Inviting experts from Engineering & Technology, business and corporate to deliver lectures and networking.
- Arranging for in plant training /Internships/Industrial visits for the students
- Organizing outreach activities with joint participation of the Institution and Industry
- Exploring opportunities to promote Technology Entrepreneurship for social needs with industry participation for contributing to the economic growth of the Nation.



Responsibilities of IQAC Coordinator

- Seek inputs from Principal, members of Internal Quality Assurance Cell and other senior academicians in
 - Development of quality benchmarks and their application
 - Identifying parameters for various academic and administrative activities of the institution;
 - Facilitating the creation of a learner-centric environment conducive to quality education and faculty development
- Coordinate the collection and analysis of feedback from all stakeholders on quality-related processes of the Institution
- Arrange for dissemination of information on various quality parameters to all stakeholders through development programs and information brochures
- Assist the Principal in organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Ensure the documentation of the various programs / activities leading to quality improvement;
- Coordinate with NIVA team for development and maintenance of institutional database for monitoring institutional quality;
- Schedule the conduct of Academic and Administrative Audit Periodically and follow up for implement of recommendations and remedial action suggested
- Assist principal in preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.



Duties and Responsibilities of the Librarian

The main duties and responsibilities of the librarians are as follows

- Formulate and administer - policies, rules and regulations for the complete use of the library.
- Prepare and execute the annual budget of the library.
- Selection, acquisition, classification, cataloguing and maintenance of the library documents
- Providing the various types of services of the library
- Preparing the agenda for the Library committee meeting, to issue the library committee meeting notice and to keep the minutes of the library committee meeting.
- Apprising the Principal periodically on the issues pertaining to the Library
- Represent Library in all relevant institutional statutory bodies and committees



Duties & Responsibilities of the Finance Officer

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.



Senior Administrative Officer (SAO):

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 initialed and sent to the Principal.

SAO is not responsible under any circumstances for any academic issues

Duties include:

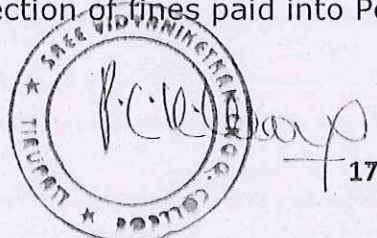
Logistics:

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

Accounts:

- 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.

Student Affairs

- 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.



Scholarships

- a) All student social welfare 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.

Dispatch / Records:

- a) Receiving of Tapal, numbering and distribution
- b) Dispatch of letters of the College
- c) Maintenance of Postal Stamp A/C.
- d) Maintaining Stationery A/c and issue to the office and Departments. Maintenance of Stock registers, Indent for Stationery.



Network Manager

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

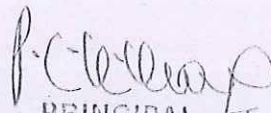
In addition to the above duties and responsibilities, the Network Administrator shall undertake any work assigned by the Trust from time to time



Responsibilities of Assistant Professor

- Develop and execute inventive instructional methods.
- Build up methods in improvising the performances of the student.
- Create, innovate and implement co-curricular activities and programs that help in student career-enhancement.
- Organize and actively participate in all activities of the department and college.
- Serve for various functional activities conducted by departmental committees.
- Support and aid the senior professors and Head of the department in their functions and tasks.
- Publish research works or findings in academic books or journals.
- Grade papers and tests, prepare exercises, lessons and lab experiments for the students.
- Teach graduate as well as the undergraduate students within their field of expertise.




PRINCIPAL
SREE VIDYANIKETHAN ENGINEERING COLLEGE
(AUTONOMOUS)
Sree Sainath Nagar, A. RANGAMPET
Chittoor (Dist.) - 517 102, A.P., INDIA

Dt :02-07-2018

Amendment to Maternity Leave Rule

The Members of the Governing body have approved the amendment to the Maternity Leave Rule in the 21st Governing Body held on 29th June, 2018. The extract of the minutes related to Maternity Leave Rule is given below:

- a) Maternity Leave is admissible only to women employees appointed on regular basis.
- b) The leave may be sanctioned up to 180 days i.e. 90 days on full pay and another 90 days on loss of pay.
- c) The leave is not admissible in case of an employee, who has two or more surviving children.





(Dr. P. C. KRISHNAMACHARY)

Principal & Member Secretary, Governing Body

PRINCIPAL
SREE VIDYANIKETHAN ENGINEERING COLLEGE
(AUTONOMOUS)
Sree Sainath Nagar, A. RANGAMPET
Tirupati (Dist.) - 517 102, A.P., INDIA.