



VIGNANA BHARATHI
Institute of Technology

(Sponsored by Swamy Vivekananda Educational Trust, Hyd)
(Approved by AICTE & Affiliated to JNT University, Hyderabad)
Aushapur (V), Ghatkesar (M), R.R.Dist-501301

POLICY BOOK

A. SERVICE RULES

CONTENTS

01.	SERVICE RECORDS	3
02.	METHOD OF RECRUITMENT	6
03.	PROMOTION POLICIES	8
04.	LEAVE RULES	9
05.	MEDICAL FACILITIES	11
06.	CONDUCT AND DISCIPLINE	11
07.	ANNUAL CONFIDENTIAL REPORT	13
08.	APPEALS AND REVIEWS	13

CHAPTER – 1

SERVICE RECORDS

1.1 Records of service

1. A service book for keeping the record of service of staff shall be maintained by Administrative office in respect of each employee of the College.
2. All activities of an employee in his / her official position shall be recorded in this service book, and each entry must be attested by the HOD/Principal.
3. The Administrative officer shall show the service book to each employee in the month of April every year and the employee can update the service book after verification.

1.2 Service Conditions for the Staff :

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal / Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal.
4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.
5. Any staff member, on appointment, shall be on probation for a period of one year.
6. All the teaching staff shall be paid AICTE scale of pay and other allowances as per College norms. The salary will be deposited in the respective account of SBH, Ghatkesar Branch.

7. The following original certificates should be submitted and obtain acknowledgment at the time of Joining the college.

1. SSC Certificate
2. Intermediate Certificate
3. Graduation Original Degree Certificate
4. Post Graduation Degree Original Certificate
5. Experience Certificate
6. Salary Certificate from previous Employer
7. Relieving letter
8. Any other.

The employee has to deposit two months salary if original documents mentioned above are not submitted.

8. Staff member should sign in attendance register every day and also record in the bio-metric system, 15 minutes before the commencement of regular first hour and at the end of the working hours for the day Staff should be available in the college premises during the entire period of office hours, on all working days.
9. Staff member should be available in the college premises during the entire period of office hours, on all working days.
10. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal / Designated Authority his / her exact out station address and phone numbers in his / her leave application.
11. No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal. Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse to forward such applications in case there is any bond for the employee for a particular period of service in the college.
12. A member of the staff shall have his / her service terminated by giving one month notice or salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service two months notice or two months salary must be given. However no staff member will be permitted to tender the resignation in the middle of the academic year. After receiving the notice well in advance (before one/two months-whichever is applicable) the concerned staff member will be relieved from the duty only at the end of the academic year.
13. The Principal / Designated Authority shall have the right to place any staff under suspension on charges of misconduct.

14. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Chairman has got discretion to award punishment such as warning, censure, and withholdings of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.

15. The Chairman shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons :
 - a) Serious misconduct and willful negligence of duty;
 - b) Gross insubordination;
 - c) Physical or mental unfitness; and
 - d) Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 1.2 will not be applicable and the staff member will not be eligible for any terminal benefit

16. Important Guidelines-

1. For the development and progress of the college / department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
2. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
3. Staff members should get prior permission from Management / Principal / Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.
4. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of drawing advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted against his salary.
5. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from the departments concerned.
6. All the members of the staff shall be governed by general rules / norms also practiced by college from time to time.

CHAPTER – 2

METHOD OF RECRUITMENT

2.1 Step-1

- a) Recruitment is normally done twice in a year during May and November.
- b) Number of vacancies is notified by Principal / Designated Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.
- c) Vacancies are advertised in leading Telugu and English newspapers.
- d) Screening of applications is done by the respective Department Head.
- e) Short listed candidates are informed through call letters and over telephone by HR Department.
- f) At times, Walk-in interviews are also conducted for immediate postings.

2.2 Step-2

- a) Interview Committee consists of Principal/Designated Authority, Management representative and respective Head of the department and subject experts.
- b) A written test will be conducted if necessary for the post of Asst. Professors and short listed candidates shall be called for personal interview and selection be made on merit.
- c) Direct interview is conducted for senior posts, Selection committee shall be constituted by the Chairman as per the guidelines approved by the Governing Council.

2.3 Step-3

- a) Higher pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Trust

Faculty Norms

FACULTY NORMS AS PER AICTE

Cadre	Program	Qualification	Experience
Assistant Professor (A P)	Engineering	B.E/B.Tech & M.E/M.Tech with 1st class in both or either	
	Humanities and Sciences	UG and PG Degrees with 1st class in both or either (or)	
	Management	MBA with 1st class	
Associate Professor (ASP)	Engineering	Same as for AP	5 years in teaching as Assistant Professor/research/industry after awarding PG Degree
	Humanities and Sciences		
	Management		
Professor	Engineering	Same as for ASP & Ph.D is required * Post Ph.D publication & guiding Ph.D students	10 years in teaching/ research / industry of which at least 5 years as ASP Or Minimum of 13 years teaching & /or research &/ or industry If research -> Good academic record & books/ research paper publication /IPR / Patent records If industry -> Managerial level equivalent to ASP with active participations record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ / research paper publication /IPR / Patent records
	Humanities and Sciences		
	Management		
Principal	Same as for Professor * Post Ph.D publication & guiding Ph.D students	10 years in teaching/ research / industry of which at least 3 years as Professor Or Minimum of 13 years teaching & /or research &/ or industry If research -> Good academic record & books/ research paper publication /IPR / Patent records If industry -> Managerial level equivalent to ASP with active participations record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ / research paper publication /IPR / Patent records. Flair for Management & leadership is essential	

CHAPTER – 3

PROMOTION POLICIES AND INCENTIVES

➤ **Promotion Policy:**

All promotions shall be considered on the basis of merit- cum – seniority basis. Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher level position, subjected to AICTE prescribed qualifications and experience.

➤ **Incentives and Rewards:**

A few incentives will be given to the faculty members for

1. Presenting papers at national and international level seminars and for the publication of research papers in journals.
2. Producing consistently excellent results
3. Motivating the students to excel in various fields

CHAPTER – 4 **LEAVE RULES**

4.1 Leave Rules

1. Leave shall not be claimed as a matter of right.
2. A member of the staff shall not normally on any pretence absent from duties without prior permission of his / her superior officer authorized to give permission.
3. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
4. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

4.2 Casual Leave (CL) :

1. All employees are eligible for 15 days of casual leave per year @ 5 days for four months during the calendar year from 1st Jan to 31st December.
2. At a time not more than 4 days including holidays shall be granted. Carry over of lapsed CL for next year is not permissible.
3. Permission for short period of absence not exceeding one hour on any working day may be granted at the discretion of the designated authority subjected to maximum of 3 hours per month.
4. Permission to leave the campus early / report late for duty is given to the staff subject to the total duration of 3 hours per month. They should apply permission in the prescribed format. He / She is required to intimate the authority to seek station leaving permission in the event of leaving the station even while on leave.
5. Permission may be given to prefix or suffix Sunday/Holidays to a casual leave but if Sunday/Holidays come in between the period of casual leave, this will be counted as part of the casual leave.
6. Staff going on leave should make an alternative arrangement for their regular duties on the days of their absence, which should be duly signed by the substitute staff member and concerned HOD.

6.3 Vacation Leave (VL) Rules :

1. These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal / Designated Authority.
2. Vacation Leave (VL) is applicable to all the members of the staff with eligible service.
3. The total number of VL days at the end of academic year (May to June) for the members of faculty (teaching staff) is limited to 15 to 28 days for a continuous service of 12 months in the institution.
4. However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for summer vacation, to ensure smooth functioning of the institution.
5. A staff member becomes eligible for VL only after rendering a continuous service of one full calendar year i.e., as on 1st January to 31st December.
6. However, in special / deserving cases, VL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.
7. In case of staff member, after availing VL as per Para 2.3.6. does not complete the full term of 6 months or one semester, the leave availed will be treated as leave on Loss of Pay (LOP) and appropriate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.
8. If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal / Designated Authority, compensation at the rate of 1:2 i.e., one day's pay for every two days of eligible vacation leave shall be considered. Such consideration rests solely at the discretion of the Principal / Designated Authority.
9. Any unused part of VL cannot be carried over to the next academic year.

10. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
11. The staff member should be present at least either on the last working day before availing the vacation or first working day after the vacation.

4.4. Vacation Leave for Non-Teaching Staff:

1. The number of days of VL for Non-Teaching staff is restricted to 7-15 days per year which would be availed within the vacation period decaled for Teaching Staff.
2. Other rules and conditions of availing VL are similar to the Teaching Staff.

4.5 Leave with Loss of Pay :

1. Any leave availed in excess of the prescribed limit shall be deemed to be leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal / Designated Authority shall be final in such cases.
2. If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will be considered as a Break-in-Service.
3. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break in Service.
4. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL in the semester in which the second break in service occurs.

4.6 Maternity Leave Rules :

1. A woman employee of the institution, who has completed two years of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity leave (ML) for a maximum of 30 (Thirty) days, with prior approval of the Principal / Designated Authority. The salary of the leave period will be credited in the account of employee only after she joins the duty.
2. Any additional leave beyond the above-will be reckoned as leave on LOP.
3. An employee can avail ML only on two (2) occasions in her entire service period.
4. The ML sanctioned shall be availed on a continuous basis and cannot be availed in installments.
5. The decision of the Principal / Designated Authority will be final in sanctioning of ML.
6. Employee must submit the fitness certificate from Physician while rejoining the duty.

4.7 Out-Station Duty (OD) :

1. OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc., by prior and proper adjustment of workload, as approved by the Principal / Designated Authority. When staff members go for examination work for Universities other than JNTUH, OD will not be granted.
2. Number of days on OD is limited to 10 for a year at the rate of 5 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.
3. The Principal /Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.
4. A maximum payment of Rs.2,000/- will be made per faculty member in one year towards the registration in case of any presentation in the conference or seminar or to meet expenses for publication
5. Application for OD to attend seminar / conference including paper presentation should be submitted to Principal through concerned HOD and R &D director.
6. Faculty members should update their skills in a specific domain(s) by joining training program, refresher course etc .Management may support these efforts by partial/complete sponsorship and by providing OD/special leaves. In case of granting a special leave,(if it is not disturbing the academic schedule)vacation leave of the concerned faculty member will be reduced in the ratio of 1:2

CHAPTER – 5

MEDICAL FACILITIES

- The college is running a Medical Centre inside the campus and a Medical Assistant is appointed who is attending the Medical Centre. He /She take care of the students and staff for minor ailments. A Registered Medical Practitioner shall be visiting the Medical Centre twice a week on part time basis. On emergency, the medical practitioner will be called to the campus to attend to the patient. The college provides an exclusive vehicle for the purpose of taking the patients when needed to the multi specialty hospital (with whom the Institute is signed an MOU) at Ghatkesar for treatment. The expenses made by Institute (if any) against the treatment shall be paid back by concerned employee in stipulated period of time.

CHAPTER – 6

CONDUCT AND DISCIPLINE

6.1 Conduct :

1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose supervision or control, he / she is placed.
3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she has to deal in with the course of his/her duties.
4. Every employee shall endeavor to promote the interest of the college and shall not act in any manner prejudicial thereto.
5. No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement activity.
6. No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government.
7. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
8. An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
9. Obligation to maintain secrecy : Every employee shall maintain the strictest secrecy regarding the college's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the college staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
10. An employee of the College shall not, without the prior permission of the Chairman, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.
11. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the college, except with the prior permission of the Chairman.

6.2 DISCIPLINE

1. All employees are required to attend college dressed formally with I.D card issued by the college during the course of their duties.
2. Faculty not attending the class as per time table will be viewed seriously and they are liable for Loss of Pay.
3. The management is having right to introduce new rules/modify present rules without any advance intimation according to the circumstances prevailing from time to time.
4. Their service will be continued based on their performance and dedication to their duty.
5. Employee's general conduct and behavior is expected to be that of becoming a good faculty.
6. Punctuality and regularity are essential for the faculty.
7. One has to be obedient to the superiors and follow the instructions issued by them from time to time.
8. The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him or contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trail.
9. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
10. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

CHAPTER – 7

ANNUAL CONFIDENTIAL REPORT

7.1

1. All the staff members are required to submit their Self Evolution Report at the end of every academic year in the prescribed format.
2. The Head of the institution shall write confidential report for all staff and submit to the Chairman for approval.

CHAPTER – 8

APPEALS AND REVIEWS

- The staff members of the college may submit their appeals or grievances if any to the Principal/ Chairman for review and redress. A grievance redressal cell is constituted to which the staff

B. PROCEDURES

CONTENTS

01.	FUNCTIONAL UNITS AND WORKING MECHANISM	15
02.	RESEARCH & DEVELOPMENT	18
03.	PURCHASE AND SERVICING	20

CHAPTER -1

FUNCTIONAL UNITS AND WORKING MECHANISM

Planning and monitoring: It will take place at three levels as follows-

The Management and Governing Board	Strategic planning including policy direction, resource mobilization.
College Academic Council- The Principal, Head of the Departments, Officers In charge of functional units	Motivation, coordination, monitoring, supervision & control.
Teaching and Non Teaching Staff having higher level of facilitation skills.	Execution

1.1) GOVERNING BODY

Governing Body of the college meets to discuss various issues and aspects related to the development of the college. It includes considering and approving the institution strategic plan which sets the academic aims and objectives of the institution and identifies the financial, physical and staffing strategies. Governing body considers the recommendations of Department Advisory Committee (DAC) & College Academic Council (CAC) and it chalks out a roadmap to achieve the goals of the institute. The meeting of the Governing body will be conducted once/twice in a year

1.2) DEPARTMENT ADVISORY COMMITTEE

Role and composition of the Committee:

- To formulate policies, goals and objectives of the Department and prepare perspective plan for implementation and to act as a “Think –Tank” and offer guidance and direction to the Department, keeping in view the broad principles of vision and mission of the Institute and the requirement of the industry. The Committee should suggest the content to be added in the syllabus and suitable teaching methodology to achieve these goals.
- The Committee will consist of two Industry experts, Principal, HOD and senior Professor in the Department.

Frequency of the meetings:

The committee will meet well before the commencement of each semester

Role of the committee Members:

- The members will give suggestions as to how to proceed on the “promotion of Academia and Industry interaction”.
- To give “ideas and directions” for the development of the Department so that it can become an “Autonomous college” playing a “distinct and unique” role in its quest to become an institution of excellence.
- Initiate innovative programs such that the career opportunities of students are enhanced.
- Any other programmes which the enlightened members wish to propose

1.3) COLLEGE ACADEMIC COMMITTEE (CAC):

Role of the Committee Members:

1. College academic council is formed to discuss the academic matters of the college
2. Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect.
3. Members of the committee take the decisions regarding detention and condonation of students

Primary Level	Secondary Level	Tertiary Level
College Academic Council	All HODs, In charges of various cells and functional Units	Faculty Coordinators for various Activities
To direct, motivate, coordinate & control the entire Institutional Functioning.	Effective and efficient functioning of their respective Departments and Units.	Effective, time bound discharge of duties as per direction of the College Academic Council

1.4) Functional Units:

Institute has established various functional units for smooth functioning of different tasks.

At the beginning of each Academic year, the College Academic Council constitutes the committees for each unit under the leadership of senior professor as officer in charge. Each unit conducts its periodical meetings and empowered to take necessary decisions for effective functioning of the respective unit.

List of functional units & its constitution

Name of the committee	Frequency of Meetings
Academic Section	Once in a semester
Career Guidance, Entrepreneurship and Training & Placement Cell	Once in a semester
Student Activity Centre: 1. IEEE 1. IETE 2. NSS (Dyuthi) 3. Sports Club 4. Viranchi (Cultural club) 5. Stutalk (news letter) 6. All branch Associations 7. Alumni Association 8. Eco club	Once in a year
Central facilities-Monitoring committee 1.Library 2.Internet 3.Canteen 4.Transport 5.Water 6.General Maintenance	Before and at the end of the semester
Faculty forum	Once in a semester
R&D Centre	Once in a month
Disciplinary committee	Once in a semester
Students welfare & Grievance Redressal Cell	Once in a semester

CHAPTER – 2

RESEARCH & DEVELOPMENT

R & D CENTRE – GUIDELINES

2.1

- There will be a monthly meeting (presentations) on the last Saturday of every month between 3 to 4:30 pm.
- Staff members who are pursuing their PhD, post PhD research and heads of all the departments will be compulsory members of R&D centre and must attend the monthly presentation meet.
- Staff members who may not be involved in research activity are also encouraged to attend this presentation meeting and share their ideas.
- Staff members who have registered for their PhD should present the up-to-date status of their work twice a year.
- Staff members who are going to present papers in conferences should present their papers in the monthly presentation meet either before or after the conference.
- Faculty members who are interested to present latest publication/information in science and technologies are welcome to make presentations with prior intimation to Director, R&D.
- The R&D department will be provided with separate funding by the management of VBIT for exclusive R&D activities.
- A proposal for fund (if needed) for paper presentation in conference/seminar/workshop or towards publication charges should be submitted to R&D department along with a copy of the paper/abstract.
- A maximum payment of Rs 2000/- will be made per faculty member in one year towards attending a conference, for paper presentation and publication. Reimbursement of publication charge will be decided on case-to-case basis and depends on the reputation of the journal.
- Maximum 5 on duty (OD) leaves per semester will be sanctioned to individual faculty members with prior & proper adjustment of workload.
- The previous clause will not be implemented for director R & D, since the post is meant for research work. The director may attend to research meeting/work etc as and when needed.
- Head of the department of each stream is requested to furnish a list of refereed journals in the respective field (Please include CSIR/NASSCOM, Govt. of India's journal)
- The activities of the R&D cell will be displayed on separate notice board.
- A register will be maintained in the R&D cell to furnish the details of faculty members presenting papers in conferences, attending workshops and publishing papers in abstracted journals which will be taken into account by the management during the member's evaluation/appraisal process. They will also be duly felicitated.
- Application for O.D. to attend research activity including paper presentation should be submitted to the Director, R&D Cell through H.O.D.
- Faculty members are highly encouraged to write projects and involve in consultancy services which will bring visibility of the college at national level. The R&D cell will provide all possible help to the individual member showing interest to involve in such activity.
- Management encourages faculty towards facilitating research oriented practices and better handling of projects utilizing needed support. Faculty members should update their skills in a specific domain(s) by joining training program, refresher course etc .Management may support these efforts by partial/complete sponsorship and by providing OD/special leaves.
- The facilities (regarding reimbursement of publication charge, proposal of fund for paper presentation in conference/workshop/seminar) can be availed by any faculty member only after the completion of one year of service at the college.

2.2 Academic Projects: Guidelines

- **A unified project proposal will be maintained for all the Departments of the Institute**
- **Faculty members will be encouraged towards better handling of projects through utilizing needed support**
- **Students will be motivated to work on in-house projects by providing fellowships and prizes for the best outcomes**
- **Two outstanding projects will be awarded in each category**
- **Top 10 projects of each Dept. will be published in annual project booklet and will be displayed at in-house project exhibition**
- **Research oriented projects will be supported with required logistics**

CHAPTER – 3

PURCHASES AND SERVICING

Purchase

1. Department should fill up requisition form in the given prescribed format with details of requirement and suppliers (email id & contact no. is essential) and it should be submitted to purchase officer through HOD to principal's office.
2. Central store clerk should collect the quotations from respective suppliers and prepare comparative statement with the help of respective department.
3. Following files should be maintained at central store along with separate stock registers for consumable and non-consumable materials:
 - 1) Requisition from department
 - 2) Enquiry for quotations
 - 3) Comparative statements with quotations
 - 4) Purchase order
 - 5) Invoice (photocopy)
 - 6) Receipts (photocopy)
4. After verification by purchase officer, the proposal containing requisition and comparative statements should be put up in the meeting of purchase committee for final approval.
5. Purchase order should be prepared based on final approval and photocopy of the same should be sent to A.O/Accountant.
6. Files containing the copies of the following, should be maintained at Administrative office along with payment register:
 1. Purchase order
 2. Invoice & receipts
7. Central store clerk should receive the material. The same should be tested and verified by concerned HOD/faculty in charge of the laboratory and certified that received equipments are in satisfactory condition
8. Respective entries should be made in central stock register and departmental stock register with all details
9. Department should maintain the separate utilization register (along with stationary items) for the consumable items procured in the department.
10. Central store clerk should fill up all the information in prescribed format on the backside of invoice (stamp) or on a separate paper attached with invoice (date, purchase order no., central stock register-page no., lab stock register page no).
11. Invoice should be submitted to purchase officer along with central store stock register.
12. Purchase officer should sign on the invoice and in central store register after verifying all the details.
13. Photocopy of the invoice should be maintained in a separate file at central store.
14. Original invoice should be submitted to A.O/Accountant.
15. Accountant should fill up all the details in payment register.
16. Purchase officer & Principal should sign in the payment register before the signature of Chairman/Secretary.
17. Accountant should send a photocopy of the receipt to the central store.

Servicing or Repairing of the Equipment:

1. Department should fill up required details in a prescribed format regarding repair or servicing work of computers, UPS, AC, Electrical wiring etc. and hand over the same to the System Administrator or General Administration and obtain their signature in the respective register that they have received the complaint
2. System Administrator or AO/AAO should send the complaint to concerned technical staff and get it rectified at earliest. After proper rectification of the complaint, they should obtain the signature of concerned HOD in the respective register.

3. For the servicing or repair work of any other equipment in any of the laboratories, the Department should fill up the details in a prescribed format with entry on a specific page of the concerned stock register. The format and stock register should be sent to the central store for further processing.
4. Purchase Officer should sign on the gate pass after verification of all the entries.
5. The person carrying the instrument should deposit the gate pass with security officer.
6. After the completion of the work, the instrument can be placed back in the concerned laboratory only after completion of respective entries in the central store.

Requirement of stationery items:

1. Department should fill up requisition form in a given prescribed format with details of requirement of stationary items and submit the same to the stationary store in charge with the signature of Administrative Officer
2. Administrative officer should verify the previous entries of the consumption of same items in utilization register (which has to be maintained by each Department) and sign on the requisition form.
3. After issuing the required material to the concerned Department, the stationary store In charge should obtain the signature of concerned department clerk in the store register.

C. PROCEDURES

CONTENTS

0.1 THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY

01

THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY

General

1. The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
3. The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

1.	Principal	4 hours / week
2.	Dean / Professor	10 hours / week
3.	Associate Professor	14 hours / week
4.	Assistant Professor / Lecturer	18 hours/week

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as One teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

1. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
2. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
3. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
4. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.

Department

1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.

[Each Department has to nominate faculty members for following Departmental responsibilities]

Academic Coordinator	PG wing
Examination	Timetable
Training	Placement
Projects	Remedial Classes
Tutorial	Assignments
AV Classes	Seminars
Department Library	Attendance
Students Participation	Branch Association

4. Every Faculty Member must give seminar on some topic at least once in each semester in monthly meetings of R&D Cell.
5. Every Faculty Member should maintain student's attendance records very carefully on day to day basis and **put up the same for signature by HOD/Principal as the case may be on the last working day of each month.** Upload the attendance details **periodically** as per the guidelines issued by E-Cap Administrator.
6. The absentees roll number should be noted by the concerned teachers having second/third hour and handover the same to the Department clerk as soon as the classes/laboratory hours are over.
7. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternative arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternative arrangements suggested.
8. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
9. **The Faculty Mentor/Counselor must update the register consisting the student's mentoring record regularly and put up for inspection by HOD/Principal as the case may be.**

Time table

1. College Academic Council will prepare the general format of timetable well before the commencement of the semester. All the Departments should follow the same while preparing their respective timetables of various classes
2. Out of 42 teaching hours per week, 36 hours will be allotted for classroom teaching of the University prescribed syllabus .Activities like Training courses, AV classes, Seminars, Sports, Professional Societies etc can be planned during 6 left out classes of the week.
3. Timetable of all the Departments will be synchronised in such a way that year wise extra activities can be planned during free hours.

Class Room Teaching

1. Once the subject is allotted the Faculty Member should prepare the Academic plan and lecture hour wise lesson plan in a prescribed format.
2. The Faculty Member should get the Academic plan, lesson plan approved by HOD and Principal well before the commencement of the classes. The softcopy of same should be mailed to the E-Cap Administrator (vbitweb@gmail.com)

The Academic plan consists of Course objective, timetable, Syllabus as per JNTUH,GATE and IES, Prerequisites of the course, Unit wise course outcome, Topics beyond the syllabus, List of Reference books, Information regarding Audio-Visual websites, Course related websites, e-books, journals etc, previous year university question papers, Assignment topics, Tutorial questions, seminar topics etc.

3. The faculty member should submit the Course material file to the Department office at the end of the semester.

The Course file should contain Academic plan, hand outs, OHP sheets, PPT content, test/exam question papers, two model answer scripts for each test/exam, model Assignment and Tutorial sheets etc.

4. The faculty member should follow the general guidelines given below:
 1. The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
 2. The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
 3. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
 4. The Faculty Member should engage the full 50 minutes and should not leave the class early.
 5. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.
 6. The Faculty of Member should cultivate to include humor in the lecture, to break the monotony.
 7. Should practice/rehearse the lecture well before going to the class.
 8. The Faculty Member should make use of OHP, Models, and PPT as teaching aids.
 9. The Faculty Member should encourage students asking doubts / questions.
 10. The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
 11. The Faculty Member should take care of academically weak students and pay special attention to their needs in special classes.
 12. **For all the subjects, regular tutorials have to be conducted (minimum 8 to 10 in a semester)** and the tutorial sheets should be corrected regularly with proper grade given to each tutorial.
 13. The Faculty Member shall give seminar topics (related to the concerned subject) to the students and guide them about preparation and presentation process. **Seminar In charge of the concerned class should conduct the seminars every week (Two seminar hours per week) with proper arrangement and preparation. The performance of the students should be assessed and to be noted in Seminar Evaluation Book.** The list of the students indicating their date of presentation should be announced at the

very beginning of the semester. Whenever time permits Head of the Department should attend these seminar classes.

- 14. The Faculty Member should prepare the AV lessons for better understanding of the subject and handover it to the AV class coordinator for presentation in AV classes.**
15. The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically weak student, objectionable behaviour etc.
16. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
17. The Faculty member should regularly visit library and read the latest journals / magazines and keep abreast of latest advancements.
18. The Faculty Member should make himself/ herself available for clearance of doubts of students in specific time.
19. The Faculty Member should motivate the students to bring out the creativity / originality
20. **The assignments should be given to the students to enhance their peripheral knowledge.** Topics of the assignment should be chosen from the area beyond the syllabus.(Minimum one assignment should be given before every mid exam)
- 21. The faculty member should conduct the makeup test at the end of the syllabus to prepare the students for the End Examination.**

Laboratory

1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before the students conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students should be included in laboratory.
3. The lab observations/records must be corrected then and there or at least by next class.
4. All lab manuals should be prepared or updated well before the commencement of the Semester in a prescribed format.
5. All the lab records should be handwritten and printouts may be attached whenever necessary.
6. The concerned faculty should not allow the students to do the next experiment if the record sheet of the previous experiment is found to be not corrected.

Test / Exam

1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
2. Invigilation duties will be allotted by Examination branch to all the faculty members (of all cadre) as per their availability for the same.
3. During invigilation, the Faculty Member should continuously move around. He/She should not sit in a place for a prolonged time. He/She should watch closely so that nobody does any malpractice in the exam/test.
4. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class co-ordinator and HOD concerned in the case of cycle test / Model Examination).
5. The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Principal with remarks.
- 6.** The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

Skill Updation

1. Management encourages faculty towards facilitating research oriented practices and better handling of projects through utilizing needed support. Faculty members should update their skills in a specific domain(s) by joining training program, refresher course etc. Management may support these efforts by partial/complete sponsorship or by providing OD/special leaves.
2. Faculty members can contribute their skill and knowledge with the students by initiating specialised training program through Training and Placement Cell.
3. They are expected to motivate students to work on in-house projects (micro, mini and major level). Management may offer a fellowship for outstanding projects once it is recommended by Department Advisory Committee.
4. Excellent projects and the Project Guides will be awarded after the successful execution of the project.
5. Outstanding projects of each Dept. as decided by an expert in the concern branch will be published and are displayed in the R and D laboratory.

Remedial Classes

After the announcement of the results of the first mid-semester exams, Department have to identify the students who require extra coaching. Faculty members should take remedial classes in their respective subjects to support these weak students to fare well in the subsequent exams.

Student – Faculty Rapport

1. The Faculty Member should have a good control of students.
2. As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HoD.
3. The Faculty Member should act with tact and deal with insubordination by students maturely.
4. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.
5. The faculty mentor has to interact with the group of students (each group consists of maximum 20 students) assigned to him/her regularly and fill up the required data in the mentoring register given to them.

Duties and Responsibilities of Office Assistants attached to the Department

1. Office Assistant attached to the Department is responsible for all administrative work related to that Department. He/She has to maintain following files in the department with proper documentation.

File No.	Name of the file	File No.	Name of the file	File No.	Name of the file
D1	List of Students	D10	Leave applications by students	D19	Branch Association activities
D2	List of faculty with details	D11	Result Analysis (Internal & External)	D20	Letters received from Agencies/Other Institutions
D3	Time Table	D12	Correspondence with Principal Office	D21	Miscellaneous file
D4	Individual work load	D13	Students attending extra curricular activities (other than V.B.I.T)	D22	Notice Board Documents
D5	Subject (lesson) plans/ Academic Plans	D14	Students attending competitive exams	D23	JNTU Academic Calendar
D6	Review of the Syllabus	D15	Staff attending Workshops/Seminars (Copies of certificates)	D24	Monthly Attendance Reports of all classes – II, III & IV
D7	Circulars received	D16	List of Class representatives & faculty coordinators	D25	Student Feed Back Analysis
D8	Departmental Circulars	D17	Meetings: Agenda & Minutes	D26	Tutorial sheets distribution
D9	Leave applications by faculty	D18	Industry Interaction	D27	Mini and major projects

2. They should monitor the functioning of classes and are expected to report to the respective HOD regarding absence of faculty (if any) in the classes.
3. They should collect the absentee students information (in a prescribed format slip) from each faculty member and handover it to the reception counter clerk at the end of the day. They should also collect the students attendance registers fortnightly from all the faculty members and return it to them (possibly) very next day after obtaining the signature of HOD.
4. They should maintain stationery utilization register carefully. Any requirement must be filled up in a prescribed format (indent) with signature of the HOD. They should take the same indent along with stationary usage register to Administrative Office. After obtaining the signature of the A.O., the same should be submitted to the stationary shore in-charge.
5. They have to maintain the Department notice board neatly. Outdated documents should be removed promptly and filed properly.
6. Any changes in the Time Table should be forwarded to principal office and e-cap admin office very promptly.
7. They should utilize following booklets of various formats for appropriate work:
 - 1) CL Application 2) OD Application 3) Early permission slip for students
 - 4) Early/Late permission application for faculty 5) Class Monitoring sheet
 - 6) Faculty Evaluation sheet (for new candidates at the time of interview and demo)
 - 7) Stationary indent 8) Indent for purchase/repair 9) Computer/general maintenance slip
 - 10) Review of the syllabus coverage 11) Application for recommendation letter 12) Requirement of facilities 13) Faculty Appraisal format
8. If any program is going to be organized by the Dept., the Department Office should fill up the 'requirement of facilities' format and submit the same to the A.O well in advance.
9. No letterhead should be utilized in the Department office without permission of Principal/HOD.