

Sri Venkateswara College of Pharmacy

(Approved by AICTE & PCI, New Delhi,

Permanently Affiliated to JNTUA, Anantapur

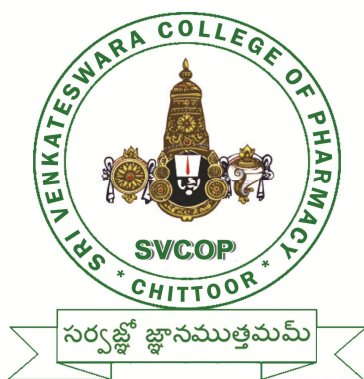
Recognized under section 2(f) & 12(B) of UGC Act, 1956

Recognized Research Centre for Pharmaceutical Sciences by JNTUA, Anantapur

Recognized In-House R & D by DSIR, New Delhi,

DST – FIST Sponsored Institute)

RVS Nagar, Thirupati Road, CHITTOOR -517127. A.P.



Roles, Responsibilities and Procedural Guidelines

Place: CHITTOOR

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Vision

Carving the youth as dynamic, competent, valued and knowledgeable Professionals, who shall lead the Nation to a better future.

Mission

Providing Quality Education, student-centered Teaching-learning processes and state-of-art Infrastructure for professional aspirants hailing from both rural and urban areas.

Imparting technical education that encourages Independent thinking, develops strong domain of knowledge, hones contemporary skills and Positive attitudes towards holistic growth of young minds.

Evolving the Institution into a Center of Academic and Research Excellence in Pharmaceutical Education and will be world leader in the field of pharmaceutical sciences and pharmacy practice with the mission of strengthening the healthcare of the country.

Quality policy

Sri Venkateswara college of Pharmacy strides towards excellence by adopting a system of quality policies and processes with continued improvements to enhance students skills and talents for their exemplary contribution to the society, the nation and the world.

PREAMBLE

The principle objective of Sri Venkateswara College of Pharmacy (SVCOP) is to disseminate knowledge and impart instruction to students in different fields of pharmacy professionals. The college also aims at promoting research and development, consultation on projects and other professional activities. The employees at all times should maintain absolute integrity and devotional duty and shall do nothing against the dignity and prestige of the college particularly in relation 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)

1. All the employees shall be punctual to their duties and shall adhere to the college timings 09.15 a.m. to 05.00 p.m.
2. All the teaching staff should adhere to the defined almanac in class room lecturing, conducting labs, tutorial and research classes according to the approved scheme of instruction.
3. All the teaching and non teaching staff should think at all times that justice is done to the students in aspects with regards to instruction in the class room, conduct of examinations and evaluation. All the teaching and non teaching are expected to deal kindly with the students as far as possible within the same work rules without sacrificing discipline. They are expected to maintain attendance records upto date and record periodically as per the rules in force.
4. Conduct of semester examinations and mid term examination of 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 incharge.
5. No teacher or non teaching staff shall engage himself in coaching privately any students for any remuneration. No employee shall directly or indirectly engage in the business of money lending/gambling/betting/lottery/any such other speculation.
6. 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.

7. 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 incharge are expected to give clear, feasible instructions.
8. No employee is expected to under take any out side job and violation of the said clause will be dealt seriously. Any employee who is convicted in criminal case or insolvency shall be laible for dismissal from service without any show cause notice.
9. No employee shall take in active part in politics while being in service
10. No employee shall have recourse to the press under any circumstance and should not approach court redressal of grievances without first representing to the management.

SERVICE CONDITIONS

1. All appointments shall ordinarily be made on probation for a period of two years in the case of teaching staff and one year in the case of non teaching staff. The staff member is treated as “Regular” on completion of two years.
2. No teacher is permitted to leave during the middle of the semester excluding the summer vacation suffering the class work. Three months notice is to be served or three months salary on either side need to be paid in due of such notice.
3. All the employees must pledge their original certificates at the time of joining. If any one has any requirement, they should give bank cheque (3 months salary) and soon after the need, they can return the original certificates to collect back the cheque given.
4. All employees should come to the college presenting a smart and decent appearance to project professionalism.
5. 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 recommendation of performance review committee consisting of Principal, HOD, and Senior Faculty. The members ascertain the performance and recommend for increment.
6. All the employees whose salary is less than Rs.15,000/- after one year of satisfactory service shall be governed by the compulsory contributory provident fund scheme (CCPF). However, the employee contributory provident fund scheme is continued to the employees who have already opted for the scheme earlier.
7. If the performance is well below the threshold value or breached the terms and conditions defined in the code of conduct or else any outside employment like involving in consultancy for private/self owned institution or coaching in other private agencies without the permission of Principal is under taken, the following penalties for sufficient and good reasons would be imposed upon the employees of the institution
 - a. Withholding of increments or promotion
 - b. Reduction to a lower rank in seniority or lower post or lower stage in 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.

8. All the employees of the college shall be governed by the leave rules that are framed as following:
- a. All the employees are entitled to avail 15 days of CL 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's.
 - b. 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
 - c. Each employee is entitled for 12 days of earned leave in a calendar year after the completion of 1 year in service. Thereafter each regular employee earns 3 days of EL after a service of 1 year and the accumulated ELs in the case of all categories of employees are only upto 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 bought forward to the subsequent years. The non teaching staffs are not eligible for EL.
 - d. Each teaching staff is entitled for 10 days of "Medical Leave" after the completion of 1 year service. The MLs should be supported by sick and fit certificates. The accumulated MLs case of categories of employees is only upto a maximum of 240 days during the service. The balance can be brought forward to the subsequent years. The non teaching staff is entitled to 6 days per year of service completed.
(Public holidays either prefixed or suffixed to EL or ML or LOP will not be considered under leave the holidays in between will be accounted for the concerned leave)
 - e. Teaching staff members are eligible for 15 days of vacation leave and non teaching staff is eligible 6 days of vacation leave. Further, those who retained the leave during vacation will be compensated EL equal to half the unavailed vacation. Attenders, drivers, cleaners, and book keepers are not for vacation leave.
 - f. Those who want to go on duties like spot valuation/observer/examiner/JNTUA meeting avail 5 days of "On-duty"/academic leave with prior invitation. Attendance certificate should submit after the spot valuation/observer/examiner.

- g. The staff pursuing Ph.D, can also avail 3 days of “onduty” leave per month either to write or to meet research supervisor.
- h. At the discretion of the Principal and Management committee and extraordinary leave of pay and allowances may be granted to an employee where he/she is not eligible for any other or where the employee himself/herself applies for such a leave irrespective of title for any other such leave may be granted for a period not exceeding 6 months.
- i. Absence of any such leave will be treated as “Break of Service” and the further increments postponed by that time.
- j. Leave earned will be finalized and credited to leave account on 31st Dec of the year.

RECRUITMENT PROCEDURE

1. Introduction

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

The recruitment of faculty/staff is a crucial activity at SVCOP, Chittoor. The staff selection committee is constituted specifically for the 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 selected candidates

2. Search for prospective candidates:

The search for prospective candidates implemented in the following 2 days simultaneously:

- Advertisements are placed in the leading Telugu and English daily news papers 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 post.
- ❖ The application should include all the relevant authenticated data regarding age, academic qualifications with clause/grades, experience, post held, publication list, statement of teaching interests, phone no., e-mail ID and the names of 3 references (with contact information) together with attested copies of certificates and marks cards (of all the years/semester) etc., in duplicate (in 2 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 post before, have to apply a fresh 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, is organized, relevant information summarized, and sent to the respective HODs 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 short list the candidates from the remaining list so that the number of candidates to be called for the interview with the Staff Selection Committee remains within manageable limits.

Usually, primary concerns at the stage are the educational background previous experience and research activities done by the candidates. The concern HOD short list the candidates based on the requirement of the respective department. The resumes of the short listed candidates are further ranked in the order of merits by the concern 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 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 succeeded candidates are issued offer letters with a 15 days time frame to accept the offer. After recent acceptance letters from the candidates, appointment orders are issued to them. The Principal of college has a refusal in selection.

6. University Ratification

A committee with the following members is constituted under the chairmanship of the vice chancellor 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. Registered Nominee of the affiliated university
- f. Director of academic and planning of the affiliated university

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

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

ROLES AND RESPONSIBILITIES

Roles and Responsibilities of the Principal:

1. To promote the comprehensive development of the instructions as the head of 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 and around colleges.
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 the student results and academic performance.
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. To go round the class rooms to ensure that the class work is being conducted effectively.
11. To go through the letters found, if any in the suggestion box and act them, if required.
12. To conduct Governing Body and Academic Meetings
13. 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.
14. To decide the requirements of furniture, lab equipment, staff, additional space, etc., and enlightening the management about the requirement and getting the budget sanctioned.
15. To conduct Fresher's day, College day, Republic day, Independence Day and other functions.
16. To get the budget sanctioned for books and journals.
17. Attesting the academic registers and dairies maintained by teaching staff.
18. To instruct the teaching staff through a schedule to conduct annual stock verification of lab equipments.
19. To monitor the activities of the examination section (JNTU as well as Autonomous)
20. To promote the brand building of the Institution by adopting new technologies.

Roles and Responsibilities of the Vice Principal / HOD:

1. Allocation of the subjects to the faculty members well in advance before commencement of the semester/year
2. Collect lesson plans from teaching staff before 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 fellow 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 everyday.
5. Interact with students (Section wise) of their branch once in a fortnight; identify the problems and solutions in consultation with the principal.
6. Verify the student attendance registers maintained by 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 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 and Assignment test also 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 meeting.
10. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concern faculty members in the stated format as decided by the Principal. Communicate a copy to the Principal. If any subject is handled by the department faculty members, communicate one copy to the respective HOD. Guide the faculty members improve their performance based on the feedback and also monitor whether the faculty members 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 the students to the concern parents from the 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 guideline 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 I/c. give contact telephone number to enable the authorities to contact 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 concern authorities of any important 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/instruction given by the principal from time to time.
22. Maintain and update the files as listed in the enclosure 1.
23. Make arrangements to lock and seal all 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 of the concern and also to the principal.
25. Provide necessary inputs to the Principal for conducting academic counsel/ 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 beginning of every semester/year and cover the syllabus as per the lesson.
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. 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 wind 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 to be taught.
6. Mark attendance in the class room itself and write the academic dairy in the attendance register in time.

7. Prepare and submit the internal question papers in examination section in time and maintain confidentiality regarding the question papers.
8. Correct the answer scripts as per the key unbiasedly and post the marks in time after verification by the students the master registers available in the concerned HOD's room and submit the scripts to the concerned HOD stipulated period along with marks and award sheet written with his/he.
9. Submit the attendance register and academic dairy 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 the students and submit the lab records of the previous experiment when they come to the next class.
12. Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teachers same class is mandatory for all types of leave.
13. Engage the class of colleague who has 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 responsible for the proper conduct of the student.
15. Involve in the examination work of the college as examinations are part and parcel of legitimate duty of member. Alternative arrangements are to be made for exams duty in case of emergency only. Faculty advised to refrain from making alternative arrangements regularly.
16. Route all 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 when ever he/she intends to come or go early by applying in the prescribed letter signed by the concerned HOD's and the principal.
20. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoe, in case of female; attend the college with formal dress saree.
21. Wear ID card as long as you stay in the college campus.
22. Not to carry mobile phones to the classroom examination hall for any reason.
23. Follow the guidelines /instructions given by the principal from time to time.

Roles and Responsibilities of a Class Teacher:

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect the list of students absent for the internal tests and reported to the HOD.
3. Submit the list of students absent for the internal tests and reported to the HOD.
4. Prepare consolidated attendance on or before 3 of every month (when ever class work is conducted in that particular month) and also list of students who have got less than 75% of attendance in aggregate. Submit the list to the head immediately.
5. Prepare the list of students who have secure less than 60% of marks in mid exam (subject wise) and submit it to the HOD.
6. Result analysis must be done after the announcement of the results by the university or by college and also update student record regularly after knowing supplementary exam results in current semester.
7. Motivate the students to attend 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. Inform the subject teachers of their class to post mid exam marks in master register with in stipulated time after the completion of mid test.
11. Communicate the attendance particulars and internal marks of the students to the concern to time to time as directed by the HOD.
12. Seek the permission (max 1 hour and three permissions in a month)when ever she/he intense to come late or to go early by applying the prescribed letter signed by concerned HOD and principal.

Roles and Responsibilities of Technical Staff:

1. Sign in the attendance register at 09.15 a.m. on every day unless or otherwise he/she on leave.
2. Be available in the lab during working hours.
3. Ensure that the equipment and lab is in clean and tidy 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 the 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 machinery/equipment.
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 the formal dress tuck in and shoe in case of female attend in college with formal dress (saree)
16. Wear ID card as long as you stay in 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 1 hour and three permissions in a month) when ever she/he intense to come late or to go early by applying the prescribed letter signed by concerned HOD and Principal.

Chief Superintendent of Examinations:

1. Coordinating the works of the examination section incharge of examinations and diploma section.
2. Getting the panel of examiners list approval for the Principal
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. Any other related works.

Examination Section Incharge: (Internal & External examinations)

Internal examinations:

1. Estimation of stationary requirements for tests – Printing of answers Booklets for internal tests
2. Preparation of internal examination time table
3. Conduct of internal examination both JNTUA and Autonomous
4. Coordinate with other additional controller of examination for finalization of attendance, marks etc.,
5. Collection of attendance/internal marks prescribed format from the class incharges.

6. Any other related works

External examinations

1. Estimation of stationary requirements for the end examinations (both theory and Labs) – collecting of main answer book let (36 pages for PG theory exams, 36 pages for UG theory exams and 6 pages for Practical exams including main page) from JNTUA University, Ananthapuramu.
2. Preparation of time tables of end examinations (both theory and labs)
3. Conduct of end examinations (both theory and labs) of JNTUA
4. Preparation of remuneration bills and maintenance of Acquaintance register.
5. Any other related works.

Roles and Responsibilities of “Office Staff”:

“Office Staff” means employee of academic, administration and accounts section

1. Sign in the attendance register at 09:15 a.m. on every working days 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 an when the in-charge allots
5. Pre plan the day’s / week’s works and perform the duties assigned for time to time in a systematic way to create a courteous atmosphere. All are expected to improve/ up date their skills in filling, drafting and essentially computer operation.
6. Inform well in advance about leave of absence and make alternative arrangements to the works assigned and give full cooperation to all sections with proper dignity and decorum.
7. Deal with reasonable concern towards student’s enquiries and ensure all possible help and deal politely talking on telephones
8. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes, in case of females; 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 3 permissions in a month) when ever He/She intends to come or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.

Rules 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. Assists the Principal for JNTUA affiliation works
7. Assist the Principal for AICTE/PCI/NBA/NAAC related works
8. Maintenance and purchase of stationary from the stores
9. Maintenance of leave record of Teaching and 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 and records and issue of original certificates to staff and 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 guidelines /Counseling/Monitoring services to be provided to the 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 FIP, IPA, APTI and IACP etc.
4. Motivate the students to improve their communication skills and guide them to participate in national / International conference organized by the institute and other institutes.
5. Assist the students to finalize their goals and motivate them to reach the goal. Also suggest the various goals 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 conference/ Seminars at Regional/National level

Departmental Associated 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 Counsel

Student representative:

1. Report common problems of students to HOD through class teacher in-charge
2. Collect the names of the 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 class teacher daily
5. Communicate any information given by Head/ Class teacher to the students
6. Guide the students to submit any letters to the Principal through the respective HOD

Attenders:

1. All attenders should be available in the college by 8:30AM or as per the departmental requirements and leave the premises 15 mins after the Heads of various section leaves 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 classes/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 unauthorized person to enter the departments/office without proper

Verification

10. They should perform any additional duties assigned from time to time
11. 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 of the department. He/She inspects the institution in regular intervals and certifies the status of wiring and electrical installation.

As the college has a multi blocks, academic ambience precautions have been taken for leakage and earthing. All the major pieces of equipment are provided with proper earthing materials. 24 hours earthing available in the college. Required amount of charcoal, salt and earthing rods are made available personnel. Further,

- A) All fixed electrical installations and portable electrical equipment under the control of or used with in the premises are adequately inspected, tested and maintained to ensure they are fit for purpose and safety for normal use.
- B) All electrical inspections, tests, maintenance repair and installation work is undertaken by approved trained and competent persons.
- C) Live electrical working is prohibited-(although live testing is permitted in exceptional circumstances and it is unreasonable in all circumstances for it to be dead, providing appropriate controls are taken and equipment is used)
- D) All relevant statutory requirements and 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 present which they apply.
- F) Following a failed inspection or test, repairs are promptly undertaken or where this is not possible 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 with wide doors and windows.
- The building architecturally designed with 40% open space and proper ventilation.
- In addition to fire extinguishers, water is available abundantly which can be of immense utility in emergency.
- Plastic water tubes are available which can be used for pouring the water.
- Every year our college has been organizing one day training program.

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 engineering work on the construction.
- The progress of constructions 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 and care is taken in order to see that there would not be rashes.
- Window frames are checked and painted whenever there is 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 etc. also, they will use black glass shielded to protect their eyes from ultra violet rays liberated in the area sparks.
- All the weiding cables are properly insulated in order to avoid electric shock to the students and insulation 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 clarify the work pieces have been done properly.
- Mains are switched off when electrical connections are in progress. Fuse wire is provided in the circuit to eliminate burning of entire circuit, in the case of over loads.
- 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.
- Gas leakage is arrested by using proper seals at the pipe joints and guards & meshes are provided for it.
- Use the smallest amount of chemicals possible in any experiment.
- Chemicals should be categorized as Corrosives, Flammables and Toxins.
- Spills should be cleaned immediately and disposed appropriately.
- Waste should be segregated to avoid unwanted reactions.

Various committees in the Institution

Grievance Redressal Committee

The committee consists of Vice Principal, any three Heads of the department and a senior Non-Teaching staff as the members. The following are the functions of Grievance Redressal Committee.

Functions

1. To receive Grievance from faculty, staff and students/parents.
2. To find the facts of the Grievance.
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.

Library committee

The committee consists of a Professor /an Associate/ Assistant professors drawn from the various departments and the chief librarian. The following are functions of the Library committee.

Functions

1. To prepare the list 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, an Associate / Asst. Professors drawn from the departments. The following are the functions of the Student Welfare Committee.

Functions

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

Co curricular activities committee:

The committee consists of a Head of the department/ 6 associate/assistant 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 prepare proposals for conducting state level and national level events in co curricular activities.
3. To finalize a budget to conduct various activities in an academic year and submit to the Principal for approval.
4. Preparation of list of guest lecture programmes
5. Conduct of seminars, paper contests, quizzes etc.

Extra curricular Activities committee:

The committee consists of a senior faculty/ 6 Associate / Asst Professors drawn from the various departments. The following are functions of the 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 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 infra structure 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 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 for first 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 Principal, Vice Principal, HODs and other faculty as its members. The following are the functions of planning & Evaluation Committee.

Academic planning & Academic audit

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

Research consultancy and Faculty development Committee

The committee consists of Principal and One Sr.Professor from each department as members. The following are the functions of the 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 the appropriate funding agencies for financial support
3. Scrutinize the student's project proposals to various agencies for financial support and recommend projects.
4. Examine the applications received from the faculty members/ students for patents / awards and recommend 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, 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 Grievance Cell

It consists of 2 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 and in such case describing the methods adopted and the settlement research in solving the problem

Disciplinary Committee

It consists of Sr Faculty members, drawn from all the departments. The following are the functions of 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 phones 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 and submitted 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 and prevent the students from leaving the college early. Please note that no student can leave the college without prior permission of the higher authorities (gate pass should be produced).
6. To ensure that students maintain utmost silence in the library
7. To maintain proper discipline in the student waiting room and corridors 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 including in fact of indiscipline behind 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 Any such act is liable for suspension, Dismissal and Penal Punishment.
- Students 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 not possess Mobile phones in the premises of college campus. If found, will be ceased and penalized.
- 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 dust bins.
- Students should maintain decency and decorum in the class room
- Students should not slink or mess up others items/cash/books/calculators etc., in the class room and college.

Students are strictly instructed to follow the above listed Rules and Regulations. Any violation in the General Discipline is liable for punishment (such as Suspension from attending college/ Rustication, ...etc) as decided by the Principal based on the recommendations made by the Disciplinary

Committee. Their lies the responsibilities of the students to safeguard the image and reputation of the college, in their own interests.

Dress Code:

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

Monday to Friday

- The boy student should attend the college only with College Uniform ‘Formal dress with tuck-in and shoes’.
- The girl student should attend the college with College Uniform “Chudidhar” and “Chunni”. The foreign national study in this college should follow Formal Dress Code.

Saturday

- 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.

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 SVCOP, 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 Consumables | (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, the following budget estimates are obtained from the Central Officers

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 - Various annual estimates are prepared for conduct of examination, including, exam related stationary, question paper setting, valuation, recording & publishing of results, exam remuneration, infrastructural requirements etc.
- c) Auxiliary Enterprise Budget - Includes budget for various student support services offered by the institution, including transport, facilities management, IT services, etc.
- d) Students Activities: Budget estimates for organizing various student activities, including cultural events, student organizations (NSS) & Sporting events are prepared under this head.
- e) The budget estimates from all these sources are collected and grouped to prepare the consolidated Budget Estimation of the institution. The same is submitted to Finance Committee for approval.
- f) Finance committee, after careful examination, approves the budget for the academic year.
- g) The accounts department, on receiving the approved budget estimate from finance committee, prepares the schedule for the release of payments, in consultation with the Department Heads.
- h) The sanctioned budget is released, as per the schedule, for accomplishing the specified goals
- i) The concern authorities have to submit the utilization certificate/ bills for the budget released, within 14 days from the release of the budget.
- j) Further, all the departments are sanctioned an amount Rs 20,000/- as Imprest Cash, for meeting emergency requirements in the departments. The account is replenished as and when the bills for the prior sanctioned imprest are settled.

Procurement of equipment

- ❖ Departments will project the requirement of equipment with detailed specifications sufficiently in advance. This has to be approved by the Principal.
- ❖ The quotations are collected from three different suppliers and the rates are compared.
- ❖ Suppliers are called for negotiations and terms and conditions are finalized.
- ❖ After receiving the approval from the central purchase committee. The concerned Head of the Institution will issue the purchase order and a copy of the same is given to the Accounts dept.
- ❖ Equipment is received, tested and certified by the HOD and entered in the stock registers.
- ❖ Payments should be released within two weeks.
- ❖ All files should be kept with accounts department where as all papers relating to technical details are to be kept with concerned department.
- ❖ Purchase requirements should be placed well in advance so as to enable the proper functioning of academics.

Procurement of consumables

- ❖ Various laboratories require different types of consumable items and the list of same is to be prepared.
- ❖ 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.
- ❖ Regular monitoring is to be done to ensure adequate stock of consumables to enable the smooth conduct of labs.