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SANSKRUTI COLLEGE of ENGINEERING & TECHNOLOGY

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CODE OF CONDUCT

TEACHER'S OATH

I _____ son /daughter of _____,
solemnly declare that I shall always strive to raise the prestige and dignity of the teaching profession
and shall always strive to raise the prestige and dignity of the teaching profession and shall not do
anything which may affect the reputation of the profession adversely. I willingly bind myself to the
observance of the Code of professional Ethics for teaching faculty in letter and spirit in order to
discharge a teacher's obligations towards students, parents, community and society as enunciated in
the Code.

Date :

Signature

Name _____

Address _____

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

Introduction:

It is universally felt that like all other professions, the teaching profession should also have its own **Code of Professional Ethics** which indeed is a pre-requisite to ensure its dignity and integrity. Accordingly, it is considered necessary that the **Code of Professional Ethics** be evolved and adopted by the teaching community

For the purpose of this code, the Term “teacher” covers all teachers, whether in government or private college on full- time or part-time basis, and the teachers holding administrative and supervisory positions.

The **Code of professional Ethics** for teachers provides a Framework of principles to guide them in discharging their obligations towards students, parents, colleagues and community. Increased awareness of the ethical principles governing the teaching profession is essential to ensure ‘**professionalism**’ among teachers.

Preamble:

- Recognizing that every student has a fundamental right to education of good quality:
- Recognizing that every student has an inherent potential and talent:
- Recognizing that education should be directed to the all round development of the human personality:
- Recognizing the need to promote through education the concept of composite culture of India and a sense of national identity :
- Recognizing that teachers , being an integral part of the social milieu, share the needs and aspirations of the people:
- Recognizing the need to enhance self-esteem of teachers:
- Recognizing the need to organize teaching as a profession for which expert knowledge, specialized skills and dedication are pre-requisites:
- Recognizing that the community respect and support for the teachers are dependent on the teachers ‘s professionalism : and
- Recognizing the need for self – direction and self- discipline among members fo the teaching community.

The present Code of Professional Ethics for teachers is an attempt to provide direction and guidance to the teachers in enhancing the dignity of their professional work

1. Obligations towards Students

- 1.1 Treats all students with love and affection.
- 1.2 Respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status , disability, language and place of birth.
- 1.3 Facilitates students' physical, social, intellectual, emotional and moral development.
- 1.4 Respects basic human dignity of the student in all aspects of college life.
- 1.5 Makes planned and systematic efforts to facilitate the student to actualize his/her potential and talent.
- 1.6 Adapts his/her teaching to the individuals needs of students.
- 1.7 Maintains the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
- 1.8 Refrains from subjecting any student to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.
- 1.9 Keeps a dignified demeanour commensurate with the expectations from a teacher as a role model.

2. Obligations towards Parents, Community and Society

- 2.1 Establishes a relationship of trust with parents/guardians in the interest of all round development of students.
- 2.2 Desists from doing anything which is derogatory to the respect of the student or his/her parents/guardians
- 2.3 Strives to develop respect for the composite culture of India among students.
- 2.4 Refrains from taking part in such activities as may spread feelings of hatred or enmity among different communities, religious or linguistic groups.

3. Obligations towards the Profession and Colleagues

- 3.1 Strives for his/her continuous professional development.
- 3.2 Creates a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.
- 3.3 Takes pride in the teaching profession and treats other members of the profession with respect and dignity.
- 3.4 Refrains from engaging himself/herself in private tuition or private teaching activity
- 3.5 Refrains from accepting any gift, or favour that might impair or appear to influence professional decisions or actions.
- 3.6 Refrains from making unsubstantiated allegations against colleagues or higher authorities.
- 3.7 Avoids making derogatory statements about colleagues, especially in the presence of students, other teachers, officials or parents.
- 3.8 Respects the professional standing and opinions of his/her colleagues.
- 3.9 Maintains confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.

CODE OF CONDUCT FOR TEACHERS

This code of Conduct shall govern all teachers and employees of the college.

1. The following acts shall constitute breach of Code of Conduct:-

- 1.1 Knowingly or willfully neglecting his/ her duties.
- 1.2 Propagating through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities.
- 1.3 Discriminating against any student on the ground of caste, creed, language, place of origin, social and cultural background, or any of them.
- 1.4 Indulging or encouraging any form of malpractice connected with examinations or any other college activity.
- 1.5 Making sustained neglect in correcting class work or home-work done by the students;
- 1.6 While being present in the college, absenting himself (except with the prior permission of the Principal) from classes which he is required to attend;
- 1.7 Remaining absent from the college without leave or without the previous permission of the Principal;
- 1.8 Provided that where such absence without leave or without the previous permission of the Principal is due to reasons beyond the control of the teacher concerned, it shall not be deemed to be a breach of the Code of Conduct if, on return to duty, the teacher has applied for and obtained, ex-post facto, the necessary sanction for the leave.
- 1.9 Accepting any job of remunerative character from any source other than the college or giving private tuition to any student or other person or engaging himself in any business.
- 1.10 Engaging himself as a selling agent or canvasser for any publishing firm or trader
- 1.11 Asking for or accepting any contribution or otherwise associating himself with the raising of any fund or making any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.

- 1.12 Entering into any monetary transaction with any student or his parent/guardian; exploiting his influence for personal ends; or conducting his personal matters in such a manner that he has to incur a debt beyond his means to repay
- 1.13 Accepting, or permitting any members of his family or any other person acting on his behalf to accept, any gift from any student or his parent/guardian or any person with whom he has come into contract by virtue of his position in the college.

EXPLANATION:

- a) The expression “gift” shall include free transport, boarding, lodging or other service or any other pecuniary advantage provided by any person other than a near relation or personal friend having no dealings with him in connection with the college.

Note: A casual meal, lift or other social hospitality of a casual nature shall not be a “gift”

- b) On occasions, lift or other social hospitality of a casual nature shall not be a “gift”
- 1.14 Practicing or inciting any student to practice casteism communalism or untouchability.
- 1.15 Causing or inciting any other person to cause any damage to the college property.
- 1.16 Behaving or encouraging or inciting a student, teacher or an employee to behave in a rowdy or in disorderly manner in the college premises.
- 1.17 Committing or encouraging an act of violence, or any act or could which involves moral turpitude
- 1.18 Misbehaving with or guilty of cruelty towards any parent, guardian, student, teacher or other employees of College.
- 1.19 Organizing or attending any meeting during the college hours except where he is required or permitted by the Principal of the college to do so;
- 1.20 Not signing the attendance register on arrival before the college begins and also before leaving the campus after the college hours.
- 1.21 Not reporting for any additional duty assigned by the Principal of the college whether before or after the college hours.

- 1.22 Not devoting the requisite number of teaching hours as assigned by the Principal / Head of the Department according to the teaching load recommended.
- 1.23 Using abusive language, quarrelling or displaying riotous behavior.
- 1.24 Committing acts of insubordination and defiance or lawful orders.
- 1.25 Making false accusations against a person, whether after being provoked or otherwise.
- 1.26 Misappropriating College property, or committing acts of theft, fraud or embezzlement of funds.
- 1.27 Obstructing members of the college staff from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass college authorities and staff.
- 1.28 Divulging confidential matters relating to the college
- 1.29 Possessing weapons, explosives or any other objectionable material in college premises.
- 1.30 Engaging in any activity that is not in conformity with the character and traditions of SCET Engineering College.

2. Every teacher shall –

- 2.1 Be punctual in attendance and in respect of his class-work and also for any other work connected with the duties assigned to him by the Principal / Head of the Department.
- 2.2 Abide by the rules and regulations of the college and also show due respect to the constituted authority.

3. Nothing contained in Rules (I) & (II) shall be deemed to take away or abridge the rights of a teacher:-

- 3.1 to appear at any examination to improve his qualifications
- 3.2 to become, or to continue to be, a member of any literary, scientific or professional organization
- 3.3 to make any representation for the redressal of any bonafide grievance, subject to the condition that such representation is not made in any rude or unbecoming language
- 3.4 Breach of any condition specified in Rules (1) and (2) shall be deemed to be a breach of the Code of Conduct.

All the teachers are expected to be exemplary in their public and private lives. Their loyalty, sense of dedication and integrity of character at all time should be an inspiration to their students. The teachers shall attend to their duties with care and commitment, be punctual in attendance and dutiful in respect of classroom and also for any other work connected with the duties assigned to them by the Principal / Head of the Department or the Managing Committee. They shall abide by the rules and regulations of the college and carry out the lawful orders and also show due respect to the constituted authorities.

RESPONSIBILITIES

1 Chairman/Secretary:

The Chairman / Secretary shall provide perspective plans for the growth of the college, direction and strategies for implementation through:

- 1.1 Financial Planning and funding in the form of budget.
- 1.2 Ensuring the end results by periodical monitoring.
- 1.3 Coordinating all the policy matters.
- 1.4 Interface with the Central and State Government statutory bodies like AICTE, UGC, APSCHE, DTE etc.
- 1.5 Interaction with the affiliating university.
- 1.6 Interaction with financial Institutions and Revenue department.

2. RESPONSIBILITIES OF THE PRINCIPAL:

The Principal is the Academic and Administrative head for day to day functioning of the college and the final authority to take decisions in the academic matters. He is also the member secretary to the Board of Governors. In general he is assisted by the HODs and other committees with specific tasks assigned to them. He shall be responsible.

- 2.1 Provide leadership, guidance, help in implementation and monitoring all the academic activities as prescribed by the Affiliating University.
- 2.2 To take specific initiatives to achieve long term and short term goals of the college and monitor the activity.
- 2.3 To ensure the generation of reports on various activities and also the annual report of the institution.
- 2.4 To take necessary steps to get affiliation from university in time. He has to initiate necessary actions for any AICTE and other approvals.
- 2.5 For student discipline and orderly running of the college, for taking all the legal decisions in this regard and take help of the disciplinary committee.
- 2.6 For discipline and order among the faculty and staff of the institution.
- 2.7 He is responsible for the general amenities and arrangements for both students and employees.
- 2.8 To place before the Governing body (a) the budgetary statement for the following financial year and (b) the statement of audited accounts for the previous financial year for consideration and approval
- 2.9 As the Principal is the member secretary of the Governing body he shall convene regularly meetings of the Governing body, which shall not be less than **two** meetings in a year.
- 2.10 To give an increment to the employee as a matter of routine, unless it is withheld by the Governing body.
- 2.11 Placement of teaching & non teaching staff to higher positions/scales.
- 2.12 Sanctioning of various types of leaves to the employees.
- 2.13 Recruitment of staff as per University norms.
- 2.14 Forwarding the application of the teachers for examiner ship.

- 2.15 Release from service after due clearance from the governing body.
- 2.16 Assignment of responsibilities to HODs and AO.
- 2.17 Formation of different associations and committees in the college.
- 2.18 To ensure that the employee clears all dues before the withdrawal of the last salary.
- 2.19 Recommending the penalties to the governing bodies in case of offences or lapses on part of the employees.

a) ACADEMIC ACTIVITIES

- 1) To Take regular visits of all the Class Rooms, LABS, Library etc to maintain and regulate discipline amongst students and Staff.
- 2) To direct students to attend classes regularly and follow all the rules and guidelines of the Institution.
- 3) To instruct students Time and again not to involve in any indiscipline and ragging activities.
- 4) To Monitor sending of letters to the parents with regards to attendance, details of the Marks obtained in mid - term and End Sem examinations and also dues pending if any.
- 5) To Motivate students to write the Examinations confidently and encourage them for self growth and self study and finally not to have a backlog at any cost. Also advised to bring laurels to the Institution not only with their knowledge but also with their behavior.
- 6) To Take Feed Back from Students about the performance of teachers. The Feedback reports received from students are to be properly analysed and appropriate action taken accordingly.
- 7) To encourage Faculty Members to attend FDP Programs, Seminars, Work Shops, registering for PhD and Publishing of research papers for Higher Education. Conducting, debating competitions to improve communication skills.

b) HRD ACTIVITIES

- 1) To Conduct and Organize Interviews to select Teaching and Non Teaching Staff from time to time for all round growth of the Institution.

- 2) To Organize FDP Programs at regular intervals to upgrade their subject knowledge and student empowering skills.
- 3) To Conduct timely GB Meetings.
- 4) To Looking after the Visitors.
- 5) To receive Guests for various activities like Techno Fests, Conferences, Seminars and Guest Lecturers also day to day Guest and parents.

c) ADMINISTRATION

- 1) To Constantly supervise the Admin and Accounts branches.
- 2) To Monitor the Attendance of entire staff and sanctioning of leaves to staff.
- 3) To sign on bonafide certificates, custodian certificates, recommendation letters to students for their higher education at various universities in abroad.
- 4) To Interact with various Industries for the purpose of sending of our students to various Industries for doing Mini and Major Project works.

d) EXAMINATION BRANCH

- 1) To supervise the Internal and JNTUH Examinations throughout the year and to conduct all the examinations scrupulously as per the JNTUH Norms.
- 2) To Monitor collection of Students Hall Tickets, Examination stationary.
- 3) To Make correspondence with Registrar/DE/COE and Meeting Registrar, the COE and DE of JNTUH whenever required.
- 4) Supervision & processing of all examination applications after thorough scrutiny & certify of documents.
- 5) Scholarship Section : Processing of SC/ST/BC/EBC/Muslim Minority forms and other applications and its submission to concerned section. Coordinating with SC/ST/BC/EBC Welfare scholarships sections and all other related work till its sanction after thorough scrutiny and certify each and every application along with its documents.

e) PLACEMENT CELL

- 1) To coordinate several programs for the purpose of placement of our students successfully.
- 2) To depute Placement Officer to Various Industries for placement purpose.

f) AICTE

- 1) To regular monitoring of AICTE Net, and to download important letters and to ensure action immediately.
- 2) To Supervise complete on line application for extension of approval process , Intake Increase till its uploading and submission of hardcopy along with supporting documents to AICTE SCR Office.

g) JNTUH

- 1) To regular monitoring of the JNTUH related activities and writing letters and pursuing the same.
- 2) To direct all the Departments to keep their records update for JNTUH FFC inspection purpose
- 3) To attend all University meetings and other related activities of JNTUH.

h) ACADEMIC COMMITTEES :

Being the Chairman of various Academic Committees, needs to appoint Co-coordinators for various Academic Committee and ensure its proper monitoring.

To conduct Committee meetings periodically and ensure that implementation of the points discussed in the last meeting.

3. Other Responsibilities of the Principal of the College:

The Principal of the College as an administrative and academic head of the college is responsible for

3.1 Academic growth of the college

3.2 Participation in the teaching work, research and training programmes of the college.

3.3 Planning and assisting in planning and implementation of academic programmes, such as Orientation courses, seminar, in-service and other training programme, organized by the university and /or department/college for the academic competence of the faculty members.

3.4 Admission of students and maintenance of discipline of the college.

- 3.5 Receipts, expenditure and maintenance of accounts of the college.
- 3.6 Management of the College Libraries, Laboratories, Gymkhanas and Hostel.
- 3.7 Correspondence relating to the administration of the college.
- 3.8 Administration and supervision of curricular, co-curricular, extra curricular activities of the college and maintenance of records
- 3.9 Observation of the Act, Statutes, Ordinances, Regulations, Rules and other directions or Orders issued there under from time to time by the university and the orders issued by the Central and the State Governments
- 3.10 Supervision and conduct of college and university examinations including internal assessment and such other work pertaining to the examinations as assigned.
- 3.11 Assessing report of teachers and maintenance of service books of teachers and other employees of the College in the forms prescribed by the university.
- 3.12 Any other work relating to the college and the university as may be assigned to him by the university from time to time.

4. RESPONSIBILITIES OF DEAN – ACADEMICS:

- a. Advisory Role: HODs, Faculty Members and all other non-teaching positions of the College.
- b. To play an advisory role for the following Committees:
 - i. IQAC
 - ii. Infrastructure
 - iii. Library
 - iv. Sports
 - v. R&D
 - vi. SWC
 - vii. Canteen
 - viii. Appointment of class teachers
 - ix. Time table
 - x. Student

- xi.Recreation club
 - xii.Entrepreneurship development cell
 - xiii.Industry interaction cell
 - xiv.Placement committee
 - xv.Alumni Association
- c. To conduct meetings of Committees periodically with the Coordinators and collect and forward reports to the Principal and the Director.
 - d. Preparation of Road Map of all the developmental activities of the College.
 - e. To issue guidelines for the preparation and Maintenance of Attendance Registers, LecturePlans, teaching records to the faculty members and checking the same with the HODs.
 - f. To advise and motivate the faculty members to pursue Research and further advancement ofqualifications.
 - g. To co-ordinate for constitution of panel members for Faculty Recruitment.
 - h. To prepare the institute Academic calendar.
 - i. To workout for various Certificate Programmes to be conducted in the College.
 - j. To workout for various MOUs/Tie-ups/Associations for the betterment of the Institution.
 - k. To counsel the faculty members after student feedback.
 - l. To plan and organize various faculty and staff development programmes in consultation withHeads for qualification up- gradation.
 - m. To formulate policy for consultancy projects.
 - n. Managing Alumni Affairs of the Organization.
 - o. To conduct SWOT Analysis of the organization utilizing the services of HOD-MBA from timeto time and reporting the same to the Management.
 - p. To study the Academic reports of all the Departments at the end of the year and appraise theperformance of the Departments in relations to the expected / set standards.

5. RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT:

- a. To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
- b. Assign duties to non-teaching staff of the department.
- c. To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extra curricular activities of the department.
- d. To present the Departmental budget/requirement to the Principal.
- e. To take the lesson plan from the teachers and to ensure that they follow the plan and syllabi is completed on time.
- f. To ensure that the purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
- g. To ensure Quality, Maintenance and Cleanliness of the department.
- h. To recommend leaves of the Departmental Colleagues.
- i. To organize need based workshop /seminars / symposia / visits/ excursions etc.
- j. To invite guest speakers for interaction guidance to UG/PG students.
- k. To guide the students for career opportunities.
- l. Utilize the services of any staff member and assign different duties from time to time or interchange the duties of various staff members in the department.
- m. Nominating members for the library committee and make suitable recommendations for Journals, textbooks, reference books with the help of other senior faculty.
- n. Conduction of all the course work, laboratory work, project work, assignments and supervising the faculty to maintain all the records properly.
- o. Monitoring all the students related course work and the academic schedules are run in time.
- p. Counseling the faculty in case of any complaint or the need arising from feedback.
- q. Over all behavior and discipline of the faculty, staff and students of his department.
- r. Appraising all the faculty , staff and students about the college mission and goals and how to achieve them in the department.

- s. All activities related to professional bodies in the department.
- t. Being in constant touch with the students.
- u. Participate in meetings with the parents periodically and take suggestions for improvement of the department.
- v. Up keep of all class rooms, furniture, fixtures and cleanliness with the help of Administrative Officer / Maintenance Officer.

6. ACADEMIC DUTIES OF FACULTY

- a. To update their subject knowledge both theoretically & practically.
- b. To teach the assigned courses as scheduled and maintain standards appropriate to that level. Also maintain attendance record of students.
- c. To select the material and approach in assigned courses, prepare assignments, and evaluate student academic performance.
- d. To make arrangements to cover or reschedule any class missed.
- e. To foster free discussion and expression in the class room while maintaining the course's academic standards and objectives.
- f. To take appropriate steps to ensure that required books are available in the library.
- g. To complete in a professional, timely and responsible manner all other teaching and academic assignments which a faculty member has accepted as, or assigned.
- h. To stay during college hours and be available to students outside the class room on regular and reasonable basis.
- i. To avoid using his or her position as a faculty member to coerce, intimidate or manipulate students. Always maintain the dignity of teacher-student relationship.
- j. To follow the policies and procedures of the institution whenever applicable to course related activity.
- k. To understand the diverse background of students, their strengths, weaknesses and various interests and maintain adequate records/documents of their progress.
- l. To inculcate model behaviour and mannerisms by self example-formal dress code.

- m. To accept that being a teacher does not make you a “know-it-all”, so that it is important to become a partner in the learning cycle with the students.
- n. To resolve conflict among students by encouraging positive debate.
- o. To take classes on time and to enforce discipline by firmly setting class room rules and to take feedback from students.

NON ACADEMIC DUTIES OF FACULTY

1. Don't discourage/humiliate students in the class before fellow students.
2. To take time out to discuss an issue or problematic behaviour of a student. To be an effective counselor. Avoid speaking about non academic issues. Maintain confidentiality.
3. To keep parents well informed of their ward's progress.
4. To work with parents for the betterment of their child's future.
5. To actively involve in staff meetings, educational conferences and college programmes.
6. To voluntarily participate in organizing sporting events, educational tours, etc.
7. To help out in formulating college policies.
8. To carry out administrative duties relevant to the position in the college.
9. To maintain healthy relationship with teaching and non teaching staff members.
10. To take active part in the affairs of professional and educational associations and societies in their respective field.
11. To encourage institute – industry interaction.
12. To help the students in placements.
13. To involve students in nation building activities like NCC and NSS to make him a useful citizen.
14. To motivate the other faculty to develop their knowledge, skills and attitude.
15. To encourage the faculty to be part of the national cause like election duties.
16. To bring out the talent of the students in various fields like music, debate, essay writing, dramatics, etc.

OFFICE ADMINISTRATION

RESPONSIBILITIES OF AO (ADMINISTRATION):

1. To verify students' applications for considering their requests for Bonafide Certificates for Bus Pass, Pass Port, Spoken English courses from various institutions etc., Custodian Certificates, Fees Estimations for Bank Loan and Signatures on Bus Passes and bus pass related Bonafide Certificates.
2. Daily supervision of scholarship disbursements, student fee ledger postings.
3. To monitor day to day activities of Accounts Branch. To carry out surprise checking of all the records of Accounts Branch. To conduct Monthly Meetings, detailing of members for Internal Audit Purpose.
4. To assist Principal in updating of Administration related Records for producing the same before Fact Finding Committee and AICTE.
5. Providing Attender and other necessary staff to the Principal, Dean, HODs, PRO & Maintenance In-charge for college related works.
6. Replacement of Attenders immediately as and when they are on Leave. Communicating about the Leave information to concerned department HODs when Attenders and Non Teaching Staff are on Leave.
7. Supervision of all non teaching personnel and their office records.
8. Maintenance of construction related records, supervision of staff and agencies, suppliers and personnel. All files and records maintenance, updating and revision periodically.
9. Supervision of Campus maintenance, landscaping and buildings etc.
10. Sanction of salary advance for class IV in genuine cases up to 1000/-. More than that application has to be forwarded to higher authorities.
11. To ensure stationery items held with Stores are sufficient to meet day to day requirement of each department including examination branch. Purchase of stationary and other material procurement and purchase with proper approval of higher authorities.

12. To intimate the progress of important works entrusted by the Dean, Principal and Academic Director.

13. All other duties assigned by the Director, Principal and Dean.

RESPONSIBILITIES OF AO (OPERATIONS):

1. To watch student's activities, their movements and discipline in the College Campus all the time.
2. To take suitable action against fee defaulter students in consultation and approval of the Principal.
3. Should oversee the arrival of students in the college with ID card, neatly dressed up.
4. To counsel the late comers to be punctual in their arrival at the college.
5. To ensure that the students are seated in the class rooms, at the start of first period, after the small break and also after lunch break.
6. Should ensure that students do not loiter in the corridors and other places during the class hours.
7. To interact with parents about Students' behavior and their activities in the college and intimate any students' related activity to the HODs.
8. To ensure action that no untoward incidents should happen in the college premises.
9. To ensure and intimate students' marks and attendance to their parents through letters and messages.
10. To receive, look after and send-off of officials visiting the College for various purposes.
11. To ensure action for smooth conducting of the various functions/events in the college.
12. To ensure all the required facilities are arranged when a Seminar/Workshop is organized like Arrangement of tables and chairs on the Dias, banner, bouquets, gifts/mementos, Audio-Visual System, Photographer etc.,
13. To ensure that a Soft copy of CD is forwarded to HOD as and when a Programme is conducted and maintaining a copy of the same with the System Administrator.
14. Maintenance and supervision of Floor In charges, Audio-Visual operator and their allocation of Duties.
15. Liaison officer for canteen related activities.

16. Maintenance and supervision of security staff and agencies concerned.
17. Regular checking of student mobiles and conduct surprise checks in class rooms/labs for mobiles and all other un-authorized gadgets/objects.
18. Avoid and settle all kinds of disputes/scuffles among the students, hired employees within and outside the campus.
19. Prevent unlawful associations / meetings among students.
20. Prevent /find out anybody's activities against the interests of the organization both inside and outside the campus.
21. Prevent un-authorized leaving of campus by the students.
22. In case of any unexpected Bandh, after consulting the Management and the Principal, to co-ordinate and inform the Faculty Members and Students.
23. To co-ordinate with the Management and the Principal in the case of Student Dropouts/ Detained students.
24. To intimate the progress of important works entrusted by the Dean, Principal and Academic Director.
25. All other duties assigned by the Academic Director, Principal and Dean.

RESPONSIBILITIES OF PUBLIC RELATIONS OFFICER:

1. To receive and look after the Parents and other Stakeholders visiting the College.
2. To interact with parents/visitors and guide them to the proper person/Department they would like to meet.
3. To act as Liaison between College and Other Stakeholders in consultation with Principal and Management.
4. To Co-ordinate with Placement Officer for On-Campus and Off-Campus Recruitment Drives.
5. To Co-ordinate with HODs/ Physical Director/A.O. (Operations) for various Functions/Events in the College.
6. To perform any other duty assigned by the higher authorities.

RESPONSIBILITIES AS MAINTENANCE IN CHARGE:

1. Maintenance and allocation of duties of Electrician, Carpenter, Plumber and housekeeping staff.
2. Maintenance and supervision of System Administrator and allocation of Duties.
3. Overall maintenance, repairs, cleanliness of building and college premises with housekeeping staff, carpenter, electrician and Hardware Engineers as per the instructions of Principal, Dean, HODs, AO (Administration), AO (Operations), Transport In - charge, Librarian and Physical Director.
4. To intimate the progress of important works entrusted by the Dean, Principal and Academic Director.
5. All other duties assigned by the Academic Director, Principal and Dean.

RESPONSIBILITIES OF HUMAN RESOURCES EXECUTIVE:

1. To maintain Database of Employees through Human Resources Information Systems (HRIS)
 - a. Employees Details
 - b. Verification of Qualifications, Experience , Eligibility as per the norms of AICTE
 - c. Back ground reference of the authenticity of information provided by Employees
2. To update Employees information in the HRIS:
 - a. To properly watch staff attendance, their ODs and ensure its correct submission to Principal as well as Academic Director.
 - b. Checking of Leave Statements and Service Books of Teaching and Non Teaching Staff.
 - c. Casual Leaves, CCLs, OD, Absent, Permissions, Late etc., of the employees
 - d. Salary, Increments, Incentives, Tax Details etc.,
 - e. Seminars, Workshops, Conferences, FDPs, Papers presented, Papers Published, NET, FET, SLET qualifications, Pursuance of higher studies viz., PG, M.Phil., Ph.D., Award of Ph.D degrees etc.,.
3. To collect students feedback and include in the performance appraisal.
4. To send a circular about faculty achievements to all the departments.

5. To collect information about Man Power Planning and Requirements of the various Teaching and Non – Teaching Positions in the College from time to time
6. To collect and forward the Resume/Curriculum Vitae to the HODs from time to time and maintain Database Department Wise.
7. To collect the original certificates from the Employees ie.,SSC, Degree and PG / Ph.D.,
8. To collect Performance Appraisal from the Employees and forward the same to the Management/Principal and maintain confidentiality of the information.
9. To complete the formalities relating to resignation, collecting exit interview feedback form etc.,
10. To co-ordinate with Faculty Development Programmes / Orientation Programmes conducted by the college.
11. To collect and disseminate the information about FDPs/Seminars/Conferences/Workshops organized by Universities/ Institutions/ Colleges and forward the same to the Principal and HODs.
12. To maintain attendance register pertaining to Teaching and Non Teaching Staff.
13. To maintain JNTUH / AICTE attendance Registers belongs to Teaching Staff.
14. To maintain Acquittance Registers pertaining to Teaching Staff of both AICTE / JNTUH.
15. To maintain Staff Service Record.
16. To maintain Staff Leave Statement.
17. To submit details of newly joined staff and details of staff who left the organization to Accounts Department monthly.

RESPONSIBILITIES OF TRAINING AND PLACEMENT OFFICER:

- 1) Should gather and maintain list of prospective employment providers to the present/past students of the college, along with their addresses, contact persons, telephone numbers and the nature of jobs they provide.
- 2) Should be in constant touch with various organizations to reckon their forecast of recruitment, in the near future.

- 3) To appraise the needy organizations, telephonically, about the availability of present / passed out students, for their recruitment plans.
- 4) To personally visit the industries / companies / organizations, whenever necessary to persuade them to conduct campus interviews/recruitments in the college.
- 5) To plan the campus interviews properly and effectively, in consultation with the participating organizations and encourage present/passed out students, to attend interviews in large numbers, by informing them about the time and date, telephonically / sending SMS.
- 6) To make proper arrangements in the college, for smooth conduct of interviews / tests and ensure that the company recruiters are comfortable during their stay, at the campus.
- 7) To invite JKC trainers to our college, and conduct seminars/training programmes for the benefit of the students.
- 8) Should advise and guide the needy students, to attend various programmes conducted by JKC at their campus, and avail their help, in getting employed.
- 9) To monitor CRT classes and assess the performance level of faculty and advise them, whenever required.
- 10) Should interact with students after CRT lectures, assess their grasping of their CRT lectures, and guide them properly.
- 11) To invite various institutes /agencies giving training for GRE, TOFEL, etc; and conduct seminars, for the benefit of the students.

- 12) To invite different institutes/academies, giving training/rendering service for placements, and conduct seminars to the advantage of our students.
- 13) Should go through the newspapers/magazines regularly, collect the employments Ads and display them on the placement board, in time.
- 14) To invite dignitaries/eminent personalities to the college, to deliver guest lectures for the all round development of our students.
- 15) To gather information regarding the conduct of “off campus” interviews conducted by other colleges, and guide our students, to attend those interviews and succeed in getting employment.
- 16) To provide information regarding Summer Internships / Apprenticeships for Mini and Major projects for the students of all branches in consultation with the HODs.
- 17) To co-ordinate with the activities of Alumni Association.
- 18) To co-ordinate with the activities of Graduation Day Celebrations.
- 19) To give information to various companies regarding Students’ Attendance or Conduct during the time of appointment and recommend the students for placements.
- 20) To prepare and maintain Placement Track Record since the Inception of the Institution.
- 21) To prepare Placement Brouchures, News Letters etc., for communicating the Placement Achievements of the College.
- 22) To communicate with the Media about placement achievements.
- 23) To perform any other duty assigned by higher authorities.

Responsibilities of Placement Co-ordinator:

1. To co-ordinate with the activities of Placement Cell.
2. To plan and organize Pre-Placement Activities.
3. To communicate the information regarding Pre-Placement training to students, HODs, Trainers involved etc.,
4. To take feedback from the students regarding Pre-Placement Training.
5. To provide adequate facilities to the trainers viz., Materials, Class rooms, LCD Projectors, GD Rooms, Interview Rooms etc.,
6. To make alternative arrangement whenever Trainer is on Leave.
7. To submit a report to the Principal and Management regarding Attendance and conduct of Pre Placement Training from time to time.
8. To make necessary correspondence with JKC.
9. To take attendance of JKC Students at the time of JKC training classes.
10. To look after Higher Education Counseling related matters.

RESPONSIBILITIES OF ACCOUNTS MANAGER

1. The Accounts Manager shall inform periodically the financial position of the college to the Principal of the College, examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget and income and expenditure statements, maintain all accounts and get them audited.
2. He shall attend to all the Government scrutiny, inspections and audit.
3. He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts code, statutes, ordinances, rules and regulations made in that behalf and monitor the finances of the college and place before the committee the financial position of the college such as its receipts, payments, government grants and balance from time to time.
4. He shall scrutinize all bills of expenditure before recommending for payment. Maintain cash book, ledger and bank pass books. He shall watch the progress of the expenditure and receipts of fees, Government grant in time.
5. If the AO proceeds on leave the Accounts Manager shall carry out the duties of the AO in addition to his own duties.

6. The Accounts Manager shall carry out any other work entrusted to him by the Principal from time to time.
7. He is responsible for smooth running of entire Accounts Branch and needs to implement new procedures and systems for effective functioning of Accounts Branch.
8. To give proper guidance to staff working under his control.
9. To verify the passed vouchers and make relevant entries.
10. To prepare book bank refunds.
11. To make payment to Vendors.
12. To prepare purchase orders and keep track of payments to firms.
13. Surprise verification of cash in hand and the bank.
14. To maintain students ledgers.
15. Should verify the scholarship receipts.
16. Should prepare acquaintance roll.
17. To maintain the leave account of all staff members.
18. Ensure to submit following returns within stipulated time as under:-
 - a. Salary Statement: by 5th of each month.
 - b. Expenditure Statement: 7th of each month.
 - c. TDS – Salaries – 15th of each month
 - d. TDS – Contractors – 7th of the following month
 - e. PF/PT – 15th of each month
 - f. ESI
19. Monitor progress of finalization of Accounts.
20. To finalize accounts with auditors.
21. To carry out financial audit of all transactions.
22. To maintain provident fund account and forward the same to PF office.
23. To prepare statutory taxes statements such as PF, PT and TDS etc., and forward them to respective authorities.
24. Should ensure that the following returns are submitted within stipulated time schedule .

25. Should prepare financial reports.
26. Preparation of annual budget for the college and department wise.
27. To make JNTU related payments in time and keep track of different payments year wise.
28. To supervise and assist Principal in updation of Accounts related Records for producing the same before FFC.
29. To assist principal in updation of accounts related records for producing the same before FFC, GB etc.
30. To perform any other duty assigned by higher authorities.
31. Finally, the maintenance of overall Accounts is the Sole Responsibility of Accounts Manager.

DUTIES OF ACCOUNTS SECTION:

Accountant:

1. To prepare Monthly Salaries.
2. To effect the salary increments of staff.
3. To prepare PF, JNTU, and Acquaintance Registers
4. To prepare Monthly Professional Tax and PF statements
5. To prepare monthly canteen bill
6. To prepare Book Bank Refunds
7. To prepare service and salary certificates.
8. To prepare Bank Reconciliation Statements (OBC & SBI)
9. To prepare TDS for employees
10. To issue No Dues Certificates to students.
11. To maintain and verify the staff salary deposit.
12. To support Audit work and finalize Accounts Audit.
13. Any other duties assigned by seniors

Cashier:

1. To handle cash (Receipts & Payments) and maintain day to day cash book.
2. To deal with the preparation and issue of Bank cheques.
3. To enter cash vouchers in Tally.
4. To enter Bank vouchers in Tally.
5. To verify all Challans with Bank Statement.
6. To prepare Bank Reconciliation Statement.(AB)
7. To issue all types of Challans to student for remittance.
8. Help in opening of banks accounts by staff.
9. All Vendor Bills should be processed and entered in Tally.
10. Any other duties assigned by seniors.

**EXAMINATION BRANCH: RESPONSIBILITIES OF
INCHARGE – EXAMINATION BRANCH:**

1. To conduct all the internal and end semester examinations scrupulously.
2. Should personally download the question papers from JNTUH portal and print only required no. of copies.
3. Should appoint examiners for internal and external exams with the approval of chief superintendent of exams/principal.
4. To monitor the conduct of internal examinations and get it evaluated and prepare the award list.
5. To perform the role of mediator between JNTUH and college as far as examinations are concerned.
6. Should arrange for giving the notification regarding the schedule of internal and external exams.
7. Should ensure that no malpractices are resorted to during the internal and external exams.
8. Should detail the observers for outside duty and also receive the outside observers.
9. Should carry out the results analysis and report to the higher authorities about the analysis.
10. To carry out all correspondence pertaining to exams, with JNTUH.
11. To prepare the promoted students list and penalize them appropriately.
12. To submit the internal and external marks to JNTUH.

13. To receive the JNTUH squad during the exam and interact with them.
14. To assign invigilation duties to staff during Internal and External exams. based on the no. of invigilators required and staff strength of each department.
15. To maintain credit records of detained students and follow up them for readmission.
16. To identify students (detained and readmitted) who have passed some subjects in the previous year and forward the same to JNTU, with elective subjects.
17. To update the JNTU credit records under the supervision of Exam I/c.
18. Results analysis should be carried out in the system and forward the same to the concerned persons through Examination I/c.
19. All correspondence with JNTU should be carried out in time through Exam. I/c
20. To provide information to Principal/Director as and when required.
21. To communicate to the Principal/HODs/Website Co-ordinator/ Students regarding postponement/ re-conduction of Examinations if any.,
22. Should carry out all the other examination related duties assigned by chief superintendent of exams/principal.
23. To perform any other duty assigned by higher authorities.
24. Finally, the In charge – Examination Branch has the Solo Responsibility of proper and smooth conduction of examinations of the College.

Responsibilities of Asst. In charge of Examinations :

1. To assist the In-charge exams in smooth conduct of examinations.
2. To verify and circulate exam schedule to various Depts. and students
3. To draft seating plan for internal and external exams, in all the exam halls.
4. Should ensure that seating arrangements are made properly in all the exam halls.
5. Should segregate the answer scripts received from JNTUH and arrange them branch wise and room wise.
6. Should hand over the correct number of answer sheets to the respective invigilators of all exam halls.
7. To ensure invigilators should not be posted in the exam halls of their own branch.

8. To ensure that the invigilators have received the correct question paper pertaining to their exam hall.
9. Should collect and count the answer scripts and ensure that correct no. of answer scripts are received.
10. Should arrange the answer scripts branch wise. After bundling them properly, sealing should be done in a proper manner.
11. Should ensure that answer scripts bundles are dispatched in time so as to reach the collection centre at the given time
12. Should collect the marks awarded list during the external lab exams and forward them to various colleges for obtaining the examiners signatures.
13. Should ensure that all the award lists are received back in the college, duly signed by the respective examiners.
14. To oversee execution of undertaking forms by students for lab exams and attendance forms from HOD with permission to allow them to pay exam fee.
15. To collect the award list of internal marks for all subjects and make average of marks and prepare consolidated marks list and upload in the JNTU portal.
16. To collect examination/condonation fee from students.
17. To check that all eligible students paid the exam fee and register their names with JNTU as per their subjects.
18. To download and prepare hall tickets for various exams and issue them to students.
19. To download the exam time tables and circulate them with the students and departments as well.
20. To arrange for collection of exam stationery, check all contents and ensure that there is no shortage.
21. To preserve the exam stationery in the exam branch and to take precautionary measures for the safe custody of the same.
22. To intimate invigilators/relievers about their duty schedule during the exam time.
23. To receive back the answer papers from exam halls, count them as per attendance sheet.

24. To arrange for proper packing and sealing of answer papers and dispatch the bundles to collection centre.
25. To communicate results to parents of students along with percentage of attendance.
26. To maintain the credit records of students and detain students having shortage of required credits.
27. To maintain credit records of detained students and follow up them for readmission.
28. To identify students (detained and readmitted) who have passed some subjects in the previous year and forward the same to JNTU, with elective subjects.
29. IV year B. Tech., M. Tech. and MBA students projects/viva marks are uploaded in the portal.
30. To maintain archive for old question papers.
31. All the other duties assigned In-charge examinations.
32. To perform any other duty assigned by higher authorities.

Responsibilities of Junior Assts. - (JA- IV and JA -V)

Total works to be shared by them.

- 1) Internal exams :- Time table seating plan, question paper , award list should be prepared and marks records should be maintained.
- 2) To update the JNTU credit records.
- 3) Results analysis should be carried out in the system and forward the same to the concerned persons.
- 4) To issue the marks memos.
- 5) All correspondence with JNTU should be carried out in time.
- 6) To provide information to Principal/Director as and when required.
- 7) To prepare letters for external exams.
- 8) To prepare seating plan.
- 9) To distribute supplementary hall tickets.
- 10) To enter marks memos, provisional certificates and CMM in the system.
- 11) To perform any other duty assigned by higher authorities.

PHYSICAL EDUCATION DEPARTMENT:

Responsibilities of Physical Director:

1. To take care of the physical education departmental activities.
2. Teaching and coaching of students during their respective sport periods should be carried out.
3. Allocation of responsibilities to Asst. Physical Directors Branch wise and Sports wise.
4. To supervise the conduct of Practice sessions for students from 4.00 p.m. to 5.15 p.m.
5. To Plan a Schedule and communicate regarding Intra College Sports and Games Competitions.
6. To maintain and supervise general discipline of students while entering/leaving the college campus.
7. To communicate the students regarding Inter- Collegiate Competitions and University Level competitions in consultation with the Principal and HODs.
8. To ensure participation of students in central zone of JNTU in various events.
9. To submit indents/proposals for procurement of sports/games material.
10. To initiate follow up action for inter university tournaments.
11. To conduct college annual sports meet in a grand manner.
12. To organize Yoga classes.
13. To orient the students and staff regarding Physical Fitness.
14. To communicate the Principal/HODs regarding Students Attendance during Sports and Games Competitions.
15. To prepare Physical Education Department Report for publishing the same during various occasions of the College.
16. To Co-ordinate with AO(Operations) for maintaining discipline.
17. To perform any other duty assigned by higher authorities.

Responsibilities of Asst. Physical Director:

1. To co-ordinate with the physical education departmental activities.
2. Teaching and coaching of students during their respective sport periods should be carried out.
3. To conduct practice sessions for students from 04:00 pm to 05:15 pm.

4. To prepare college teams (boys and girls) for participating in zonal competitions of JNTU.
5. To prepare the students for participation in central zone of JNTU in various events.
6. Should maintain sports ground and equipment.
7. To co-ordinate with the conduct of college annual sports meet in a grand manner.
8. Should maintain and upkeep the gyms (boys and girls).
9. To maintain and supervise general discipline of students while entering/leaving the college campus.
10. To supervise the students discipline during the short break and lunch break.
11. To co-ordinate the maintenance of sports grounds/courts/gymn facilities of the college.
12. To Co-ordinate with AO(Operations) for maintaining discipline.
13. To perform any other duty assigned by higher authorities.

LIBRARY:

RESPONSIBILITIES OF LIBRARIAN

1. To enter books and periodicals purchased in Accession register.
2. To maintain of books issued to students as well as Staff and its timely return (both Manual and system).
3. To maintain the library smoothly.
4. To download the free journals in digital library.
5. To classify and catalogue the books.
6. To provide necessary assistance to staff and students.
7. To submit copies of news paper cuttings of AICTE, APSCHE, and other STATE GOVT. Notification to Principal, A.O. (Operations) and A.O.(Admin).
8. To prepare statements (list of books, and other related works) in system.
9. To display current information in Library Notice board.
10. To perform any other duties assigned by higher authorities.

Responsibilities of Asst. Librarian:

1. To enter books and periodicals purchased in Accession register.
2. To proper maintenance of books issued to students as well as Staff and its timely return (both manual and system).

3. To maintain the library smoothly.
4. To download the free journals in digital library.
5. To classify and catalogue the books.
6. To provide necessary assistance to staff and students.
7. To submit copies of news paper cuttings of AICTE, APSCHE, and other STATE GOVT. notification to principal, A.O.(operations) and A.O.(Admin).
8. To display current information in Library Notice board.
9. To co-ordinate with Librarian and perform duties assigned by Librarian.
10. To perform any other duties assigned by higher authorities.

Responsibilities duties of book keeper:

1. Labeling the books (accession no. and call no.)
2. To arrange the books in book shelves branch wise systematically.
3. To make Xerox copies of various papers requested by students.
4. To check the students properly while entering and leaving the library.
5. To receive cell phones from Girl students (morning).
6. Any other relevant duties assigned by seniors.

TRANSPORTATION:

RESPONSIBILITIES OF TRANSPORTATION INCHARGE:

1. Over all supervision of College Transportation.
2. To issue College Bus Passes to Students.
3. Diesel Maintenance for College Transportation.
4. Generator Maintenance.
5. Regular check up of Student Passes (College Transportation)
6. Supervision of Drivers (College Bus Drivers)
7. To collect the feedback from faculty members and students regarding Bus Driver's performance or conduct and counsel the Bus Drivers.
8. To provide all necessary information regarding Bus Numbers, Routes, Drivers and DriverNumbers.
9. To co-ordinate with transportation facilities during Special occasions, Guest Lectures etc.,
10. To be responsible to supervise / maintain Bus Conditions as per the norms of the Government.

11. To checkup the Bus Condition once in every week.
12. To recruit the Drivers as per norms of the Government.
13. Maintain the counseling record of the Drivers.
14. To regularly check up the driver's health regarding the aspects of fitness as per the Government's norms.
15. To conduct regular meetings with the Parents.
16. To maintain Route wise database of the students boarding into the bus with Phone Numbers.
17. To perform any other duties assigned by higher authorities.

Responsibilities of College bus Mechanic:

- 1) To carry out daily general checking and maintenance of all college buses such as radiator water, brake system, joint bolts, tyre pressure , battery etc;
- 2) To test drive all buses daily and inform the transport in-charge about any defect noticed.
- 3) To carry out greasing of all buses every fortnightly.
- 4) To set right the defects noticed by the drivers on the same day.
- 5) To carry out hub servicing of Leyland buses every two months.
- 6) To ensure that drivers carry out servicing of their buses every week.
- 7) To take the buses needing major repairs to Autonagar and personally supervise the repair work done there.
- 8) To improve the KMPL of all buses by making adjustments in Botsch pump.
- 9) To advise all drivers about good driving techniques to improve the KMPL.
- 10) To change engine oil, gear box oil and differential oil after running specific mileage.
- 11) To change oil filter and diesel filter after running specified mileage.
- 12) To ensure that headlamps, horn, side indicators function perfectly.
- 13) To ensure that all RTA rules are complied with before sending any bus for fitness.
- 14) To go with relief bus, in case any bus fails in the city, to repair and bring it back to the college.
- 15) To prepare indents for procurement of parts/consumables and submit to the transport in charge.
- 16) To perform any other duties assigned by higher authorities.

Responsibilities of Bus Drivers:

- 1) To start the bus from the parking place in time, and pick up students and faculty members from different pickup points and try to reach college as per the scheduled time.

- 2) To allow only authorized students to board the bus.
- 3) To carry out minor repairs to the bus when ever required.
- 4) To clean the bus daily and keep it neatly.
- 5) To carry out water washing of the bus one in a week.
- 6) To check tyre pressure and fill it, if required.
- 7) To carry out greasing and to check engine oil.
- 8) To safely pick up/alight the students.
- 9) To inform Transport in-charge about the diesel requirement and obtain voucher for filling diesel.
- 10) To drive carefully and cautiously, without meeting even minor accident and not to violate any traffic rules under any circumstances.
- 11) To ensure that no student misbehaves in the bus.
- 12) To inform the transport in-charge whenever fitness, pollution check become due.
- 13) Should update their knowledge about the newly introduced traffic rules in their route, such as, one way traffic, no entry, etc;
- 14) To watch out other vehicle drivers in the traffic and be prepared in advance to avoid accidents even if other drivers violate traffic rules.
- 15) To perform any other duties assigned by higher authorities.

DUTIES OF ADMIN BRANCH:

Stenographer:

1. To take dictations given by Principal, Dean and AO (Admin) and making their final copies.
2. To take down Minutes of all Meetings held in the Principal's Chamber and making their copies for finalization.
3. To take down Minutes of Seminars, held in the College Premises and preparing final copies of the minutes.
4. To Prepare Circulars, Notices, Office Orders etc.
5. To share other works like Admissions, AICTE Work, Acquaintance Registers, etc.
6. Any other works assigned by Director, Principal, AO (Operations) and AO (Admin)

Senior Administration Assistant:

7. To look after over all admissions of Academy Students pertains to Convener, ICET, ECET, EAMCET and its admin. Process.
8. To look after entire correspondence viz., JNTU, AICTE, APSCHE and DTE.
9. Submission of Statutory information to the concerned authority with regards to procurement of land and development of infrastructure in College as and when acquired/undertaken.
10. Timely submission of compliance reports on various matters to concerned Authorities as and when asked.
11. Preparation of Appointment letters of New Incumbents after completing necessary formalities.
12. To attend duties entrusted by Seniors.
13. To attend internet for important instructions guidelines daily getting copies of issued by AICTE/APSCH/JUTUH/UGC/NAAC.
14. To perform any other duties assigned by higher authorities.

Admin. Assistant – Scholarship:

1. To download and issue notice regarding Scholarships

2. Collection of Scholarship forms from the students.
3. To issue Challans and collect the Challans from the students.
4. To co-ordinate with the issue of Buss Pass to the Students.
5. To supervise the refund cheques issue
6. To forward the pending forms to District Offices/ Social Welfare Department/Minority Welfare etc.,
7. To co-ordinate with Adhar Card facility of the students.
8. To co-ordinate with Society Scholarships with Board of intermediate Scheme, GATE Scheme etc.,.
9. To co-ordinate with Accounts section for the entry of scholarship details
10. To perform any other duties assigned by higher authorities.

Junior Admin. Assistant - 1:

1. To look after Academic admissions and maintenance of admission register of Polytechnic, B.Tech, M.Tech., and MBA Students properly.
2. To maintain students original certificates and other related documents of all the streams.
3. To prepare and Issue TCs to Students.
4. To issue No dues certificates to students.
5. To issue forms/certificate to the students who are re admitted and detained students.
6. To update information periodically.
7. Any other works assigned by seniors.

Junior Admin Assistant -2 :

1. To issue bonafide certificate to students of all branches.
2. To maintain inward & outward register.
3. To prepare of Custodian, LOR, Fee estimation, course completion.
4. To check students addresses with students library forms.
5. Collection of Mobiles for safe custody.
6. To send verification reports to RTC authorities for issue of bus passes to students.
7. Any other duties assigned by seniors.

Liaison Officer:

1. To co-ordinate with JNTU Correspondence with various departments.
2. To co-ordinate with the duties of Examination Branch .
3. To co-ordinate with Accounts Department with Bank Related Works.
4. To co-ordinate with Administration with the purchase of any material required for the College.
5. To perform any other duties assigned by higher authorities.

Record Assistants:

1. To give numbering to the files.
2. To prepare Index of the Files.
3. To see the files are kept in a proper order.
4. To upkeep the files in such a way that the right paper is reached in the right file immediately.
5. To maintain files in the chronological order of the dates.
6. To be responsible for the procurement of copy of Notice/Circular/Letter/ Order etc., as and when it is required by Higher Authorities.
7. To maintain confidentiality in the maintenance of important files.
8. To see that one side papers are collected and maintained in a place for reuse of the same for Administrative purposes.
9. To maintain inward and outward registers.
10. To assist the Principal in putting up with the External/Postal correspondence.
11. Any other work assigned by higher authorities.

DUTIES OF COMPUTER OPERATORS IN DEPARTMENTS:

1. To prepare department time tables and faculty wise time tables.
2. To prepare semester wise work load.
3. To prepare semester wise Syllabus and teaching plan.
4. To update all the related records.
5. To type departmental Circulars and correspondence and also preparation of necessary formats and documents.
6. To attend events work conducted by the Department.
7. To give information to Faculties regarding their classes everyday.
8. To attend Telephone calls.
9. To maintain students Attendance Register daily.
10. To attend works related to mini and major projects.
11. To intimate invigilation duties to concerned faculties.
12. To maintain confidential information of the Department
13. The computer operator should not allow the students into Staff Room without proper permission.
14. To maintain and preserve all the records related to the department as per the directions of HODs.
15. Any other works assigned by the HOD and Faculties.

DUTIES OF COMPUTER OPERATOR IN PLACEMENT CELL:

1. To check mails every day and submit information to TPO.
2. To mark correspondence with clients based on the direction given by the TPO.
3. To attend work of Pooled on – campus / off campus.
4. To make necessary arrangements for campus drives (i.e., Stationary, Banners, Help Desk, Co-ordinators etc.,)
5. To send mails and SMS to Students and other Colleges. (TPOs)
6. To send reminder SMS to Students and outside Colleges. (TPOs)
7. To maintain Attendance and make registrations of students at Counters.

8. To update selected students list and file all the related documents in concerned file.
9. To make necessary arrangements for Training, Workshop, Seminars and Guest lecture i.e. preparation of necessary arrangements formats, taking attendance of participants and collection of Feedback forms. After collection of feedback forms the same should be bifurcated. Analyzed report is to be submitted to Academic Directors as well as Principal.
10. To issue JKC material, JKC Cards and passwords to JKC Registered Students.
11. To update JKC Students information i.e. Marks and personal details in JKC site.
12. To maintain all the Placement related files properly.
13. To update supplies results (It's is a continuous process)
14. To display about Recruitment Drives in Notice Boards.
15. To attend works assigned by MBA Departments.
16. Any other duties assigned by seniors or higher authorities.

DUTIES OF I/C STORES:

- a. To receive all the Stock properly duly checked in all respects and the same is divided as Consumable and Non consumable items and made entry in Consumable Register and Non consumable Register accordingly. The same is also required to be entered in General Stock Register as well in Central Stock Register. The page number is required to be given on the Top of the Xerox copy of Receipt Voucher and file in Receipt Voucher File serially.
- b. Based on the Indent submitted by the concerned Department / Sections, items will be issued to them accordingly. All issue Vouchers should be numbered with and entry to this effect should be made in Central Stock Register and file Issue Voucher in Issued Voucher File. On the back side of the Issue Voucher, Item wise page No. as per Stock Register is to be given.
- c. Items indented by the branches should be available. If items are not available as per their indents, such items should be noted and bring it to the notice of Academic Director for his approval for procurement.

2. To issue Meals Coupons to Canteen.
3. To verify Monthly Canteen Bill scrupulously.
4. To collect newly joined staff particulars and the same may be intimated to System Administrator for preparation of Identity Cards. After its preparation, the ID cards may be handed over to Concerned branch Incharges for handing over the same to individual concerned. Similarly, particulars of Identify Cards lost by the Students shall be informed to system Administrator for preparation and after its preparation the same may be handed over in Accounts for handing over the same to the students after collecting cost of Identity Card. Presently the cost is Rs. 50/-.
5. When Printing materials are held less in quantity, Approval should be obtained from Academic Director for printing materials and same should be ordered through AO (Operations).
6. Items required for the College Events may be procured and issued to concerned branches well in time.
7. Every Month stock details should be checked thoroughly and monthly report shall be submitted to the Academic Director.
8. Plates, Glasses, Spoons, Bowls, Towels, Blazers, Napkins will be in custody of Stores Incharges which should be maintained carefully.
9. Non consumable items given to the staff should be taken back whenever the staff is leaving the institution and record to this effect will be maintained properly.
10. To issue premix powder to In charge cafeteria and procure the same whenever the same is exhausted well in advance.
11. To keep all the related records update.
12. Any other duties assigned by the seniors.

DUTIES OF RECEPTIONIST:

1. To receive the message properly and respond accordingly with the outsiders.
2. To talk politely with the parents and outsiders.
3. To receive outsiders respectfully and send them to concerned branches to whom they wish to meet the proper briefing.
4. To maintain all the related records update.
5. To intimate student's absent report to their parents daily.
6. To maintain address Register of all the Clients belongs to the Institution properly.
7. Any other works / duties assigned by the Seniors.

RESPONSIBILITIES OF SYSTEM ADMINISTRATOR (Administration) :

- 1) To maintain all computer systems in the college in good working condition.
- 2) To ensure that network/local network is available to all systems.
- 3) To ensure that Wi-Fi is available to the required systems.
- 4) To maintain linux server.
- 5) To maintain student portal server.
- 6) To maintain Globarena/GEMS server.
- 7) To receive complaints related to computer systems by phone/person and rectify them as soon possible.
- 8) To attend minor repairs on computer systems.
- 9) To maintain e-class rooms equipment.
- 10) To ensure that e-library is functional.
- 11) To prepare the indent for future requirement of systems and allied services.
- 12) To carry out photography in all events of the college and maintain photo archives of all the events held in the college.
- 13) To assist in the conduct of techno festivals conducted in the college.
- 14) To prepare the college ID cards for staff and students when ever required.

- 15) To carry out on-line registration in the exam branch for Diploma, B.Tech, M.Tech. and MBA.
- 16) To undertake downloading and printing of question papers from JNTU portal during external exams.
- 17) To prepare D forms.
- 18) To assist in uploading of internal/external lab marks in JNTU portal.
- 19) To visit the exam. Portal daily and report to Principal/exam In-charge.
- 20) To perform any other duties assigned by higher authorities.

Duties of System Administrator (Academic) :

1. To be responsible for the maintenance of all computer systems in good working condition.
2. To receive complaints regarding computer systems and rectify them under the guidance of system administrator.
3. To assist the system administrator in taking photographs during college functions and events.
4. To ensure that e- class room equipment is in working condition.
5. To assist all concerned when techno festivals are conducted in the college.
6. To assist in preparation of ID cards.
7. To assist exam branch in online registration of students.
8. To assist exam branch in uploading of internal/external marks in JNTU portal.
9. To check the condition of batteries and UPS equipment in the UPS room.
10. To assist in preparation of D- forms.
11. To assist in maintenance of linux server.
12. To ensure that wi-fi is available to required systems.
13. To ensure that local network is available to required systems.
14. To perform any other duties assigned by higher authorities.

RESPONSIBILITIES OF LABORATORY ATTENDANTS:

1. To clean laboratory and to keep Laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
3. To assist laboratory assistant and other laboratory staff in physical stock verification of Laboratory equipment, instruments, chemicals and other materials.
4. To render physical assistance to students and teachers in conducting practicals and Experiments.
5. To open and to lock cupboards, doors, windows and gates of laboratory.
6. To attend to such other duties which are assigned to him by the laboratory staff, with the approval of in charge of the laboratory.

Duties of Laboratory Assistants:

1. To assist students and teachers in conducting practicals and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the incharge of laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the incharge of laboratory in routine administrative matters and to ensure that The laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory to his superiors.
7. To en sure that all the cupboards, door, windows and gates are properly closed by the laboratory attendants.
8. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.
9. To report to in charge of laboratory about misbehavior inside the laboratory.

RESPONSIBILITIES OF STUDENTS COUNSELLOR/FLOOR IN CHARGE)

- 1) To ensure that all students wear ID cards and enter their class rooms by 09:15 AM.
- 2) To counsel late comers to be punctual in their arrival of the college.
- 3) To ensure that the students are seated in the class rooms, at the start of the first period, after the small break and lunch break
- 4) To identify the class rooms where the faculties are absent and inform the head of the department of that particular class room. Should report the faculty absence (if any) in the classes, to the respective HOD.
- 5) To consult other dept. and arrange for faculty in case the original dept. is unable to provide faculty.
- 6) To oversee cleanliness of the class rooms and corridors.
- 7) To ensure that the students do not loiter in corridors or ground.
- 8) To counsel the students who are having back logs, in the previous external exams.
- 9) To identify the students who were absent in the previous day afternoon and summon them in the AO (Operations) room for counseling.
- 10) To make necessary arrangements in the seminar halls before any meeting is held.
- 11) To assist sports dept. whenever they conduct tournaments.
- 12) To warn the students when they misbehave with others in the college.
- 13) To perform any other duty assigned by higher authorities.

RESPONSIBILITIES OF SECURITY SUPERVISOR:

- 21) To supervise the guards working at various guard posts.
- 22) To note the incoming time of college busses in the morning and also RTC Bus.
- 23) To consult AO when ever unknown visitors come at college gate and send them in, only after issuing visitors pass.
- 24) To note down the details of material /Vehicle Number coming in/going out of college.
- 25) To allow equipment to be taken out of college, only with gate pass.
- 26) Should note the time in/out and also meter reading in respect of college car, bike.
- 27) Should not allow any student to go out of college without permission.
- 28) Should not allow attenders, sweepers and drivers to go out without permission.

- 29) To keep watch on the places where the compound wall is not built .
- 30) To check all locks of the rooms in the college building after closure in the evening .
- 31) To switch on the security lights and lights in portico in the evening and switch them off in the morning.
- 32) To identify trouble creators when they approach gate and inform AO about them by telephone after locking the gate.
- 33) To make surprise rounds in the premises in the night and check whether the guards are performing their duty properly.
- 34) To ensure that students are allowed inside only upto 09:30 AM and take permission from AO to send inside those students arriving beyond 09:30AM.
- 35) To check all the college buses leaving the premises during the college hours, that students do not go out in the bus.
- 36) To relieve the security guards when go for lunch and natural calls.
- 37) To perform any other duties assigned by higher authorities.

Duties of a Security Guard:

- 1) To keep the main gate doors always closed.
- 2) Should open the required gate after thorough scrutiny of the person/vehicle approaching the gate.
- 3) Should follow the orders of the security supervisor.
- 4) Should not allow any material to be taken out without gate pass.
- 5) To check all vehicles while going out, to ensure that no material/property of the college is taken out.
- 6) To check college buses going out during college hours, students/other drivers do not go out of the college.
- 7) To keep a watch on portion of the compound where compound wall is not built.
- 8) To be very alert during night duty to ensure that no one enters the college premises.
- 9) To report any untoward incident to AO (Admin) immediately and act as per his instructions.
- 10) To switch on security lights in the evening and switch them off in morning.
- 11) While on night duty in the premises, should ensure that nobody enters the college premises through the stretch where the compound is not built or by crossing over the wall.
- 12) Night duty guard should ensure that no one touches any equipment/fixtures/material.

13) To be very polite and cordial with police personnel when approach while on their night/day patrol duty.

14) To perform any other duties assigned by higher authorities.

RESPONSIBILITIES OF MAINTENANCE STAFF:

Duties of Electrician & Asst. Electrician:

The following functions are to be performed by both of them in a coordinated manner :-

1. To attend to minor electrical repairs and ensure power supply to the rooms/equipment/entire college.
2. To maintain all Xerox machines, batteries, intercom, LCD projectors, e- class rooms, seminar halls, audio-visual systems, Tata sky, TV portable, RO plant, speakers, overhead projector systems, generators, transformers daily.
3. To attend to all complaints against the above said equipment/apparatus and maintain them in working condition.
4. To install PA system/other equipment during various events/techno festivals wherever required and ensure that they are in working condition through out the event.
5. To assist in erecting the stage/platform required to conduct events/techno festivals.
6. To maintain logbook/stock book of electrical equipment.
7. Regular check up of electrical appliances.
8. To install electrical wiring in the college campus.
9. To note load supplying to canteen, stores etc.,
10. To maintain generators.
11. To collect Mobiles of the students in the morning and return them in the evening.
12. To check regularly various electricity related works and attend immediately.
13. To perform any other duty assigned by higher authorities.

Duties of Carpenter:

1. To prepare tables/Almarahs any other carpentry job allotted by Maintenance Officer.
2. To attend the repairs/complaints given by higher authorities with respect to Carpentry work.
3. To check regularly various carpentry related works and attend immediately.

OTHERS (NON TEACHING – NON TECHINCAL)

Attenders:

Person shall –

1. To open/close windows etc and switch on/off fans and lights of the rooms as and when required.
2. Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off and not required, remove and replace covers of machines.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the concerned officer and also do the work of stitching agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and sealing envelops or wrappers, packing up of parcels.
5. Carry message, papers, registers, files, circulars, bags, portable size etc. from one place to another inside office or outside as the case may be.
6. Carry papers, within building and other such protable items (office equipment) from one place to another.
7. Operate cyclostyling machine, copier if he could operate that wherever necessary.
8. Carry out any other work of similar nature which the officer Incharge/AO/Principal may instruct.
9. Serve drinking water to employees and to visitors, when required.
10. Dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks as per instructions)
11. Any other work as may be assigned to him by the concerned officer from time to time.

Sweepers: (working under Maintenance In-charge)

- 1) To sweep all the classrooms, labs, staff rooms, seminar halls and corridors daily and keep them clean.
- 2) To clean toilets and urinals thoroughly in the morning and evening and keep them tidy.
- 3) To mop the floor of all rooms with mop daily and maintain them in presentable manner.
- 4) To remove spider nets and dirt from the walls and ceiling regularly.

- 5) To swipe all desks, tables, chairs and other equipment with cloth and keep them clean.
- 6) To lock all the class rooms, staff rooms and seminar halls at the end of the day and deposit the keys in the office.
- 7) To shift small items from one place to other when ever required.
- 8) To carry students record books and other material to their storing place.
- 9) To clean glasses, plates and utensils used for serving lunch to guests.
- 10) To perform the duty of attenders whenever posted on that duty.
- 11) To clear small stones and other filth from college ground.
- 12) To collect and clear water logged in corridors and class rooms, due to heavy rain.
- 13) To perform any other duty assigned by higher authorities.

Gardener: (Working under Maintenance In-charge)

- 1) Should water all the plants regularly and ensure that they do not dry up.
- 2) To dig around the plants make soil bowls around the plant, suitable for watering.
- 3) To remove the grass around the plants to help plants grow fast.
- 4) To apply fertilizers to the plants for their fast growth.
- 5) To apply pesticides on the whenever required.
- 6) Should ensure that the students do not destroy the plants.
- 7) Should ensure that rain water does not log in the college ground by digging storm water drains.
- 8) To cut the unwanted branches of plants and make good shape of plants.
- 9) To prepare ground neat and clean whenever some events are conducted in the college.
- 10) To clean litter and waste papers from the college ground.
- 11) To perform any other duty assigned by higher authorities.

Helper: (Working under Maintenance Incharge)

- 1) To carry chairs, desks, tables and other light/medium weight articles from place to other and arrange them in proper manner.
- 2) To fill the water tanks by switching the motors and stop the motors when the tanks are filled up.
- 3) To open the valves of water lines where ever water is needed.
- 4) To make rounds to all toilets to close the taps in case they are let off.

- 5) To switch on the mineral water plant in the morning and ensure that water is continuously supplied to the machine.
- 6) To attend to small plumbing repairs.
- 7) Should watch for any leakage of water from pipe lines and rectify the same immediately so that water is not wasted.
- 8) To ensure that college ground is neatly maintained.
- 9) To assist in preparation of ground/ stage whenever any event takes place in the college.
- 10) To unload items/ equipment received in the college.
- 11) To assist maintenance supervisor in keeping college building in a presentable manner.
- 12) To perform any other duty assigned by higher authorities.

SERVICE RULES

1 . COLLEGE TIMINGS AND WORKPLACE ORGANIZATION :

- 1.1 The college works from Monday through Saturday. The class timings are 9.15AM to 4:15 PM with a lunch break from **12:35 PM to 01:15 PM**. The teaching staff are required to be present at their respective work places 15 minutes before the scheduled commencement of class work in the mornings and 10 minutes in the afternoons. The non-teaching staff that are attached to departments/ laboratories/ workshops or such other places pertaining to class work are required to be present 30 minutes before the scheduled commencement of classes in the mornings and 10 minutes in the afternoons. Everyday the non-teaching staff are required to keep their work places very clean and all the machines/ equipment/ tools for practicals in clean and good working condition. The usual timings of the college will be notified by the Principal from time to time.
- 1.2 No staff member (teaching and non-teaching) shall leave the work place earlier than the prescribed working hours. If, for any reason, one has to leave the work place, prior written permission on the prescribed format should be obtained from the Head of the Department and hand over the same in the Principal's Office.
- 1.3 The Principal will notify the holidays for important festivals/national holidays as per JNTU Calendar.
- 1.4 Attendance registers are maintained either in Principal's office or with HOD and all teaching and non-teaching staff shall sign the register before their reporting time on all working days. Non signing of attendance shall be treated as absence.

2. LATE ATTENDANCE WITHOUT PERMISSION:

- 2.1 The employees are allowed for one time late permission.
- 2.2 If he/she is late for more than one time , it is treated as half a day leave.
- 2.3 For late coming for the third time, it is treated as full day leave.
- 2.4 If any staff member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.

3. ON DUTY AND OTHER DUTY:

- 3.1 Any staff member will be permitted to go on 'Other duty' (work not directly related to the functioning of the College) or "On duty" (work directly related to the College functioning) by the Principal in writing on the prescribed format. No staff member shall claim the same as a matter of routine for any purpose. Attending practicals or other examinations or invigilation or meetings of Boards of Studies/ Academic Senate/University work and such other works notified from time to time will be treated as "on duty" or "other duty".
- 3.2 A teaching staff member can be permitted "on duty" / "other duty" for a maximum period of 20 days in any academic year by the Principal. Any request for leave beyond 20 days shall be made to the chairman/secretary in writing in advance for his approval. No staff member should proceed "on duty" / "other duty" unless permission is granted.

4. APPOINTMENTS:

Selection Procedure & Rules:

- 4.1 The qualifications required for filling a post shall be such as may be determined by the Governing Body from time to time taking into consideration the norms prescribed by the Government of Andhra Pradesh / Affiliating University/AICTE.
- 4.2 All regular teaching staff posts from Asst. Professor and above shall be filled by open competition. The selection & appointment will be based on the recommendations of the affiliating university Staff Selection Committee duly constituted for the purpose.
- 4.3 All other teaching staff posts (such as Asst. Professor) and non-teaching posts, all temporary and adhoc appointments shall be based on the recommendations of the College Staff Selection Committee duly constituted by the Governing Body from time to time. The College Staff Selection Committee interview the candidates invited for interview and make its recommendations, the names of the selected candidates being arranged in the order of merit. The appointment orders are issued in the order of merit, by the Chairman / Secretary.

- 4.4 No act or proceedings of any selection committee shall be questioned on the grounds, by mere, of absence of any member of the selection committee. The procedure adopted by the selection Committee in selecting the candidates shall not be questioned.
- 4.5 Any other instruction given, or rule prescribed, from time to time, by Government of Andhra Pradesh/ Affiliating University/AICTE regarding selection procedure will automatically form part of the rules/ procedure of selection.
- 4.6.** All the employees shall submit the original certificates of qualifying examinations prior to the receipt of appointment order. If an employees' Original Certificates are with University/ Educational Institution, they need to deposit 2 months' salary which will be deducted over a period of 4 months along with the Acknowledgement Receipt of certificates.
- 4.7.** If any employee requests for the issue of original certificates for applying for higher studies/ for any other reason, they must deposit 2 months' salary which will be deducted over a period of 4 months along with the Acknowledgement Receipt of certificates.
- 4.8.** Composition of internal Faculty Selection Committee.

1. Department HOD
2. Dr.J.Govardhan Principal, Samskruti College of Engineering & Technology
3. Sri.A.V.Ramana Reddy Chairman, Samskruti College of Engineering & Technology
4. Sri.M Rajendra Krishna Secretary, Samskruti College of Engineering & Technology
5. Subject Expert1
6. Subject Expert2

5. PROBATION & SENIORITY:

- 5.1 The Principal shall be the authority for issuing all appointment orders.
- 5.2 All initial appointments to teaching and non-teaching posts shall, ordinarily, be made on probation for a period of one year. All appointments of non-teaching staff, by promotion, shall be made on probation for a period of one year.
- 5.3 The rules governing probation will not apply to appointments made on Adhoc /Contract/Contingent basis.
- 5.4 The seniority of an employee in a post shall be determined by the date of commencement of Probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to the merit order in which they have been placed by the Selection Committee, which has included them in the panel. However, seniority alone is not the sole criterion for promotion or for conferring any other benefit.

6. PAY & ALLOWANCES:

- 6.1 Scales of pay and other allowances, as applicable from time to time, shall be adopted to teaching staff & non-teaching staff, subject to approval of the Governing Body.
- 6.2 Unless otherwise stated in the appointment order of an employee on appointment shall be eligible to draw a pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
- 6.3 All services in a post on time scale of pay shall count for eligibility for increment.
- 6.4 Leave granted shall be counted as service for the purpose of eligibility for increment. But, leave granted on loss of pay, if it is for more than 30 days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than 30 days, the date of subsequent increment is postponed accordingly.

7. ADVANCE INCREMENTS :

- 7.1 The Governing Body shall be the authority competent to sanction advance increments, in respect of new appointees taking into consideration the pay structure in the previous employment and additional qualification or experience. Advance increments to the existing employees may be sanctioned as an incentive in deserving cases.
- 7.2 Teaching staff possessing Ph.D. and M.Tech. degrees are eligible for two and one increments respectively at the time of joining the college, provided these qualifications do not form part of essential qualifications. The in-service teachers also are eligible for the above increments from the date of production of the relevant original certificate. They are eligible for this incentive only once during their entire service.

8. RESIGNATION, TERMINATION & RELIEF:

- 8.1 The services of teaching staff who have completed their period of probation or who are liable to be terminated by the Employer by giving three months notice.
- 8.2 The services of teaching staff on probation / temporary / adhoc appointment are liable to be terminated by the Employer by giving one month notice .
- 8.3 The services of all non-teaching staff are liable to be terminated by the Employer by giving one month notice.
- 8.4 Teaching staff who have completed their period of probation can resign from service by giving either two months notice or by paying two months salary in lieu of such notice to the Employer.
- 8.5 Teaching staff who are on probation / temporary / adhoc appointment can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer.
- 8.6 All non-teaching staff can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.
- 8.7 In the case of teaching staff who have completed probation and are seeking employment elsewhere two applications per year will be forwarded. In addition, all applications for admission to higher studies and All India Services Examinations (such as IAS, IPS, IFS etc.) will be forwarded. The Management has the discretion to relax the rule in appropriate cases

based on the merits of the case.

- 8.8 In case of teaching staff who are on probation, no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (Such as IAS, IPS, IFS etc) will be forwarded.
- 8.9 In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded.
- 8.10 In the case of non-teaching staff (whether they are on probation or confirmed) all applications for admission to higher studies and All India Services examinations (such as IAS, IPS, IFS etc.) will be forwarded.
- 8.11 If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying salary for the remaining notice period.
- 8.12 If the employer issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.
- 8.13 In all the above sub clauses of this article, notice period does not include vacation or leave on loss of pay granted to the employee.
- 8.14 No Employee can resign the position in the middle of the Academic Year, if anybody wants to resign they can submit their resignation in the month of April.
- 8.15 The management reserves the right to add / delete / modify the service rules at any time without any prior intimation to the staff members and the decision on interpretation of service rules by the management will prevail.**

9. LEAVE RULES

- 9.1 Casual Leave :** All Categories of employees will be entitled for 12 days casual leave per annum starting from 1st January. If any employee joins later, he/she will be given casual leave on pro-rata basis. Employees are eligible for **15 days CLs** after completion of **one year. It is to be noted that leave cannot be claimed as a matter of right.**
- 9.2 Eligibility for other leaves:** Teaching / Non-teaching staff are not eligible for any leave

during 1st year of their service except for casual leave as stated above.

9.3 Leave for the occasion of Marriage: The Employees will be given one week paid leave for the occasion of marriage provided he/she completes one year of service.

9.4 Compensatory Casual Leave: An employee is eligible for CCL in lieu of working on declared holidays and for overtime. Teaching and Non-Teaching Staff shall be entitled to compensatory

leave whenever they work on a holiday. But these compensatory holidays have to be utilized during that calendar year only.

9.5. Sick Leave : An employee is eligible for 10 half pay leaves for medical treatment or on medical grounds . **Employees are eligible for sick leave if he/she has completed one year of service.**

9.6. Paid Leaves for employees who are pursuing Ph.D.: All those employees who are pursuing Ph.D. may be provided 15 days in a year for preparation of Thesis or Meeting the Research Supervisor. The employees must submit progress report as and when they meet the Research Supervisor.

Note:

1. In the beginning of the month, i.e, between 1st to 10th if any person is absent unauthorizedly for 3 days, the salary will be stopped and it will credited after he/she gets clearance from the higher authorities.
2. The employees must submit Casual Leave form for applying CL. If he/she is absent for any emergency, the communication has to be sent through proper channel. The employees must apply leave immediately on the day of reporting, if not, 2 days pay will be deducted.
3. If any employee joins after 15th of any month, he/she is not eligible for CL for that month.

The management reserves the right to add / delete / modify the leave rules at any time without any prior intimation to the staff members and the decision on interpretation of leave rules by the management will prevail.

GUIDELINES

EXAMINATION BRANCH RULES AND REGULATION:

1. Files are to be created for various activates and filing to be done accordingly.
2. Planning of activities is to be done and accordingly, schedules and notifications are drawn duly displayed in Notice Board, circulated among students' classes and Heads, well in advance.
3. Rules and Regulations regarding detention of students based on credits are to be updated and filed. Interpretation to be done in consultation with Chief Superintendent
4. Data of Backlogs / Credits of each student to be maintained along with their photographs.
5. Invigilation duties are to be systematically and uniformly allotted keeping the staff strength of Department in view.
6. A cushion of about 10% to 15% of staff has to be drafted for invigilation keeping in view of any eventuality.
7. Chief Superintendent. Should check the code of the question paper for the relevant subject and course as per the time table.
8. Chief Superintendent has to check whether the correct / relevant question paper is allotted for the Supplementary exam / Main exam.
9. Chief Superintendent. Should check the daily attendance of students in each class and overall attendance of entire examinations in all classes.
10. He should cross check with the no. of registered candidates allotted for each subject.
- 11. Chief Superintendent to maintain a dairy of points 9&10.**
12. The exam I/C is working on behalf of Chief Superintendent. Hence all the exam Notifications from JNTUH are to be downloaded and informed to Chief Superintendent from time to time.
13. Result analysis is to be done by the Exam I/C from time to time.
14. While carrying out registration for examinations, a check should be there between the fee paid and registration done at the end of the same day.
15. The students should fill the relevant subjects in the registration form duly signed by him.

16. Before the commencement of examinations, the Chief Supdt. Should explain various facets and do's /don'ts to the staff.
17. The Internal examiner should submit the marks of End Semester Lab Exam immediately on the completion of exam.
18. The list of students registered should be provided to the internal examiner prior to the commencement of End Sem Lab Exams.
19. The Exam I/C should coordinate with the observer for smooth conduct of exams. He should carry out the instructions of Chief Superintendent with regards to Malpractice cases.
20. Bills are to be prepared and submitted after the completion of the exam showing fee collection and expenditure by the Exam I/C.
21. Physical Directors' services are to be utilized in Physical checking of students before they are sent to examination Hall.
22. All the relevant codes required for the end semester examination for various subjects are to be photo copied and kept ready prior to the commencement of End Sem Exams.
23. Confidentiality of the relevant documents to be maintained while maintaining cordial relations with all by the exam I/C.
24. Overall responsibility of smooth conduct of exams is the Chief Superintendent.

ATTENDANCE RULE

1. An attendance committee comprising of principal and Heads is to be constituted with Principal as Chairman.
2. HOD should check the attendance statement with the operator and verify with attendance registers every fortnight.
3. The HOD should ensure that the staff maintain / update their register regularly.
4. The attendance registers should comprise of the Time Table, Syllabus Copy and Lesson Plan along with daily syllabus coverage etc.
5. Every month end, the attendance committee should finalize the attendance to be uploaded by the Exam I/C.
6. The condonation and detained list is to be prepared by the attendance committee taking presumptive attendance in view.
7. Staff should be careful in taking attendance and should avoid proxy.
8. They should carry the attendance register to the class and update in the class only.
9. Monthly attendance statement is to be displayed in Notice Board having Lock and Key.
10. Nobody should modify / change the attendance.
11. Principal has to check the registers periodically.

GUIDELINES FOR INTERVIEW PANEL MEMBERS

INTRODUCTION:

Individuals differ in their ability to perform different types of tasks. As a result of these differences in human abilities, the problem of proper selection becomes a very important one for modern industry. The employment selection system has two different and distinct components viz., the cognitive component and personality component. The cognitive component is generally measured through paper and pencil tests, while personality traits/attributes are assessed through Interview-group Discussion techniques.

Before Starting interview, all the panel members are requested to sign a declaration on the prescribed format to the effect that none of his / her friends / acquaintances / associates / close relatives is appearing for interview in the panel.

Note: INTERVIEW MARKS SHOULD NOT BE DISCLOSED TO ANY ONE, UNDER ANY CIRCUMSTANCES

Further please ensure that:-

- A candidate who has signed the attendance sheet is attending the interview.
- Absentee are marked clearly
- Marks are awarded to all the candidates who were present.
- All the panel members (including Chairperson) are requested to sign.

SIGNIFICANCES OF INTERVIEW

Interview is the most universally used tool in the employment selection process. Interview and interviewing is a critical function for both candidate and the interviewer. Interview as the very word denotes is a kind of viewing and reviewing taking place is an interaction. This may be happening between two or more individuals. It is two-way flow of information, allowing each party to assess the other. The objective in the personnel selection is to find out the most suitable candidate for a particular job.

HUMAN TOUCH: Primary aspect of the interview is direct, face-to-face interaction, which is physical as well as psychological reality. Once recruited, organization is going to invest resources on the individual for a very long time, few minutes of meaningful interaction between both the parties becomes critical. Hence the process needs to have an element of personal touch.

OPPORTUNITY TO OBSERVE: Interview process provides an opportunity to observe behavior of the candidate. Both physical and psychological presentation of the candidate is accessible to the interviewers.

RESUME ANALYSIS: Analyzing candidates resume comprising of personal, educational, professional and other aspects of life is a widely used tool in selection process.

REDUCTING STRESS: Interview by its nature is stressful due to components like competition, time management, problem solving, judgment, fear of failure etc. The interviewers have to help the candidate reduce the anxiety level. **The interviewer needs to look for ways to keep the stress level at a minimum.**

ATTRIBUTES TO BE MEASURED IN INTERVIEW

Interview panel should ensure that the candidates with rural background or from backward areas are not placed at a disadvantage. The interview should be conducted as far as possible with reference to the range of knowledge and experience which an intelligent, smart and alert candidate is likely to have acquired even without an urban background and opportunities available to those who are comparatively well placed.

KNOWLEDGE OF LOCAL LANGUAGE

Ability to communicate in local language is required for the frontline staff as they will be the first point of contact for the customer. In view of the above, some questions may be put in the local language to ascertain the degree of familiarity of the candidates with local languages.

In order to achieve uniformity in assessing the potential of candidates across different members of the interview panel, the traits or attributes to be assessed in the interviews are required to be clearly defined. Attributes, which are relevant for jobs in Banking, are given below

ATTRIBUTES FOR CLERICAL POSTS:

ACADEMIC ACHIEVEMENT: The candidate's academics record prizes and distinctions received, depth of his knowledge in the subjects studied and keenness and capacity to acquire further knowledge.

SPECIAL INVOLVEMENT: Extra-curricular activities hobbies relationship with others, ability to adjust to new circumstances.

MOTIVATION: Motivation is the force behind human performance. It is the drive behind human behavior to excel. Individuals high on motivations have an intense desire to go ahead, have willingness to work hard are ambitious.

COMMUNICATIONS SKILLS: Speaking with clarity, confidence, conciseness, getting across thoughts and feelings effectively shows the communications skills of individuals.

GENERAL Demeanour AND ATTITUDE TO WORK:

- a) **General Demeanour:** General demeanour is overall impression created by the candidate with his manners, physical aspects and mental makeup. It is a combination of traits such as general presentation, stability, poise, confidence and manners of conducting oneself. General demeanor should be distinguished from “good or bad looks” of the candidate.
- b) **Attitude To Work:** characteristics of an individual to approach the work with positive frame of mind, to be dependable and to willingly discharge his work related obligation. It includes high sense of duty, high sense of responsibility and maintaining discipline. A person with positive attitude to work will also take action without being told, will be proactive

The interviews will not be conducted on the basis of a merit or points-rating system. No marks will, therefore, be allocated to or awarded for any particular attribute. **Candidates will be judged only on the basis of their over-all performance and over-all impressions of the members of the interview panel. The allotment of marks will be by consensus among the members of the interview panel.**

PROCESS OF INTERVIEWING

Like many other skills, interviewing is also a skill and as other skills can be learnt and mastered, interviewing skill also can be learnt and mastered. Interviewing process consists of the following six basic elements.

1. Establishing rapport
2. Effective Communication
3. Active listening
4. Asking Questions
5. Probing
6. Closing the Interview

The most important and crucial aspect of the interview is establishing good rapport with the interviewee in the early stages of the interview. This will place the interviewee at ease and will create climate for the interviewee to facilitate self disclosure and an uninhibited exchange of views. The initial stages of the interaction are by far the most important segment of the interview. Since the opening few minutes will go a long way towards establishing the tenor of the whole interview, care needs to be taken by the interviewer to establish rapport with interviewee. The interviewer needs to communicate a feeling of openness and trust to the interviewee.

✦ Guidelines for establishing effective rapport:

- Greet the interviewee in a friendly manner.
- Indicate the person to sit.
- Try to talk to the interviewee at his level. Don't try to impress him with vocabulary.
- No interruptions from the telephone during the interview. Out come of the interview is very critical for the candidate.
- Be courteous.

✦ **Effective communication:**

Communication here refers to the communication of the interviewer. All those aspects of good communication, which we try to assess in the interviewees, are applicable for the interviewer. The success of the interview largely depends on the communication skills of the interviewer.

- Use simple and precise language.
- Avoid words and phrases that have strong emotional connotations.
- Avoid challenging or threatening tone of voice.
- Establish eye contact with the interviewee.

✦ **Active Listening:**

Listening on the part of the interviewer is necessary to clearly understand the information provided by the candidate. The interviewer should not take words and sentences at their face value. He should always try to find out the meaning through the sentences and try to search the central message of the communication by the interview. Interviewer should listen to the answer given by the candidate rather than planning for the next question.

✦ **Asking questions:**

The interviewer should ask as far as possible open ended questions. Open questions are broad, they solicit views, opinions, thoughts and feelings and are open for good rapport. They start and keep conversation moving. Closed questions generally result in Yes or No answers, which do not give an opportunity to the candidate to provide sufficient information. The point that is emphasised here is that when the interviewer is exploring a particular area, start with open questions closed questions may follow to obtain specific information in the same area.

✦ **Probing:**

One of the most challenging and important aspects of interviewing is probing. The quality of the interview depends a great deal on the interviewer's ability to probe meaningfully and successfully. Probing is the technique used by the interviewer to stimulate discussion and obtain more information.

Closing the Interview:

There are several ways to close the interview-verbal as well as non-verbal. No matter what way the interviewer decides to close the interview, the spirit behind it is that the interviewee should get a feeling that he got a fair chance of presenting himself and he was heard carefully and attentively by the interview panel. To make a proper impact to the interview as a whole, closing of the interview also should be in a smooth, pleasant and orderly manner. Interviewee should not get a feeling that the interviewers are tired and bored of seeing and listening to the candidate and therefore they are winging up the interview. In any case the end of the interview should not appear to be abrupt.

The interviewer can rise, initiate a handshake or make a deliberate move to signal finality of the interview.

ROLE OF THE CHAIRMAN OF THE INTERVIEW PANEL

The chairman of the interview panel has a very crucial role to play in the interview process. It is the responsibility of this person to create a proper situation and ensure that the panel members work as a cohesive functional team and achieve the desired objective of the interviews of selecting suitable candidates. The chairman has to ensure the panel members play complementary or supportive role to each other and do not adopt competitive posture. It is the responsibility of the Chairman that proper rapport is established between the interviewers and the interviewee resulting in a cordial and facilitating atmosphere to reveal his true self. Customarily the interview should begin by the Chairman of the panel and end with his concluding remarks. In the beginning he has to see that the candidate is at ease and comfortable. The Chairman should ensure that every panel member has sufficient time to ask questions but without allowing the process to get out of hand and over run.

Allotting marks to the candidates: Candidates will be judged only on the basis of their overall performance. Allotment of marks will be by consensus among the members of the interview panel.

The chairman of the interview panel has to assume a role of mature rational adult who displays warmth, friendliness and empathy towards the interviewee and also towards the other interview panel members. He should be fair but firm in all the dealings related to the interviewing process.

ADMISSION COMMITTEE RESPONSIBILITIES:

1. The Constitution of Admission Committee comprises:
 - Convener
 - Co- Convener
 - Members (2 Members representing each Department)
2. The Committee should have a complete knowledge about the concerned Government Order / Norms issued by UGC, AICTE, Govt. of TS, Affiliating University etc.,.
3. The Committee should take Decision in consultation with the Principal and the Director.
4. The Committee Members must have thorough knowledge about the following points:
 - Eligibility Norms
 - No. of Seats available in each Branch – Convener Quota and Management Quota
 - Day wise seat availability status
 - Fee Particulars – Tuition Fees, Special Fees, Library Fees, Transportation Fees
 - Fee concession availability for Meritorious Students (If any)
5. The Convener must ensure that all the Committee Members are available at the Admission Cell.
6. The Committee members should be prepared to participate in Education Fair organized at various places for the promotion of College.
7. The convener should allot responsibilities to Members :
 - a. Making calls to Parents / Students
 - b. Attending calls from Parents / Students
8. **Procedure to be maintained in the Admission Process – Management Quota:**
 - The Committee members must receive the student/parent, if the Convener (or) Co-Convener is busy while counseling other Parents/ Students.
 - The Committee members ensure that the Student/parents fill up the Enquiry Form and send the form to the Convener / Co- Convener.

- The Faculty Member Representatives from different departments must explain the Opportunities available in a particular branch and clarify Branch related doubts of the Parents/students.
- The faculty member representatives of the Departments must ensure that a Visit of Labs is arranged.
- If the Student / Parents expressed their consent, the Committee Convener/Co-convener must re-check / verify eligibility criteria and then sent the Student/parent for the payment of fees to A.O. (Administration).
- An entry has to be made in the Admission Register regarding the amount of fees paid.

9. Procedure to be maintained in the Admission Process – Convener Quota:

The HR Executive and AO (Administration) will take the complete responsibility of the students joining under Management Quota.

1. The Convener must submit Daily Report of No. of Seats filled in each Branch and No. of Vacancies left.
2. The Committee must have a thorough knowledge about News about Counseling, seat allotments, etc, which is issued by the Government from time to time.
3. The Students joined through Convener Quota/ Management Quota should be well informed about the Orientation Programme and Commencement of Classes.
4. The Admission Committee is also responsible for Spot Admissions (if any) and possesses the knowledge about Eligibility norms of the students, joining through Spot Admissions.
5. The Admission Committee must finalize the List of Students admitted under each branch and the final report has to be submitted to the Management, Principal and HODs of the concerned Departments.
6. A Statistical Report need to be prepared regarding:
 - a. No. of Students admitted into each branch
 - b. No. of Boys and Girls
 - c. Max. Marks and Min. marks scored in each branch
 - d. Max. rank and Min. rank in each branch
 - e. Branch wise category wise opening rank and closing rank.

CAMPUS RECRUITMENT TRAINING

1. CRT starts from II Year onwards in the following areas:
 - a. Communication Skills
 - b. Soft Skills
 - c. Aptitude Training
 - d. Technical Training
2. A detailed curriculum has to be designed in order to see that the topics which are given in I Year and Advanced English Communication Lab are not repeated.
3. The Training and Placement Officer should take the responsibility of designing the structure for CS, SS, AT in II/I, II/II, III/I, III/II for B.Tech Students and I/I and I/II for MBA Students.
4. 3 hours in a week has to be allotted for Communication Skills, Soft Skills and Aptitude Training and Technical Training has to be given during Recreational Hour on Saturday Afternoon.
5. During Final Year i.e, IV/I (B.Tech) and II/I (MBA) Mock Tests are to be conducted in the above said areas.
6. Before proceeding to the CRT, the students must be rigorously rated in the above said areas and it must be communicated to Students and Parents.
7. Special Counseling and Guidance should be given to the students who belong to Telugu Medium Background, Rural Areas and who are rated low.
8. Guest Talks / Workshops from Academicians, Industrialists and Alumni has to be arranged for Orientation towards Industry's expectations from the graduates of each Branch, particularly during III and IV Year.
9. Mock Tests / Mock Interviews are to be conducted rigorously by inviting panelists from outside.
10. It is the responsibility of the Training and Placement Officer to make necessary

arrangements like Materials, Class Rooms, LCD Projectors etc., for the smooth organization of Campus Recruitment Training.

11. The students' attendance has to be monitored during CRT classes and it should be considered for calculating the overall attendance.
12. Feedback from the students is to be taken from time to time to know the effectiveness of the programmes and to incorporate suggestions (if any).

Students Code of Conduct

Dress Code: All the Students must wear the prescribed attire from Monday to Thursday. They are also expected to wear formal dress code during Lab sessions if it falls on Friday/ Saturday.

It is the responsibility of student Counselors, Class In charge, mentors to monitor the dress code of the students and counsel accordingly and bring to the notice of HOD/ Management if any one violates the dress code.

Attendance: Every Student has to maintain minimum of **75%** attendance in each semester. The students must submit a Leave Letter to Class In charge and HOD after coming to the College.

The Class In charge should counsel the students who are irregular and if a student is continuously absent for more than 3 days, the students must be taken to the HOD for counseling.

Punctuality: The students must attend the Classes before **9.15 a.m** and not suppose to leave before **4:00 p.m**. Students have to follow the time table strictly. Students are not allowed to go around in college premises at working time.

Identity Card: The Students must wear college Identity Card on all working days.

It is the responsibility of the Student Counselors to monitor that student bears Identity Card during the College Hours.

Cell Phone: The Mobile Phones or any other Electronic gadgets must be deposited in Admin Office. The Students are not supposed to carry cell phones and other electronic products in to the Classroom.

The Student Counselors must observe whether any student is carrying / using Mobile Phones or any other Electronic Gadgets in the campus and if so, it should be immediately brought to the notice of Class In charge and HOD.

Communication: The Students are expected to speak politely with fellow students, faculty members and other non teaching staff. They are advised not to involve in unnecessary arguments and also they are prohibited from using vulgar or unparliamentarily language.

All the faculty members must encourage the students to talk in ENGLISH.

Grievance: Students have to follow protocol to discuss any grievances related to academic and other issues ,i.e. Students have approach class teacher (If not resolved) then escalation to Head of the Department.