

PBR
VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE
KAVALI- NELLORE DT.

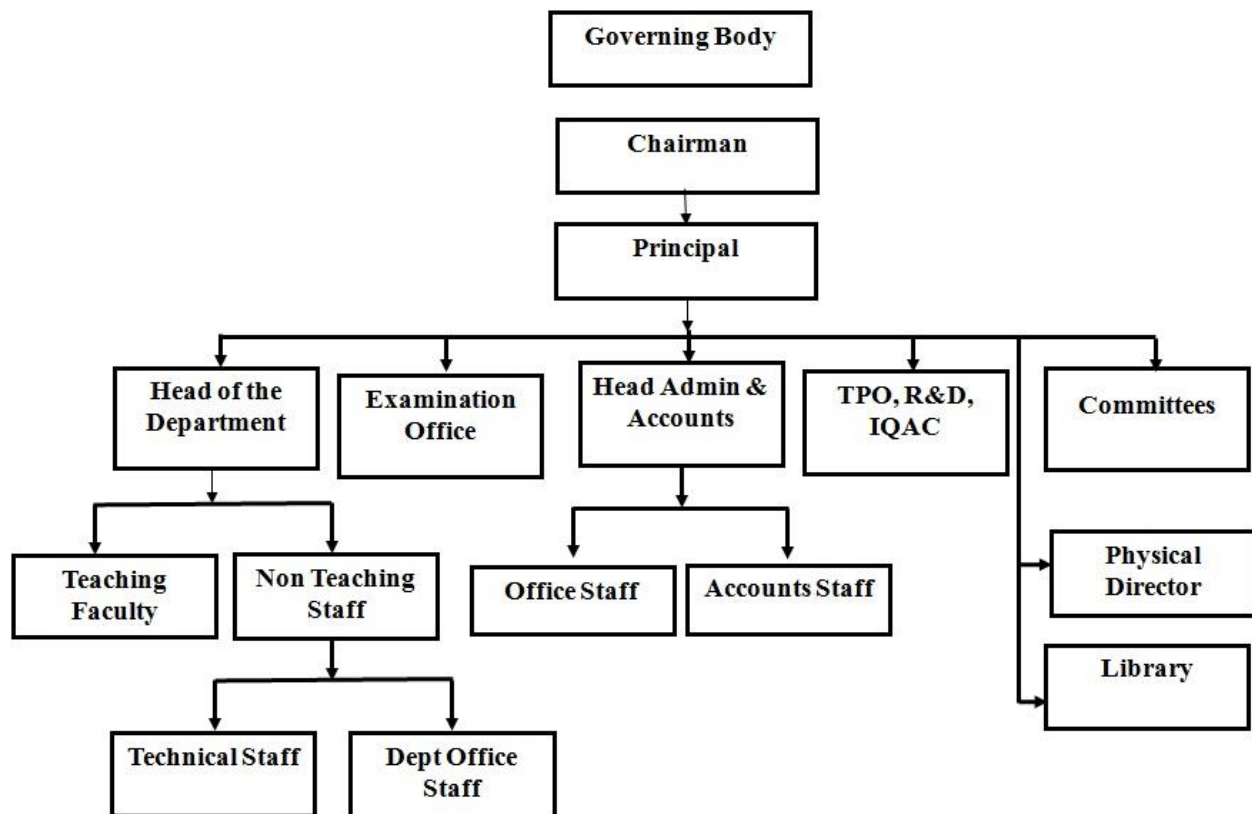


ADMINISTRATATION MANUAL

PBRVITS-ADMINISTRATATION MANUAL

PBR
VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE
KAVALI- NELLORE DT.

ORGANIZATION CHART



QUALITY POLICY

Our institution aspires for global recognition through systematic and meticulous transformation of our students into highly motivated graduates Enriched with professional competence, managerial skills, built-in dynamism and humanism.

Vision of the Institute:

To be the best in producing global technocrats, highly creative, sound in research And Ethical leaders who contribute to the social and economical development of the Country.

Mission of the Institute:

- 1 To Empower global community by graduating talented and skilled technocrats
- 2 To make them think Rationally, Critically & Creatively for their lifelong Engagement.
- 3 To lead innovative work through cutting edge advances by preserving our Culture

INDEX

| Sl.No. | Description | Page No. |
|--------|---|----------|
| 1 | Code of ethics for Teachers | 5 |
| 2 | Dress Code & ID Card - Faculty | 5 |
| 3 | Communicating with parents | 5 |
| 4 | Course Diary | 6 |
| 5 | Academic work of a Teacher and Work load Distribution | 6 |
| 6 | Class adjustment before going on leave | 7 |
| 7 | Procedure for relief on resignation | 7 |
| 8 | Leave rules | 8 |
| 9 | T.A. Rules | 10 |
| 10 | Salary Structure for faculty | 11 |
| 11 | Promotion Policy | 12 |
| 12 | Incentives to Faculty for R & D Activities | 13 |
| 13 | Sponsoring the Faculties for Higher Studies | 14 |
| 14 | Incentives for Faculty Performance | 14 |
| 15 | Retention for Senior Faculty | 14 |
| 16 | Structure of Non-Teaching Staff | 15 |
| 17 | Leave Rules & Regulations for Non-Teaching Staff | 15 |
| 18 | Co-Curricular Activities | 17 |
| 19 | Code of Ethics for Students | 18 |
| 20 | Dress Code – Students | 18 |
| 21 | ID Card | 18 |

| | | |
|----|--|----|
| 22 | Leave Rules for Students | 18 |
| 23 | Attendance Policy | 19 |
| 24 | Action Against Late Coming Students | 19 |
| 25 | Indiscipline – Punishment | 20 |
| 26 | Prohibition of Cell Phones | 21 |
| 27 | Incentives for Students | 22 |
| 28 | Division of Work for Administrative Staff (OS) | 23 |
| 29 | Maintenance In-Charge & Accountant | 24 |
| 30 | Office Assistant – 1 & 2 | 25 |
| 31 | Bus In-Charge & PA to Principal | 26 |
| 32 | Duties of Examination Section | 27 |
| 33 | Instructions to Invigilators | 27 |
| 34 | Norms for Conducting University Practical Examinations | 29 |
| 35 | Role of Training and Placement Officer | 30 |
| 36 | Rules and Regulations for Library | 30 |
| 37 | Various Committees in the Institution | 32 |
| 38 | Various Events in the Institution | 38 |
| 39 | Duties and Responsibilities | 38 |
| 40 | Duties and Responsibilities of Principal | 39 |
| 41 | Duties and Responsibilities of Vice Principal (Academic)/Academic Co-Ordinator | 40 |
| 42 | Duties and Responsibilities of Head of Department | 42 |
| 43 | Duties and Responsibilities of Dean of Academics & Discipline | 43 |
| 44 | Duties and Responsibilities of Dean of Student Affairs | 44 |
| 45 | Duties and Responsibilities of Examination In-Charge | 45 |
| 46 | Duties and Responsibilities of Dean of Faculty Development and R & D | 46 |
| 47 | Duties and Responsibilities of Training & Placement Officer | 47 |
| 48 | Duties and Responsibilities of Laboratory Assistant | 48 |
| 49 | Duties and Responsibilities of Subject teacher for Laboratory | 49 |
| 50 | Duties and Responsibilities of Faculty In-Charge for Laboratory | 50 |
| 51 | Duties and Responsibilities of Class Coordinator | 51 |
| 52 | Duties and Responsibilities of Mentor | 52 |
| 53 | Duties and Responsibilities of Maintenance In-Charge | 52 |
| 54 | Stock Verification | 53 |
| 55 | Financial Policy & Budget Plan | 54 |
| 56 | Purchase Procedure, Finance, Audit | 55 |

PBRVITS-ADMINISTRATION MANUAL

| | | |
|----|---|----|
| 57 | Pay & Allowances, Student Fees, Computerization & Audit | 56 |
| 58 | Self Appraisal Report – Faculty | 57 |
| | | |

1 FACULTY RELATED RULES & REGULATIONS

1.1. CODE OF ETHICS FOR TEACHERS:

In fulfillment of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies,
- Contribute to the development and promotion of sound educational policy,
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose,
- Respect confidential information on colleagues unless
- Speak out if the behavior of a colleague is seriously in breach of this code.

1.1. DRESS CODE: FACULTY:

Following is the dress code for the faculty of Institute:

Gentlemen : Tucked in shirts and shoes with neat shaving

Ladies : Saree

1.2. ID CARD:

- It is Mandatory for staff to wear ID cards at all times when they are In the campus

1.3. COMMUNICATING WITH PARENTS:

- Faculty should not summon parents to the Institute under any circumstances. Faculty should always intouch with Parents regarding progress of student. If anyone absent it is the responsibility of the faculty (Mentor) to communicate with parents. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

1.4. COURSE DIARY:

Ever teacher must maintain a course diary for each subject offered during semester/year.

It shall have following details: However a teacher should prepare his lesson plan and notes before 15 days from the commencement of class work otherwise HODs should not assign him to the class work.

- ☐ Syllabus
- ☐ Academic Calendar
- ☐ Lecture Plan
- ☐ Lecture notes for each period
- ☐ Date and time of preparation
- ☐ Date and time of delivery

1.5. ACADEMIC WORK OF A TEACHER & WORK LOAD DISTRIBUTION:

- Class Room Lectures.
- Laboratory Guidance / Instruction.
- Curriculum Development.
- Development of Learning Resource Material / Course Files.
- Development of Laboratories, Manuals, etc.
- Student Evaluation and Assessment including examination duties of University/assessment agencies supported by the institution.
- Participation in Co-curricular and Extracurricular work.
- Students Counseling.
- Continuing Education, Summer schools / Winter schools, Symposia – conducting and participation
- Books, Publications, Seminars.
- Self-up-gradation by acquiring higher qualifications, keeping abreast of developments in his / her own field.

- Out of the weekly working hours, the minimum contact hours of a teacher (teaching load) should be as follows as per the UGC/AICTE:
- ☐ Principal / Dean: 4 hours / week
 - ☐ HOD/Professor: 12 hours / week
 - ☐ Associate/Asst. Professor: 16 to 22 hours / week

*Laboratory load Considered as half of teaching load

1.6. CLASS ADJUSTMENT BEFORE GOING ON LEAVE:

- As per the rules of the institute staff members must adjust their classes before one day and show the consent of the substitute teacher to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

1.7. PROCEDURE FOR RELIEF ON RESIGNATION:

- As per the service rules of the Institute, faculty members intending to resign are required to give 1 month notice (Both sides) however any faculty member should not be relieved in the middle of the Academic Year.
- To ensure compliance of the above, staff should deposit following original Certificates.
 - ☐ 10th or equivalent
 - ☐ Intermediate
 - ☐ B.Tech. & M.Tech. / B.Sc. & M.Sc/Ph.D/OD's
- Institute reserves the right to relieve the staff at any time during notice period.
- The Management may terminate an employee if he / she is involved in political activity / a criminal case / has failed to do his duty leading to moral turpitude / based on student feedback / negligence of duty.
- However every academic year staff member should give undertaking for continuation of next year(before summer).

1.8. LEAVE RULES:

1.9 A. CASUAL LEAVE:

- Teachers can avail Twelve days of casual leave during Academic year i.e. June to May for the candidates having less than two years experience in the Institute. However a

teacher is having more than two years experience in the institute or outside of the institute can avail Fifteen Days for the Academic year.

- This leave can be availed only on pro-rata basis i.e. @ one day per month (for twelve days). @ one and half day per month (for fifteen days).
- C.L. can be availed only on prior sanction. In case of emergencies, the employee can be absent from duty and the leave reported on resuming duty after the C.L. is availed. This is permitted only in an emergency.
- Leave availed during any month shall not exceed three days.
- Casual leave can not be prefixed and / or suffixed to holidays.
- This leave can not be carried forward to the next year.
- Un-availed casual leave will lapse.

1.9 B. SPECIAL LEAVE:

- A Teacher is eligible to avail Five Days of special leave during a calendar year for the following Special Occasions:
 - ☐ Hospitalization (severe condition)
 - ☐ Marriage
 - ☐ Any other contingency Documentary proof is a must for availing special leave.
 - ☐ Leaves for research work

Sanction of this leave is solely at the discretion of the Management/Principal. Special leave cannot be prefixed or suffixed to holidays. Both are not permitted.

1.9 C. COMPENSATORY LEAVE:

- Teaching & Non-Teaching Faculties are eligible for any compensatory leave at the discretion of the Management/Principal

1.9 D. EXTRA –ORDINARY LEAVE:

- This is considered when long leave is required on health or specific personal reasons.

No salary is paid during this period and this period will not be considered for increment or promotion. Sanction of this leave is solely at the discretion of the Management/Principal.

1.9 E. VACATION LEAVE:

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- Teaching Staff who have completed one year of service from the date of Joining in this institution are eligible for this kind of leave.
- Maximum of three weeks in a year can be given to the teaching staff depending on the discretion of the Calendar of JNTUK.
- Staff has to obtain prior sanction before proceeding on vacation. However, staff has to attend essential duties during vacation as and when called for.
- Remaining staff will get proportionally vacation decided by management/principal

1.9 F. MATERNITY LEAVE:

Maternity leave can be granted to married female teaching staff who have completed three years of service from the date of joining in this institution for a period of not exceeding 45 days at a time during her confinement (both pre-natal and post natal

periods put together and only for one occasion in the entire period of her service in the institution. The payment for the maternity leave shall be restricted to half-pay for a period of one month only. The remaining 15 (fifteen) days leave out of 45 days shall be on loss of pay. For remaining female faculty leave will be sanctioned for 45 days without pay. However her services will be continued as per norms

1.9 G. ON DUTY:

Faculties deputed by the institute to attend Conferences / Seminars / Workshops/ Examinations (Spot Valuations), Observer and other College or Institute work shall be deemed to be as "On Duty" or on terms specified by the Principal from time to time.

1.9. T.A. RULES:

1.10 A. INSIDE OF THE CITY:

The Staff members visiting places /Companies/Organizations with in the city and its suburbs will be paid as per the following.

- Actual bus fare or train fare or auto fare
- Actual auto fare if some luggage has to be carried which cannot be taken in a bus
- If own vehicle is used actual fuel expenses will be paid.
- Maximum of Rs.100 will be sanctioned as a DA (Actual Bill) based on necessity.

1.10 B. OUTSIDE THE CITY:

- For Travel outside the city suburbs, i.e., outside the station T.A. will be paid for the Actual charges
- Any other mode of transport-Actual limited to the maximum of eligible rail fare.

- Maximum of Rs.200 will be sanctioned as a DA (Actual Bill).
 - Maximum of Rs.1000 will be sanctioned as a lodging expenses
- ☒ The above procedure may be varied for Professors & Deans / HODs and for type of city.
- ☒ The amounts will be sanctioned on producing actual bills (It is Mandatory).

1.10. SALARY STRUCTURE FOR FACULTY:

- The pay scales of teaching faculty shall be fixed by the Selection Committee as per the scales promulgated by the AICTE from time to time. Currently, the following are the scales as per the Sixth Pay commission prescribed by the AICTE. Every year Ratification will be conducted for the faculty members in the University.
- Salaries for the employee will be paid 5th of every month.

| S.NO | CATEGORY | BASIC PAY BAND | GRADE PAY |
|------|------------------------------------|------------------|-----------|
| 1. | Assistant Professor | Rs.15600 – 39100 | Rs. 6000 |
| 2. | Assistant Professor (Senior Scale) | Rs.15600 – 39100 | Rs. 7000 |
| 3. | Assistant Professor | Rs.15600 - 39100 | Rs. 8000 |
| 4. | Associate Professor (Senior Scale) | Rs. 37400-67000 | Rs. 9000 |
| 5. | Professor | Rs.37400 - 67000 | Rs. 10000 |
| 6. | Professor (Senior Scale) | Rs.37400 - 67000 | Rs. 12000 |

1.11 A. ANNUAL INCREMENT:

- Annual increment of 6 to 10% of Net pay for every year based on date of joining and self appraisal produced by faculty.

1.11. PROMOTION POLICY:

- Staff members belonging to Engineering branches may be promoted as Associate Professors on completion of 5 years of service provided they possess post-graduate qualifications. These promotions are need based i.e. to fulfill the cadre ratio required as per AICTE norms.
- Staff members belonging to other disciplines shall be promoted as Associate Professors based on University selection only.
- Ph.D. holders having minimum 5 years experience shall be promoted as Associate Professors irrespective of their discipline and selection by the university.

- Staff belonging to Basic Sciences & Humanities and Management Science with 10 years of teaching experience (in Engineering Colleges) shall be considered for promotion as Associate Professors without insisting on Ph.D. or university selection.
- Promotion to the cadre of Professor is either through the university selection committee or governing body only.
- While promoting staff to higher cadre, due weightage shall be given to feedback, involvement in extra-curricular activities and administrative responsibilities.
- Experienced candidates working in reputed institutes may be given pay protection without insisting on fulfilling the above norms.

1.12. INCENTIVES TO FACULTY FOR R&D ACTIVITIES:

For Research papers presentations (National & International Levels) within the country, the Institute will sanctioned on duty for travelling period on presentation day. In addition to that following incentives will be paid.

- For national level conference Rs.1000.
- For international level conference Rs.1500.
- For conferences sponsored by IIT / NIT / IIIT / IIM / IEEE / springer / elsewhere and other repetitive sponsored agencies 50% of the registration fee as a incentive.
- Faculty will be sanctioned on duty for attending workshops and symposia for the period of workshops as follows
- For local institutions only on duty will be sanctioned (Discretion of HOD).
- For universities and higher learning institutes (IITs, NITs) on duty as well as registration will be paid.
- The Institute will bear half of the registration charges for publishing research papers in National/International Journals.
- For Research papers presentations (National & International Levels) outside of the country, the Institute will sanctioned on duty for travelling period on presentation day as well as 50% of travelling expenses for outstanding research (Discretion of HOD & Principal).
- For the faculty who is having 2 to 5 lakhs R&D funding will be given Rs.10000 as a incentive.
- For the faculty who is having 5 to 10 lakhs R&D funding will be given Rs.15000 as a incentive.
- For the faculty who is having above 10 lakhs R&D funding will be given Rs.20000 as a incentive.
- For the faculty who is having above 25 lakhs R&D funding will be given Rs.25000 as a incentive.

1.13. SPONSORING THE FACULTIES FOR HIGHER STUDIES:

FACULTY PURSUING Ph.D / M.Phil:

PBRVITS-ADMINISTRATION MANUAL

- Faculty pursuing Ph.D. in approved institutes is eligible to avail leave against future vacation as applicable to PG Courses.
- In addition to FUTURE VACATION, they can avail O.D. for interacting with their guides, without disrupting the class-work. To avail this facility, faculty has to submit proof of visiting their guides on day-to-day basis.

1.14. INCENTIVES FOR FACULTY PERFORMANCE:

- For every department semester wise highest pass percentage obtained faculty will be awarded Rs. 2,000/- Cash prize.
- For every department year wise based on pass percentage, R&D Work, Contribution to department and based on self appraisal best teacher will be awarded.
- Co-operative service scheme is planning to incorporate among the faculty

1.15. RETENTION FOR SENIOR FACULTY:

- All the faculty working from 3 years will be honored by providing 3 ELs and special allowances of Rs.5,000/- (January) and more than 3 years will be honored by providing 5 ELs and special allowances of Rs.10,000/- per year(January). However, above 5 years service people will be provided Medical Insurance and EPF Facility.

1.16. NON-TEACHING STAFF

- Mode of selection is based on Merit and recommendation of selection committee.
- All administrative staff will be paid State Government Salaries.

1.17. STRUCTURE OF NON-TEACHING STAFF:

Administrative Officer.
Office Superintendent
Finance Manager Accountant
Senior Assistant
Junior Assistant
Supervisor / Maintenance In-charge Attender
Sweeper

1.18. LEAVE RULES FOR NON-TEACHING STAFF:

PBRVITS-ADMINISTRATION MANUAL

- All administrative staff are eligible to avail only 30 days (including 10 days summer vacation) for academic year except this all rules are similar to teaching staff.

1.19. REGULATIONS FOR NON-TEACHING STAFF

All the Non Teaching staff must reach the college by 8.20am and leave the college by 5 pm daily

- Lab Assistants / Technicians should be punctual to the college and should sign the attendance register in the morning and evening.
- Lab Assistants / Technicians should be present 10 minutes before the commencement of the Lab.
- Lab Assistants / Technicians are responsible for the lab equipment and should ensure that the equipment is not damaged / lost.
- Lab Assistants / Technicians will have to periodically maintain / repair the lab equipment. Equipment not in working condition should be immediately brought to the notice of concerned lab faculty member / HOD.
- Lab Assistants / Technicians have to ensure the cleanliness and neatness of the lab.
- If applying for CL/CCL, besides obtaining the approval of the HOD, the concerned lab faculty member should be informed, so that he is aware of the alternate lab assistant arrangement.
- The CL/CCL should be applied keeping in view the timetable of the labs.
- The Lab Assistants / Technicians should keep the HOD informed, if they are summoned for work to be done in other departments of the college.
- A pleasing and good conduct is to be maintained in the college. The Lab Assistants

/ Technicians should be sincere and responsible.

- Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.
- All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- Issue register for tools issued to the students must be maintained for each and every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of “first aid facilities & fire fighting equipments”.

- Avoid other activities during Lab hours unless assigned by the senior Management.
- Adjust Lab work to a technician, who is familiar with that Lab, incase of your absence.
- Ensure that the Machine is in proper working condition & then allow the students to do the Job.
- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner.
- Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.

1.20. CO-CURRICULAR ACTIVITIES:

HODs have to conduct the following activities for their students :

- Technical Seminars
- Technical Quiz / General Quiz
- Cultural Activities
- Guest Lectures
- Student Chapters, activities of Professional bodies.
- Interaction with subject teachers
- Personality Development Programmes.
- Library & Internet Centre
- Sports & Games

1. CODE OF ETHICS FOR STUDENTS

2.1. DRESS CODE: STUDENTS:

Following is the dress code for the students of Institute:

| | | |
|-----------|---|--|
| Gentlemen | : | Tucked in shirts and black shoes with neat shaving |
| Ladies | : | Punjabi Dress with shoes |

2.2. ID CARD:

- It is Mandatory for students to wear ID cards at all times when they are In the campus

- Staff will take ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

2.3. LEAVE RULES FOR STUDENTS:

- Students should absent to the college with prior permission from parents duly submitted to H.O.D. and Class Mentor.
- Any student absent without intimation should be allowed to the college if he/she brings parents by producing proper explanation.
- If this is continued twice in a semester he/she may be suspended from the college based on the recommendations of H.O.D. If he/she still irregular he/she may be issued T.C. also.
- Parents and Students should be allowed to communicate to the college only authorized mobile phones only. However, the institution is not responsible if parent and student changes their address and mobile numbers without intimation.

2.4. ATTENDANCE POLICY:

- Staff members must take attendance within first 5 minutes of starting the period.
- Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- Teachers are advised to refrain from awarding punishments like :

- ☒ Dismissal from the class rooms,
- ☒ Making them stand in the class rooms,
- ☒ Summoning their parents to campus

- Trouble makers in the class rooms must be reported to the HOD/Principal /Director for further action.
- Students violating dress code must not be allowed to attend the lecture classes, laboratories and Library. Faculty members must report such cases to HOD for cancellation of attendance for that day.
- For every 15 days attendance is monitored by H.O.D. if it is below 85% an undertaking from students and parents should be taken.
- If any student is irregular then HOD/Class mentor should take responsibility to intimate parents and students by taking undertaking.
- If any student find irregular and having more backlogs, finds if he/she indiscipline then institution having right to issue T.C. or suitable punishment.

- However, HOD should identify the list of the detained students before one month of closing instructional day of semester.

2.5. ACTION AGAINST LATE COMING STUDENTS:

- Students are not allowed to the classes if they are coming late however they are allowed into the departments, separate class work will be planned for them.
- If they are regularly late HOD/Class mentor should identify such students appropriate punishment imposed on them.
- Students are not permitted to visit the canteen or sports grounds during class timings. Parents of such students shall be intimated about the absence of their wards during class hours.

2.6. INDISCIPLINE – PUNISHMENT:

- Students should not be denied admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
- Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However they can warn such students or report to the HOD/Principal for necessary action.
Cases of indiscipline, misbehavior or insubordination should be dealt at HOD or

Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline

Following punishments are to be awarded to students indulging in indiscipline activities.

| S.No. | Offence | Punishment | Authority to Award |
|-------|--|--------------------------------------|----------------------------------|
| 1 | Ragging | As per Govt. Orders | CollegeDisciplineCommittee (CDC) |
| 2 | Disturbing the class by making noise (use of cell phones etc) | Forfeiture of attendance for one day | |
| 3 | Disturbing the class by making noise (use of cell phones etc.) | | Suspension from the class |
| 4 | Any faculty member | Insubordination | Punishment as decided by |

CDC
CDC

5 Copying in External

Examinations

As per JNTUK norms Malpractice

prevention committee.

6 Copying in Internal

Examinations Cancellation performance in

all subjects held till that day

HOD/Principal

7

Damages to the Institute's property Recovery of damages from
the concerned student(s) / class

HOD/Principal

If any student indulges in indiscipline activities repeatedly such cases should be reported to the CDC for deciding the nature and quantum of punishment. Faculty members are advised not to condone indiscipline activities or award punishments, which are not prescribed.

2.7. VIOLATION OF DRESS CODE – CONFISCATING ID CARDS:

It is Mandatory for students to display ID cards at all times when they are in campus otherwise they will be sent out of the campus immediately.

2.8. PROHIBITION OF CELL PHONES:

- Usage of cell phones with cameras is strictly prohibited in the campus. Such cell phones if found during random check-up will be confiscated.

- Students must surrender their cell phones to the invigilators during Internal / External examinations. Cell phones found in person during examinations shall be confiscated and possession of cell phone shall be treated as malpractice in the examination.

- Students using the cell phones during regular class hours (including sending SMS) will be suspended for one week. Cell phones will be confiscated for one sem in such cases.

2.9. INCENTIVES FOR STUDENTS:

- Best performance student in semester in department wise will be awarded a cash prize of Rs.2,000/- along with merit certificate.

PBRVITS-ADMINISTRATION MANUAL

- Next Best performance student in semester in department wise will be awarded a cash prize of Rs.1,500/- along with merit certificate.
- A Regular student having highest percentage in department wise will be awarded Rs.1,000/- and merit certificate (100%).
- Every year department wise best student will be awarded Rs.3,000/- cash prize.
- If a student secures more than 80% he/she will be awarded with cash prize of Rs.3,000/- and merit certificate.
- If students are interested to develop any working model/project model/showing talent in conferences/student paper presentations shall be encouraged with Rs.1,000/- cash prize.
- Students are encouraged to participate National level sports, University level sports, District level sports. However, for participation University level and National level travelling and accommodation allowances will be bared by the institution.
- 1st, 2nd prize winner in National and University level will be awarded Rs.1,500/- and Rs. 1,000/- respectively.

2. DIVISION OF WORK FOR ADMINISTRATIVE STAFF:

The work will be distributed as given below and administrative officer will monitor the work, the progress of work will be communicated to principal and management regularly.

2.1. OFFICE SUPERINTENDENT:

- Admission of Students (Spot Admission / Management Quota)
1. Coordination with Directorate of Technical Education / APSHEC / JNTUA and AICTE / Higher Education (Ministry)
 2. Drafting letters to University / AICTE / Govt. / APSHEC / UGC / HRD / JNTUA/NAAC
 3. Coordinating with JNT University & AICTE Affiliation work
 4. Coordination with all concerned for preparation of Calendars, College Magazines, Brochures, Invitation, Greeting Cards and Advertisement etc.
 5. Collection and Maintenance of Department Activity (MIS Report)
 6. Monitoring of all Notice boards
 7. Liaison with Police / Panchayat / Labour dept. /other Govt. and private agencies as and when required, with the approval of Chairman

PBRVITS-ADMINISTRATION MANUAL

8. Liaison with Head Office
9. Monthly Lab Report
10. Principal Cabin files maintenance.
11. Preparing Staff Appointment and Relieving order.
12. Staff details according to AICTE / JNTUK

2.2. MAINTAINANCE IN-CHARGE:

1. Cleanliness and Housekeeping of the institution (Inside & Outside Buildings)
2. Delegation of work and supervision of Attenders & Sweepers Coordination with Department for arrangement of Conference / Seminars / Meeting/Functions etc. including coordination with Transport Dept.
3. Arrangement of Stores / Stationery, Inventory, Annual Stock Verification and Waste Management
4. All the outside work related to purchase & other administrative works.
5. Campus Maintenance
6. Monitoring of Building construction Works
7. Liaison with Purchase / Stores

2.3. ACCOUNTANT:

1. Staff Salary - Maintenance of LIC, IT, EPF etc.
2. Coordination with SC/ST/BC/EBC / Minority /welfare department for Scholarship
3. Group Insurance & Property Insurance Remittance
4. Admission of Students (Convener quota/Management quota)
5. Preparation of Pay Bill for Teaching and Non Teaching
6. All Bank Transactions
7. Liaison with Head Office in Connection with Accounts – Maintained of All Account Books.
8. Payment Regarding Purchase & Maintenance of Accounts
9. Daily Financial Report - Internal & Consolidated for Head Office.
10. Collection of all fees
11. Remittance IT (TDS Amount) of Staff
12. Preparing DD for University / AICTE and other activities
13. Online uploading for student data for scholarship
14. Collection of Students & Staff Certificates as per Norms and Maintenance
15. Maintenance of Passwords EAMCET, E-CET, I-CET&PGECET
16. Maintaining all original certificates of Teaching Faculty & Non Teaching.

2.4. OFFICE ASSISTANT-1:

1. Attendance & Leave Letters Maintenance of Teaching and Non-Teaching as per Rules
2. Faculty / Staff vacation details: Maintaining of Teaching & Non – Teaching staff Attendance Registers Outward Register – Student Reports & Correspondence and other Correspondence
3. Maintenance of all Record Related to Xerox like Servicing, Accounts Maintenance, Keeping of Record and Filing the Matter Related to Xerox.
4. Issue of T.C / Students & Staff Address Maintenance.
5. Supply of Stationery items to all Depts. according to Indent Maintenance of all Stationery items and Office materials and Students record notebooks.
6. Books, Uniforms, Lab Coats and calculator for First Year UG Students.
7. Assisting to prepare the indent for purchase of Lab materials as sanctioned by Chairman.

2.5. OFFICE ASSISTANT-2:

1. Maintenance of Stock Register (All Depts soft copy)
2. Assisting Admin office whenever requires assistance.
3. Inward Letters – Collection & Distribution
4. Coordination and maintenance of equipments and services, compile feedback and provide prompt services in time
5. Issuing ID Cards for Staff & Student and Duplicate ID if necessary
6. Maintenance of stock register and updating it regularly (Admin office / Exam Cell)
7. Stock Inventory Maintenance
8. Course Completion / Bonafide / Conduct / Fee details Certificate / RTC Bus Passes
Maintenance of Student admission Register

2.6. BUS IN-CHARGE:

1. Maintenance of all Buses.(i.e. Fitness, Insurance, Road Tax, Pollution)
2. Daily Checking of all Vehicles Meter Readings enter in Log Book
3. Maintenance all Bus Repair works
4. Daily Checking of Bus Passes

PBRVITS-ADMINISTRATION MANUAL

2.7. PA TO PRINCIPAL:

1. Preparing Circulars and other letters
2. Custodian of Students Certificates (Admission Certificates and University Certificates)
3. Sending Daily Attendance Report to Head Office
4. Annual performance review details.
5. Principal Related works.

4. DUTIES OF EXAMINATION SECTION:

The examination section will be monitored by following structure.

Chief Superintendent Examination section in-charge
Department examination in-charge Online in-charge
Examination section assistant

All University examinations, Internal Examination and Online examinations will be monitored by examination section in-charge day to day. He is responsible for coordination of all departments for proper functioning of examination section. He is also communicate with University regarding issues related to students.

All the examiners will be paid remuneration as per the University Norms immediately after the examinations are over.

4.1. INSTRUCTIONS TO INVISILATORS :

- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and Pagers are not allowed for the examinations.
- There are four question papers with set number (1, 2, 3 and 4) for each subject.

Ensure that the relevant question papers are given for distribution in the hall.

- Distribute the question papers starting with the correct set number from the first candidate onwards and follow the distribution as in EAMCET examination.
- Ask the candidates to enter the set number of question paper received by him / her in the two blocks on the first page of “Main Answer Book” and verify the signature affixed by the candidate. You have to sign on the title page of “Main Answer Book” after checking the Hall Ticket Number and set number of question paper issued to him.
- Every candidate has to enter Serial No. of the “Main Answer Book” and the question paper set number in the “HALL-WISE ATTENDANCE” sheet and he / she has to put his/her signature. Fill up the entries at the bottom of this sheet and affix your signature.
- Candidates are not allowed to leave the examination hall until 30 minutes from the commencement of examination. Please ensure to collect question papers from the students leaving the hall prior to last 30 minutes.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Please enter the set number of the question paper issued to each candidate in the “Seating Arrangement”. If the candidate is “absent” put a cross mark across the Hall Ticket Number in the seating arrangement with red ink.
- At the end of examination collect the answer scripts from the candidates and arrange them as per question paper set number (1,2,3,4) separately in the increasing order of the Hall Ticket numbers and handover to the officer-in-charge of examinations.
- Any correction in the Hall Ticket Number on the first page of “Main Answer Book” should be attested by Observer/Chief Superintendent.
- Drawing sheets should be folded to the size of main answer book and the stamp showing the Hall Ticket Number should be visible on the top after folding.
- If any candidate strikes off all answers in his/her main and additional answer books, ask the candidate to write, “struck off by me” on each page.
- Malpractice cases, if any, should be reported to the Chief Superintendent/Observer immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.
- Additional sheets stamped by the Exam Section only are valid.

4.2. NORMS FOR CONDUCTING UNIVERSITY PRACTICAL

PBRVITS-ADMINISTRATION MANUAL

EXAMINATIONS:

- Practical examinations have to be conducted in the respective Laboratories / Workshops / Drawing Halls only.
- Both the examiners (Internal and External) have to assess the students for 50% of marks assigned for practicals. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the Answer Sheets as well as on the award lists.

Exam Cell will provide a copy of this letter to all examiners.

5. Role of the Training and Placement officer:

1. Training and placement of the students in the industry/ other user system.
2. Industry Institute Interaction.
3. Arranging Industrial visit of students.
4. To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
5. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
6. To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.
7. To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.
8. To arrange entrepreneurship camps and to motivate the students for self employment.
9. To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.

1. RULES AND REGULATIONS FOR LIBRARY:

1. Silence must be observed in the Library.
2. Personal belongings are not allowed inside the Library.
3. Every staff / student of the college is eligible for membership of the Library,
4. The Library can be utilized by the students and staff from 9 A.M. to 7 P.M. on working days.
5. All students should sign the entry register of the Library, before entering.
6. Books borrowing limit: Faculty – 5, Non Teaching staff – 2, Student – 2.

7. Principal is empowered to increase additional issue of books to whomever he feels necessary.
8. Borrower's tickets are not transferable.
9. Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.
10. Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately reported to the Librarian or library staff, failing which the member to whom the book was issued will be held responsible.
11. Members are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.5. per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. Misbehavior in the library will lead to cancellation of membership and serious disciplinary action.
15. A member who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 50/-
16. The members will be responsible for any loss or non return of books issued against their original or duplicate borrower's ticket.
17. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket.
18. Similarly the staff members who intend to leave the college should settle all the dues and obtain "NO DUE CERTIFICATE" from the library.

2. VARIOUS COMMITTEES IN THE INSTITUTION:

1. College Governing Body

Functions of Governing Body: Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the governing body of the above colleges shall have powers to:

- A. Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.

PBRVITS-ADMINISTRATION MANUAL

- B. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
 - C. Approve institution of new programmers of study leading to degrees and/or diplomas.
 - D. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the college has been declared as autonomous.
- E. The Governing Body shall meet at least twice in a year.
2. College academic committee or Department/College Development Cell

Functions:

The system aims to maximize the following functions:

- A. Suggest developmental activities, keeping Vision and Quality Policy of PBRVITS in focus, in tune with the regulations of the higher bodies like University, AICTE, State Government and the dynamic Industry and technology levels.
- B. Convert the plans to goal-oriented time-bound action plans.
- C. Estimate and allocate budget appropriately.
- D. Feel the pulse of the organization through appropriate feedback for mid course corrections.
- E. Monitor the implementation at appropriate level.
- F. Suitably acknowledge the proposals and implementation efforts by the Organizational members.

Composition:

- ☒ Principal and Head of the Departments
- ☒ Class Teachers
- ☒ Subject Teachers
- ☒ Four Student Members

3. College discipline and Anti Ragging committee:

Self-discipline is desirable and all members in the environment adhering to rules and regulations is an ideal situation. Any aberrations in this regard are to be referred to the Discipline Committee, who should dispose of the case expeditiously. All discipline matters of students and matters related to Teaching and non-Teaching staff are to be referred to Discipline Committee, consisting of
 Chairman - Dean Discipline Members - Dean Student Affairs Physical Director
 Two faculty Members

PBRVITS-ADMINISTRATION MANUAL

Co-opted - HOD of concerned

Anti-ragging:

Member staff/student

Anti -ragging teams are to be formed to prevent ragging. Any cases of ragging observed to be referred to Disciplinary Committee for appropriate action.

4. Women's redressal committee:

Functions:

- A. Create awareness on equal opportunity for women which will ultimately lead to improved attitude and behaviour.
- B. Bring about attitudinal and behavioural change in adolescent youth of the female gender.
- C. Provide a working I living harassment free atmosphere by identifying and fixing responsibility on concerned persons for ensuring equal treatment of and participation by women in all areas.
- D. Conduct programmers for ladies to empower them financially, emotionally, mentally and physically.
- E. Deal appropriately with reported cases of sexual harassment, abuse or discrimination, and initiate action against particular grievances in respect of unfair treatment due to gender bias.

Composition:

- A. Principal
- B. Senior Lady Faculty
- C. Lady faculty from each department
- D. Girls students from each department

5. Timetable committee:

The following are the major points and their order for consideration in preparing a Successful schedule.

- A. Finalise the number of sections Branch wise

PBRVITS-ADMINISTRATION MANUAL

- B. Finalise the laboratories as per current syllabi. Consider for the whole year, this will result in more than one semester duration and also overlap for various years of Tech and MCA.
- B. Finalise the time table for labs/drawing/workshop, i.e. all those which require duration of three hours/three periods at a stretch Make sure that same labs or not put continuously i.e. at least some theory is covered between two consecutive labs and also on one day there should not be two of labs/drawing/workshop or combination.
- C. Each branch / Department should depute a representative who should be available with the list of subjects, faculty for the subjects, along with the existing load of faculty and their preferences (like inabilities for some medical reasons etc.)
- D. Time Table should be finalized giving preference to HOD, senior faculty and to faculty who take multiple sections like Basic Sciences. Management subjects.
- E. Always arrange classes diagonally so that time of the day is evenly distributed, some in the beginning of the day, some in the middle and some at the end of the day. Where ever possible give at least one day as free day to all the faculty.

Composition:

The Time Table committee shall be comprised of:

- A. Chairman
- B. One faculty member from each
- C. Branch/Department

6. Entrepreneurship Development Cell:

Functions:

EDC is proposed to have the following action plan:

- A. To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes in the region for the benefit of Science and Technology students.
- B. To conduct research work and survey for identifying entrepreneurial opportunities (Particularly in Science and Technology areas and service sector).
- C. To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining, project approvals, loans and facilities from agencies of support system, information on technologies, etc.
- D. To organize guest lectures, TV & Radio talks, Seminars, etc, for promotion and growth of S&T based entrepreneurship.
- E. To extend necessary guidance and escort services to the trainees in obtaining approval and execution of their Projects.

- F. To arrange visits to industries for prospective entrepreneurs.
- G. To act as a Regional Information Centre on business opportunities, processes. Technologies, market, etc by creating and maintaining relevant database.
- H. To provide testing, Calibration, quality assurance, design, tool room pilot plant and other facilities for entrepreneurs besides expertise in intellectual property rights, patents search etc.
- I. To conduct competitions among students in developing project proposals.
- J. To conduct management games in the area of developing innovative ideas, creativeness and initiative.

Composition:

EDC shall have a coordinator and members from each departments.

7. Internal Quality Assurance Cell

Functions:

PBRVITS's management has established the following quality objectives as the institutional level in the alignment with its quality policy.

- A. To ensure high student achievements in academics.
- B. To provide a value added education to make students more employable.
- C. To provide adequate and well qualified staff who will contribute effectively to student learning and organizational development.
- D. To continually improve student services to promote overall development of student and support systems to create an ambience conducive to learning.
- E. To evolve and implement management and administrative mechanisms that are responsive , reliable and efficient.

Procedure:

Well formed Quality teams as per the periodicity carry out the checks so that the procedures lead to objectives. The checks are divided broadly into:-

- A. Teacher-Student Learning
- B. Department Services
- C. File Administration
- D. Lab Support

PBRVITS-ADMINISTRATION MANUAL

Quality Terms:

Two faculty members from each department.

Periodicity:

- A. Atleast once in 4 months for all departments and as and when necessary for any specific department.
- B. Quality teams with members formed from other departments.
- C. The team after the Audit should submit a report to the Principal asper the format shown in Annexure-I within two working days after the inspection.

Follow Up:

Principal/ HOD should initiate appropriate remedial action based on the audit report and make the actions aware through appropriate committee meetings.

8. Ambudmence Committee (AICTE):

To represent Grivences for AICTE and Higher Education

Composition:

- A. Principal
- B. HOD
- C. Senior faculty member
- D. Administrative Officer

8. VARIOUS EVENTS IN THE INSTITUION:

1. Technical Fest -February 3rd or 4th Week
2. Placement Day and Graduation Day – June/July
3. College Day/Sports Day – March 3rd Week
4. Department Association Day – Decided by Concerned HOD
5. Teachers Day - September 5th
6. Engineers Day - September 15th
7. Women’s Day – March 8th
8. NSS Events

Apart from these workshops, conferences, guest lectures and industrial tours are arranged in the department level, a separate news letter will be prepared yearly.

9. DUTIES AND RESPONSIBILITIES:

1. Duties and Responsibilities of Principal
2. Duties and Responsibilities of Head of the Department
3. Duties and Responsibilities of Dean of Academic
4. Duties and Responsibilities of Dean of Discipline
5. Duties and Responsibilities of Dean of Student Affairs
6. Duties and Responsibilities of Dean of Research and Development
7. Duties and Responsibilities of Laboratory Assistant
8. Duties and Responsibilities of Subject Teacher for Laboratory
9. Duties and Responsibilities of Faculty In-charge for Laboratory
10. Duties and Responsibilities of Class Coordinator
11. Duties and Responsibilities of Mentor
12. Duties and Responsibilities of Maintenance In-charge

9.1. Duties and Responsibilities of Principal:

Principal is overall responsible for establishing an ideal institute by promoting the various circular, co & extra-curricular activities, administrative and financial matters. As a Principal he shall advise the Management and the Director in all educational, financial and administrative matters of the institute.

In addition he shall:

- ☐ Report to the President/Vice President/Director of the BOG
- ☐ Be responsible for human resource planning for teaching and non-teaching staff for long and short term requirements.
- ☐ Assist the Director in the annual budget preparation
- ☐ Inspect the departments and their functioning on day to day
- ☐ Liaison and coordinate with JNTUH, AICTE, and other professional bodies, engineering and allied departments/industries etc.

PBRVITS-ADMINISTRATION MANUAL

- ☐ Work to develop the institute in all areas for an all-round growth of the institute
 - ☐ Arrange and organize the various faculty and staff development programmes
 - ☐ Participate in BOG meetings as a member secretary, advise in various policy decisions and ensure implementation of decisions
 - ☐ Advise the HODs and faculty in various academic and administrative matters
 - ☐ Represent the institute in various State and regional level bodies, societies, councils as required.
 - ☐ Optimize the resources available in academic, administration, finance, etc.
 - ☐ Implement integrated and uniform systems in academic, administration, finance, etc. where and when ever it is possible
 - ☐ Conduct regular meetings of the various committees for better liaison and coordination in academic, administration, finance, etc. and to exchange the ideas and to cooperate in various activities
 - ☐ Arrange and participate in Board of Studies and Academic Council Meetings in developing the curriculum for an autonomous institute
 - ☐ Conduct Institute Development & Monitoring Committee Meetings to ensure Quality Management of the Institution
- 9.2. Vice Principal (Academic) / Academic Coordinator
- ☐ Monitor smooth running of the classes & ensure timely completion of syllabus
 - ☐ Monitor academic discipline among the students.
 - ☐ Monitor smooth running of the Class tests
 - ☐ Ensure timely evaluation of the test answer scripts
 - ☐ Take necessary action on failed students and absentees
 - ☐ Consolidate the weekly activities and sending MIS reports (Academic) to the Chairman
 - ☐ Conduct weekly meetings to the staff to know the difficulties if any and progress
 - ☐ Interact with students to know their academic problems and take necessary actions
 - ☐ Complete the Academic audit (Twice in a month) and prepare necessary reports
 - ☐ Based on the reports, take corrective actions if any for the timely completion of syllabus

PBRVITS-ADMINISTRATION MANUAL

- ☐ Make sure that the time tables are ready before opening the academic sessions
- ☐ Maintain Lesson plan, Question bank, Lab Manual & Tutorial Question of all subjects
- ☐ Check the readiness of class rooms, laboratories
- ☐ Monitoring Seminar / Guest Lecture (Students / External Faculty)
- ☐ Monitoring Tutorial Classes
- ☐ Analysis of University Exam / Mid Exam / Class Test results – Preventive Action
- ☐ Faculty / Staff / Students counseling
- ☐ Monitoring of Lib books issues of students
- ☐ Prepare & Maintain consolidate Attendance / Academic Performance of all students for all sem
- ☐ Maintain all attendance / mid exam papers / Internal marks as per JNTU requirement
- ☐ Faculty & Students Discipline & Counseling
- ☐ Advertisement / Banners / Posters / Brochure
- ☐ NSS / Department Symposium / Fresher`s Day / College Day / Sports Day Activity Follow up
- ☐ Industrial Visit / In plant Training (Winter & Summer)
- ☐ Placement / Industry Institute Interaction / MOU Signing
- ☐ Follow up of JKC & Soft skill Training Programs
- ☐ Organizing Workshop / Seminar / FDP (Minimum 1 per dept / year)
- ☐ Encourage the faculty & Student to attend the Conference / FDP etc
- ☐ Faculty Recruitment
- ☐ Admin MIS Report to Chairman
- ☐ Monitoring all website and communicate to Chairman / Principal / Director
- ☐ Maintenance of College website

PBRVITS-ADMINISTRATION MANUAL

☒ Arranging GC meeting / Audit (Twice in a year)

☒ Office Automation

Interaction with all counselors and address the issues (Twice in a month)

9.3. Duties and Responsibilities of Head of Department.

Head of Department is overall responsible for establishing an ideal learning environment and promoting the departmental activities to achieve its objectives and in turn, the objectives of PBRVITS College, in that.

☒ Responsible for the overall discipline of the students and staff of the department

☒ The teaching load is equally distributed as per the norms.

☒ Should assist in the preparation of time tables (class room) and monitor it through teacher and day time tables

☒ Should ensure through appropriate departmental members

☒ Daily attendance

☒ Student Proctorial sheet

☒ Mid examinations

☒ Maintain the files registers such as

(i) Ready Recover

(ii) Student Record

(iii) Faculty Profile

(iv) Mid exams and University Question paper

(v) Subject

☒ Encourage faculty to develop new teaching aids, tutorials, Lab exercises extension to syllabus specified.

☒ Encourage in-house projects by all students

PBRVITS-ADMINISTRATION MANUAL

- ☐ Monitor progress of subjects through subject diaries each faculty
- ☐ Conduct the meetings as per the academic calendar
- ☐ Departmental staff meetings
- ☐ Class Committee meetings

9.4. Duties and Responsibilities of Dean of Academics

Dean of Academic Affairs (DAA) is responsible for the efficient conduct of all academic activities pertaining to curriculum and faculty development, in that:

- ☐ Generation of student data required for Student Information System (SIS).
- ☐ Dissemination of Syllabus Changes, Preparation and Circulation of Time-Tables (Class, Room).
- ☐ Preparation and Circulation of mid –term examination timetables before the start of the academic session.
- ☐ Preparation and Circulation of end term laboratory time tables.
- ☐ Follow up the following activities of the Departments:
 - i. Submission on time the mid-term examination marks to the office of the Principal.
 - ii. Taking Student Feedback for each Subject (Two times in a Semester-First Feedback one month after Commencement of Class work and the Second at the of the Semester).Appropriate action to be taken by the HOD’s in Consultation with the Dean and the Principal.
 - iii. Taking Suitable action on the feedback received from the parents, employers.
- ☐ Conduct Workshops at the Institute and encourage the Faculty to attend workshops at the National level for the academic development of the Faculty.

9.5. Duties and Responsibilities of Dean of Discipline

Dean of Discipline (DD) is responsible for promoting the overall discipline of the Institute environment involving students and staff, in that:

- ☐ To ensure that all matters pertaining to discipline which are referred to him should be dealt with appropriately through the discipline committee and suitable recommendations are given to the Principal for further necessary action.
- ☐ To suggest any timely measures to improve the quality of discipline and good order in PBRVITS College.
- ☐ To deal with ragging menace through a systematic and timely approach.
- ☐ Awareness: Make the seniors aware of ills of ragging and consequences if indulged, by way of posters, notices, counselling lectures by faculty, class in charges, HODs, Principal/ Director/ Management Representatives, undertakings by students, parents etc

- ☒ Avoidance: Enforce measure to avoid contact between first years and seniors by staggering timings of first year activities, formation of anti ragging squads and continuous surveillance with them at possible areas of ragging such as canteen, toilets, terraces, outside bakeries eating points bus stops etc
- ☒ Act: In case ragging is reported, take appropriate disciplinary action.

9.6. Duties and Responsibilities of Dean of Student Affairs

Dean of Student Affairs (DSA) is overall responsible for efficient conduct of co and extracurricular activities and availability of amenities to the best satisfaction of the committee, in that:

- ☒ To provide inputs for the academic calendar for various co and extracurricular activities.
- ☒ To ensure proper conduct of co-curricular activities through respective in charges.
- ☒ Pragnya
- ☒ To ensure proper conduct of extracurricular activities through respective in charges.

☒ NSS

- ☒ To ensure through respective In-Charges proper functioning of amenities such as
- ☒ Canteen
- ☒ Transport
- ☒ Cooperative store
- ☒ Recreational Facilities
- ☒ To redress any suggestion / complaint from the students through respective In- Charges.
- ☒ To ensure proper planning/coordination/execution of industrial / information visits through respective HODs

9.7. Duties and Responsibilities of Examinations In-charge

Examinations In-charge is overall responsible for the evaluation system in that:

- ☒ To liaise with Dean of Academic Affairs for preparation of mid exam and end Lab exam schedules.
- ☒ To ensure that mid exam papers as per the norms in sufficient copies as per the strength of the class along with attendance sheets should reach the departments before exam due date.
- ☒ To ensure proper conduct of the examination
- ☒ To preserve the Question papers of Mid exams and End exams for future review.

☐ To preserve the evaluated Mid exams and Lab answer sheets, End exam answer sheets branch wise, year wise for a period of one academic year and have them destroyed after the due date as per norms

☐ Any change in schedule due to valid but unavoidable reason duly approved by the Principal should accordingly be made and communicated to students through departments.

9.8. Duties and Responsibilities of Dean of Faculty Development

The Dean of Faculty Development (DFD) is overall responsible to enhance faculty development with respect to teaching and learning through programming and consultation; research the needs and effectiveness of faculty development and seek funds to support programming and strategic development, in collaboration with the Dean of Academic Affairs, HODs & Principal and the many collaborating units and faculty members, in that:

☐ Arrange for training need analysis.

☐ Maintain and Update faculty database.

☐ Maintain faculty evaluation and teaching credentials.

☐ Arrange new faculty orientation program

☐ Manage scheduling, delivery, and effectiveness of FDP.

☐ Assist in budgeting and provision of FDP funding

☐ Provide support to activities of the Faculty Development Committee.

☐ Arrange for individual faculty counseling

☐ Make sure of FDP contain Mentoring Programs, Workshops on teaching, learning, leadership & research skills, and succession planning.

9.9. Duties and Responsibilities of Dean of Research and Development

The Dean of Research and Development (DRD) is overall responsible to develop, sustain and advance a research mission in the College, among its faculty and students, and through collaborative partnerships with industry and other institutions, in that:

☐ Develop and promote the integration of research programs and research initiatives in collaboration with the Dean for Academic Affairs.

☐ Lead the quest to establish Centers of Excellence via facilitating research creativity and innovations throughout and collaboratively with global academic and/or engineering industries.

☐ Conduct a program of research to maintain scientific & engineering expertise in accountability.

☐ Support research development among faculty and students.

☐ Establish research programs in the college in accord to the HOD's and faculty's priorities.

- ☐ Lead, facilitate and support grant-writing activities for research investigations within the college and throughout its collaborative partnerships in academics and industry.
- ☐ Advise to build research infrastructure within the college and collaboratively to facilitate and advance research productivity.
- ☐ Build relationships with engineering industries throughout India.
- ☐ Build relationships with local, national and international foundations and facilitate communication and interaction with federal funding agencies.
- ☐ Advise and assist faculty on research proposals, patenting, research contracts and intellectual property issues.
- ☐ Assist faculty members in identifying and securing the resources necessary for successful extramural
- ☐ Funding. Develop mechanisms for identifying research funding sources and systems to support grant applications.

9.10. Duties and Responsibilities of Training and Placement Officer

To facilitate the Training and Placement Officer in carrying out the following activities.

- ☐ Collection of data in the prescribed proforma during III Year II Semester from PBRVITS College Students of all the Disciplines related to their bio-data.
- ☐ Preparation of latest bio-data of PBRVITS College students discipline wise for selecting the students for placements.
- ☐ Co-ordinating with various companies for conducting On-Campus or OFF Campus Selection Tests/Interviews for PBRVITS College students of different disciplines. In the event of any ON/OFF Campus tests, providing the required information to the Companies and PBRVITS College Students at different stages.
- ☐ Keeping an up-to-date year-wise data regarding PBRVITS College students going abroad pursuing higher studies in India.
- ☐ Keeping an up-to-date year-wise data regarding PBRVITS College students selected/joined in different companies.
- ☐ Preparation of printed matter giving details about College, Department, Course Structure etc and giving it to companies with the information to know about PBRVITS College.
- ☐ Co-ordinating with various companies for PBRVITS College students carrying out final semester project work on current areas either at company premises or at PBRVITS College.

9.11. Duties and Responsibilities of Laboratory Assistant:

- ☐ The Laboratory Incharge (Lab I/C) is responsible for the safety, upkeep of all the equipment in the room as listed in the inventory for the room.

PBRVITS-ADMINISTRATION MANUAL

☐ The Lab I/C should maintain the following documents

☐ The inventory of the laboratory

☐ Layout

☐ Room Time Table.

☐ Organization Chart

☐ Log Book for daily usage

☐ Complaint Register

☐ Lab Manuals

☐ List of Experiments

☐ The Lab I/C should ensure proper discipline at laboratories by ensuring the following:.

- No bags or eatables are to be allowed into the lab
- Excess talking/unnecessary movement of the students is avoided
- Chairs are in proper position at the time of leaving
- Equipment is switched off or made inactive as per authorized procedure before leaving
- All fans/ lights wherever not needed are in OFF condition
- Room and equipment are maintained neat and clean at all times
- Assist the class teachers in the laboratory proceedings.
- Suitable motivation boards and list of experiments are displayed.
- Lab I/C should be conversant with all the lab experiments and exercises.
- Lab I/C should be conversant with the key, location, locking procedure of the room, emergency procedures in case of fire, accident etc.

9.12. Duties and Responsibilities of Subject Teacher for Laboratory:

☐ The Subject Teacher for Laboratory, in consultation with Subject Teacher for the corresponding theory subject and teachers for the same subject but for other sections, is responsible for preparing the list of experiments, as prescribed by JNTU.

☐ In addition, supplementary problems are to be developed for skill development and concept understanding.

☐ The teacher should be thorough with the experiments designed.

☐ The problems should be made known to the students well in advance for their preparation.

☐ Ensure attendance is taken as per the procedure and seating is done as per the order.

☐ Teacher should make sure that observation book is maintained by every student.

☐ At periodic intervals, teacher should ensure that the records are maintained neatly by all students. The experiments/programmes listed in the syllabus should mandatorily be described in the record books. Assist students in case of queries.

☐ Prepare and update the lab manuals continuously.

- ☐ Internal assessment is done as per JNTU regulations. This may include continuous assessment and/or lab exams at the end.
- ☐ Sessional marks are handed over to the respective departments by due date.
- ☐ As an Internal Examiner, assist the External Examiner for the conduct of university lab exam.

9.13. Duties and Responsibilities of Faculty In-charge for Laboratory

The Faculty In-Charge is responsible to HOD of Department for following

- ☐ The Faculty In-Charge of lab have to
- ☐ Take the attendance of students for the Lab.
- ☐ Verify the observation books.
- ☐ Make students to upkeep Record.
- ☐ Day to day assessment.
- ☐ Conduct Final Lab Internal Exam.
- ☐ Finalize internal marks[Session Marks].
- ☐ Assist External Examiner to conduct the Final Lab Exam ,if detailed as Internal Examiner.
- ☐ Creating and Implementing New Exercises over University Syllabus requirements.
- ☐ Is responsible for Monitoring the proper utilization and upkeep of Lab Equipment.
- ☐ Is responsible for Preparing / Updating the Lab Manual.

9.14. Duties and Responsibilities of Class Coordinator

The Class Coordinator is responsible to HOD of Department for following duties

- ☐ The class coordinator has to ensure about maintenance of student list and their databases including in G-CAP.
- ☐ Has to maintain an up-to-date attendance of the class as below :
 - A. Ensure that the next day attendance sheet of class is generated .
 - B. Ensure that the sheet is handed over to class representative before the classes get commenced on that day.
 - C. Ensure that the filled in sheet is returned to the Attendance Data Entry Operator in the Evening on the same day.
- ☐ Problems regarding the class room (or) with the teaching aids should be addressed to.
- ☐ By periodic meetings with the students verify about any difficulties of subject (or) faculty (or)both , and the same should be assisted.

- ☐ Is responsible for collecting & maintaining the student feedback of teachers twice a semester as follows :
 - A. One month after course starts .
 - B. Before last 10 days.

☐ Maintain the regular Result Analysis of class.

☐ Is Responsible for coordinating effectively between students of class & HOD.

☐ Has to ensure, through class counsellors, updating of the Proctorial Sheets, assisting and counseling students observing their performance.

9.15. Duties and Responsibilities of Mentor

The Mentor is responsible for the batch of students assigned for the entire academic year and is answerable to the respective HOD of the students while carrying the following duties:

- ☐ Should maintain the record of the students in the pink sheets and GCAP, the information includes contact details, admission details, academic record, co/extra-curricular activities details, achievements and disciplinary actions if any etc.
- ☐ Meet them at least once a month for the counseling sessions and record it.
- ☐ Know the physical, mental, emotional status of the student and provide assistance or bring it to higher authorities notice wherever necessary.
- ☐ Long absenteeism to classes or internal exams, abnormal academic performance, unusual or unacceptable behavior should definitely be brought to the notice of the parents and college authorities.
- ☐ Emphasis should be made on attitudes, value systems, hard work, career planning in all the counseling sessions.
- ☐ In short, Mentror should act as a buddy, a guide as well as a mentor.

9.16. Duties and Responsibilities of Maintenance In-charge

The Maintenance in-charge is responsible to the Director in ensuring the following:

9.16 A. MAINTENANCE

- ☐ He has to liaise with local authorities for uninterrupted supply of municipal and bore water as per the requirement of the college, steady as well as peak loads.
- ☐ He has to supervise the maintenance team for general cleanliness of rooms, corridors, toilets, stair and surroundings.
- ☐ He has to direct with maintenance team for prompt repairs such as leaks and blockages in toilets, broken window panes, or any such maintenance works.

- ☐ He has to liaise with horticulture advisor for the upkeep of college lawns, pathways, surroundings and gardens.

9.16 B. HYGIENE

- ☐ He is responsible for the quality management of hygiene of college.
- ☐ He should periodically inspect the condition of water bowser, coolers and ensure that quality of drinking water is safe.
- ☐ He should periodically inspect the toilet cleaning for proper upkeep.
- ☐ He should periodically inspect the canteen premises, wash areas for safe upkeep.

9.16.C. SECURITY

- ☐ He should liaise with the security in charge for the overall safety of the college.
- ☐ He should carry out surprise visits to ensure the movement of personnel and material is as per the procedures.
- ☐ He should periodically inspect to ensure that premises are locked with power switches made safe and windows closed.
For the above activities, he should maintain records.

10. STOCK VERIFICATIONS

- ☐ Surprise checks on stocks have to be carried out by the HOD in his/her Department at least once in a year. Principal or any member of the Management may also conduct surprise checks. In addition to that library verification carried out once in a year.
- ☐ Apart from surprise checks, annual verification has to be carried out by the staff members deputed by the Principal from other Departments before the end of the academic year.
- ☐ Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.

11. FINANCIAL POLICY:

Chairman: He is vested with full financial autonomy and enjoys unlimited powers:

- A. To appoint as per the norms and fix the remuneration / salary to the teaching / non-teaching staff of the college and also sanction increments.
- B. To purchase fixed assets within the limit sanctioned in the budget.
- C. To make investment decisions and also arrange for resource mobilization to meet the financial requirements of the college.
- D. To authorize the payment of purchase bills and to confirm the oral sanction given if any to Principal upto Rs 25000/- / Dean Rs 20000/- / HOD Rs 10000/- s, etc., over and above the delegated powers.
- E. Delegate financial powers down the line in case of any exigency.
- F. Introduce adequate checks & control systems to enforce financial discipline.
- G. To enter into any contract for any service / work.

11.1. Budget Plan:

All the departments including the Library, Transport should critically analyse their requirements taking into account the syllabus, technology, upgradation, quality / quantity, etc. and prepare the budget estimates for next academic year before the beginning of financial year.

Each laboratory or a subsection of a department should prepare the estimate in the format given in Annexure-A and B. This is to be done separately for recurring and nonrecurring. Each department should consolidate the same and review in the Departmental Development and Monitoring Committee before submitting for the Institute

Development and Monitoring Committee .The same is required to be ratified by GB for implementation. The implementation need to be done in a phased manner monitored by Development and Monitoring Committees of Institute and the respective Departments.

11.2. Purchase Procedure:

Quotations from the Vendors who have the capacity and capability, financial soundness and reputed standing. The quotations will be called by the Head of the department as directed by the Management. The performance of the Vendors may be ascertained from the market reports; discrete enquires which will form the basis for final selection of the Vendor.

Comparative statements are prepared by departments will be forwarded to the principal. The same will be forwarded to Management for approval. Once it is approved PO will be placed for the vendor as per the quotations given. The equipment receiving is authenticated by HOD/Lab In-charge. Then final will be settled for vendor

The purchases can be made in case of emergency and by cash on the unit cost of the item to avoid undue delay. The departments are expected to maintain for each laboratory.

- i. Asset Register (for non-consumable item)
- ii. Consumable stock Register (itemwise folio, details of receipts and issue, balance)
- iii. Relevant registers as prescribed from time to time.

11.3. Finance and Audit:

Finance Officer is responsible for all cash and bank transactions. He has to maintain the following documents

- A. Day Book – Manual & Computerized
- B. Reconciliations details at least once in two months with all the banks with which accounts are operated.
- C. Tuition Fee Registers batch wise
- D. Pay Bill Registers
- E. Fixed Deposit Registers
- F. Fee Receipt Books
- G. Purchase Register- Computerized

11.4. Pay and Allowances:

Pay bill has to be prepared on 1st of every month taking into consideration the leaves applied in the previous month.

11.5. Student Fees:

Fee should be collected at the beginning of the year (odd semester) through bank giving 15 days' time. Fine should be levied on defaulters.

11.6. Computerization:

Every office transaction is to be computerized.

11.7. Audit:

Records of PBRVITS are to be submitted in time to the college accounts section and audited by a chartered accountant. The audited reports to be placed before the Governing Body for its approval.

PBRVITS-ADMINISTRATION MANUAL



PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE,
KAVALI - 524201 NELLORE DT. ANDHRA PRADESH
PHONE NO. 08626 243930 EMAIL: pbr_vits@rediffmail.com
(Approved by AICTE, New Delhi, Affiliated to JNTUA, Accredited by NBA and UGC recognition)



FACULTY PERFORMANCE APPRAISAL FORM

Part I (To be filled in by the office)

Academic Year : 2013-14 Department : _____

Name of Faculty : _____ Designation : _____

Date of Employment : _____

Total Service : _____ Service at VITS: _____

Highest Educational Qualification: _____ University Selection Date: _____
.....

Part II (To be filled in by the staff member . Supporting documents must be attached as proof wherever applicable. Unsupported claims will not be included in the assessment.)

1. CURRICULAR:

| Subjects Handled / Class | Whether New | No. of students | No. Failed | Pass % | Average Mark | Any teaching aids adopted |
|--------------------------|-------------|-----------------|------------|--------|--------------|---------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

2. R&D:

a) **Present Highest Qualification:**

b) **Research Projects Handled(if any):**

b) **Research Articles published (as first author) :**

| Name of Journal | International/ National | Impact Factor | Title of Publication |
|------------------------|------------------------------------|--------------------------|-----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

c) **Conference Papers Presented (as first author):**

| Name of Conference | International/ National | Title of Paper |
|---------------------------|------------------------------------|-----------------------|
| | | |
| | | |
| | | |
| | | |

d) **Seminars/Workshops/Symposiums attended:**

| Name of Seminar/Workshop/ Symposium | International/ National | Topic | Duration |
|--|------------------------------------|--------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |

3. CO-CURRICULAR & EXTRA-CURRICULAR:

a) **Short Term Courses Attended (if any):**

b) **Expert/Guest Lecture Delivered:**

c) **Role in Labs / Lab manuals development:**

- d) Role in developing and guiding student projects:
- e) Role in Seminars/Workshops/Symposiums conducted:
- f) Role in any other event conducted:
- g) General Administrative responsibility held/ duration of ~:
- h) Leaves Utilized: i)CL= ; ii)LWP= ; iii)Absent= ;iv)LC= ;v)OP Taken=
 (CL: Casual Pay; LWP: Leave Without Pay; LC: Late Coming; OP: Out Permissions)

(Staff Signature with Date)

Part -III

| ASSESSMENT ON | | Ex | V.G | Good | | Poor | |
|---------------|--|----|-----|------|---|------|---|
| 1 | Teaching Ability(Overall) | 9 | 8 | 7 | 6 | 5 | 4 |
| | a. Knowledge of Subject | | | | | | |
| | b. Sequencing /Coverage of Lecture | | | | | | |
| | c. Aptitude/ Interest as Lecturer | | | | | | |
| | d. Ability to conduct labs / tests | | | | | | |
| | e. Personality /Dress code | | | | | | |
| | f. Relationship with Colleagues fellow faculty & other staff | | | | | | |
| | g. Relationship with students | | | | | | |
| | h. Punctuality/Regularity | | | | | | |
| | i. Capacity/ Interest to guide students | | | | | | |
| | j. Student Counseling ability | | | | | | |

| | | | | | | | |
|---|---|--|--|--|--|--|--|
| 2 | Integrity : | | | | | | |
| 3 | Discipline/Conduct | | | | | | |
| 4 | Supervising Capacity | | | | | | |
| 5 | Departmental assignments | | | | | | |
| 6 | Secondary duties | | | | | | |
| 7 | Physical fitness | | | | | | |
| 8 | General | | | | | | |
| | a. Student Feedback on Lecture Quality: | | | | | | |
| | b. Work Enthusiasm: | | | | | | |
| | c. Quality of Work Turned-in: | | | | | | |
| | d. Meeting Deadlines: | | | | | | |
| | e. Cooperation with colleagues/ higher authorities: | | | | | | |
| | f. Student Approachability/ Guidance to junior staff : | | | | | | |
| | g. Contribution to General Ambience: | | | | | | |
| | h. Adherence to College rules: | | | | | | |
| | i. Leaves Pattern: | | | | | | |

8. Brief Pen Picture (Highlight Good as well as weak qualities (if any)).

9. Whether fit for Confirmation/Annual Increment/Promotion/ or Recommended for Release (If not fit give reasons . If recommended for Release submit unsuitability Report completing all necessary formalities).

10. Special Recommendations (If any)

Signature of Head of the Department
(Principal to sign if HOD is of same qualification as the staff member)

11. Overall Assessment/ Recommendations
(Attach Assessment Sheet)

Signature of Principal

12. Chairman Observations/Recommendation

Signature of Chairman

Part III

CONFIDENTIAL

(To be kept in separate envelop cover)

Staff General/Self Assessment

PBRVITS-ADMINISTRATION MANUAL

- a. Were there any complaints from students?
If Yes, narrate in brief steps you have taken.
- b. Are you punctual in reporting to duty? (OR)
Do you, in general, use the grace time ?
- c. Do you feel there is need to Improve your Teaching standards ?
If so, what efforts have you made on what should be done ?
- d. Were you readily able to take up a new subject
when asked? Or have you asked for time/or expressed
your in ability at any time ?
- e. What are your relationships with Colleagues/Students ?
- cordial/or so-so
- f. What was your contribution to improve general
discipline among colleagues and students and other staff?
- g. What is your confidence in general as Lecturer/Faculty member?
- h. Did you ever take up counselling with students
to redress their problems? Briefly give the effort
you made
- i. Did you participate in college activities voluntarily
or were you to be detailed/or excused yourself on the
plea that you had other engagement.?
- j. Did ever feel that you faced any obstructions to discharge
Duties and responsibilities? Please quote the incidences.
- k. Briefly present how you feel about yourself in
discharging your responsibilities as Lecturer
- l. Give i) The percentage of pass in subjects you have taken
ii) The average mark i.e., Total marks of passed students
Divided by No. of students passed)
Do you think it is enough? If not, what steps you propose to take.
- m. Give details of Seminars/educational visits conducted by you.
What is the response and your assessment on it
- n. Do you feel that you have right temperament towards students and
colleagues? Or there is need for marginal adjustments. If so
what methods you are following.

Signature of Staff Member

Name: _____

Dept: _____

PBRVITS-ADMINISTRATION MANUAL