

Code of Conduct

INDEX

Particulars	Page No.
Students	1
Director	8
Principal	9
Vice-Principal	12
Controller of Examination	13
Dean (Computer Science)	16
Dean Academics	18
Dean Placements	20
Dean - IIIC	22
IQAC - Coordinator	24
Head of the Department	25
Faculty	29
Non-Teaching Staff	36
Network Manager	37
SAO - Senior Administrative Officer	39
Governing Body	42



**PRINCIPAL
PRINCIPAL**

**SREE VIDYANIKETHAN ENGINEERING COLLEGE
(AUTONOMOUS)**

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

CODE OF CONDUCT FOR STUDENTS



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



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

DIRECTOR

Code of Conduct and Responsibilities:

The Director shall be responsible for the overall development of the College as an institution of excellence.

The responsibilities of the Director are:

1. To provide leadership through strategic planning and development, guidance and monitoring of all the academic (Teaching – learning and Evaluation) and related activities such as Consultancy, Placement, Training, Industry-Institute-Interaction.
2. To review the curriculum design and development of SVEC.
3. To review the agenda, minutes of the meetings of Governing Body, Academic Council and Boards of Studies.
4. To coordinate with the Principal in the activities related to AICTE approvals, JNTUA affiliation, UGC, other mandatory apex bodies and Accreditation agencies.
5. To coordinate and review the functioning of IQAC of the institution.
6. To plan additional facilities for new programs and courses.
7. To monitor Faculty Training & Development Programs.
8. To review proposals, applications, reports, correspondence etc., to external agencies, from SVEC.
9. Any other work assigned by the Chairman and CEO from time to time.

PRINCIPAL

Code of Conduct and Responsibilities:

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

- The Principal, unless otherwise provided, shall be the Ex-officio Member Secretary of the Governing Body, Chairman of the Academic Council and the Finance Committee.
- It shall be the duty of the Principal to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institution are duly observed and implemented.
- The Principal shall have the power to delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Governing Body.
- The Principal shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various Committee of the Institution.
- The Principal shall have the power to convene or cause to be convened meetings of the various bodies of the Institution.
- *It shall be the duty of the Principal to :*
 - ❖ Apply to AICTE (for extension of Approval, sanction of New Programs and courses and variation in intake, etc.)
 - ❖ Apply to JNTUA, Anantapur for affiliation,
 - ❖ Ensure timely correspondence with APSICHE, Commissioner of Tech. Education, Convener EAMCET, Convener ECET, Convener ICET and Convener CEEP for student admissions and relevant matters.

- ❖ Correspond with Social Welfare Dept. (sending scholarship applications for students of SVEC), and other Govt., offices (like office of the District Collector for attending meetings on anti-ragging; RTA office for safety of buses.
- ❖ Send statistical data to State Government and University Grants Commission, New Delhi and other apex agencies.
- ❖ Monitor regularly the activities of TEQIP-II.
- ❖ Prepare all the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions.
- ❖ Provide leadership, guidance, Implementation and monitoring all the academic activities.
- ❖ Monitor all the developmental activities such as Research and Development, Consultancy, Training, Placement, Industry-Institute-Interaction and report to the Governing Body.
- ❖ Take specific initiatives to achieve long and short term goals of SVEC and monitor the activity.
- ❖ Conduct the SVEC Development Committee meetings twice a year and submit a report to the Governing Body.
- ❖ Receive all departmental budgets in the prescribed form by 31st January of every calendar year for the next academic year and submit the same to the Management.
- ❖ Ensure the preparation of reports on various activities and also the Annual Reports of SVEC.
- ❖ Maintain student discipline and orderly functioning of SVEC.
- ❖ Inculcate discipline, decency, decorum and dignity among the faculty and staff of SVEC.

- ❖ Propose the Governing Body for creation of additional facilities of new programs and courses whenever necessary.
- ❖ Responsible for the general amenities (like providing potable water, toilets, ladies waiting hall, parking, canteen, transport, library, internet, courier service, banking, Tuck Shop, Medical facilities, play grounds etc).

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

VICE – PRINCIPAL

Code of Conduct and Responsibilities:

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

1. Faculty & Staff supervision and evaluation :

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

2. Student control supervision :

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

General:

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

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

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

CONTROLLER OF EXAMINATIONS

Code of Conduct :

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

Professional 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, PD and External and Technical Support. Also, technical and secretarial staff assist the CoE in the examination section. The CoE is responsible for the maintenance of the 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 Notification and Timetables
- Conduct of Examination
- General and Distribution of Question paper on the day of Examination
- Collecting comments on questions papers from the departments
- Safe custody of encoded Answer Scripts

- Handing over and collection of Answer Scripts at Spot Valuation Center
- Making payment at the Spot Center
- Estimation and Procurement of Stationery for Internal and External Year/Semester End Examinations
- Preparation of Annual Budget for Examination Section
- Submitting the requirement for the upgradation of examination sections
- 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, Consolidate Grade Sheets and Provisional Certificates
- Publishing Final Results of Examinations
- Organizing Graduation Day
- Making Correspondence to JNTUA in all aspects
- Making Correspondence to SBTET, AP in all aspects
- Issue of Duplicate Grade Sheets, Consolidate Grade Sheets, Provisional Certificates and Transcripts
- Addressing the Students grievances and ensuring of discipline in conduction of examination
- Conducting of Examination of other Institution (GATE, AIEEE, GAT, SRMEE, APPSC, TTD, SBI, IBPS etc.,)

- Providing service to the organizations in setting question papers on conducting spot valuation
- Maintenance and Repairs of Electronics and Reprographic Equipment
- 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 from time to time

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

DEAN – COMPUTER SCIENCES

Code of Conduct and Resonsabilities:

Dean – Computer Sciences is required to coordinate all Computer Science Stream Departments in terms of teaching, learning, evaluation and research & consultancy.

The Responsibilities of Dean-Computer Sciences:

- To provide leadership and guidance for Computer Science Stream Departments towards teaching, learning, evaluation, research and consultancy
- To provide advisory on strategy formulation and implementation of activities for comprehensive development of Computer Sciences Stream Departments
- To monitor and evaluate the efforts of the Computer Sciences stream Departments in achieving excellence in academics and employability of the students
- To provide recommendations to GB interms of policies and procedures for better performace of Computer Sciences Stream Departments
- To mentor and guide faculty, staff and students of Computer Science Stream Departments in terms of academic excellence
- To prepare action plans for development activities for Computer Science Stream Departments and submit the same to the Principal, SVEC and monitor the implementation
- To identify and suggest on industry-institute collaborations for Internships, Projects, Placements for Computer Science Stream Departments
- To liaison and observe activites of regulatory bodies like Dept., of Information Technology (GoI), NASSCOM etc., for identifying

opportunities for collaboration in terms of student development and placements

- To Assist Academic Council in matters related to Computer Sciences Stream Department curriculum developments and modifications
- To provide advisory and guidance to Network Administrator of the institution for effective utilization of IT/ITES infrastructure

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

Dean (Academics)

Code of Conducit :

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

Professional Responsibilities :

Dean (Academics) shall be responsibilities 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 /modification/ revision and update the syllabus.
- To Prepare Academic Calendar containing all details (including holidays).
- To prepare year-plan for organizing Seminars/Guest Lecturers/Expert Lecturers/Add-on-courses/Student Paper contests/Exhibitions/Workshops/FDP in consultation with HoDs and to the monitor proper execution of the programs.
- To Oversee the conduct of diagnostic test to identify slow learners.
- To analyze the results and arrange to organize reinforcement classes and report to the Principal/Management.
- To verify the courses 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 advice and assist HoDs in day-to-day discharge of their duties whenever required.
- To coordinate the activities of 'Academic Audit' and report the same to the stakeholders
- To plan and implementation of academic practices regarding Curriculum, Instruction, Evaluation, Educational outcomes, Employability etc.,
- To promote Research within the Institution
- To interact with GB and AC members about matters of academic interest and plan & implement suggestions
- To Suggest on Examiners, Paper setters, Evaluators and such other personal for smooth conduct of evaluation process
- To Identify and prescribe courses for strengthening the curriculum and promote employability
- To Interact/communicate with AC Members in Curricular modifications/revisions before and after AC meeting
- To monitor all academic activities to fulfill the objectives of Autonomous Status.

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

Dean (Placements)

Code of Conduct and Responsibilities:

Dean Placements is responsible for all the efforts of the Institution towards 'Employability' of the students.

Roles and Responsibilities:

- To provide leadership and guidance in Institutional efforts towards '**employability**' of the students and provide placements
- To provide direction in planning and implementing activities related to the employability of the students
- To conduct job market research and report on Job trends and prospective of job market opportunities
- To provide structured advice to the GB in matters related to the placements
- To prepare Placement event yearly calendars and communicate the same to all stakeholders
- To organize the placement activities during campus placements drives
- To interact with prospective companies/institutions and inviting them for the placements
- To assist students in career planning through awareness activities/events
- To arrange Placement Training and plan & conduct mock tests/interviews/groupdiscussions etc., to facilitate student training
- To collaborative work with III Cell of the Institution and Liaison Institution with Industry in matters related to employability and to bring placements to the students
- To provide support and coordinate the efforts of III Cell in offering Internships to the students

- Follow-up of arrangements for Campus placements such as schedules, visit of industry personnel, arrangement of pre-placement talks, arrangement of screening test facilities, supporting visiting company to carryout recruitment and selection
- Collect offer letters from the employer and distribute the same to the placed students
- To maintain databases of eligible students, selected students, not-selected students
- To establish and upkeep 'Employer' databases

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

DEAN – Industry-Institution-Interaction (IIIC)

Code of Conduct and Responsibilities:

Dean – Industry Institution Interaction is required to provide support to all Departments for Industry interaction and initiatives.

Roles and Responsibilities:

- To Prepare Action plans for III activities and submit the same to the Principal, SVEC and monitor the implementation
- Identification & suggestion of Industry/Institution for collaboration and MoUs
- To invite and involve industry professionals in Curriculum Design & Development, Delivery and Assessment
- To facilitate and support Departmental initiatives for improving Industry interaction
- To liaison Industries and Industry associations for identifying opportunities for collaboration
- To Coordinate Industry Institution Interaction activities at the Institution level
- To Plan and implement Industrial visits, Industry based projects, Internships, Industry expert speak-sessions etc.,
- To Conduct student activities/events with industry participation
- To Assist Placement and Training Cell in Industry contacts and placements
- To collaborate with Industry for Student/Faculty Research
- To Assist AC in matters related to Industry-oriented curriculum development and modifications
- To Provide suggestion to GB and AC in matters related to III Cell initiatives and activities
- To Plan and implement activities to functionalize MoUs signed

- To Follow-up Industry in signing MoUs/Letter of Intent/Agreements etc.,
- To maintain database regarding expertise from industry and facilities

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

COORDINATOR – IQAC

Code of Conduct and Responsibilities:

- To assist the Principal, SVEC in establishment and implementation of quality benchmarks practices for academic and administrative activities.
- To Conduct of timely academic, research and administrative audits.
- To provide feedback on various quality practices and providing information to all stakeholders.
- To organize programs related to awareness on quality consciousness in academic and research for the faculty and staff.
- To prepare relevant quality reports such as AQAR/any other reports on IQAC behalf and submit the same to the concern Authorities/bodies/agencies etc.,
- To assist GB on planning and implementation of activities related to policies and procedures to support '**Internal Quality**'.
- To provide efforts towards '**Quality initiatives**' in academic, research and administrative aspects of the Institution.
- To establish and maintain '**Institutional Academic and Administrative Databases**'.
- Assist Head of the Institution in quality accreditation application and implementation processes.

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

Head Division/Head of the Department

Code of Conduct and Responsibilities:

- The prime role of the Head of an academic department is to provide strong academic leadership.
- The HOD is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- At the same time they are required to exercise leadership, demonstrate vision and empower others in order to deliver the agreed departmental strategy within faculty.
- Prepare Departmental Academic calendar incorporating all the events required as per Accreditation bodies and also as per discussions in the HODs meeting with Principal/IQAC
- Allocate the subjects to the faculty members well in advance before commencement of the semester.
- Check Lesson Delivery Plans, Course material, Question banks prepared by the faculty for the subjects assigned to them for the semester before the commencement of class work and ensure that the information provided is in accordance with the formats suggested by IQAC.
- Make sure that the time tables are prepared as per the guidelines given by the Principal/IQAC and inform the faculty members and students well in advance before the commencement of the class work.
- Ensure all the faculty engages the theory classes at the allotted time and available in the laboratories full time during Practical classes.

- Interact with students (Section wise) of their branch once in 15 days, identify the problems and find solutions in consultation with the Principal.
- Verify the student attendance registers maintained by the staff members once a week and submit to the Principal for verification as and when required.
- Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
- Ensure teaching and non-teaching staff adhere to the dress code specified to them and in case they violate initiate suitable disciplinary action in consultation with Principal.
- Convene departmental staff meeting once in a fortnight on the day allotted and record the minutes of the meeting.
- Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) twice in a semester (first feedback before first Mid-exams and second feedback before second Mid-exams), evaluate and communicate the feedback to the concerned faculty members in the standard format as decided by Principal/IQAC. Communicate a summary of all the teachers' feedback to the Principal.
- If any subject is handled by the other department faculty members, communicate/send one copy to the respective HOD.
- Guide/Advise the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year to year or semester to semester.
- Advise the class teachers to prepare Master registers meant for posting attendance and internal marks regularly.

- Ensure all mentors maintain and update mentoring registers regularly and submit the updated books to the principal's office for verification and signature.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teacher/Mentors.
- Counsel the students who are absent for the mid test or irregular to the class work.
- Form the student batches and allot the project guides as per guidelines given by the affiliating University/ Principal/IQAC.
- Allocate the students to the teacher-counselors in the beginning of the academic year.
- Inform the concerned authorities, if any important information of events taking place in the Department from time to time
- Arrange special classes if necessary for the benefit of below average students/slow learners
- Ensure academic discipline in the department (among students, teaching and Non-teaching staff).
- Follow the guidelines / instructions given by the Principal/IQAC from time to time.
- Maintain and update all the files in the department regularly.
- Plan and conduct the Add-on/Value added course of meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
- Provide necessary inputs to the Principal/IQAC office for Academic Council / Governing Council Meetings and also for Accreditation purposes.

- Reporting to the Principal regarding all the requirements of the staff, equipments, servicing and maintenance of equipments in the laboratories well in advance (preferably during the vacation of every semester for the ensuing semester)
- Responsible for the activities related to R&D, consultancy and research publications.
- Arranging Guest/Top-up lectures, seminars, workshops, conferences, Industry visits to students etc. in the department as planned in the departmental calendar of events.
- Motivating / guiding faculty members to participate/attend workshops, seminars and conferences conducted at other places for updating their knowledge and also for submitting proposals for research grants to different funding agencies.
- Responsible for Innovative programs including collaborations (MOU) with different industries or other reputed institutions.
- Responsible for effective implementation of students mentoring/Proctor system.
- Responsible for preparation of Budget (Capital & Recurring) every year as informed by the Principal.
- Responsible for any other job assigned by the Management / Principal / superiors from time to time.

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

FACULTY MEMBERS

Code of Conduct and Responsibilities:

- The faculty shall adhere to the Rules / Regulations / Responsibilities at all times.
- The rules, regulations & responsibilities are only indicative and not exhaustive.
- Non-adherence or Non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members.
- The faculty members must be punctual to duty.
- The faculty members shall stay within the campus during the working hours of the college.
- The faculty members shall discharge the responsibilities assigned in teaching /research / consultancy and administrative jobs diligently in honest and un-biased manner with total commitment.
- The faculty members are expected to conduct themselves in a professional and co-operative manner.
- The faculty members shall take precautions to protect equipment, materials and facilities of the college.
- The faculty members shall attend and participate in the meetings, activities called/assigned by the HOD, Vice-principal and Principal.
- The faculty shall take up other duties and responsibilities assigned by the Principal/Management not limited to academic & evaluation duties.

- The faculty at the level of Professor, Associate Professors and faculty with Doctoral degree shall undertake research/consultancy activities constantly in addition to Teaching.
- The faculty member should make him/her presentable as per the stipulated dress code and must wear ID card at all times within the campus and while representing Institution outside.
- The faculty shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely, HODs, Vice-Principal and Principal (limited to a total of 10 days in an academic year)
- Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.

BEHAVIORAL:

- The teaching profession expects high standard of ethical behavior. The faculty members are expected to conduct themselves in professional and befitting manner.
- The faculty shall not indulge in rude or abusive behavior, comment against superiors, and make negative comments about other staff members, verbal attacks which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.
- The faculty shall comply with rules, regulations and policies of the management from time to time.

ACADEMIC:

- To conduct the assigned classes as per Schedule/time-table.
- To maintain the record of Lesson Delivery Plan (LDP) and other relevant documents of the courses handled by them.

- To implement the designated curriculum with the said objectives.
- Whenever a faculty intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for the classes/laboratories/invigilation etc.,
- In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested and official leave letter should be submitted to the HOD within 24 hours either in person or through alternate means.
- The faculty member shall be impartial towards any segment of students or individual student and maintain highest decorum while dealing with students and colleagues.
- Every faculty member should maintain students' attendance records and absentees USN/Reg. No. as per the format provided by the department.
- The faculty counselors must update the students' personal file/mentor register regularly and submit for verification to the HOD/Principal.

CLASS ROOM TEACHING:

- Once the subject is allotted, the faculty member should prepare the Lesson Delivery Plan, session plan, course file and question bank as per the guide lines provided.
- The teachers/work diary must be regularly updated and submit for HOD's signature at the end of every week.
- The faculty member should refer to more reference books than text books and prepare his/her detailed lecture notes/course material. These lecture notes/course material are his/her teaching aids. The faculty member should not dictate the full notes in the class.

- The faculty member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- The faculty member should engage the full length of the period and should not leave the class early.
- The faculty member ideally should recapture for first five minutes, the lessons of the last lecture, tell what will be covered in that day's class for 2 minutes, then deliver the lecture for the next 40 minutes and in the last 3 minutes conclude and inform what will be covered in the next class.
- The faculty member should cultivate to include humor in the lecture, to break the monotony.
- The faculty member should make use of ICT, like use of PPTs, LMS apps, models etc., where ever necessary as teaching aids.
- The faculty member should encourage students asking doubts/questions.
- The faculty member should get the oral feedback from students about his/her lecture delivery and act/adjust the teaching methodology appropriately, on a continuous basis.
- The faculty member should take care of academically weaker students (slow learners) and pay special attention to their needs in special classes.
- In numerical/problem oriented courses, regular tutorials are to be conducted. The problems for tutorial classes are to be handed over to the students at least three days in advance of tutorial class.
- The faculty member should interact with the class teacher or counselor and inform about the habitual absentees, academically weaker students in his/her course, objectionable behavior of the students etc.,

- The faculty member should always aim for 100% pass results and also to achieve set targets for course attainment in his/her courses and acts accordingly.
- The faculty member should regularly visit library and read the latest journals/magazines in his/her specialization and keep oneself abreast of latest advancements.
- The faculty member should make him/her available in the cabin allotted for students' doubts clearance.
- The faculty member should motivate the students and bring out the creativity/originality in the students.

LABORATORY:

- The faculty members assigned with laboratory class must perform the experiments personally and be satisfied with the outputs/results, before asking the students to conduct the experiments.
- The faculty members assigned with laboratory classes shall stay in the laboratory for the full time.
- The lab observations/records must be corrected then and there or at least by next class.
- The faculty members assigned with laboratory class should conduct at least two experiments beyond the syllabus to enlighten the students about the developments in the course.

EXAMINATION:

- The faculty members should set the IA test question paper following the guidelines given with regard to Course Outcomes and Revised Bloom's Taxonomy Levels.
- The faculty members should also prepare the detailed solutions and scheme of evaluation and submit to HOD for approval.

- During invigilation, the faculty member should be continuously moving around and should not sit at one place for a long time and should watch students closely to avoid malpractice in the IA test/SEE.
- Whenever any malpractice is noticed in SEE the faculty member should inform the university representative/Chief superintendent.
- The Answer Scripts are to be corrected within three days from the date of IA examination at a central place and IA marks are to be submitted to the HOD for submitting to Principal.
- The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/college. In these occasions, it should be done strictly as per prescribed norms and should not have any bearing with region, language, religion, caste, status of parents, personal relations etc.,

STUDENT RELATED:

- To motivate students to show interest and learn the most in the classes.
- To be available for the students even after class hours to clarify their doubts, if any.
- To provide students set of possible questions for all the topics in order to help/prepare for enhancing their knowledge and face the examinations confidently.
- To treat students with respect and teach them to treat others with respect.
- To motivate and help students to do minor educational projects in related area/topics so that their analytical and self-learning skills improve.

- Feel working comfortably with advanced learners/slow learners and learners with diverse needs.
- To handle gently but firmly any misbehavior of students and weed out the cause.

ROLE AS PROCTOR/COUNSELLOR/MENTOR:

- As a proctor/mentor, the faculty shall advise/counsel the student on all the academic and personal matters.
- The faculty must meet the assigned students at least once in every week/fortnight and report to the HOD/Principal about those students who avoid meeting.
- The faculty shall understand student difficulties and counsel as per individual situations.
- Ensure that the academic progression of a student is continuously monitored and assessed.
- Keep the parents apprised about the academic progress and general behavior of their wards.
- To demonstrate communication and interpersonal skills as they relate to interaction with students, parents, colleagues, staff and administrators.
- To ensure maintenance of mentor's diary is accurate, complete and appropriate manner. The mentor diary is to be regularly updated with the comprehensive information of the students academic progress with proper verification and remedial measures.
- The mentor should serve as a friend, philosopher and guide to students.

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

Non - Teaching Staff

Code of Conduct and Responsibilities:

Non-teaching Staff should abide by the rules and guidelines laid down by the College. It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the institution from time to time.

The Non-Teaching Staff shall

- perform his/her duties efficiently, as per the Institutional norms.
- ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.
- extend full support to the department for the development of the labs and also in the maintenance of instruments /equipments.
- maintain punctuality, honesty, integrity, fairness in all activities.
- not conduct any activity which will damage the image of the institution
- not indulge in anti-social, anti-environmental activities
- support principal in all the administrative work
- respect and maintain hierarchy in administration
- abstain from sexual harassment which attracts stringent punishment.
- respect and honor the dignity of women staff
- not cause any damage to the properties of the Institution and maintain the morality of the individual both inside and outside the campus
- extend their full fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.

Network Manager

Code of Conduct and Responsibilities:

The Network Administrator is in-charge of all matter relating to acquisition, installation, maintenance, upgrading and overall supervision of Computer Network Systems in SVET Institutions. He should liaise with all the Principals of SVET Institutions regularly.

Duties:

- To manage DHCP, DNS, WINS, Proxy, IIS, E-mail Service, replication service and print service
- To configure the equipment and software to meet the classroom need, train the instruction on the solution and document the solution for ongoing support
- To assist, oversee and advise instructors on classroom environments
- To design, implement and maintain LAN environment for labs and classrooms
- To plan and then prepare classroom PCS and for a multiple user and multiple OS environment
- To provide technical support for instructors and students
- To support and maintain the PCS and Peripheral of student and instructional staff use
- To provide technical liaison with the Company Network Support Staff
- To investigate new technology and opportunities that enhance our students learning experience
- To install new and replace equipment
- To maintain professional competence in current IT technologies
- To maintain inventories on all PC products

Responsibilities:

- To maximize the availability and utility of the systems
- To manage time and expertise to understand the technical implication of the systems, maintain current on vulnerabilities, software patches and new releases and attend on related issues immediately
- To report to the management on violations of usage of computer network
- To protect individual passwords
- Not to monitor or collect information on individual information usage patterns
- To configure software system so as to maximize the confidentiality of user communication
- To configure systems to enforce appropriate password policies
- To stay abreast of any vulnerabilities of their systems and manage security in accord with appropriate recommendations
- To configure systems to minimize the chance for abuse and act promptly to end abuses upon notification
- To publicize backup and restore policy
- To evaluate server configurations
- To manage desktop support
- To deal with wireless devices and optical fiber network
- To use time saving tools for better management of the network
- 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.

Senior Administrative Officer (SAO)

Code of Conduct and Responsibilities:

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 initiated 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 :

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

Accounts :

- Collection of Tuition fee, Infrastructure fee, Caution Deposit and other fees from the B.Tech.,/M.Tech.,/MCA Students.
- Collection of registration fee etc., related to Placement and Training.
- Collection of fines paid into Poor Students Welfare Fund.

- Maintenance of Cash Books relating to the above.
- Preparation of Daily Cash Balance Statement.
- Transfer of Tuition fee to the Trust.
- 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.
- Passing of Electricity and Telephone bills.
- Maintaining Imprest Account.

Student Affairs :

- 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.
- Admission Register.
 - ii. Details of Student shall be recorded, Transfer Certificate (TC) when issued shall be noted.
- Preparation of Certificates i/e viz., Bonafide, Study, Expenditure Estimate, T.C., etc., to the students.
- Preparation of Identity cards to the staff/students/APSRTC Bus passes/letters to students involved in ragging, Railway Concession forms.
- 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.
- Preparation of Circulars and notices with regard to collection of Tuition and other fees from B.Tech.,/M.Tech.,/ MCA Students.

Scholarships :

- All student social welfare Scholarships.
- National/State Merit Scholarships.

- Scholarships sanctioned by other organizations.
- 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.
- Furnishing of Statistical information with regard to scholarships.
- Maintenance of registers viz., Cash Books, Ledgers Treasury bill register individual scholarship account register.
- Integrated Scheme of Book Bank to SC/ST Students.

Dispatch/Records :

- Receiving of Tappal, Numbering and Distribution.
- Dispatch of letters of the college.
- Maintenance of Postal Stamp A/C.
- Maintaining Stationery A/C and issue to the office and Departments. Maintenance of Stock Registers, Indent for Stationery.

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



CONTENTS

Sl. No.	Item	Page Number
1.	Need for good governance system	1
2.	Preamble	1-2
3.	Scope of Good Governance	3
4.	Genesis of the Institution	4
5.	Vision	4
6.	Mission	4
7.	Quality Policy	5
8.	Approval	5
9.	Affiliation	5
10.	Autonomy	5
11.	Organization Chart	5
12.	A. Primary Accountabilities	6 - 10
13.	B. Openness and Transparency in the Operation of Governing Bodies	10 - 11
14.	C. Key Attributes of Governing Bodies	11 - 12
15.	D. Effectiveness and Performance Review of Governing Bodies	13
16.	E. Regulatory Compliance	14
17.	Self Review template of Governors	15
18.	Head of the Institution performance evaluation Template	16
19.	Terms of reference for statutory committees	17 - 20
20.	Roles & Responsibilities of Chairman & HOI	21 - 25
21.	Functions of Apex Bodies	26 - 32



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, Ananthapuramu

Autonomy:

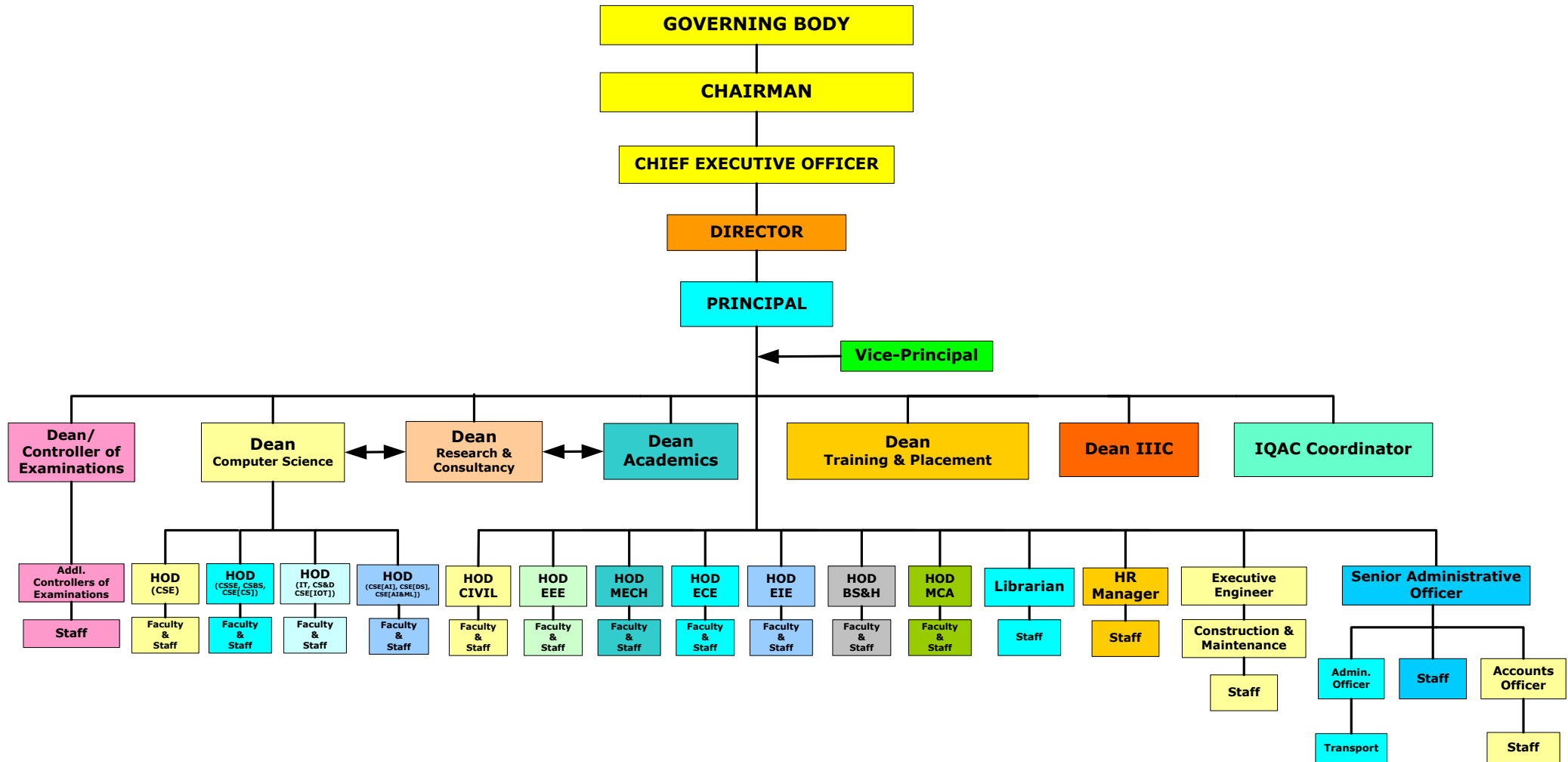
The Institution was conferred Autonomy by UGC, New Delhi and JNTUA Ananthapuramu w.e.f. 2010-2011

Organization Chart:



SREE VIDYANIKETHAN ENGINEERING COLLEGE

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



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 15th 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

