

# **I. Policy Documents**

# CODE OF CONDUCT OF GOVERNING BODY



## **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)





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## Need for good governance system:

Independent and fully empowered governing body to

- Support the stated Vision, mission and objectives
- Foster a stimulating environment and culture to attract talented faculty
- Nurture a culture of innovation that improves productivity and support the sustainability and development of the institution
- Forge global, national and local collaborations with academic partners, research and industry to realize the Vision
- Develop a coherent strategy and a sustainable growth development path

### Preamble:

Engineering Education in India is the most sought after for career avenues for a large number of students. Improving the learning outcomes of the students and enhancing their employability skills are the major parameters that challenge the Institution. The effective governance at all levels is one of the most important keys to the improvement of the quality of learning, teaching and research outcomes of an Institution. The Good Governance Guidelines provide vital directions and indicators to the Governing Body of Sree Vidyanikethan Engineering College for enhancing the effectiveness and performance and to provide overall satisfaction to all the stakeholders. Through this, the Governors will have the opportunity to directly participate and monitor the key institutional functions such as developing Institutional Mission, strategic planning, quality





standards and quality assurance, accountability and performance, employer engagement, industry interface and stakeholder interaction.

'Good governance creates a sound, ethical and sustainable strategy, acceptable to the Institution as a whole and to other key stakeholders.'

'Good governance oversees the implementation of such strategy through well-considered processes in an open, transparent and honest manner.'

'Good governance is essential to the grant or assertion of Autonomy. Boards of Governors, by embracing good governance approaches, accept, unequivocally, their own collective and individual responsibilities.'

'Good governance facilitates decision-making that is rational, informed, and transparent which leads to organizational efficiency and effectiveness that supports and fosters the development of high quality education and research.'

*- World Bank Working Paper 190: Governance of Technical Education in India*

Hence the Governing Body of Sree Vidyanikethan Engineering College has determined to formulate this Good Governance and Leadership Guidelines for effective implementation in its quest for excellence.

### **Scope of Good Governance**

The benefits of good governance are demonstrated through:

- Integrity in appointments at all levels, both external and internal



- Strong leadership and management skills in all of the places where they are needed
- Processes in place for monitoring the quality of teaching and learning, and within institutions for improving that quality with appropriate student involvement
- Processes in place to deliver improvements in research quality
- Lean and competent administration
- Robust and transparent financial systems, especially regarding procurement, and strong internal and external audit
- Effective and transparent mechanisms to determine remuneration at all levels
- Strong human resources processes such as appraisal, development and dealing with poor performance
- Effective student support arrangements
- Student participation in management and governance at all levels
- Contribution to better performance in accreditation
- Focused awareness of institutional outputs, especially increased employability.

### References:

1. *TEQIP Good Practice Guide for Governing Bodies -December 2012*
2. *NBA Accreditation Manual*
3. *NAAC Accreditation manual*



4. *Report of the Central Advisory Board of Education (CABE) Committee On Autonomy of Higher Education Institutions - June 2005*

5. *Report on Renovation and Rejuvenation of Higher Education - 2008*

### **Genesis of the Institution:**

Sree Vidyanikethan Engineering College was established in the year 1996 by Sree Vidyanikethan Educational Trust under the stewardship of Dr. M. Mohan Babu, a renowned Movie Artiste & Producer and formerly a Member of Parliament (Rajya Sabha) with the noble objective of promoting Technical Education in the backward region of Rayalaseema.

### **Vision:**

To be one of the Nations's premier Engineering Colleges by achieving the highest order of excellence in teaching and research.

### **Mission:**

- To foster intellectual curiosity, pursuit and dissemination of knowledge.
- To explore students' potential through academic freedom and integrity.
- To promote technical mastery and nurture skilled professionals to face competition in ever increasing complex world.





## Quality Policy:

Sree Vidyanikethan Engineering College strives to establish a system of quality assurance to continuously address, monitor and evaluate the quality of education offered to students, thus promoting effective teaching processes for the benefit of students and making the College a Centre of Excellence for Engineering and Technological studies.

## Approval:

The programs run by the Institution are approved by All India Council for Technical Education (AICTE), New Delhi.

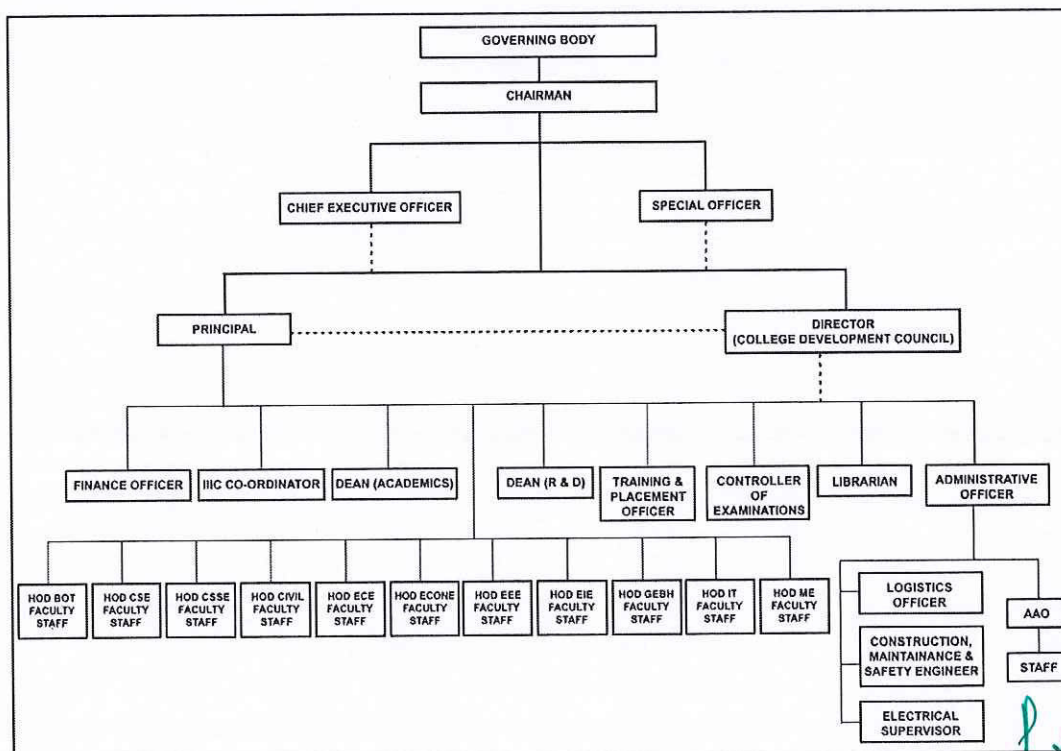
## Affiliation:

The Institution is affiliated to the Jawaharlal Nehru Technological University Ananthapur, Anathapuramu

## Autonomy:

The Institution was conferred Autonomy by UGC, New Delhi and JNTUA Ananthapuramu w.e.f. 2010-2011

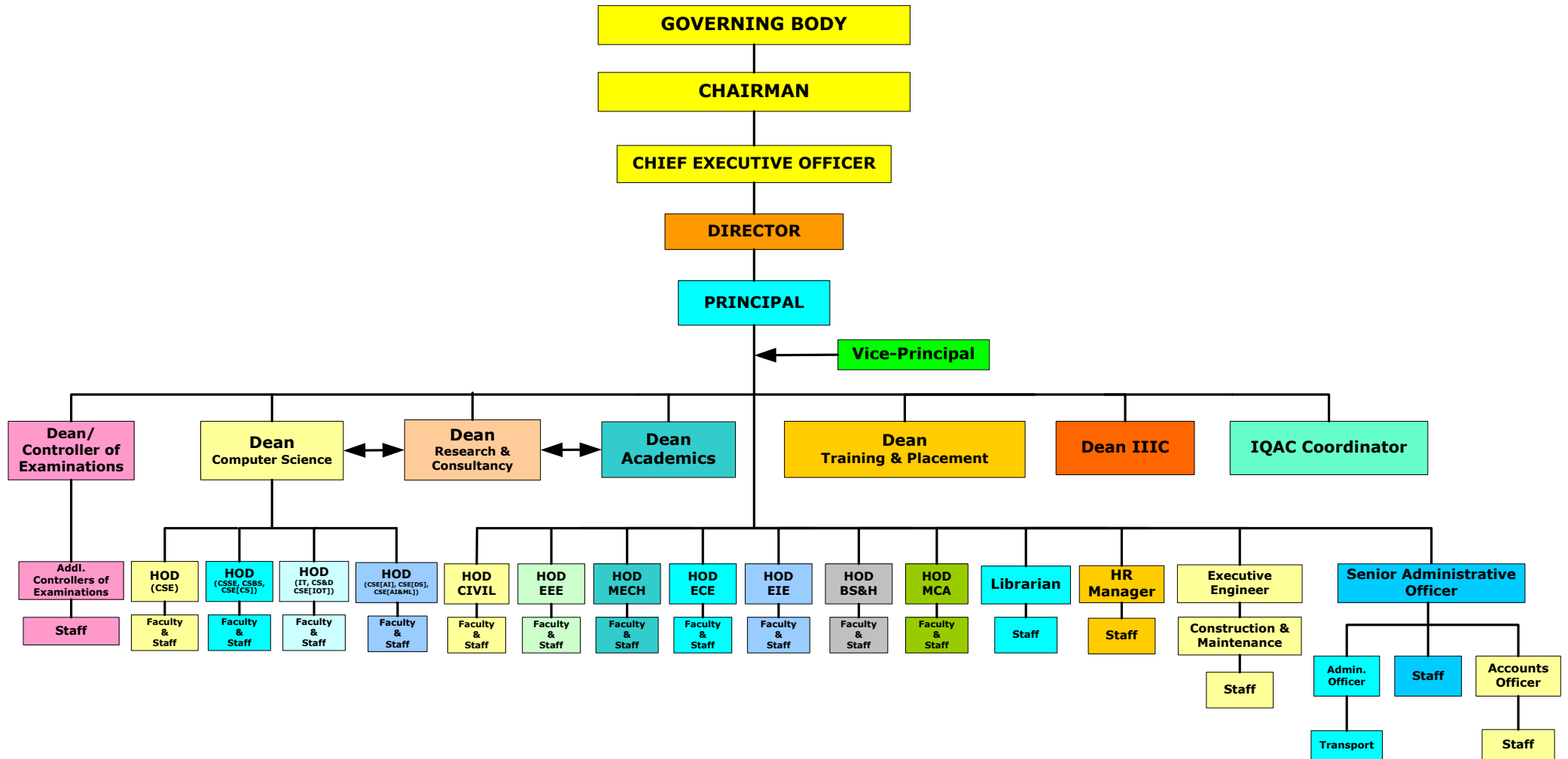
## Organization Chart:





# SREE VIDYANIKETHAN ENGINEERING COLLEGE (AUTONOMOUS)

## ORGANOGRAM



## **A. Primary Accountabilities**

### ***A1 Vision, Mission and Strategic Planning:***

The Governing Body shall ensure that:

- The Institution draws a clear vision indicating the aims and objectives.
- An objective mission which indicate the action plan for comprehensive identification of physical, financial and human resources to achieve the objectives
- A strategic plan is developed upon conducting a SWOT analysis involving the prime stakeholders of the Institution.

The Governing Body shall approve them and monitor the implementation of the strategic plan and assess the outcomes for continuous improvement.

### ***A2 Finance***

## **Engineering College**

The prime responsibilities of the Governing Body pertaining to financial matters of the Institution are:

- Ensuring the solvency of the Institution and safeguarding its assets
- Approving the financial strategy
- Approving annual operating plans and budgets which should reflect the Institution's strategic plan
- Ensuring that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements/contracts/ memorandum





- Ensuring that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to functionaries at appropriate levels
- Ensuring the existence and integrity of risk management, control and internal governance systems and monitoring these through an Audit Committee
- Receiving and approving annual accounts (audited financial statements) and periodically monitor the capital and operating expenses (at least once in a quarter) to ensure that the finances of the Institution is managed as per the approved plan and to approve genuine variations, if any.

The Governing Body shall delegate the detailed planning, implementation and monitoring of the financial aspects to the Finance Committee of the Institution.

The Finance committee shall be chaired by the Member Secretary of the Governing body, and Director, Finance will be the member along with a senior professor formed in line with regulations of University Grants Commission for Autonomous Colleges and report to the Governing Body.

### **A3 Procurement**

Governing body should ensure that Value for Money in procurement and is achieved through:

- Internal stringent procurement policies and procedures
- An open and transparent manner without any entry barriers and all eligible suppliers, manufacturers and consultants are allowed to participate.



The Central purchase committee chaired by the Head of the Institution, Member Secretary of the Governing Body with the Director, Finance and senior professors of the Institution as the members shall undertake and monitor the process of procurement and report to the Governing Body.

#### **A4 Audit**

The Governing Body shall direct and oversee the Institution's arrangements for internal and external audit.

An Audit committee chaired by the Head of the Institution, Member Secretary of the Governing Body with the Director, Finance and one senior professor of the Institution as the members shall undertake and facilitate the process of Audit (both internal and external) and report to the Governing Body.

#### **A5 Risk Assessment and Management**

The Audit Committee shall also be responsible for identification and management of risk embedded in all business systems and operations prepare a report and submit it before the Governing Body sits for approval of audited statements.

#### **A6 Human Resource Management**

The Human Resource Committee chaired by the Head of the Institution and other members including the management representative, senior academicians of the Institution are responsible for recruitment and development of the employees of the Institution. They shall monitor the processes and systems through policies and procedures approved by the Governing Body and report periodically.





### ***A7 Estate Management***

The Governing Body shall be responsible for Infrastructure planning, set-up and maintenance to meet the objectives of the institution.

Institution's land and buildings, laboratories and other physical assets are maintained and monitored by the Estate Manager and the Chief Engineer of the Institution who will report to the Head of the Institution periodically.

### ***A8 Health and Safety***

The Governing Body shall be responsible for creating facilities and amenities for health and safety of the stakeholders on the Institution premises.

Full time doctor on campus dispensary, shall be responsible for the health related issues of the inmates and shall report to the Head of the Institution

Safety systems and mechanisms shall be provided by the Chief Engineer for the benefit of the inmates.

### ***A9 Equality, diversity and reservations***

The Equity Action Plan prepared by the Institution for providing 'equal opportunities to all' shall be approved by the Governing Body and Head of the Institution shall monitor its implementation.

### ***A10 Monitoring Institutional Performance***

The Governing Body shall evolve an assessment mechanism and a system with key performance indicators to continuously monitor the performance and quality of the Institution.



Internal quality assurance, peer review, benchmarking with institutions and quality accreditations by national and international agencies shall yield the performance indices. These inputs shall be discussed in Governing Body for update of action plan.

### ***A11 Monitoring the Performance of the Head of the Institution***

The Governing Body shall monitor the performance of the Head of the Institution annually. The information collected through a standard format will be discussed in the meeting for approval and remedial action, if any.

## **B. OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES**

The Governing Body shall promote transparency and openness to ensure public trust and institutional integrity through proper information regarding the outcomes of the deliberations in the Governing Body. However confidential matters pertaining to the institutional secrecy, if any, that need not be disclosed, shall be decided by the Governing Body before making them public.

### **B1 Publication of Annual Report**

The Institution shall publish an annual report which includes:

- Attainment of Key performance Indicators as per strategic plan
- Budget statements
- Delegated Committees and their performance

The annual report shall be approved by the Governing Body and published.





## **B2 Maintenance of Register of Interests**

A Register of Interests of all the members of the Governing Body shall be maintained pertaining to the activities of the Institution, where ever and when ever, they arise.

## **B3 Conduction of Governing Body meetings**

The Governing Body meetings shall be conducted in an open manner by

- Earmarking fixed days of a year
- Preparing Agenda on all the vital issues of the Institution
- Sending Invitation and agenda in advance to all the members
- Circular about the event among the students, faculty and staff
- Minutes of the meeting published and as well hosted on the Institution's website for the information of all the stakeholders

## **C. KEY ATTRIBUTES OF GOVERNING BODIES**

### **C1 Size of Governing Body**

The Governing Body of the Institution should be of optimum size in number and it should satisfy the norms of the apex bodies.

### **C2 Skills, Experience and Competences of members**

The members of the Governing Body shall be nominated in such a way that they possess equilibrium of skills, experience and competence to provide leadership and mentorship to the institution in its quest for excellence. The members shall contribute to the growth and development of the Institution with selflessness, integrity, objectivity, accountability, openness, honesty and leadership.



### **C3 Nomination of Independent members**

The Governing body shall have independent members who are pioneers in their domains and shall provide unbiased criticism and debate issues leading to quality of systems or processes.

### **C4 Appointment**

The appointment of members of the Governing Body shall be managed by a Nomination Committee. The Chairman of the Governing Body shall be the Chairman of the Nomination committee.

### **C5 Representation of staff and students**

The Governing Body shall consider the representation of students and staff on the Body for transparency and encouraging participatory management.

### **C6 Conduct and Commitment**

The Governing Body shall meet at least 4 times in a year and if required extraordinary meetings can be convened to discuss urgent issues of importance. The Governing Body shall observe high level of commitment and maintain standards of quality governance in all its businesses.

### **C7 Delegation and Clarity of Responsibilities**

The Governing Body shall ensure proper delegation of responsibility to the Chair of the Governing Body, Head of the Institution, Member secretary and Committees. Also their roles and responsibilities shall be defined clearly.

Delegated committees should be empowered to conduct the work judiciously and report to the Governing Body and certain key functions shall be retained by the Governing Body itself.





## **D. EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES**

### **D1 Self-Review of the Governing Body**

The Governing Body and its committees shall undertake a formal and rigorous performance evaluation on level of attainment of long term strategic objectives and short term key performance indicators periodically. The statement of primary accountabilities shall be the indicator to measure its effectiveness. The self assessment and review process shall contribute to the restructuring the body or adopting newer processes for development.

### **D2 Induction and Development of new members**

The Chairman of the governing body, the Administrator who supports the Governing Body, shall apprise all the new members on the terms of their appointment and responsibilities placed on them for the proper governance of the institution.

Few documents to be delivered during their appointment include:

- A copy of the institution's governance guidelines
- The Institution's annual report, audited financial statements and financial forecast
- The overall strategic plan and strategy documents covering areas such as learning and teaching, evaluation, research, industry interaction and Infrastructure
- The institution's organizational structure
- The rules and procedures of the Governing Body.



## E. REGULATORY COMPLIANCE

Governing body shall ensure compliance with the statutes, ordinances and provisions regulating the Institution; and, subject to these, take all final decisions on matters of fundamental concern to the institution.

Also information is furnished by the institution to regulatory agencies indicative of that it complies with the stated purpose of the institution.

The prime aspects of Compliance shall be:

- Communicate on time with all Government, Quasi and other statutory apex agencies
- Maintain the standards required for official approval set by AICTE
- Adhere to the rules of affiliation issued by JNTUA Ananthapuramu
- Comply with the guidelines set forward by the UGC and JNTUA Ananthapuramu approving of the academic autonomy
- Follow the admission process set by AP State Council of Higher Education
- The statutory basis on which public funding is provided to the Institution and the purposes for which it is provided
- Proper stewardship and effective use of public and other funding and internal and external accounting systems which enable the fulfillment of these requirements
- To have in place sound systems of governance, management including risk management and internal control
- To safeguard the financial viability of the Institution.





**(Annexure - I)**

## **Self Review template of Governors**

*Note: The purpose of this review is to assess the contribution you have made to the work of the governing body in the last year, and to solicit suggestions for the year ahead. The information given here is strictly confidential and will not be disclosed without your agreement.*

- Chairman, Governing Body

1. Your functioning and contributions in the last 12 months as per the Governance Guidelines.
2. Were there instances where the functions of Governing body deviated from the Governance Guidelines? What is its impact?
3. Your suggestions for the Governing Body functioning for the next 12 months.
4. Your suggestions to improve the corporate governance of the institution
5. Your suggestions on the improvement in the functioning of the Chair of the Governing Body.
6. Any other suggestions for the growth and development of the institution.

- Governor



## Head of the Institution performance evaluation Template

### 1. Leadership:

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

### 2. Culture:

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.





## TERMS OF REFERENCE FOR STATUTORY COMMITTEES

### 1. Finance committee

#### **Composition of the Committee:**

Head of the Institution	- Chairman
Director Finance & Administration	- Member
Senior Professor of the Institution	- Member

#### **Terms of reference:**

- The annual accounts and financial estimates of the Institution shall be placed before the Finance Committee for consideration and thereafter submitted to the Governing Body together with the comments of the Finance Committee for approval.
- The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the Institution.
- No expenditure other than that provided in the budget shall be incurred by the Institution without the approval of the Finance Committee.
- To recommend to the Governing Body the creation of all types of posts in consultation with the Academic council.
- To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Academic Council.
- To monitor and control the expenditure and revenue in case of any deviation



## 2. Human Resources Committee:

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

### **Composition of the Committee:**

Head of the Institution	- Chairman
Management Representative	- Member
Dean (Academics)	- Member
Internal Experts (2)	- Member
External Experts (2)	- Member

### **Terms of reference:**

- Identify vacancies
- Prepare job description and person specification
- Advertising the vacancy
- Response Management
- Short-listing
- Arranging interviews
- Evaluation of demonstration and Interview
- Decision making
- Making the appointment
- Formal offer
- Induction, orientation and development
- Relief



### **Central Purchase Committee:**

Monitoring & controlling all the purchases of the Institution as per the guidelines given by the Governing Body from time to time.

### **Composition of the Committee:**

Head of the Institution	- Chairman
Director (Finance and Administration)	- Member
Dean (Academics)	- Member
Dean (Research)	- Member
Senior Professor of the Institution	- Member

### **Terms of reference:**

- To analyze quotations provided by the institution and provide recommendation for approval
- To ensure all documentation is accurately completed.
- To ensure that the supplies/services quoted for comply with what was requested on the specifications.
- To request technical input from relevant faculty and staff as required.
- Seek clarification from suppliers/service providers/consultants where necessary.
- Ensuring proportionality, transparency, accountability and fairness in the procurement process
- Involvement in the evaluation discussion
- Ensuring all relevant documentation is prepared prior to Purchase Committee meeting





- Ensuring samples are available for review if relevant and are returned to all unsuccessful bidders
- Ensuring all necessary procurement procedures are properly followed and report to the Governing Body

**Nominations Committee:**

***Composition of the Committee:***

Chairman of the Governing Body	-	Chairman
Head of the Institution	-	Member
Internal Member of the Governing Body	-	Member

**Terms of reference:**

- Evolve rigorous and transparent recruitment procedures
- Prepare the role description and capabilities
- Publicizing the vacancies
- Rotation and re-appointment of members

**Audit committee:**

*Composition of the Committee:*

Head of the Institution	-	Chairman
Director (Finance and Administration)	-	Member
Senior Professor of the Institution	-	Member

**Terms of reference:**

- Devising, developing and maintaining control systems,
- Causing internal audits
- Evolving Risk management, control and governance procedures
- Facilitating external Audits



(Annexure – IV)

**ROLES & RESPONSIBILITIES OF CHAIRMAN & HOI**

**Role of Chairman**

- The Chairman is responsible for the leadership of the Governing Body and ensures that the necessary business of the Governing Body is carried on efficiently and effectively embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- The Chairman should ensure, a good working relationship with the Chairs of the Committees of the Governing Body, and regular reports from the committees are presented to the Governing Body to their satisfaction.
- The Chair shall encourage all members to work together effectively, contributing their skills and expertise and shall seek to build consensus among them.
- The Chairman shall ensure that the Governing Body approves and operates a procedure for the regular review of the performance of individual members of the Governing Body, and should participate as reviewer in that process also the Chairman shall encourage members to participate in institutional training and development events.
- The Chairman shall involve in the process of induction of new members and encourage all other members also to participate in this process.
- The Chairman shall conduct the performance appraisal of the head of the Institution.





- The Chairman shall ensure to manage appropriately any conflict of interest that arises to uphold the integrity of the Governing Body Business
- The Chair shall ensure that the Administrator to the Governing Body maintains a Register of the Interests of members of the Governing Body up-to-date and timely disclosure
- The Chairman shall ensure that the Governing Body exercises efficient and effective use of the resources of the Institution, maintains its long-term financial viability, safeguards its assets, proper financial control and prevention of fraud.
- The Chairman shall be responsible for ensuring that the Governing Body exercises control over the strategic direction of the institution, through effective planning.
- The Chairman shall establish a constructive and supportive working relationship with the Head of the Institution, recognizing the proper separation between governance and executive management.
- The Chairman shall represent the Governing Body and the institution externally.
- The Chair shall play a major role in liaising between key stakeholders and the institution, including fund-raising.
- The Chairman shall have a strong personal commitment to Higher Education and the values, aims and objectives of the institution.
- The Chairman shall act fairly and impartially in the interests of the institution by using independent judgment and maintaining confidentiality.



- The Chairman shall attend all meetings of which he is Chairman or a member; if absence is unavoidable prior information shall be provided.

## **Role of Head of the Institution**

### **Duties and Responsibilities:**

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

The Principal, unless otherwise provided, shall be the Ex-officio Member Secretary of the Governing Body, Chairman of the Academic Council and the Finance Committee.

The responsibilities of the Principal are:

- To ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institution are duly observed and implemented.
- To re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Governing Body.
- To exercise general control over the affairs of the Institution and be responsible for implementation of recommendations of the various committees of the Institution, in consultation with the Administrator.
- To convene meetings of the various bodies of the Institution.





- To prepare the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions for the development of the Institution.
- To apply to AICTE (for extension of approval, sanction of new programs and courses and variation in intake).
- To apply to JNTUA, Anantapur for affiliation.
- To apply for accreditation to different agencies like NBA, NAAC etc
- To ensure timely correspondence with APSICHE, Commissioner of Technical Education, Convener EAMCET, Convener ECET, Convener ICET and Convener POLYCET for student admissions and other relevant matters.
- To correspond with Social Welfare Department (for submission of scholarship applications for students of SVEC), and all other relevant Govt. offices (like office of the District Collector for attending meetings on anti-ragging).
- To send statistical data to State Government and University Grants Commission, New Delhi etc. and other apex agencies.
- To comply with all statutory obligations pertaining to the Institution.
- To conduct internal, end and other examinations.
- To ensure and receive all Department budget proposals for the next academic year in the prescribed format by 15<sup>th</sup> January of every calendar year. Taking into consideration the central requirements and those of various Departments in the form of operational budget, maintenance budget and developmental budget, prepare consolidated budget proposal for the approval of Governing Body.



- To maintain student discipline and orderly functioning of SVEC and for taking all the decisions in this regard with the help of the disciplinary committee.
- To inculcate discipline, decency, decorum and dignity among the faculty and staff of SVEC.
- To be responsible for the general amenities and arrangements for students and employees of SVEC.
- To conduct faculty recruitment as part of HR Committee.
- In the absence of the Principal, his duties will be entrusted to any Professor, as per the instructions of the Governing Body.
- In line with the philosophy of the Governing Body to support deserving economically poor students, scrutinize the applications regarding sanction fee concession, scholarship and financial support to students in consultation with Administrator and submit to Governing Body.
- Any other work assigned by the Chairman/Governing Body connected with the development of SVEC.



## FUNCTIONS OF APEX BODIES

### Functions of Governing Body:

- To manage and administer the revenues and properties of the Institution and to conduct all administrative affairs of the Institution.
- To regulate and enforce discipline among the employees of the Institution and to take appropriate disciplinary action, wherever necessary.
- To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institution.
- To select a Logo and to have a common seal for the Institution and to provide for the custody and use of such seal.
- To appoint such committees for such purpose and with such powers as the Governing Body may think fit and to co-opt such persons on these committees as it thinks fit.
- To create infrastructure facilities such as premises, buildings, furniture, equipment and other facilities required for running the Institution.
- To appoint, in order to execute an instrument or transact any business of the Institution, any person as attorney of the Institution with such powers as it may deem fit.
- To constitute a committee to create facilities and to formulate welfare schemes for the benefit of the faculty, staff and





students in such manner and subject to such conditions as may be prescribed by the guidelines of the Institution.

- To delegate, all or any of its powers to any committee or sub-committee constituted by it or the Director/Principal of the Institution or any other person.
- To maintain and manage hostels for the students of the Institution.
- To nominate a member to the Finance Committee of the Institution.
- To create teaching and non-teaching posts, to determine number, qualifications and cadres thereof as per the Guidelines of AICTE/ University Grants Commission upon recommendations from Academic Council.
- To appoint such Professors, Associate Professors, Assistant Professors, visiting Fellows, Visiting Professors and adjunct faculty and other academic posts as may be necessary on the recommendations of the Academic Council.
- To lay down the duties and conditions of service of the Faculty and Staff of the Institution, in consultation with the Academic Council.
- To grant leave of absence to the Director/ Principal or any other officer of the Institution and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence.
- To Institute Fellowships, Scholarships, Studentships, Medals, Prizes and Certificates in accordance with the recommendations of Academic Council.



- To establish, on the advice of the Academic Council Divisions and Departments for the academic work and functions of the Institution and to allocate areas of Study, Teaching and Research to them.
- To admit the students as per the norms of AICTE/UGC/APSCE.
- To conduct examinations or tests and declare the results of such examinations and tests to enable the students to get their degrees, diplomas and certificates and other academic titles and distinctions from the affiliating University.
- To fix the emoluments and traveling and other allowances of examiners, moderators, tabulator's and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee.
- To appoint and fix the remuneration of Auditors for the ensuing year.
- To open account or accounts of the Institution with any one or more scheduled banks and to operate as per the guidelines of the Institution.
- To manage the finances, accounts, moveable and fixed properties and all other administrative affairs of the Institution.
- To apply / seek for receiving grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations, to award prizes, scholarships etc., for carrying out the objectives of the Institution.
- To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institution, and, on such





terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.

- To invest the funds of the Institution or money entrusted to the Institution in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.
- To maintain a fund to which shall be credited:
  - All moneys provided by the Central or State Governments / University Grants commission.
  - All fees and other charges received by the Institution.
  - All moneys received by the Institution as grants, gifts, donations, benefactions, bequest or transfers and
  - All money received by the Institution in any other manner or from any other source.
- To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.
- To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance-sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-laws.
- The Governing body of Sree Vidyanikethan Engineering College (autonomous) reserves the right to revise, amend or change the powers and related responsibilities herein stated.
- The Governing Body shall be Principal Executive Body of the Institution and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the Institution.





## **FUNCTIONS OF ACADEMIC COUNCIL (AC)**

- To exercise general supervision over the academic work of the Institution and to give directions regarding methods of instructions, evaluation or research or improvements in academic standards.
- To consider matters of academic interest either on its own initiative or with the recommendations of Boards of Studies or at the instance of the Governing Body and to take proper action thereon.
- To nominate experts on Boards of Studies for the departments of the Institution.
- To approve the Panel of Examiners recommended by the Boards of Studies.
- To make recommendations to the Governing Body on:
  - a) New programs of study – degrees, diplomas and certificate
  - b) Measures for improvement of standards of teaching training and research
  - c) Institution of Fellowships, Traveling Fellowships, Scholarships, Medals, Prizes etc.,
  - d) Establishment or abolition of Departments / Centers and
  - e) Guidelines covering the academic functioning of the Institution, discipline, residence, admissions, examinations, award of fellowships and studentships, free ships, concessions, attendance etc.,



- To recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institution.
- To appoint sub-committees to advice on such specific matters as may be referred to it by the Governing Body.
- To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Governing Body) as the circumstances on each case may require.
- To take periodical review of the activities of the Departments/Centers and to take appropriate action (including making of recommendations to the Governing Body) with a view to maintaining and improving the standards of instruction.
- To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and guidelines.
- To suggest measures for departmental co-ordination.
- To recommend institution of Teaching posts, Professors, Assoc. Professors, and Asst. Professors to the Governing Body.
- To Scrutinize and approve the proposals with or without modification of the Boards of studies, academic regulations, curricula, syllabi and modifications, instruction and evaluation arrangements, academic methods and procedures.
- To prepare regulations for co-curricular and extra curricular activities and proper maintenance and functioning of facilities




- To promote research and consultancy within the Institution, acquire reports on such activities from time to time.
- To make arrangements for the conduct of examinations in conformity with the Academic Calendar.
- To maintain proper standards of the examinations.
- To appoint examiners, moderators, tabulators and such other personnel for different examinations.

### **FUNCTIONS OF BOARDS OF STUDIES (BOS)**

The Boards of Studies shall be primarily responsible for the following:

- To Prepare syllabi and various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council
- To Suggest methodologies for innovative teaching and evaluation techniques,
- To Suggest panel of names to the Academic Council for appointment of examiners and
- To coordinate research, teaching, extension and other academic activities in the Department/College.



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





# **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 arrived.

### **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**

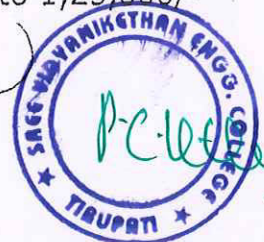
**Recommendations for fixing the salary for appointing faculty positions in Sree Vidyanikethan Engineering College.**

**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. Srinivas  
T.



## 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  
Mohan K  
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 Preparations other than Academic Projects	a. Guiding Minimum of TWO batches of students(3) b. Guided-ONE batch of students(1)



Category	Guidelines
	c. None(0)
<b>IV. PROFESSIONAL UPGRADATION</b>	
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)
<b>V. PERSONALITY FACTORS</b>	
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)
<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)**

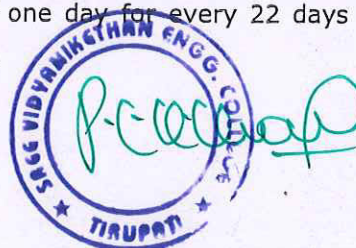
- a) Special casual leave for a total period not exceeding 10 days in an academic year may be granted to a Regular Employee of the college towards any of the following.



- 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)





## 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.



## Dean (Academics)

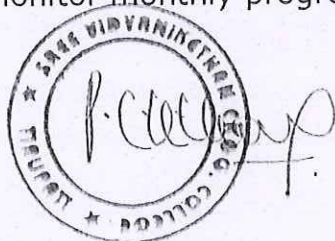
### Code

- Make Ethical Decisions
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### 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.

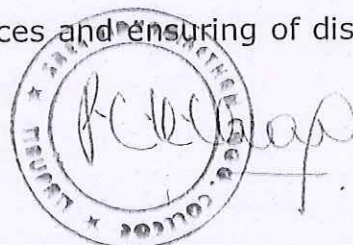
Engineering College

### 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**  
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Engineering College





## Head of the Department (HOD)

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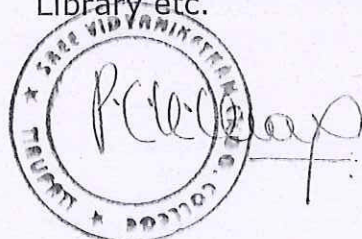
### Professional Responsibilities

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**

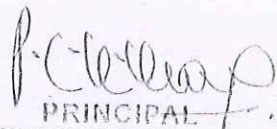




## Responsibilities of Assistant Professor

- 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  
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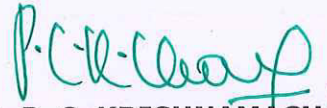
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## Amendment to Maternity Leave Rule

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:

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

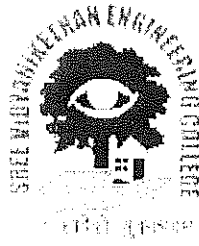




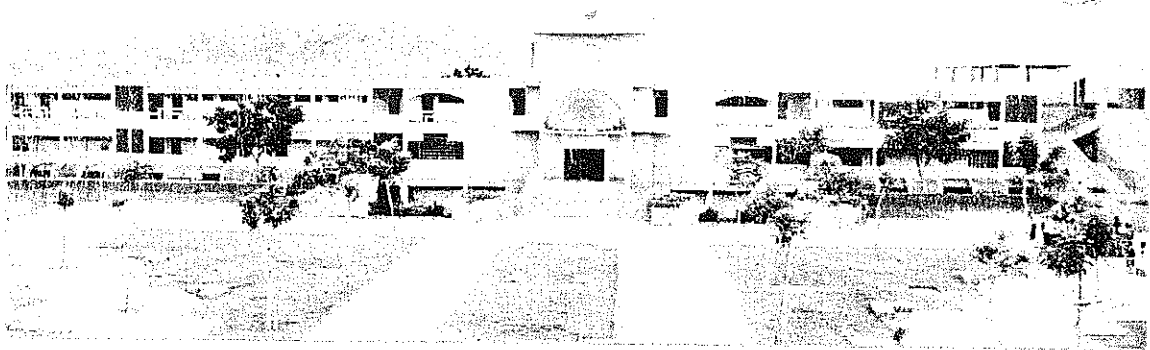
(Dr. P. C. KRISHNAMACHARY)

Principal & Member Secretary, Governing Body

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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 which 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.



**PRINCIPAL**  
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**(AUTONOMOUS)**  
**Sree Salnath Nagar, A. RANGAMPET**  
**Chittoor (Dist.) - 517 102, A.P., INDIA.**

# 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)



## 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:

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.





- 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.**



**SREE  
VIDYANIKETHAN**  
Engineering College





## 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.
- 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.

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.





## 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: Engineering College

- 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**



  
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# CODE OF CONDUCT FOR STUDENTS



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# Code of Conduct for Students

## 1. INTRODUCTION

The reputation of an institution depends primarily on the performance of its students. The students are known not only known by their performance in their academics but also by their conduct which is an integral part of their personality.

**The following code of conduct is expected of the students.**

- a. **Dress Code:** Behave, dress and project in dignified and respectable manner
- b. **Belongingness:** Develop a sense of belongingness to the institution and Keep it up-right, clean and create a congenial environment
- c. **Punctuality:** The students must be regular and punctual to the classes and other co curricular and extracurricular activities planned by the Departments/institution.
- d. **Discipline:** The students must observe discipline. Indiscipline attracts punishment. They must observe self-imposed discipline in all activities, studies as well as others related to their stay in the College / Hostel.
- e. **Informed:** They should read the notices regularly, so as not to miss any important information.
- f. **Respect:** Their action must reflect respect for the Faculty members and must inculcate a spirit of fellow - feeling and mutual respect among themselves.
- g. **Behavior in Academic sessions:** They must behave well in the classrooms, laboratories, computing centers, seminar halls, library and other academic and recreation spaces.





- h. **Reverence for women:** Male students must not pass undesirable remarks at the female students and lady teachers and must maintain due courtesies.
- i. **Campus maintenance:** The students must not write on walls etc. or make undesirables sketches on the Walls/Furniture tops/doors or any other place on campus.
- j. **Honesty and integrity in examinations:** They should not attempt to copy in any type of evaluations or examinations.
- k. **No to Drugs:** Drug is a health hazard and students should not take drugs or consume intoxicants. Legal action shall be initiated on the students who are indulged in drug usage
- l. **Information to parents:** Student shall keep their parents informed regularly about their performance in studies and other problems, if any.
- m. **Timely payment of Fee:** They should make the payment of College/Hostel dues well in time.
- n. **Anti -Ragging:** Ragging is a crime. Student should not indulge in any form of ragging. Legal action shall be taken on the students who are indulged in ragging
- o. **Respecting Diversity:** No student shall be discriminated on the basis of nation, state, religion, caste, creed, language and sex etc.
- p. **Ethical attitude:** should comply with ethical code and professional conduct
- q. **Attendance:** A student will be admitted to a semester examination if he/she has attended regularly the prescribed course of study for the relevant semester and has attended not less than 75% of total number of classes held. This requirement shall be fulfilled separately for each course of study as per the academic regulations.



- r. **Detention:** Provided that a student who has attended the requisite number of classes for subject(s) will be eligible to appear in the examination in those subject(s). Provided further that a candidate who is deficient in attendance shall have to repeat those courses in which he is deficient, whenever offered by the College as per the academic regulations
- s. **External Approvals:** Any approval subject to University, Board and other external agencies shall be dependent on the concerned agency only. Institution shall not be responsible in these issues pertaining to external agencies.
- t. **Legal Jurisdiction:** All disputes pertaining to students are subject to the jurisdiction of Courts at Tirupati only.

## 2. DISCIPLINARY ACTION:

Any student exhibiting prohibited behavior mentioned in this Code shall be subjected to any of the following disciplinary sanctions:

➤ **Warning or Reprimand**

The student engaged in any prohibited behavior will be issued a warning letter.

➤ **Tendering Apology**

The student engaged in any prohibited behavior may be asked to give an undertaking that he/she shall not indulge in such or any of the prohibited behavior in future.

➤ **Suspension**

A student may be suspended from the institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student by the college authority. The student shall





lose his/her attendance for the suspended period unless decided/informed otherwise by the college authority.

➤ **Restitution**

Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the institute or any property kept in the premises of the institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the institute or any property kept in the premises of the institution due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

➤ **Forfeiture**

Caution deposit of any student engaged in any prohibited behavior shall be forfeited.

➤ **Debarring from Examinations**

A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic program for which he/she/they has/have joined if he commits some in-disciplinary act in examinations as per code of the evaluation under the Academic regulations

➤ **Expulsion**

This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institution. Such a student will not be eligible for readmission to any of the courses of the institution thereafter.





### 3. FUNCTIONARIES UNDER THE CODE:

**Faculty counselor:** Each teacher as a mentor is allotted a set of students to monitor their progression and development during the student life on campus. The faculty counselor is responsible for the student compliance to the code of conduct and further escalates the issue to the concerned Head of the Department in case of any deviation.

**Head of the Department:** the Head of the Department shall be responsible to monitor the code of conduct of the students in the department and in case of any deviation responsible to report to the Principal

**Principal:** the Head of the Institution is the final authority to maintain the discipline on campus and promote student compliance to code. He refers all cases of deviation of the code to the disciplinary committee for address of the issues before taking the final decision on quantum and type of punishment

### 4. RIGHT TO APPEAL

The student (s) aggrieved by the action of any authority of the institution under or subordinate to the Principal can appeal to the Principal. The decision of the principal shall be final and binding on the students.

### 5. UNDERTAKING BY THE STUDENTS

The students joining any academic program of the institution will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and in case it is violated, it will be bound by the provisions of this Code.



## 6. OPPORTUNITY FOR HEARING

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student (s).


## 7. ULTIMATE AUTHORITY

For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.

## 8. AMENDMENTS TO THE CODE:

The Chairman, Governing Body, Sree Vidyanikethan Engineering College shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and teachers of the institution immediately.



  
PRINCIPAL  
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## Professional values and ethics

### Aim:

To imbibe moral and ethical qualities among students and prepare them as ethical Leaders

### Objectives

- To introduce the concepts and theories of engineering ethics
- To impart professional values and virtues
- To develop skills among students to conduct social experimentation
- To apprise of responsibilities and duties of ethical professional engineers
- To create awareness on global ethical issues

### Qualities of Ethical Leaders

- Passion
- Innovation
- Compassion

### Leadership Qualities

#### Confidence:

Keep up your confidence level, and the important thing is to focus on the larger goal.

#### Commitment:

By proving your commitment you will instill that same hardworking energy among your staff.

#### Positive Attitude:

Keep the office mood a fine balance between productivity and playfulness.



**Ability to Inspire:**

It is your job to keep spirits up, and that begins with an appreciation for the hard work.

**Ability to Delegate:**

Delegating tasks to the appropriate departments and persons

**Communication:**

Creating a productive work environment all depend on healthy lines of communication.

**Sense of Humor:**

Encourage your team to laugh and your work environment will become a happy and healthy space,

**Honesty:**

If you make honest and ethical behavior a key value, your team will follow suit.

**Creativity:**

As a leader, it's important to learn to think outside the box and to choose the best of choices

**Intuition:**

Everything is uncertain, and the higher the risk, the higher the pressure. That is where your natural intuition has to kick in.

**Professionalism**

A profession is a vocation founded upon specialized educational training, the purpose of which is to supply objective counsel and service to others, for a direct and definite compensation



## Attributes of a profession

1. The work requires sophisticated skills, the use of judgment, and the exercise of discretion. Also, the work is not routine and is not capable of being mechanized;
2. Membership in the profession requires extensive formal education, not simply practical training or apprenticeship;
3. The public allows special societies or organizations that are controlled by members of the profession to set standards for admission to the profession, to set standards of conduct for members, and to enforce these standards; and
4. Significant public good results from the practice of the profession

## Engineering as a profession

**Skill set:** Engineering requires educational qualifications and extensive and sophisticated skills.

**Judgment:** The essence of engineering design is judgment: how to use the available materials, components, devices, etc. to reach a specified objective

**Discretion:** Engineers are required to keep their employers' or clients' intellectual property and business information confidential

**Safety:** Primary concern of any engineer is the safety of the public that will use the products and devices he designs.

**Responsibility:** The work of engineers serves the public good by delivering Goods and services

## Ethics

Ethics, also known as moral philosophy, is a branch of philosophy that involves systematizing, defending and recommending concepts of right and wrong conduct. The term comes from the Greek word ethos, which means "character".





## **Ethics - Areas of study**

**Meta ethics:** The theoretical meaning and reference of moral propositions and how their truth values (if any) may be determined

**Normative ethics:** The practical means of determining a moral course of action

**Applied ethics:** How moral outcomes can be achieved in specific situations;

**Descriptive ethics:** also known as comparative ethics, is the study of people's beliefs about morality

## **Ethics – Code of conduct**

- Provides a framework for ethical judgment for a professional
- Expresses principles in a coherent, comprehensive, and accessible manner
- Defines the roles and responsibilities of professionals

## **IEEE – Code of Ethics**

- To accept responsibility in making decisions consistent with the safety, health, and welfare of the public, and to disclose promptly factors that might endanger the public or the environment;
- To avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
- To be honest and realistic in stating claims or estimates based on available data;
- To reject bribery in all its forms;
- To improve the understanding of technology; its appropriate application, and potential consequences;



- To maintain and improve technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;
- To seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others;
- To treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national origin;
- To avoid injuring others, their property, reputation, or employment by false or malicious action;
- To assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

## **ECI – Code of Ethics**

### **Article 1: Social Responsibility to Uphold Ethical Values of the Society**

- 1.1 Public Safety: Engineers shall ensure the safety, health and welfare of the public in the performance of their professional duties.
- 1.2 Compliance with Social Order: Engineers shall abide by the laws of the land in which the work is performed, respect the local customs, uphold the human rights, safeguard public property; abjure violence and acts of terrorism.
- 1.3 Impartiality and Fairness: Engineers shall treat fairly all persons regardless of such factors as race, caste, religion, state, gender or national origin.
- 1.4 Environment Protection & Improvement: Engineers shall strive to maintain clean, healthy and safe environments and comply with the statutory requirements.





- 1.5 Environment Safeguards: Engineers shall disclose any factor that endangers the environment.

## **Article 2: Responsibility to Maintain High Standards of Professional Quality**

- 2.1 Development of Technical and Managerial Skills: Engineers shall maintain state-of-the-art professional skills, continue professional development and provide opportunity for the professional development of those working under their command.
- 2.2 Undertake Assignment where Professionally Competent: Engineers shall perform service only in the area of their technical competence or after full disclosure to their employers or clients of their own limitations.
- 2.3 Performance Responsibility: Engineers shall seek work through fair and proper methods, and shall take full responsibility for the task undertaken by them.
- 2.4 Proper Verification of Documents and Production Processes: Engineers shall approve only those designs, which safely and economically meet the requirement of the client and shall not approve any engineering document, design, materials, stages of work which they consider it to be unsound.

## **Article 3: Obligation to Maintain High Standard of Personal Behavior in a Responsible Manner**

- 3.1 Honesty and Integrity in Professional Dealing: Engineers shall maintain high degree of honesty and personal integrity in all their professional dealings. They shall not accept or give bribes in any form.
- 3.2 Compensation for Services Rendered: Engineers shall not engage in unhealthy competition.





- 3.3 Professional Opinion: Engineers shall seek and offer honest criticism of technical work, acknowledge errors, and give credit properly for the contribution of others. Where necessary, engineers shall issue public statements in an objective and truthful manner.
- 3.4 Professional Relationship with the Employer: Engineers shall act faithfully as trustee of the employer / client on professional matters.
- 3.5 Information Communication with Employers: Engineers shall keep their employer and client fully informed on all matters relating to progress of business including financial aspects, which may affect the assigned work.
- 3.6 Mutual Obligation & Trust: Engineers shall not, maliciously or falsely, injure the professional reputation of another engineer or organization.
- 3.7 Self Promotion: Engineers shall build their reputation based on the merits of services to the customers and shall not falsify or misrepresent their contribution.
- 3.8 Employers' Business Secrets: Engineers shall not disclose by any means, confidential information of the employer or client, unless otherwise authorized.
- 3.9 Personal Conflict: Engineers shall disclose real or perceived conflicts of interest to affected parties and avoid these where possible.

### Expected Outcome

Imbibing moral and ethical qualities among students and prepare them as ethical Leaders



  
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# STUDENT ATTRIBUTES



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## Student Attributes

The institution strives through its curricular, co-curricular and extracurricular activities delivering generic attributes to students enabling them to achieve success in their studies and beyond such as:

- Attitude
- Academic skills
- Interpersonal skills
- Self-motivation and self-discipline
- Time-management
- Perceptiveness

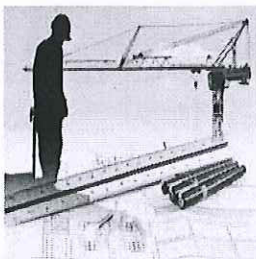
**Specific attributes that enable the students for successful engineering profession are**



**Engineering Knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems



**Problem Analysis:** Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences



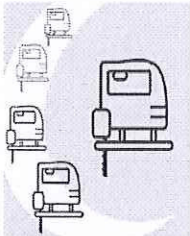
**Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations



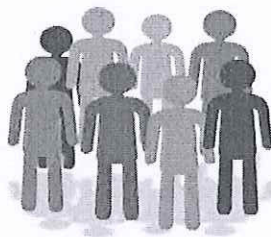




**Conduct investigations of complex problems:** The problems that cannot be solved by straightforward application of knowledge, theories and techniques applicable to the engineering discipline



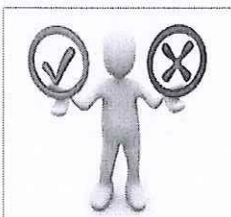
**Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.



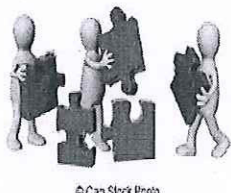
**The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.



**Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

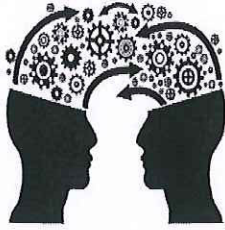


**Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

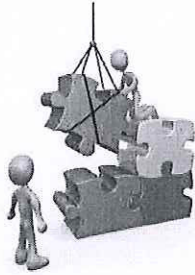


**Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

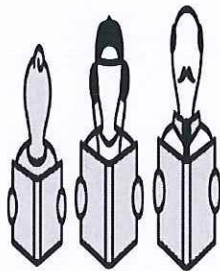




**Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.



**Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

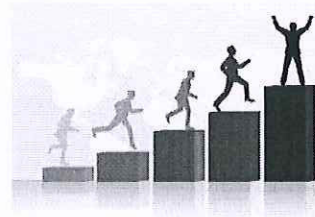


**Life-long learning:** Recognise the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

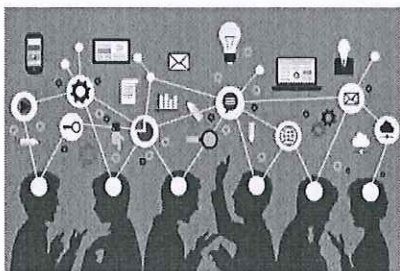
### Successful Student Outcomes



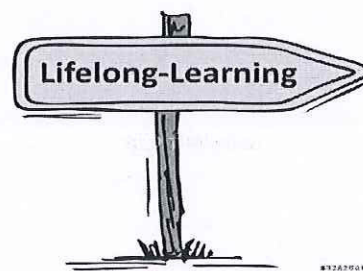
Progression to Higher studies



Securing career



Opportunities in entrepreneurship



Attitude for continuous learning



# RESEARCH POLICY



## **SREE VIDYANIKETHAN ENGINEERING COLLEGE** (AUTONOMOUS)

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# Research Policy

## 1. INTRODUCTION:

Academic institutions have been the bedrock for research for a very long time. At these places the good teaching-learning and research go hand-in-hand. They are the two sides of the same coin. It is evident that for effective teaching, research is essential. The learning outcomes of the students who undergo research based teaching are better and leading to high rate of progression to higher education, research and career. The institution though predominantly a teaching-learning institution has been considering research as one of its prime growth verticals. Thus a conscious effort is made to prepare an objective policy to promote, monitor and evaluate research in the institution.

## 2. PURPOSE

The envisaged policy shall serve as a guiding philosophy to organize research activities at the Institution. Also this helps to integrate and streamline the activities of research across the departments and units of the institution.

## 3. SCOPE

It serves as guideline for all research related activities undertaken across all the departments and units of the Institution.

## 4. OBJECTIVES

- To provide an ecosystem for research through framework and guidelines
- To create systems for career opportunities for pioneers in research from industry and academia
- To facilitate faculty and researchers through established systems, processes and facilities



- To ensure quality of research by producing publications in peer reviewed and refereed journals and intellectual property rights.
- To promote applied research with potential for commercialization.
- To facilitate Establishment of Research Centers with potential for Excellence in collaboration with premiere institutions and Industry.
- To create avenues for entering into interdisciplinary collaborations and partnerships nationally and internationally.

## 5. IMPLEMENTATION OF POLICY

The implementation and updating of Research Policy shall be carried out by the Principal and research Committee of the college upon seeking approval by the governing Body.

## 6. POLICY AND GUIDELINES

### ➤ **Conduct of Research:**

Faculty members of the Departments and research centers are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.

### ➤ **Research contributions**

Research output of the members of the faculty shall be considered as one of the core performance indicators for faculty recruitment and promotion besides their other academic accomplishments.



➤ **Recruitment and Promotion**

Faculty members and researchers who made significant contributions to research shall have large scope for promotion. The quality of research may be assessed on the metrics devised for research and which will be revised from time-to-time as appropriate.

➤ **Research Management**

The research activities of the Institution shall be planned, monitored and evaluated by Dean, Research. Research Mentoring Committee and shall be responsible for overall functioning of research activities within the Institution. Each department/centre's research activities shall be coordinated by HOD from each Department/Unit and report to the Dean, Research.

➤ **Research Ethics:**

The members of faculty, research scholars /students shall adhere to highest ethical standards of conduct given from time to time, for carrying out research. Disciplinary action may be initiated, if found guilty, against such individual/group.

➤ **Resources for research support**

The institution shall provide best research facilities such as physical infrastructure, equipment, software, computing facilities, internet and support staff for conducting quality research by students and faculty.

➤ **Student Research**

To enhance the research attributes among the students and to provide better progression in career and higher education, undergraduate/postgraduate students are required to pursue





research activities through curricular projects and extracurricular research assignments. Also their research outcomes are encouraged to be published in peer reviewed journals.

## **7. QUALITY OF PUBLICATIONS**

The research undertaken by the institution shall be beneficial to the society and contribute to the growth of the nation through scientific advancement and economic development. Hence the research outcomes as publications shall be of good standard which shall be helpful for the other scientific community besides value addition for the individual and institution.

## **8. ETHICS IN RESEARCH**

### **The Significance of Research Ethics**

- To promote the aims of research, such as expanding knowledge.
- To support the values required for collaborative work, such as mutual respect and fairness which is essential because scientific research depends on collaboration between researchers and groups.
- To make researchers accountable for their actions as many researchers are supported by public money, and regulations on conflicts of interest, misconduct, and research involving humans or animals are necessary to ensure that money is spent appropriately.
- To ensure that the public can trust research to support and fund research.
- To support important social and moral values.



## **Ethics to be followed by the researchers:**

- **Honesty and Integrity:** To conduct and report research honestly
- **Objectivity:** To avoid bias in any aspect of research, including design, data analysis, interpretation, and peer review
- **Carefulness:** Review work carefully and critically to ensure that your results are credible
- **Openness:** Prepared to share data results, any new tools that are developed, to further knowledge and advance science. Be open to criticism and new ideas.
- **Respect for Intellectual Property:** Shall never plagiarize, or copy, other people's work and try to pass it off as own; respect copyrights and patents, together with other forms of intellectual property, and always acknowledge contributions to one's own research
- **Confidentiality:** Shall respect anything that has been provided in confidence and follow guidelines on protection of sensitive information such as patient records.
- **Responsibility in Publishing:** Shall publish to advance to state of research and knowledge, and not just to advance your career and shall not publish anything that is not new, or that duplicates someone else's work.
- **Legal Issues:** shall always be aware of laws and regulations that govern the work, and be sure to conform to them
- **Animal Care:** Shall show respect for the animals in use and make sure that they are properly cared for
- **Protection to Humans:** Shall make sure to reduce any possible harm to the minimum number of humans and maximize the benefits both to participants and other people.





## 9. Formation of Research Mentoring Committee:

To augment the existing research and developmental activities in the college, experts from various fields were appointed to monitor the progress of the institution

### Activities

- To conduct orientation programs for faculty towards Research, Consultancy and Innovation.
- To apprise faculty on areas of research in various areas of Engineering & Technology.
- To identify various funding agencies for applying research projects (both public & private)
- To create models and mechanisms for joint R & D with industry.
- To design modern facilities for Research, Consultancy and Innovation.
- To plan and procure Equipment, Software, Journals for Research.
- To create Department Research Centers and Technology Incubation Centers to conduct Doctoral Programs.
- To encourage graduate & post-graduate students to undertake quality projects.
- To enter into MoUs with national Research Labs and other Institutions.

## 10. Institutional Strategies for research:

- Recruit teachers with a flair and competence in research.
- Equip laboratories with relevant modern equipment, software and library resources to suit research demands.
- Forge into alliances with prominent research groups for collaborative work.
- Apply for external research funding from private and public agencies in focused frontier areas.
- Create inter-disciplinary research groups for prospective applied research.
- Approach industry for setting-up of research laboratories on campus for the benefit of faculty and students.





## 11. RESEARCH ADVISORY COMMITTEES:

Department	Thrust area of research
EEE	Power Quality enhancement, Integration of renewable energy, Power System Control and stability
ECE	Communication Systems, Antennas, VLSI, Atmospheric Signal Processing, MEMS
CSE	Big data, Information Security, Computer Networks
EIE	Industry Automation, Biomedical Signal Processing
CSSE	Dataware Housing and Data Mining
Civil	Water Management, Retro fitting and Stability of soil
MECH	CAD/CAM, MEMS

New thrust areas can be established as and when needed

## 12. RESEARCH CLUSTERS:

To augment Research culture, Research Clusters shall be formed among all the departments by involving UG and PG students to participate in the clusters. (Present Clusters)

S. No.	Name of the Cluster	Focus Areas	Department
1.	MEMS	<ul style="list-style-type: none"> <li>• Micro Cantilevers</li> <li>• Bio Sensors</li> <li>• Energy Harvesting</li> <li>• Carbon Nanotubes</li> <li>• Gas Sensors</li> <li>• RF MEMS</li> </ul>	ECE (Inter-disciplinary)
2.	VLSI & Embedded Systems	<ul style="list-style-type: none"> <li>• System-on-chip Design</li> <li>• Reconfigurable Computing</li> <li>• Intelligence Systems for on board Data Processing &amp; Control</li> <li>• Automotive Systems</li> <li>• Smart Cities, Medical &amp; Military Applications</li> </ul>	ECE
3.	Signal Processing	<ul style="list-style-type: none"> <li>• Digital Image Processing</li> <li>• Radar and Lidar Signal Processing</li> <li>• Bio-signal Processing</li> <li>• Speech Signal Processing</li> </ul>	ECE



S. No.	Name of the Cluster	Focus Areas	Department
4.	Communications	<ul style="list-style-type: none"> <li>• Cognitive radio, Network protocol</li> <li>• 5G communication, Big data</li> <li>• OFDM and 4G communication</li> <li>• Efficient communication for telemedicine</li> </ul>	ECE
5.	Energy Systems	<ul style="list-style-type: none"> <li>• Solar, Wind &amp; PV Integration.</li> <li>• Energy storage and management systems.</li> <li>• Energy Harvesting;</li> <li>• Renewable / Alternate energy</li> <li>• Solar Thermal Energy Technology and Energy Material Development</li> </ul>	EEE
6.	Power Systems	<ul style="list-style-type: none"> <li>• Power Quality</li> <li>• Voltage stability, SVC compensation and Soft Computing techniques applied to power systems</li> <li>• Contingency analysis, state estimation and optimal operation.</li> <li>• Power Electronics applied to power systems</li> <li>• Smart Grid and Micro Grid</li> </ul>	EEE
7.	Computer Vision	<ul style="list-style-type: none"> <li>• Video Analytics</li> <li>• Image and Video retrieval Process</li> </ul>	Computer Science
8.	Software Development	<ul style="list-style-type: none"> <li>• Software Engineering</li> <li>• Software Testing</li> <li>• Optimization Techniques</li> <li>• Software Application</li> </ul>	Computer Science
9.	Network Security	<ul style="list-style-type: none"> <li>• Improvement of Quality of Service (QoS)</li> <li>• Analysis of cyber security issues</li> <li>• Protection method of Cyber security</li> <li>• Forensics analysis on Cyber attacks</li> </ul>	Computer Science
10.	Data Mining	<ul style="list-style-type: none"> <li>• Data Analytics</li> <li>• Machine Learning</li> <li>• Opinion Mining</li> <li>• Web Mining</li> </ul>	Computer Science
11.	Manufacturing	<ul style="list-style-type: none"> <li>• Micromachining</li> <li>• Tool Design</li> <li>• Additive Manufacturing</li> <li>• Development of Metal Matrix composites</li> <li>• Optimization Techniques</li> <li>• Industrial automation</li> <li>• Mechatronics</li> <li>• Robotics</li> </ul>	ME





S. No.	Name of the Cluster	Focus Areas	Department
12.	Water and Environment	<ul style="list-style-type: none"> <li>Water Resources Engineering &amp; Management</li> <li>Environmental Engineering</li> <li>Water Treatment</li> <li>Remote sensing and GIS</li> </ul>	CE
13.	Geotechnical and Transportation	<ul style="list-style-type: none"> <li>Geotechnical Engineering</li> <li>Transportation Engineering</li> </ul>	CE
14.	Biomedical Instrumentation	<ul style="list-style-type: none"> <li>Image Processing</li> <li>Signal Processing</li> <li>Bio-Signal/Image Processing</li> <li>Rehabilitation Engineering</li> </ul>	EIE

### 13. INCENTIVES FOR RESEARCH

#### Incentives for Research Projects

- 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.

#### Incentives for Research Publication in Journals:

##### 1. The journals published by the faculty must be indexed at least in any one of the following

- Web of Science (Engineering and Science)
- Thomson Reuters (Engg. and Science)
- Scopus (covers all journals except Medical)
- EMBASE (covers biomedical journals)
- EBSCO (Management database)
- DOAJ (directory of open access journals)





- Expanded Academic ASAP (cengage)
- Index Copernicus (publishers of scientific journals)
- Open J Gate (covers all journals)
- Pro Quest (covers all journals)
- Wiley International (Engineering and sciences)
- PubMed (Medical journals database)

## **2. The papers shall be selected based on the following criteria**

- Popularity of the Publisher
  - Quality of Members of Review committee
  - Impact Factor
  - Citation index of the journal
3. The selection of the paper is purely based on the merit and the final decision lies with the selection committee.
  4. Papers published between 1<sup>st</sup> July to 30<sup>th</sup> June of each academic year will be considered for incentive
  5. The committee shall take suggestions from Professors of national premiere institutions before finalizing the papers for grant of incentives.
  6. The incentive may be presented on Teachers day/Science day/Engineers day every year.
  7. The first and second authors only shall be considered for incentive. The first author will get Rs. 6000 and second author will get Rs. 4000 for each paper.
  8. If any faculty publishes more than one paper, the incentive for every paper will be considered as mentioned above.
  9. If the first author(s) is a student (research scholar/PG student/UG student belonging to SVEI), the student shall be given Rs. 2000 and the supervisor shall get Rs. 4000.
  10. If faculty (single author) publishes two papers in an academic year, the incentive will be Rs. 12000, for 3 papers, it is Rs. 18000, for 4



papers, it is Rs. 24000 and 5 and more papers, Rupees one lakh or one month salary shall be given as incentive, whichever is higher.

11. If any faculty is awarded with a patent, he/she will be given Rs. 50,000 as an incentive.

#### **14. RESEARCH SCHOLARS:**


The regular scholars of SVEC will be given a stipend of Rs. 10,000 per month subject to the following conditions.

1. The student should sign every day in the attendance register. He/she should report to institution on or before 9AM on all working days
2. On Duty leave will be sanctioned on the recommendations of the research supervisor.
3. The research scholar should take a minimum work load of 8 hours per week.
4. The stipend will be sanctioned based on the recommendation of the supervisor every month.
5. The stipend will be given for a period of maximum 3 years.
6. It is advised that the supervisor should apply for a project and get it sanctioned so that he /she can utilize project money as stipend if there is provision for JRF/project associate in the project.
7. The research scholar should submit the details of PAN, bank a/c and Aadhaar to the institution.

#### **15. PERIODIC REVIEW OF RESEARCH OUTPUT**

Periodic review of research output shall be carried out by each department and provide such information to the principal periodically for assessment and required corrective actions, if any.



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

# **CODE OF ETHICS FOR PLAGIARISM IN RESEARCH**



## **SREE VIDYANIKETHAN ENGINEERING COLLEGE (AUTONOMOUS)**

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Sree Sainath Nagar, A. Rangampet, Chandragiri Mandal,  
Chittoor Dist., Andhra Pradesh – 517 102

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## 1. PREAMBLE:

Ethics and honesty are the two most important components of the academic activities be it teaching or research. Teaching and research is a noble profession based on extremely high moral values. Many times it is observed that some of the "academicians" intentionally or unintentionally publish or present other's work as their own. Such acts will affect academic atmosphere in the institution and reputation of the institution as well as the individual. It is therefore important for the Institution to have in place a policy on plagiarism to avoid such type of acts.

## 2. DEFINITION OF PLAGIARISM:

- Plagiarism is defined as presenting another person's work as one's own work.
- Presentation includes copying or reproducing it without the acknowledgement of the source.
- Plagiarism involves copying of: phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source.

## 3. TYPES OF PLAGIARISM:

### a. Secondary sources (Inaccurate citation)

Secondary Source Plagiarism happens when a researcher uses a secondary source like a Meta study but only cites the primary sources contained within the secondary one.

Secondary source plagiarism not only fails to attribute the work of the authors of the secondary sources but also provides a false sense of the amount of review that went into the research.



**b. Invalid sources (Misleading citation, Fabrication, Falsification)**

Invalid Source Attribution occurs when researchers reference either an incorrect or nonexistent source. Though this may be the result of sloppy research rather than intent to deceive, it can also be an attempt to increase the list of references and hide inadequate research.

**c. Duplication (Self-plagiarism, Reuse)**

Duplication happens when a researcher reuses work from their own previous studies and papers without attribution. The ethics of duplication is highly debated and often depends upon the content copied.

**d. Paraphrasing (Plagiarism, Intellectual theft)**

Paraphrasing is taking another person's writing and changing the words, making it appear that an idea or even a piece of research is original when, in truth, it came from an uncited outside source. Paraphrasing ranges from simple rephrasing to completely rewriting content while maintaining the original idea or concept.

**e. Repetitive research (Self-plagiarism, Reuse)**

Repetitive Research Plagiarism is the repeating of data or text from a similar study with a similar methodology in a new study without proper attribution. This often happens when studies on a related topic are repeated with similar result but the earlier research is not cited properly.

**f. Replication (Author Submission Violation)**

Replication is the submission of a paper to multiple publications, resulting in the same manuscript being published more than once. This can be an ethical infraction, particularly when a researcher claims that a paper is new when it has been published elsewhere.





#### **g. Misleading attribution (Inaccurate Authorship)**

Misleading Attribution is an inaccurate or insufficient list of authors who contributed to a manuscript. This happens when authors are denied credit for partial or significant contributions made to a study, or the opposite-when authors are cited in a paper although no contributions were made.

#### **h. Unethical collaboration (Inaccurate Authorship)**

Unethical Collaboration happens when people who are working together violate a code of conduct. Using written work, outcomes and ideas that are the result of collaboration, without citing the collaborative nature of the study and participants involved, is unethical. Using others' work without proper attribution is plagiarism.

#### **i. Verbatim plagiarism (Copy-and-Paste. Intellectual Theft)**

Verbatim Plagiarism is the copying of another's words and works without providing proper attribution, indentation or quotation marks. This can take two forms. First, plagiarists may cite the source they borrowed from, but not indicate that it is a direct quote. In the second, no attribution at all is provided, essentially claiming the words of someone else to be their own.

#### **j. Complete plagiarism (Intellectual Theft, Stealing)**

Complete plagiarism is an extreme scenario when a researcher takes a study, a manuscript or other work from another researcher and simply resubmits it under his/her own name

### **4. DETECTING PLAGIARISM:**

It is the prime responsibility of an institute or individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism. SVEC will use the best tools / software to detect plagiarism. It is at most



important for an academic institute like SVEC to educate its student and teaching community about what constitutes plagiarism, how it is detected and of course the action that is going to follow if plagiarism is proved.

## 5. GUIDELINES TO CHECK PLAGIARISM

1. Plagiarism reports must be generated by available software at the time of submission of Ph.D. thesis/ research reports/ credit assignments and other documents claimed as original.
2. The exclusion at the time of performing the check should be limited to the following:
  - a. Quotes
  - b. Bibliography/References/Citations
  - c. Phrases
  - d. Small matches up to 10 words
  - e. Format
  - f. Idea /works or language of the lab/team/group or the supervisor(s)
  - g. Small similarity less than 1%
  - h. Mathematical Formulae
  - i. Name of Institutions, Departments etc.
3. In case of self-plagiarism or cases where published work of a researcher from the lab/group etc. is shown by Plagiarism check, a certificate (plagiarism Self Exclusion Certificate) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library-which will perform the final check.



4. The final Plagiarism check from the library is essential so that the correct report is submitted at the time of submission of thesis/ other documents.
5. For B.Tech/M. Tech /Ph.D. thesis, the library will issue the final certificate of Plagiarism Check called the Plagiarism Verification Certificate certifying and authenticating the check performed by the student/Department. This certificate has to be submitted to the Exam Branch at the time of submission of thesis along with certificate from the students, signed by Supervisor

## 6. GUIDELINES FOR ACTION WHEN PLAGIARISM IS REPORTED

When a case of plagiarism is reported the following procedure will apply:

- The Principal of SVEC will form a committee of experts, from the departments who will establish whether there is a plagiarism or not, if it is then there, what is the level. This committee will submit its report to the competent authority for a final decision in this regard.
- The committee will use the best possible software provided by UGC, INFLIBNET or National Knowledge Commission or specified software made available by the Institution for detecting the plagiarism.

The onus of plagiarism shall rest with the student in case of PhD thesis and on the first author in case of a research paper.

Depending on the severity of crime a **student** may be awarded any of the following punishments:

- Fine or warning or both.
- Rustication, for a limited period or permanent removal from SVEC.
- Withdrawal of degree awarded on plagiarized work.




➤ Depending on the severity of crime a **supervisor/ teacher** may be awarded any of the following punishments:

- Warning or stoppage of increments or both.
- Removal from SVEC
- Any other punishment as decided by the committee

The quantum of punishment will be decided by the Principal based on the recommendations of the committee and confirmed by the Governing Body based on the recommendations of the Academic Council.



  
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**(AUTONOMOUS)**  
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# CONSULTANCY POLICY



## **SREE VIDYANIKETHAN ENGINEERING COLLEGE**

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## Consultancy Policy

### Facilitation:

The Institution provides the necessary facilitation conforming to the following tenets concerning consultancy:

1. The Institution shall provide the ecosystem for Consultancy to the motivated and competent faculty in specialized areas of Engineering, Technology and allied areas to external agencies such as Industry, government and research institutions
2. The Institution shall create awareness and necessary motivation to the faculty for undertaking consultancy as a development vertical for self as well institutional development.
3. This policy shall apply to only the regular employees of the institution.
4. The Consultancy Policy will be implemented to compliment the Research and development policy of the Institution

### Objectives:

- Fostering linkages and collaborations with industry for research, technology transfer and specialized human resource development.
- Identification, protection, and commercialization of intellectual property.
- Promoting commercialization and application of technologies and inventions.
- Facilitating access to research, technology databases and dissemination of information
- Providing opportunities for external agencies and individual to utilize the technical services on payment basis
- Exploring all possible modes for generating revenue through technical consulting and services
- Developing and nurturing international linkages for research and development.



- Undertake extension activities through technology and science dissemination to the institution neighborhood for societal development.


### Process and revenue sharing:

- Offering various services in the Engineering Departments and to promote consultancy services and to take up the assignments from the public or industries
- To develop sourcing relationship and to combine Consultancy services with research in Development of Products, Testing and Maintenance Services on chargeable basis.
- The pricing of services depends upon the nature and shall be scrutinized by the Finance Committee before recommend for BOG approval
- Providing services at free of cost to the other institutions is strictly prohibited
- Heads of Department shall open a separate Bank Account to operate the funds generated through Consultancy and ensure to maintain proper books of accounts in this regard
- In the event of any legal action/ dispute necessitating refund/payment of monies/fees by the client the amount shared to the staff is recoverable.
- All legal issues shall be dealt with in the courts of Tirupati only.

The monies so collected shall be shared among the Institution, Department and Staff (both Teaching and Non Teaching) as mentioned hereunder:

1. Institution	: 40%
2. Department	: 10%
3. Head of the Department	: 10%
4. Faculty/Consultant	: 20%
5. Laboratory Technicians	: 10%
6. Consumables & Maintenance of Equipment	: 10%



  
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# INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE POLICY



## **SREE VIDYANIKETHAN ENGINEERING COLLEGE** (AUTONOMOUS)

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# Sree Vidyanikethan Educational Institutions

## Infrastructure development and Maintenance Policy

**Preamble:** The management of the institutions regard the infrastructure as the most important physical space that host the entire transaction of academics and its associated services. Hence a defined outlook on the quality of the infrastructure and its maintenance is thought of and documented for the benefit of the stakeholders.

### Objectives:

- To seek inputs, needs, purpose and requirements from the stakeholders on the nature of infrastructure
- To plan, build and utilize infrastructure optimally
- To create infrastructure and facilities for instructional, administrative, residential and recreation purposes for the students and staff
- To build and maintain infrastructure upon consultations with the best architects and structural engineers with experience in the domain of education
- To identify at a strategic and operational level officials and or departmental units responsible for the planning, budgeting, construction, management, monitoring and evaluation of physical infrastructure
- To comply with the norms and guidelines of the statutory authorities.

### Infrastructure Planning:

The planning is done to make infrastructure

- Suitable for changing student demographic
- Accessible and efficient
- Use of technology to optimize the infrastructure requirements



- Compliant to the statutory authorities
- Environmentally compliant and use of more green technologies

**Process:**

- The Head of the Institution shall propose the requirements of infrastructure upon due consultations with the heads of the department and experts in the domain.
- This requirement shall be communicated well in advance to the management of the trust
- The Trust shall assign the estimates for the work by the Chief Engineer in terms of civil and financial terms with specific time lines for execution
- The assessment report shall be studied by the management and further sending these requirements to the consultants – architect and structural engineer
- The plans received shall be further discussed with the head of the Institution and the academic team for validation of the plans to suit the requirements
- The plans finalized shall be given to the chief engineer for construction

**Construction of infrastructure:**

The Chief Engineer and his team shall execute the construction of physical infrastructure through

- **Construction organization and administration:** the Chief Engineer shall ensure the deployment of optimal human and financial resources in a regular manner for efficient and early construction of Infrastructure
- **Cost management:** in line with the budgetary provisions the chief engineer shall track costs, forecasting costs and controlling the costs during the construction life cycle.





- **Procurement Management:** the Chief Engineer shall follow the established procedures for the procurement of materials from the listed contractors and suppliers for ensuring the quality and cost effectiveness
- **Risk Management:** the Chief Engineer shall continuously track the scope changes, permits, regulatory requirements, environmental compliance, project risks and quality for mitigating the future risk in the successful execution of the project
- **Schedule Management:** the Chief Engineer shall monitor the schedule of the project execution to ensure timely completion of the project and to minimize the cost of construction through established monitoring mechanisms.

**Process:**

After due orders and approvals from the management the Chief Engineer initiates the construction process as follows

- Submission of detailed execution plan
- Invitation of tenders/quotations
- Submission of tenders and quotations to Director Finance and Administration for approvals
- Approval of rates by the finance committee
- Indenting and procurement of materials
- Identification of contractors / sub contractors
- Continuous monitoring of the work done by the contractors/sub contractors
- Submission of running bills and final bills for approval
- Release of payment
- Issue of completion certificate and closure of the project



## Maintenance of infrastructure:

The Chief Engineer and his team shall execute the maintenance of physical infrastructure as follows:

### Planned Maintenance

- **Statutory Maintenance:** Specific forms of maintenance to be carried out to provide what in their respective fields are regarded as the minimum form of maintenance required. (eg. Plumbing, roof tops etc.,)
- **Preventative Maintenance:** Performed to retain an asset in its required condition or standard and sets out to prevent failure by providing systematic inspection and monitoring to detect and prevent deterioration and or failure and includes testing to confirm correct operation. (electric earthing, water pipes, RO plant etc.,)
- **Scheduled Maintenance:** Performed to prevent failure in a predetermined and scheduled manner by the manufacturer of the specific asset concerned

### Unplanned Maintenance

#### A. Breakdown Maintenance

##### 1. Normal Breakdowns:

Requires action towards restoring an asset to its respective operational condition as a result of unforeseen failure; This action is generally regarded as requiring remedial attention within a working week of 5 days

##### 2. Emergency Breakdown

Requires action towards restoring an asset to its respective operational condition as a result of unforeseen failure that seriously affects the functioning of the asset and such a breakdown must be attended to within 1 day.

Eg. Sewage block



### 3. Fatal Breakdowns

Breakdowns that cause serious damage to associated, linking, and or surrounding assets and could cause the loss of a resource such as water or electricity and or could result in a danger to people and loss of life. These forms of breakdown need to be attended to within 3 hours.

Eg. A burst pipe; open electrical wiring system

**4. Incident Maintenance:** unplanned and reactive maintenance that requires action towards restoring an asset to its respective operational and or safe condition as a result of damage from storms, fire, forced entry, vandalism or malicious actions

### B. Minor and major Repairs

Intended to restore an item to an acceptable condition by the renewal, replacement, or mending of worn, damaged or decayed parts

### C. Rehabilitation

Intended to restore an asset to its intended useful life

### D. Renovations

Actions that are carried out to restore an asset, which has deteriorated to an unacceptable condition, to its original "as new" condition



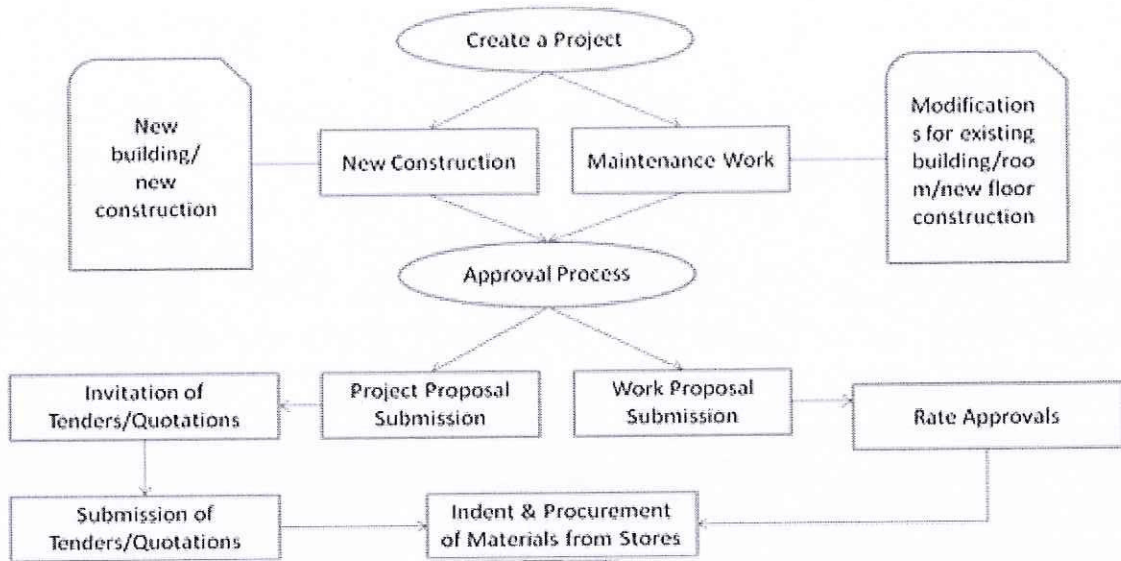


**Process:**

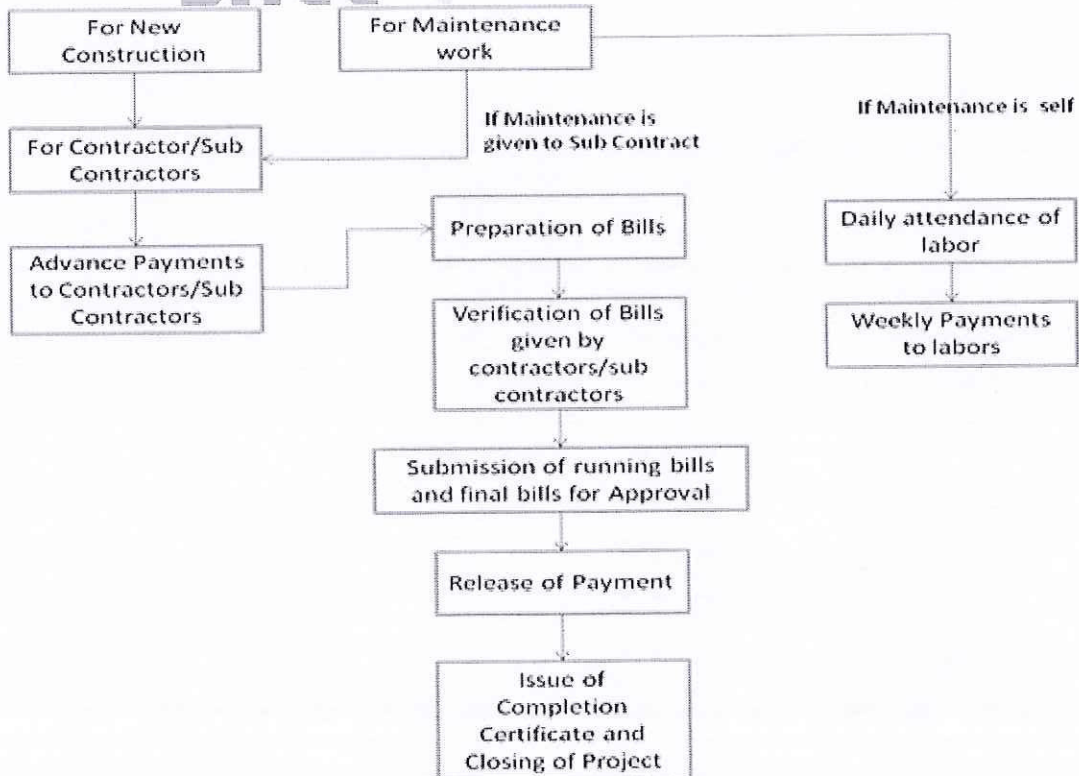
**After due orders and approvals from the management the chief engineer initiates the construction process as follows**

- Submission of work proposal
- Invitation of tenders/quotations
- Submission of tenders and quotations to Director Finance and administration for approvals
- Approval of rates by the finance committee
- Indenting and procurement of materials
- Identification of contractors / sub contractors
- Continuous monitoring of the work done by the contractors/sub contractors
- Submission of running bills and final bills for approval
- Release of payment
- Issue of completion certificate and closure of the work





### Work Flow -1



### Work flow - 2



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



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

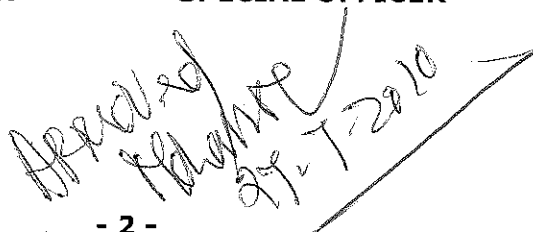
**Note :** Head of the Department should take the responsibility so that the absence of the faculty members does not affect the class work.

"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

# **GRIEVANCE REDRESSAL POLICY**



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## **Students' Grievance cell**

### **Introduction**

The Student's Grievance Cell promotes and maintains congenial academic environment for student happy and comfortable stay on campus. The grievances include ragging, bullying, misbehavior, misconduct, gender bias and sexual harassment.

### **Objectives:**

- To provide value for services for which the students are entitled.
- To make employees responsive and accountable while complying with practices and procedures pertaining to students
- To ensure effective and speedy solution for student representations and grievances

### **Functions**

- Redressal of Students' Grievances as per the nature of them
- To co-ordinate between students and Departments / Sections to redress the grievances
- The Head of the Institution is the final and competent authority to take decisions on the redress of the student representations



## **Students' Grievance Procedure**

- The student's grievances are collected by the HoD and forwarded to the Principal.
- The Principal forwards the representation to the redressal committee for thorough study/enquiry and seek their recommendations.
- Based on the recommendations of the Committee the principal takes appropriate action to resolve the issue.
- Documentation is made for the entire process and recorded.

## **Exclusions from the purview of the committee**

Decisions of the Academic Council / Board of studies and other academic / administrative committees constituted by the college; award of scholarships / fee concessions / awards / medals; Discipline Rules and code of conduct; admissions and policy and assessments and examinations

## **Composition of the Committee:**

- The committee is headed by a senior professor
- Representation of women member of faculty is mandatory
- One senior non-teaching members is also made part of the Committee