

VASIREDDY VENKATADRI INSTITUTE OF TECHNOLOGY

A Unit of Social Educational Trust
Approved by AICTE : Affiliated to JNTUK
Namburu, Pedakakani Mandal
Guntur - 522508
AN ISO 9001-2009 CERTIFIED INSTITUTION



ADMINISTRATIVE MANUAL

Approved vide Resolution No. 6 of Governing Body Meeting Dated 03.05.2014



FOREWORD

A teacher is a torch bearer to his students. In addition to the communication of knowledge on specific subjects a teacher is also responsible to develop suitable qualities and attitudes that build up a comprehensive personality to his students.

The professional performance of staff depends to a large extent on the relevant policies laid down in an educational Institution and the working conditions created.

In pursuance of these objectives a careful study of the UGC, AICTE and State Government Rules and Regulations in vogue is undertaken to form the "Service and Conduct Rules-2014 and Leave Rules-2014" for our Institution.

I sincerely hope that the rules laid down here would contribute to the academic excellence and development of reputable professional ethics and morals in our Institution. I look forward to everyone's cooperation to place our Institution at the pinnacle of glory.

(V. Vidya Sagar)
Chairman

1. GOVERNING POLICY

1.1 Introduction

Vasireddy Venkatadri Institute of Technology, popularly known as VVIT was established in the year 2007, under Social Educational Trust in Nambur village, Pedakakani mandal of Guntur district by Sri Vasireddy Vidya Sagar, the eldest son of Late Sri Vasireddy Appa Rao. VVIT has self contained infrastructure amidst the lush greenery of paddy and maize fields of Nambur located strategically between Guntur and Vijayawada, the major cities of the Capital Region of Andhra Pradesh.

Located away from the hustle and bustle of the city life, the institute has set a benchmark in providing its students the very best in terms of infrastructure and faculty. VVIT is an ISO 9001: 2009 certified institution that meticulously implements quality policy. Absolute discipline, Air-conditioned classrooms, multimodal teaching methodology, campus placement training, caring teachers, committed support staff, proactive managing committee, vigilant security, homely girls hostel, a separate boys hostel, a dedicated canteen, a fleet of buses, a mineral water plant, an open air auditorium, indoor sports arena and outdoor grounds, 100KW solar power backup make VVIT a unique professional institution in the state of Andhra Pradesh.

VVIT is affiliated to Jawaharlal Nehru Technological University Kakinada, and recognized by UGC. The institution offers six undergraduate and eight postgraduate programmes in Engineering & Technology approved by AICTE. The institution has a sprightly academic ambience with a presence of 3445 students pursuing various programmes.

VVIT upholds the idea that workplace is an extension of home and the staff and students are its members of family. The open auditorium and canteen without VIP lounges and institution campus without VIP areas is a symbol of egalitarian outlook of the institute. VVIT Student Activity Council which is organized exclusively by students with representatives from various disciplines stands for the advocacy of democracy and leadership opportunities provided by the institute. VVIT Student Clubs which bring all the students and staff to mingle freely expressing their views to showcase and share their talents and expertise are good example of get-togethers. At VVIT, we impart Outcome Based Education (OBE) which gives equal opportunities for teaching and learning, curricular, co-curricular and extra-curricular activities. Motivational talks, spiritual discourses, academic seminars; career guidance and advise by prospective employers, educational counseling, remedial classes, intramural literary and cultural competitions, competitions in sports and games, project exhibitions, student symposiums, parades and drills, community service, canvassing for socially useful causes, participating in

awareness programs, placement drives, institution day and techno-cultural festivals provide VVIT students a comprehensive satisfying learning experience.

1.2 Governing Body

Vasireddy Venkatadri Institute of Technology is governed by the Social Educational Trust (Indian Trust Act 214/2006). VVIT Active Management - Mr Vasireddy Vidyasagar as its Chairman and Mr Suryadevara Badariprasad as its Secretary - hereafter referred to as 'Management' works hard to keep the momentum in all the activities of learning and implementation of result oriented programmes that bring excellence and quality in teaching-learning processes in professional colleges. The Governing Body comprising members from the Trust Board, AICTE, Industry, JNTUK and AP State Technical Education conducts at least two meetings in an academic year and discusses problems faced in the past and how to rectify them in the future. It advises the Governing Body to direct the Principal to act accordingly and the Principal takes the message to the faculty. The development, supervised by the management, comprises extension of building, providing additional facilities, introduction of new courses, appointment of new faculty, employing staff, student admissions, etc. The management conducts periodical staff meetings to review the quality policy and development of the institution. It also arranges for the confidential evaluation of the teachers and the overall institutional performance by the students, which is perused by the Principal to take necessary steps toward institutional development. Income/expenditure are closely monitored by a Chartered Accountant and over seen by the Management. **VI Pay scales** as per AICTE norms are paid to all staff on the 1st of every month. All permanent staff benefit from EPF, Health Insurance and Group Insurance schemes. Retirement benefits will be given subject to fulfillment of the service conditions at the institution.

Constitution of Governing Body of Private Engineering college

Number	Category	Nature
5 members	Management	Trust or Management as per the constitution or byelaws, with the Chairman or President
2 members	Teachers of the College	Nominated by the Principal based on seniority
1 member	Educationist or Industrialist	Nominated by the Management
1 member	UGC nominee	Nominated by the UGC
1 member	AICTE nominee	Nominated by the AICTE

1 member	State Government Nominee	Academician not below the rank of professor or state government official of Directorate of Higher Education/State Council of Higher Education
1 member	University nominee	Nominated by the university.
1 member	Principal of college	Ex-officio.

Existing Members of the Governing body of VVIT

S.No.	Name	Office Bearer
1	Sri V. VidyaSagar, Chairman, Social Educational Trust, Managing Partner, Social Computers and Managing Partner-Social Agro Industries.	Chairman
2	Sri S.Badari Prasad, Secretary, Social Educational Trust.	Member
3	Sri K.Rajendra, Vice Chairman, Social Educational Trust Managing Partner, Surya Builders.	Member
4	Sri Suresh Rayudu, Treasurer, Social Educational Trust.	Member
5	Smt. ArunaPriya, Advocate	Member
6	Smt. M. Veda Vani,	Member
7	Dr. D. Narendranath., MD, Consultant Homeopath.	Member
8	Prof. S.R.K ParamaHamsa, Joint Secretary, Admin	Member
9	Sri V. Vijay Kumar, NRI Pharmacist.	Member
10	B. Satyam, CEO, Neo Silica, Hyderabad	Member
11	Sri M. Mahendra, CEO, M. Govind& Sons, Guntur	Member
12	Sri M. Sree Krishna Joint Secretary, Academics	Member
13	Dr. N.Kumara Swamy, Professor, Civil, Dean Academics	Member
14	Dr. Naveen Ravela, Director (COE)	Member
15	Dr. K. GiriBabu, HOD, ECE Department	Member
16	Smt. ShameemBanu, Asst. Prof (Dept of CE), JNTUK, Kakinada	Member, University
17	SCRO, AICTE	Member, AICTE
18	RJD, Technical Education	Member, State Govt.
19	Dr. Y. Mallikarjuna Reddy, Principal	Member Secretary

The Governing Body shall meet at least once in six months. For passing any resolution, the quorum should be 1/2 of the GB strength.

Function of the Governing Body

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the governing body of the above colleges shall have powers to :

- i. Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
- ii. Institute scholarships, fellowships, medals, studentships, prizes and certificates on the recommendations of the Academic Council
- iii. Approve institution of new programmes of study leading to degrees and/or diplomas.
- iv. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the college has been declared as autonomous. The number of members can be increased by adding nominees of the SET and an equal number of educationists from the Region keeping in view the interest of the Technical institutions. The total number of Members of the Governing Body shall however not exceed 21.

Vision of the Institute:

To impart quality education through exploration and experimentation and generate socially-conscious engineers, embedding ethics and values, for the advancement in science and technology.

Mission of the Institute:

- ✓ *To educate students with a practical approach to dovetail them to industry-needs.*
- ✓ *To govern the institution with a proactive and professional management with passionate teaching faculty.*
- ✓ *To provide holistic and integrated education and achieve over all development of students by imparting scientific and technical, social and cognitive, managerial and organizational skills.*
- ✓ *To compete with the best and be the most preferred institution of the studios and the scholarly.*
- ✓ *To forge strong relationships and linkage with the industry.*

1.3 Objectives of the Institution (Quality Policy)

The institution is engaged in imparting quality education. It constantly strives towards achieving high standards of teaching. In order to achieve this, the

institution has formulated the following objectives:

- To plan and implement Innovative Teaching & Learning Processes
- To provide Quality Education matching with futuristic trends in Engineering & Technology
- To develop the institution into a global institute of learning and research for academic excellence
- To strive at establishing an effective Quality Management System ensuring continual improvement
- To train and develop human resources by encouraging faculty to work as a team and to update their knowledge and skills continually to match the needs of Industry.

With a view to build a strong bond between the Institute and all the stakeholders associated with it – students, parents, faculty and non-teaching staff, alumni, sponsors, donors – the institution does its best in taking every possible step to disseminate its Vision and Mission to the fore. The details are listed below.

1.4 Publication of Mission and Vision

- Mission and vision statements are displayed on display boards in all classrooms, laboratories, staff rooms, corridors and offices of the department including department notice boards.
- Mission and vision statements are prominently published in each department's home page of the institution website which is frequently viewed by all stakeholders of the programme.
- They are also published in the institution brochure which is released once every year.
- Mission and vision statements are printed in the student handbooks which are published as hard/soft copy every semester and are given to students.

1.5 Dissemination of Mission and Vision

- All the stake holders are informed about the vision and mission statements before they are published on the institution website.
- Besides, the dissemination of the institution vision and mission statements is brought to :

Students

- Vision and Mission statements are explained to students at the time of their admission during the induction programme.
- The students are made aware about the Vision and Mission of the institution during every important event organized by the institution.

Parents

- Parents are made aware about department's mission and vision during the induction programme organized at the time of admission of their wards in the institution.

Faculty and Staff

- The mission and vision of the institution are explained to all members of the

Teaching and Non-Teaching staff during the staff orientation programmes which are conducted periodically for new members of staff.

Alumni Members

- During the annual Alumni meeting the vision and mission statements are discussed, thereby enabling the Alumni to recall and discuss them.

Governing Body

- The statements of mission and vision of the institution are mailed to the governing body members every year and discussed in governing body meeting.

Employers

- When employers visit the campus for placements, and when the placement cell approaches the employers, the institution brochure containing the mission and vision is given to them.

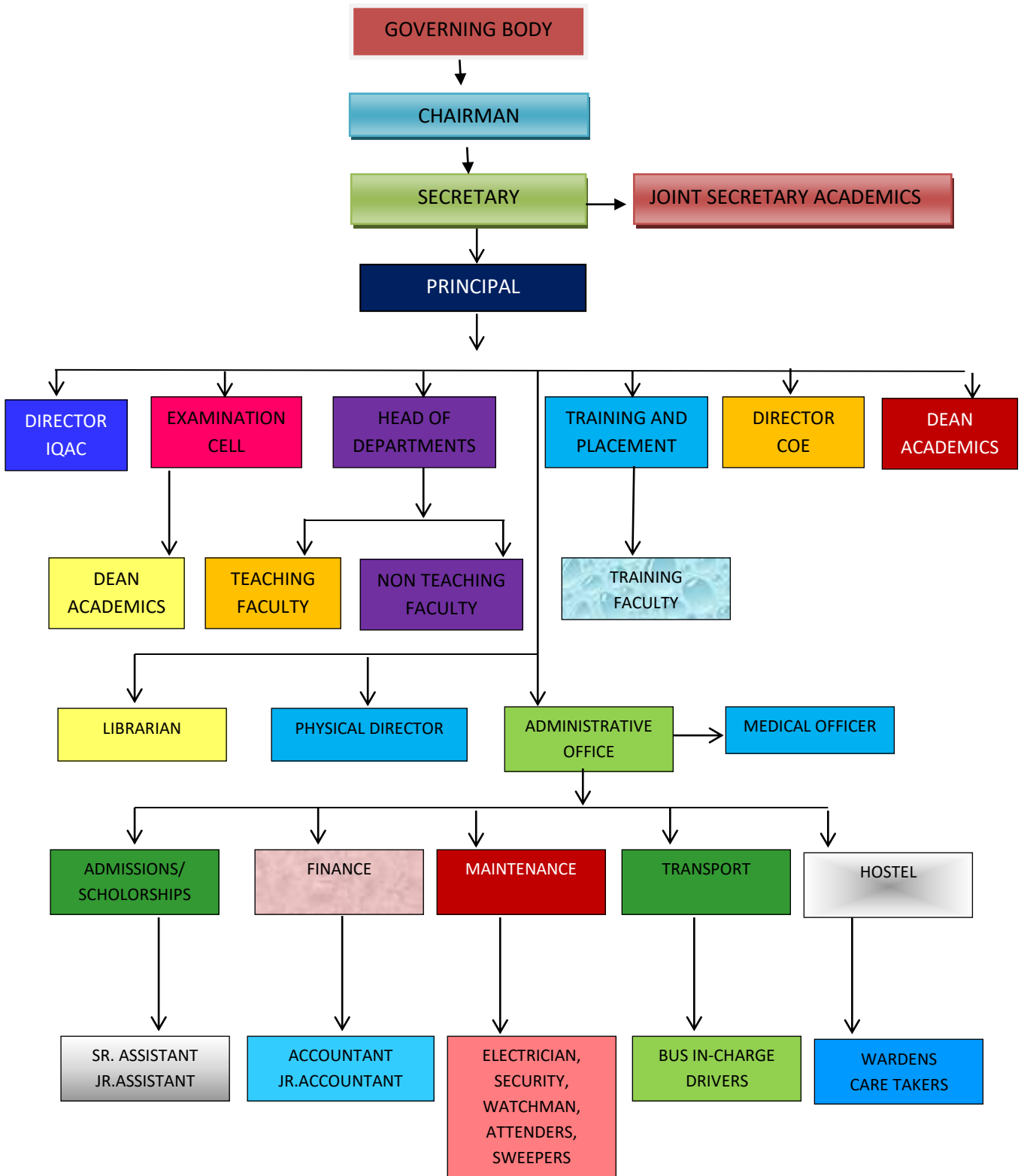
Professional Bodies

- While organizing events in collaboration with professional bodies (CSI, IETE), the brochures that are to be sent to the professional bodies are designed in a way to carry the institution's vision and mission statements.

Sponsors and Donors

- The institution brochure containing mission and vision statement are used to explain to the sponsors/donors when they are approached for sponsorship for various activities organized in the department and in the institution.

ORGANIZATIONAL STRUCTURE



2 HUMAN RESOURCE POLICY

2.1. Service and Conduct Rules

These rules shall be called Vasireddy Venkatadri Institute of Technology, Nambur Service and Conduct Rules 2014 (Governing the conditions of service of teaching and non - teaching staff).

2.APPLICATION

These rules shall apply to all teaching and non-teaching employees of Vasireddy Venkatadri Institute of Technology, Nambur unless otherwise mentioned in the appointment order.

3. EFFECTIVE DATE

These rules have come into effect from 1st July 2014 and shall supersede all the earlier rules.

4.DEFINITIONS:

- a) **COLLEGE/INSTITUTION** means Vasireddy Venkatadri Institute of Technology, Nambur.
- b) **MANAGEMENT** means the Executive Body/ Governing Body of the college constituted in conformity with relevant orders of Government/University/AICTE/UGC as applicable from time to time represented by its Chairman.
- c) **CHAIRMAN** means Chairman of the Executive Body or Governing Body as the case may be
- d) **UNIVERSITY** means JNTUK, Kakinada
- e) **PRINCIPAL** means Principal of the college or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation, otherwise.
- f) **EMPLOYEE** means a person employed under the categories of teaching or non-teaching staff including the Principal, Director and Deans.

g) HEADQUARTERS means the head-quarters of the college i.e. Namburu.

h) COMPETENT AUTHORITY: Chairman/Secretary of the Executive Body.

i) TEACHING STAFF: The teaching staff comprises the following

- i) Principal
- ii) Professors/ Director / Dean
- iii) Associate Professors
- iv) Assistant Professors
- v) Any other category of post declared so by the Governing Body.

j) NON-TEACHING STAFF means those categories of staff that are not categorized under the teaching staff shall be deemed to be non-teaching staff.

k) DUTY: An employee is said to be “on duty” for the purpose of service benefits.

- i. When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post
- ii. When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
- iii. When the employee is attending conferences/seminars/summer schools permitted by the competent authority. In addition, registration fees incurred by faculty members presenting papers in International Conferences or attending ‘Work Shops’ when detailed by the competent authority will be reimbursed.
- iv. When the employee is attending any work assigned to him by the competent authority in the interest of the institution.
- v. In case of invitations received for examination duties or important academic activities at Autonomous Colleges / Deemed Universities the following guidelines are to be followed for treating the absence as ON DUTY.
 - 1. Only one faculty member per day from any department can be deputed.
 - 2. The duty must be shared by rotation against senior faculty members.
 - 3. If this condition is not fulfilled the faculty member has to avail CL to perform the duties he was invited by the Autonomous / Deemed Universities.

l) LEAVE means leave, granted by the appropriate authority to an employee, to which he is eligible.

m) PAY means Basic Pay in the time scale or Basic Pay with Dearness Allowance as the case may be.

n) YEAR means Calendar Year/Financial Year/Academic Year as the case may be.

o) Cadre Structure for Non-Teaching Staff

(a) Office

- (i) Administrative Officer
- (ii) Office superintendent
- (iii) Senior Assistant
- (iv) Junior Assistant/ Data Entry Operator
- (v) Attender

(b) Labs (other than computer Labs)

- (i) Lab Technician
- (ii) Lab Attender

(c) Computer Labs

- (i) System Administrator
- (ii) Programmer
- (iii) Lab Technician

5. GENERAL:

- a) In respect of matters not specifically provided in these rules, the Executive Body of the college shall be the competent authority to issue such directions or orders it may consider appropriate and such directions or orders shall carry as much authority and effect as these rules.
- b) Rules requiring clarification and interpretation shall be referred to the Executive Body whose clarification/interpretation shall be final.
- c) Any other rule prescribed by the Government/Instruction given for adoption by Private Engineering Colleges shall automatically form part of the rules, even if the provisions in such rule/instruction contravenes with these rules.
- d) Unless otherwise stated specifically in the terms of his/her appointment every employee is a whole-time employee of the college and may be called upon to perform duties as may be assigned to him/her by the appropriate authority if

necessary, beyond the scheduled working hours and on holidays and Sundays whether compensated for or not.

- e) Every employee shall perform the duties assigned to him/her to the best of his/her abilities and shall always act in the interest of the institution.
- f) All eligible employees of the college are subjected to the provisions of Employees Provident Fund Act.
- g) The age of superannuation of all members categorized as Teaching Staff shall be 60 years and in case of other staff it shall be 58 years.
- h) A Service Register shall be maintained for each employee and the relevant service entries shall be attested by the competent authority authorized by the Executive Body.
- i) The power to add, delete or amend these rules shall rest with the Executive Body of the college, and such additions/deletions/amendments will form part of these rules, effective from the date on which such addition/deletion/amendment is passed by the Executive Body.

6. SELECTION PROCEDURE AND RULES:

- a) The qualifications required for filling a post shall be as per the norms prescribed by AICTE/UGC/JNTU(K)/Government of Andhra Pradesh.
- b) The Executive Body/Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing staff in conformity with University Rules and Regulations.
- c) All teaching staff posts from Assistant Professor and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the Affiliating University.
- d) All non-teaching posts, all temporary and adhoc appointments of Teaching and Non-Teaching staff shall be based on the recommendations of the Staff Selection committee duly constituted by Executive Body/Governing Body from time to time.
- e) The Staff Selection Committee will interview the candidates invited for interview and make their recommendations to the Governing Body, the names of the selected candidates being arranged in order of merit. The Selection Committees may

recommend more names than the number of posts for which applications are invited or may reject all the applicants. However the appointment orders are issued in the order of merit.

- f) The experience of any candidate appearing at the interview is reckoned by the guidelines specified below.
 1. Teaching experience at an Engineering College - 100% weightage.
 2. Teaching experience at institutes other than Engineering colleges - 0% weightage.
 3. Industrial Experience - 50% of the period worked in any relevant industry.
- g) No act or proceedings of any Selection Committee shall be questioned on the ground, merely, of absence of any member of the Selection Committee.
- h) The procedure adopted by the Selection Committee in selecting the candidates shall not be questioned as improper or irrelevant or unfair.
- i) The Executive Body/Governing Body may in special circumstances appoint persons (eg. Retired Persons) on contract basis, year after year up to the age of 65 years, in case of teaching posts.
- j) Any other instruction given, or rule prescribed, from time to time, by govt. of Andhra Pradesh/Affiliating University/AICTE/UGC regarding selection procedure will automatically form part of the rules/procedure of selection.
- k) All appointments (Teaching and non-Teaching and staff) made after selection, are forwarded to the Chairman for approval and the Governing Body is notified.

7. APPOINTMENTS, PROBATION AND SENIORITY

- a) The Chairman/Secretary shall be the authority for issuing all appointment orders.
- b) All initial regular appointments to teaching and non-teaching posts shall ordinarily be made on probation for a period of two years. Subsequent appointments by promotion shall be made on probation for a period of one year in the post to which the individual is promoted.
- c) The Executive Body/Governing Body upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on

probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.

- d) The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she has satisfactorily completed probation.
- e) The rules governing probation will not apply to appointments made on Adhoc/Contract/Contingent basis.
- f) The seniority of an employee in a post shall be determined by the date of commencement of probation in that post. In case two or more persons are 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. However, seniority alone is not the criterion for promotion or for conferring any other benefit/authority.

8. PAY SCALES

A. Existing staff who are in service on or before 31st December 2013 and are in receipt of clubbed pay scales.

The above staff will receive the same emoluments in VI pay fitment table in accordance with the established financial canons.

DA increments of 5% each will be awarded on 1st January and 1st July in an year.

For staff whose annual increment falls during 1Jan-30 Jun will receive a 3% increment on 1st July of an year after satisfactory performance at an interview conducted by the Executive Body. The staff whose annual increment falls during 1Jul - 31 Dec will receive a 3% increment on 1st January after satisfactory performance at an interview conducted by the Executive Body.

The faculties of all Non-Engineering departments who are ratified as Assistant Professor without Ph.D qualification are required to fulfill the NET/SLET qualification within two consecutive examinations conducted by the UGC/ State Government. Staff who fail to fulfill the condition within the period stipulated will forego their annual increments till they fulfill the NET/SLET qualification.

B. Pay scales for staff appointed on or after 1st Jan 2014

CATEGORY	BASIC PAY BAND	GRADE PAY
Assistant Professor	Rs.15600 - 39100	Rs. 6000
Assistant Professor (Senior Scale)	Rs.15600 - 39100	Rs. 7000
Associate Professor	Rs.15600 -39100	Rs. 8000
Associate Professor (Senior Scale)	Rs.37400 -67000	Rs. 9000
Professor	Rs.37400 -67000	Rs. 10000
Professor (Senior Scale)	Rs.37400 -67000	Rs. 12000

C. Advance Increments:

- a) The Executive Body shall be the authority competent to sanction advance increments in respect of new appointees taking into consideration the pay structure in previous employment and additional qualification or experience. Advance increments to the existing employees may be sanctioned as an incentive in deserving cases.
- b) Assistant Professors in Engineering possessing Ph.D qualification at the time of recruitment are eligible for three advance increments.

Professors in Science & Humanities possessing Ph.D qualification at the time of recruitment will be fixed at a suitable basic pay in the VI P.R.C. commensurate with their experience at the time of recruitment.

In-service faculty members receiving Ph.D degree will be considered for suitable advance increments from the date of production of the relevant original degree certificate.

9. ACADEMIC NORMS

A. Academic Norms laid down by UGC/AICTE to be followed by Faculty

All faculty should satisfy the Academic norms laid down by the UGC/AICTE. Internal promotions will be carried out strictly as per AICTE/UGC Norms. All faculty shall discharge their responsibilities diligently in an honest and un-biased manner with total commitment.

1) Professors / Associate Professors (Ratified)

All ratified Professors / Associate Professors.

- i. Should assist and encourage other faculty in their respective departments to complete their thesis within the stipulated period.
- ii. Should initiate R & D work and Projects in the Department with the help of junior staff.
- iii. Should try to get sponsored projects from central funds of AICTE/UGC or from Govt/ Private Industries.
- iv. Should register their names as guides with universities.
- v. Should guide at least one Ph.D scholar of any university.
- vi. Should present papers as per the conditions give in 2 (b)
- vii. Should submit their progress of work to the College Academic Committee (CAC).

2) Professors / Associate Professors (Not Ratified)

Staff who are in Professor/Associate Professor designations in the college and not ratified by JNTUK should satisfy the following conditions.

- a) The faculty should submit their Ph.D thesis within one year from the day of rejection of ratification.
- b) Paper Publications.
 - i. Faculty should publish one paper at least in an International / Indian Journal and present a paper in an International / National Conference in a year.
 - ii. Only non-paid journals are considered.
 - iii. The impact Factor of the Journal should be 0.5 and above.
 - iv. The publications made by the faculty shall be referred to the CAC for evaluation.
 - v. Faculty should present the paper (PPT) before the CAC.
 - vi. The faculty should submit the following.
 - Copy of the details of Editorial Board of the Journal.
 - Copy of the acceptance letter from the Editorial Board of the Journal.
 - Copy of comments by the peer group/reviewers.
 - Copy of publication.
 - Impact Factor of the Journal.
 - Any other conditions which the sanctioning authority deems fit.

- vii. There shall be no ceiling limit on the number of publications an individual faculty can publish.
- viii. Spl. Leave / extra permissions will be given to the faculty who wish to meet their guide on research work or attend conferences/workshops etc. The number of such spl leaves should not exceed 6 in a calendar year. However, no of the days of leave under this category can be reviewed by the Executive Body. Faculty utilizing this facility must produce a certificate by his/her guide to the effect that the faculty member has reported to him/ her for research purpose.

If any faculty fails to satisfy the above conditions in a year, he/she has to forego his/her increments and DA enhancement till he/she satisfies the condition.

If any faculty fails to submit his/her Doctoral thesis after completion of two years he/she will be placed in the designation of an Assistant Professor with increments commensurate to his experience. He will be promoted back to his original designation whenever he submits his Doctoral Thesis.

3) Assistant Professors (Ratified)

All the ratified Assistant Professors who are designated as Assistant Professors.

- i. Should improve their teaching and learning capabilities.
- ii. Should register for Ph.D within two years.
- iii. Should work in R& D and sponsored projects in their respective departments under the guidance of senior faculty.
- iv. Should submit their progress of work to the CAC.

4) Assistant Professors (Not Ratified):

- i. Should improve their qualifications as required by the norms.
- ii. Should be ratified by the university within two years.
- iii. Should improve their teaching and learning capabilities.
- iv. Should register for Ph.D within two years.
- v. Should work in R & D and sponsored projects in the department under the guidance of senior faculty.
- vi. Should submit their progress of work to the CAC.

B. Internal Promotions

Faculty members who are ratified by the University and in the position of Assistant Professors / Associate Professors can be promoted internally under the following conditions.

- I. Faculty members should fulfill UGC/ AICTE Norms for the posts to which they may be promoted internally.
 - a) Promotion from Assistant Professor to Associate Professor – Minimum of 5 years experience in teaching / research / industry of which 2 years post Ph.D experience desirable.
 - b) Promotion from Associate Professor to Professor – Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor – or – a minimum of 13 years of experience in teaching and / or research and / or Industry with a minimum of 5 years service after the award of Ph.D.
- II. Only service rendered in Engineering Colleges after acquiring PG qualification will be considered as experience.
- III. Faculty Members should publish at least two research papers in non paid International / Indian Journal with impact factor above 0.5 and present papers in National / International Conferences.
- IV. The faculty members should face an interview conducted by the College Staff Selection Committee.
- V. Faculty Members should submit their Ph.D thesis within one year from the date of promotion.
- VI. For faculty from S & H and MCA departments promotions will be awarded only after ratification by JNTUK for the vacant posts notified by the college.

Releasing or stopping of increment is based on the recommendations of the CAC. If any staff member is unable to improve their qualifications as per the norms within one year he/she may forgo his/her designation and will be de-promoted.

The decision of the Appellate authority i.e., Governing Body of the College is final on any matter submitted to it for consideration on the application of promotion rules of the staff.

10. RESIGNATION, TERMINATION AND RELIEF

- a) The services of teaching staff who have completed their period of probation or who are on probation can be terminated by the employer by giving three months notice or three months salary in lieu of such notice.
- b) The services of teaching staff on temporary/adhoc appointments can be terminated by the Employer by giving one month notice or one month salary in lieu of such notice.
- c) The services of all non-teaching staff can be terminated by the Employer by giving one month notice or one month salary in lieu of such notice.
- d) Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months salary in lieu of such notice to the Employer. If their resignation is for the purpose of pursuing higher studies the notice period will be reduced to 30 days on production of proof of admission in a University in original. The timing of resignation should be such that the incumbent can be conveniently relieved at the end of the academic year without causing disturbance in academic work.
- e) Teaching staff who are on temporary/adhoc appointments can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer.
- f) All Non-Teaching Staff can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer.
- g) In the case of teaching staff who have completed probation and are seeking employment elsewhere, two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year only. In addition, all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.) will be forwarded. However, the Management is given discretion to relax the rule in appropriate case basing on the merits and demerits of the case.
- h) In the case of teaching staff who are on probation no application seeking employment in private organization will be forwarded. However, all applications for admission to higher studies, to attend All India Service Examinations (such as IAS, IES etc.) and acceptance of Government jobs will be forwarded.

- i) In the case of teaching staff who are appointed on temporary/adhoc basis, all applications for seeking admission to higher studies, to attend All India Service Examinations (such as IAS, IES etc.) and for Government posts will be forwarded.
- j) In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period.
- k) In the case of non-teaching staff (whether they are on probation or confirmed) all applications for admission to higher studies will be forwarded.
- l) 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 for the remaining part of the notice period.
- m) 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.
- n) In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee.

11. CONDUCT RULES

- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- b) Every employee is required at all times to maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit/utmost loyalty and shall always act in the interest of the college.
- c) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. Biometric methods of registering time while reporting for duty and leaving the campus will be followed. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever an employee leaves the station he/she shall inform the Principal in writing through the proper channel, the address at which he/she would be available during the period of his/her absence from the head-quarters.

- d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity nor shall subscribe or aid or assist in any manner to any political movement or activity.
- e) No employee shall make any statement, publish or communicate through any media which amounts to an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
- f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment or consultancy outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom an insolvency proceedings commenced in a Court of Law shall forthwith report full facts thereof to the college.
- h) An employee against whom Criminal Proceedings commenced in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- i) No employee shall, except with prior permission of the competent authority, has recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attack of a defamatory nature.
- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subjected to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision can apply for reconsideration to the Executive Body within 15 days of the receipt of the orders of the decision and the decision of the Executive Body, thereon, is final and binding on the employee.
- l) No employee shall engage in strike or incitements there to or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attracts punishment.

m) If a staff member is late three times for a period exceeding 10 min each time while reporting for duty, one day casual leave is reckoned.

n) Prohibition of sexual harassment of working women: No employee shall indulge in any act of sexual harassment of any woman at her work place.

Explanation: For the purpose of this rule, "sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise, as

i) physical contact and advances;

ii) demand or request for sexual favours;

iii) sexually coloured remarks;

iv) showing any pornography; or

v) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

12. DISCIPLINARY ACTION

A. PUNISHMENTS:

a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.

b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties.

i. Censure

ii. Withholding increments/promotion

iii. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders

iv. Suspension

v. Removal from service

vi. Dismissal from service

B. EXPLANATION

- a) The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed other than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rule.
- b) The penalty under 12 A(b)(iv) may be imposed in addition to any other penalty which may be imposed in respect of negligence or breach of orders.
- c) The authority which may impose any of the penalties prescribed in Rule 12A(b) shall be the authority mentioned in Appendix.
- d) If the competent authority feels it necessary to constitute an Enquiry Committee as a part of the procedure for taking disciplinary action, the Enquiry Committee shall consist of three members, which may include the Principal of the College and two other members appointed by the Executive Body/ Governing Body. No teacher of the college other than the Principal shall be on the committee.
- e) Before any of the penalties specified in Rule 12A(b) above is imposed against an employee of the college it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him/her, by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed. The employee shall be required to put in a statement in writing in his/her defence within a reasonable time and to state whether he/she desires an oral enquiry or only to be heard in person. If he/she desires an enquiry or if the authority concerned so directs, an oral enquiry shall be held. If no oral enquiry is held and if he/she had desired to be heard in person, a personal hearing shall be given to him/her. The proceedings shall contain sufficient record of the evidence and a statement of the findings and the ground thereof.
- f) The requirement of sub-rule (e) above shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him/her.
- g) All or any of the provisions of sub-rule (e) above may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.

- h) The punishment given by a higher authority need not necessarily be the same as that given/recommended by the lower authority.

The authorities competent to impose the punishments and to deal with appeals shall be as follows

S. No.	Nature of Punishment	Competent Authority	Appellate Authority
1)	Censure	Principal	Executive Body
2)	Withholding of increment and promotion	Executive Body	Governing Body
3)	Reduction to lower rank etc.	Executive Body	Governing Body
4)	Recovery from Pay etc.	Executive Body	Governing Body
5	Suspension		
	a) Pending Enquiry	Executive Body	Governing Body
	b) As a Punishment	Executive Body	Governing Body
6)	Removal or dismissal	Executive Body	Governing Body

13 JOB RESPONSIBILITIES

As per AICTE Sixth Pay Commission (2008) recommendations, the job responsibilities of faculties are divided amongst the following four areas.

- a) Academic
- b) Research and Consultancy
- c) Administration
- d) Extension Services

They are broadly identified as follows

13.1. Academic

- (a) Class Room Lectures.
- (b) Laboratory Guidance / Instruction.
- (c) Curriculum Development.
- (d) Development of Learning Resource Material / Course Files.
- (e) Development of Laboratories, Manuals, etc.
- (f) Student Evaluation and Assessment including examination duties of University/assessment agencies supported by the institution..
- (g) Participation in Co-curricular and Extracurricular work.

- (h) Students Counselling and peer teaching
- (i) Continuing Education, Summer schools / Winter schools, Symposia – conducting and participation
- (j) Books, Publications, Seminars.
- (k) Self-up-gradation by acquiring higher qualifications, keeping abreast of developments in his / her own field.
- (l) Out of the weekly working hours, the minimum contact hours of a teacher (teaching load) should be as follows as per the UGC/AICTE norms

Position	Teaching Load
(i) Principal / Dean	4 hours / week
(ii) HOD/Professor	14 hours / week
(iii) Associate/Asst. Professor	16 hours / week

*Laboratory load Considered as half of teaching load.

13.2. Research and Consultancy

- (a) R and D activities, Research / Project Guidance.
- (b) Industry sponsored Projects / Sponsored Projects of Governmental National Labs.
- (c) Providing industrial consultancy and testing service, active participation in promoting Industry - Institute Interaction.
- (d) Innovations, Patents

13.3. Administration

Academic and administrative management of the Department, Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.

(a) Design and development of newer programmers and disciplines, Participation in National / State level policy planning bodies, Organization of Institute level / State / National level faculty / Student Societies.

(b) Planning / Development of Schedules for classes both at departmental / Institution levels. Help mobilize resources for the Institution, Maintain and Cross check accountability, conduct performance appraisals.

13.4. Extension Services

- (a) Interaction with Industries/Service Institution, Promote Community Service amongst students.
- (b) Help, Develop, Vocational services in the neighborhood, contribute towards promoting / providing non-formal education, Promote entrepreneurship and job creation.

14. Working Hours

- a) The normal working hours of the college is from 8.00 AM to 3.45 PM which includes lunch break. Central facilities like, Computer Centre, Library and sports

15. University Stipulation on Instructional Days

JNT University Kakinada stipulates that the college instructional days should be 90 days / semester or 180 full teaching days per year.

16. Appraisal

16.1. Performance Appraisal Report

Annual Staff Performance Appraisal system consists of appraisal by :

- (a) Students through feedback form
- (b) Head of the Dept.
- (c) Principal
- (d) Management

16.2. Weightages of Appraisal

a) For Teaching Staff

Appraisal By	Asst Prof/ Associate Prof	Professor
Students	40%	10%
HOD	30%	20%
Principal	20%	40%
Management	10%	30%

(b) For Non-Teaching Staff

Appraisal By	Without student interaction
Students	-
HOD	40%
Principal	40%
Management	20%

16.3 Transparency & Procedure

The Principal / HOD will discuss the results of the appraisal with every employee. Continuous and sustained performance will be a necessary requirement for internal promotions, for selection as HOD's or Sectional Chairman of various committees, selection for incentives, deputation, eligibility for study leave and other financial benefits, awards, etc., appraisal reports will be in their respective files. The annual appraisal report is raised at the end of each academic year. Non submission of appraisal report in any year has an impact on promotion/increments.

17. LEAVE RULES

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.

Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Government.

The following leave rules and norms give details about the different types of leave and how they can be availed certain rules are common to both teaching and non-teaching staff of the Institute.

17.1. GENERAL

- i. Leave should always be applied for and sanctioned before it is availed, except in cases of emergency and for satisfactory reasons.
- ii. Absence from duty after the expiry of leave will be subjected to disciplinary action.
- iii. Absence without leave will constitute an interruption in service.
- iv. A staff member on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- v. Academic year is the period from **1st July to 30th June.**
- vi. The rules and regulations of the college may be reviewed from time-time by the management of the college.
- vii. Final authority to sanction any type of leave rests with the management of the college.

17.2. TYPES OF LEAVE

1. CASUAL LEAVE

Staff with less than 2 years of service at VVIT can avail a maximum of 12 days Casual Leave and those with more than 2 years of service can avail upto a maximum of 15 days Casual Leave in an Academic Year. Under normal circumstances staff can avail a maximum of 3 days Casual Leave in any month. Casual Leave availed in excess of 3 days in a month can be treated as leave availed on loss of pay.

Public Holidays and Sundays can be prefixed and/or suffixed with Casual Leave. However, caution must be exercised to see that not more than 10% staff avail leaves with suffixes and prefixes at a time,

2. COMPENSATORY CASUAL LEAVE

Any employee detailed for duty on a holiday may be granted a Compensatory Casual Leave on a 1:1 basis, which must be availed before the end of the Academic Year.

3. VACATION

Members of the Teaching Staff who have completed one year or more service in VVIT are eligible for a summer vacation of 4 weeks. Members of Non-Teaching Staff who have completed one year or more service in VVIT are eligible for 2 weeks of Summer Vacation.

If a Staff member is recalled and assigned work during vacation he/she will be awarded one day earned leave for every two days of vacation forfeited.

4. EARNED LEAVE

Members of the Teaching Staff are eligible for 6 days earned leave for each year of service rendered in VVIT.

Members of the Non-Teaching Staff are eligible for 12 days of Earned Leave for each year of service rendered in VVIT.

Staff members with an accumulated earned leave of 120 days or more are entitled for encashment of 120 days earned leave at the time of retirement of service in VVIT. The accumulated earned leave in excess of 120 days will be paid as Gratuity to the staff member.

Staff Members having less than 120 days earned leave to their credit are not eligible for encashment of earned leave.

5. HALF PAY LEAVE

a) Every employee is entitled to a Half Pay Leave of 20 days on Medical Grounds for every year of service completed with a facility to convert it into 10 days with full

pay and allowances. Submission of Medical Certificate from a Registered Medical Practitioner is mandatory while applying for this leave.

b) Half Pay Leave can be accumulated upto a maximum of 120 days.

c) Employees appointed on adhoc/contract/contingent basis are not entitled to Half Pay Leave.

6. MATERNITY LEAVE

All Women Employee who have completed their period of probation are entitled to 3 months of Maternity Leave. The first month of Maternity Leave will be on full pay where as the second and third months will be on half pay and on loss of pay respectively. Maternity Leave can be availed by women employees only twice during their service.

7. EDUCATIONAL LEAVE

Members of the Teaching Staff who have put in 2 years or more service in VVIT are encouraged by Management to take up higher education and research. Study Leave is granted to those staff who sign an agreement or execute a financial bond to serve the institute for a specified period of time after availing study leave. The financial bond required will be for the amount of salary drawn during the period of Study Leave.

Staff with less than 2 years of service at the institution can avail Study Leave of 2 years for a regular post graduate course or 3 years for a regular Ph.D programme without pay.

Staff with 2 or more years of service at the institution can avail a Study Leave of 2 years for a regular Post Graduate course and 3 years for a regular Ph.D programme with a favourable financial assistance from the management.

Staff pursuing education through distance mode can apply for Study Leave subject to the academic and administrative demands at the institute. While applying for the leave staff are required to give details of contact classes, tentative supervisor consulting sessions and examination schedules at the beginning of each academic year.

8. OTHER AUTHORISED ABSENCE FROM THE INSTITUTE

- a) 'ON DUTY': Member of Teaching Staff permitted to attend seminars/conferences/work shops will be considered as 'ON DUTY'. Staff presenting peer-reviewed papers at International Conferences and subsequently published in Journals of repute may be considered for financial assistance.
- b) A Staff Member detailed by the University to perform the duties as an Observer, Evaluator of University Examination Scripts or an Examiner for conducting a Laboratory Examination/Evaluation of Project Work will be considered as 'ON DUTY'. This facility is applicable only for duties assigned by JNTU(K).
- c) 'PERMISSIONS': A Staff Member can be granted 2 permissions in a month by the Principal each of less than 3 hours duration to leave the campus provided he/she is not assigned any class work during that period.

A Staff Member desirous of availing 'Permission' should submit an application to the Principal through proper channel. All permissions granted are to be registered in the concerned Department Register held in the Principal's Office.

18. Staff Development and Training

Supporting Staff (Administration and Technical)

- (a) Arranging in-house training programmes, with the help of resource person from the English and Management departments (with inputs of English grammar basics). Arranging professionals from the industry and Government to deliver training programmes in Administration and Accounts (for all those in administration and accounts) on all aspects of management and technical skills needed for running an office in a self-financing educational Institution.
- (b) To impart computer knowledge to all ministerial and subordinate staff with the help of faculty from the Computer Department, training such staff in a working knowledge of English is also needed, and this is done with the faculty from the English department. Laboratory technicians are likewise given special exposure to newer equipment and processes by Heads of Departments.

19. Awards

- a) "Excellence in Teaching" awards and the "Best Supporting Staff" awards have been instituted by the Management to recognize deserving staff and the awards are presented every year on Annual Days.
- b) Faculty who show and exhibit dedication and commitment are also recognized by deputing them for special conference and seminars and are also issued recommendation letters.
- c) Cash incentives are given to teaching staff for the academic excellence in terms of 100% passes in a subject or 100% marks in a theory subject up to pre-final semester.

20. Grievance Redressal Cell

Any employee having any kind of grievance can address his / her problem to the Grievance Redressal Cell in writing. Grievance Redressal Cell shall consist of COO as Chairman, with Director, Principal, Dean of Discipline and Dean of Faculty Development as Members. Genuine grievances of the staff and students are considered and remedial measures instituted.

21. Women's Development Cell (WDC)

The activity addresses problems of women employees and empowerment of women. This is headed by a WDC coordinator. All cases of Sexual Harassment can be reported to this Cell.

22. DUTIES AND RESPONSIBILITIES

22.1. Duties of Secretary

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

- a. Financial planning and funding in the form of budget
- b. Ensuring the end results by periodical monitoring
- c. Coordinating all the policy matters and present it to the board for final approval
- d. Interface with the Central and State Government statutory bodies like AICTE, UGC, APSCHE, DTE etc.,
- e. Interaction with the affiliating university
- f. Interaction with financial Institutions

22.2. Duties and Responsibilities of Principal

Principal is overall responsible for establishing an ideal institute by promoting the various curricular, co & extra-curricular activities, administrative and financial matters. As a Principal he shall advise the Management and the Director in all educational, financial and administrative matters of the institute. In addition he shall:

- (a) Report to the CHAIRMAN of the BOG
- (b) Be responsible for human resource planning for teaching and non-teaching staff for long and short term requirements.
- (c) Assist the SECRETARY in the annual budget preparation
- (d) Inspect the departments and their functioning on day to day
- (e) Liaison and coordinate with JNTUK, AICTE, and other professional bodies, engineering and allied departments/industries etc.
- (f) Work to develop the institute in all areas for an all-round growth of the institute
- (g) Arrange and organise the various faculty and staff development programmes
- (h) Participate in BOG meetings as a member secretary, advise in various policy decisions and ensure implementation of decisions
- (i) Advise the HODs and faculty in various academic and administrative matters
- (j) Represent the institute in various State and regional level bodies, societies, councils as required.
- (k) Optimize the resources available in academic, administration, finance, etc.
- (l) Implement integrated and uniform systems in academic, administration, finance, etc. where and when ever it is possible
- (m) Conduct regular meetings of the various committees for better liaison and coordination in academic, administration, finance, etc. and to exchange the ideas and to cooperate in various activities
- (n) Arrange and participate in Board of Studies and Academic Council Meetings in developing the curriculum for an autonomous institute
- (o) Conduct Institute Development & Monitoring Committee Meetings to ensure Quality Management of the Institution

22.3. Duties and Responsibilities of Head of Department.

Head of Department is overall responsible for establishing an ideal learning environment and promoting the departmental activities to achieve its objectives and in turn, the

objectives of VVIT, in that.

- (a) Responsible for the overall discipline of the students and staff of the department
- (b) The teaching load is equally distributed as per the norms.
- (c) Should assist in the preparation of time tables (class room) and monitor it.
- (d) Should ensure through appropriate departmental members (i)Daily attendance (ii) Student Proctorial sheet (iii) Mid examinations
- (e) Maintain the files registers such as
 - (i)Ready Reckoner
 - (ii)Student Record
 - (iii)Faculty Profile
 - (iv)Mid exams and University Question paper (v)Subject
- (f) Encourage faculty to develop new teaching aids, tutorials, Lab exercises extension to syllabus specified.
- (g) Encourage in-house projects by all students
- (h) Monitor progress of subjects through subject diaries of each faculty
- (i) Conduct the meetings as per the academic calendar
- (j) Departmental staff meetings (ii)Class Committee meetings
- (k) Preparing department budget.
- (l) Managing department library
- (m) R&D activities of the department

22.4. Duties and Responsibilities of In-charge Examinations

The professor In-charge of Examinations is overall responsible for the evaluation system in that:

- (a) To liaise with Heads of Departments for preparation of mid exam and semester end Lab exam schedules.
- (b) To ensure that mid exam papers as per the norms in sufficient copies as per the strength of the class along with attendance sheets should reach the departments before exam due date.
- (c) To ensure proper conduct of the examination
- (d) To preserve the Question papers of Mid exams and End exams for future review.
- (e) To preserve the evaluated Mid exams and Lab answer sheets, End exam answer sheets branchwise, yearwise for a period of one academic year and have them destroyed after the due date as per norms

(f) Any change in schedule due to valid but unavoidable reason duly approved by the Principal should accordingly be made and communicated to students through departments.

22.5. Duties and Responsibilities of Training and Placement Officer

The TPO heads two integrated cells namely, Training and Placement.

To facilitate the Training and Placement Officer in carrying out the following activities.

- (a) Collection of data in the prescribed proforma during III Year from Students of all the Disciplines related to their bio-data.
- (b) Preparation of latest bio-data of VVIT students discipline wise for selecting the students for placements.
- (c) Co-ordinating with various companies for conducting On-Campus or OFF Campus Selection Tests/Interviews for VVIT students of different disciplines. In the event of any ON/OFF Campus tests, providing the required information to the Companies and VVIT Students at different stages.
- (d) Keeping an up-to-date year-wise data regarding VVIT students going abroad or pursuing higher studies in India.
- (e) Keeping an up-to-date year-wise data regarding VVIT students selected/joined in different companies.
- (f) Preparation of printed matter giving details about College, Department, Course Structure etc and giving it to companies with the information to know about VVIT.
- (g) Co-ordinating with various companies for VVIT students carrying out final semester project work on current areas either at company premises or at VVIT.

The training cells main responsibilities are to develop the students in their behavior, language and communication skills, right from first year and also counsel them for career from the point of view of admissions and job opportunities inside the country and abroad. The facilities and responsibilities of the cell are:

- i. A language laboratory to improve on phonetics and linguistics.
- ii. Developing communication skills in students and Faculty and time keeping.
- iii. Improving the Vocabulary in both general and technical English.
- iv. Technical report writing and presentation
- v. Counseling students for better, ethical, moral and professional behavior
- vi. Counseling students in their career planning, competitive examinations
- vii. Conducting seminars, mock interviews, preparing for campus interviews
- viii. Reasoning and aptitude tests, assessment and feed back analysis

- ix. Motivate students and inculcate career oriented mind
- x. Continuously developing the students during their four year stay at VIIT
- xi. Identifying and promote creative minds for further development.

In addition to the above, this cell has a Counseling Bureau as a Central Facility: for student counseling and career development. This bureau deals with career counseling and higher educational opportunities, Counseling activates start right from first year onwards and continue right through second, third and final years. At times they bring out side experts for giving lectures and to conduct mock interviews. The bureau records all activities and submits a monthly report.

Training and placement cell arranges campus interviews for students alongside maintaining Alumni data bank.

Activity reports are submitted every month.

22.6. Duties and Responsibilities of In-charge Career Counseling

The professor In-charge of Training and Placements (TP Cell) is overall responsible for Career Counselling and making the environment conducive for Students, Smooth Transition of Students into appropriate career of their Choice. Typical responsibilities are to:

- (a) Ensure maintenance of database of Students.
- (b) Ensure maintenance of database of prospective employers, liase with them and attract them to consider our Students for ON/OFF Campus Placements and co-ordinate the Selection Procedures.
- (c) Ensure maintenance database of Universities.
- (d) Ensure maintenance of Entrepreneurship Information.
- (e) Facilitate preparation for interviews and competitive examinations.
- (f) Liase with VVIT Alumni Association for Alumni Data.

22.7. Duties and Responsibilities of In-charge of Faculty Development

The professor In-charge of Faculty Development (FDP) is overall responsible to enhance faculty development with respect to teaching and learning through programming and consultation; research the needs and effectiveness of faculty development and seek funds to support programming and strategic development, in collaboration with the Dean of Academic Affairs, HODs & Principal and the many collaborating units and faculty members, in that:

- (a) Arrange for training need analysis.
- (b) Maintain and Update faculty database.
- (c) Maintain faculty evaluation and teaching credentials.

- (d) Arrange new faculty orientation program
- (e) Manage scheduling, delivery, and effectiveness of FDP.
- (f) Assist in budgeting and provision of FDP funding
- (g) Provide support to activities of the Faculty Development Committee.
- (h) Arrange for individual faculty counseling
- (i) Make sure of FDP contain Mentoring Programs, Workshops on teaching, learning, leadership & research skills, and succession planning.

22.8. Duties and Responsibilities of In-charge of Research and Development

The professor In-charge Research and Development (R&D Cell) is overall responsible to develop, sustain and advance a research mission in the College, among its faculty and students, and through collaborative partnerships with industry and other institutions, in that:

- (a) Develop and promote the integration of research programs and research initiatives in collaboration with the Dean for Academic Affairs.
- (b) Lead the quest to establish Centers of Excellence via facilitating research creativity and innovations throughout and collaboratively with global academic and/or engineering industries.
- (c) Conduct a program of research to maintain scientific & engineering expertise in accountability.
- (d) Support research development among faculty and students.
- (e) Establish research programs in the college in accord to the HOD's and faculty's priorities.
- (f) Lead, facilitate and support grant-writing activities for research investigations within the college and throughout its collaborative partnerships in academics and industry.
- (g) Advise to build research infrastructure within the college and collaboratively to facilitate and advance research productivity.
- (h) Build relationships with engineering industries throughout India.
- (i) Build relationships with local, national and international foundations and facilitate communication and interaction with federal funding agencies.
- (j) Advise and assist faculty on research proposals, patenting, research contracts and intellectual property issues.
- (k) Assist faculty members in identifying and securing the resources necessary for successful extramural

- (l) Funding. Develop mechanisms for identifying research funding sources and systems to support grant applications.

22.9. Duties and Responsibilities of Laboratory Assistant

- a) The Laboratory Incharge (Lab I/C) is responsible for the safety, upkeep of all the equipment in the room as listed in the inventory for the room.

The Lab I/C should maintain the following documents

- (i) The inventory of the laboratory
 - (ii) Layout
 - (iii) Room Time Table.
 - (iv) Organization Chart
 - (v) Log Book for daily usage
 - (vi) Complaint Register
 - (vii) Lab Manuals
 - (viii) List of Experiments
- (b) The Lab I/C should ensure proper discipline at laboratories by ensuring the following:.
- (i) No bags or eatables are to be allowed into the lab
 - (ii) Excessive talking/unnecessary movement of the students is avoided
 - (iii) Chairs are in proper position at the time of leaving
 - (iv) Equipment is switched off or made inactive as per authorized procedure before leaving
 - (v) All fans/ lights wherever not needed are in OFF condition
 - (vi) Room and equipment are maintained neat and clean at all times
- (c) Assist the class teachers in the laboratory proceedings.
- (d) Suitable motivation boards and list of experiments are displayed.
- (e) Lab I/C should be conversant with all the lab experiments and exercises.
- (f) Lab I/C should be conversant with the key, location, locking procedure of the room, emergency procedures in case of fire, accident etc.

22.10. Duties and Responsibilities of Faculty In-charge for Laboratory

The Faculty In-Charge for Laboratory is responsible to HOD of Department for following

- (a) To prepare the list of experiments, as prescribed by JNTU.
- (b) In addition, supplementary problems are to be developed for skill development

and concept understanding.

- (c) The teacher should be thorough with the experiments designed.
- (d) The problems should be made known to the students well in advance for their preparation.
- (e) Ensure attendance is taken as per the procedure and seating is done as per the order.
- (f) Teacher should make sure that observation book is maintained by every student.
- (g) At periodic intervals, teacher should ensure that the records are maintained neatly by all students. The experiments/ programmes listed in the syllabus should mandatorily be described in the record books.

Assist students in case of queries.

- (i) Prepare and update the lab manuals continuously.
- (ii) Internal assessment is done as per JNTU regulations. This may include continuous assessment and/or lab exams at the end.
- (iii) Sessional marks are handed over to the respective departments by due date.
- (iv) As an Internal Examiner, assist the External Examiner for the conduct of university lab exam.

1. The Faculty In-Charge of lab have to
 - a. Take the attendance of students for the Lab.
 - b. Verify the observation books.
 - c. Make students to upkeep Record.
 - d. Day to day assessment.
 - e. Conduct Final Lab Internal Exam.
 - f. Finalize internal marks[Session Marks].
 - g. Assist External Examiner to conduct the Final Lab Exam if detailed as Internal Examiner.
2. Creating and Implementing New Exercises over University Syllabus requirements.
3. Is responsible for Monitoring the proper utilization and upkeep of Lab Equipment.
4. Is responsible for Preparing / Updating the Lab Manual.

22.11. Duties and Responsibilities of Class Coordinator

The Class Coordinator is responsible to HOD of Department for following duties

1. The class coordinator has to ensure about maintenance of student list and their databases including in G-CAP.

2. Has to maintain an up-to-date attendance of the class as below :
 - (a) Ensure that the next day attendance sheet of class is generated .
 - (b) Ensure that the sheet is handed over to class representative before the classes get commenced on that day.
 - (c) Ensure that the filled in sheet is returned to the Attendance Data Entry Operator in the Evening on the same day.
3. Problems regarding the class room (or) with the teaching aids should be addressed to.
4. By periodic meetings with the students verify about any difficulties of subject (or) faculty (or)both , and the same should be assisted.
5. Is responsible for collecting & maintaining the student feedback of teachers twice a semester as follows :
 - (a) One month after course starts .
 - (b) Before last 10 days.
6. Maintain the regular Result Analysis of class.
7. Is Responsible for coordinating effectively between students of class & HOD.
8. Has to ensure, through class counsellors, updating of the Proctorial Sheets, assisting and counseling students observing their performance.

22.12. Duties and Responsibilities of Teachers

1. They should carry attendance registers to the class and mark the absentees with pencil and send the attendance slip for online entry
2. Submit the following to the Head of the Department in the prescribed format.
 - a) Monthly Attendance Performance report (by 5th of the succeeding month)
 - b) List of students with less than 75% attendance (by 10th of every month)
 - c) Slip Test performance Report (every Monday 10AM)
 - d) Tutorial Performance Report (15th of every month)
 - e) Class seminars performance report (25th of every month)
 - f) Performance Report - remedial classes
 - g) Monthly/Weekly counseling report (25th of every month)
 - h) Faculty who are club coordinators should submit club activities performance report by the last working day of the month.

22.13. Duties and Responsibilities of Mentor/Counselor

The **Mentor** is responsible for the batch of students assigned for the entire academic year and is answerable to the respective HOD of the students while carrying the following duties:

3. Should maintain the record of the students in the pink sheets and GCAP, the information includes contact details, admission details, academic record, co/extra-curricular activities details, achievements and disciplinary actions if any etc.
4. Meet them at least once a month for the counseling sessions and record it.
5. Know the physical, mental, emotional status of the student and provide assistance or bring it to higher authorities notice wherever necessary.
6. Long absenteeism to classes or internal exams, abnormal academic performance, unusual or unacceptable behaviour should definitely be brought to the notice of the parents and college authorities.
7. Emphasis should be made on attitudes, value systems, hard work, career planning in all the counseling sessions.
8. In short, Mentror should act as a buddy, a guide as well as a mentor.

22.14. Duties and Responsibilities of Maintenance In-charge

The Maintenance in-charge is responsible to the Director in ensuring the following:

MAINTENANCE

1. He has to liaise with local authorities for uninterrupted supply of municipal and bore water as per the requirement of the college, steady as well as peak loads.
2. He has to supervise the maintenance team for general cleanliness of rooms, corridors, toilets, stair and surroundings.
3. He has to direct with maintenance team for prompt repairs such as leaks and blockages in toilets, broken window panes, or any such maintenance works.
4. He has to liaise with horticulture advisor for the upkeep of college lawns, pathways, surroundings and gardens.

HYGIENE

1. He is responsible for the quality management of hygiene of college.
2. He should periodically inspect the condition of water bowser, coolers and ensure

that quality of drinking water is safe.

3. He should periodically inspect the toilet cleaning for proper upkeep.
4. He should periodically inspect the canteen premises, wash areas for safe upkeep.

SECURITY

1. He should liaise with the security in charge for the overall safety of the college.
2. He should carry out surprise visits to ensure the movement of personnel and material is as per the procedures.
3. He should periodically inspect to ensure that premises are locked with power switches made safe and windows closed.

For the above activities, he should maintain records.

22.15. Data Entry Operators / Clerks / Steno cum Clerks

Data Entry Operators / clerks are normally given a set of tasks to be attended by them. Hence they are responsible for

1. Maintaining registers/files including filling all necessary papers,
2. Drafting all communications in this regard, Photo copying
3. Interface with the Offices involved like, exam section/SWO office for scholarships etc.,
4. Interfacing with students and receive/make payments through cheques,
5. Preparation of bills/vouchers for receiving/paying money in case of scholarships
6. In case of departmental clerks, entering the data for automation, helping the HOD in maintaining the records,
7. Handling correspondence of the office both inward and outward and maintain log registers
8. Maintaining the Payments through registers of the department,
9. Maintaining Official stock of equipment/Consumables, Stock ledgers and audit,
10. Circulation/Display of notices in notice Boards,
11. Maintaining the Attendance registers, Office stationary, issues and receipts,
12. Over all control on office attenders and Local purchase if any,
13. Organizing for meetings, Taking dictations, typing, etc.
14. Any other work deemed fit in running the office.
15. Up keep and maintaining of the Computer System and interfacing with the System engineer for maintenance,
16. Maintenance of printers, stationary, ribbons, etc..
17. Preparation of Documents for meetings, Typing minutes etc..

22.16. Attenders/Helpers

- a. All activities like opening / locking the rooms, cleaning tables, file racks,

- Cup boards, furniture and fixtures, filling drinking water, etc.
- b. Serving water, refreshments delivering dak/notices/circulars, carrying files, etc..
 - c. Carrying luggage, helping in shifting furniture etc;
 - d. Attenders shall also supply consumables, help in setting up equipment or any duty assigned by the Lab in charge/HOD
 - e. Attenders must rearrange stacks, stacking books in the respective places, Dusting Books and racks,
 - f. Attenders must clean all computer accessories, etc. Computer tables etc.. helping systems maintenance engineer in carrying equipment etc..
 - g. Opening class rooms, Laboratories, windows etc. ten minutes before the scheduled time of class work,
 - h. Closing class rooms and windows, after getting the floor, tables, black board etc. cleaned by the contract sweepers after the class work is over,

- i. Report to the HOD – first in the morning when they arrive in the college 15 minutes before the class work scheduled time and then report to the place of work,
- j. Open all Faculty rooms and the windows, clean the faculty tables, arrange fresh drinking water, cleaning of computers in the office, faculty rooms, all other relevant work, etc..
- k. Report to the HOD – after completing all the tasks by 5.00 PM and attend to the work assigned by him for central / College works,
- l. Depart from the college with the permission of the HOD
- m. Supervising work and signing the work cards issued to the contract sweepers.
- n. His/or her work place is defined by the HOD from time to time.

22.17. Library Assistants : They are responsible for :

- I. Manage issues and return of books and enter the date in the computers,
- II. Accession and updating the computer data,
- III. Manage the Central Reprography Services, providing services, collecting payments, issue of receipts, depositing the collected amounts, maintaining the stock of spares like, toners, ribbons, stationary etc.. maintain consumable ledgers,
- IV. Contact and interfacing with the maintenance/Service personnel,
- V. Up keep of all equipment in the library as assigned by the College librarian,
- VI. Stock verification and audit of books every year,
- VII. Reporting all damages of books by Students, faculty/staff,
- VIII. Issue and renewal of library cards, Collecting fines,
- IX. Managing all the computerized operations of the Library.

22.18. Contract Sweepers : The roles and responsibilities of the contract sweepers are

- I. Cleaning the floor of class rooms, Laboratories, staff rooms, corridors, Seminar halls, utility areas, common rooms, etc..
- II. Cleaning of vessels, glassware, water jugs in staff rooms daily once in the morning,
- III. Removing Cob Webs in all rooms, corridors, halls, etc..
- IV. Clean the areas around facilities like water coolers etc..
- V. Work and get signed by the attenders on the work cards daily,
- VI. Any other work assigned from time to time in cleaning,

22.19. Contractor Scavengers : They must clean all the toilets twice a day and get their work book signed by the in charge to whom they are assigned.

23. Constitution and responsibilities of different committees.

23.1 Planning and Development Committee: Planning and Evaluation Committee has been formed to chalk out the future plans for the development and progress of the institution, and to evaluate the performance of the college in general. The Committee meets periodically to discuss about the strategic plans for the overall development of the College and make an inventory of the suggestions given.

Functions:

1. To design various strategic plans for the overall requirement and the development of the College. This includes infrastructural and instructional needs as per the required norms.
2. To evaluate the performance of the staff through Feedback Mechanism.
3. To study IQAC activities and to give feedback on the performance audit conducted by
4. IQAC.
5. To monitor the progress in carrying out the decisions taken by Board of Management and to plan for future requirements.

The list of members for Planning and Development Committee shown in table 1

Table 1 Planning and Development Committee

S.No.	Name	Designation	Position
1.	Dr. Y Mallikarjuna Reddy	Principal	Chairman
2.	Dr. N. Kumara Swamy	Dean(Academics)	Convener
3.	Dr.K.Satyanarayana	HOD,ME	Coordinator
4.	Dr. T. Sridhar Babu	HOD,Civil	Member
5..	Dr. R. Eswaraiah	HOD,CSE	Member
6.	Dr. K. GiriBabu	HOD,ECE	Member
7..	Dr. K. Sudhakar Reddy	HOD,EEE	Member
8	Dr. A Kalavathi	HOD,IT	Member
9.	Dr. N. Koteswaramma	HOD,MCA	Member
10	Dr. M.V. Raghuram	HOD,S&H	Member

23.2 Admissions Committee: The Admission Process is a matter of significance as it is vital to the reputation of the college. Selecting the right students and giving equal opportunities to all without any discrimination are the two main objectives of this committee. A separate committee is formed at the end of every academic year to look after the admission of the students for the subsequent year. The Committee guides and counsels the students to choose the right course of study. Details about the members of the Admission Committee and its functions are given below

Functions:

- To receive applications and scrutinize through the admission committee to confirm the eligibility.
- To offer counseling on the contents of the programmes offered by the College.
- To give priority to merit and maintain reservations as directed by the University.
- To decide the concessions as stipulated by the Management and the University.

The list of members for Admissions Committee shown in table 2

Table 2 Admissions Committee

S.No.	Name	Designation	Position
1.	Dr. Y Mallikarjuna Reddy	Principal	Chairman
2.	Dr. M.V. Raghuram	HOD,S&H	Convener
3.	Dr. T. Sridhar Babu	HOD,Civil	Member
4.	Dr. R. Eswaraiah	HOD,CSE	Member
5..	Dr. K. GiriBabu	HOD,ECE	Member
6.	Dr. K. Sudhakar Reddy	HOD,EEE	Member
7.	Dr. A Kalavathi	HOD,IT	Member
8.	Dr.K.Satyanarayana	HOD,ME	Member
9	Dr. N. Koteswaramma	HOD,MCA	Member

23.3 Academic Audit Committee: The members of Academic Audit Committee (AAC) shall conduct internal audit (inter - departmental) of the institution, in academic matters decided by the Coordinator, AAC. A group of three members of AAC, as decided by the AAC Coordinator shall verify the details of a department; but a member from the concerned department shall not be a member in the internal audit group.

Details about the members of the AAC are given in table 3

Table 3 Academic Audit Committee

S.No.	Name	Designation	Position
1.	Dr.Y. Mallikarjuna Reddy	Principal	Chairman
2	Dr. N. Kumara Swamy	Dean(Academics)	Convener
3.	Dr. K. GiriBabu	HOD, ECE	Coordinator
4.	Dr. P. Sudhakar	Professor,CSE	Member
5.	Dr. M. KedarMallik	Professor,ME	Member
6.	Dr. M.Y. Bhanu Murthy	Professor, ECE	Member
7.	Dr. J. Vijay Kumar	Associate Professor, S&H	Member
8.	Dr. Ch. V. Suresh	Professor,EEE	Member
9	Mrs. T. Jaya Lakshmi	Professor,IT	Member
10.	Mrs. B. SaiJyothi	Associate Professor,MCA	Member

23.4 College Development Committee:

Committee plans the infrastructure development, lab equipment, and transport, student facilities of the college as per the norms and regulations of University, AICTE, and UGC.

Functions:

- To seek ways and means of promoting the academic excellence of the institution.
- To promote career development of teaching and non-teaching staff
- To ensure periodic appraisal of the faculty members.
- To facilitate the conduct of the seminars/workshops etc for quality improvement. The committee shall check all the correspondence and with the consultation of the Principal shall pursue the necessary action regarding the AICTE/University affairs.

Details about the members of the College Development Committee are given in table 4

Table 4 College Development Committee

S.No.	Name	Designation	Position
1.	Sri V. VidyaSagar	Chairman	Chairman
2.	Sri S. Badari Prasad	Joint Secretary	Member
3.	Sri M. Sri Krishna	Joint Secretary (Academics)	Member
4.	Dr.N.Kumara Swami	Dean (Academics)	Member
5..	Dr.K.Satyanarayana	HOD, ME	Member
6.	Dr. K. Sudhakar Reddy	HOD, EEE	Member
7.	Dr. T. SreedharBabu	HOD, Civil	Member
8.	Dr.K.Giribabu	HOD, ECE	Member
9.	Dr.M.V.Raghu Ram	HOD, S&H	Member
10.	Dr. N. Koteswaramma	HOD, MCA	Member
11.	Dr. R. Eswaraiah	HOD, CSE	Member
12.	Dr. A Kalavathi	HOD, IT	Member
13	Sri N. Sai Krishna	Librarian	Member
14	Dr.Y.Mallikarjuna Reddy	Principal	Member Secretary

23.5 College Academic Committee:

The Board of Governors shall establish a body, known as the College Academic Committee. The goals of the committee are:

- Promoting academic excellence.
- Promoting communication within the College community.
- Providing a forum for staff and students in order to influence the decision-making process on academic matters.

Functions:

The Committee shall review, monitor and recommend on such issues as:

- Educational philosophy.
- Course and program evaluation.
- Teaching methodology and standards.

- Academic equivalencies.
- Academic schedules semester wise,
- Monitoring of Students Attendance,
- trainings for student empowerment
- FDPs for enhancing Faculty capabilities ,
- Critical issues relating to Academic examinations.
- It is more or less a policy making body for the daily administration of the college.

The list of members for Admissions Committee shown in table 5

Table 5 Members of College Academic Committee

S.No.	Name	Designation	Position
1.	Dr.Y.Mallikarjuna Reddy	Principal	Chairman
2.	Dr.N.KumaraSwamy	Dean(Academics)	Convener
3.	Dr.K.Satyanarayana	HOD, ME	Member
4.	Dr. T. SreedharBabu	HOD, Civil	Member
5.	Dr.K.Giribabu	HOD, ECE	Member
6.	Dr.M.V.Raghu Ram	HOD, S&H	Member
7.	Dr.N. Koteswaramma	HOD,MCA	Member
8.	Dr R. Eswaraiah	HOD, CSE	Member
9.	Dr. A. Kalavathi	HOD, IT	Member
10.	Dr. K. Sudhakar Reddy	HOD, EEE	Member
11.	Sri . T. SrinivasaRao	TPO, Placement	Member
12.	Sri. P Ammi Reddy	Incharge of Exam Cell	Member
13.	Sri K. Suresh Babu	TPO, Training	Member

23.6 Staff Selection Committee:

Objectives:

The main objective of the Staff selection Committee is to evaluate the requirement of teaching staff for the college and plan accordingly to recruit adequate qualitative faculty on merits.

Functions:

- This Committee is in charge of recruitment process including the recruitment seminar and makes recommendations to the chairman about the recruitment of individual faculty members.
- Determine ways and means to stimulate, support, and improve continuing faculty intellectual development and renewal, and faculty involvement in academic and professional organizations.
- Develop the policies and practices needed to conduct an annual monitoring of faculty intellectual contributions to insure that consistency and continuity of effort occurs in areas appropriate to the mission of the College.
- Develop criteria that assure those faculties possess sufficient academic and professional qualifications.
- Review and improve the orientation and mentoring program for new faculty.

- The Committee Chair shall submit an annual report of committee activities to the Chairman of the College.

The list of members for Staff Selection Committee shown in table 6

Table 6 Staff Selection Committee

S.No.	Name	Designation	Position
1	Sri V. VidyaSagar	Chairman	Chairman
2	Sri S. Badari Prasad	Secretary	Member
3	Sri M. Sree Krishna	Joint Secretary Academics	Member
4	Dr. Y. Mallikarjuna Reddy	Principal	Member-Secretary
5	Dr.N.Kumara Swami	Dean(Academics)	Member
6	Heads of the Departments	HODs	Member
7	Subject Expert (External)	Professor	Member
8	Senior Faculty	Professor	Member

23.7 Training and Placement Committee:

Be a partner in Career Advancement of students to

1. Know the Industry Requirements and analyze the opportunities
2. Ensure that there is consistency and Quality Assurance in the management and administration of placement process in the College
3. Placements are achieved based on educational outcomes
4. Prepare the final placement requirement list
5. Be a facilitator of the recruitment process
6. Chalk out plans to enhance employability of the students
7. Implement programmes to develop competencies among students for placements
8. Enable placements for all students participating in the process
9. Strengthen relationships with Recruiters
10. Get more companies to VVIT
11. Fulfill talent requirements for recruiting companies
12. Manage a streamlined Placement process, considering interests of the Recruiters, Students and the Institution
13. See that the health and safety of students are not exposed to any risk by activities undertaken during placement
14. Ensure that VVIT is not made liable for any conduct by either a student or placement supervisor during an external placement
15. Create awareness among the 1st, 2nd and 3rd year students about placements.

Structure:

The department allots one faculty as coordinator for the Training and Placement cell. The members of the committee are shown in the Table 7

Table 7 Training and Placement Committee

S.No.	Name	Designation	Position
1.	Dr.Y.Mallikarjuna Reddy	Principal	Chairman
2	Sri . T. SrinivasaRao	TPO, Placement	Convener
3	Sri. K. Suresh Babu	TPO, Training	Member

4.	Dr. T. SreedharBabu	HOD, Civil	Member
5	Dr.K.Giribabu	HOD, ECE	Member
6	Dr. M.V. Raghu Ram	HOD, S&H	Member
7	Dr. A. Kalavathi	HOD, IT	Member
8	Dr.K.Satyanarayana	HOD, ME	Member
9	Dr. R. Eswaraiah	HOD, CSE	Member
10	Dr. K. Sudhakar Reddy	HOD, EEE	Member

23.8 Discipline and Anti Ragging Committee

Ragging of juniors by senior students is a very sensitive and serious issue to be curbed with iron hand. It should be nipped in the bud as per the directions of Central and State Governments, Supreme Court, UGC, AICTE and JNTUKetc. All Possible steps are to be initiated, including the help of the local Police to tackle this menace On/Off Campus. The committee constituted is to take measures for creating awareness among the senior students about the consequences and penal punishments to be imposed on such students indulging in any kind of ragging, by way of Posters, Police lectures and by taking an undertaking from all seniors etc. It has to oversee the appointment of the faculty vigilance teams for regular visits to vulnerable places, conduct its meeting periodically to get updated of the campus situation, imbibe confidence in the juniors and take appropriate disciplinary action against intransigent senior students.

Functions:

- The discipline committee of a college is the key committee. Its main objective is to maintain the discipline in the college. The prestige, reputation of the college depends on the discipline of the students. Many parents choose a particular college where discipline is given top priority.
- It is the duty of each member in the committee to discharge the duties with commitment, diligence and sincerity for ensuring the general discipline.
- The committee shall take care of the general discipline of the students within the campus during the college hours.
- They shall see that every class in the floor has lecturer in every period and that no students loiter in the corridor for any reason.
- Immediately after the lunch break the committee will take steps to see that the students move to their classes fast.
- Irrespective of the floor duty they also check the students absenting from the classes and such students shall be presented before the Principal.
- At the time of any function/celebration/any gathering, the committee shall rise to the occasion in maintaining the discipline and also decorum required of the situation.
- They are accountable to the Principal in all matters concerning the discipline.

The members of Anti Ragging committee are shown in the Table 8

Table 8 Anti Ragging Committee

S.No	Name	Designation	Position
1	Dr.Y.Mallikarjuna Reddy	Principal	Chairman
2	Dr.T.SridharBabu	HOD CE	Convener
3	Dr.M.V.Raghu Ram	HOD, S&H	Member
4	Sri A. Sudarshan Reddy	Assoc. Professor, IT	Member
5	Sri B. Saidaiah	Assoc. Professor ECE	Member
6	Ms. I Shoba Rani	Asst.Prof EEE	Member
7	N. KalyanaSrinivas	Senior Assistant (office)	Member
8	Y.Krishna Murthy	Technician (EEE)	Member
9	A.RaviChandrudu	Technician (ECE)	Member
10	Mr. M. Jithin	IV CSE	Student Member
11	Mr. M. Mahesh	IV CE	Student Member
12	Ms.ReethiRajyalakshmi	IV ECE	Student Member
13	G.K.Manasa	IV EEE	Student Member
14	Ms.Sravya	IV ME	Student Member
15	Mr.MohanaSriharsha	IV IT	Student Member

The members of Discipline committee are shown in the Table 8A

Table 8A Discipline committee

S.No.	Name	Designation	Position
1.	Dr.Y. Mallikarjuna Reddy	Principal	Chairman
2	Dr. T. SreedharBabu	HOD, Civil	Convener
3.	Mr.A. Sudarsan Reddy	Assoc. Professor, IT	Member
4	Dr.K.Satyanarayana	HOD, ME	Member
5	Dr. R. Eswaraiah	HOD, CSE	Member
6	Dr. K. Giribabu	HOD, ECE	Member
7	Dr. A. Kalavathi	HOD, IT	Member
8	Dr. M.V. Raghuram	HOD, S&H	Member
9	Dr. N. Koteswaramma	HOD, MCA	Member
10	Dr. K. Sudhakar Reddy	HOD, EEE	Member

23.9 Library Committee:

The Library Committee exists to support educational programs through research into areas such as core competencies and trends in delivery of education, and to recommend the development of programs focused on emerging topics of interest and concern to the library community. In addition to the goals and objectives of the committee shall also explore the following:

- To encourage and promote competencies as a base for development of training within the organization and how to adapt and use them for staff and library development.
- To conduct a comprehensive survey of how the students are using the core competencies and their awareness of them.

Functions:

- The library committee is responsible for the proper maintenance of the college library.
- The convener is responsible for properly administrating the library grants in consultation with the Library Committee.
- The committee with the consultation of the Principal will allot funds to the various subject departments of the college.
- The committee shall frame the rules and get the approval of the Principal regarding the issue of the books, time limit for return of books and number of books to be issued to the students and staff.
- The committee in consultation with the Principal will fix the fine to be collected from the students for late returning, damaging, bad condition, tearing papers, lost the book.
- The committee is accountable to principal regarding the all the matters concerning the library.
- The committee should oversee that every student and staff members should surrender the book collected from the library before the final examinations. Hall-tickets shall be issued only after getting the NOC from the library by the student.

The members of Library committee are shown in the Table 9

Table 9 Library Committee

S.No	Name of the Staff	Designation	Position
1.	Dr. Y. Mallikarjuna Reddy	Principal	Chairman
2.	Dr.KedarMallik	Assoc. Professor, ME	Convener
3	Sri N. Sai Krishna	Librarian	Coordinator
4	Sri K. VasuBabu	Asst. Professor, ECE	Member
5	Sri. G. Rama SubbaRao	Asst. Professor, S&H	Member
6	Sri N. Kishan	Asst. Professor, ME	Member
7	Sri A. Vishnu Vardhan	Asst. Professor, CSE	Member
8	Ms.AdityaNandini	Asst. Professor, Civil	Member
9	Ms. Lakshmi Praveena	Asst. Professor, IT	Member
10	Sri. U. Ramanaiah	Asst. Professor, EEE	Member

23.10 Examination Committee:

Examinations are the final and crucial aspects in student's career development which gives them the credit of their academic performance and help in building up their career and future. To monitor proper, smooth conduct of the exams by the exam cell, a committee consisting senior faculty headed by a senior professor is most essential. The main objective of the committee is to monitor the operations of the exam cell and render proper guidance and assistance in all respects so that exams are conducted smoothly.

Functions:

- To identify core problems faced by the exam cell.
- To ascertain whether all the supporting logistics and facilities are available in the cell for their smooth conduct.
- To continuously monitor their activities. To ascertain and inspect their registers and records and guide them so as to maintain them in proper order.

- To identify the problems faced by them and take remedial measures by discussing the matter with the Principal and management.
- To verify all the records, files and registers regarding students exam fee, exam schedules, practical exams fee, issue of hall tickets, stationery records, financial accounts etc.
- To refer the matters if any regarding irregularities in the operations and maintenance of records to the Principal and Management.
- To guide and assist the exam superintendent in arranging the transport and providing hospitality to the external examination.
- To extend over all support to the exam section for the smooth conduct of exams without hitch

The members of Examination committee are shown in the Table 10

Table 10 Examination Committee members

S.No	Name of the Staff	Designation	Position
1.	Dr. Y. Mallikarjuna Reddy	Principal	Chief Superintendent
2.	Sri P. Ammi Reddy	Assoc. Professor, ECE	Asst. Chief Superintendent
3.	Sri N. Sivarama Krishna	Asst.professor, S&H	Asst. Chief Superintendent
4.	Sri p. Ram Prasad	Asst. Professor, S&H	Member
5.	Sri. K. Lakshma Reddy	Asst. Professor, ME	Member
6.	Sri K. Mohan Krishna	Asst. Professor, CSE	Member
7.	Sri Sk. KhajaMohiddin	Asst. Professor, MCA	Member
8.	Sri R. Sudha Kishore	Asst. Professor, IT	Member
9.	Sri. D.AdithyaSairam	Asst. Professor, Civil	Member
10.	Sri. Mahuamood Khan	Asst. Professor, EEE	Member
11.	Sri VasuBabu	AsstProfessor,ECE	Member

23.11 R&D Cell:

This cell plays a pivotal role for motivating the students and faculty having a research bent of mind. Identifies the cutting edge technologies and also the advanced areas in all branches having good job potentiality in the coming years. Encourages students to take up real industrial projects, also guides the faculty to take up consultation work. Maintains close relationship with professional bodies and promotes the publication of papers in reputed National & International journals, organizes National & International conferences on latest themes, cheer up the Faculty & Students for their participation. Evaluates the start-up ideas, helps in their incubation and transform such of those ideas having commercial viability to manufacturing process.

The members of R&D Cell are shown in the Table 11

Table 11 R&D Cell Members

S.No.	Name	Designation	Position
1.	Dr.Y.Mallikarjuna Reddy	Principal	Chairman

2.	Dr. K. GiriBabu	HOD, ECE	Convener
3.	Dr. A. Kalavathi	HOD, IT	Coordinator
4.	Dr.T.Vijaya Krishna	HOD, S&H	Member
5.	Dr. T. SrinivasaRao	Professor, ME	Member
6	Dr.Ch.V.Suresh	Professor, EEE	Member
7.	Sri. R. Ratna Prasad	Assoc. Professor, Civil	Member
8.	Ms. Jaya Lakshmi	Assoc. Professor,IT	Member
9.	Dr.P. Sudhakar	Professor, CSE	Member

23.12. Grievance and Redressal Cell:

Any organization having number of employees shall cater to a mechanism to address their grievances. Hence Grievance redressal cell is constituted for periodical hearing of employee grievances, establish genuine of the grievance recommend measures for its redressal to the higher authority within the frame work of the service rules and procedures of the college. This kind of mechanism helps a lot for maintaining the peace and harmony among the employees and employer and employee relationship.

The members of Grievance and Redressal Cell are shown in the Table 12

Table 12 Grievance and Redressal Cell

S.No.	Name	Designation	Position
1.	Dr.Y. Mallikarjuna Reddy	Principal	Chairman
2	Dr. T. SreedharBabu	HOD, Civil	Convener
3.	Dr. K. Sudhakar Reddy	HOD, EEE	Member
4.	Dr. A. Kalavathi	HOD, IT	Member
5.	Dr.K.Giribabu	HOD, ECE	Member
6.	Dr.M.V.Raghu Ram	HOD, S&H	Member
7.	Dr.K.Satyanarayana	HOD, ME	Member
8.	Dr. R. Eswaraiah	HOD, CSE	Member
9	Dr. N. Koteswaramma	HOD, MCA	Member

23.13. Women Grievance, Anti Sexual Harassment and Empowerment Cell:

The Women Empowerment Cell aims at creating an ambience for the safety and security of every women employee/ girl student in the campus.

Women Empowerment Cell (WEC) has been constituted to empower and safeguard the rights of female members; faculty staff and students of the college. The WEC works to promote gender sensitivity in the college and conduct diverse programmes to educate, sensitize both male and female members and produce harmonious atmosphere on the campus. It works for the welfare of the students and faculty towards preparing them in to competent professionals to take up greater challenges in the academic sphere. The principal nominates the members of WEC. It organizes workshops and sensitization programmes both for staff and students by eminent Psychologists and social workers. The committee also addresses similar kind of issues on various occasions like: · Women's day ·

Functions:

- To develop the guidelines and norms for a policy against sexual harassment.

- To develop principles and procedures for combating sexual harassment.
- To work out details for the implementation of the policy.
- To prepare a detailed plan of action, both short and long term.
- To advise complainants of the informal and formal means of resolution as specified by the cell.
- To ensure the fair and timely resolution of sexual harassment complaints.
- To provide information regarding counseling and support services on our campus.
- To ensure that student, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful work and learning environment.

The members of Women Grievance, Anti Sexual Harassment and Empowerment Cell are shown in the Table 13

Table 13 Women Grievance, Anti Sexual Harassment and Empowerment Cell

S.No	Name of the Staff	Designation	Position
1.	Dr. Y. Mallikarjuna Reddy	PRINCIPAL	Chairman
2	Dr.Bh.Rajya Lakshmi	Assoc. professor S&H.	Covener
3	Ms.T. Jaya Lakshmi	Assoc. Professor IT	Member
4	Ms.B.SaiJyothi	Assoc. Professor MCA	Member
5	Ms.P.JeevanaJyothi	Assoc. Professor CSE	Member
6	Ms.I.Sobha Rani	Asst.Professor EEE	Member
7	Ms.T.Vineela	Asst.Professor ECE	Member
8	Ms.M.L.Vineetha	Asst.Professor ME	Member
9	Ms. K. Anuradha	Asst.Professor CIVIL	Member
10	Ms.Jayasree	Asst.Professor, S&H	Member
11	Ms.Sravani	(IV CSE)	Student Member
12	Ms.SaiCharitha	(IV CE)	Student Member
13	Ms.Sravya	III ME	Student member
14	Ms.Rajya Lakshmi	III ECE	Student Member
15	Ms.Susmitha	IV EEE	Student Member

23.14. Internal Quality Assurance Cell:The institution has active Quality Advisory Cell (IQAC) and Internal Quality Assurance Cell (IQAC) to frame the policy for the academic and administrative growth of the institution.

- IQAC is playing a major role in designing and maintaining quality assurance within the academic systems.
- IQAC monitors the proper implementation and analysis of overall academic and administrative performances of the college activities.
- The cell supports the teaching and learning goals articulated in the institution's strategic plan.
- As the institution has grown in size and stature, it has evolved certain quality assurance measures keeping in mind the academic and administrative requirements.

- In this regard, a manual on teaching and working has been prepared by Professor-in-charge, IQAC.

Some of the measures are -

- IQAC ensures maximum utilization of infrastructural facilities and the available ICT resources.
 - On the basis of academic audit, a comprehensive review of student's performance is made by IQAC.
 - IQAC ensures the proper implementation of academic calendar.
 - Regular meeting of IQAC and QAC are conducted to discuss various measures related to quality enhancement in which the recommendations made by Planning and Evaluation Board, Board Of Studies, Academic Council, Governing Body are discussed and analyzed for further improvement.
 - As per the suggestion of IQAC, a feedback analysis committee is formed to review the online and offline feedback received from the students.
 - Appraisal report of teaching / and non- teaching staff is received in the form of CR and after evaluation by the Head of the Institution is forwarded to the higher authorities.
 - Attendance registers and daily teaching diaries are duly maintained and checked.
 - IQAC reviews the feedback received from the parent- teacher meetings
 - Introduction of new Courses including Postgraduate and Add-on Courses.
 - Introduction of UGC Community college Scheme.
 - Automation of Library and its facilities.
 - Strengthening of Library.
 - Improvement in students supports systems.
 - Organizing seminars, conferences and workshops at different levels.
 - Extension and up gradation of Classrooms and Laboratories.
 - Inculcate ICT based Teaching-learning process
 - IQAC has played an important role to implement NAAC Peer Team recommendations
 - The IQAC monitors the well-being of the college in all respects
- The members of Internal Quality Assurance Cell are shown in the Table 14

Table 14 Internal Quality Assurance Cell

S.No	Name of the Staff	Designation	Position
1	Dr. Y. Mallikarjuna Reddy	Principal	Chairman
2	Dr. N. Kumara Swamy	Dean(Academics)	Convener
2	Dr. A. Kalavathi	HOD,IT	Coordinator
3	Dr.T. Sridhar Babu	HOD,Civil	Member
4	Dr.K.Satyanarayana	HOD,ME	Member
5	Dr. K. GiriBabu	HOD,ECE	Member
6	Dr. R. Eswaraiah	HOD,CSE	Member
7	Dr. K. Sudhakar Reddy	HOD,EEE	Member
8	Dr. N. Koteswaramma	HOD,MCA	Member
9	Dr. M.V. Raghuram	HOD,S&H	Member

10	Mr. J.K. Sarma	AO,Admin Office	Member
11	Mr. S. Badari Prasad	Secretary	Member
12	Mr.Sumanth	Alumni,CSE	Member
13	Sri.K.Mohan Sri Harsha,	Student Activity cell president	Member
14	Sri Polisetty SyamSundar, Guntur	Industrialist	Member
15	Sri V. Satish	Other stakeholder (parent)	Member

23.15. Entrepreneurship and Development Cell:

The cell acts as an institutional mechanism for providing various services including information to budding student entrepreneurs. Fosters an entrepreneurial culture in the students. To encourage better linkages between the Parent Institution, Industries and R&D institutions in the region and other related organizations engaged in promoting Small & Medium Enterprises (SMEs) including NGOs and other Voluntary Organisations. Catalyse and promote development of S&T based Enterprises and promote employment opportunities

Functions of EDC:

- To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes and Faculty Development Programmes in the region for the benefit of S&T persons.
- To develop and introduce curriculum on Entrepreneurship Development at various levels including degree/diploma courses of the parent institution and other institutes in the region.
- To conduct research work and survey for identifying entrepreneurial opportunities (particularly in S&T areas and Service sector).
- To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems and information on various technologies
- To organize guest lectures, Seminars, etc. for promotion and growth of S& T based entrepreneurship.

The members of Entrepreneurship and Development Cell are shown in the Table

15

Table 15 Entrepreneurship and Development Cell

S.No	Name	Designation	Position
1.	Dr.Y.Mallikarjuna Reddy	Principal	Chairman
2.	Dr.K.V.L.Somashekar	Professor, ME	Convener
3.	Sri. Leonard Lambert	Asst. professor, S&H	Coordinator, SPOC
4.	Sri.T. SrinivasaRao	Assoc. Professor, MCA	Member
5	Sri.P. Santosh	Asst. professor, ECE	Member
6	Sri.P.LakshmanNayak	Asst. professor, EEE	Member
7	Sri.K.SureshBabu	Assoc. Professor, CSE	Member
8	Sri.Y.Rajesh	Asst. professor, IT	Member

9	Sri.Syed.Farooq Ahmed	Asst. professor, Civil	Member
10	Dr. T. Madhu Mohan	Assoc. professor, S&H	Member
11	Mrs.P.Pratyusha	Student	Member
12	Mr.A.Goutham	Student	Member

23.16. Faculty Welfare Committee:

The Faculty Welfare Club of VVIT has started functioning from the Academic Year 2012-13. Every year, an Executive body will be constituted to look after the day-to-day activities of the Faculty Club. The operational fund will be generated from the salary of individual faculty member. At present the contribution from each teaching faculty member is Rs. 100/- and from non-teaching faculty is Rs. 25/- per month. The basic contribution of the activities of their club comes from faculty of the institute. The club has been entrusted with the job of preparing for better work environment and helping the faculty members.

The regular duties of the Faculty Club are:

- Conducting faculty recreation activities.
- Organizing 'faculty get-together with their family members'.
- Organization of Meditation/Yoga/health awareness programmes.
- Celebration of Days of significance like: Teachers' day, Engineers' day, etc...
- Organizing picnics on holidays.
- Arranging Department-wise pool lunch so as to maintain good harmony and relationship among the faculty members.
- Conducting games for faculty during inter and intra semester break.
- Financial and other Contributions to the needy people when natural calamities occurred.

Committee Members:

The Faculty Welfare Club of VVIT has been started functioning for better work environment and helping the faculty members, the members are selected from various departments as Committee Members.

The members of Faculty Welfare Committee are shown in the Table 16

Table 16 Faculty Welfare Committee

Sl.No	Name of the Staff	Designation	Position
1.	Dr.Y.Mallikarjuna Reddy	Principal	Chairman
2	Dr. K. Satyanarayana	HOD, ME	Convener
3	Sri P. R. Krishna Prasad	Assoc. Professor, CSE	Member
4	Ms. B. Saijyothi	Assoc. Professor, MCA	Member
5	Ms. T. Vineela	Asst. Professor, ECE	Member
6	Sri A. Srikanth	Asst.Professor, Civil	Member
7	Sri Prasannanjaneylu	Asst. Professor, S&H	Member
8	Sri B. Rajesh	Asst. Professor, IT	Member
9	Sri SK. Rasululla	Assoc. Professor, EEE	Member

23.17. Student Welfare Committee:

A student's life faces quite a few interpersonal conflicts, in addition to the problems owing to identity crises. Counselling is the primary tool to identify the problems faced by the students and to offer solutions comprehensively. The institution has

appointed a professional psychological counsellor who visits the College and gives counselling to the students in distress, in privacy. If required, parental counselling is also provided. Counselling is also given by other professional experts and experienced members of the faculty who look after the welfare of the students by helping them to cope up with stress. The students are instilled with confidence to face the highs and lows of their life. The members of this committee also tell them how to overcome the challenges troubling them, without fear and apprehension. The Student Welfare Committee has made the college a place to promote freedom of thought, innovation and creativity which are essential for academic excellence.

Functions:

- Supporting the students to facilitate learning
- Developing good relationship with students
- Addressing various issues of students
- Conduct a meeting periodically to discuss students' welfare.
- Developing a relationship with parents and organizing meetings
- Conducting remedial classes for slow-learners
- Developing students-teacher relationship

Suggestion Box: A suggestion Box is placed in front of the College Administrative Office for the benefit of the students. The College is open to suggestions with an objective to improve on the existing system. In this respect, students may use the suggestion box as a tool to communicate their ideas on an anonymous basis, if they prefer to ventilate their views and complaints to the Management. In cases of urgency or based on the severity of complaint, the solutions are provided immediately. At the end of each month, the Principal, the Representatives of the Management and the Head of the Departments will review the progress of the work and try to solve the remaining complaints. The Student Grievance Redressal Cell has always and will continue to strive for the betterment of the college even in future.

The members of Student Welfare Committee are shown in the Table 17

Table 17 Student Welfare Committee

S.No.	Name	Designation	Position
1.	Dr.Y. Mallikarjuna Reddy	Principal	Chairman
2	Dr.J.Vijay Kumar	Professor, S&H	Convener
3.	Sri.V.Ramachandran	Assoc. Professor,IT	Convener
4.	Sri.R. Sudha Kishore	Asst. Professor,IT	Coordinator
5.	Sri.B. Manikanth	Asst. Professor, ECE	Member
6.	Sri.U. Ramanaih	Asst. Professor, EEE	Member
7.	Dr. Md. Farookhi	Professor,ME	Member
8.	Sri. Nikhil Vamsi	Asst. Professor, CE	Member
9	Sri.R.ChittiBabu	Asst. Professor, CSE	Member
10	Mrs.M.SunitaBharati	Asst. Professor, S&H	Member
11	Students from SAC	Students	Member

23.18. Cultural Committee:

Cultural Committee works in coordination with literary and cultural committee. This committee regularly conducts various cultural activities for the students of

VVIT in order to exhibit their own talents. These programs will be conducted in the open air Auditorium. The various cultural events conducted under cultural committee are

Functions:

1. Encourages students to participate in State, National Level Cultural Fests
2. Organizes inter departmental cultural competition for VIVA (A National Level Cultural and Technical Fest organized each year)
3. Organizes annual day celebrations each year.

The members of Student Cultural Committee are shown in the Table 18

Table 18 Cultural Committee

S.No.	Name	Designation	Position
1.	Dr.Y. Mallikarjuna Reddy	Principal	Chairman
2	Dr. M. KedarMallik	Assoc. Professor, ME	Convener
3.	Mr.Sk.Rasululla	Assoc.Professor, EEE	Member
4.	Mr.P.Santhosh Kumar	Asst.Professor, ECE	Member
5.	Mr.A.Vishnuvardhan	Asst.Professor, CSE	Member
6.	Mr.B.Rajesh	Asst.Professor,IT	Member
7.	Mr.Ch.Sukesh	Asst.Professor, CE	Member
8.	Mr.N.Siva Prasad	Asst.Professor, MCA	Member
9	Mr.K.Lakshma Reddy	Asst.Professor, Management	Member

23.19. Sports Committee:

This committee organizes all the sports events on the campus, nourishes the budding sportsmen and strengthen the sporting environment among students. It provides the engineering students with means and environment to pursue their sporting passions.

The members of Sports Committee are shown in the Table 19

Table 19 Sports Committee

S.No.	Name	Designation	Position
1.	Dr.Y. Mallikarjuna Reddy	Principal	Chairman
2	Mr. M.R. N. Tagore	Assoc. Prof, ECE	Convener
3.	Dr. N. Arun Kumar	Physical Director	Member
4.	Mr.V.Janardhan Reddy	Physical Director	Member
5.	Mr.M.Giridhar	Physical Director	Member
6.	Mr.U.Ramanaiah	Asst.Professor,EEE	Member
7.	Mr.B.Rajesh	Asst.Professor,IT	Member
8.	Mr.P.Sudheer Kumar	Asst.Professor,CSE	Member
9	Mr.Ch.Sukesh	Asst.Professor,CE	Member

23.20. Extra-Curricular Committee:

The Institution has been organizing various extracurricular activities in the name of NSS, NCC for the overall development of the students.

NCC Committee: The aims of NCC are mainly three fold

(a) To develop following qualities in the cadets:-

- Development of Character.

- Comradeship.
- Discipline.
- Secular Outlook.
- Spirit of Adventure.
- Sportsmanship.
- Ideals of selfless service among the youth of the country.

(b) To create a human resource of organised, trained and motivated youth, to provide leadership in all walks of life and always be available for the service of the nation.

(c) To provide a suitable environment to motivate the youth to take up a career in the Armed Forces.

Functions:

- a) Reach out to the maximum youth through various institutions.
- b) Make NCC as an important part of the society.
- c) Teach positive thinking and attitude to the youth.
- d) Become a main source of National Integration by making NCC as one of the greatest cohesive force of our nation irrespective of any caste, creed, religion or region.
- e) Mould the youth of the entire country into a united, secular and disciplined citizen of the nation.
- f) Provide an ideal platform for the youth to showcase their potential in nation building.
- g) Instil a spirit of secularism and unite India by organizing National Integration Camps all over the country.
- h) Reach out to the youths of friendly foreign countries through Youth Exchange Programmes (YEP).

The members of NCC committee are given in Table.20

Table 20 NCC Committee

S.No.	Name	Designation	Position
1.	Mr. Syed Beeban Basha	Asst Professor	NCC Officer, Boys
2	Mrs. A. Srivani	Asst Professor	NCC Officer,-Girls

23.21 NSS Committee:

The Programme Officer is one of the important person in NSS Organization, he/she plays pivotal role and responsible for the organization of NSS Unit, implementation of NSS Programme under the supervision and direction of Chairman and Principal of the College. He/she will be responsible to carry out the instructions issued by the Programme Co-ordinator of the University. NSS Regional Centre and State Liaison Officer for the implementation of NSS activities as per the Action Plan given by the Programme Coordinator, the Programme Officer plays the role of an organizer, an educator, as a motivator, a coordinator, a supervision, an administrator, and public relation officer to improve the quality and magnitude of NSS Programmes in their institutions/ colleges. His/her functions can be stated as under.

As an Organiser:

- To interpret the scheme to the students / volunteers and other members of the college community and create awareness about the NSS Programmes.

- To provide information about NSS motto aims and objectives, philosophy and activities.
- To enlist cooperation and coordination of community, agencies, government departments and non-governmental agencies.
- To select or adopt the village/slum for service projects on the basis of utility and feasibility.

As an Administrator:

- He/She is to keep the Principal or Chairman of NSS, College Advisory Committee and the Programme Coordinator of the University informed of the University informed of the programmes of the Unit.
- To run day-to-day administration of the programmes.
- To attend correspondence regularly between college and university.
- To prepare progress report periodically for submission to college and university.
- To maintain record of volunteers participation and programmes undertaken.
- To keep accounts and stock in the prescribed forms.

The members of NSS Committee are shown in the Table 21

Table 21 NSS Committee

S.No.	Name	Designation	Position
1.	Dr.Y. Mallikarjuna Reddy	Principal	Chairman
2	Dr. K. Satyanarayana	Professor	Coordinator
3.	Mr. P. Guruprasad	Asst Professor	Member
4.	Mr.T.Vijaya Kumar	AsstProfessor,ECE	Member
5.	Mr.M.Naga Sri Harsha	AsstProfessor,CSE	Member
6.	Mr. B. Rajesh	AsstProfessor,IT	Member
7.	Mr.P.LakshmanNaik	AsstProfessor,EEE	Member
8.	Mr.A.Srikanth	Asst Professor, CE	Member
9.	Mr. Y. Pratap Reddy	Asst Professor, ME	Member
10.	Mr.Sk.KhajaMohidden	AsstProfessor,MCA	Member

23.22 Committee for SC/ST Cell

(As per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11.09.1989)

With reference to the above, and as per guidelines of AICTE, the College has established the Committee for SC/ST Cell with following members:

Table 22 SC/ST Committee

Sr.No.	Name of the Member	Position	Authority	Contact No.
1	Dr. Y. Mallikarjuna Reddy	Principal	Chairman	9848230433
2	K. Ravi Kumar	Assistant Professor(ECE)	Convenor	9985678067
3	I. Shobha Rani	Assistant Professor(EEE)	Member	9000569723
4	R. Ashok	Assistant Professor(CSE)	Member	9573590067
5	P. Lakshman Naik	Assistant	Member	9908505982

		Professor(EEE)		
6	M. Gopi	Technician(ECE)	Member	9030526246
7	V. Divya Keerthi	Student(CSE)	Member	9440740136
8	N. V. Sai Vasavi	Student(CSE)	Member	9989944027

The above members are required to meet the Chairman of the committee for the discussion of mode of work. All are requested to work for the cause to prevent, prohibit and redress the problems of SC/ST students, faculty of teaching and non-teaching as per the prevention of atrocities Act mentioned above.

24.Financial Powers

24.1. CHAIRMAN: As Chairman, he is vested with full financial autonomy and enjoys unlimited powers:

- (a) To appoint as per the norms and fix the remuneration / salary to the teaching / non-teaching staff of the college and also sanction increments.
- (b) To purchase fixed assets within the limit sanctioned in the budget.
- (c) To make investment decisions and also arrange for resource mobilization to meet the financial requirements of the college.
- (d) To authorize the payment of purchase bills and to confirm the oral sanction given if any to Principal/ HODs, etc., over and above the delegated powers.
- (e) Delegate financial powers down the line in case of any exigency.
- (f) Introduce adequate checks & control systems to enforce financial discipline.
- (g) To enter into any contract for any service / work.

Chairman shall exercise the powers vested with him judiciously for the effective management of the financial System. All the financial actions of CEO are subject to ratification by the Governing Body

24.2. SECRETARY

- (a) To look after day- to-day activities.
- (b) Financial powers up to a maximum of Rs. 20,00,000/-
- (c) Secretary may obtain oral permission from chairman if any expenditure is incurred due to emergency which exceeds his powers and get it ratified by the

chairman.

24.3. Principal : Principal is delegated with financial powers up to a maximum of Rs. 200,000/- for purchase and unplanned up to Rs. 50,000/- .

(a) To authorise purchase of consumables for laboratories over and above the powers of the Head of the Departments.

(b) To permit reimbursement of traveling and other expenses for official purposes within the permitted limit to be decided by the CEO.

(c) To entertain guests.

(d) To sponsor faculty / staff for any academic and co-curricular activities as per norms.

(e) To authorise any other expenses he may deem essential.

The Principal may in case of any contingency obtain oral permission from the chairman/secretary if the expenditure to be incurred exceeds his powers and get ratified by the chairman/secretary along with required receipts.

24.4 Heads of Departments: The HODs are delegated with powers up to Rs.25,000/- for sanctioned work and Rs.10,000/- for unplanned work

(a) To make urgent consumable purchases for Lab.

(b) To meet small non-recurring expenses.

(c) To incur any other expense deemed necessary.

24.5. Traveling, Conveyance and Telephone Expenses

(a) Chairman/Secretary / Principal on production of the relevant bills should reimburse the expenses for vehicle / Phone. Dean, HODs and other executive provided with the Transport facility may be reimbursed the charges actually incurred subject to production of necessary bills if the vehicle is not available for any reason.

(b) The faculty / staff sponsored for any outstation programmes and trainings etc. authorized by the Principal can be reimbursed the expenses incurred, the amount actually spent or II sleeper fare whichever is less. Daily allowance as approved by

Chairman/Secretary will be paid.

(c) The staff on official work can be paid the local conveyance expenses at the rate approved by Chairman/Secretary. Auto fare shall be reimbursed only if the place of visit is not connected either by train or bus.

24.6. Sports and Games

To encourage the activities in the field of Sports & produce quality sportsmen / sportswomen, it is necessary to expose them to matches / tournaments organized by the university / Sports bodies. The participant students shall be provided the allowances as under:

		DA	TA
(a)	Outstation & distance above 50 km.	Rs. 75/-	
(b)	Within city & distance upto 50 km	Rs. 25/-	Rs. 20/-

The claims with necessary details duly authorized by Physical Director and Principal shall be submitted for sanction.

24.7. Staff Loan / Salary Advance

Any request for loan / advance shall be made by the permanent staff to chairman/secretary for his consideration as per norms.

24.8. Budget

All the departments including the Library, Transport should critically analyse their requirements taking into account the syllabus, technology, upgradation, quality / quantity, etc. and prepare the budget estimates for next academic year before the beginning of financial year.

Each laboratory or a subsection of a department should prepare the estimate in the format given in Annexure-A and B. This is to be done separately for recurring and nonrecurring. Each department should consolidate the same and review in the Departmental Development and Monitoring Committee before submitting for the

Institute Development and Monitoring Committee .The same is required to be ratified by GB for implementation. The implementation need to be done in a phased manner monitored by Development and Monitoring Committees of Institute and the respective Departments.

24.9. Purchase Policy

(a)The Purchase Committee, headed by secretary, meets periodically and decides on the purchase to be made and call for quotations from the Vendors who have the capacity and capability, financial soundness and reputed standing. The quotations will be called by the Stores department as directed by the purchase committee. The performance of the Vendors may be ascertained from the market reports; discrete enquires which will form the basis for final selection of the Vendor.

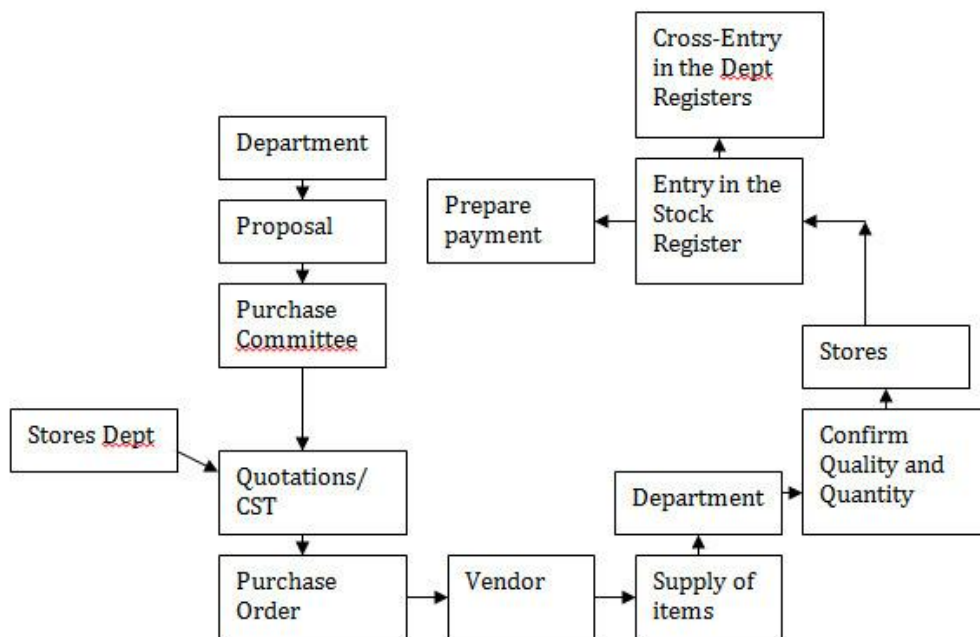


Fig 6.1 Purchase Procedure

A complete database of the products relevant to the concerned departments, suppliers and prices to be prepared and used at the time of taking decisions.

(b)Instances of poor quality / difference in quantity should be brought to the notice of the Stores Department for taking corrective measures and review the concerned vendors.

(c) The Stores Incharge is responsible for all the receipts, issues and balance. He will be made accountable for all his actions and he has to maintain the proper records to be made available as and when called for.

(d) The purchases can be made in case of emergency and by cash on the unit cost of the item to avoid undue delay.

24.10. Stores

(a) The enquiries are to be invited by the Stores / HOD as per the format from suppliers asking them to send their lowest quotation.

(b) The Purchase Committee shall forward the quotations received to Stores / HOD for compilation & preparation of comparative statement.

(c) The Purchase Committee will decide upon the vendor and purchase order is issued by Secretariat.

(d) The stores receipt for all purchases has to be prepared by user dept. after inspection of the material to record either acceptance or rejection.

(e) The materials accepted to be entered in Stores procurement Register.

(f) The stores will issue the item on receipt of requisition from the concerned department.

(g) The departments are expected to maintain for each laboratory

(i) Asset Register (for non-consumable item)

(ii) Consumable stock Register (itemwise folio, details of receipts and issue, balance)

(iii) Relevant registers as prescribed from time to time.

25. Inventory

25.1. Stores Incharge is responsible for maintaining the master registers

(a) Master stock Register

(b) Master consumable Register

(c) Master Furniture and Fitments Register

25.2. These registers are maintained chronologically, with item details, Bill details, Cost, department Lab/subsection to whom the item issued, along with the contra entry of labs, corresponding Lab Stock Register entry details and the signature of Lab In-charge with date.

25.3. The departmental Lab/subsection should maintain

(d) Lab/subsection stock register (for non-recurring items)

(e) Lab/subsection consumable register (for recurring items)

Inventory audit should be done at least once in a year in summer vacation and items beyond economical repairs should be recommended for write off. After due sanction from COO, the registers are to be updated.

25.4. Percentage inventory check need to be done whenever there is a change in responsibilities.

25.5. Surprise check for certain attractive items need to be done once a year at least as designed by principal.

26. Finance and Audit

26.1. Secretary/Finance Officer is responsible for all cash and bank transactions. He has to maintain the following documents

(a) Day Book – Manual & Computerized

(b) Reconciliations details at least once in two months with all the banks with which accounts are operated.

(c) Tuition Fee Registers batch wise

(d) Pay Bill Registers

(e) Fixed Deposit Registers

- (f) Fee Receipt Books
- (g) Purchase Register- Computerized

26.2. Pay and Allowances

Pay bill has to be prepared on 1st of every month taking into consideration the leaves applied in the previous month.

26.3. Student Fees

Fee should be collected at the beginning of the year(odd semester) through cash counter giving 15 days' time. Fine should be levied on defaulters.

26.4. Computerization

Every office transaction is to be computerized.

26.5 Audit

Records of VVIT are to be submitted in time to SET so that the college accounts are audited by a chartered accountant. The audited reports to be placed before the Governing Body for its approval.

27. Scholarships

27.1. Scholarships and who is Responsible

Scholarship clerk on the direction of the Principal collects the applications from the concerned departments and distributes them to needy students. He will collect the filled in applications and submit them to the concerned departments. Some departments send their officers to interview the applicants to know their genuineness. Clerk incharge of scholarships inform the students and arrange interview on the designated date. The scholarship clerk will be in constant touch with the department people and receive the cheque for scholarship.

27.2. Mode of Collection and Disbursement

The cheques will be collected from the departments and the individual crossed

cheques will be prepared after deducting the tuition fee and distributed to the students. In the case of BC students, the amounts will be directly paid to them by crossed cheques as they all pay tuition fee in the beginning of the year.

28. Augmentation of Income and Cost Control

The Institutional Development and Planning Committee will review once in a month the financial aspects viz the collection of fees dues, expenditure incurred, i.e., the budget allocation, utilisation of funds allocated and also to suggest steps to curtail / reduce the wasteful expenditure, if any and for speedy collection of fees pending. In a top-down approach, these action plans are discussed for implementation at Departmental levels through Departmental Development and Planning Committees.

29. Banking

The students remit fees at the beginning of the academic year at the Bank / College mostly by draft or through bank by direct remittance of cash into VVIT Principal's account. Bankers to the college are willing to provide ATM / Debit cards to all the account holders. This will facilitate the students from upcountry, to pay the fees without any hassle if they open their accounts at their place and pay the fees through debit cards. This will also avoid risk of holding accumulated cash with the Trust / college. The students will also be benefited in that they can develop the savings habit and they need not idle away their valuable time at the college.

30. Endowments

VVIT should create and maintain endowment fund as it has the maturity and backed by its alumnus positioned globally.

APPENDLX-I

Minimum Qualifications and Experience Prescribed by AICTE for Teaching Posts in Degree Level Technical Institutions

A. Engineering and Technology Disciplines

SI.	Cadre	Qualifications and Experience	Qualifications and Experience for Candidates from Industry and Profession
1.	Assistant Prof.	First Class Bachelor's OR First Class Master's degree in the appropriate branch of Engineering / Technology.	First Class Bachelor's degree in the appropriate branch of Engineering / Technology OR First Class Master's Degree in the appropriate branch of Engineering / Technology.
2.	Assistant Professor OR Associate Prof.	Ph.D. with first class at bachelor's or Master's degree level in the appropriate branch of Engineering / Technology with 3 years experience in Teaching / Industry Research at the level of Lecturer or equivalent.	Candidates from Industry / Profession with First Class Bachelor's / First Class Master's degree in the appropriate branch of Engineering / Technology AND Professional work which is significant and can be recognized as equivalent to

	<p>OR</p> <p>Clas</p> <p>First s Degree at</p> <p>Master's Level in the</p> <p>appropriate branch of</p> <p>Engg. / Tech with 5 year's</p> <p>experience in Teaching /</p> <p>industry at the level of</p> <p>Lecturer or equivalent.</p> <p>Such candidates will be</p> <p>required to obtain Ph.D</p> <p>degree within a period of</p> <p>7 years from the date of</p>	<p>Ph.D degree and with 5 years</p> <p>Industrial / Professional</p> <p>experience would also be</p> <p>eligible.</p>
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SI.	Cadre	Qualifications and Experience	Qualifications and Experience for Candidates from Industry and Profession
		<p>appointment as Assistant</p> <p>Professor.</p>	
3.	Professor	<p>Ph.D with first Class</p> <p>Degree at Bachelor's or</p> <p>Master's level in the</p> <p>appropriate branch of</p> <p>Engineering / Technology</p> <p>with 10 years experience</p>	<p>Candidates from Industry /</p> <p>Profession with Master's</p> <p>Degree in Engineering /</p> <p>Technology and with</p> <p>professional work which is</p> <p>significant and can be</p>

		in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and Associate Prof. / or equivalent.	recognized as equivalent to Ph.D and with 10 years Industrial / Professional experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor, would also be eligible.
4.	Principal / Head of Institute	Qualifications as per the qualifications of the Professor in the respective discipline. In addition, the candidate should be an eminent person in the field with 15 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Professor or above.	Candidates from Industry / Profession with Master's Degree in Engineering / Technology and with Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 15 years' Industrial / Professional experience of which at least 5 years should be at a Senior level comparable to that of a professor would be eligible. Desirable: Administrative Experience in a responsible position.

SI.	Cadre	Qualifications and Experience	Qualifications and Experience for Candidates from Industry and Profession
5	Librarian	Master's degree in Library / Information Sciences / Documentation or an equivalent Professional degree with at least 60% marks at Bachelor's or Master's level.	Experience in Computerization, well versed with systems, procedure for a period of 2yrs. at least is required
6	Director / Directress Of Physical Education	A Master's degree in Physical Education / Master's degree in Sports with at least 60% marks at Bachelor's / Master's Level	Represented the University / College at inter university / inter collegiate at the state or National level.

Note: if a class / division is not awarded at B.E. / B.Tech. /M.E./M.Tech./ Equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted, the CGPA will be converted into equivalent marks and minimum CGPA shall be 6.75 in the ten point scale.

APPENDIX-II

Minimum Qualifications and Experience for Non - Teaching Posts in Degree

Level Technical Institutions

Administrative Manager	Master's degree from any recognized University in Education, Law, Literature, Commerce, Business Management , etc.	At least 7 years experience in a responsible admin. position preferably with working knowledge of an Academic set up, with Computer knowledge.
Accounts Manager (Finance and Audit)	Degree in Commerce, C.A., A.C.S., etc.	At least 15 years' experience in a responsible post in Financial Institution preferably with knowledge of budgeting in an academic background, Exposure to computing system
Incharge of Exams	Masters' degree in Engineering Technology	At least 15 years' experience in an Academic environment dealing with examinations exposed to on line system.
Office Assistant	Bachelor's degree or equivalent knowledge of MS Office.	
Laboratory Assistant (Engg.)	First class diploma in the concerned branch.	At least 2 years experience in a recognised Academic institution of repute.
Laboratory Assistant (Science)	First class B.Sc., in the concerned subject	At least 3 years experience in a recognized Academic Institute of repute
Laboratory Technician	A certificate from ITI in the relevant trade.	At least 3 years experience in the trade desirable.
Assistant	Xth Std. able to drive a Moped / Motorcycle and use a bicycle	