



# **HUMAN RESOURCES POLICY**

**SREE VIDYANIKETHAN ENGINEERING COLLEGE  
(AUTONOMOUS)**

**Sree Sainath Nagar, Tirupati – 517 102.**

# **HUMAN RESOURCES POLICY**

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# **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 2<sup>nd</sup> 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  
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## 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
<b>I. TEACHING LEARNING AND EVALUATION</b>	
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)
<b>II. ADMINISTRATIVE WORK</b>	
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:
<b>III. STUDENT ACTIVITIES</b>	
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
<b>IV. PROFESSIONAL UPGRADATION</b> 1. Conferences/Seminars/Workshops attended by the faculty  2. Short-term courses attended by the faculty  3. Organizing sponsored seminars/workshops/conferences  4. Organizing sponsored Add-on Courses / Bridge Courses  5. Awards/certifications/recognitions  6. Guest Lectures/Chairing Sessions in Conference  7. Interaction with Industry	c. None(0)  a. Attended 2 conferences/seminars/workshops (3) b. Attended 1 conference/seminar/workshop (1) c. Not attended any conferences/seminar/workshop (0)  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)  Organized (5)  a. Organized One week Course (5) b. Organized Three day Course (4) c. Organized Two day Course (2) d. Organized One day Course (1)  Awards from professional societies (3) Certifications from Microsoft, CCNA, 6 sigma etc (3) Recognitions from reputed national and International Institutions (3)  Chief Guest to Functions(3) Chairperson of Sessions/Keynote Speaker(3) Guest Speaker/Expert(3) None(0)  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)
<b>V. PERSONALITY FACTORS</b> 1. Initiative and drive at work place Helps the head in administrative activities etc..  2. Ability to work with other members Class adjustments, laboratory support etc...	a. Yes (3) b. No (0) please specify supportive activities  a. Yes (3) b. No (0)
<b>VI. RESEARCH ACTIVITIES</b> 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"> <li>a. One paper published in reputed journal impact factor more than 1 (5)</li> <li>b. One paper published in reputed journal with impact factor less than 1 (4)</li> <li>c. One paper published in reputed national journal (3)</li> </ul>
3. Research grants from agencies received	<ul style="list-style-type: none"> <li>a. Received more than Rs. 15 lakhs as research grant (5)</li> <li>b. Received more than Rs. 10 lakhs as research grant (4)</li> <li>c. Received more than Rs. 5 lakhs as research grant (3)</li> <li>d. Received the grant Rs. less than Rs. 5 lakhs (2)</li> <li>e. prepared the proposal and communicated (1)</li> </ul>
4. Consultancy	<ul style="list-style-type: none"> <li>a) generated more than Rs. 2 lakhs per annum (5)</li> <li>b) generated more than Rs. 1.5 lakhs per annum (4)</li> <li>c) generated more than Rs. 1.0 lakh per annum (3)</li> <li>d) generated more than Rs. 0.5 lakh per annum (2)</li> <li>e) less than Rs. 50,000 (1)</li> </ul>
5. Patents	<ul style="list-style-type: none"> <li>a) Patent Obtained (5)</li> <li>b) Patent registered (3)</li> </ul>
6. Books Published (Mc. Graw Hill, Wiley Eastern, EEE, Pearson etc)	<ul style="list-style-type: none"> <li>a) Published a reference book from a standard publisher (5)</li> <li>b) Published a prescribed text book (3)</li> </ul>
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"> <li>a) Reviewer of an International Journal (5)</li> <li>b) Reviewer of a National Journal (4)</li> <li>c) Reviewer of an International conference (3)</li> <li>d) Reviewer of National Conference (2)</li> </ul>



## **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 1<sup>st</sup> 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](http://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.

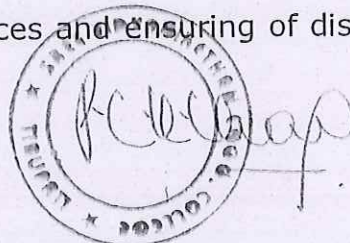
#### Duties:

- 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.



P. Chellappa  
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- 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.

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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:

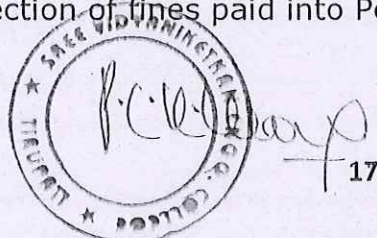
Logistics:

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.



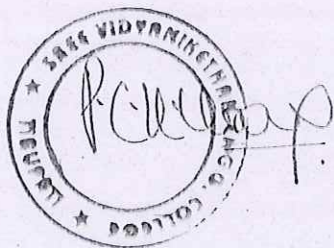


## Scholarships

- 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

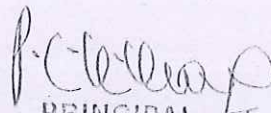
**In addition to the above duties and responsibilities, the Network Administrator shall undertake any work assigned by the Trust from time to time**



## 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 21<sup>st</sup> Governing Body held on 29<sup>th</sup> 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  
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