

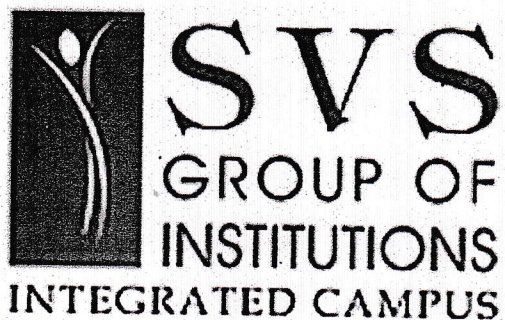
SVS GROUP OF INSTITUTIONS

**BHEEMARAM, WARANGAL(U)
AFFILIATED TO JNTUH**

SERVICE RULES AND REGULATIONS

(Revised Version of 2017)

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SVS GROUP OF INSTITUTIONS

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Chapter 1 Introduction

1.1. Preamble:

- (a) These rules shall be called "SVS Group of Institutions, Bheemaram, Warangal (U), Service and Conduct Rules" and comes into force from the month of August 2014.
- (b) These rules succeed all the rules put into force, previously. And it is being revised as per the governing body from time to time depending on the need.
- (c) These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

1.2. Definition:

- a) 'College' means SVS Group of Institutions, Bheemaram, Warangal (U),
- b) 'TRUST' means Thirumala Educational Society represented by its Founder Chairman.
- c) 'MANAGEMENT' means Thirumala Educational Society represented by its Founder Chairman.
- d) 'CHAIRMAN' means the Chairman of the Managing Committee of Thirumala Educational Society.
- e) 'SECRETARY' means the Secretary of the Managing Committee of Thirumala Educational Society
- f) 'PRINCIPAL' means Head of the Institution authorized by the Management to discharge the duties and responsibilities.
- g) 'GOVERNING BODY' means 'The Governing Body of the college' constituted as per A.I.C.T.E. Norms.
- h) 'UNIVERSITY' means 'J.N.T University-Hyderabad, the affiliating University.
- i) EMPLOYEE means a person who is employed by Thirumala Educational Society for SVS Group of Institutions, Bheemaram, Warangal (U).
- j) 'TEACHING POST' means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- k) 'SUPPORTING STAFF MEMBERS' means a person appointed in a Non-Teaching post to which no other person holds a lien.

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1.3. Appointing Authority:

All appointments of the faculty and Staff Members of the College shall be made by the Chairman, subject to the approval of the Management/Trust.

1.4. Appointment on Contract:

Appointment of faculty and other Staff Members can be made on contract basis by the Management subjected to the approval of the Management/Trust.

1.5. Governing Body:

The governing body members of SVS Group of Institutions are distinguished educationalist. The members of the governing body set the goals and make strategic plan directions to achieve goals and objectives of the Institution. The prominent features of governing body are their transparency and decentralization of activities. They ensure the organization is accountable, legal and financially stable.

1.6. Professional Code of Conduct for staff:

- i. An employee of the Institution shall devote his/her whole time to the service of the Institution and shall not engage directly or indirectly in any trade or business or in another Institution or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.
- ii. Every Employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the institution, particularly in his/her relationship with the Principal, Faculty, Students and Visitors to the Institution.
- iii. No Employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation connected with the institution.
- iv. No staff member of the institution shall, engage himself/herself in coaching privately, students for any remuneration.
- v. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the institution.

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- vi. No employee shall, except with the permission of the Principal, own wholly or in part, conduct or participate in editing or management of any newspapers or other periodical publications.
- vii. No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the state legislature or the Parliament or take part in any other election as independent or on any party ticket.
- viii. No employee shall take part in any act or movement, such as strike, incitement there to or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the institution to disrepute, nor shall he/she resort to media with his/her grievances.
- ix. An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court, or to the press for vindication of this grievance.
- x. The Governing Body in exercising the provisions of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- xi. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstance, which were beyond his/her control before rejoining duty.
- xii. Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her supervisor.
- xiii. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to them.

However the above rules do not apply to employees appointed on deputation, contract basis and persons appointed temporarily for a specific period.

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Chapter 2 Recruitment System

2.1. Recruitment procedure:

- i. The recruitment of the faculty members is made by the selection committee whenever required, by following an open and transparent selection procedure.
- ii. Advertisements are given in the leading newspapers.
- iii. The prospective candidates are screened by their education, experience and research activities by the HOD.
- iv. The screened candidates are intimated about the interview date and time.
- v. Candidates are interviewed and demo class observed by the constituted selection committee.
- vi. Based on the recommendations made by the selection committee the candidates are informed of their selection.
- vii. After receiving the acceptance letter from the selected candidates, appointment orders are issued.

2.2. Mode of Selection:

- i. Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management/Trust.
- ii. And the same being taken for the ratification through SCM by the University nominees and expert committee.

2.3. Probation:

- i. Initially the appointment of the selected candidates will be temporary, for a period of one year, after which the performance of the appointee will be reviewed to regularize the appointment.
- ii. The service conditions of the incumbent will be governed by the rules and regulations of the institution issued from time to time.
- iii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made of probation for a period of 2 years and the period or probation can be extended by management in case of non-satisfactory performance.

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- iv. If any candidate is appointed on purely temporary basis in a vacancy, he/she has no right to claim a permanent post. However, such candidates may also apply for permanent post following the regular procedure adapted to the candidates of competition. If a person, having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date fixed for appointment on probation.
- v. The services of any candidate appointed on temporary/adhoc basis can be terminated without any notice and without assigning any reason.

2.4. Termination of Service/Resignation:

- i. Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority.
- ii. Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, three months' notice in writing or payment of three month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.
- iii. The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.

Resignation:

- a) Any member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.
- b) Any member of the support staff in permanent services shall give one month notice in case he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.

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- c) Any member of the faculty / support staff during probation shall give one month notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come to force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
- d) However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

Termination of service of an Employee:

- a) The Management reserves the right to terminate the service of any employee whether probationer or regular giving 1/2/3 months notice or in lieu thereof 1/2/3 months pays.
- b) The Management may terminate any faculty /staff whether temporary or permanent for the following causes such as incompetent or inefficient service, neglect of duty and physical or mental incapacity.
- c) A service file shall be maintained in respect of each employee of the institution where all his/her service particulars shall be recorded under the signature of the Principal.
- d) In case of doubt or interpretation of rule, as these are applicable to Panimalar Institute of Technology, the decision of the Chairman/Secretary & Correspondent will be final.
- e) Not with standing said anywhere, any service rules, which involve financial commitments, will be subject to availability of funds and decision of the management will be final.
- f) The management subject to ratification of the governing council is the authority for introducing, repealing or amending any service rule it deems necessary for day to day administration.

2.5. Retirement:

- i. The age of retirement of teaching faculty member shall be as per AICTE Norms.
- ii. The age of retirement of other non-teaching Staff Members shall be as per the State Government Rules or as may be decided by the Management/Trust.

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Chapter 3 Leave Rules

3.1. Leave:

- a) Staff Members are eligible to avail one day Casual Leave for every completed month of service.
- b) Such leave can normally be availed only with prior approval of the Head of the Institution i.e. the Principal.
- c) Leave application should be submitted to the Head of the Institution (Principal) before 12.00 AM of the previous day/day of avail of leave.
- d) In emergency cases whenever the Staff Member is unable to get prior sanction of leave, he/she should inform to the Head of the Department concerned, over the phone after altering the workload, about his/her absence on leave. In such case, the leave application should be submitted for approval on the immediate reporting day with relevant supporting documents; otherwise his/her absence will be treated as "Absent".

3.2. Vacation:

Staff Members are permitted to avail Summer/Winter Vacation on the following conditions.

- i. The eligible period of vacation for Teaching Staff Members is as follows.
- ii. Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).
- iii. The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays and also the first day shall not fall on a Monday.
- iv. Un-availed summer / winter Vacation cannot be combined. Also surrendering of vacation period for "claim of salary" is not allowed.
- v. Staff Members must submit joining report to the Principal on the next day of completion of vacation.
- vi. Staff Members shall be permitted to attend Central Valuation duty only during vacation period. The period of Examination duty spent during vacation will be treated as vacation and not as OD.

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- vii. If a Staff Member is "Absent" for duty, for more than 2 times, the vacation will be deducted from his/her account at a ratio of 1:2 (i.e., for 1 day absent, 2 vacation days to be deducted).

Teaching Staff Members

Experience within the Institute	Summer Vacation	Winter Vacation
One year completed	04 weeks	NIL
Six months completed	02 weeks	NIL

Non-Teaching Staff Members

Experience within the Institute	Summer Vacation	Winter Vacation
One year completed	02 weeks	NIL
Six months completed	01 week	NIL

3.3. On Duty:

(i) Teaching Staff Members shall be permitted to avail ON DUTY for a maximum period of 10 days for University Examination duty purpose and 5 days for attending FDP/Workshop/Conference/Symposiums/Seminars etc. in an academic year. ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).

(ii) Teaching Staff Members who are deputed for specific purpose on "Other Duty" should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.

(iii) The Staff Members who are proceeding on "Other Duty" with the approval of Principal should produce the "Attendance Certificate" immediately on the date of joining the duty after availing "OD".

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Chapter 4 Role and Responsibility

4.1. Conduct and Discipline:

The Management/Trust shall be at liberty to take necessary disciplinary action against any Staff Members for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

The following acts of commission/omission shall be treated as misconduct:

- a) Failure to exercise efficient supervision on the subordinate staff.
- b) Disobedience to any lawful order of his/her superior officer.
- c) Gross negligence in teaching or other duty assigned.
- d) No outsider shall be allowed to get inside the premises of the Institution or to damage the Institution property.
- e) Intemperate habits affecting the efficiency of the teaching work.
- f) Any act involving moral tribute is punishable under the provisions of the Indian Penal Code.
- g) Failure on the part of an employee to give full and correct information regarding his/her provision history and violating any other specific directions or instructions given by his/her superior officer.

Disciplinary Proceedings:

No order imposing any punishment on a Member shall be imposed except after:

- a) The member will be informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- b) Such representation, if any, is taken in to consideration by the authority competent to impose penalty.

Disciplinary Actions and appeals:

These rules shall apply to all Employees of the Institution. The following penalties may, for sufficient reasons be imposed upon the employees of the institution namely,

1. Censure
2. Fine

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3. With holding of increments/promotion
4. Reduction to a lower post or a lower stage in time scale.
5. Recovery from pay of the whole or part of any pecuniary loss caused to the loss institution by negligence of breach of orders
6. Suspension
7. Compulsory Retirement.
8. Dismissal from the Institution service.

Teaching Faculty Job Responsibilities

The job responsibilities of Faculty consists of four components viz.,

1. Academic
2. Research & Consultancy
3. Administration.
4. Extension Services.

Each of them is described below

1. Academic:

- a. Class Room Instruction
- b. Laboratory Instruction
- c. Curriculum Development
- d. Development of Learning Resource Material & Laboratory Development.
- e. Students Assessment & Evaluation including examination work of University.
- f. Participation in the Co-curricular & Extracurricular activities
- g. Student's guidance, counseling and helping their personal, ethical, moral and overall character development.
- h. Keeping abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books research paper publication, seminars ,etc.,
- i. Continuing education activities.
- j. Self-development through upgrading qualification, experience and professional activities.

2. Research & Consultancy:

- a. Work on industrial problems and projects.

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- b. Industry sponsored projects
- c. Organize and co-ordinate consultancy services.
- d. Prepare funded project proposals.
- e. Publish original research analysis in books and in reputed academic journals.
- f. Promote industry institute interaction and industry oriented R&D.
- g. Provoke students to do industrial projects and participate in international level competitions.

3 Administrations:

- a. Academic and Administrative Management of the Department/ Institution.
- b. Policy Planning, Monitoring & Evaluation and Promotional Activities both at Departmental and Institutional Level.
- c. Design and development of new programme.
- d. Preparing project proposals for funding in areas of R & D work, Laboratory development, modernization, expansion etc.,
- e. Monitoring and Evaluation of Academic and research activities.
- f. Helping mobilization of resources for the Institution.
- g. Participation in policy planning at the regional/national level for development of technical education.
- h. Plan and implement staff development activities.
- i. Maintain accountability.
- j. Conduct performance appraisal.

4 Extension Services:

- a. Interaction with Industry and society.
- b. Participation in community services.
- c. Providing R & D support and consultancy services to industry and other user agencies.
- d. Providing non-formal modes of education for the benefit of the community
- e. Dissemination of knowledge
- f. Providing technical support in areas of social relevance.
- g. Promotion of entrepreneurship and job creation.

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4.2. General Instructions:

- a) The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training.
- b) Break of service can be availed for Less than one year, beyond which if it exceeds one year, the faculty member should reappear for Interview and join the duty.
- c) Three Months in prior notice should be given to resign from the services.
- d) The Faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.
- e) Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per the AICTE Norms.
- f) Staff Members are permitted to pursue Higher Graduation, as part time programme, while serving the Institution.
- g) By providing registration fees and other facilities, Staff Members are given full support to undergo their research work and submit proposals.
- h) CCL is given to Staff Members for carrying out the assigned works during Holidays.
- i) Contingency amount of Rs.5,000/- per year for each Staff Members to attend Workshops, Seminars, FDP, Conferences, etc, in other institution.
- j) Staff Members are allowed to do Ph.D course work through Anna University recognized research Centre, which is also available within the Institution.
- k) Management shall pay 50% fee for Patent registration.
- l) Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.
- m) If found dissuading from anything listed in these Rules, the Management/Trust shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.

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4.3. Roles and Responsibilities of Principal:

- a) To promote the comprehensive development of the institution as the Head of the Institution.
- b) To recruit the Teaching and Non-teaching staff based on the requirements of the departments.
- c) To give report of review for the salary fixation norms as and when required; keeping in mind, the practices in the colleges around.
- d) To depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
- e) To conduct HOD's meeting at regular intervals to know the state of affairs – both academic and non-academic.
- f) To Plan for campus placements through Placement & Training Officer.
- g) To review results analysis as per the University results.
- h) To instruct the Hostel Authorities about the rules to be followed while permitting the students to go outside, including their native places.
- i) To take enough precautions so that, the teaching staff cannot leave the services in the middle of the semester/year.
- j) To go round the class rooms to ensure that the class work is being conducted effectively.
- k) To go through the letters found, if any in the suggestion box and act on them, if required.
- l) To conduct Governing Body and Academic Council Meetings.
- m) 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.
- n) To give report on the requirements of furniture, lab equipment, staff, additional space, etc., and enlightening the management about the requirement and getting the budget sanctioned.
- o) To conduct Fresher's day, College day, Republic day, Independence Day and other functions.
- p) To get the budget sanctioned for books and journals.
- q) Attesting the academic registers and dairies maintained by teaching staff.
- r) To instruct the teaching staff through a schedule to conduct annual stock verification of lab equipments.

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- s) To monitor the activities of the examination section (JNTU as well as Autonomous)
- t) To promote the brand building of the Institution by adopting new technologies.

4.4. Roles and Responsibilities of the HoD:

- a) Should maintain the Name list of the Department Faculty and strictly follow as per the allocations of the additional responsibility.
- b) To coordinate with the various events of accreditation process such as NBA & NAAC.
- c) Monitoring the in-charges those who have assigned for the accreditation process and check whether department details are furnished in proper manner.
- d) Should maintain the nominal rolls of the Students year & class wise. And check with the detained list issued from the university. Attendance register should be prepared as per updated nominal rolls.
- e) Should circulate the subject allocation and the timetable to the faculty members well in advance before commencement of the semester/year. Make sure that the time tables are being followed 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.
- f) Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- g) Send student absentees attendance report after making necessary entries to the principal office by 9.50 a.m. every day. And ensure that it is updated in the Ezschool, for sending the absent report to parents.
- h) Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.
- i) Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
- j) 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 have to be submitted to the exam branch as per the schedule given. Softcopy of the Mid Exams & Assignment test also to be submitted to the exam branch as per schedule.

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- k) Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
- l) Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
- m) 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 feed back 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.
- n) 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.
- o) Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.
- p) Counsel the students who are absent for the mid test or irregular to the class work.
- q) Form the student batches and allot the project guides as per guidelines given by the principal.
- r) Route all the correspondence through the office of the principal.
- s) 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.
- t) Allocate the students to the teacher-counselors in the beginning of the academic year.
- u) Inform the concerned authorities of any important information of events taking place in the Department from time to time.
- v) Arrange special classes if necessary for the benefit of below average students.
- w) Ensure academic discipline in the department.
- x) Follow the guidelines / instructions given by the principal from time to time.
- y) Maintain and update the files as per the prescribed formats.
- z) Make arrangements to lock and seal all the laboratories before leaving the premises.

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- aa) Plan and conduct the class in charge committee meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.

4.5. Roles and Responsibilities of the Faculty:

- a) Prepare and submit the complete lesson plan and lecturer notes for 5 units of syllabus in advance to HOD at the beginning of every semester/year and cover the syllabus as per the lesson plan.
- b) Question bank along with answers to be prepared and submitted along with three years University question paper.
- c) 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.
- d) Faculty Biometric attendance is mandatory and should sign in the attendance register before 8.50 A.M on every working day unless he/she is on leave. Late register will be maintained, faculty coming after 09.00 am will not be allowed to sign the register. And late attendance will be maintained.
- e) 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.
- f) Suggest the list of books which are to be referred by the students for the subject being taught.
- g) Mark attendance in the classroom itself
- h) Prepare and submit the internal question papers in examination branch in time and maintain strict confidentiality regarding the question papers.
- i) Correct the answer scripts as per the key unbiased 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 name and signature.
- j) Submit the attendance register and academic diary to the HOD at the end of every week.
- k) Consolidate the attendance in the master register on the last working day of every month.
- l) Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.

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- m) Not apply any type of leave frequently unless it is essential. An alternate arrangement with the teachers of the same class is mandatory for all types of leave.
- n) Engage the class work of the colleague who has assigned his/her class in the leave letter.
- o) 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.
- p) 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. Faculties are advised to refrain from making alternative arrangements regularly.
- q) Route all the Correspondence through the office of the Head of the Department.
- r) Do not bye-pass HoD and represent to Principal.
- s) Assist the HOD in exigency and in developmental works.
- t) Be available in the Department during the working hours for consultation by the students.
- u) 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.
- v) 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.
- w) Wear ID card as long as you stay in the college campus.
- x) Not to carry Mobile Phones to the class room / exam hall for any reason.
- y) Follow the guidelines / instructions given by the principal from time to time.
- z) To conduct technical programs for the students like symposium, workshop, seminars and guest Lecture etc.,
- aa) To conduct at least one conference for the students, motivating to present and publish papers in journals.
- bb) Each and every faculty has to publish papers in journals minimum 2 papers every semester.

4.6. Roles and Responsibilities of the Class – Coordinator:

- a) Instruct all the students to attend the classes regularly and to follow the dress code and check the classes with scheduled time table
- b) Collect the list of absentee students (Period wise) and submit it to the HOD & Principal daily.

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- c) Submit the list of students absent for the internal tests to the HOD & Principal.
- d) Prepare consolidated attendance on or before 5th 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 HOD & Principal immediately.
- e) Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
- f) 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.
- g) Motivate the students to attend the seminars without fail.
- h) Instruct the students to attend the internal / external exams without fail.
- i) Motivate the students to present papers in Conferences / Seminars at regional / national level.
- j) 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.
- k) Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
- l) 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.
- m) Any in-disciplinary activity students have involved may be enquired with enquiry committee and necessary actions to be taken.

4.7. Mentor In-Charges: Academic Guidance/Counseling/ Monitoring Services To Be Provided To Students:

- a) Give the instruction to the students as per the guidelines of the JNTUH and follow the rules and regulations of the college and obey the orders given by the HoD and principal.
- b) Instruct the students to be punctual and regular to their classes and maintaining 75% of attendance as per JNTUH.
- c) Students having less than 75% attendance and black logs, insist the students stay in SVS Hostel for improving the results.
- d) The students are having more back logs should attend the special coaching class from 2.45 pm to 10.00 pm.

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- e) Advise the Students to prepare their semester wise plan schedule and prepare for their Internal and External Examinations.
- f) Advise the student not have back logs in their University examinations which will reduce the overall results, and the placement will get affected.
- g) Give instructions to the students to get registered in the TASK and get benefitted for the Training and Placements.
- h) If any competitive exams are scheduled, let them prepare for that too.
- i) Encourage the students to participate in curricular and Co- curricular activities.
- j) Advise the students to become members of professional bodies like ISTE, IEEE, and IEE etc.
- k) Motivate the students to improve their communication skills and guide them to participate at technical programs like National/International Conferences organized by the institution and other institutions.
- l) 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.
- m) Motivate the students to attend the seminar classes without fail.
- n) Instruct the students to attend the internal / external exams without fail.
- o) Motivate the students to present papers in Conferences / Seminars at regional / national level.
- p) As per the Social responsibility the awareness programs to be organized in the banner of NSS.

4.8. Roles and Responsibilities of Technical staff:

- a) Sign in the attendance register at 08.45 a.m. on everyday unless and otherwise he/she is on leave.
- b) Should be available in the lab during working hours.
- c) Ensure that the equipment and lab is clean and in good condition
- d) Report about any non functioning equipment to the HOD in time through lab in-charge.
- e) Switch-off fans and lights and lock the doors while moving out of lab, even for a short period.
- f) Close the windows and lock the doors in the evening while leaving the campus for the day.
- g) Should be available in the lab when extra lab classes are conducted during holidays.
- h) Must be thorough with all the experiments conducted in the lab.
- i) Maintain the maintenance execution register regularly and submit to HOD twice in a month.

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- j) Should maintain the stock registers in the respective lab.
- k) Assist the Lab in-charge teaching staff during stock verification at the end of academic year.
- l) Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
- m) Should do perform routine maintenance of equipment/machinery.
- n) To do any other work given by HOD from time to time.
- o) 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.
- p) Wear ID card as long as you stay in the college campus.
- q) Not to carry Mobile Phones to the class room / exam hall for any reason.
- r) Follow the guidelines / instructions given by the principal from time to time.
- s) 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.

4.9. Examinations Branch:

- a. Coordinating the works of all the three
- b. Getting the panel of examiners list approval from Chief Controller of Examinations
- c. Liaising with the JNTU
- d. Results committee meeting – Requesting University to nominate a member
- e. Detained list and promotion list – preparation of nominal rolls
- f. Spot valuation of External exams under Autonomy - Preparation of Remuneration bills and maintenance of Aquittance register
- g. Any other related works

I. (Internal Examinations)

- a) Estimation of Stationary requirements for tests – Printing of Answers booklets for internal Tests (12 pages)
- b) Preparation of internal examination time tables
- c) Conduct of internal examinations both JNTU and Autonomous
- d) 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

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- e) Any other related works

II. External Examinations

- a) 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)
- b) Preparation of timetables of end examinations (both theory and labs)
- c) Conduct of end examinations (both theory and labs) of Autonomous as well as JNTU
- d) Preparation of remuneration bills and maintenance of Acquittance register
- e) Any other related works

III. Confidential Section:

- a) Estimation of Stationary requirements for setting of Question papers and sending the material to examiners
- b) Estimation of postal stamp / courier requirement (For correspondence & reminders to the examiners). Printing of TA, DA bills, marks award lists, computer stationary.
- c) Maintaining syllabus copies up to date
- d) Getting model question papers , panel of paper setters and examiners (Minimum 6 in each panel) for all the subjects
- e) Collection of question papers set by the examiners concerned in time.
- f) Printing of question papers
- g) Coding and Decoding of answer scripts
- h) Entry of Internal and External examination marks and publication of Results
- i) Processing of TA, DA and remuneration bills and liasioning with account section
- j) Revaluation & recounting of answer scripts and publication of results
- k) Any other related works

4.10. Roles and Responsibilities of Office staff:

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

- a) Sign in the attendance register at 8.55 AM on every working day unless and otherwise he/she is on leave.
- b) Shall perform their duties with sincerity and maintain confidentiality.
- c) Be conversant with the rules and regulations and the relevant procedures involved related to their works.

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- d) Perform as a team and do the assigned as well as any additional work as and when the in-charge allots.
- e) 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.
- f) 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.
- g) Deal with reasonable concern towards student's enquiries and ensure all possible help and deal politely while talking on telephone.
- h) 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.
- i) Wear ID card as long as you stay in the college campus.
- j) Follow the guidelines / instructions given by the principal from time to time.
- k) 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

4.11. Roles and Responsibilities of Administrative officer:

- a) Maintenance of principal's office as per principal's direction.
- b) Student's admission related works.
- c) All kinds of scholarships and related work.
- d) Helping the principal in conducting Governing Body / Academic Council Meetings .
- e) Recording the resolutions of the Governing Body / Academic Council Meeting and dispatching the same to the members.
- f) Assist the principal for JNTU⁺ affiliation works.
- g) Assist the principal for AICTE / NBA / NAAC related works.
- h) Maintenance and purchase stationary for the stores.
- i) Maintenance of leave record of Teaching & Non-Teaching staff.
- j) Preparation and submission of number of days for salary to be paid, to the account section, for the preparation of salary bills.
- k) Maintaining the personal files of staff members.

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- l) Maintaining the budget files.
- m) 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.
- n) Consult the principal on any other issue which needs principal's directions and intervention.

4.12. Departmental Association in-charge:

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

4.13. Attenders

- a) 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.
- b) They should be present with neat appearance.
- c) They should take the keys from principal's office after signing in the register.
- d) They are responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
- e) 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.
- f) They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.
- g) They should give respect to the superiors and extend full cooperation to other attenders.
- h) They should not allow any unauthorized persons to enter the departments/office without proper verification.
- i) They should perform any additional duties assigned from time to time.
- j) They are expected to respect visitors, parents, staff and students.

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Chapter 5 Promotion Policy and Awards

5.1. Service conditions including Promotion Policy:

- a) A person shall be deemed to have been appointed to the service when his appointment is made to post in accordance with the existing AICTE norms but it shall not include Faculty appointed on deputation or temporary/ad hoc.
- b) Every appointee shall be subject to the conditions that he/she is certified as in sound mental health and physically fit for service by a medical authority as specified from time to time.
- c) The pay of teaching staff shall be fixed by the selection committee in accordance with the scale of pay prescribed by AICTE.
- d) Performance appraisal would be considered for promotion.
- e) The pay of non-teaching staff shall be fixed by the selection committee in accordance with AICTE & central government.
- f) The seniority of an employee in any grade shall, unless he/she has been reduced to a lower rank on punishment, leave on LOP, be determined by the date of his/her first appointment on probation.
- g) The appointment authority shall, at time of appointing two or more persons simultaneously to a grade, fix the seniority for them with reference to the rank fixed by the selection committee at the time of appointment, irrespective of date of joining.
- h) All appointment in the academic service shall be made by open competition by an advertisement and selection, where in all the in-service personnel who possess the qualification prescribed shall also be permitted to apply.
- i) The management may however make ad hoc appointments in specific cases or recruit by deputation. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.

5.2. Increments:

- a) Increment will be sanctioned only on satisfactory report on performance of the employee.
- b) An increment may be withheld to the faculty/staff if the conduct has not been good or his work has not been satisfactory.

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- c) The authority ordering such with-holding the increment shall state the period for which it is to be withheld and whether the postponement shall have the effect for postponing future increment also.
- d) In all cases, the increment is sanctioned based on the report of the Performance Appraisal of the employee.

5.3. Promotion policy:

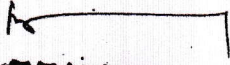
- a) The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness.
- b) All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc.
- c) The promotion of an employee is purely based on the merit cum seniority basis.

5.4. Awards / Incentives for Staff Members:

Certification:

Staff Members producing 100% in the Theory Subjects during the University Examinations, will be awarded with appreciation certificates.

Staff Members who continue rendering their services to the Institution for a consecutive period of 10 years and 15 years will be awarded with appreciation certificates.


PRINCIPAL,
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