



Sri Venkateswara College of Engineering & Technology
RVS Nagar, Chittoor(AP)-517127

Service rules and Code of conduct
PREAMBLE

The Primary objective of Sri Venkateswara College of Engineering and Technology (SVCET), is to disseminate knowledge and impart instruction to students in different of Engineering, Management & Technology. The College also aims at promoting Research and Development, Consultation on projects and such other professional activities. The employees at all times should maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college particularly in relationship with the students.

Insolence to any of the clause of "Code of Conduct" attracts disciplinary action in accordance with the service conditions of the college.

Code of Conduct (Teaching and Non – Teaching Staff)

- All the employees shall be punctual to their duties and shall adhere to the college timings. 9.15 AM to 5.00PM.
- All the teaching staff should adhere to the defined almanac in class room lecturing, conducting labs, tutorial and drawing classes according to the approved scheme of instruction.
- All the teaching and non-teaching staff should think at all times that justice is done to the students in all aspects with regards to instruction in the classroom, conduct of examinations and evaluation, All the teachers and non-teaching are expected to deal kindly with the students as far as possible with in the frame work of rules without sacrificing discipline. They are expected to maintain attendance records up to date and report periodically as per the rules in force.
- Conduct of Semester Examinations and Midterm Examinations of the college, including invigilation, evaluation and assessment of the student's performance, computation of attendance form a part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations and attend all connected work as assigned by the HOD or person in-charge.
- No teacher or non-teaching staff shall engage himself in coaching privately any student for any remuneration. No employee shall directly or indirectly engage in the business of money lending/gambling/betting/lottery or any such other speculation.

- The technical staff in the various departments shall be punctual and shall keep the laboratories clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.
- No employee should use impertinent language and derogatory loose talk while interacting with superiors and should obey the work entrusted. Also, the Heads of Departments or persons in-charge are expected to give clear, feasible instructions.
- No employee is expected to undertake any outside job and violation of the said clause will be dealt seriously. Any employee who is convicted in any criminal case or insolvency shall be liable for dismissal from service without any show-cause notice.
- No college employee shall take active part in politics while being in service.
- No employee shall have recourse to the press under any circumstance and should not approach any court for redressal of grievances without first representing to the management.

Service Conditions

- All appointments shall ordinarily be made on probation for a period of 2 years in the case of Teaching staff and one year in the case Non – Teaching staff. The staff member is treated as “Regular” on completion of two years of service.
- No teacher is permitted to leave during the middle of the semester excluding the summer vacation suffering the class work. Three-month notice is to be served or three-month salary on either side needs to be paid in lieu of such notice.
- All the employees must pledge their original certificates at the time of joining. If anyone has any requirement, they should give bank cheque (three-month salary) and soon after the need, they can return the original certificates to collect back the cheque given.
- All the employees should come to the college presenting a smart and decent appearance to project professionalism.
- The yearly increments are given only in June (paid in July salary), after completion of a year of service in this institution. The increments are given on the recommendations of Performance Review committee consisting of Principal, HOD, and a senior faculty. The members ascertain the performance and recommend for increment.
- All the employees whose salary is less than Rs. 15000/- after one year of satisfactory service shall be governed by the Compulsory Contributory Provident Fund Scheme. However, the Employee Contributory Provident Fund Scheme is continued to the employees who have already opted for the scheme earlier.
- If the performance is well below the threshold value or breached the terms and conditions defined in the code of conduct or else an outside

employment like involving in consultancy for private/self-owned institution or coaching in other private agencies without the permission of the principal is undertaken, the following penalties for sufficient and good reasons would be imposed upon the employees of the institution:

- a. With –holding of increments or promotion
- b. Reduction to a lower rank in seniority or a lower post or lower stage in the time scale
- c. Removal from the service The Principal shall be competent authority to impose any of above punishments and an appeal against orders can be made in the EC whose decision is final.

All the employees of the college shall be governed by the leave rules that are framed as following:

- d. All the employees are entitled to avail 15 days of C.L per annum. The CL can be availed over phone with proper work adjustment to colleagues. The number of CLs that can be availed should not be more than 5 days at a stretch excluding the public holidays in between. CL should not be combined with any other leave or LOP or C' off.
- e. Those who work on Sundays or any other Government holidays upon specific instruction from Principal, or Management can avail Compensatory holiday on any day in that annum with prior application.
- f. Each employee is entitled for 12 days of "Earned leave " in a calendar year after the completion of one year in service. There after each regular employee earns three days of EL after a service of one year and the accumulated ELs in the case of all categories of employees be only up to a maximum of 240 days during the service. The EL can be utilized with prior intimation to the Principal and minimum that can be used is 3 days and maximum of 45 days. The balance can be brought forward to the subsequent years. The

Non-Teaching Staff are not eligible for EL.

- g. Each teaching staff is entitled for 10 days of "Medical Leave" after the completion of one year in service. The ML should be supported by Sick and Fit certificates. The accumulated MLs in the case of all categories of employees is only up to a maximum of 240 days during the service. The balance of ML can be brought forward to the subsequent years. The non-teaching staff are entitled to 6 days of ML per year of service completed.

(Public holidays, either prefixed or suffixed to EL or ML or LOP will not be considered under leave. But the holidays in between will be accounted for the concerned leave)

- h. Teaching staff members are eligible for 15 days of vacation leave and non-teaching staff is eligible for 7 days of vacation leave. Further, those who retain the leave during vacation will be compensated with EL equal to half the unavailed vacation. Attenders, Drivers, Cleaners and Book Keepers are not eligible for vacation leave.

- i. Those who want to go on duties like Spot valuation/Observer/Examiner/JNTU/SBTET meetings can avail 5 days of "on-duty" /Academic Leave with prior intimation. Attendance certificate should be submitted after the spot valuation.

- j. The staff pursuing Ph.D., can also avail three days of "On-duty" leave per month either to write exams or to meet research supervisor.

- k. At the discretion of the principal, and Management committee, an extraordinary leave or Leave on loss of Pay and allowances may be granted to an employee where he/she is not eligible for any other leave or where the employee himself/herself applies for such a leave irrespective of title for any other leave. Such leave may be granted for a period not exceeding 6 months.

l. Absence of any such leave will be treated as "Break of Service" and the further increments may be postponed by that time.

m. Leave earned will be finalized and credited to leave account on 31st December of the Year.

Recruitment Procedure

1. Introduction:

The vision of SVCET, Chittoor is translated into an organizational goal to identify, recruit and retain highly qualified, talented, and diverse faculty / staff, for positions in all academic fields.

The recruitment of faculty / staff is a crucial activity at SVCET, Chittoor. The Staff Selection Committee is constituted specifically for governing the recruitment procedure.

The process of recruitment includes:

- a. Search for prospective candidates
- b. Short listing of prospective candidates
- c. Preliminary Selection – Staff Selection Committee
- d. University Ratification of the Selected Candidates

2. Search for Prospective Candidates:

The search for prospective candidates is implemented in the following two ways simultaneously:

- Advertisements are placed in the leading Telugu and English dailies listing the openings
- The details of the openings including eligibility criterion, scale of pay and other conditions are displayed in the Advertisement
- The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

3. Application Procedures:

The application can also be downloaded from the website and should be submitted along with all necessary enclosures to the Administrative Office, on or before, the scheduled date.

Retired personnel from teaching/industry and R&D are encouraged to apply for the posts

The application should include all the relevant authenticated data regarding age, academic qualifications with Class/Grades, experience, post held, publication list, statement of teaching interests, phone no, e-mail id and the names of three references (with contact information) together with attested copies of certificates and marks cards (of all the years/semesters) etc., in duplicate (in two sets)

Separate application is to be submitted in the event of candidates applying for more than one category of post.

Candidates, who had applied for the same posts before, have to apply afresh again The age limit is as per the AICTE/ UGC norms and subsequent orders in force.

4. Short listing of prospective candidates:

Applications, when received, are organized, relevant information summarized, and sent to the respective HOD's by the Administrative Office, for short listing. The objective of short listing is two folds:-

- a. To reject applications that do not meet the eligibility criteria
- b. To shortlist the candidates from the remaining list so that the number of candidates to be called for interview with the Staff Selection Committee remains within manageable limits.

Usually, primary concerns at this stage are the educational background, previous experience and research activities done by the candidate. The concerned HOD shortlists the candidates based on the requirements of the respective department. The resumes of the shortlisted candidates are further ranked in the order of merits by the concerned HOD and sent to the Administrative Office along with their comments and observations for the next level of the Recruitment Process.

5. Staff Selection Committee:

The Selection Committee is constituted in the following manner, with representatives as listed under, for each department.

- a. Head of the Institution /Principal - Chairman of the Selection Committee
- b. Representative of the Management - Member of the Selection Committee
- c. HOD of the Department - Member of the Selection Committee
- d. Subject Expert - Member of the Selection Committee

The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates. The successful candidates are issued offer letters with a 15 days' time frame to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued to them. The principal of the college has a veto in the selection.

6. University Ratification

A Committee with the following members is constituted under the chairmanship of the Vice Chancellor of the affiliating university, to oversee the ratification procedure. The members of committee include;

- a. Subject Expert (2 to 3)
- b. Principal of the affiliated college
- c. Secretary or Nominee of the Correspondent
- d. Nominee of the Commissioner of Technical Education
- e. Registrar of the affiliating university
- f. Director of Academic and Planning of the affiliating university

The Committee interviews the candidates and recommends the list of selected candidates to the institution. The process involves appointing newly ratified faculty and also ratify the services of the existing faculty.

The procedure is carried out on a regular basis, as per the requirement.

Roles and Responsibilities

Roles and Responsibilities of Principal:

1. To promote the comprehensive development of the institution as the Head of the Institution.
2. To recruit the Teaching and Non-teaching staff based on the requirements of the departments.
3. To review salary fixation norms as and when required; keeping in mind, the practices in the colleges around.
4. To fix salaries, increments, etc., to Teaching and Non-Teaching staff.
5. To depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
6. To conduct HOD's meeting at regular intervals to know the state of affairs – both academic and non-academic.
7. To Plan for campus placements through training and placement officer.
8. To review results
9. To instruct the Hostel Authorities about the rules to be followed while permitting the students to go outside, including their native places.
10. To take enough precautions so that, the teaching staff cannot leave the services in the middle of the semester/year.
11. To go round the class rooms to ensure that the class work is being conducted effectively.
12. To go through the letters found, if any in the suggestion box and act on them, if required.
13. To conduct Governing Body and Academic Council Meetings.
14. To get the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable per year as per NBA/NAAC guidelines.
15. To decide the requirements of furniture, lab equipment, staff, additional space, etc., and enlightening the management about the requirement and getting the budget sanctioned.
16. To conduct Fresher's day, College day, Republic day, Independence Day and other functions.

17. To get the budget sanctioned for books and journals.
18. Attesting the academic registers and dairies maintained by teaching staff.
19. To instruct the teaching staff through a schedule to conduct annual stock verification of lab equipments.
20. To monitor the activities of the examination section (JNTU as well as Autonomous)
21. To promote the brand building of the Institution by adopting new technologies.

Roles and Responsibilities of the HOD:

1. Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
2. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
3. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
4. Send staff attendance register after making necessary entries to the principal office by 9.30 A.M every day.
5. Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.
6. Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
7. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member has to be submitted to the exam section as per the schedule given. Softcopy of the Mid Exams & Assignment test also to be submitted to the exam branch as per schedule.
8. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
9. Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
10. Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.

11. Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
12. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.
13. Counsel the students who are absent for the mid test or irregular to the class work.
14. Form the student batches and allot the project guides as per guidelines given by the principal.
15. Route all the correspondence through the office of the principal.
16. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in- charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from head quarters.
17. Allocate the students to the teacher-counselors in the beginning of the academic year.
18. Inform the concerned authorities of any important information of events taking place in the Department from time to time.
19. Arrange special classes if necessary for the benefit of below average students.
20. Ensure academic discipline in the department.
21. Follow the guidelines / instructions given by the principal from time to time.
22. Maintain and update the files as listed in the Enclosure I
23. Make arrangements to lock and seal all the laboratories before leaving the premises.
24. Plan and conduct the BOS meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the principal.
25. Provide necessary inputs to the principal for conducting Academic Council / GB Meeting

Roles and Responsibilities of the Teacher:

1. Prepare and submit the complete lesson plan and lesson notes for 2 units of syllabus in advance to HOD at the beginning of every semester/year and cover the syllabus as per the lesson plan.
2. Sign in the staff attendance register at 9.15 A.M on every working day unless he/she is on leave.
3. Prepare good notes by referring to number of standard text books and university question papers, Solve Numerical problems in the class before asking the students to solve.
4. Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time. Clean the board before leaving the class. Contents must be delivered in **English** only.
5. Suggest the list of books which are to be referred by the students for the subject being taught.
6. Mark attendance in the classroom itself and write the academic diary in the attendance register in time.
7. Prepare and submit the internal question papers in examination section in time and maintain strict confidentiality regarding the question papers.
8. Correct the answer scripts as per the key unbiasedly and post marks in time after verification by the students in the master registers available in the concerned HOD's room and submit the scripts to concerned HOD within stipulated period along with marks award sheet written with his / her
9. Submit the attendance register and academic diary to the HOD at the end of every week.
10. Consolidate and post the attendance in the master register on the last working day of every month.
11. Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
12. Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teachers of the same class is mandatory for all types of leave.
13. Engage the class work of the colleague who have assigned his/her class in the leave letter.

14. Act as "Mentor" for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.
15. Involve in the examination work of the College as examinations are part and parcel of legitimate duty of staff member. Alternative arrangements are to be made for exam duty in case of emergency only. Faculty are advised to refrain from making alternative arrangements regularly.
16. Route all the Correspondence through the office of the Head of the Department.
17. Assist the HOD in exigencies and in developmental works.
18. Be available in the Department during the working hours for consultation by the students.
19. Seek the permission (Max One Hour and Three Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal
20. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
21. Wear ID card as long as you stay in the college campus.
22. Not to carry Mobile Phones to the class room / exam hall for any reason.
23. Follow the guidelines / instructions given by the principal from time to time

Roles and Responsibilities of the Class – Teachers

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect the list of absentee students (Period wise) and submit it to the HOD daily.
3. Submit the list of students absent for the internal tests to the HOD.
4. Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
5. Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
6. Result analysis must be done after the announcement of results by the university/ College and also update student record regularly after knowing supplementary exam results in the current Semester.
7. Motivate the students to attend the seminars without fail.
8. Instruct the students to attend the internal / external exams without fail.
9. Motivate the students to present papers in Conferences / Seminars at regional / national level.
10. Motivate the students to present papers in Conferences / Seminars at regional / national level.
11. Inform the subject teachers of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
12. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
13. Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal

Roles and Responsibilities of Technical staff:

1. Sign in the attendance register at 9.15 AM on everyday unless and otherwise he/she is on leave.
2. Be available in the lab during working hours.
3. Ensure that the equipment and lab is clean and in good condition
4. Report about any non-functioning equipment to the HOD in time through lab in-charge.
5. Switch-off fans and lights and lock the doors while moving out of lab, even for a short period.
6. Close the windows and lock the doors in the evening while leaving the campus for the day.
7. Be available in the lab when extra lab classes are conducted during holidays.
8. Be thorough with all the experiments conducted in the lab.
9. Maintain the maintenance execution register regularly and submit to HOD twice in a month.
10. Be the stock in-charge in the respective lab.
11. Assist the Lab in-charge teaching staff during stock verification at the end of academic year.
12. Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
13. Perform routine maintenance of equipment/machinery.
14. Any other work given by HOD from time to time.
15. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.

16. Wear ID card as long as you stay in the college campus.
17. Not to carry Mobile Phones to the class room / exam hall for any reason.
18. Follow the guidelines / instructions given by the principal from time to time.
19. Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal

Controller of Examinations:

1. Coordinating the works of all the three additional controller of examinations & Diploma section
2. Getting the panel of examiners list approval from Chief Controller of Examinations
3. Liasioning with the JNTUA
4. Results committee meeting – Requesting University to nominate a member
5. Detained list and promotion list – preparation of nominal rolls
6. Spot valuation of External exams under Autonomy - Preparation of Remuneration bills and maintenance of Acquittance register
7. Any other related works

Additional Controller of Examinations – 1: (Internal Examinations)

1. Estimation of Stationary requirements for tests – Printing of Answers booklets for internal Tests (12 pages)
2. Preparation of internal examination time tables
3. Conduct of internal examinations both JNTUA and Autonomous
4. Coordinate with other additional controller of examinations for finalization of Attendance, Marks etc – Collection of attendance / Internal marks in the prescribed format from the departments
5. Any other related works

Additional Controller of Examinations – 2: (External Examinations)

1. Estimation of Stationary requirements for the end examinations (both theory and labs) – Printing of main answer booklet (40 pages for PG theory exam, 32 pages for UG theory exam & 6 pages for practical exams including main page)
2. Preparation of timetables of end examinations (both theory and labs)
3. Conduct of end examinations (both theory and labs) of Autonomous as well as JNTUA
4. Preparation of remuneration bills and maintenance of Acquittance register
5. Any other related works

Additional Controller of Examinations – 3 (Confidential Section):

1. Estimation of Stationary requirements for setting of Question papers and sending the material to examiners
2. Estimation of postal stamp / courier requirement (For correspondence & reminders to the examiners). Printing of TA, DA bills, marks award lists, computer stationary.
3. Maintaining syllabus copies up to date
4. Getting model question papers, panel of paper setters and examiners (Minimum 6 in each panel) for all the subjects
5. Collection of question papers set by the examiners concerned in time.
6. Printing of question papers
7. Coding and Decoding of answer scripts
8. Entry of Internal and External examination marks and publication of Results
9. Processing of TA, DA and remuneration bills and liasioning with account section
10. Revaluation & recounting of answer scripts and publication of results
11. Any other related works

Roles and Responsibilities of Office staff:

“Office Staff” means the employee of Academic, Administration, and Accounts Section.

1. Sign in the attendance register at 9.15 AM on every working day unless and otherwise he/she is on leave.
2. Shall perform their duties with sincerity and maintain confidentiality.
3. Be conversant with the rules and regulations and the relevant procedures involved related to their works.
4. Perform as a team and do the assigned as well as any additional work as and when the in-charge allots.
5. Pre-plan the day's/week's work and perform the duties assigned from time to time in a systematic way and create a courteous atmosphere. All are expected to improve/update their skills in filing, drafting, most essentially computer operation.
6. Inform well in advance about leave of absence and make alternative arrangement to the works assigned and give full co-operation to all other sections with proper dignity and decorum.
7. Deal with reasonable concern towards student's enquiries and ensure all possible help and deal politely while talking on telephone.
8. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
9. Wear ID card as long as you stay in the college campus.
10. Follow the guidelines / instructions given by the principal from time to time.
11. Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal

Roles and Responsibilities of Administrative officer:

1. Maintenance of principal's office as per principal's direction.
2. Student's admission related works.
3. All kinds of scholarships and related work.
4. Helping the principal in conducting Governing Body / Academic Council Meetings .
5. Recording the resolutions of the Governing Body / Academic Council Meeting and dispatching the same to the members.
6. Assist the principal for JNTU affiliation works.
7. Assist the principal for AICTE / NBA / NAAC related works.
8. Maintenance and purchase stationary for the stores.
9. Maintenance of leave record of Teaching & Non-Teaching staff.
10. Preparation and submission of number of days for salary to be paid, to the account section, for the preparation of salary bills.
11. Maintaining the personal files of staff members.
12. Maintaining the budget files.
13. Maintenance of student's files & records and issue of original certificates to staff & students as directed by the principal from time to time except salary certificate.
14. Consult the principal on any other issue which needs principal's directions and intervention.

**Counseling in-charges: Academic Guidance/Counseling/
Monitoring services to be provided to students:**

1. Advise the Students to prepare for competitive exams
2. Encourage the students to participate in curricular and Co- curricular activities.
3. Advise the students to become members of professional bodies like ISTE, IEEE, and IEE etc.
4. Motivate the students to improve their communication skills and guide them to participate at National/International Conferences organized by the institution and other institutions.
5. Assist the students to finalize their goal and motivate them to reach the goal. Also suggest the various ways and means to strike their targeted goal.
6. Motivate the students to attend the seminar classes without fail.
7. Instruct the students to attend the internal / external exams without fail.
8. Motivate the students to present papers in Conferences / Seminars at regional / national level.

Departmental Association in-charge:

1. Conduct essay writing, debate competition on general topics, general quiz, technical quiz, etc.
2. Organize guest lectures by experts from various reputed institutions/industries.
3. Organize seminars on advanced topics by the students and staff.
4. Arrange the lectures by the faculty members who have attended Seminars/ Conferences/refresher Courses.

Student representative:

1. Report common problems of students to HOD through class teacher in-charge.
2. Collect the names of students for association activities as per schedule given by HOD and submit the same to the HOD.
3. Inform the Head if any class is not engaged.
4. Fill the class attendance sheet and submit to the class teacher daily.
5. Communicate any information given by Head/class teacher to the Students.
6. Guide the students to submit any letter to the principal through the respective HOD.

Attenders

1. All attenders should be available in the college by 8.30 am or as per the departmental requirements and leave the premises fifteen minutes after the Heads of various sections leave the departments.
2. They should be present with neat appearance.
3. They should take the keys from principal's office after signing in the register.
4. They are responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
5. They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the principal's office.
6. They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.
7. They should give respect to the superiors and extend full cooperation to other attenders.
8. They should not allow any unauthorized persons to enter the departments/office without proper verification.
9. They should perform any additional duties assigned from time to time.
10. They are expected to respect visitors, parents, staff and students.

Safety Norms and Checks

Checks for wiring and electrical installations for leakage and earthing.

Periodically wiring and electrical installation for leakage and earthing are checked by In charge from the department of EEE. He inspects the institution in regular intervals and certifies the status of wiring and electrical installation.

As the college has a multyiblocks, academic ambience precautions have been taken for proper earthing. All the major pieces of equipment are provided with proper earthling materials.²⁴ Earth pits are available in the college. Required amount of charcoal, salt, and earthling rods are made available to the personnel. A Senior Professor from Department of EEE, monitors the electrical installations on a regular basis.

Further,

- a) All fixed electrical installations and portable electrical equipment under the control of or used within institution premises are adequately inspected, tested and maintained to ensure they are fit for purpose and safe during normal use
- b) All electrical inspections, tests, maintenance repairs and installation work is undertaken by appropriately trained and competent persons
- c) Live electrical working is prohibited – *(although live testing is permitted in exceptional circumstances whereby it is unreasonable in all circumstances for it to be dead, providing appropriate controls are taken and suitable equipment is used)*
- d) All relevant statutory requirements and, where reasonably practicable, best practice guidance is adhered to
- e) Up to date records of all electrical inspections and tests are kept and copies are available at the premises to which they apply
- f) Following a failed inspection or test, repairs are promptly undertaken or where this is not possible take the item out of use, we put on “do not use sign” and if necessary, we dispose off.

Fire-fighting measurements: Fire extinguishers were installed in all the laboratories and at critical locations

- Working condition of the safety equipments are frequently checked by authorized agencies
- The buildings are so designed that, every class room, seminar hall, laboratory is well ventilated and provided with wide doors and windows.
- The building are architecturally designed with 40% open space and proper ventilation
- In addition to the fire extinguishers, water is available abundantly which can be of immense utility in case of emergency.
- Water points in all the blocks.
- Plastic water tubes are available which can be used for pouring the water.
- Every year our college has been organizing one day training program with

Safety of Civil Structure

The college takes all the precautions before it goes for constructing a building. The following measures get meticulously executed before, during and after construction.

Processes of Construction

- The plans are developed by eminent engineers outside the institution.
- The site is inspected and necessary fortification gets done.
- The soil is monitored by the department of Civil Engineering.
- Necessary approvals are obtained by relevant government bodies
- Full-time engineers work on the construction.
- The progress of constructions is reviewed both by college administration and the management representatives on a regular scale.
- All the norms laid down by the law-enforcing authorities are adhered to.
- The department of civil engineering monitors structures.
- Stability tests are carried out on in-house facilities.

Safety management of civil structures

- The college accords prime importance to safety of the constructions.
- The flooring is monitored on a periodic basis and whenever there is need it is relaid.
- The ceiling is monitored and care is taken in order to see that there would not be rashes.
- Window frames are checked and painted whenever there is a need.
- Buildings are white washed on a periodic basis.
- Doors are protected from white ants and painted on a periodic basis.
- Roofs of the buildings are maintained and steps are taken to prevent seepage.
- Proper drainage system is provided to prevent water logging.
- The Department of Civil Engineering maintains all these activities.

Handling of hazardous chemicals and such other activities

A code of safety procedures are developed by department and are enforced on instructors, students and laboratory technicians.

- Students are required to wear uniform/apron and shoes in order to protect them from welding sparks, heat etc. Also, they will use black glass shield to protect their eyes from ultraviolet rays liberated in the arc welding sparks.
- All the welding cables are properly insulated in order to avoid electric shock to the students and insulation tape is widely fixed around cuts to the electrical wires, if any.
- All the tools have been periodically sharpened to have proper cutting at moderate effort and the clamping of the work pieces has been done properly.
- Mains are switched off when electrical connections are in progress. Fuse wire is provided in the circuit in order to eliminate burning of entire circuit, in the case of over loads.
- Since scissors and G.I. Sheet, chisels have sharp edges; students are given instructions that they should handle them properly in order to avoid cuts.
- All the rotating hattie machines, milling machines, drilling machines are covered with proper guards to avoid accidents when the operator is dealing with the change of belt on the pulleys, etc.
- Petrol, Diesel and lubricants are kept in proper tins by sealing them with caps.
- Match sticks are not allowed to light in fuel lab to avoid exposure and fire accidents.
- Students are instructed to maintain minimum one meter distance from rotating members like fly wheels, fans, pulleys of the I.C. Engines.
- Exhaust manifold and silencer pipe are insulated properly to avoid injuries to the students and staff.
- Exhaust gasses are left far away to avoid air pollution in the lab.
- Students have to wear hand gloves, masks for nose etc. While working with the chemicals and proper ventilation is provided for the composite Laboratory.
- Gas leakage is arrested by using proper seals at the pipe joints and guards & meshes are provided for safety.

Various Committees in the Institution

Grievance appeal Committee

The committee consists of Vice Principal (Admin), any three Heads of the Department and a Senior Non-Teaching staff, as the members. The following are the functions of Grievance Appeal Committee.

Functions

1. To receive Grievance from faculty, staff and students/parents.
2. To find the facts of the grievances.
3. To suggest remedial and preventive measures.
4. To review the suggestions/complaints raised by the students during periodical counseling.
5. To review the outgoing students feedback.

Examination Committee

The committee consists of Principal, Controller of Examination and the three Additional Controllers of Examination, as the members. The following are the functions of Examination Committee.

Functions

1. To plan the examination schedule for various courses of study.
2. To suggest innovative paper setting, valuation methods.
3. To deal with malpractice cases in consultation with concerned HODs and subject experts
4. To suggest improvements for conducting the exams.
5. To examine whether the syllabi coverage and paper setting (in case seasonal exams) are as per the guidelines.

Library Committee

The committee consists of a Sr. Professor, 4 Associate / Asst Professors drawn from the various departments and the Chief Librarian. The following are functions of the library committee.

Functions

1. To prepare the lists of books/journals as per the requirement of various departments.
2. To suggest improvements to run the library smoothly, orderly and satisfactorily.
3. To suggest the fine structure for the late returning of books.
4. To suggest the punishments to be awarded for the students violating the guidelines of the library.

Student welfare Committee

The committee consists of a Sr. Professor, 4 Associate / Asst Professors drawn from the various departments. The following are functions of the Student Welfare Committee.

Functions

1. Scrutinize the applications received from the students for welfare scholarships and recommend to the welfare office.
2. Scrutinize the request from the students and recommend to the management for financial support to deserving students.
3. Recommend to the governing body for the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

Co-curricular Activities Committee

The committee consists of a Head of the Department, 6 Associate / Asst Professors drawn from the various departments. The following are functions of the Co-Curricular Activities Committee.

Functions

1. To suggest various co-curricular activities to be organized in an academic year.
2. To suggest various improvements for the existing bodies such as an ISTE student chapter, IEI student chapter, etc.,
3. To prepare proposals for conducting state level and national level events in co-curricular activities.
4. To finalize a budget to conduct various activities in an academic year and submit to the principal for his approval.
5. Preparation of list of guest lecture programmes
6. Conduct of seminars, paper contests, quizzes etc.,

Extra curricular Activities Committee

Functions

1. To suggest and organize various cultural activities to be organized in an academic year
2. Plan and organize various activities on behalf of NSS/NCC and encourage students / staff to participate in NSS, NCC, Blood donation camps, Flood relief camp etc.,
3. To prepare sports calendar and an action plan to implement the same.
4. To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college.
5. To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.
6. Selection of teams to represent the college in inter-collegiate tournaments and also the intramural tournaments.
7. To prepare the details of attendance exemption to be given to the students representing college in various sports and games.
8. To increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.

Admission Committee

The committee consists of Principal, Vice Principal (Admin), any two Heads of the Department and faculty members involved with the admissions. The following are the functions of the Admissions Committee.

Functions

1. To evolve the procedure for the registration on the day of orientation
2. To make necessary arrangements for the orientation programme of 1-year students.
3. To prepare nominal rolls.
4. To follow up the tuition fee payments, and fines, if any.
5. To settle the accounts of tuition fee, admission fee etc., paid by the students.

Planning & Evaluation Committee

The committee consists of the Principal, Vice Principal (Admin), Vice Principal (Academic), Deans, all HODs and Chief Co-Ordinator (Freshman Engineering), as its members. The following are the functions of Planning & Evaluation Committee.

Functions

1. Academic planning & Academic audit.
2. To send proposals to AICTE, UGC etc., for continuation of approval / introduction of new courses.
3. To send the proposals to University for extension of affiliation.
4. To co-ordinate among the departments to apply for various schemes/grants to AICTE, UGC etc.,

Research, consultancy and Faculty Development Committee

Functions

1. To coordinate the research and consultancy activities among the departments in the college.
2. Scrutinize the research projects submitted by the faculty members, and recommend the deserving projects to the appropriate funding agencies for financial support.
3. Scrutinize the student's project proposals to various agencies for financial support and recommend the suitable projects.
4. Examine the applications received from the faculty members/students for patents/awards and recommend to the concerned authorities.
5. Examine the research consultation projects and recommend the suitable projects.

Training and Placement Committee

It consists of Director (T & P), Training & Placement Officer and three Sr Professors, as its members.

The following are the functions of the Training and Placement Committee.

Functions

1. To help the T & P Officer to maintain contacts with alumni.
2. To help the T & P Officer to organize the various processes like written test, group discussion, technical interviews, H.R. Interviews when the companies come to the campus for placement.
3. To organize activities aimed at improving Institute- Industry Interaction.
4. To coordinate the soft skills training programmes of the respective departments.

Women's Cell

It consists of Senior Women Professor and 5 Women Associate Professor / Asst Professor, as its members. The following are the functions of the Women's Cell.

Functions

1. To receive complaints, if any, from the lady staff and lady students who have been subject to sexual harassment.
2. To keep all records intact and in proper order of the complaints received.
3. To enquire into such complaints and establish the facts.
4. To keep an elaborate process document of each such case describing the methods adopted and the settlement reached in solving the problem.

Disciplinary Committee:

It consists of Sr. Faculty members, drawn from all the Departments. The following are the functions of the Disciplinary Committee.

Functions:

1. To maintain & enforce strict discipline in the college campus.
2. To enforce strict dress code among students.
3. To enforce total prohibition of Mobile Phone usage by the students inside the College Campus. Please note that Mobile phone is totally prohibited in the College Campus and if a student is found carrying Mobile Phone, the Mobile phone needs to be confiscated & returned to the Principal.
4. To Monitor the movement of the students in the College and prevent students loitering around in the corridors during the College working hours.
5. To ensure that all the students attend classes without bunking & prevent the Students from leaving the College early. Please note that no student can leave the College early without prior permission of the higher authorities (Gate pass issued needs to be produced)
6. To ensure that students maintain utmost silence in the Library.
7. To maintain proper discipline in the college Canteen, Student Waiting Room, Corridors and the Student Mess during the College Working hours.

8. To assist the college anti-ragging committee in preventing ragging in the College and to spread anti- ragging campaign throughout the students community.
9. To recommend suitable disciplinary action against that student indulging in acts of indiscipline, beyond doubt.

Observance of General Discipline:

In order to maintain serene, silent clear and studious environment in the college campus and to inculcate discipline in the students, the following Rules and Regulations are formulated:

- Ragging (inside & outside the college) is strictly prohibited as per Andhra Pradesh Government Act, 26 of 1997. Any such act is liable for suspension, Dismissal and Penal Punishment.
- Student should neither involve nor encourage in acts of boycott/strike/quarrels, etc.
- Students should strictly follow the college timings and adhere to the dress code prescribed by the college.
- Students should be punctual to the starting time of the college and stay in the college until the final bell is given.
- Students should not possess Mobile phones in the premises of college campus. If found, will be ceased with penalty.
- Students should wear I.D. Card as long as they are in the college campus.
- During the interval and lunch time the students are expected to maintain strict discipline and silence while moving in the corridors.
- Students should cooperate to maintain cleanliness in the campus. Students are strongly advised to use the dust bins.
- Students should maintain decency and decorum in the classroom.
- Students should not slink or mess up with others items/cash/books/calculators etc., in the classroom or college.

Students are strictly instructed to follow the above listed Rules and Regulations. Any violation of the General Discipline is liable for punishment (such as Suspension from attending college/Rustication, penalty, etc) as decided by the Principal based on the recommendations made by the Disciplinary Committee. It is the responsibility of the students to safeguard the image and reputation of the college, in their own interest.

Dress Code:

The following 'DRESS CODE' is to be observed in the college premises.

- The boy student should attend the college only with 'Formal dress with tuck-in, and shoes'.
- Wearing of T-shirt, jeans and shaded pants, dress with different colors and several pockets to the pant and shirt with designs are not allowed in the college premises.
- The girl student should attend the college with "Chudidhar" and "Chunni". The foreign nationals studying in this college should follow Formal Dress Code.

Budget Allocation Procedure

An institution's budget is one embodiment of its values. The budget is the means by which an institution furthers its academic mission. It reflects the campus's balance between central control and unit initiative. In an era of high costs and limited resources, the budget process is the mechanism for a campus to focus resources and make difficult decisions.

At SVCET, every year in the month of January, the principal asks the Heads of the Department, College Administrative Office, Examination Section, Library and other central departments, to prepare the budget estimate for the next academic year.

The estimates of the budget from the departments will have provisions under following heads,

- | | |
|-------------------------------------|-----------------------------------------|
| (a) Lab Equipment | (g) Books & Journals |
| (b) Lab Consumable | (h) Research & Development |
| (c) Lab Maintenance | (i) Staff Incentives |
| (d) Seminars /
Conferences / FDP | (j) Stationary and other
consumables |
| (e) Guest Lectures | (k) Display charts & Models. |
| (f) Industrial Visits | |

Apart from the budget requirements of the departments, the following budget estimates are obtained from the Central Offices.

Offices of the institution:

- (a) Educational & General - The education and general budget funds the general instruction, research, administration, admission, and public service operations of the institution.
- (b) Examination Related Expenditure – This institution being an autonomous institution, the operation of examination section becomes the central for the success of the institution. Various annual estimates are prepared for conduct of examination, including, exam related stationary, question paper setting, valuation, recording & publishing of results, exam remuneration, infrastructural recruitments etc.
- (c) Auxiliary Enterprise Budget. Includes budget for various student support services offered by the institution, including transport, facilities management, IT services, etc.

- (d) Student Activities: Budget estimates for organizing various student activities, including cultural events (Selesta / SVCET Talkies /Harika Memorial Trust), student organizations (NSS) & Sporting events are prepared under this head.

The budget estimates from all these sources are collected and grouped to prepare the consolidated Budget Estimate of the institution. The same is submitted to Finance Committee for approval.

The Finance Committee, after careful examination, approves the budget for the Academic Year.

The accounts department, on receiving the approved budget estimates from Finance Committee, prepares the schedule for the release of payments, in consultation with the department heads.

The sanctioned budget is released, as per the schedule, for accomplishing the specified goals.

The concerned authorities have to submit the utilization certificate / bills for the budget released, within 14 days from the release of the budget.

Further, all the departments are sanctioned an amount Rs. 20,000, as Imprest Cash, for meeting emergency requirements in the department. The account is replenished as and when the bills for the prior sanctioned Imprest are settled.

Procurement of Equipment

1. Departments will project the requirement of equipment with detailed specifications sufficiently in advance. This has to be approved by the Central Purchase Committee, consisting of Vice Principal (Admin), two Sr Professors, Administrative Officer and Accounts Officer.
2. The quotations are to be called in sealed covers and they have to be opened in front of the Central Purchase Committee.
3. A date is fixed where the suppliers are called for negotiations. The Committee members will participate in the negotiations. Terms and conditions are finalized by the committee.
4. After receiving the approval from the Central Purchase Committee , the concerned Head of the Department will issue the purchase order and a copy of the same is given to the Accounts dept.
5. Equipment is received, tested and certified by the HOD and entered in the stock registers.
6. Payments should be released within two weeks.
7. All files should be kept with accounts department whereas all papers relating to technical details are to be kept with concerned department.
8. Proposals for purchase should be as far as possible during vacation and not during the semester.
9. Care should be taken that the teaching is not affected for lack of equipment or consumables.

Procurement of Consumables

1. Various laboratories require different types of consumable items and the list of the same is to be prepared.
2. Purchase requirements are to be prepared and necessary amounts can be drawn from Imprest cash or from accounts department and the same is to be entered in the stock book.
3. Regular monitoring is to be done to ensure adequate stock of consumables to enable the labs to run smoothly.