

## 6.2.2.

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

# PBR VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE, KAVALI

(Autonomous)

Governing Body Members

S.No	Name		Designation
01	<b>Sri D.Vidyadhara Kumar Reddy,</b> Chairman, PBRVITS-KAVALI.	<b>SOCIETY</b>	<b>Chairman</b>
02	<b>Wg.Cdr.I.P.C.Reddi,</b> Director. PBRVITS, KAVALI		Member
03	<b>Sri I.Sasmith Reddi,</b> Managing Director, Asia-Pacific,XIPLINK Location, Hyderabad Area,India		Member
04	<b>Dr D.Prathyusha Reddi,</b> Academic Director. PBRVITS-KAVALI.		Member
05	<b>Sir D Likhith Reddy</b> Asst. Professor, PBRVITS-KAVALI		Member
06	<b>Smt K Reshma Reddy,</b> Secretary, , PBRVITS-KAVALI		Member
07	<b>Dr Satyendra Kumar Jain</b> Vidya Villa, 18, Nami Nagar Colony Damoh-570661 MP 09424437637, satyendra2047@gmail.com	UGC NOMINEE	Member
08	<b>Prof. M Sri Murali,</b> Professor, Dept. of Civil Engg. S.V University, Tirupathi.	STATE GOVERNMENT NOMINEE	Member
09	<b>Prof. M L S Deva Kumar,</b> Professor, Dept. of Mechanical Engineering JNTUA, Anantapur	UNIVERSITY NOMINEE	Member
10	<b>Dr B Dattatraya Sarma</b> Principal, PBRVITS-KAVALI.	COLLEGE	<b>Principal and Member secretary.</b>
11	<b>Dr S V Subba Rao</b> Professor & Director R & D PBRVITS-KAVALI	<b>FACULTY</b>	Member
12	<b>Dr.B Vamsee Mohan,</b> Professor in CSE Dept., PBRVITS-KAVALI		Member
13	<b>Dr K V Subbaiah,</b> Professor, Dept of CSE, PBRVITS-KAVALI		Member

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**PRINCIPAL**  
PARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE  
KAVALI- 524201, SPSR Nellore Dt., Andhra Pradesh

**PBR VISVODAYA INSTITUTE OF TECHNOLOGY AND  
SCIENCE, KAVALI  
(Autonomous)**

**Academic Council Members**

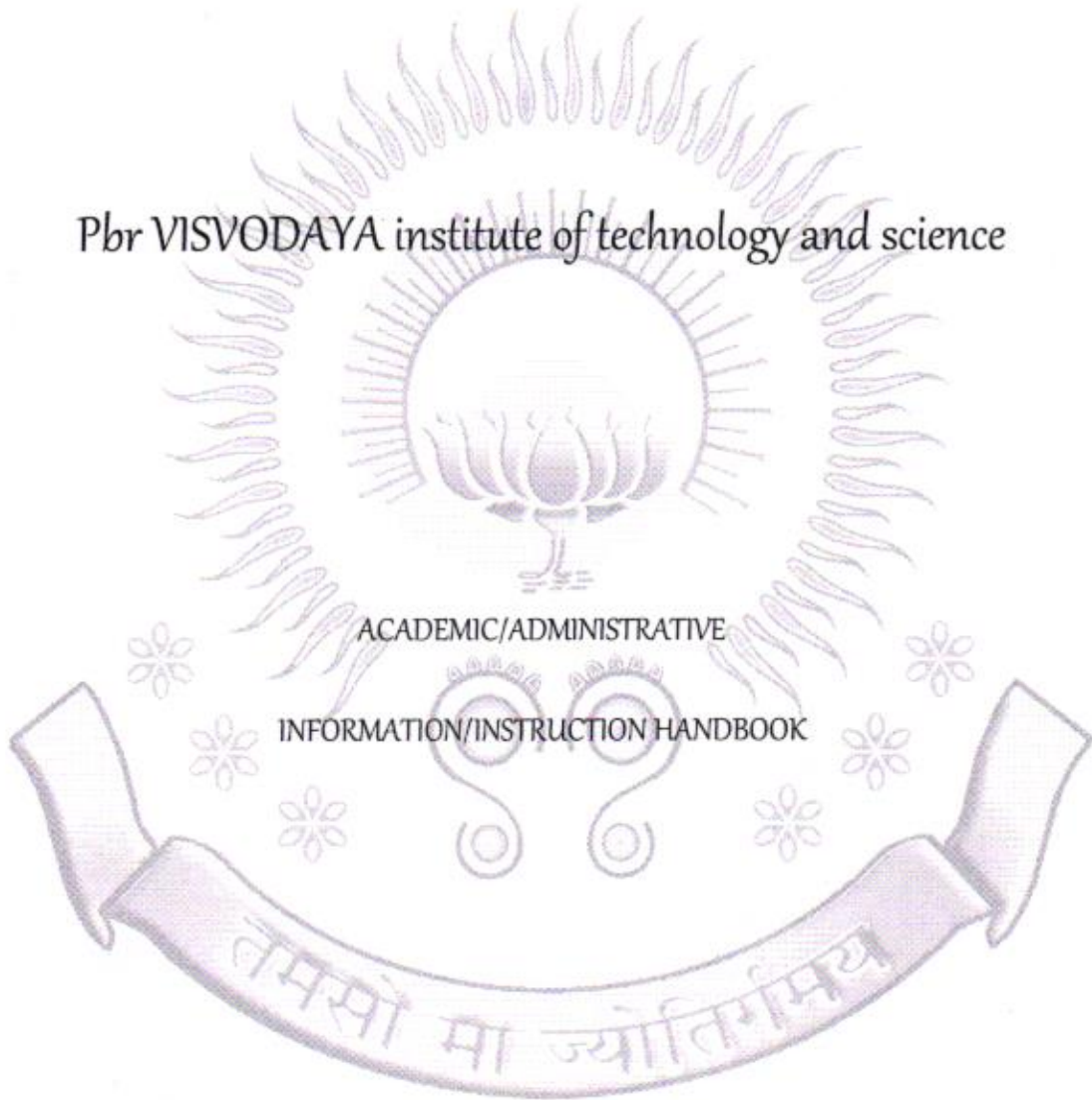
S.No	Name	Designation
01	<b>Dr B Dattatraya Sarma</b> , Principal,PBRVITS-KAVALI.	<b>Chairman</b>
02	<b>Prof E Keshava Reddy</b> , Director Evaluation., JNTUA	University Nominee
03	<b>Prof V Sumalatha</b> , DAP, JNTUA	University Nominee
04	<b>Dr G V Subba Reddy</b> Professor, JNTUA	University Nominee
05	<b>Dr A Maheswara Reddy</b> , HOD Dept. of ECE	Member
06	<b>Dr G Vijay Kumar</b> HOD, Dept of CSE	Member
07	Mr A Bhakathavachala, HOD, Dept of EEE	Member
08	Dr B Konda Reddy, HOD, Dept of MEC	Member
09	Mr P Eswaraiah, HOD, Dept. of H & S	Member
10	Dr A Venkaiah, HOD, Dept. of MBA	Member.
11	Mr K Srinivasulu Reddy, Advocate	Member
12	Dr Ch Suresh Babu, Civil Engineer	Member
13	Sri K. Satyanarayana Industrialist	Member
14	Dr D Prathyusha Reddi, Professor, PBRVITS	Member
15	Dr V V Sunil Kumar, Professor, PBRVITS	Member
16	Dr D Srujan Kumar Reddy, Professor	Member
17	Dr B Vamsi Mohan, Placement Director	Member
18	Mr A Suman Kumar Reddy,	Member Secretary



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Pbr VISVODAYA institute of technology and science



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FOOD FOR THOUGHT

**Good, Better, Best.**

**Never let it rest**

**Till your good is better and your better is best**

**- St. Jerome**

**If you want to shine like the sun,**

**First burn like the sun**

**-APJ Abdul Kalam**

**In order to succeed,  
We must first believe that we can**

**-Nikos Kazantzakis**

**Excellence is a continuous process and not an accident**

**-APJ Abdul Kalam**

**Life is**

**10% of what happens to you &**

**90% how you react to it**

**-Charles R Swindoll**

**The best way to get started is  
To quit talking and start doing**

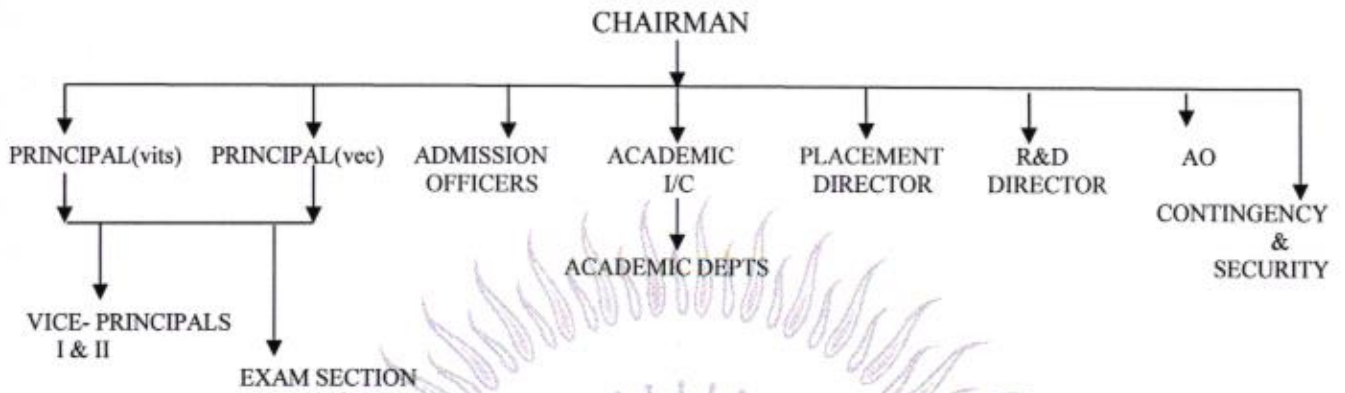
**- Walt Disney**

**Failure will never overtake me**

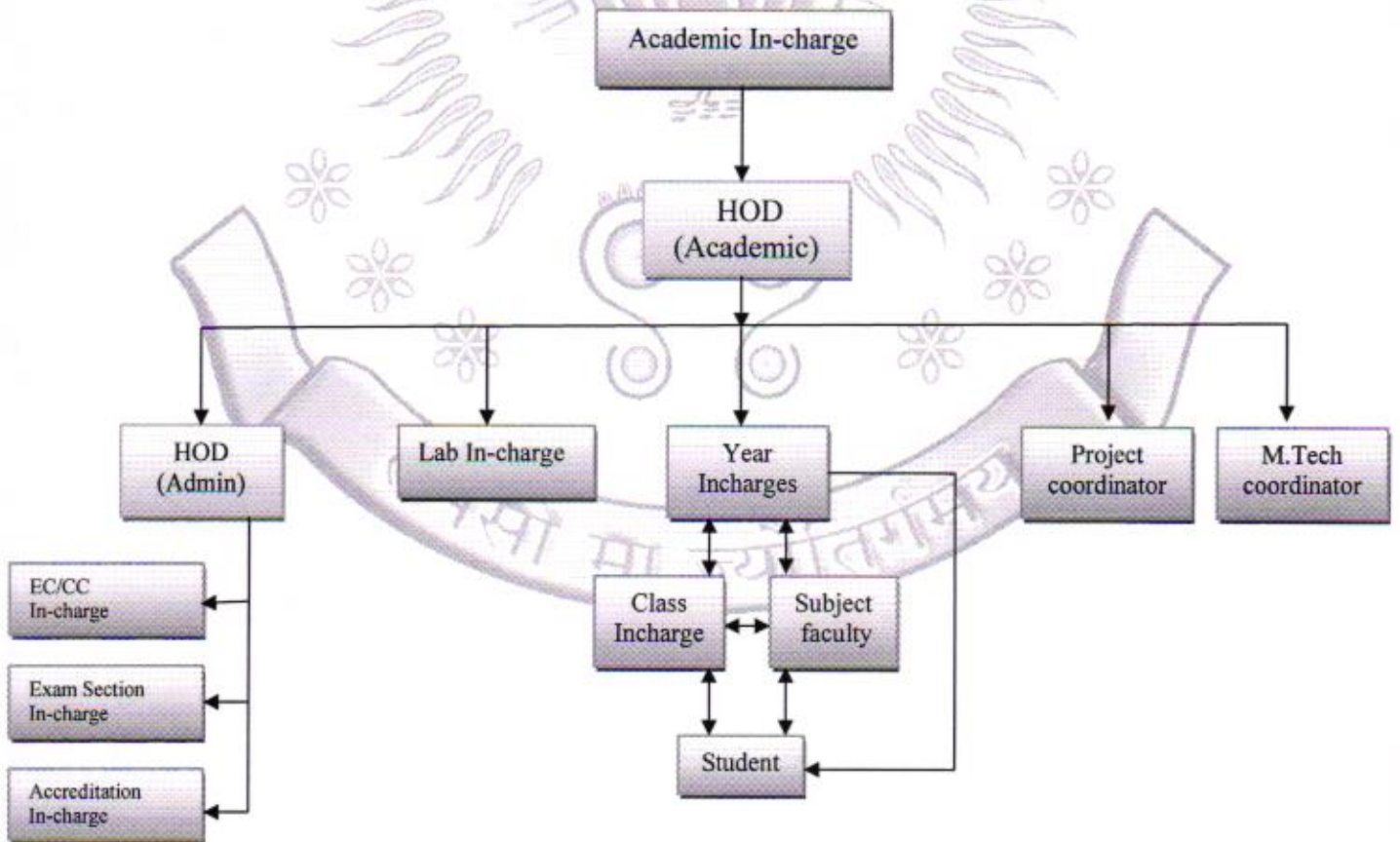
**If my determination to succeed is strong enough**

**- Og Mandino**

**VITS ADMINISTRATIVE SET-UP**



**DEPARTMENT ORGANIZATION CHART**



**RESPONSIBILITIES OF VARIOUS POSTS****PRINCIPAL**

- General Administration
- Examination Section Works - with the assistance of Exam section i/c
  - Exams conduction (internal & external)
  - Spot valuation
  - Observer duties
- Scheduling & Conduction of
  - Functions & Programs (College day, Visvotsav, Technofest, Freshers' day, Farewell day, Hostel day etc.)
  - Activities like NSS & NCC
  - Club activities
  - Co curricular activities – with the assistance of HODs
  - Maintenance of Central Events Register
- Staff & Student discipline
- University related works & correspondence (with the assistance of the office Superintendent)
  - Regarding AICTE & JNTU
- University/AICTE Inspections
- Stock Taking at the end of the academic year
- General Works (With the Assistance of Office Staff)
  - Students:
    - Admission paper work
    - ID cards (will be issued by clerk – academic in-charge office)
    - Scholarships paper work
    - Certificates:  
Bonafide, Study, Conduct, Course completion, Transfer certificates  
Attestation of Xerox copies
    - Verification Letters
    - Bus/train passes – works regarding
  - Staff:
    - Staff Performance Assessments
    - Salary certificate / Service certificate for passport / Bank loan purposes
    - Leaves & Vacation Period

**ACADEMIC IN-CHARGE**

- Staff Recruitments & Workload
- Student Feedback & Staff Appraisals
- Academic Schedules
- Academic Departments Functioning
- Accounts Section
- Budget Approval and subsequent purchases
- Original Certificates Safeguarding – Staff, Students & University related

**VICE PRINCIPAL I**

**AIM of the Post:** 1. To assist the Principal in all works & substitute for him in his absence.

**VICE PRINCIPAL II**

**AIM of the Post:** 1. To assist the Principal in all works & substitute for him in the absence of Vice-Principal I.  
2. To fulfill the responsibilities of the Accreditation Officer & Staff Biometric I/C

**ACCREDITATION OFFICER**

**AIM of the Post:** 1. To maintain all paperwork in NBA/NAAC format with a view of applying for accreditation. (For both VITS & VEC )

- To work in coordination with both Principals
- Will guide the Dept. NAAC I/Cs & HODs and issue to them the required formats in which the records are to be maintained
- Will supervise the paperwork regularly & ensure that it is updated and filed as required for inspection regarding accreditation

**STAFF BIOMETRIC I/C**

**AIM of the Post:** 1. To monitor the biometric records of the teaching faculty

- To maintain the Leaves file
- Will scrutinize the print outs submitted daily by the Office Superintendent & file them after entering the remarks
- Will finalize the status of individual staff attendance at the end of the month & send a copy to the OS



**R&D DIRECTOR**

- AIM of the Post:**
1. To develop & elevate the technical standards of the department
  2. To motivate & guide the faculty to go upgrade themselves technically
  3. To orient & guide the students towards developing practical knowledge

**Regarding department standards**

- Plan & organize faculty/student development programs such as Workshops, Guest Lectures, Student Certificate Courses, Paper presentations, Conferences etc.
- Identify Research projects with a potential for product development & scope for patents
- Identify Funding Organizations to finance the research projects

**Regarding Faculty guidance**

- Motivate & guide towards best teaching practices
- Encourage publishing papers, attending conferences & contributing to the identified research projects
- Provide guidance to effectively conduct student projects

**Regarding Student Orientation & Guidance**

- Chalk out a program to provide appropriate technical exposure to the student at different levels
- Motivate & guide the students to choose the relevant training programs at each stage
- Identify Industries with scope for student internships(internal or external) & provide guidance for the ensuing work

**R&D CO-ORDINATOR**

- AIM of the Post:**
1. To work in association with Director, R&D to facilitate smooth functioning of R&D activities

**Regarding Projects on hand**

- To discuss with each faculty about the requirements of the project being executed and to list all the components/equipment/systems required for R&D and initiate the procurement action
- To co-ordinate with each faculty and monitor the progress of the project as per given schedules and to discuss with Director, R&D on the progress of each project and identify the problems, if any
- To arrange a meeting for getting the solutions for the identified problem
- To prepare a consolidated status report on the projects for every fortnight

**Regarding General Works**

- To organize various R&D activities like Guest Lectures, Internal Seminars, Workshops, Training programs....etc
- Maintenance of all documentations related to the asset items (purchase register, stock register, copy of bills, purchase permissions etc) and R&D activity records.

**Regarding Facilities**

- To ensure that all the systems in R&D Lab are in operation with the softwares loaded.
- To ensure that the UPS system to all the PC's is available and the UPS performance is verified.

**MTECH IN-CHARGE**

M Tech In-Charge will work in coordination with the department M Tech coordinators and is expected to maintain all paperwork in order and updated for any sudden scrutiny. The M Tech In-Charge is therefore required to have a weekly check on all the regular paperwork.

**AIM of the post:**

- To maintain & update all related paperwork
- To schedule & conduct class work, internal exams and project viva voce
- To upload the relevant data to the university at the appropriate time

**RESPONSIBILITIES:**

1. Details of PG programs with sanctioned intakes
2. Admission Details- Student Lists / Roll Nos. etc- all files maintenance
3. Academic Schedules – prepared on the release of semester plan by university
4. Staff Work Allotments / Time Tables/ Staff course files
5. Attendance Paperwork
  - Registers – to be updated every week
  - Biometric Attendance Reports
  - Monthly Attendance Reports
6. Results
  - Internal Marks
  - Mid Exams bundles
  - External Exams Results
7. Exams Schedules- Internal & External, Condonation Lists
8. Projects Schedules, Guides Allotment, Attendance, Reviews/Internal Assessments & External Viva Voce Panel & Conduction, Project Reports
9. Reports to be uploaded to the University
  - Monthly Attendance
  - Internal Marks Reports
10. Correspondence with students through messages/phones via coordinators
11. Scheduling and monitoring the National Conferences in coordination with the HODs

**HEAD OF DEPARTMENT**

- AIM of the Post:**
1. Overall accountability for the proper & effective working of the department
  2. To ensure responsible working of the staff

**Responsibilities:****1. At the end of previous academic year:**

- a. Lab Stock taking & Report
- b. Compliance Reports- Budget, EC/CC Activities, QB
- c. Annual Budget Proposal
- d. Staff requirement/workload

**2. During the semester:****Class Work:**

- a. Work Allotments & Time tables
- b. Lesson Plans
- c. Question Banks
- d. **Class work Conduction: With the assistance of Year i/cs / Class i/cs**
  - i. Ensure regular & smooth running of the classes as per time-tables
  - ii. Monitor Syllabus Coverage / Attendance Registers Maintenance
  - iii. Monitor Absentees & ensure presence in class
- e. Mids & Practical exams conductions, Marks submission
  - i. Ensure that staff are following the stipulated procedures
  - ii. Review Internal / External Practical exams marks before finalization in the presence of the Internal Exams i/c/ VP/ Respective faculty.
  - iii. Ensure marks submissions on time.
  - iv. Semester-wise submission of internal answer sheets / registers / Question Papers / External lab exam sheets –in the specified format

**Laboratories: With the assistance of Laboratory i/c**

- a. Lab requirements / manuals/ working / schedules
- b. Lab development proposals
- c. Lab DPR, Stock Register, Regular Stock taking every semester

**Staff:**

- a. Staff Regularity, Dress code, Leaves, Class work adjustments
- b. Staff meetings

**Files / Registers etc maintenance**

Department records to be maintained in accordance with the NBA format.  
(Hard & Soft copies)

**Students:**

- a. Dress Code & Discipline
- b. Counseling- With the assistance of Year in-charges
- c. Feedback- Direct as well as through Year in-charges
- d. Student Projects- With the assistance of Project Coordinators

**Co-Curricular: With the assistance of Extra- & Co-curricular Activities i/c**

Plan & organize faculty/student development programs-  
-Workshops, Guest Lectures, Paper presentations, Conferences, Educational Tours,  
Student Certificate courses etc.

**Ensure that all the in-charges are performing their duties effectively**

**For I Year, Branch I/C are appointed instead of Year I/Cs**

**YEAR IN-CHARGE ( BRANCH I/C – For I Year)**

- AIM of the Post:**
1. Regular interaction with students & **Student counseling** (to improve the overall performance of the individual student in particular & to improve the pass % & discipline in general, while reducing detentions due to attendance shortages & shortage of credits.)
  2. Regular class work monitoring

**Responsibilities**

1. Year in-charges are appointed for the batch at the beginning of the II Year & will continue to remain with the same batch till they pass out.
2. I Year branch in-charges will provide the student data recorded at the student entry level through I year.
3. Year in-charge will familiarize himself with all the students & identify their academic level. Also, they will introduce themselves to the parents of the allotted sections & let them know of our intentions right at the beginning of the II year

**Direct Works**

1. Maintaining the following records for the batch:
  - Student data base ( VITS and VEC ) – Roll no., Name, Address, Contact numbers, Parents contact numbers
  - Results
  - Counseling book ... etc.
  - Record of Students activities – participation in PPT contests/ sports/Workshops/ Co-curricular activities ...etc
  - Class in-charge daily reports & follow-up action for each semester
2. Provide the information regarding students of the section to the Class in-charge at the beginning of the academic year
3. **Informing the parents** regarding their ward's academic/discipline issues & following up on the same.
4. **Regular interaction with students ( in addition to Class in-charges)**
  - Visit the class regularly & interact with ALL students.
  - Discuss general problems & solve them
  - Motivate the students towards co-curricular activities & development of communication skills
  - Help resolve Student issues – with the help of Class in-charge and HOD.
5. **Weekly interaction with faculty of the particular sections including class in-charges**
  - To discuss about the actions to be taken & implementation of the same for improvement of results
  - To follow up on student feedback regarding teaching/syllabus coverage
6. Discuss with HOD any stubborn problem for further actions.

**Through Class in-charges**

1. Year in-charge is expected to ensure that all the class in-charges are discharging their works effectively regarding the following
  - Follow-up & Counselling the students about
    - Attendance & Regularity
    - Slip Tests & Assignments performance
    - Result
    - Discipline issues
  - Record all the details of counselling
  - Post a daily report to the Year in-charge & HOD
  - Visit the class daily
  - Discuss general problems & solve
2. Ensure class work conduction/syllabus coverage as per time table
3. Weekly attendance register checking & maintenance

**Through Class Representatives**

1. Take action on any problem reported by CR in the absence of the class in-charge
2. Regular interaction with CR for general information.

**CLASS IN-CHARGES**

**AIM of the Post:** Class in-charges are appointed for a particular section at the beginning of each semester in order to ensure academic progress of the student.

**Responsibilities****Receiving information**

1. Receive the student data ( upto previous semester) provided by the year in-charge
2. Visit their class randomly twice in a day and get the attendance report from CRs/LRs and take necessary actions on absentees.
3. Receiving of Assignment reports and slip tests marks reports from respective Subject faculty as per schedule and counsel the students based on reports
4. Take feedback on a regular basis regarding class work & syllabus coverage from students during interaction with them.

**Counselling Action**

5. Follow-up on the absentees details given by the CR daily & counsel each student personally
6. Take action & counsel the students regarding their attendance & performance in slip tests & assignments
7. Guide the students in preparation for the MID and external exams
8. Counsel the students regarding any discipline issues.

**Interaction with other staff dealing with the section**

9. Follow-up on the availability of Q-banks for each subject.
10. Ensuring that slip tests & assignments are conducted as per schedule/directions & the staff correct the papers and give back to the students.

**General**

11. Class In-charges shall maintain the details of each student on
  - Previous Results
  - Attendance in the current semester
  - Slip tests /Assignment performance in the current semester
12. Discussing general issues in the class ( about 10-15 min.) with students twice in a week, and taking necessary actions in association with Year i/c and HOD
13. Sanctioning of leaves for students and maintain a separate log/book for students counselling. So that we can understand that how many times the students are misbehaving. The student should take permission for Leave, Late coming, Early going, etc from Class i/c.
14. If any student is not following the instructions, it shall be brought to the notice of the year in-charge.
15. **Submit a daily report (with actions taken) to the Year in-charge/HOD by 5:30pm without fail.**

**CLASS REPRESENTATIVES (CRS)****Responsibilities****Classroom duty**

1. Observation of cleanness in class rooms
2. Verification of alignment of benches
3. Verification of functioning of Fans/Lights/LCD and intimate the same to Class teacher
4. Switch-OFF all fans, lights and LCD projector and close the door, before going to Labs
5. Ensure availability of some selected students during Break time in the class to avoid any untoward incidents.
6. Observation of discipline in class room

**Academic**

1. In the case of non-availability of faculty in class/labs, information must be given to Class-in-charge/Year in-charge / HOD.
2. Maintain the attendance information in each hour (i.e., No. of students absent and their Roll Numbers) - to update the class in-charge. Maintain a note book.
3. Interact with class teacher and Year in-charge, at regular intervals
4. Report the difficulty of students, if any.

**I YEAR DEPARTMENT IN-CHARGE****Responsibilities:**

- Scrutinize & finalize the lesson plans
- Monitor syllabus coverage ( in accordance with the lesson plans)
- Take responsibility to prepare & submit a common question bank for internal exams for each subject (as directed by the academic in-charge)
- Take feedback on staff performance from branch i/cs and initiate appropriate remedial actions.
- Coordinate lab activities.
- Take the responsibility to implement any decisions regarding department academic activities.
- Plan for department development.

**DEPT. LABORATORY IN-CHARGE**

**AIM of the Post:** 1. To ensure smooth & proper functioning of the labs  
2. To elevate lab standards

**Responsibilities:**

- Keep all equipment in working condition
- Edit all the lab manuals to ensure clear & unambiguous direction to the students
- Supervise the conduction of labs & ensure that stipulated procedures are followed
- Ensure immediate correction/repairs on requests from staff
- Maintain proper ambience in the laboratories
- Purchase/ Replacement of equipment when necessary

**DEPT. INTERNAL EXAMS IN-CHARGE**

(Will be assisted by dept. exam section coordinator)

- Scrutiny of Question Banks (Essay-type as well as Bits) for each subject before submitting to exam cell for internal exams QP generation.
- Random scrutiny of answer sheets once the internal exams are conducted – to avoid any malpractices.
- Scrutiny of internal marks before they are entered by the staff online into the attendance management system-to avoid any indiscretions, partialities etc.
- Re-bundling of answer sheets as per University requirement & storing till submission at the end of the semester.(with the help of the dept. exam section coordinator)
- Scrutiny of lab marks- both internal as well as external- to avoid any indiscretions, partialities etc.
  - Any indiscrepancy in the marks allotted by the staff members must be submitted to the department internal marks committee by the internal exams in-charge & the suggested changes can be made with the approval of the committee.
- Submission of internal answer sheets, labs exams sheets etc to the exam section at the end of the semester.

**Note: In the absence of Dept. Internal Exams I/C, the HOD will oversee the above works.**

**STAFF (ACADEMIC)****Regarding C / W**

- Prepare Lecture Schedules Carefully
  - Stick in Register: Front Cover inside : Syllabus Copy  
Back Cover inside : Lecture Schedule duly attested by HOD.
- Follow the Lecture Schedule
- Prepare Lecture notes (for all units) & submit at the beginning of the semester.
- Go prepared to class. Should be able to take at least one extra hour on short notice.
- Follow the stipulated procedures regarding Class Room Instruction, Unit tests etc.
- Regarding **Attendance Registers**
  - Take to class regularly
  - Update attendance / daily log immediately after class & compare log with lecture schedule every week
  - Update daily the attendance/daily log etc. in the central attendance log-in provided to you by the central attendance office.
  - Enter mid marks on time
  - Let there be no over writings / Correction in register
  - **Get SIGNED by HOD, Regularly, Every week**
  - Keep ready for scrutiny by administration at any instant
- Maintain lab-Schedules meticulously along with required files / registers & ensure record correction / marks regularly before next lab.
- Maintain class – timing : ‘IN’ as well as ‘OUT’

**Regarding Leaves:** In case of applying leave

- Adjust class work properly & enter in appropriate adjustments registers
- Preferably take extra classes before applying for leave or immediately after to cover up for the lost classes & catch up with the lecture schedule
- While applying leave on phone, first adjust the classes & then inform the concerned HOD as well as office. (to avoid ‘A’ in attendance registers)
- Use ELs with discretion

**Regarding Mid-Exams/ Lab Externals**

- Prepare a question bank for both essay-type questions & bits – as directed & submit to the dept
- Discuss the answers / mode of answering etc. in the class
- Direct the students to answer all the QB questions & follow up on it.
- For **theory**: After the mid-exam, correct in **two days time**, give feed back to students & then, enter marks in register & submit the papers / marks memo to Department Internal Exams I/C.
- For **Labs**: Follow marks scheme as instructed by Internal Exams I/C. Consult Internal Exams I/C before finalizing.
- For **Both**: Once marks are finalized & entered in the overall marks sheets, **check carefully for any mistakes & sign the checked list. It is not the responsibility of the clerk.**

**Submissions at the start of semester**

- For each subject allotted, the course file must contain the following:
  - **Lecture Schedule** (including any tutorials, tests, seminars, revisions etc.)



- Lecture Schedule must be submitted in the suggested format on the basis of the tentative schedule given
- Lecture Schedule must be prepared by each staff member individually
- Utmost care must be taken to prepare the Lecture Schedule such that the implementation of the same does not deviate much from it
- The order of the units cannot be changed. It must be followed as given in the syllabus.
- The first 2 units must be scheduled before 1 mid exam. However, if absolutely necessary, the order of these 2 units can be changed in this period.
- **Lecture notes**-unit wise
- **List of Books/Authors** followed
- **Links to any websites** of interest related to the subject
- **Question Banks (as instructed separately)** (Due importance may be attached to the Previous 5 years University Question Papers highlighting the FAQs)
- **Assignment/ Seminars** schedule

#### **Submissions at the end of semester**

- For each class:
  - **Internal exams**
    - Internal marks submissions (for both theory subjects as well as labs)
    - Internal exams answer sheets for theory subjects, duly checked and signed by the concerned staff.
    - Internal exams answer sheets for lab subjects, duly checked and signed by the concerned staff along with the marks scheme.
  - **Attendance Registers**
    - Attendance Registers duly filled in, checked for all entries and signed by the concerned staff.

#### **PROGRAMMER**

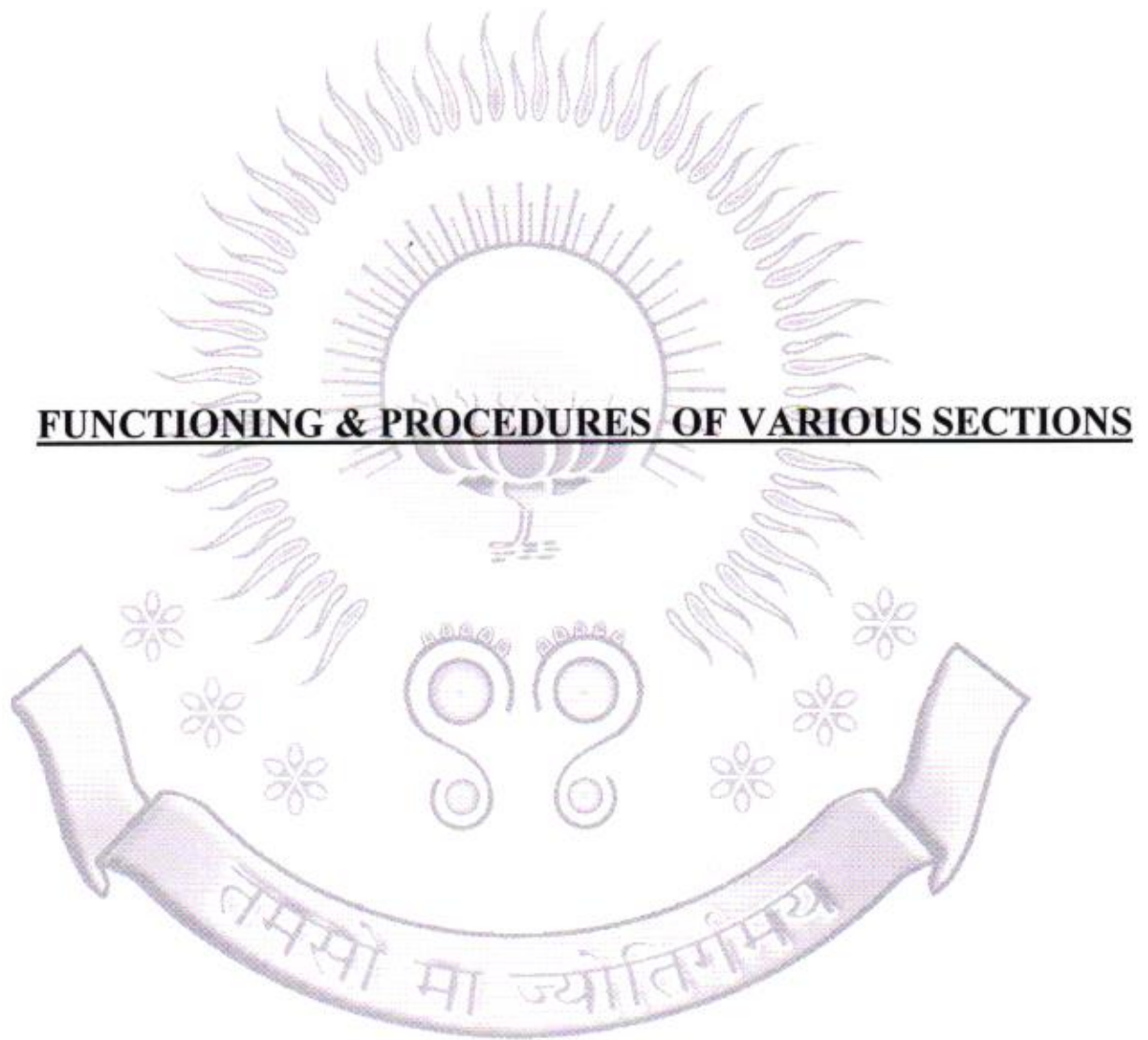
- General
  - Work together as a **team**
    - Share all responsibilities **together**, not separately
    - Maintain cordial environment & do not engage in unnecessary discussions
  - If encountering any problem with co-programmers, inform immediately to CC i/c for further action
    - All programmers are placed under the direct supervision of the Computer labs i/c
    - Kindly co-operate for the smooth functioning of the labs
  - **Relationship with students must be strictly official. Partialities will not be tolerated**
- Labs Conduction
  - All programmers must be continuously present in the lab for the entire duration
  - Systems have to be **switched on at least 15 minutes before** the lab scheduled time
  - Students must be **seated as per their roll numbers**
    - When any student is absent, his seat must be left vacant
    - Any deviation from this arrangement must be brought to the notice of the Computer labs i/c
  - Students must not be allowed to switch on or switch off the systems
    - **They can only log in or log off the system**
  - Assist the teaching staff & follow their instructions regarding programs

- The absence of the concerned teaching staff during regular/extra labs must be informed to the Computer labs i/c
- For extra labs, at least one programmer must be necessarily present as per the instructions of the Computer labs i/c
- AC may be used **only** during classwork

**Note: The programmers may be shifted to other labs on the discretion of the computer centre i/c in consultation with the computer labs i/c**

- Maintenance of Equipment & Registers
  - All the registers issued by the Computer labs i/c must be properly maintained, as instructed
  - **Cleanliness of lab & equipment is of utmost importance.**
    - Programmers are directed to attach adequate importance to this aspect
    - If the attendant is not discharging his duty properly, inform the Computer labs i/c
  - Programmers are **solely responsible for the safety of assets** in the lab  
Hence, they are required to meticulously follow the below given procedures:
    - No items must be moved in/out of the lab without entering in the movement register and without the knowledge of the CC i/c
    - After every lab conduction, items in the lab must be checked and any discrepancy must be immediately informed to the CC i/c
  - In case of repairs:
    - The nature of the complaint must be entered into the concerned register & the concerned person must be intimated of the same
 

✦ Systems/ UPS etc	Maintenance section
✦ Lights/Fans/AC/furniture	Building i/c
    - Once the rectification is done, appropriate entries must be made in registers
    - In case the rectification is not completed as required, kindly re-intimate
    - All the programmers in the concerned lab must be aware of & responsible for the above activities
    - Registers must be scrutinized by the CC i/c / CL i/c regularly
- Additional works
  - Works such as exam invigilation duties, data entry works etc will be allotted to the programmers on the sole discretion of the CC i/c
  - Programmers are directed to co-operate



**CENTRAL ATTENDANCE/MID PAPER & INFORMATION CENTRE**

(Under the charge of Vice Principal I of VEC)

- AIM of the Post:**
1. To maintain central attendance system
  2. To generate the internal mid papers
  3. To update the student & staff information in the central server

**Regarding Attendance**

- Facilitating central attendance system in coordination with the Principals
- Maintaining & Monitoring the daily attendance of the students
- Submitting periodical reports to the Principals/ Depts.
- Despatching information(attendance & mid marks) to the parents at regular intervals
- Preparation of Condonation & Detention Lists

**Regarding Internal Mid-Exams**

- To ensure that the question banks are without mistakes & as per guidelines
- To generate three sets of QPs & submit to exam section for conduction of mid exams

**Regarding Central information Centre**

- To update the student & staff information as per guidelines given
- To maintain & update the institution website on receiving authorized inputs from Chairman/Principal

**PROCEDURES**

- **Instructions to staff members:**
  - Every staff member must carry his register to the classroom
  - The attendance & daily log in the registers must be updated daily at the end of the particular contact session.
  - Using the log-in provided, every staff member must enter the attendance & the daily log online (Enter the absentees, check the list & submit) every day. This is essential in order to monitor daily the attendance of students coming by college buses or residing in college hostels.
  - In case the attendance is not posted on the same day, the staff member will have to request the central attendance in-charge for permission to enter.
  - Internal marks must be entered online immediately(within three days) after the mid-exams.
- **Instructions to HODs:**
  - Time tables have to be submitted at least one week before the commencement of the semester.
  - Question Banks should be submitted in the prescribed format at the beginning of the semester.
  - Any changes/corrections regarding Roll Nos., Marks, Attendance, Question Banks should be submitted in writing with supporting documents to CAMS section.
  - Events register should be updated regularly, as & when the event is conducted.
  - CAMS portal must be monitored daily in order to check class adjustments.
- The attendance report will be mailed to the Principal & Departments every weekend (by Monday morning)
- Periodically, the attendance details will be mailed to parents by the central attendance-in charge
- The **concerned Departments will be responsible for follow-up work of counseling** the students & talking to parents etc.

**EXAM SECTION WORKS -OVERALL**

- Preparation of **tentative schedule for all exams** to be conducted over the semester/year for all courses.(As per the University directive)
- Collection of list of substitute subjects offered to old regulation students (From HODs )
- Timely reminders to principal regarding
  - Substitute-subjects finalization
  - Attendance finalization & subsequent condonation /detained lists
  - Mid exams marks submission(soft as well as hard copies)
- **Conduction of**
  - **Internals (Theory/Labs):**
    - Schedules regarding Exam Dates & Timetables
    - Rooms requirement
    - Invigilation duties & Instructions to Invigilators
    - Conduction
    - Receiving marks statements
  - **Externals:**
    - Collection of condonation list
    - Schedules
    - Rooms requirement
    - Invigilation duties & Instruction to Invigilators
    - Conduction
    - Registration forms, fee collection, DDs, Hall Tickets, Duplicate Hall Tickets
    - Packing & Dispersal
  - **Projects:**
    - Forwarding Letters (Reg. panel etc.)
    - Conduction
- **Collection & Storage of**
  - Internal exams(Theory & lab)-properly sealed & labeled in the prescribed format
  - External Lab exam bundles- properly sealed & labeled in the prescribed format
  - Bound internal exams question papers
  - Student Attendance Registers
- Stationary requirement and usage register maintenance
- **Invigilation duties** & remuneration list preparation- submission to accounts section
- **Observer duties & spot valuations** – assignment & related paper work
- **Maintenance of sessional/external marks and backlogs record** – updating of regular & supplementary exams record & dispersal of soft copy to departments  
(Academic record of students-Results register (Hard copy) will be maintained by the academic office.
- **Results Analysis**

**EXAM SECTION PROCEDURE REGARDING EXTERNAL EXAMS CONDUCTION**

1. Application Forms Printing
2. Preparation of Nominal Rolls (after receiving condonation /detained list)
3. Issuing applications (for students with dues, no dues/permission slip must be submitted)
4. Collection of applications with exam fee
5. Sorting out Regular / Supplementary applications as per year / class etc.
6. Preparation of on-line Registration forms
  - a. -Regular list + subjects + fee
  - b. -Substitute subjects list
  - c. -Supplementary list + subjects + fee
  - d. -Filling of DD Performa
7. Receiving DD from the accounts section as per the above list
8. Submitting Reg. forms / list / Performa / DD at university & collecting hall tickets
9. Issue of hall tickets
10. Seating Plan / Timetables
11. Invigilation duties / Pads
12. Question Papers disbursement
13. Absentee forms, D-forms etc.
14. Collection of answer sheets & packing
15. Issue of duplicate hall tickets / ID
16. Recounting fee collection
17. Maintenance of sessional/external marks and backlogs record – updating of regular & supplementary exams record & dispersal of soft copy to departments  
(Academic record of students-Results register (Hard copy) will be maintained by the academic office.
18. Results Analysis

**ACADEMIC OFFICE PROCEDURE REGARDING EXTERNAL EXAMS CONDUCTION**

1	Regarding Attendance	Posting Monthly Attendance details to University; Maintaining a soft copy of the post.	Principal Office
2	Regarding Exams	Attendance Finalization; Preparation of condonation/detention lists; Submission to Exam section.	VP Office via Principal Office
3		Preparation of Integrated Dues Lists; Collecting Dues/Permission letters; Issuing 'No-Dues/permissionslip' to student for submission to exam section.	AI Office
4		Collection of Marks Memos from University	Principal Office
5		Collection of PC Fees & submission to University; Maintaining record of the same	
6		Marks Memorandum/PC/OD distribution; Certificates Disbursement Record	
7		Student Academic Results Register-UG &PG; (Incorporation of Regular & Supplementary results)	

**ACADEMIC OFFICE WORKS (RESPONSIBILITY OF OS) –OVERALL**

External Correspondence	1	AICTE/JNTU/AP Private Management Association
	2	Affiliations / Approvals / Inspections / Applications of AICTE/JNTU
	3	Statistics to all depts.
General	1	Checking e-mails / notifications in web sites
	2	Academic / staff circulars
	3	Main Notice Boards management (in all Blocks)
	4	Central Events Register maintenance
Staff	1	Monthly inter-office memos (reg. New Teaching Staff / Resignations/LOPs)
	2	Meetings minutes register (Principal office)
	3	Central movement register
	4	Teaching Staff leaves & attendance
	4	-Daily Printouts of Staff Biometric Attendance Reports & submission to VP-II in VEC & Principal in VITS
Students Academic	5	Acquittance Register maintenance
	1	Admissions / Re-admissions / detentions reg. & Registers maintenance
	2	Preparation of Admission Registers
	3	Students individual files preparation & submission to AI office
	4	Certificates Xerox issues
Students Exams	5	Certificates Verification for attestation
	1	Forwarding of condonation/detained list to exam section
	2	Marks entry in student academic record
	3	Preparation of student transcripts & submission to JNTU
	4	Collection & Issue of Marks-Memo/PC/OD/CMM
Students General	5	Sending for duplicate / name-corrections of marks-memo to JNTU
	1	Old Students' verification letters to companies
	2	Paper Ads/ Notifications
	3	Issue of Transfer Certificates & Conduct certificates to passed out students
	4	Issue of study & conduct certificate to students on request
5	Typing of bonafide certificates/Railway concession forms etc.	
Students Alumni	1	A/C Maintenance
Students Endowment	1	A/C Maintenance
General	1	Maintenance of stationary & stock
	2	Maintenance of inward / outward registers
	4	Any other Duty Entrusted as required

**COMPUTER CENTRE****ADMINISTRATIVE SET-UP**

Sk Shabbeer Basha	: VTA Computer Centre I/C	:8985120937
D Anil	: VEC I/C	: 9492868790
M Vijaya Bhaskar	: PBRVITS I/C	: 9052794550
Ch Rajendra	: Maintenance Staff,VITS	: 8985840818 , 7396090871
M Rajasekhar	: Maintenance Staff,VEC	: 9959498833 , 8985958889

**COMPUTER CENTRE STAFF RESPONSIBILITIES****Computer Centre i/c :**

- Overall supervision
- Budget (To be submitted in April every year)
  - Collect departmental requirements from dept. i/cs
  - Collect new purchase/ replacements/repairs recommendations from maintenance section
  - Collect the stationery & consumables requirements
  - Prepare the usage & condemned items lists
  - Work out the overall requirement for the academic year
  - Invite the quotations for the requirements
  - Submit the proposal to the Academic i/c for approval
- Regular functioning of the centre
  - Lab schedules & lab set-up
  - Lab manuals
  - Allotment of programmers to labs
  - Lab files/registers maintenance
  - Extra hours scheduling/ programmer allotment
  - Regular class work conduction
  - Regular maintenance: H/W & S/W repairs/ updates request to maintenance section
  - Decisions regarding repairs/condemning assets
- Records maintenance
  - Computer centre DPR
  - Lab stock books
  - Assets movement registers
  - Original CDs
  - Bills files
  - Condemned Assets file
  - Maintenance reports files(of assets)
  - Budget proposal & corresponding purchases register
  - Consumables stock/usage register



- General
  - Overall responsibility to maintain all equipment in working condition
  - Security aspects: Installing antivirus s/w where required  
Ensuring proper passwords & permissions to different users
  - Conduction of on-line tests as requested by the placement & training cell
  - Arranging for LCDs etc. on request
  - Labs cleanliness

*Note: All proposals regarding purchases, repairs, condemning & set-up changes must be put up to the Academic i/c for approval*

#### **In-Charges :**

- Daily Works
  - Verification of Works registers available in maintenance section room
  - Attending to request slips and authorizing the related maintenance works
  - Ensuring regular updation of database
- Responsibility to ensure proper completion of works within stipulated time
- Regular supervision regarding session tracking
- Regular maintenance reports to Computer Centre in-charge

**Note1:** Decisions regarding replacement/shifting or purchase of equipment must be taken in coordination with the computer centre in-charge.

**Note2:** It is necessary that the computer centre in-charge is properly intimated regarding all recommendations/suggestions/requests.

#### **Maintenance Staff :**

- Regular maintenance
  - Servicing & cleaning of assets
  - Earth pits recharging
- Day-to-day works
  - Attending on H/W & S/W requests
  - Regular maintenance reports to the computer centre i/c
- Periodical works
  - Set-up re-orientations at the beginning of the semester as directed by the computer centre i/c
  - Reports & recommendations on inadequacies to the computer centre i/c
  - Recommendations on condemning & purchases
  - Setting up of new labs when required

**COMPUTER CENTRE REQUESTS**

All the concerned staff members are requested to cooperate & follow the below mentioned procedures for the smooth functioning of the computer centre as well as for facilitating timely completion of works.

**Guidelines Regarding Computer Centre Requests & Maintenance Works:**

- ***For any complaint/ request from labs***

- The lab staff must enter the complaint in the **complaint slip** provided in every lab
- The maintenance personnel must be informed of the same on phone
- The complaints must be made to the under listed maintenance section staff only:
  - VITS campus: Mr Ch Rajendra : 7396090871
  - VEC campus: Mr Rajasekhar : 9959498833
- The maintenance staff will attend to the work immediately if it is an emergency. Otherwise it will be scheduled along with other works.  
In case the response to the request is unsatisfactory, the matter maybe taken to the labs i/c or computer centre i/c.
- Once the work is completed , the maintenance personnel will record the work in the same slip.
- All the complaints/requests on a single day from a particular lab must be entered in the same slip.
- **At the end of every day, these slips must be dropped in the box provided for the same by the lab staff.**

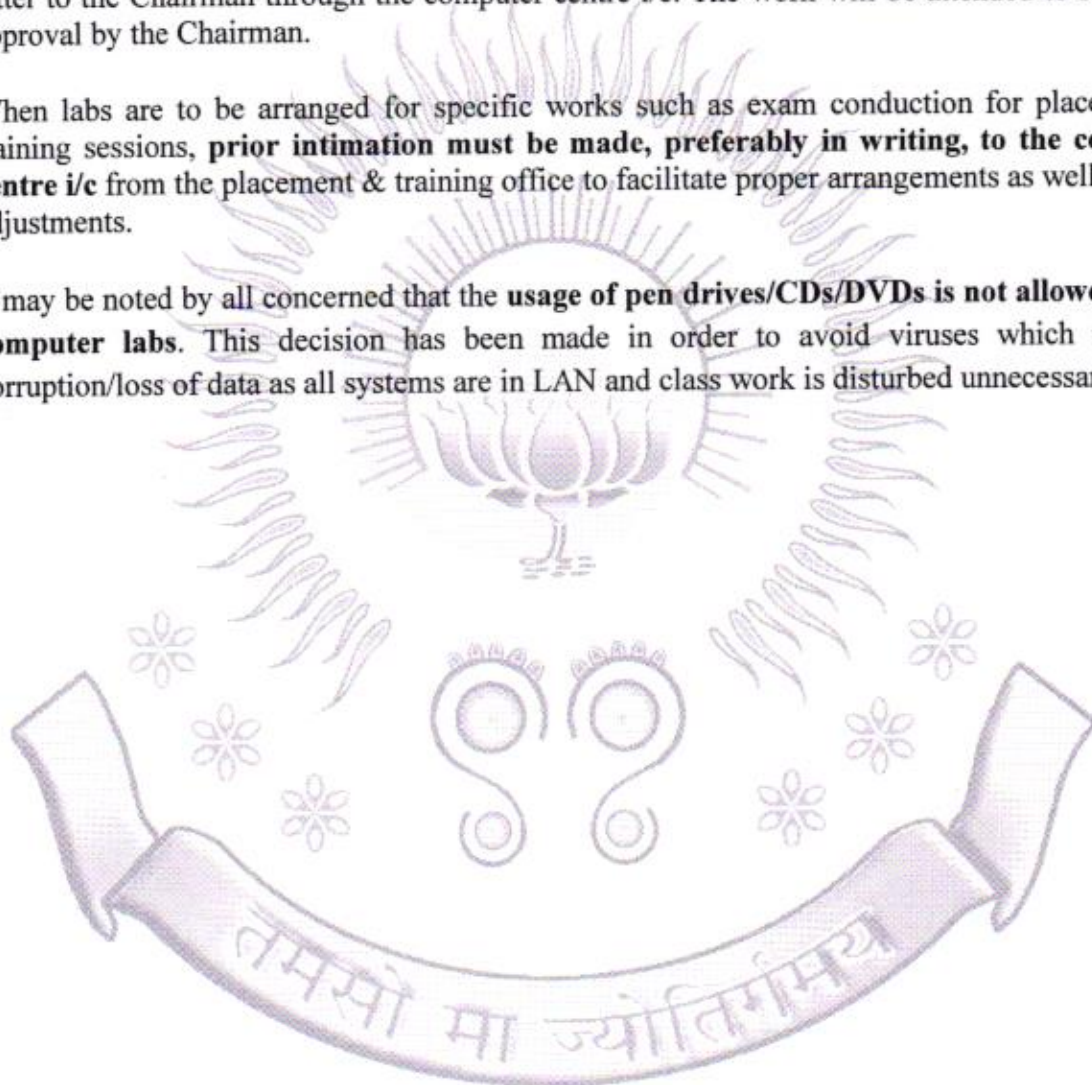
- ***For any complaint/ request from depts./offices***

- The concerned staff must enter the complaint/request in the **request slips** provided.
- These slips must be signed by the authorized signatory as specified below:

Department Offices	HODs
Computer Lab/IT w/s	Lab i/c VITS campus: Sk Shabbeer Basha VEC campus: R Konda Reddy
Academic Office	Office Manager VITS campus: K Chandrasekhar; VEC campus: T Pushparaj
Exam Section	Exam Section i/cs VITS campus: PVA Sunil Kumar VEC campus: VV Sunil
Placement & Training Section	Placement Director: B Vamsi Mohan
Library	Librarian VITS campus: O Seshaiyah VEC campus: i/c Librarian
Accounts	Office Manager : K Ramu
Internet lab	As designated by the Principal(VITS)

- The request slips must be dropped in the box provided for the same by the concerned dept./office staff.

- **Requests on phone will be responded to only in case of specific run-time emergencies such as in exam procedures etc.**
- At least two days are required to process the requests and attend to the complaints. In case the response to the request is unsatisfactory, the matter may be taken to the computer centre i/c.
- For requests regarding **new/additional requirements/replacements** in the particular lab/office/dept., the concerned i/c for the lab/office/dept. will be required to put up a request letter to the Chairman through the computer centre i/c. The work will be attended to subject to approval by the Chairman.
- When labs are to be arranged for specific works such as exam conduction for placement & training sessions, **prior intimation must be made, preferably in writing, to the computer centre i/c** from the placement & training office to facilitate proper arrangements as well as work adjustments.
- It may be noted by all concerned that the **usage of pen drives/CDs/DVDs is not allowed in the computer labs**. This decision has been made in order to avoid viruses which result in corruption/loss of data as all systems are in LAN and class work is disturbed unnecessarily.



**The VTA GRIEVANCES AND REDRESSAL (DISCIPLINE) COMMITTEE**

This committee is constituted to deal with all incidents of misconduct occurring in the Visvodaya Technical Academy campus.

**List of committee members**

1. D SRUJAN CHANDRA REDDY	Chairman
2. B VAMSI MOHAN	Member
3. N SRINATH REDDY	Member
4. K RAMAKRISHNA	Member
5. HOD ECE	Ex-Officio Member
6. HOD CE	Ex-Officio Member
7. HOD EEE	Ex-Officio Member
8. HOD ME	Ex-Officio Member
9. HOD MBA	Ex-Officio Member
10. HOD MCA	Ex-Officio Member
11. HOD I Year	Ex-Officio Member
12. PBRVITS Office Superintendent	Ex-Officio Member
13. VEC Office Superintendent	Ex-Officio Member
14. Women's Hostel warden	Ex-Officio Member
15. Men's (Freshers) Hostel warden	Ex-Officio Member
16. Men's (Seniors) Hostel warden	Ex-Officio Member

**Minimum Quorum for conducting committee meetings**

The chairman and the next three members (as mentioned in the list) are required to attend each and every meeting convened by the chairman. The ex-officio members (HOD, OS and Hostel Warden) will be called upon based on the involved student(s).

**Duties of the committee members**

1. The Chairman is required to convene the committee meetings when required.
2. The committee members have to make themselves available for the committee meetings, even at a short notice.

3. In case of emergency, they may inform to the chairman of their inability to attend the meeting prior to conduction of the meeting. However, they must appraise themselves of the case proceedings once they are available.
4. Each and every committee member must submit to the requirements of the committee and help in investigating the issue.
5. The proceedings of the each case must be maintained & filed by the Chairman of the Committee.

### **Responsibilities of the Committee**

1. To maintain a healthy environment in college campus by having zero tolerance towards misbehavior (both Physical and Psychological) by the students towards other students or Faculty
2. To maintain & enforce strict discipline in the VTA campus.
3. To provide a Ragging free environment by supporting Anti-Ragging Committees.

### **PROCEDURE (for handling Indisciplinary Actions)**

- All the cases of misconduct shall be reported by staff or students to the concerned HODs as soon as they occur.
- The HODs will inform the same in writing to the Principal if necessary.
  - HODs of CSE, ECE, MCA and CE will forward the issue to the Principal, VEC.
  - HODs ME, EEE & MBA and the Dean of First Year shall forward the issue to the Principal, PBRVITS.
- The complaint letter from the HOD should contain the following information:
  - Person or persons who are responsible for the indiscipline with their details (Roll No., Branch, Year etc.).
  - Describing the incident and frequency of the misconduct.
  - Time and location of the misconduct and its reporting.
- The Principal, on receiving the report and depending on the severity of the case, will decide whether to forward the same to the disciplinary committee or not (in case it can be resolved within his purview).
- On receiving the report from the principal, the committee shall meet and enquire about the issue, by speaking with all the people concerned and taking available evidences into consideration.

- After a thorough investigation and based on the findings, the committee will make the necessary recommendations regarding the actions to be initiated which are then forwarded to the respective Principal.
- The Principal is then required take necessary action depending on the recommendations proposed by the committee in consultation with the Chairman of Visvodaya Technical Academy.

Note 1: The conduct of the hearing and decisions regarding procedure are at the discretion of the Committee, who is free to act flexibly within the confines of good order and fairness.

Note 2: The committee in view of the safety of the witness (es) reserves the right to take testimony in secrecy or keep the name of the witness confidential. However, the details may be revealed only to the Principal/management as & when absolutely necessary.

#### **Actions deemed as incidents of misconduct**

1. General disregard for rules – regarding Dress code, Cell Phones, Punctuality etc.
2. Misbehavior with Other Students
3. Misbehavior with Faculty
4. Ragging
5. Involving in antisocial activities
6. Attending classes when under the influence of alcohol, drugs etc.
7. Smoking and consuming alcohol in hostel
8. Any other action as decided by the committee.

The corrective actions taken on the above offences will be based on the decisions taken by the committee as and when necessary.



**STAFF BIOMETRIC SYSTEM & MONITORING**

The **BIOMETRIC SYSTEM** will mark

- a. as **PRESENT** when you give your thumb impression on time or
- b. as **LC** when you give your thumb impression within the grace time.

**For all other cases, the system will mark you as ABSENT.**

To avoid undue LOP, the staff members are directed to follow the below stipulated procedures:

**Case1: When you forget to give thumb impression on one end or both ends of the session or leave early for some reason**

Submit your request/permission letter duly attested by the HOD and countersigned by the principal to the academic office on the morning of the next working day itself. Failing which your 'A' will result in 'LOP'.

**Case2: When you have applied for leave on phone**

Submit your leave form/OD letter duly attested by the HOD and countersigned by the principal to the attendance monitoring section on the morning of the next working day itself. Failing which your 'A' will result in 'LOP'.

**Note1:** The Permission letters/Leave forms/OD letters etc. must be signed by the respective staff, HOD (with date) & Principal (with date) before submitting to the academic office. HODs must ensure that all the relevant details (date, reason, work adjustments, etc.) are filled in before signing.

**The letters without proper details or signatures will not be considered.**

**Note2:** Any CL form must be presented to the HOD by the staff member in person. HOD must not sign the form in absence of the staff member

**Note3:** The following will be treated as **ABSENT** (i.e., **LOP**)

1. Absence without intimation to HOD and Academic office
2. Forgetting to give thumb impression
3. Late or no submission of permission letters/ leave forms/OD letters

**Note4:** Late coming (**LC**) for three half days will entail the deduction of **ONE casual leave**.

**Note5:** When a casual leave is affixed or prefixed to public holiday & the total period of absence **exceeds 5 days**, then, **all the days including the public holiday will be treated as leave without pay**.

**MONITORING**

The attendance monitoring in-charge is required to submit a daily attendance status report to the chairman on the morning of the next working day.

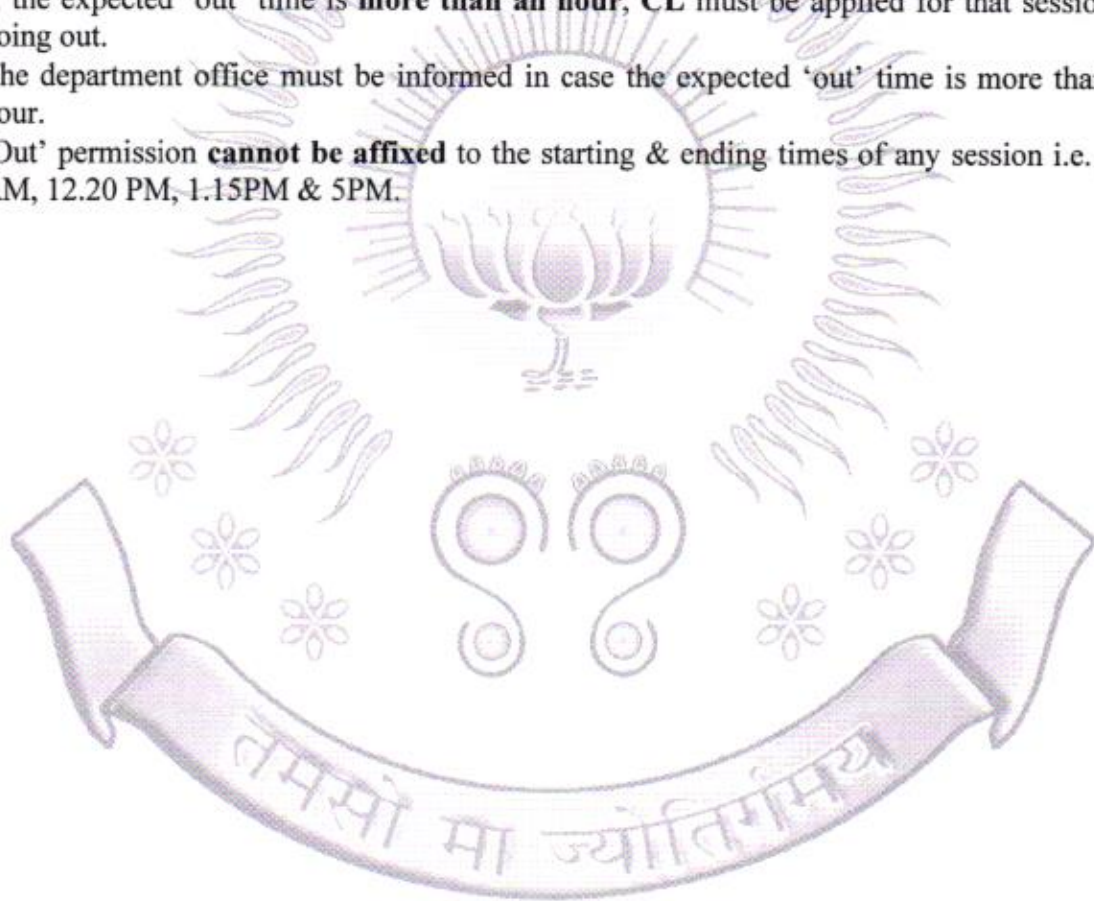
1. VP-II will maintain the Leaves file
2. Daily, Office Superintendent will submit a print out of the following to the VP-II
  - a. Attendance sheet from the biometric system
  - b. Log-in, Log-out details sheet sorted by name
  - c. Details in the Central Movement Register leading to any LOP
3. VP-II will scrutinize the print outs & file them after entering the following
  - a. CL/OD details
  - b. Remarks, if any
4. At the end of the month, OS will submit a print out of the monthly attendance sheet to VP-II
5. VP-II will finalize the total number of Present, Absent, LC, CL, OD etc.; file the sheet & send a copy to the OS for finalization of LOPs.

**TEACHING STAFF MOVEMENT RULES**

Staff members are expected to stay within the campus during the entire duration of working hours i.e. , from 8.35 AM to 12.20 PM & 1.15 PM to 5 PM.

However, in case the staff require to go out on any work, they may do so by following the below stated procedure:

- A central movement register is placed in the academic office. It will be available between 9.30 AM & 12.00 PM and between 2.00 PM & 4.30 PM.
- 'Out' time must be entered in the appropriate column of the register **before** going out.
- 'In' time must be entered in the appropriate column of the register **after** returning.
- If the expected 'out' time is **more than half an hour and less than an hour**, then a permission letter is to be obtained from the Principal & submitted at the respective office **before** going out.
- If the expected 'out' time is **more than an hour**, CL must be applied for that session **before** going out.
- The department office must be informed in case the expected 'out' time is more than half an hour.
- 'Out' permission **cannot be affixed** to the starting & ending times of any session i.e. , to 8.35 AM, 12.20 PM, 1.15PM & 5PM.





**GUIDELINES FOR QUESTION BANKS FOR INTERNAL EXAMS:**

**For B Tech I, II, III & IV Year Classes (R-15 & R-13 Regulations)**

**For each subject, one Question bank must be prepared, keeping in view the following:**

**General Guidelines:**

- Give Questions Unit-wise
- The question bank must cover the entire syllabus including all the important topics in the unit
- **Questions ear marked for mid-exams must be highlighted in bold font**
- The questions must be framed as in external exam question papers ( Regarding the length of answers & Marks allotted)
- **Modify** the QB based on the compliance with the university question papers in previous semesters
- Try to include the often repeated questions in the previous years external exam question papers
- Do not repeat the same questions in different forms

**Details of Questions:**

- For units 1 & 2
  - Give **SIX** descriptive questions each unit
  - Give **THIRTY** bits from each unit
  - Give **FOUR** common questions, each containing **five** 2- marks questions.(out of these **five**, there must be at least **two** questions from each unit)
- For units 3,4 & 5
  - Give **FOUR** descriptive questions of equal weightage from each unit.
  - Give **TWENTY** bits from each unit
  - Give **THREE** common questions, each containing **five** 2- marks questions.(out of these **five**, there must be at least **one** question from each unit & a maximum of **two** questions from any unit)

Note: The common questions (containing short questions from different units) must be placed under the heading '**COMMON QUESTIONS – Units 1 & 2**' & '**COMMON QUESTIONS – Units 3, 4 & 5**'

**The Question Bank must be submitted in soft copy to the Internal Exams I/C in the dept.**

**For I B Tech, the Department I/Cs must submit the Question Bank to the Internal Exams I/C.**

**LABORATORY EVALUATION GUIDELINES**

The VTA Academic Committee has formulated the following guidelines with the aim of achieving :

- Transparency in evaluation
- Improving the student attendance in regular class work
- Increasing the pass percentage in university examinations

**GUIDELINES FOR INTERNAL LAB EVALUATION (R-13):**

**Day to day evaluation of 25 marks** for internal evaluation of laboratory work may be distributed as follows:

**A. Regularity : 10 MARKS**

The 10 marks allotted to regularity may be evaluated on the basis of **aggregate attendance percentage for the current semester** as follows:

Aggregate Attendance Percentage	Marks Awarded
>90	10
>85-90	09
>80-85	08
>75-80	06
65-75 (Condonation)	05

**B. Regular Lab Work : 15 MARKS**

- Lab schedule has to be prepared & pasted in the register. The concerned faculty will assess the daily work for 15 marks based on the report of experiments/jobs/tasks/activities.
- Record the marks in the lab register as & when assessed
  - In the last sheet for attendance (in the page preceding 'internal exam marks')
  - If required, increase the columns by drawing lines in-between
  - Ensure there is enough space to record all the sessions conducted
  - Fill in the log after every session

The regular work in the labs may be assessed on the basis of individual experiments as suggested below:

Status	Marks Awarded
Expt. Completed in Regular class Record Submission on time with no mistakes	13-15
Expt. Completed in Regular class Record Submission on time with corrections	12-14
Expt. Completed in Regular class Late Record Submission	11-13
Expt. Completed in Repetition class [Only one expt. Per repetition class considered]	10-12
Expt. not completed	0

Finally, average is to be calculated for 15 marks for the total number of experiments.

- C. An End internal lab exam** will be conducted for 10 marks. **In case any student fails to score at least 5 marks out of 10, the marks scored in the regular lab work will be reduced by 50%.**

**Note: 1. End Internal Lab exam marks are not added to internal marks**

**2. Minimum mark of 12 may be observed, with reasonable distribution of marks among all**

the students between 25 & 12.

### **GUIDELINES FOR INTERNAL LAB EVALUATION (R-15):**

**Day to day evaluation of 30 marks** for internal evaluation of laboratory work may be distributed as follows:

#### **A. Regularity : 10 MARKS**

The 10 marks allotted to regularity may be evaluated on the basis of **aggregate attendance percentage for the current semester** as follows:

<b>Aggregate Attendance Percentage</b>	<b>Marks Awarded</b>
>90	10
>85-90	09
>80-85	08
>75-80	06
65-75 (Condonation)	05

#### **B. Regular Lab Work : 10 MARKS**

- Lab schedule has to be prepared & pasted in the register. The concerned faculty will assess the daily work for 15 marks based on the report of experiments/jobs/tasks/activities.
- Record the marks in the lab register as & when assessed
  - In the last sheet for attendance (in the page preceding 'internal exam marks')
  - If required, increase the columns by drawing lines in-between
  - Ensure there is enough space to record all the sessions conducted
  - Fill in the log after every session

The regular work in the labs may be assessed on the basis of individual experiments as suggested below:

<b>Status</b>	<b>Marks Awarded</b>
Expt. Completed in Regular class Record Submission on time with no mistakes	8-10
Expt. Completed in Regular class Record Submission on time with corrections	7-9
Expt. Completed in Regular class Late Record Submission	6-8
Expt. Completed in Repetition class [Only one expt. Per repetition class considered]	5-7
Expt. not completed	0

Finally, average is to be calculated for 10 marks for the total number of experiments.

#### **C. End internal lab exam : 10 MARKS (Experiment-5 marks; Viva voce-5 marks)**

**Note: 1. Minimum mark of 17 may be observed, with reasonable distribution of marks among all the students between 30 & 17.**

**GUIDELINES FOR EXTERNAL LAB EVALUATION ( R-13 ) :**

Evaluation for **50 MARKS** in the University Lab exams may be done in the following scheme:

Modules	Marks Allotment
Written (Procedures- Circuit/Tables/ Algorithm/Program/ etc.)	20
Connections/ Implementation/ compilation/simulation	10
Results/Output	10
Viva Voce	10

Once the evaluation of laboratory work is done as per the above mentioned guidelines, the Department Marks Committee is required to check for any abnormalities (considering the **aggregate marks percentage till previous semester\*** as base for reference mark) and discuss the case with the concerned lab staff with a view of normalizing the marks, if deemed justifiable.

\*The following guideline may be followed for arriving at a reference mark based on aggregate percentage:

Aggregate marks percentage (till previous semester)	Minimum Reference Mark / Expected Mark
>90	49
>85-90	47
>80-85	45
>75-80	42
>70-75	40
>65-70	38
>60-65	36
>55-60	32
>50-55	27
>45-50	23
>40-45	20

**GUIDELINES FOR EXTERNAL LAB EVALUATION (R-15):**

Evaluation for **70 MARKS** in the University Lab exams may be done in the following scheme:

Modules	Marks Allotment
Written (Procedures- Circuit/Tables/ Algorithm/Program/ etc.)	30
Connections/ Implementation/compilation/simulation Results/Output	20
Viva Voce	10
	10

Once the evaluation of laboratory work is done as per the above mentioned guidelines, the Department Marks Committee is required to check for any abnormalities (considering the **aggregate marks percentage till previous semester\*** as base for reference mark) and discuss the case with the concerned lab staff with a view of normalizing the marks, if deemed justifiable.

\*The following guideline may be followed for arriving at a reference mark based on aggregate percentage:

For I Year II Sem onwards	For I Year I Sem		Minimum Reference Mark/Expected Mark
	Intermediate Marks	I Mid Marks	
Aggregate marks percentage (till previous semester)			
>90	>975	29-30	69
>85-90	>950-975	28-29	67
>80-85	>925-950	27-28	64
>75-80	>900-925	26-27	61
>70-75	>850-900	25-26	58
>65-70	>800-850	24-25	54
>60-65	>750-800	23-24	50
>55-60	>700-750	22-23	46
>50-55	>650-700	21-22	42
>45-50	>600-650	18-20	38
>40-45	≤600	≤17	35

**PROCEDURE FOR PURCHASES & BILLS SUBMISSION**

All concerned are hereby directed to follow the below mentioned instructions for the following activities:

1. Departmental purchases such as Laboratory equipment and miscellaneous items
2. Conduction of Events
  - a) Student activities: Workshops, Guest Lecture, Conferences, Paper Presentations, Educational tours, Certificate courses, Sports activities etc.
  - b) Staff activities: Workshops, Refresher courses, FDPs, Any other deputed activity by the college authorities.

**PROCEDURE TO BE FOLLOWED:**

1. HOD has to forward the request letter (along with budget copy & quotations, where applicable) to the Academic I/C office after getting the initial of the Principal.
2. Get the approval by Academic In-Charge (for budget approved items) or Chairman (for non-budget items)
3. Collect back the approved request letter from Academic I/C office
4. After the completion of the event/purchase, the below mentioned documents are to be submitted to the Academic I/C office
  - a) Approved request letter with relevant attachments
  - b) Statement of expenses supported by bills
  - c) Covering letter with payment mode specified
5. Collect the cheque (for re-imburement/bills payment) from the accounts section

**NOTE 1:** The request letters must be put up well in advance to the event so that sufficient time is available for its processing

**NOTE 2:** All the relevant documents must accompany the request letter at the time of approval as well as for payment. Else, it will not be entertained.

**NOTE 3:** a) The final submission of bills must be made within the week in which the event is conducted  
 b) For lab purchases, the date of delivery/installation mentioned in the request letter may be taken as reference date.  
 c) Any amounts collected for an event (registration fee etc.) must not be spent directly. The total amount must be deposited in the bank as directed by the accounts section.

**NOTE 4:** Forwarding authority for Depts. of ME, EEE, MBA & I Year – Principal, PBRVITS  
 Forwarding authority for Depts. of CE, ECE & CSE/MCA – Principal, VEC

**List of Documents to be verified while requesting permission/submitting bills****Regarding Staff Activities:****Refresher Courses / Workshops (External):**

- Request letter from the staff member with necessary approvals
- Xerox copy of the filled application
- Certificate from the concerned college
- Xerox copy of the participation certificate
- TA&DA Bills during the course
- Material given by the concerned college (both hard copy and soft copy)
- Covering Letter for Payment

**Workshops organized in college:**

- Permission letter and copy of approved budget by the Chairman
- Application xerox copy
- Filled registration forms
- Request letter to the Expert/Experts
- Acceptance letter from the Expert/Experts
- Final Bills statement along with the bills/vouchers
- Filled Feedback forms
- Xerox copies of the certificates
- Photos covering expert lectures and audience
- Covering Letter for Payment

**Paper Presentations / Publishing's:**

- Request letter from the staff members with all necessary approvals
- Xerox copy of the filled application
- Certificate from the college
- TA&DA Bills during the course
- Xerox copy of the participation certificate
- Covering Letter for Payment

**Regarding Student Activities:**

**Education Tours:**

- Permission letter from students/Dept. to Principal with necessary approvals
- Request letter to the company/organization from our college
- Permission letter from the company to the college
- Certificate from the company/organization.
- TA Bills
- Photos
- Covering Letter for Payment

**Paper Presentations & Seminars:**

- Xerox copy of filled in application
- Certificate from the college
- TA&DA Bills during the course
- Xerox copy of the participation certificate
- Covering Letter for Payment

**Add-on Courses & Guest Lectures organized in college:**

- Permission letter for conducting the guest lecture and copy of approved budget with necessary approvals.
- Request letter to the expert from college for inviting a guest lecture
- Acceptance letter from the expert for the guest lecture
- Photos of the guest lecture
- Soft copy of the PPT given by the expert
- Covering Letter for Payment

**Department Laboratory Purchases:**

- Request Letter with quotations and copy of approved budget with necessary approvals
- Bill duly stamped with DPR details
- Covering Letter for Payment

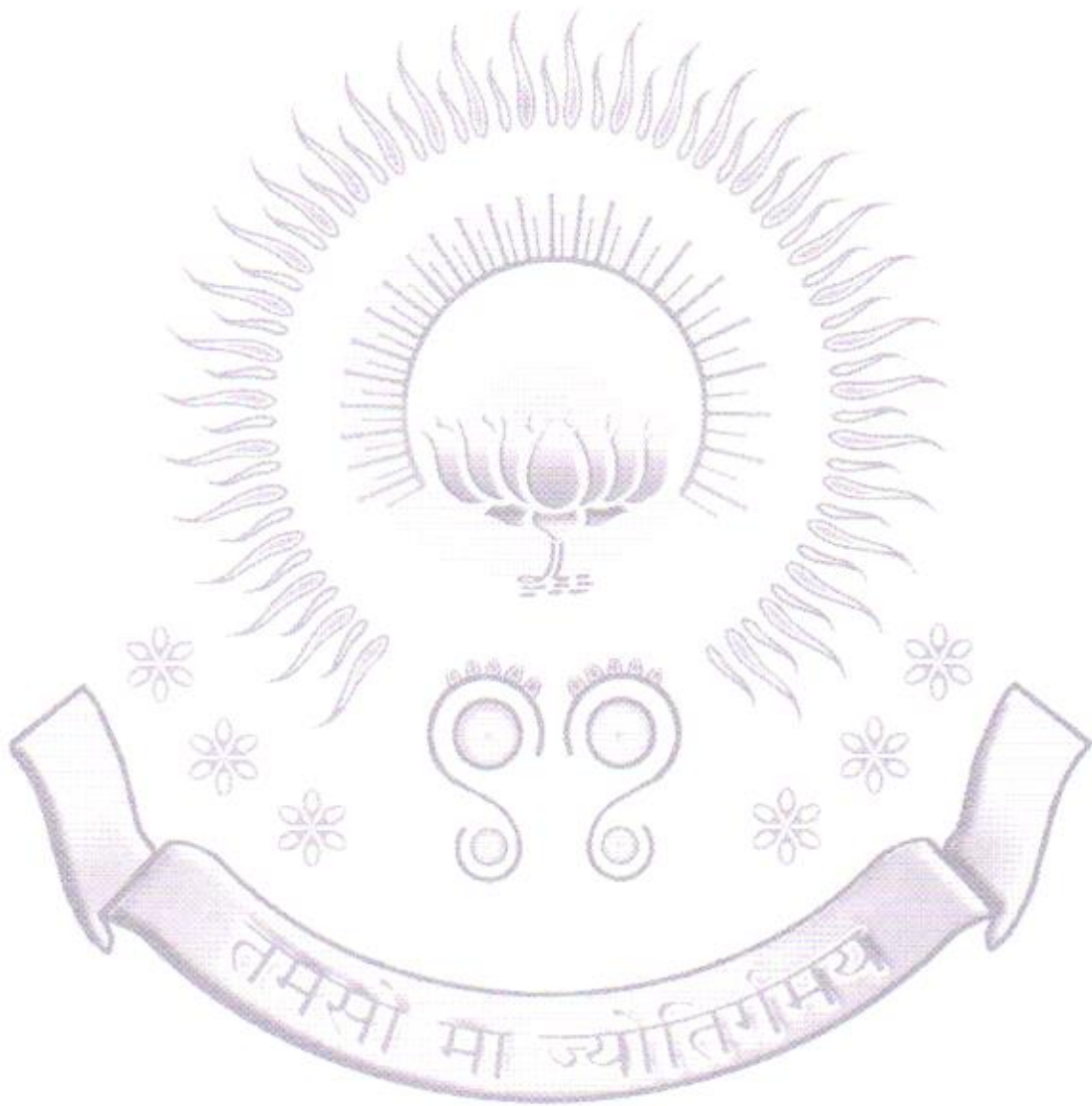
**EVENTS CALENDAR**

1	Freshers' Day	July 2017
2	Industrial Visits – I Phase	August 2017
3	Guest Lectures – I Phase	September 2017
4	Workshops	September/October 2017
5	Department Day	October 2017( Saturday)
6	Techno-Exhibit 2K17	November-December 2017
7	National Conferences (NCAET2K18)	24 <sup>th</sup> December 2017
8	Certificate Courses (II-II/III-II) (including semester break)	December 2017
9	Industrial Visits – II Phase	December 2017
10	Governing Body Meeting	December 2017
11	Tennis Tournament	20 <sup>th</sup> -25 <sup>th</sup> January 2018
12	Staff Get-together (Picnic)	January 2018
13	Guest Lectures – II Phase	February 2018
14	Hostel Day	February 2018 ( II Sunday)
15	Sports day	February 2018
16	Visvotsav 2018 & College Day	February 2018
17	Parents' Meet	March 2018
18	Robofest 2k18	March 2018
19	VITA2k18 ( I B Tech PP)	March 2018
20	Farewell Functions	April 2018(Sunday)
21	FDPs(Summer Break)	May/June 2018
22	Placement Day	May 2018
23	Governing Body Meeting	May 2018
24	Convocation Day	21 <sup>st</sup> May (Third week)

Note: Individual departments will schedule and submit the dates for Industrial visits, Guest Lectures, Workshops, National conference, Certificate courses and Department Day.



**GENERAL INSTRUCTIONS**



**TEACHING STAFF –GENERAL INSTRUCTIONS**

In order to ensure smooth & effective conduction of the academic program, all the faculty members are required to comply with the following:

**1. College Timings:**

- All the faculty members have to report to the college on time (Forenoon: 8.35AM; Afternoon: 1.15 PM) and log in. Otherwise, it will be treated as late coming.
- Movement of staff members outside the college during college working hours is governed by the movement rules.
- In case any need arises to go out during college working hours, **please cooperate and follow the movement rules & procedures without fail.** They have been introduced to maintain a discipline within the campus.

**2. Casual Leaves:**

- The staff member is deemed to have been aware of the **leave rules** as released by the Chairman.
- **A CL is valid only after it is sanctioned.** Prior sanction is essential for availing Casual Leave. So, apply for CL at least **TWO** day in advance and get it sanctioned before the leave date.
- **Avoid applying for CLs when a lab session is scheduled.**
- Staff member going on leave must follow the stipulated procedure and make proper work adjustments & enter the same in the **Work Adjustment register/CMS Portal** before obtaining the HOD's signature. Work Adjustment must be clearly entered in the CL form and countersigned by the substituting staff. **(HODs have to ensure that the substituting staff have no prior allotments for the adjusted hours).**
- In case of Emergency, staff members have to inform to their respective Head (in case of I year staff - Branch/Dept i/cs) as well as the Academic Office Manager (Mr K Chandrasekhar –VITS / Mr T Pushparaj – VEC) after making alternative arrangement for class work /exam duty. Those who have thus informed in advance about their absence have to submit their leave form immediately on the day of reporting for duty, otherwise it will be marked as "ABSENT" (i.e., LOP).
- **Only 2 CLs will be thus allowed to be converted into ELs per semester.**
- Staff members absenting themselves without any intimation will face disciplinary action and their absence will be marked as "ABSENT" (i.e., LOP).

**3. All the Teaching staff should conduct their allotted classes strictly as per the scheduled Hence it is expected that every staff member will notice and respond to any time table:**

- Internal adjustments shall not be made unless the concerned staff member is on CL/OD.
- Staff member should not permit the students into the class without proper dress code/ ID
- Follow instructions from the HOD (Branch/Dept i/cs) regarding class work conduction.

- Honour the deadlines given regarding submission of course file, completion of syllabus, evaluating the answer sheets & submission of marks in CMS portal..
- Attend exam duties without fail.

#### 4. Class Work

- Maintain regularity & punctuality to class.
- Prepare the lecture schedule meticulously & follow it strictly.
- Follow the stipulated procedures regarding Class Room Instruction, Unit tests etc.
- **Make up for any missed class immediately, within the week.**
- All registers must be updated & deposited in the department by the staff member in person as & when the HOD (Dean/i/cs) requests for them.

#### 5. Attendance

- **Take the attendance registers to class without fail.**
- Immediately after the class, fill in the attendance & log in the attendance register as well as in the CMS portal without fail.

#### 6. Department Duties:

- **Honour the schedules & procedures** set by the department and cooperate by following them.
- Complete & submit any requested work on time.
- If entrusted any administrative work, understand the work profile & fulfill the requirements.
- **Any event organized by the department is the responsibility of every staff member belonging to the department.** Hence it is expected that the staff member will volunteer his services to the department even before he is called upon to do a job.

#### 7. Staff Room Discipline

- **Occupy the seat allotted to you.** Do not change your cabin or move your desk elsewhere.
- When not engaged in class work or any other allotted duty, **stay in your seat** during the college working hours.
- When leaving the staff room in the evening, **do not leave any item on the desktop.**
- Do not disturb the other staff members in the room with your activities.
- **Neither indulge in nor encourage gossip.** Instead, spend the time fruitfully in advancing your career requirements.

#### 8. General discipline

- **Follow the dress code** & thereby, maintain the dignity of your office.  
Men: Formals with Shirt tucked in, Full shoe and ID card.  
Women: Saree and ID card
- **It is the duty of every staff member to ensure student discipline in the campus. discrepancies in student discipline** (dress code, punctuality, general behavior etc.) **by counseling him appropriately and following-up on his/her indiscipline.**

9. Staff members **are not permitted to use** the mobile phones into the classrooms / Examination hall for personal calls.

**STUDENTS- GENERAL INSTRUCTIONS**

In order to maintain discipline in the campus and in an effort to run the academic programs smoothly, the students are required to comply with the following:

**1. College Timings:**

- Forenoon session : 8.45 AM to 12.20 PM
- Afternoon session : 1.20 PM to 4.40 PM
- Lunch Break : 12.20 PM to 1.20 PM
- College gates will be closed by 8.55 AM & 1.30 PM.
- To avoid disturbance to the class work, latecomers will be allowed to the library till 9.00 AM & 1.30 PM. They will, however, be allowed to join for the next period.
- College gates will be closed during the college hours from 8.55 AM to 12 noon & from 1.30 PM to 4.00 PM during which time students will not be permitted to go out without prior permission.

**2. Discipline:**

- Maintain dignity & decency in the campus.
- Maintain regularity & punctuality. Be in class at least 5 minutes before commencement of the period.
- If any student is found indulging in indecent behavior or against the code of conduct within the college campus or in college bus, he/she is liable for disciplinary action against him/her as decided by the College Disciplinary Committee.
- Loitering in the canteen or corridors during college hours is not permitted.
- Use of cell phones by students in the college premises or in the college bus is strictly prohibited.
  - Students found in possession of camera cell phones will face disciplinary action.
  - Cell phones being used in college premises will be confiscated & student will be penalized.

**3. Dress Code:**

- As long as the individual continues to be a student of PBR VITS/VEC, it is mandatory to follow the stipulated dress code in the college premises:
  - **All the students must wear their ID cards & display them properly**
  - For Boys: Formal wear with in-shirt & full shoe. Jeans, T-Shirts and skin-hugging clothes are strictly prohibited.
  - For Girls: Chudidaars or Traditional Dress. Tight or short-length dresses are strictly prohibited.
- **Students violating the dress code will be penalized & will not be permitted into the campus.**

**4. Attendance Requirement:**

- **75% attendance is mandatory for eligibility to appear for University exams.**
  - **Scholarship amounts will not be released by the Government if attendance is less than 75%.**

- Students whose attendance is **less than 65%, by any reason, will not be permitted** to appear for the University exam. They will be detained and will have to repeat that year/semester when offered next by the University.
- For students whose attendance is less than 75% and above 65%
  - They will be detained if their absence is without any proper reason or timely intimation.
  - However, for those who are absent on medical grounds and have intimated the college authorities at the time of absence & submitted a leave letter with Medical Certificate – such cases will be recommended for condonation.

#### 5. Class Work:

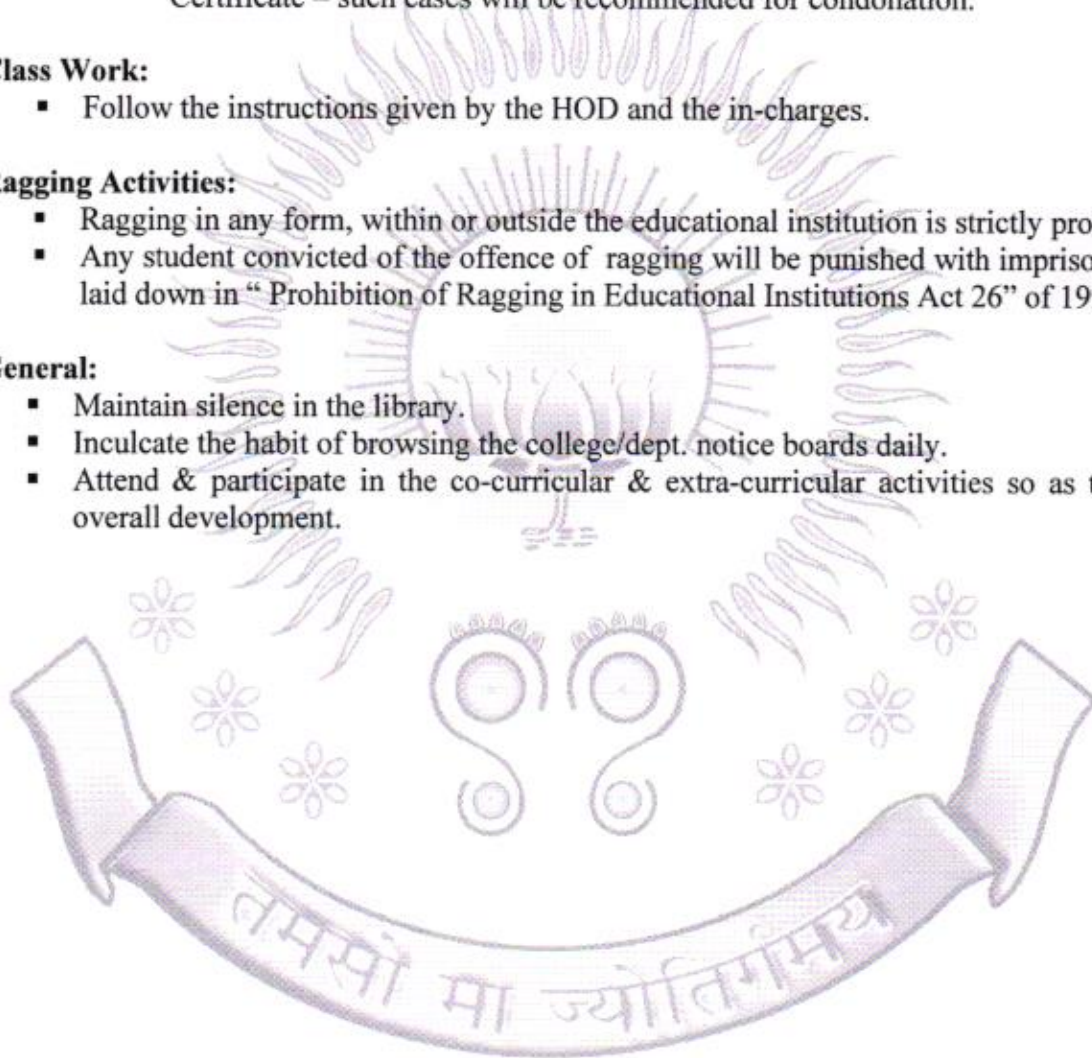
- Follow the instructions given by the HOD and the in-charges.

#### 6. Ragging Activities:

- Ragging in any form, within or outside the educational institution is strictly prohibited.
- Any student convicted of the offence of ragging will be punished with imprisonment as laid down in “Prohibition of Ragging in Educational Institutions Act 26” of 1997.

#### 7. General:

- Maintain silence in the library.
- Inculcate the habit of browsing the college/dept. notice boards daily.
- Attend & participate in the co-curricular & extra-curricular activities so as to ensure overall development.



*Bm*

PRINCIPAL  
PARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE  
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## H R Policy Handbook

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**PRINCIPAL**  
PARVATHAREDDY BABUL REDDY  
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE  
KAVALI - 524201, SPSR Nellore Dt., Andhra Pradesh

## **VISION AND MISSION OF THE INSTITUTE**

### **VISION AND MISSION**

#### **VISION**

To be a premier centre of learning in Engineering and Management education that evolves the youth into dynamic professionals with a social commitment

#### **MISSION**

- ✓ To provide quality teaching-learning practices in engineering and management education by imparting core instruction and state-of-the-art infrastructure.
- ✓ To engage the faculty and students in acquiring competency in emerging technologies and research activities through Industry Institute Interaction.
- ✓ To foster social commitment in learners by incorporating leadership skills and ethical values through value-based education

#### **PBRVITS QUALITY POLICY**

##### **PHILOSOPHY:**

We commit ourselves to the highest standards in our entire academic endeavors by adhering to high standards of

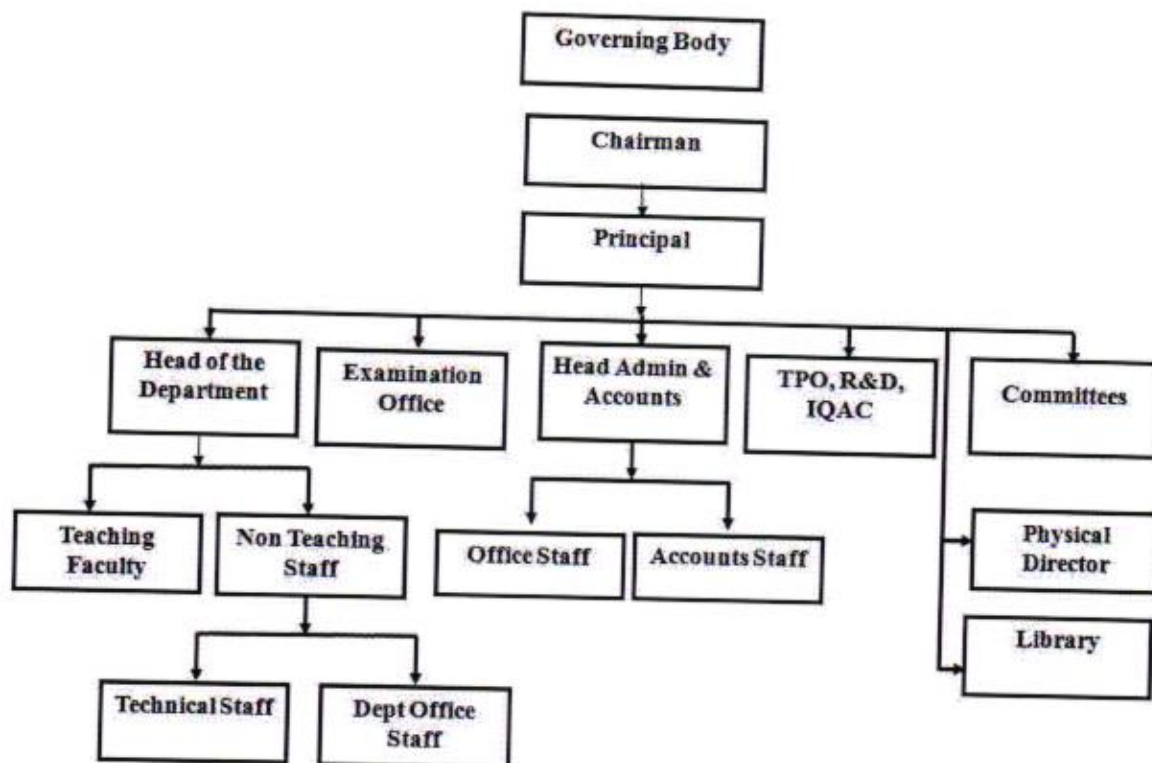
1. Integrity
2. Honesty
3. Ethics

In all our pursuits.  
We in PBRVITS

1. Nurture creativity and talent

2. Create an ambience of mutual respect and compassion
3. Serve the society.

## PBRVITS ORGANIZATIONAL CHART





## CHAPTER-1

### PLANNING

#### 1.1 HUMAN RESOURCE PLANNING

1.1.1 The Principal takes details of existing faculty and staff requirements in the month of April every year needed for the subsequent academic year.

1.1.2 The Principal obtains the list of existing faculty and other staff requirements from all the respective HODs and arrive at the number of faculty and other staff required for the next academic year considering the following guidelines.

- a) The number of positions required under different cadres is worked out based on the student Faculty ratio and the cadre ratio prescribed by AICTE from time to time. One of the professors will be designated as Head of the Department
- b) The minimum lecture hours per week for each category shall be maintained as per the University/AICTE norms.
- c) The Principal constitutes a selection committee for recruiting faculty in each discipline consisting of the HOD, one senior faculty member and experts.

#### 1.2 RECRUITMENT

##### 1.2.1 Teaching & Non-Teaching Staff

The Governing Body of PBRVITS has recommended adopting the following procedure for recruiting personnel for both Teaching & Non-teaching staff positions as per the guidelines set by AICTE & JNTUA.

##### 1.2.1. (A) Teaching Faculty

- Department-wise requirements are obtained well in advance before starting of every academic year.
- News paper advertisements in leading dailies inviting applications from qualified and competent persons are given.
- Received applications are scrutinized and short listed.
- Short listed candidates are informed to appear for an interview before selection committee.
- The list of selected candidates is finalized based on approval by the appropriate authority.
- Appointment letters are sent to selected candidates after approval of relevant authorities.

### **1.2.1. (B) Non-Teaching Staff**

- Department-wise requirement may be obtained well in advance before starting of every academic year.
- News paper advertisements in leading dailies inviting applications from qualified and competent persons are given.
- Received applications are scrutinized and short listed.
- Short listed candidates are informed to appear for an interview before selection committee.
- Appointment letters are sent to selected candidates after approval of relevant authorities.

### **1.2.1. (C) Selection Committees**

- For Teaching faculty selection of candidates is based on the following procedure:

- Selection committee comprise:

#### **For the Post of Principal:**

- Management representative
- Two Professors (External)

#### **For the Post of Professors:**

- Principal
- Two subject experts not less than Professor rank
- HOD of respective department
- Management Representative

#### **For the Post of Associate Professors/ Assistant Professors:**

- HOD of respective department
- Management Representative
- Senior Faculty from the concerned department.

#### **NONTEACHING:**

- Principal/Nominee
- HOD of concerned department
- Senior Staff of concerned department

#### **WALK-IN-INTERVIEWS**

- In case the faculty requirement arises in the middle of the semester, the candidates kept in waiting list, if any, may be considered.
- In case if selected candidates including waiting list fail to turn up, such vacancies are filled up by giving another news paper advertisement calling for walk-in-interviews from qualified persons to appear for an interview before the selection committee consisting of
- Principal
- HOD concerned
- Management Representative

### **MODE OF SELECTION**

- Demo lecture
- Personal Interview

### **TALENT – POOL**

Sometimes persons with rich experience and flair for teaching may approach the college authorities requesting to offer them suitable teaching positions. For such candidates the selection committee may consist of

- HOD concerned
- A senior faculty member of concerned department

### **MODE OF SELECTION**

- Demo lecture
- Personal Interview

#### **1.2.1. (D) Direct Appointments/Visiting Professorships:**

- These appointments are made generally when • Need to strengthen the quality of Teaching & Learning process
- Planned to start PG courses in Engineering disciplines
- To encourage, promote and nurture research bent-of-mind
- To diversify academic activities of high standards
- Appropriate persons are identified and invited to serve PBRVITS in Research/ Teaching and Non - Teaching areas.
- All the above appointments are made on regular basis with the approval of relevant authority.

#### **1.2.1. (E) Ratification**

- All the teaching faculty appointed by the above committees are required to appear for an interview before university selection committee being conducted every year to get their post ratified.

### **1.3 ORIENTATION**

Every teacher appointed in the College shall be given a brief Introduction about the College by the Principal on the day of his / her joining.

- The incumbent introduced to the respective HOD.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the Teaching and non-teaching members of his/ her team.
- He/she will also take him/her around the campus, explaining him/her the various codes of conduct to be observed
- The HOD will also ensure and obtain that all the registration formalities including joining report etc., are done with the assistance of the office team.
- The HOD will introduce the new faculty member to the students in the very first class he/she is going to handle in every section of his/her assignment.

## CHAPTER-2

### SALARY, INCENTIVES

#### 2.1 POSITIONS AND PAY SCALES

2.1.1 The College will have the following positions of hierarchy in the teaching departments:

- Principal
- Special positions, including HOD
- Professors
- Associate Professors and
- Assistant Professors

2.1.2 In addition, each department shall have support staff like Lab assistants, programmers and department attendant.

2.1.3 The principal's Office will have the following positions of hierarchy in the administrative department.

- Superintendent
- Accountant,
- Secretary
- Clerical Assistants
- Office Assistants.

2.1.4 The Scales of pay for various teaching positions will be as per AICTE Norms and as detailed here under:

#### TEACHING FACULTY:

- Principal and special positions-pay as per AICTE norms commensurate with the qualification and experience.

#### Teaching faculty: VI pay scale

Professor :	Rs 37400 – 67000+ AGP 9000/10000
Associate Professor :	Rs 37400 – 67000+ AGP 8000/9000
Assistant Professor :	Rs 15600 – 39100+ AGP 6000/7000

#### NON-TEACHING POSTS:

Scales of Pay for non teaching positions shall be as per AP state Govt. norms and are as follows:

• Accounts Officer	Rs 19,050-530-45,850
• Administrative Officer	Rs.18,030-490-43,630
• Cashier/Accountant	Rs. 8,440-240-24,950
• Office Assistant	Rs. 7,520-220-20,110

• Lab Assistant	Rs. 7,100-200-18,520
• Technical Staff	Rs. 7,740-220-21,820
• Supporting Staff	Rs. 6,700-200-17,050
• Admin/Library Staff	Rs. 12,550-360-34,900

In addition, staff can be given additional benefits for his/her possessing additional skills.

## 2.2 ALLOWANCES

2.2.1 In addition of the Basic Salary, a monthly dearness allowance shall be extended to staff.

2.2.2 Monthly House Rent Allowance will be paid to employees put in the pay scale.

2.2.3 Management can also decide other allowances for Principal, Professor and Special posts.

2.2.4 Salary structure and revisions are subject to discretion and approval of the management and Governing Body.

## 2.3 INCREMENTS

2.3.1 Increments will be given to eligible staff members every year after the completion of one year of service.

2.3.2 Additional increments shall be given to staff members based on their performance, contributions and results achieved in the University examinations, at the discretion of the management.

## 2.4 INCENTIVES AND REWARDS

2.4.1 Staff members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the institution. The following factors are considered for adjudication of awarding incentives, rewards and appreciation to staff **members with minimum 1 year of service at the institution.**

1. **Highest Pass Percentage:** Cash incentive of Rs-10,000/- per subject will be given to faculty for attaining 100% pass percentage in the subject taught.

2. **Highest Feed Back:** Appreciation certificate with appropriate amount of cash award.

3. Best over All Performance

4. **Qualification Improvement:** Additional increments will be given to the faculty for improving their qualification.

5. Research Paper Publications.

#### **2.4.2 Guidelines/Conditions for award of cash incentives for research publications/books published:**

To encourage faculty members to develop a flair for research, cash incentives are extended for research paper publications and books publishing. Principal is authorized to sanction the cash incentive awards. Publication may be considered for award of cash incentives subject to

- Publication in reputed journals (Paid journals are not eligible), on submission of the following:

- Copy of the acceptance letter from the editorial board of the journal.
- Copy of the comments made by experts on the work.
- Copy of the publications.
- Cash incentives of Rs. 5,000/- per paper published in international reputed journal and Rs. 2,000/- per paper in a reputed national journal.
- The incentive amount shall be equally distributed amongst all the authors employed with PBRVITS only if the paper is published.
- Impact factor should be preferably 0.5 or above and the faculty should submit the impact factor issued by the journal.
- Incentive of Rs. 5,000/- per book will be paid for publication of books by more than one author in printed form with reputed publishers. In case of more than one author the amount will be equally distributed amongst all the authors and employed with PBRVITS only.

#### **2.4.3 Financial assistance for faculty attending the seminar/conference/workshop:**

- Registration fee and TA/DA expenditure for participating in national/international conferences/ workshops.
- Faculty should present the paper in person.
- Lead author is only eligible for availing the facility. In case genuine difficulty, with prior approval other than lead author shall be permitted to avail the facility.
- Financial assistance is released on reimbursement basis on production of relevant receipts.

- Financial assistance should be claimed only from one organization.

## **CHAPTER-3**

### **LEAVE RULES**

#### **3.1 GENERAL**

**3.1.1** These rules shall be called "PBR VITS - Leave Rules".

**3.1.2** These leave rules shall be deemed to have come into force w.e.f. 16<sup>th</sup> June 2012 and applicable to all employees of PBRVITS.

**3.1.3** A Leave account shall be maintained for each employee of PBRVITS in an appropriate format. Leave is earned by duty only. Duty for the purpose of leave does not include:

- Any period of absence on casual leave and special casual leave.
- 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 leaves.
- Any period of absence during vacation either during a continuous period spent on duty or where permitted to be either prefixed or suffixed to leave under these rules.

**3.1.4** Leave cannot be claimed as a right and is solely the decretionary power of the sanctioning authority to refuse or revoke leave of any category when the situation so demands.

**3.1.5** The sanctioning authority may recall an employee to attend duty before the expiry of the employee's sanctioned leave when any emergency arises.

**3.1.6** Unauthorized absence from duty may be treated as misbehavior and may invite disciplinary action.

**3.1.8** An employee on leave shall not take up any service and accept any employment outside without the prior permission of the appointing authority.

**3.1.9** Every application for leave on medical grounds shall be accompanied by a medical certificate issued by a Registered Medical Practitioner/Asst. Civil Surgeon and such an employee may return to duty after submitting a fitness certificate issued by a registered Medical Practitioner / Assistant Civil Surgeon.

**3.1.10** The Head of PBR VITS or any person designated by him during his absence; shall be the authority competent to grant leave to all its employees. In lieu of the head of the PBRVITS, the competent authority will be the Secretary cum Correspondent of PBRVITS or his/her nominee to sanction leave.

**3.1.11** An employee of PBRVITS can return to duty before the expiry of the sanctioned leave period.

#### **3.2 CASUAL LEAVE (CL):**

**3.2.1** Casual Leave shall be admissible to an employee of PBRVITS for a total no. of 12 days in a calendar year and one more additional CL shall be sanctioned to women faculty. The quantum of casual leave admissible will be on prorata basis. CL may be granted for a period of not exceeding 3 days at a time including public or other holidays. The period of unutilized CL will be carried to the next calendar year.

**3.2.2** CL should not be combined on both sides with any kind of other category leave or with vacation period.

**3.2.3** Granting of CL requires advanced sanctioning and the incumbent has to make alternate arrangement for his/her workload during his/her intended leave period.

**3.2.4** Employees may avail CL for half-day also.

### **3.3 SPECIAL CASUAL LEAVE (SCL):**

Casual leave for a period of 6 days in a calendar year may be granted to a regular employee of PBRVITS on special circumstances.

### **3.4 LEAVE ON DUTY (OD)**

Leave on Duty may be granted to faculty for academic Purposes such as attending conferences/ seminars/ workshops/ JNTUA exam-duty etc.

### **3.5 MATERNITY LEAVE:**

**3.5.1** Women employees of PBRVITS after completion of one year of service are eligible to avail maternity leave for 90 days.

**3.5.2** This leave may also be granted in case of abortion or miscarriage for about two weeks on submission of a medical certificate.

**3.5.3** Leave may also be granted in case of illness of a newly born baby for about six days.

**3.5.4** This leave is not admissible in the case of those employees who have two or more surviving children.

### **3.6 ACADEMIC LEAVE**

**Study leave (Fulltime) is granted:**

- To faculty with not less than 5 continuous years of service in the college to pursue PhD / post doctoral research.
- To Non Teaching staff possessing not less than 3 years of continuous service in the college to pursue Diploma / Degree courses.
- However the course pursued should be direct advantage to institute's interest.
- The employee on return should submit full report on the work done during study leave period.
- The employee availing study leave has to execute a bond agreeing to serve the institute for three years after the leave period is over.



**Study Leave (Full Time) is not admissible**

- For studies out of India.
- For an employee who is for retirement within 3 years after returning from study leave.
- Study Leave (full time) is for maximum period of 36 months in case of Ph.D degree / post doctor research and 24 months for PG degree.
- 50% of the basic salary only shall be paid during the study leave period.

**Study Leave (part-time)**

- Study Leave (part-time) is granted to employees who have more than 2 years of continuous service in the college and are eligible to pursue PhD / Diploma courses provided they are of definite advantage to the institute interest.
- Permission to study leave is accorded only when regular class work is not disturbed.
- Full pay paid during the study leave (part-time)
- Study leave shall be granted for attending coursework, reviews, examinations etc.

**Note:** PBRVITS reserves the right to amend the above leave rules from time to time with the approval of its Governing Body.

## CHAPTER-4

### PROMOTION POLICY

4.1 All promotions shall be considered on merit-cum-seniority basis.

4.2 The principal shall appoint a committee for promotion purposes, in which he shall be the Chairman, with two Professors and one/two invited experts from Industries/other Institutions.

4.3 The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate seeking promotion, for any misconduct he/she committed during the service.

4.4 Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject, however, to the condition that he/she had completed the required years of service in the present position as prescribed below and should have obtained prescribed qualifications e.g.

- **Associate Professor:** 5 years of teaching/industry experience
- **Professor:** 5 years of service at Associate Professor Level.
- Academic performance and student feedback.

4.5 Those who are promoted shall be placed in the pay scale applicable to that category.

4.6 All decisions on promotions shall be taken up every year whenever faculty meets the norms PBRVITS.

## CHAPTER-5

### RETIREMENT

#### 5.1 RETIREMENT FROM SERVICE

- All teaching and non-teaching staff retires on completing the age of superannuation, which is 65 years for teaching and 60 for Non-Teaching.
- When a faculty member completes the age of superannuation on a day after commencement of the academic year, he/she shall retire on the 31<sup>st</sup> May of the succeeding year.
- The college will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of annual leave to his/ her credit, the same can be availed in the period preceding his/ her retirement by making application to the Principal and appropriate sanction by him/her.
- The age of superannuation as mentioned above shall not be applicable to the professors of Emeritus and Special Category Appointments.

#### 5.2 RETIREMENT BENEFITS

- The employees, who come under the purview of the Employees Provident Fund Legislation, shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
- The college shall contribute 12% of the pay subject to the ceiling of Rs 780 per person, towards the Employer's contribution to the EPF Scheme.
- The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution in addition to the Employer's Contribution to the EPF Scheme.
- The College shall remit both the contributions as stated above to the EPF Scheme Authorities.
- The College shall pass on the annual statements pertaining to the EPF details of the Employee, as released by the EPF Authorities, to the concerned employee.
- The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.
- The College shall also pay to the employee the following benefits at the time of his /her retirement:
  - o Gratuity, if any, payable under Payment of Gratuity legislation.
  - o Encashment of Salary towards accumulated leave on his/her
  - o Annual leave account.
  - o Arrears of Salary, if any payable.

## CHAPTER-6

### **DISCIPLINE GRIEVANCE AND REDRESSAL PROCEDURE**

#### **6.1 CODE OF CONDUCT FOR TEACHERS**

**6.1.1** Teachers should report at the classroom at the appropriate time without any exception.

**6.1.2** Every teacher shall take attendance at the beginning of the teaching hour.

**6.1.3** Every teacher shall close the Teaching work punctually at the end of the hour.

**6.1.4** A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take an appropriate action, which shall be: Taking correctional action if it is within his/her power, or reporting the matter to the HOD/Principal.

**6.1.5** Every staff member shall attend all the departmental and institutional functions and should carry out responsibilities assigned with commitment to the best of their abilities.

**6.1.6** Faculty and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the department and the college.

**6.1.7** Faculty and Staff Members shall not receive gifts of any kind from the students or their parents.

**6.1.8** Teachers shall maintain a respectable work conduct in terms of: i. Preparation for the particular day's classes, with latest information added to the earlier course content.

ii. Keeping ready all teaching aid material required for conducting the class in an orderly manner.

iii. Going according to lesson plan for the day and completing the syllabus for the semester without any backlogs.

iv. Follow up assignments and tests given to students, evaluating in time and giving feedback to the students.

v. Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.

vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

**6.1.9** Teachers Shall Observe Good Personal Conduct in terms of:

i. Not using any abusive language towards students, fellow teachers, parents and other members of public.

ii. Not entering into quarrels, fights or any act of disrespectful nature.

- iii. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- iv. Not to affiliate with any political organization since this might cause clash of interest with the duties of a teacher and the reputation of the Institution

**6.1.10.** Faculty shall conform to the Ethical Standards of a teacher as Described in Annexure 1.

## **6.2 DISCIPLINE**

**6.2.1** Any teacher violating the code of conduct defined in Section 6.1 of this manual shall be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.

**6.2.2** If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, any person can report the same in writing to the Principal.

**6.2.3** The Principal shall hold a preliminary enquiry on the matter by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.

**6.2.4** If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

**6.2.5** He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

**6.2.6** Based on the merit of the explanation offered or after the expiry of the time stipulated for submission of explanation, the Principal shall decide on the course of action, which may include a punishment.

**6.2.7** The course of action for disciplining a teacher shall be under the following categories:

- a. Memo and Censure.
- b. Warning in writing, with recovery of moneys, where financial loss is involved in the act.
- c. Suspension from work without remuneration.
- d. Dismissal or discharge from service.
- e. Any staff member receiving more than two memos or warnings will be given punishments mentioned in 'c' or 'd'.

**6.2.8** The Principal shall constitute a committee of 2 or more members to conduct internal enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principles of natural justice.

**6.2.9** The Principal shall report the proceedings of the enquiry committee with his comments to the Chairman/Correspondent if necessary.

### **6.3 GRIEVANCES AND REDRESSAL**

**6.3.1** The Principal shall constitute a Grievance and Redressal Committee to redress the grievances of the teaching and non- teaching staff.

**6.3.2** The Grievances and Redressal Committee shall consist of minimum seven persons in the ranks of HOD, Principal/Director/Dean with one being nominated as member secretary/convener.

**6.3.3** The Principal shall announce the Constitution of the Committee with the names of members at the beginning of every academic year.

**6.3.4 The Grievances and Redressal Committee shall:**

1. Have a member secretary/convener, to monitor the proceedings.
2. Meet once in a semester on a specified day and time.

**6.3.5** Any teaching or non-teaching staff who has a grievance, he or she shall make a representation to the Committee.

**6.3.6** The member Secretary or Convener of the Grievances and Redressal Committee shall include such grievances as an item of the agenda for the next meeting, unless the seriousness of the grievances warrant a meeting to be commissioned immediately.

**6.3.7** The Member-Secretary/Convener shall record and maintain the minutes of the meetings.

**6.3.8** Report on the grievances shall be submitted by the committee to the principal. The Chairman/Correspondent shall redress the grievances after due consideration to the extent possible.

## **CHAPTER-7**

### **CONSULTANCY, R & D AND TEACHING ASSIGNMENTS**

#### **7.1 CONSULTANCY, R & D**

**7.1.1** The College encourages its teachers to take up consultancy and R & D assignments within the Institution, with other Institutions or Industries appropriate to the teacher's competence.

**7.1.2** The teacher shall undertake such assignments as

- a) When the college is approached for such help and the college assigns such engagement to the particular teacher **or**
- b) When the teacher himself/herself is approached by the outside agency for such help.

**7.1.3** In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.

**7.1.4** The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

**7.1.5** The teacher shall also make other teachers associate in working on the assignments.

**7.1.6** The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis;

- a. Where it is project or R & D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
- b. In all other cases like consultancy assignments, it shall be 70:30 (30% to College).

**7.1.7** Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately with due notification to the Principal/Chairman.

**7.1.8** The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

#### **7.2 TEACHING ASSIGNMENTS**

**7.2.1** The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:

**7.2.2** A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

**7.2.3** Unless approved by the Principal, a teaching staff member shall not take up any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

## **CHAPTER-8**

### **INCENTIVES - STUDENTS**

**8.1** The Management is pleased to announce the following incentives and rewards for Students

- i. Merit Scholarships for the academic Toppers up to Rs.15,000.
- ii. Fee concession for economically backward meritorious students.
- iii. Free placement training to all the students is arranged by inviting experts. College management meets all the expenditure incurred in this respect.
- iv. College also arranges brain empowering workshops conducted by eminent persons in the field to empower memory power of students free of cost.
- v. Free internet facility to all students.
- vi. Reimbursement of total expenditure to students for presenting papers in reputed institutions like IITs, NITs, BITS.
- vii. Students presenting papers in seminars / conferences / symposium are paid per author.
- viii. Free coaching is provided for the competitive exams like GATE, CAT etc.
- ix. The college provides the required financial assistance for participating in national/university level sports and games.
- x. Best out going student award and cash prize.
- xi. Subsidized food facility for all the students.



## ANNEXURE - I

### ETHICAL STANDARDS FOR TEACHERS

#### A Teacher

1. Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
  - To respect parents, teachers, elders.
  - To express the love and affection to students.
  - To accept and extend due respect to every religion and social grouping.
  - To love the Nation and commit them to the endeavors to Her progress.
2. Shall have a sense of belonging to the Institution.
3. Shall assume total dedication and commitment to the teaching profession.
4. Shall always have an urge to excel in professional expertise.

#### A Teacher

1. Shall wear respectable attire, befitting the society's expectations.
2. Shall keep up immaculate personal hygiene at all times.
3. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
4. Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
5. Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.

#### A Teacher

1. Shall always listen to students with concern, whether it be in respect of doubts in the subject or it be relating to any personal help.
2. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

#### A Teacher

1. Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understand the system in a better manner.
2. Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help.
3. Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the college or of fellow teachers, students or any other member of society.

#### A Teacher

1. Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system.

2. Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.
3. Shall always be responsive to societal needs.