

SREE VENKATESWARA COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)

Under the aegis of

SREE VENKATESWARA EDUCATIONAL SOCIETY

CODE OF CONDUCT

AND

ROLES & RESPONSIBILITIES

ABSTRACT

This document gives a brief idea of the conditions of service and responsibilities of the employees of SREE VENKATESWARA COLLEGE OF ENGINEERING. It is made clear that the rules and roles applicable to the employees mentioned in this document are always subject to revision made by the authorities (AICTE/JNTUA/State Government) from time to time.

SVCE AT A GLANCE

Sree Venkateswara College of Engineering was established by Sree Venkateswara Educational Society in the year 2011 to provide quality engineering and technical education to the rural and underprivileged lot on par with creamy layer of society. The institute is approved by AICTE, New Delhi and affiliated to JNTUA, Anantapuramu. SVCE envisages in the comprehensive development of students and offers qualitative, enduring and enriching education making it a dynamic hub of academic excellence

Vision

- To develop highly skilled professionals with ethics & human values.
- To provide quality education to all sections of people irrespective of social order, gender & economic conditions.
- To strive for global recognition of the institution in technology and research.

Mission

- To impart quality education with industrial exposure and professional training.
- To produce competent and highly knowledgeable engineers with positive approach.

To develop self confidence among students which is an imperative pre-requisite to face the challenges of life



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Quality Policy

Sree Venkateswara College of Engineering is committed to impart quality education and training to students leading to degree in engineering and aims to be a reputed institution through continual improvement of its scholastic ability and effectiveness of Quality Management System. Our goal is to exceed the expectations of parents/students by providing best value for their money.

GENERAL RULES OF CONDUCT

1. Every employee shall at all times maintain absolute integrity and devotion to duty and also be honest and impartial in his/her official dealings.
2. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of duty.
3. Except for valid reasons and or unforeseen contingencies, no employee shall be absent from duty without prior permission.
4. All the teaching staff should adhere to the defined schedule in classroom teaching, conducting labs, tutorial and drawing classes according to the approved scheme of instruction.
5. Conduct of semester and mid- term examinations of the college, including invigilation, evaluation and assessment of the student's performance are part of the duties of teachers. The non- teaching staff shall assist in the arrangement for the smooth of examinations as assigned by the HOD.
6. No employee shall take active part in politics in the campus of the college or exploit his/her official position for political gains or permit the use of college facilities for political purpose.
7. No employee shall, in any print/digital/electronic broadcast or in any document published anonymously or in his/her own name or in the name of any other person make any statement of fact or opinion which has an adverse effect on any of the policy or action of the college.
8. No employee shall, except in accordance with any general or special order of the competent authority, communicate directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
9. No employee should use impertinent language and derogatory words while they are entrusted in any job from time to time. Also heads of departments are expected to give clear cut instructions to their subordinates for attending the jobs given to them.
10. No teacher or non-teaching staff shall directly or indirectly engage in the business of money lending/gambling/betting/lottery or any such other speculation.
11. Any employee who is convicted in any criminal case or insolvency shall be liable for dismissal from service without any show cause notice.



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ROLES & RESPONSIBILITIES OF EMPLOYEES

Roles & Responsibilities of Principal

1. To promote the comprehensive development of the institution as the Head of the Institution.
2. To recruit the teaching and non-teaching staff based on the requirement of the departments.
3. To fix salaries, increments, etc. to the staff and also review salary fixation norms as and when required.
4. To conduct HODs meeting at regular intervals to know the state of affairs in the departments.
5. To depute teaching and technical staff for faculty development programs and higher studies and also arrange training in campus.
6. To plan campus placements through training and placements officer.
7. To instruct hostel authorities about the rules to be followed for smooth functioning of hostels.
8. To see that the teaching staff cannot leave the services in the middle of the semester.
9. To redress the grievances of faculty and students.
10. To conduct governing body and academic council meetings.
11. To decide the requirement of lab equipment, furniture and getting the budget sanctioned by the management.
12. To get the budget sanctioned for conducting various events in the campus as per the requirement of NAAC/NBA guidelines.
13. To conduct republic day, independence day, fresher's day, annual day and other functions.
14. To attest the academic registers and other documents maintained by faculty.
15. To monitor the activities of examination section.
16. To promote the brand building of the institution by adopting innovative approaches.

Roles & Responsibilities of the HOD

1. Allocate the subjects to the faculty members well in advance before commencement of the semester.
2. Make sure that the timetables are prepared as per the guidelines given by the principal.
3. Collect teaching schedules from faculty before the commencement of classwork and ensure that it is in the prescribed format.
4. Verify the student attendance registers maintained by the faculty once in a week.
5. Interact with students once in a fortnight, identify the problems and find solutions in consultation with the principal.
6. Make sure the faculty prepare the question papers as per the instruction from the principal and maintain the confidentiality.
7. To get the answer scripts evaluated promptly before the deadline given by the principal and submit the award sheets to the examination section.
8. Implement the dress code among the students and make sure it is monitored by the class teacher.
9. Convene departmental staff meeting once in a week and record the minutes of meeting.



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10. Send the attendance details and internal marks of students to the parents concerned from time to time with the help of class teacher in the form of letter/email/SMS etc.
11. Allot the project guides to the student batches as per guidelines by the principal.
12. Allot the students to the counselors in the beginning of the semesters.
13. Counsel the students who are absent for the mid exams or irregular to classes.
14. Arrange special classes for the benefit of below average students, if necessary.
15. Ensure academic discipline in the department.
16. Make arrangements to lock all the laboratories before leaving the premises.
17. Provide necessary inputs to the principal for conducting academic council/governing body meeting.
18. Follow guidelines/instructions given by the principal from time to time.
19. Designate a faculty member to be the in-charge HOD during HOD's absence for smooth running of the department.
20. Route all the correspondence through the office of the principal.

Roles & Responsibilities of Faculty Member

1. Sign the staff attendance register 9:30 am on every working day.
2. Prepare notes by referring to standard textbooks and previous question papers.
3. Prepare and submit lecture schedules well in advance to the HOD at the beginning of the semester.
4. Cover the syllabus as per the lecture schedule submitted.
5. Go to the class atleast five minutes before the commencement of the period, engage the class effectively and conclude on time.
6. Clean the board before leaving the class.
7. Mark the attendance for students in the class itself and fill the lecture record in time.
8. Submit the attendance register to HOD at the end of every week.
9. Post the attendance in the files on the last working day of every month.
10. Prepare and submit mid examination question papers in time and maintain strict confidentiality regarding question papers.
11. Evaluate the answer scripts fairly and post the marks in time after verification by the students.
12. Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
13. Do not apply any type of leave frequently unless it is essential. Alternative arrangements with the faculty of the same class are mandatory for all types of leave.
14. Act as mentor for the group of students allotted to him/her by being responsible for their proper conduct.
15. College examinations are part and parcel of legitimate duty of teaching staff and so involvement in that work is mandatory.
16. Assist the HOD in the developmental works of the department.
17. Be available in the department during the working hours for consultation by the students.
18. Attend the college only with proper dress code i.e. formal dress with tuck in and shoes in case of male and saree for females.



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19. Wear ID card as long as you stay in the college campus
20. Seek the permission (maximum 1 hour and 2 permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed form signed by the HOD and do the entry in the register kept with the principal's secretary.
21. Do not carry mobile phones to the exam hall/classroom for any reason.
22. Follow the guidelines/instructions given by the principal from time to time.
23. Route all the correspondence through the office of the HOD.

Roles and Responsibilities of the Class Teacher

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Monitor the list of absentees on daily basis.
3. Analyze the results of students after the announcement of exam results by the university.
4. Motivate the students to attend guest lectures and workshops without fail.
5. Submit the list of students absent for the mid exams to the HOD.
6. Instruct the students to attend the mid exams /external exams without fail.
7. Motivate the students to participate/present in competitions like paper presentations, poster presentations, project expos etc.
8. Inform the subject teachers of their class to post mid exam marks in the files within stipulated time after the completion of mid exams.
9. Send the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
10. Prepare the list of who have secured less than 60% of the marks in mid exams (subject wise) and submit it to HOD.

Roles and Responsibilities of Counseling In-charges

1. Advise the students to prepare for competitive exams.
2. Encourage the students to participate in curricular and co-curricular activities.
3. Motivate the students to improve their communication skills and guide them to participate at national/international conferences organized by the college and other institutions.
4. Assist the students to finalize their goal and suggest various ways and means to reach their targeted goal.
5. Instruct the students to attend mid exams/external exams without fail.
6. Counsel the students on regular basis and convey their grievances/feedback, if any to the HOD.
7. Be in touch with the parents of their respective batch of students to convey the progress of the student and also to collect the feedback.



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Roles and Responsibilities of Class Representative(CR)

1. Report common problems of student to HOD through the class teacher.
2. Collect the names of students to participate in the department activities as per the schedule given by class teacher/HOD.
3. Inform the HOD if any class is not engaged.
4. Transmit any information given by HOD/class teacher to the students.
5. Guide the students to submit any letter to the principal through the respective HOD.

Roles and Responsibilities of Technical Staff

1. Sign the attendance register by 9:30 am everyday unless on leave.
2. Be available in the lab during the working hours.
3. Ensure that the equipment in the lab is clean and in working condition.
4. Malfunctioning of any equipment to be reported to the HOD in time through lab in-charge.
5. Switch off lights and fans and lock the doors while moving out of lab even for a short period.
6. Lock the doors after closing the windows in the evening while leaving the campus for the day.
7. Be thorough with all the experiments conducted in the lab.
8. Maintain the maintenance register regularly and submit to HOD whenever required.
9. Assist the lab in-charge during the stock verification exercise.
10. Perform routine maintenance of the lab equipment.
11. Assist the lab in-charge in the preparation of list of laboratory consumables.
12. Wear ID card as long as you stay in the college campus.
13. Follow the guidelines/instructions given by the principal from time to time.
14. Seek the permission (maximum twice in a month) whenever he/she intends to come late or to go early by applying in the prescribed format.

Roles and Responsibilities of Examination Section In-charge

1. Liaison with JNTUA.
2. Preparation of nominal roles.
3. Deputing faculty for spot valuation and observers for external exams as directed by JNTUA.
4. Preparation of stationery requirements for mid exams/semester examinations and submit for the approval of principal.
5. Preparation of timetables for mid exams.
6. Conduct the semester exams (both theory and labs) as per the guidelines given by JNTUA.
7. Preparation of remuneration bills and maintenance of acquaintance register.
8. Finalization of attendance, marks etc. after collecting the attendance and internal marks in the prescribed format from the departments.
9. Collection of examination fee from the students and deposit to JNTUA.
10. Preparation of detention and promoted list of students at the end of the semester.



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Roles and Responsibilities of Administrative Officer

1. Student admission related works.
2. All kinds of scholarship related works.
3. Assist the principal for AICTE and JNTUA related works.
4. Maintenance and purchase of stationery.
5. Maintaining the leave record of teaching and non-teaching staff.
6. Helping the principal in conducting governing body/academic council meetings and recording the minutes of meeting.
7. Maintaining the personal files of staff members.
8. Preparation of salary statements and forwarding to the accounts section.
9. Maintaining the budget files.
10. Maintenance of student files and records and issue the documents as directed by the principal.
11. Maintenance of principal's office as per principal's direction.
12. Supervision of security guards through security in-charge.
13. Processing of statutory documents as and when required.

Roles and Responsibilities of Office Staff (Academic, Administration and Accounts Sections)

1. Sign in the attendance register by 9:30 am on every working day unless and otherwise he/she is on leave.
2. Perform the duties with sincerity and maintain confidentiality.
3. Perform as a team and do the assigned work.
4. Attend the student's enquiries and ensure all possible help and deal politely while talking on phone or in person.
5. Attend the college with proper dress code.
6. Be conversant with the rules and regulations and procedures involved related to their work.
7. Inform well in advance about leave of absence and make alternative arrangements to the works assigned.
8. Put on ID card as long as you stay in the college campus.
9. Follow the guidelines /instructions given by the principal from time to time.
10. Preplan the day's / week's work and perform the duties assigned from time to time and create a courteous atmosphere.

Roles and Responsibilities of Attenders

1. All the attenders should be available in the college by 9 am or as per the departmental requirements.
2. They should leave the premises 15 minutes after the heads of various sections leave the departments.
3. They should collect the keys from the admin office after signing in the register.
4. They are responsible for the cleanliness of rooms / labs / premises of their respective departments.
5. They should strictly follow the instructions issued by the heads of departments.



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6. They should not allow any unauthorized persons to enter the departments/office without proper verification.
7. They should ensure proper locking of the rooms/labs/premises after closing windows, switching off lights/fans, close water taps and deposit the keys in the admin office.
8. They should give respect to the superiors and extend cooperation to other attenders.
9. They should perform any additional duties assigned from time to time.
10. They should be present in neat appearance.

Rules and Regulations for Students

1. Wearing ID card in the campus is compulsory.
2. College dress code is compulsory and decency in dress code must be observed.
3. Punctuality and discipline must be observed.
4. Use of mobile phones in the campus is strictly prohibited.
5. Students who fail to attend 75% of classes shall be detained as per the norms of JNTUA.
6. Students must maintain cleanliness in the premises, laboratory, classrooms and library.
7. Students must be in the class 5 minutes before the lecture.
8. Students must avoid wastage of resources, property etc. of the institute.
9. ID card and library card are compulsory for issue of books.
10. Students are not allowed to bring bags into library and laboratory.
11. Students are instructed to keep their study materials and books outside the classroom for attending the exam.
12. Students must be present in the exam hall 30 minutes before the commencement of exam.
13. Students must not write anything on their body, scale, calculator etc. during the exam.
14. Students are required to be disciplined and responsible.
15. Students must understand that all tangible assets of the institute are precious and must be used effectively, preserved and maintained with utmost care.



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