

# V.S.M. COLLEGE (AUTONOMOUS) RAMACHANDRAPURAM

NAAC Re-accredited with 'B' Grade at 2.69 CGPA

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)



## 6.2.2 COLLEGE MANUAL

## Governing Body

A governing body is the apex/elite body of the institution which meets yearly twice for policy making advocating, administrating and the progress of the institution. It formulates short term and long term goals, future strategies, ethics and human values and overall development of the institution. The Governing body deploys the resources for the accomplishment of vision of the institution.

The structure of the Governing Body of the institution shall consist of the following persons as per the UGC guide lines. The term of the governing body shall be two years unless otherwise specified.

- |   |                                 |
|---|---------------------------------|
| 1. Sri Merla Siva Rama Prasad<br>President & Correspondent  | Chairman                        |
| 2. Sri M.Satyanarayana Murthy<br>Vice-President   | Member                          |
| 3. Sri M.V.V. Subba Rao<br>Secretary  | Member                          |
| 4. Sri K.M. Meenakshi<br>Director   | Member                          |
| 5. Sri Chundru Ammanna<br>Director  | Member                          |
| 6. Prof Chandra Mohini Chaturvedi,<br>CAS Department of Zoology,<br>Banaras Hindu University,<br>Varanasi | UGC Nominee                     |
| 7. Prof. S. Prasanthi Sri,<br>Dept. of English,<br>ANUR Campus,<br>Kakinada.                              | University Nominee              |
| 8. Dr. R. David Kumar Swamy,<br>M.Phil, Ph.D.,<br>RJD of Collegiate Education (FAC),<br>Rajamahendravaram | State Government Nominee M.Sc., |
| 9. Sri Sathyanarayan Rao, M.V.V.<br>Kakinada  | Industrialist                   |

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|---|----------------|
| 10. Prof. P. Soma Raju<br>Prof. of Mathematics and Secretary<br>Gayatri Vidya Parishad<br>Visakhapatnam | Educationalist |
| 11. Dr. K. Srinivasa Rao<br>Head of the Dept. of Physics<br>V.S.M.College(A)                            | Member         |
| 12. Sri S.N. Ali Ansari,<br>Asst. Professor,<br>V.S.M. College(A)                                       | Member         |
| 13. Sri NSV Kiran Kumar<br>Principal(FAC)<br>V.S.M. College(A)  | Ex-officio     |

#### **Chairman/ President & Correspondent**

The President & Correspondent, as administrative head of the institution chairs the Governing Body. With his vast experience he steers the institute into the right direction with inputs from Governing Body members. Sensing the triumph of academic environment of the nation, he proactively takes steps to upgrade the faculty and infrastructure of the institution.

#### **Director**

The Director in association with the Principal play a key role in overseeing all day-to-day activities of the institution are running smoothly. He/She acts as an adviser and intermediary between the Management and the Institution and assists in getting the institution projects approved.

#### **Principal**

The Principal as the Head of the institution and is Ex-officio member of the Governing Body steers the college day-to-day administrative and academic activities in co-ordination with the Director and Head of the Departments. The Principal chairs all the statutory and non-statutory bodies such as Finance Committee, Academic Council, IQAC etc.

#### **Internal Quality Assurance Cell (IQAC)**

The IQAC helps the Principal with the overall administration and ensures quality by carefully designing the academic calendar and assisting in its systematic implementation.

#### **Academic Council**

Academic Council is constituted with Head of the Departments. Head of the Departments are responsible for the overall academic and administrative functioning of the department. He/She undertakes duties such as preparation of the department timetable, assigning duties to other staff of the department, conduct of internal examination and submission of various reports to the Principal, IQAC and various committees.

### **Administrative staff**

Administrative activities of the Institute are headed by the Superintendent with the assistance of non-teaching staff. They ensure a continuous work flow of the day-to-day activities in the college.

### **Service Norms Classification of Employees of the Institution:**

The employees of the institution consist of teaching, non-teaching and technical-staff. The institution selection committee shall appoint the Teaching Staff, Non-teaching and Technical Staff as per the guide lines of the institution and in accordance to the UGC Norms.

The President and Correspondent or the Principal shall appoint additional teaching, non-teaching and technical staff as and when necessary or temporarily or outsourcing on payment of hourly/daily/consolidated wages.

### **SERVICE CONDITIONS FOR THE STAFF**

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
2. Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal / Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.
3. Every employee of the Institution shall devote his whole time to the service of the Institution and shall not engage himself directly or indirectly in any trade, business or any other work which may interfere with the proper discharge of his duties.
4. Any staff member, on the appointment shall be on probation for a period of one year.
5. Attested copies of following certificates should be submitted at the time of joining the Institution along with an undertaking about the genuine of the certificates.
  - a. SSC Certificate
  - b. Intermediate Certificate
  - c. Graduation Degree Certificate
  - d. Post Graduation Degree Certificate
  - e. Service Certificate from previous Employer
  - f. Relieving letter from previous Employer
  - g. Aadhaar and PAN Cards
  - h. Any other.
6. Staff member should sign in attendance register every day and also record in the bio-metric attendance system, 15 minutes before the commencement of regular first hour and at the end of the working hours for the day.

7. Staff member should be available in the institution premises during the entire period of office hours, on all working days.
8. If a staff member on any kind of leave has to be out of station, he/she should intimate the Principal/Designated Authority his/her exact outstation address and phone numbers in his/her leave application.
9. No member of the staff shall apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal and Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse to forward such applications based on the period of service if any agreed upon to serve in this institution.
10. A member of the staff shall have his/her service terminated by giving one month notice or salary in lieu thereof, in case of temporary appointment or during the probationary period. In case of permanent service, two months' notice or salary in lieu of the notice period must be deposited. However, no staff member will be permitted to tender the resignation in the middle of the academic session. After receiving the notice well in advance (before one/two months-whichever is applicable) the concerned staff member will be relieved from the duty only at the end of the academic session.
11. The President & Correspondent shall have the right to place any staff under suspension on charges of misconduct.
12. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in the discharge of his/her duties, the President & Correspondent has got discretion to award punishment such as warning, censure, and withholdings of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the President & Correspondent.
13. The President & Correspondent shall have the power to terminate the services of a member of the staff of the institution, for any of the following reasons:
  - a. Misconduct and willful negligence of duty;
  - b. Gross insubordination;
  - c. Physical or mental unfitness;
  - d. Participation in any criminal offence involving moral turpitude
  - e. Underperformance; and
  - f. Indulging in indiscipline activities or any activities violating the institution's rules and regulations applicable at the time of service.
14. Important Guidelines-
  - a. For the development and progress of the institution/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

- b. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- c. Staff members should get prior permission from President & Correspondent /Principal/ Designated Authority to contact any outside agency or government departments for any matter related to the institution/hostels.
- d. If a staff member draws advance from the institution to meet financial expenses for official tour or for arrangement of a institution event, he/she shall settle the account within 21 days from the date of drawing advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted against his salary.
- e. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from the departments concerned.
- f. All the members of the staff shall be governed by general rules/norms also practiced by the institution from time to time.

### **Method of Recruitment**

- a. Number of vacancies is notified by Principal/Designated Authority based on student strength/resignations or terminations of staff members, to the management for approval/information.
- b. Vacancies are advertised in leading Telugu and English newspapers.
- c. Screening of applications is done by the office superintendent.
- d. Shortlisted candidates are informed through phone from Institution Office.
- e. At times, Walk-in interviews are also conducted for immediate postings.
- f. Selection committee constituted as per the rules and regulations of the university.
- g. The Direct interview is conducted by selection committee and selected list will be forwarded to the Chairman for the appointment.

### **Employee Welfare Policy**

The institution welfare policy is to ensure the benefits, facilities given to the employees to work in a better environment. It helps to develop and implement conventional working environment and other facilities. JITS extends the following facilities to its employees.

- a. Subsidized Transport for teaching and nonteaching staff
- b. Employee is entitled to get five special leaves with pay in case of his/her marriage.
- c. In case of unfortunate demise of concern employee parent, five special leaves with pay will be provided.
- d. Vacation leaves provision for all employees as per the institution norms.
- e. Grant of On-duty when faculties are required to go out on official duties or to participate in conferences, seminars, workshops etc., by prior and proper adjustment of workload.
- f. Sick Leaves will be provided based on the request from faculty.

- g. Provision of two early permission per month for all the faculty.
- h. The Institution appreciates the faculty for outstanding performance in the curricular/co-curricular/extra-curricular activities.
- i. Salary Advance facility is also provided subject to Management discretion on amount and repayment mode.
- j. Provision for Maternity Leave.

EPF is in force to staff members. EPF is being contributed from management with an equal contribution from employees based on the pay scale governed by EPF rules.

#### **Welfare measures towards Research**

- a. Financial Incentives to Teachers who receive State, National and International recognition/awards
- b. Provision of Special Leave to the existing faculty for the pursuance of their higher qualifications like PhD.
- c. Incentives will be given to the faculty member for journal publication.
- d. The institution will pay the registration fee, TA & DA and provide OD (On-Duty) for research paper presentation in the conferences, workshop and faculty development programmes.
- e. Special incentives for research grants.
- f. The faculty will be honored with memento, Appreciation certificate and immediate increments for obtaining of Doctoral degree.

#### **Leave Rules**

- a. Leave shall not be claimed as a matter of right.
- b. A member of the staff shall not normally on any absent from duties without prior permission of his / her superior officer authorized to give permission.
- c. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- d. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
- e. Leave of any kind will not be sanctioned when the services of the staff are needed for the institution work or when there is an unfinished job involving the employee.
- f. In case of emergency work related to institution or university, the principal / designated authority reserves all rights to cancel the leave.

### **Casual Leave (CL)**

- a. All employees are eligible for 15 days of casual leave per year @ 5 days for four months during the calendar year from 1st Jan to 31st December.
- b. At a time not more than 3 days including holidays shall be granted. Carryover of lapsed CL for next year is not permissible.
- c. Permission for a short period of absence not exceeding one hour on any working day may be granted at the discretion of the designated authority subjected to a maximum of 2 hours per month.
- d. Permission to leave the campus early / report late for duty is given to the staff subject to the total duration of 2 hours per month. They should apply for permission in advance. He/She is required to intimate the authority to seek station leaving permission in the event of leaving the station even while on leave.
- e. Staff going on leave should make an alternative arrangement for their regular duties on the days of their absence, which should be duly signed by the substitute staff member and concerned HOD.

### **Vacation Leave Rules**

- a. These rules govern the availing of vacation leave for each year. The maximum duration and number of days shall be decided by the Management.
- b. Vacation Leave is applicable to all the members of the staff with eligible service.
- c. The total number of Vacation Leave days at the end of the academic year for the members of faculty (teaching staff) is limited to 5 to 10 days for continuous service of 12 months in the institution.
- d. However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for summer vacation, to ensure smooth functioning of the institution.
- e. A staff member becomes eligible for vacation leave only after rendering continuous service of one full calendar year i.e., as on 1st January to 31st December.
- f. Any unused part of vacation leave cannot be carried over to the next academic year.
- g. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
- h. The staff member should be present at least either on the last working day before availing the vacation or first working day after the vacation.

### **Leave with Loss of Pay**

- a. Any leave availed in excess of the prescribed limit shall be deemed to be leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave are provided. The decision of the Management shall be final in such cases.
- b. If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will be considered as a Break-in-Service.
- c. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break in Service.

### **Promotion Policy**

Grant-in-aid staff recruitment is done according to the rules and conditions of The Andhra Pradesh Service Rules and the UGC norms. Promotion is given to teachers based on the UGC regulations regarding Career Advancement Scheme.

### **Resignation Procedures**

The faculty should follow the underlined procedure.

1. No faculty is entertained to submit resignation in the middle of the semester. They should submit a prior notice of one month or refund one month pay in lieu thereof to resign from the institute.
2. The letter of resignation has to be forwarded through proper channel.
3. During the notice period no leaves will be sanctioned. If he/she is absent from the duties during the notice period, the notice period is extended.
4. The faculty should submit a No-Due Certificate in the appropriate proforma.

## **RULES OF DISCIPLINE**

### **GENERAL**

1. The Syndicate, in exercise of the powers conferred upon it under the Act and the Code has therefore been pleased to make the following Standing orders in regard to the students of the University and Affiliated Colleges.
2. The Principal of a college shall have complete power for the maintenance of discipline of the students at the College.

3. Principal may frame and issue from time-to-time disciplinary rules of a permanent or temporary character regulating the conduct within and without the college or hostel precincts of graduate and undergraduate students on their rolls.
4. On the report of principals or other authorities, all such breaches of discipline, as in the opinion of these authorities call for the imposition of rustication from examinations etc., as punishment will be considered by the Syndicate. The Syndicate will pass thereon such orders as it deems necessary.
5. Principal shall have power to indicate the following punishments in the interests of the students of the institutions concerned, fine, loss of attendance, loss of term certificate, suspension, and expulsion.
6. The attendance certificate shall be granted in accordance with section 8 (b) of chapter IX of Vol. II of the code. The annual attendance certificates once issued by the principals of colleges shall not be cancelled by them, but the syndicate may direct the heads of the college not to admit to an examination or to further courses of studies for a certain period, students who are found guilty of serious offence or misconduct after the issue of attendance certificates

The Syndicate will not grant permission to combine attendance in the case of expelled students who may be admitted by the principals during the academic year in which, expulsions are made.

7. The principal shall place himself in communication where necessary, with parents or guardians of the students who are very backward and do not show improvement or whose attendance is very irregular or conduct unsatisfactory. The names of students found incorrigible even after the warnings may be removed from the rolls after intimation to the parents or guardians. The orders of the principal on this matter shall be final.
8. In case of serious indiscipline by students, the principal will when possible, before taking disciplinary action, inform the parents or guardians of the acts of indiscipline committed by such students and request the parents or guardians to exercise their influence in favour of discipline.
9. If any student is expelled from a college, intimation of the fact of expulsion, with a statement of the reasons there for shall be given forth with by the principal (a) to the parent or guardian of the student and [b] to the syndicate, Intimation to the syndicate shall be accompanied by the Transfer Certificate of the student. The syndicate on the application of the student or his parent or guardian may after making such enquiry as it deems proper deliver the certificate to the student with any necessary endorsement or withhold it temporarily or permanently. A

student expelled from a college shall forfeit all rights to claim refund of any college fees paid for the term in which such expulsion is effective.

10. It shall be one of the conditions of admission to college in the University area that students shall submit themselves for Medical Examination as organized by the college and pay the fee that may be levied.
11. The principal of a college may prohibit students from attending political or other meetings if he apprehends any breach of peace. The enrolment of students as volunteers for a social work in connection with political meetings does not constitute on their part taking an active part in the proceedings the volunteers on no account are to be used for political purposes.
12. Students at a college going on strike or in any way guilty of serious indiscipline immediately forfeit their scholarships, fee concessions etc. Scholarships, fee concessions, etc. thus forfeited shall not ordinarily be restored and in no case, restored with retrospective effect.
13. Students at college going on strike or in any way guilty of serious breaches of discipline shall be required if they are residents of the attached hostel to quit the hostels at 12 hours' notice and they shall not ordinarily be re-admitted to the privileges of residence in the hostel. In case they are readmitted, they shall pay admission fees.
14. Memoranda, petitions or complaints from students of any college to any higher authority must be submitted through the Head of the college.

### **Rules of Attendance**

The University is following the new procedure of attendance particulars from the academic year 2002-2003. Accordingly, the students who have put in 100% attendance are eligible to appear for the examination. However, for cogent reasons like sickness, a student be allowed up to 15% absence on a Bonafide Medical certificate. If the student fails to satisfy the above percentage of attendance, he/she is directed to repeat the course with prior permission form the University. The Principal is requested to take necessary steps that the students have to take permission from the University to repeat the course, if they are detained due to shortage of attendance, otherwise, he/she may not be considered for the examination applications

### **CODE OF CONDUCT OF STUDENTS**

1. On the Lecturer entering the classroom, the students shall rise and remain standing till they are asked to sit or till the Lecturer takes his seat.

2. Students are to be in their classes throughout the period. No student shall leave the classroom without the permission of his teacher or until the class is dismissed.
3. Students are expected to be in their class five minutes in advance, when the roll shall be called, and the numbers of the absentees noted. Late coming may entail loss of attendance.
4. Students are to discourage visitors visiting them in classes. In case of urgency, visitors will please go to the office and get the student called.
5. Every student shall provide himself with all the necessary textbooks and notebooks.
6. Every student, to whom books of other property of the college are entrusted, shall be held responsible for their preservation in good condition. In case of their being lost or damaged the loss must be made good.
7. Any student damaging the college property will-fully, is liable for punishment to be imposed by the principal, besides the recovery of the cost of the material so damaged.
8. Students are held responsible for keeping the classroom and premises neat and tidy.
9. Smoking in the college premises is prohibited. Students are exhorted not to smoke.
10. Students found under the influence of intoxicants (drugs or alcohol) will be punished severely including expulsion from the college.
11. Students shall not hold meeting for criticizing the conduct of the Government or any other higher authorities. Such meetings are unlawful.
12. Acts involving violence to self or other or coercion direct or indirect, adopted by students such as strike for enforcing their will on the college or the Government will either be punished by college authorities or reported to the higher authorities.
13. Girl-teasing is punishable in terms of the special G.O. concerning that offence such as expulsion or rustication.
14. The name of the college shall not be used in any publication are in any manner without the permission of the principal.
15. No class or group of students engage themselves in any public activity without the principal's permission.
16. They are prohibited from organizing any meeting or entertainment at the college or collecting money for any purposes within the college without the prior permission from the principal.
17. Students are prohibited from moving on motorcycles, scooters etc., in the campus while the classes are in session. They should keep their vehicles at the cycle shed only, Students keeping their cycles at other than the cycle shed will be fined Rs.2/- per session.

## **CODE OF CONDUCT OF TEACHING STAFF**

### **1. Introduction**

- ✚ The purpose of this Code is to promote high standards of conduct from all teaching staff members of the college.
- ✚ All teaching staff should make themselves aware of the Code, including the sources of advice and support available when in doubt about appropriate conduct, and the disciplinary actions that can be applied where the Code is breached.

### **2. Employee Responsibility**

- ✚ This code of conduct applies to all employees of College. It is the responsibility of all teaching staff to familiarize themselves with it. This code of conduct should be read in conjunction with the College Disciplinary procedures, Safeguarding Health and Safety procedures of the employee's contract of employment.

### **3. Expected Conduct**

- ✚ Employees are always expected to:
  - i) Treat students, other employees and College users with love, courtesy and respect
  - ii) Comply with reasonable requirements or instructions given by the College authorities.
  - iii) Familiarize themselves and adhere to the College policies and procedures.
  - iv) Carry out their duties with care, integrity and diligence.
  - v) Protect and promote the good reputation of the College.
  - vi) Preserve the confidentiality of all information of College attained by them in discharging of their work and avoid dealing with the media on any College issue unless specifically authorized.
  - vii) Continue to extend their effective contribution by participating in the College's training and development programs.
  - viii) Not to act in a way which is discriminatory towards individuals or groups for reasons of age, caste, creed, disability, gender, class, ethnicity, colour, faith, marital status.
  - ix) Take reasonable steps to ensure the health, safety and welfare of themselves, other stakeholders of the College.
  - x) Avoid inappropriate physical contacts in the college premises unless in an emergency.
  - xi) Dress neatly in a way which is appropriate to their position and duties xii. Wear College Identity Card.
  - xii) Be absent from work only when authorized or will be punctual to duty and demonstrate to respect for others and to make best use of working time.
  - xiii) Refrain from using offensive/filthy language at others.

xiv) Not to attend work or carry out duties whilst under the influence of alcohol, narcotic drugs or other psychotropic substances which restrict them from doing so competently.

#### 4. Professional Relationships

- i) The College is committed to providing a learning environment which ensures relationships between staff, students and other College users are cordial and professional.
- ii) Employees are in an uneven power relationship with students and must recognize professional boundaries.
- iii) Staff must ensure that their relationships with students or with other staff members are not of a kind that compromise or could be perceived to compromise their professional responsibilities.
- iv) Staff must be always mindful that the necessity to treat students equally, to avoid favouritism, and to exercise care in the pursuance of any relationship outside of the learning environment.
- v) Whilst in an adult learning environment the establishment of a social relationship with students can be positive, there are inherent hazards in maintaining professional boundaries in some activities.
- vi) Activities which give individual students privileged access to aspects of a staff's personal life should be approached with great caution.
- vii) Staff should also avoid situations when they are alone with students in informal settings such as student hostels etc.

#### 5. Personal Conduct outside of the College

- i) Staff's conduct in their private life becomes a matter of concern for the College where it damages the College's reputation or makes an employee unsuitable for the work for which they have been employed.
- ii) Behaviour relating to violence, dishonesty, substance abuse including alcohol, sexual offences are likely to come into this category.

#### 6. Gifts and Hospitality

- i) Staff must not accept or solicit gifts or benefits that might in any form compromise or influence them in their capacity as employees of College.
- ii) Staff should be careful to ensure integrity over receipt of gifts, hospitality and benefits during discharging their duties.
- iii) Gifts or benefits that may be of small value should be brought to the notice of the Clerk to the Departmental HoDs/Principal and recorded in the confidential register of interests, in accordance with the register guidelines.

iv) The informal exchange of gifts and hospitality between staff and students is strongly discouraged which may cause for conflict of interest.

#### 7. Conflict of Interest

i) In discharging College duties, all staff needs to be aware of actual, potential or perceived conflicts which may cause and arise between their private interests and their College responsibilities.

ii) Potential, actual or perceived conflict of interest may arise in connection with, for example:

a) family and personal relationships.

b) student and staff relationships

c) financial affiliations and interests.

d) receipt of hospitality and gifts.

e) acceptance of outside secondary employment or outside professional work.

f) use of information of the college.

g) misuse of College equipment and materials, premises. public comment and external activities.

iii) It is the responsibility of each staff to disclose to their Departmental HoDs/Principal about the details of situations that may be raised to an actual, potential or perceived conflict of interest. Employees in responsible positions must be alert to the various situations in which conflicts of interest may be arises in the workplace and handle such situations with common sense and in a sensitive manner.

#### **CODE OF CONDUCT OF THE PRINCIPAL**

1. The principal should conduct himself/herself in such a way that both the staff and the students up to him/her for guidance.

2. He/She should be impartial, secular, dignified and punctual in discharge of his/her duties.

3. The Principal should be present in the college at least half-an-hour before the commencement of the college and leave the college after the day's work is over.

4. He/She should be a pace setter in dress, demeanour, attendance, punctuality, tolerance etc.,

5. He/She should handle the minimum number of classes as per rules and should endeavor to be an example as the first teacher in the college.

6. The Principal should be in constant touch with students and residents of the hostel which will greatly solve the problem of indiscipline and discontent in the college and on the campus.

7. The Principal should be a true academic and able administrator and should take full responsibility for discipline in the college.

8. The Principal should prove himself/herself the qualities of effective leadership in all academic and administrative activities of the college.
9. Should maintain decency and discipline on the college campus.
10. Should be an able captain of the ship, guiding and mentoring members of the staff.
11. Should be fair, reasonable and able to carry the team on her shoulders.
12. Should be impartial towards staff and students.
13. Should run the administration in a transparent and consultative manner.
14. Should keep the institution in sound financial health.
15. Should utilize funds in an honest and just manner.
16. Should explore every possibility to keep the institution's flag flying high; academically and socially.
17. Should treat all students with love, dignity and irrespective of caste, creed and religion.
18. Should take personal responsibility in maintaining excellent academic standards.

#### **CODE OF CONDUCT FOR ADMINISTRATIVE STAFF DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF**

- ✚ Issue of notices relating to various meetings to the members requesting them to attend by following established procedures and conventions on instruction from appropriate authority.
- ✚ Calling for subjects for inclusion in the agenda from the Principal /Head of Department compile them and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.
- ✚ Sending agenda and notes to the members of various committees.
- ✚ Must gather records of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
- ✚ Must maintain all important documents such as Memorandum of Association (MOA), Byelaws and carrying out changes/modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.
- ✚ To seek the approval of information to the UGC, AICTE, University and other Government bodies wherever necessary for the changes/modifications made.
- ✚ Must maintain all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the institution.
- ✚ Should be honest in words and actions and Loyal to the institute by reliable and punctual in all duties.

- ✚ Should assist in creating and maintaining strong relationships with students by proper interactions with faculty and students.
- ✚ Be supportive and co-operative with other staff members. Should be responsible in every assigned task by meeting the required standards.. Mutual respect, trust and confidentiality is required. Must respect and maintain the hierarchy in the Administration. Should adhere strictly to the official resumption/closing time and must dress decently and appropriately.

### **Research Policy**

1. Researchers should maintain the highest standards of honesty and integrity. Researchers must function within an ethically acceptable methodological framework at all times.
  2. Researchers should inform the College Research Committee before applying for a project/ seminar/workshop/conference or publishing their research work.
  3. Principal Investigators shall include Co-Investigator name while applying for a project.
  4. Researchers should formalize their research collaborations with a 'Memorandum of Understanding' at the initiation of the collaboration.
  5. The management should provide financial support in the form of seed money.
  6. The institute should provide infrastructural and human resources to develop and enhance institutional research.
  7. The institute is committed to making its expertise available through service to industry, government, educational and research organizations through consultancy.
  8. The revenue generated from the consultancy work is shared by the faculty or staff member and the institute in 70:30 ratio after deducting all other expenses met by the institution.
  9. Any regular Professor/Associate Professor of the University with at least five research publications in refereed journals having science citation index/journals having impact factor given by Thomson Reuters/UGC listed journals and any regular Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals having science citation index/journals having impact factor given by Thomson Reuters/UGC listed journals and one year regular service in the University may be recognized as Research Supervisor.
- ✚ Only a full time regular teacher can act as a supervisor. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Committee.
  - ✚ Any permanent teacher, having put in two years of service after obtaining Ph.D. and possessing two publications as mentioned above, working in a P.G. Department of an

affiliated college and recruited through a duly constituted selection committee is eligible to be recognized as a Research Guide on application.

- ✚ Any scientist or researcher working as a regular employee in an Institute / Research Centre recognized by University as a Research Centre having put up two years of service after obtaining Ph. D degree is eligible to be considered as research guide in given Department if he/she has publications as mentioned in (a) above.
- ✚ The RC processes the application for recognition as research guide and forward it to the Principal of the College. The Principal shall forward the same to the affiliating university to get the approval as research supervisor.

### **Consultancy Policy**

1. The institute should provide infrastructural and human resources to develop and enhance institutional research.
2. The institute is committed to making its expertise available through service to industry, government, educational and research organizations through consultancy.
3. The revenue generated from the consultancy work is shared by the faculty or staff member and the institute in 70:30 ratio after deducting all other expenses met by the institution.

### **Library**

The librarian recommends the list of learning resources to be procured Systematic effort is put into stocking the Library. This is done so by careful identification, evaluation and selection for the students' convenience. Any book, journal, online database or any learning resource is added only after selection process by subject experts.

### **Procedure of procurement of Books/Reports**

- ✚ The Librarian sends a circular to all the head of the departments to submit the list of the books required as per the syllabus prescribed and books on content beyond the syllabus at the beginning of the semester.
- ✚ The HOD collects the list from each faculty and consolidates as per the requirement and submits to the librarian.
- ✚ The order is made online, by print or via email depending on the convenience of the library and accessibility. Purchase Orders are issued by the librarian. Reliable vendors are chosen based on their response to queries, availability of books and adherence to terms and conditions. Vendor panel is updated from time to time based on performance.
- ✚ The Librarian places the requests before the library committee and finalizes the list with the approval of the principal. The procurement process is further carried by the purchase committee.

- ✚ The procured books details are entered in the accession register and also entered in the library software.
- ✚ The librarian takes care of damaged books. The weed out process in library is carried out on regular basis. The books after prolonged usage are sent for binding and reused.

### **Circulation Policy**

Two library cards are provided to each student He/she can borrow one book on each card. Borrowing period is 15 days. As per the student's academic need, third library card can also be issued i.e. SPECIAL CARD by the recommendation of concerned dept. HOD for the complete semester. Renewal is allowed, if there is no demand for the same book, from other readers. For late submission of books, cards would be held up for the period of delayed no. of days. If the books are lost or damaged, the borrower has to replace a new copy of the same. Two Old-Journals/Magazines shall be issued for 8-days.

### **Library Rules & Regulations**

Students are instructed to maintain silence in the library premises. The college Library works on all working days between 9.00 am to 6.00pm. Two books will be issued to each student at given time. Books should be returned on or before the due date. For late submission of books, cards would be held up for the period of delayed no. of days. One renewal is allowed, if there is no demand for the same book, by other readers.

Students are advised to check carefully the physical condition of the book before it is issued. Once the book issued he/she will be responsible to return the book in good condition. If the books are damaged, the librarian will not accept the return. If the books are lost or damaged, the borrower has to replace a new copy or pay double the prevailing cost in the market along with postal charges of Rs. 10/-. Reference books such as Dictionaries, Encyclopedias, Yearbooks, Current Journals, Project Reports, Text books with a marking 'REFERENCE' etc. will not be issued to carry outside the library.

Students are advised not to bring their personal belongings & books in to the Library, except a note book for making notes. In case of any difficulty at the library, the students are welcome to seek the assistance of the Librarian. Identity Card is compulsory for getting access to the library. Books removed from the shelves by readers, if not required for reference, are to be kept on the book trolley or on the table nearest to them.

The newspaper(s) should be used properly after reading and kept back in the designated place. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.

### **Library Audit**

Annual stock verification will be carried out annually by an adhoc committee constituted by the

Principal annually.

### **General Maintenance**

- ✦ The physical and academic support facilities are taken care by the maintenance team.
- ✦ The supervisor will report to the maintenance team regarding his observation on electrical, plumbing and housekeeping related issues/complaints.
- ✦ The faculty or the HOD's can raise a complaint to the maintenance team if found any issues with general maintenance.
- ✦ House-keeping activities like water supply, maintenance of gardening, pest control, and disposal of waste are taken care by maintenance team.
- ✦ Electricians are available round the clock to address the issues of power down and day to day electrical maintenance.
- ✦ The maintenance works related to power and electrical like AC's UPS, transformers etc are carried out by electricians of the institution. The area executive assistant engineer (APEPDCL) is intimated of maintenance requirement of transformer. The maintenance coordinator coordinates with the electricity department.
- ✦ All the civil and miscellaneous maintenance are carried out by plumber, welder and other skilled workers under the supervision of maintenance coordinator.
- ✦ Fire extinguishers are placed at appropriate locations and are maintained periodically.
- ✦ As per the need the A.O delegates the work to the concerned person and same will be administered by the maintenance supervisor
- ✦ Any major issue shall be reported to the Director and the work will be outsourced accordingly.