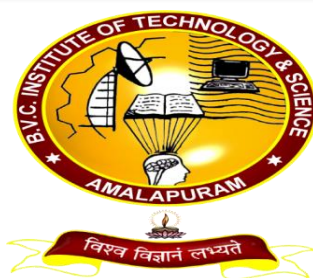


Human Resources Policy Handbook



BONAM VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY & SCIENCE

(NAAC-A & Approved by AICTE, New Delhi) (Permanently Affiliated to JNTUK, Kakinada)

(Recognized by UGC under sections 2(f) & 12(B) of UGC act 1956) (Sponsored by B V C Educational Society,
Edarapalli, Amalapuram) Batlapalem-533221, Amalapuram Mandal, East Godavari Dist., Andhra Pradesh, India

Phone: +91-08856-235416 & 235489 & Fax: +91-08856-250881

E-mail: bvts@bvcgroup.in, Website: www.bvcits.edu.in

2022-23



BVC

GROUP OF INSTITUTIONS

Published by Bonam Venkata Chalamayya Institute of Technology & Science, Amalapuram

Copy Rights Reserved

1st Edition - 2012

2nd Edition - 2019

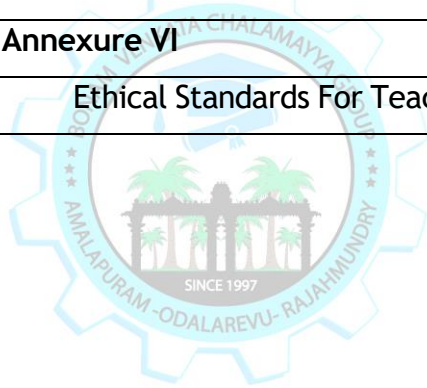
3rd Edition - 2023

Institution Vision	1
Institution Mission	2
Goals	3
Bonam Venkata Chalamayya Educational Society (BVCEs)	4
BVC Educational Society	6
The Institute	7
Governing Body of Institution	9
1. Governance & Decentralization	11-37
1.1 Governing Body	11
1.2 Finance Committee	12
1.3 Internal Quality Assurance Cell (IQAC)	13
1.4 College Academic Committee (CAC)	14
1.5 Student Counseling /Mentoring& Grievances Redressal Cell	15
1.6 General Maintenance Committee	16
1.7 IIR & DC &EDC Cell	17
1.8 Training & Placement & Career Guidance Cell	18
1.9 Medical / Hostel/ Canteen Cell	19
1.10 Extension Activities Cell	20
1.11 Sports and Games Cell	21
1.12 Arts & Cultural Committee	22
1.13 Student Associate Coordination Committee	23
1.14 Examination Cell	24
1.15 Library & Information Cell	25
1.16 Industry -Institute Partnership Cell	26
1.17 ICT Cell	27
1.18 Alumni Cell	28
1.19 Anti Ragging Committee	29
1.20 Admissions Committee	30
1.21 SC, ST, OBC & Minority Cell	31
1.22 Time Table Committee	32
1.23 Staff Affairs Committee	33
1.24 Internal Complaints Cell	34

2. Planning	35-37
2.1 Human Resource Planning	35
2.2 Recruitment	35
2.3 Orientation	36
2.4 Job Responsibility	37
3. Salary, Incentives	38-41
3.1 Positions And Pay Scales	38
3.2 Dearness Allowance / Increments	39
3.3 Incentives And Rewards For Faculty & Staff	40
3.3.1 Employees Provident Fund (EPF)	40
3.3.2 Incentives & Awards	40
3.3.3 Faculty Development	41
4. Leave	42-44
4.1 General Leave	42
4.2 Casual Leave	42
4.2.1 Special Causal Leave	42
4.2.2 Extraordinary Leave	43
4.3 Maternity Leave	43
4.4 Vacation	43
4.5 On Duty Assignments	43
5. Promotions	45
6. Retirement	46-47
6.1 Retirement From Service	46
6.2 Retirement Benefits	46
7. Discipline And Grievance Procedure	48-50
7.1 Code Of Conduct For Teachers	48
7.2 Disciplinary Procedure	49
7.3 Grievance Procedure	50
8. Consulting, R&D And Teaching Assignments	51
8.1 Consulting, R&D	51
8.2 Teaching Assignments	51
9. Inhouse R&D And Seminars/Workshops	52

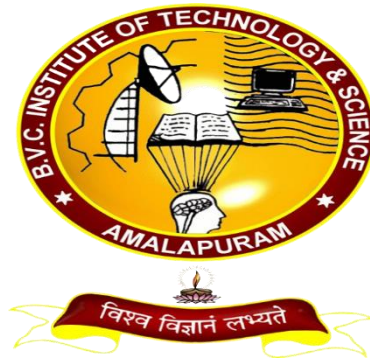
HUMAN RESOURCE POLICY BOOK

9.1 In-House R&D	52
9.2 Seminars/Workshops	52
10. Incentives - Students	53
Annexure I	54
Form Of Appointment Letter	54
Annexure II	55
Form Of Joining Report	55
Annexure III	56-58
Form Of Staff Data Sheet	56
Annexure IV	59
Form Of Show Cause Notice	59
Annexure V	60
Form Of Retirement	60
Annexure VI	61-62
Ethical Standards For Teachers	62



BVC

GROUP OF INSTITUTIONS



INSTITUTION VISION

To be a Premier Institution in Education and Research, Producing Global leaders in Engineering, Technology and Management.

INSTITUTION MISSION

- ✚ To impart quality and outcome-based education towards academic excellence.
- ✚ To inculcate team spirit and professional ethics among stakeholders.
- ✚ To Strengthen links with industry through internships and collaborative development works.

GOALS

Short-term goals:

- To have the state-of-the-art infrastructure for laboratories, student activities and buildings and amenities
- To achieve academic excellence by getting 90-100 percentage passing in university examinations
- To help students to foster and develop qualities of leadership, interpersonal and problem-solving skills to face professional and personal challenges in the life.
- To inculcate qualities of integrity, honesty, loyalty and patriotism among the students
- To have a good record of reputed companies visiting and offering jobs for our students at our campus and achieve 50% placement.
- To enable a scholarly vibrant environment for learning, teaching, research and development for students and staff for their personal and professional growth
- To foster harmonious and cardinal relationships among the management, faculty and staff and, students for their respective growth and for establishing to congener academic environment in the college.

Long-term goals:

- To become the preferred college for students who do well in EAMCET and be listed among top ten colleges in A.P.
- To reach a level of expertise where faculty from college are taking up major consulting assignments in a wide range of technical areas.
- To achieve 100% results and 100% placements consistently
- To evolve as a center par excellence by undertaking nationally and internationally acknowledged research and development works
- To become a reputed Deemed-to-be University in south India.

BONAM VENKATA CHALAMAYYA EDUCATIONAL SOCIETY (BVCES)

The **BONAM VENKATA CHALAMAYYA EDUCATIONAL SOCIETY** was registered on 8th July 1992 under THE REGISTRATION OF SOCIETIES ACT XXI 1860 With Society No 533 OF 1992. The registered office of the society is situated at EDARAPALLI, AMALAPURAM, EAST GODAVARI DISTRICT, ANDHRA PRADESH, INDIA.

The founder and president of the society was Late **Sri Bonam Venkata Chalamayya**, a great philanthropist with a vision to extend technical education to rural students.

His foresight, pioneering effort, and leadership resulted in the emergence of FIRST Private Engineering College in East Godavari District. In 1997-The **BONAM VENKATA CHALAMAYYA ENGINEERING COLLEGE (BVCEC), ODALAREVU**.

The quest for promoting technical education was envisaged by establishing **B V C INSTITUTE OF TECHNOLOGY AND SCIENCE (BVCITS), AMALAPURAM** in 2002.

The society added another institution **B V C COLLEGE OF ENGINEERING (BVCCE), RAJAHMUNDRY**, in 2009 to its crown with its visionary excellence in engineering education.

OBJECTIVES OF SOCIETY:

1. To make the education available to all the people without any discrimination regarding Caste, Creed, Color and Sex by establishing various Educational Institutions.
2. To establish Schools and other Educational Institutions in the fields of Science, Engineering, Technology Medical and Management.
3. To introduce any possible improvements in the system of education in its Institutions from time to time.
4. To undertake any activity that is sub servant to the main object of providing education to all people.



LATE SRI BONAM VENKATA CHALAMAYYA
THE FOUNDER PRESIDENT
(1930-2001)

BVC EDUCATIONAL SOCIETY

(FROM 2020-21AY)

S.NO	Name of the Promoters	Designation in the society
1	Mrs. Bonam Manikyamba	President
2	Mrs. Bonam kanaka Durga	Vice-President
3	Mr. Bonam Kanakayya	Secretary
4	Mrs. Kalvakolanu Suseela	Treasurer
5	Mr. Bonam Krishna Satish	Member
6	Mr. Bonam Vijaya Lakshmi	Member
7	Mr. Saladi Satya srinivasa Krishna Kumar	Member

THE INSTITUTE

Bonam Venkata Chalamayya Institute of Technology and Science (BVCITS), Batlapalem, Amalapuram was established in the year 2002, pioneered by a great philanthropist (visionary) Sri Bonam Kanakayya, Secretary of B V C Educational Society, whose vision came true with inception of the first private engineering institution in East Godavari District ,is an emerging centre for excellence in Engineering education, renowned for its energetic, experienced and dedicated faculty, thriving students, state of the art infrastructure and very good placement record. The management encourages the students and the faculty to “Dare to Dream and Strive to Achieve”. The institute is indeed “dream come true” for many aspiring youngsters from rural areas of East Godavari District and Andhra Pradesh. The institute is also admitting students from other states of India and foreign nationals especially from Nepal. The employees of the institute work in the spirit of founder chairman and follow his philosophy “Work through your life, The results prosper you”. BVCITS is located in a sprawling campus of 25.94 acres surrounded by the exhilarating nature, away from the din of crowd habitant with pleasant, calm, serene ambience of environment which is conducive for the study of professional courses and personality development. The zeal in promoting technical education for rural literacy and continuous good results of this institution fetched an overwhelming response from aspirants of engineering education. Institution is permanently affiliated to Jawaharlal Nehru Technological University Kakinada in the year 2019 for three years upto 2022.

The institution offers undergraduate and post graduate programs - B.Tech., in Five branches, M.Tech., in two specializations, MBA and MCA program. The institution has received NBA accreditation for three branches in 2012. The institution was also accredited by NAAC with

“B” grade in 2015 for five years. Above all, the institution is bestowed with the abundant trust of its students and their parents which resulted in phenomenal increase in UG intake of the students from 180 to 420+ since the inception. This college was established with a total intake of 180 in EEE, ECE and CSE branches of B.Tech courses in 2002. Keeping in view of the demand for quality education with credibility and employment prospects as aspired by the parents and students seeking engineering education, the college has registered a phenomenal growth with additional branches and intake in both UG & PG programmes. The present intake strength at first year level is 480 in B.Tech and 207 in PG. The institution was applied for the status of autonomy.

AUTONOMY, APPROVAL, AFFILIATION & ACCREDITATIONS

- The institute is approved by ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE) NEW DELHI with Extension of Approval (EOA).
- The institute is permanently affiliated to JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA, KAKINADA from 2019 for 3 years renewed in 2022 for 3 years up to 2025.
- The institute is graded A by NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) BANGALORE in 2021 for a period of 5 years.
- ODPL Certification has independently assessed the institute and is Compliant with the requirement of ISO 9001:2015 Quality Management System in 2017 for 3 years.
- The institution was included in UGC-recognized colleges under section 2(f) and declared fit to receive UGC grants under section 12(B) of the UGC Act 1956 from 15/01/2019

COURSES OFFERED

The College offers the following courses, extending over four years, leading to a bachelor's degree in technology and a two-year P.G. course leading to M. Tech.

U.G Courses: B. Tech.

1. Civil Engineering	60
2. Artificial Intelligence & Machine Learning	60
3. Artificial Intelligence & Data Science	60
4. Electrical and Electronics Engineering	60
5. Electronics and Communication Engineering	120
6. Computer Science and Engineering	120

P.G Courses: M. Tech.

1. Computer Science & Engineering	09
2. VLSI- Very Large-Scale Integrated Systems	18
3. MCA- Master of Computer Applications	120
4. MBA- Master of Business Administration	60

GOVERNING BODY OF THE INSTITUTION

S.NO.	NAME OF THE MEMBER OF BOG	QUALIFICATIONS AND POSITION IN THE CURRENT ENGAGEMENTS	POSITION IN THE BOG	NOMINATED BY
members of the Trust / Society / Management				
1	Mr. Bonam Krishna Satish Member BVCES	MBA, Member, BVC Educational Society Edarapalli, AMP.	Chairman	B.V.C. Educational Society, Edarapalli, Amalpuram
2	Mrs. Bonam Kanakadurga Vice-President, BVCES	M.Tech.,MBA Member, BVC Educational Society Edarapalli, AMP.	Member	B.V.C. Educational Society, Edarapalli, Amalpuram
3	Mr. Bonam Kanakayya Secretary, BVCES	Secretary, BVC Educational Society, Edarapalli, AMP.	Member	B.V.C. Educational Society, Edarapalli, Amalpuram
5	Mrs. K Suseela W/o K Siva Rama Prasad	Member, BVC Educational Society, Edarpalli, Amalapuram	Member	B.V.C. Educational Society, Edarapalli, Amalpuram
Nominees from Faculty of the Institution				
6	Dr. MCS Madan	M.Tech., Ph.D., Professor CIVIL B.V.C. Institute of Tech. & Science	Member	BVCITS, Batlapalem
7	Mr. ANVJ Rajagopal	Professor, EEE BVC Institute of Technology & Science	Member	BVCITS, Batlapalem
Nominees from Industry/ Education				
8	Dr. Metla Venkata Suryanarayana, Physician & Surgeon,	M.B.B.S, Physician & Surgeon, Saraswathi Nursing	Member	BVC Educational Society, Edarapalli,

1. GOVERNANCE & DECENTRALIZATION

1.1 Governing Body:

Composition:

Chairman: Nominated by Registered Society.

Society Members: **Five members** nominated by Registered.

: **Two Teachers** of the college nominated by the Principal based on seniority by rotation.

: An **Educationist** or Industrialist nominated by management.

: **State Government Nominee**-Academician not below the Rank of Professor or State Government official of the Directorate of Higher Education/State Council of Higher Education.

: **University Nominee** – Nominated by

Member Secretary: **Principal** of the Institution.

Term: The Governing Body shall be reconstituted every three years

Meetings: Meetings of the Governing Body shall be held at least twice a year.

Functions of the Governing Body:

The Governing body is the highest administrative body of the institute, and it meets twice in a year, and its functions are given below:

1. To monitor academic and other related activities of the college.
2. To review important communications, policy decisions or any other similar notices received from the University, Government or AICTE.
3. To review and pass the annual budget of the college.
4. To review the audited statements of accounts of the college.
5. To consider introducing new courses and changes in intake for the next academic year.
6. To review the Memorandum of Understanding agreed and Industry collaboration proposal.
7. The Governing Body/ State Government shall make all recruitments of Teaching Faculty / Principal as applicable to the policies laid down by State Government from time to time.
8. To review the faculty development initiatives and programs.
9. To review the admissions of the college.
10. To review the academic performance of the students.
11. To review the development activities of the students.
12. To review the training and placement activities.

1.2 Finance Committee:

Composition of Finance Committee:

- (a) The Principal (Chairman).
- (b) One person to be nominated by the Governing Body of the college.
- (c) Finance Officer of the Institution.
- (d) One senior teacher of the college.

Meetings: The Finance Committee shall meet at least twice a year and when in need.

Functions of the Finance Committee:

1. To prepare Budget estimates relating to income from fees, etc.
2. To allocate funds based on proposals received from all departments.
3. To prepare internal audit reports.
4. To prepare and maintain financial statements for auditing.
5. To sanction and monitor the funds for faculty, staff and students.

1.3 Internal Quality Assurance Cell (IQAC):

Composition:

Chairperson: Head of the Institution

Convener: A senior person with expertise in quality aspects & full-time functionary.

Members: Heads of Departments

: Officer i/c of Examinations

: Library officer.

: Two senior administrative officers

: Two members from Industry

: Two members of the Management

Frequency of meeting: Once in a quarter of every academic year

Functions:

- ✓ Monitor the quality & standards of education.
- ✓ (Teaching learning process: Course files, course handouts etc.)
- ✓ To develop and apply quality benchmarks for various academic and administrative activities of the institution.
- ✓ organize workshops and seminars on quality-related themes.
- ✓ Documentation of various programs/activities leading to quality improvement.
- ✓ Preparation of the Annual Quality Assurance Report(AQAR) to be submitted to NAAC is based on quality parameters.
- ✓ Guide Institution in preparing approval and affiliating reports of Regulatory Bodies.

1.4 College Academic Committee:

Composition of Academic Committee:

Chairperson: Head of the institution

Convener: one of the senior members

Members: All HODs

: In charge of the library

: College administrative officer

Frequency of meeting: once in a semester and whenever there is a need

Functions:

- ✓ Prepare the academic calendar and see that the activities mentioned in the academic calendar are followed.
- ✓ Guidelines for preparation of semester timetables.
- ✓ Monitor coverage of syllabus according to their lesson plan and suggest necessary measures to complete the syllabus in time.
- ✓ To make decisions about detentions, condonations and promotions of the students.
- ✓ Scrutinize and approve the proposals, of the DAC with regard to programmes of studies, academic regulations, curricula, scheme, syllabi thereof, instructional and evaluation arrangements, methods, procedures relevant there to etc.
- ✓ If CAC differs on any proposal, it shall have the right to return the matter for reconsideration to the DAC concerned or reject it, after giving reasons to do so.
- ✓ Adopt regulations regarding the admission of students consistent with the University/ Government norms to different programs of study in the institute.
- ✓ Frame regulations to conduct examinations and initiate measures for improving the quality of teaching and learning student's evaluation.
- ✓ Enhance the quality of educational programs.
- ✓ Make regulations for sports, extracurricular activities, and proper maintenance of the playgrounds and hostels.
- ✓ Recommend to the DAC the proposal for instituting of the new programme(s) of study.
- ✓ Make recommendations to the BOG regarding the institution of scholarships, studentships, fellowships, prizes, and medals and frame regulations for the award of the same student's evaluation. Focus on innovations in students assessments.
- ✓ Make recommendations to the BOG on issues related to academic affairs.
- ✓ Make regulations for Sports and Extra-curricular activities.

1.5 Student Counselling/Mentoring & Grievances Redressal Cell:

Composition:

Chairman: Head of the Institution.

Coordinator: One senior faculty from the Institution.

Members:

Faculty Members:

- One faculty from each department, including the coordinator.

Student Members:

- One student from each year of all departments.

Supporting Members:

- Psychiatrist in need

Frequency of meetings:

- After discussion with all members, it has been decided to conduct a meeting twice in semester

Functions:

- To provide academic and non-academic counselling to all students of institutions.
- Assign Mentors to monitor Student attitude and behaviour in general
- To Liaise with Faculty and Parents of the students.
- Evaluate and Improve the Counselling Program.
- Provide psychological disciplinary counselling on need basis.
- To enhance interpersonal relationships among students and develop their personality.

1.6 General Maintenance Committee:

Composition:

Chairperson: Head of the institute.

Convener: One senior faculty from the institute.

Members: One staff member from each department.

: One student from each department.

: One senior member from the administration section.

: Three non-teaching staff members.

Frequency of meeting: Once a semester and whenever there is a need.

Functions:

- To look after the infrastructure facility requirement and development.
- To look after the ambiance of the premises.
- To care of the arrangements needed to organize various activities in the institution.
- To maintain the campus green.
- To establish and utilize renewable energy sources.

1.7 IIR & DC Cell:

Composition:

Chairperson: Head of the Institution

Convener: One Senior Professor with good Research experience

Members: Doctorates of all Departments Faculty pursuing Ph. D.

Frequency of meeting: Once a semester

Functions:

- Motivating both Staff Members and Students to do Research Work.
- Organizing Workshops, Seminars, and Conferences related to Research.
- Encouraging Staff Members and Students to publish their research work

in Journals & Conferences.

- Applying Government and Non-Government Funded Projects
- Motivating both Staff Members and Students to get Professional Body Membership and make use of that.
- Encouraging faculty members to do their research work.
- Supporting faculties in attending Workshops, Seminars, and Conferences.
- Encouraging both Staff Members and Students to get patents (Intellectual Property Rights).
- Encouraging Staff Members to Publish Books, Book Chapters.

1.8 Training & Placement & Career Guidance Cell:

Composition:

Chairperson : Head of the Institution.

Coordinator: Training and Placement Officer.

Members: One faculty representative from each department.

Four students from each department.

Frequency of Meeting: Once in Semester.

Functions:

- To provide training to the students on recent trends in technology to improve employability.
- Maintaining and regularly updating the database of students. Maintaining a database of companies and establishing strategic links for campus recruitments.
- To provide training to the students towards the Job getting Process.
- To arrange Placement in reputed companies for all eligible graduates.
- To provide training that fills the gap between Industry and academia.
- To build confidence to succeed in competitive examinations through continuous training & counselling.

1.9 Medical /Hostel/ Canteen Cell:

Composition

Chairperson: Head of the Institution.

Coordinator: One Senior faculty from Institution.

Members

Faculty Members

- One faculty from each department.

Non Teaching Staff members

- Asst. Wardens of boys and girls hostel and one from office.

Students Members

- One resident Student from each dept.

Frequency of Meeting: Twice in a semester and when need arises.

Functions:

1. To ensure that rules & regulations of the hostel are respected and adhered by the students.
2. Provide security arrangements in the hostel.
3. Arrange and participate in the periodic visit to the hostel to ensure maintenance of proper discipline.
4. Arrange meeting to discuss and evaluate performance of mess and cafeteria.
5. Conduct regular inspections to check quality of food, cleanness and hygiene.
6. Solve grievances relevant to Hostel, Mess and Canteen Committee from the students.

1.10 Extension Activities Cell:

Composition:

Chairperson: Head of the Institution

Convener: Programme Officer

Student Coordinators: Two students from 2nd and 3rd Year

Members: One Faculty from each department

Frequency of the Meeting: The Committee members will meet before taking up any major service activity.

Functions of the Cell:

1. To create awareness about the Environment and conservation of natural resources.
2. To conduct blood donation camps from willing NSS Volunteers and students periodically and in emergencies.
3. To create awareness about health, personal hygiene, and environmental hygiene among the students and society.
4. To conduct medical camps in the adopted villages periodically to serve the poor and needy.
5. To sensitize people against forbidden practices like child marriages and child labour and to create awareness about the importance of women's education.
6. To adhere to Union and State Govt. policies towards social development
7. To develop a sense of social and civic responsibility among the students.

GROUP OF INSTITUTIONS

1.11 Sports and Games Cell:

Composition:

Chairperson: Head of the Institution

Coordinator: One faculty of Institution.

Members: Physical Director

: One faculty from each department.

: One student from each department.

Frequency of Meeting: Twice in a Year.

Functions:

- The sports and games Committee shall be responsible for organizing and participating in intra and inter-collegiate events in the College and rewarding the talent.
- To plan and schedule the events for the academic year.
- The Convener of the committee shall conduct a meeting to discuss and delegate tasks.
- Procedure to organize the sports and games events:
 - a. To prepare the Annual Budget for various sports and games events.
 - b. To obtain formal permission from the College authorities to arrange the events.
 - c. To decide the date, time and agenda of the event.
 - d. To inform members of staff and students about the events.
 - e. To arrange the venue and material required for the events.
 - f. To invite the Chief Guest and other dignitaries.
 - g. To arrange mementos for guests and gifts/certificates for the participants.
- The committee shall display on the Notice Board/Website information about sports and games competitions in the outside world.
- Actively participate and win prizes at University / State / National Level competitions.
- Ensure the state-of-the-art facilities for the health improvement of stakeholders.

1.12 Arts & Cultural Committee:

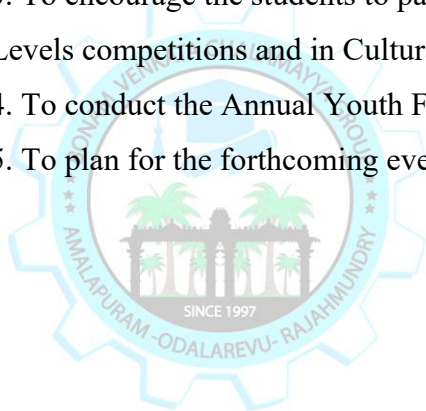
Composition of the Cell:

1. Chairman: Head of the Institution
2. Coordinator: Two Senior faculty members in the Institution.
3. Members: A) One faculty from each Dept. and One English Faculty.
B) Two students from each Department.
C) One member from the Electrical section.

Frequency of meetings:

Functions of the Cell:

1. To select the student members of the cell by conducting a renewal meeting.
2. To conduct Literary and Cultural activities.
3. To encourage the students to participate in the State as well as Zonal/National Levels competitions and in Cultural/Literary events.
4. To conduct the Annual Youth Festival.
5. To plan for the forthcoming events.



BVC

GROUP OF INSTITUTIONS

1.13 Students Association Coordination Committee:

Composition:

Chairperson: Head of the institution.

Coordinator: One senior faculty from institution.

Members: One faculty from each department.

Two students from each department (One student from III B.Tech and one student from final year B.Tech, M.B.A, M.C.A.)

Frequency of meeting:

After discussion with all members, it has been decided to conduct a meeting once in every month

Functions:

- To organize co-curricular activities under English club and personality development activities like quiz, debate and discussions.
- Communicating and preparing list of events to be carried out in different departments. To see that budget get allocated accordingly.
- To promote the spirit of learning and innovative thinking among the students.
- Recognizing and Encouraging meritorious students, best volunteers and students who maintained 100% attendance.
- Proper coordination among all the departments organizing co-curricular events in our college.
- Releasing a press note on the conducted events for public knowing.

1.14 Examination Cell:

Composition:

Chairperson: Head of the Institution

Coordinator: Officer In charge of Exams

Members

Faculty Members

- All Other In charge of Exams
- All Department Exam In charges
- Online Exam In charge

Students Members

- One Student from each dept

Non-Teaching Staff members

- All Non-teaching staff of Examination Cell

Meeting Frequency:

Meetings will be conducted Quarterly once.

Functions:

1. To register the students in JNTUK Portal.
2. To Conduct the Internal & End Examinations.
3. To Upload Examination related data to the JNTUK Portal.
4. To analyse the student performance.
5. To solve grievances, if any, with respect to examinations.
6. To serve the students for Hall tickets and Certificates.

1.15 Library & Information Cell:

Composition:

Chairperson: Head of the Institution.

Convener: One faculty member from Institution

Secretary: Library In-Charge.

Members: One faculty from each department.

One student from each department.

Frequency of meeting: Twice in a semester.

Functions:

- Provide books, journals, magazines and other academic facilities required for the students and faculty.
- Preparing annual budget proposals.
- Monitoring utilization of allocated budget.
- Reviewing journal subscription.
- Verification of annual stock.
- Arranging library orientation programs for freshers.
- Directing library personnel for automation.
- Monitoring of various display/circulation of existing and new arrivals.
- Provide digital library with self-learning facilities.
- Encourage students to enroll and compete the MOOCS courses with self-learning.
- Improve the library environment and facilities year by year for better utilization of library.

1.16 Industry -Institute Partnership Cell:

Composition:

Chairperson: Head of the Institution.

Convener: One faculty from institution.

Members: Advisors from industry

One Professor from each department

Training and Placement Officer.

Frequency of Meeting: Once in Semester.

Functions:

- To provide and facilitate Guest Lectures, Interactive Workshops, Seminars, Technical Discussions with members of the industry, outside experts, eminent personalities at regular interval.
- To provide campus placements for students, Inviting companies to institute for Recruitments.
- To provide Internship facilities for students and to make them ready to face Industrial challenges.
- To conduct Industrial Training, Industrial visits for students at regular intervals with collaborative nature.
- To gain industrial experience and/or to work on projects in Academics.
- To provide short-term programs and Education opportunities to improve their skills.

GROUP OF INSTITUTIONS

1.17 ICT Cell

Composition:

Chairperson: Head of the Institution.

Coordinator: One senior faculty from the Institution.

Members:

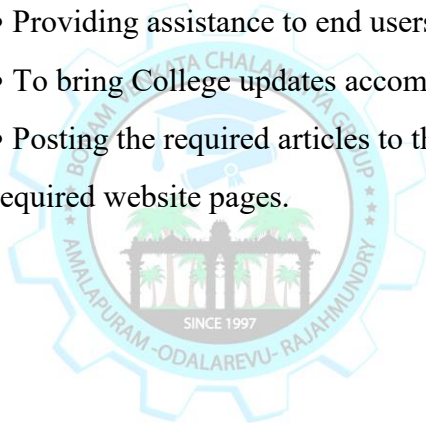
Faculty Members: One faculty from each Department.

Student Members: One student from each department

All the Staff members related to ICT.

Functions of the cell:

- To organize Website / ICT / Internet in the Institution.
- Providing internet facility to Whole Campus through WiFi & LAN.
- Need of Regular service and changes in Internet / Web service.
- Providing assistance to end users related to Internet / Website.
- To bring College updates accomplishments and issues to the readers.
- Posting the required articles to the web site with photos in step with the required website pages.



BVC

GROUP OF INSTITUTIONS

1.18 Alumni Cell:

Composition:

Chairperson: Head of the Institution.

Convener: Senior faculty from the Institution

Treasurer: One senior faculty

Members: One representative from each department having minimum five years of experience.

One alumni representative from each department

Frequency of meeting: Once in a semester and when the need arrives.

Functions:

- To provide a forum to establish a link between the alumni and students of the Institute.
- To enable the alumni to participate in activities that would contribute to the general development of the Institute and the Society.
- To encourage the alumni to take active interest in the progress of institution.
- To identify best alumni entrepreneur to recruit students.
- To support academic activities like Conferences, Workshops, Technical symposiums, Guest Lectures with the help of the Alumni.
- To give scholarships to meritorious students.
- To give awards to toppers of all branches of engineering.
- To promote Entrepreneurship & Innovation among the students.
- To help the students graduating from the College in securing professional training and employment consistent with their qualification.
- To help the students in identifying organizations for doing project–internships works in connection with their curriculum.

1.19 Anti Ragging Committee:

Composition:

Chairperson: Head of the Institution

Coordinator: One Faculty member from Institution

Members: Sub-Inspector of Police, Amalapuram.

: One member of Management from the Institution

: Heads of Departments, AO, PD & Librarian

: One male & one female student from each department

Frequency of meeting: One meeting at the beginning of the first academic year and in case of Any issues arising out of the ragging meeting will be convened.

Functions:

- To create awareness through widespread publicity – posters, leaflets etc. among the students, parents, and guardians before start of the academic session. The signs and banners etc will be displayed at least 10 days before the start of this semester in all prominent places, including Hostels, Cafeteria, Common activity areas, and entry points
- To counsel the students about the consequences they have to face as per the ragging act 26 of 1997 if they are found involved in any sort of ragging activity
- To root out ragging in all its forms from the college by instituting stringent anti-ragging measures and provisions for strict punishments to defaulters.
- To recommend punishment for the offenders.
- To constitute a sufficient number of Anti-Ragging Squads for Vigilance
- To receive complaints from the aggrieved students and conduct inquiries to submit a report to the anti-ragging committee to expel the convicted students from the college.
- To obtain an undertaking from the students at the time of admissions about the adherence to the provisions of the act.
- To provide students the information pertaining to contact address and telephone numbers of the Principal, HODs and faculty members.

1.20 Admissions Committee:

Composition:

Chairman: Head of the Institution.

Coordinator: One Senior faculty from Institution.

Members: One faculty from each department

Two members of the administrative office

Two students from each department

Frequency of meeting: Once a semester and whenever needed.

Functions:

- To prepare clear and well-defined policies for admissions.
- In consultation with BOG prepare attractive brochures, prospectus, and handouts for wider publicity.
- To get acquainted with all the rules and regulations of admissions as prescribed by Govt. and guide the students seeking admission accordingly.
- To prepare a plan for addressing Intermediate students as a career counselling activity.
- To place advertisements in newspapers regarding admissions as and when BOG permits.
- To advise the Director on improving facilities from the feedback received from parents and students during admission counseling.
- To provide the best counseling to students and parents seeking admissions.
- To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting ID-card, fulfilling eligibility criteria, getting timetables etc.

1.21 SC, ST, OBC & Minority Cell:

Composition:

Chairperson: Head of the Institution

Coordinator: One faculty from Institution

Members: One faculty from each department.

Two students from each department.

Frequency of meeting: Twice a year and whenever needed.

Functions:

- To conduct periodic meetings with students and discuss issues related to scholarships, E-pass, etc.
- To conduct remedial classes for those students who have backlogs.
- To empower the faculty and students belonging to minorities.
- To handle the issues and short and long terms needs of minorities.
- To ensure adequate representation is given to OBC candidates' admission in various courses of studies and to ensure effective implementation of the reservation policies and programs.
- To intimate various scholarship schemes of the state government as well as the Central Government to the OBC category students.
- Social and Cultural development of the backward classes
- To conduct skill development program in every semester
- To train the students towards employability.

GROUP OF INSTITUTIONS

1.22 Timetable Committee:

Composition:

Chairperson: Head of the Institution.

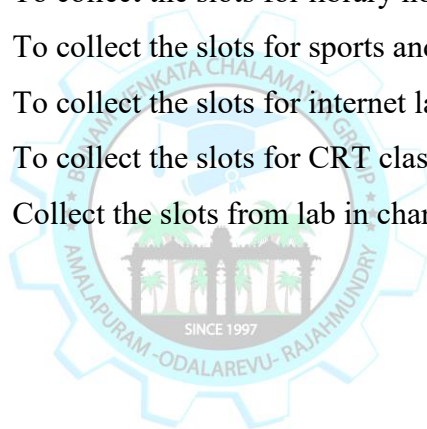
Convener: One from Institution.

Members: One faculty from each Department

Frequency of meeting: Twice a semester and whenever needed.

Functions:

- To collect the faculty list who are assigned the particular subjects.
- To collect the academic year calendar.
- To collect the timings of periods with duration, including lunchtime.
- To collect the slots for library hours from the central librarian.
- To collect the slots for sports and games from the physical director.
- To collect the slots for internet lab from lab in charge.
- To collect the slots for CRT classes from Training and Placement officer.
- Collect the slots from lab in charges.



BVC

GROUP OF INSTITUTIONS

1.23 Staff Affairs Committee:

Composition:

Chairperson: Head of the Institution

Coordinator: One Senior Faculty Member

Members: One Faculty from each Department

Frequency of meeting: Twice in a year

Functions of Committee:

- Collection and Compile database of faculty and staff working in the campus
- Conduction of Faculty Development Programmes and workshops for the faculty with the support of the respective Departments.
- Encouraging the staff to participate for FDPs and workshops outside the college.
- Maintenance of relevant records
- Contributing donations to the staff members who met in accident or sickbed
- Contributing donations for helping the people suffered in calamity
- Contributing a gift amount to staff marriages.
- Contributing a gift amount to staff New house warming functions.
- Donate some amount to Blind Schools, Trusts & Ashrams(i.e; Needy items) on eve of Mother Theresa birthday, Dr P V J Abdul Kalam birthday & Founder chairman Sri Bonam Venkata Chalamayya Varrdhanthi on every year.

1.24 Internal Complaints Cell (Women Grievance)

Composition:

Chairman: Head of the Institution

Coordinator: One Senior female faculty member in the Institution.

Members: A) One female faculty from each Dept.

B) Two female students from each Department.

C) One Lady Doctor

D) One Legal Adviser

Frequency of Meeting:

The Committee meets once a month compulsorily and meets whenever there is a need.

Functions of the Cell:

Coordinator:

- Organizing various functions and conducting various competitions related to women.
- Organizing workshops and awareness programs.
- Holding regular meetings.
- Solving women-related issues and complaints.
- Creating awareness against harassment
- Conducting women's day by conducting various competitions for girl students and to the lady staff members.
- Identifying a lady resource person as a chief guest and inviting her to the women's day celebrations.

Faculty members:

1. Encouraging girl students to take part in all competitions.
2. Resolving issues about girl 's eve teasing and harassment.

Student members:

1. Encouraging their peers to participate in the competitions
2. Bring the problems faced by their classmates to the department coordinator.

1.25 ENTREPRENEURSHIP DEVELOPMENT CELL

Chairperson: Head of the Institution / Principal

Coordinator: One Senior Faculty from institution

Faculty Members: One Faculty from each department including coordinator.

Student Members: One Student from each department at III Year level from UG and at I Year level from PG

Frequency of meeting: once in a semester and whenever needed.

OBJECTIVES:

- To inculcate the need for and importance of Enterprise Development and promote culture of innovation to enterprise among the students by consistent training and motivation.
- Provide the facilities and training for the skill development with formal education to inculcate technical as well as managerial skills to become competent entrepreneur.
- To foster better linkages between Industries, Leading educational Institutions and R&D institutions in the region and other related organizations engaged in promoting Small & Medium Enterprises (SMEs) including NGOs and other Voluntary Organisations.
- To identify the various opportunities in different sectors of business and inculcate the entrepreneurial competencies required to start a business in the particular sector.
- To motivate the students in preparation of Business Plan and to participate Business Plan Competitions at various levels.

FUNCTIONS:

To achieve the above-mentioned objectives, the following functions are framed.

- Entrepreneurship Awareness Camps (EACs)
- Entrepreneurship Development Programs (EDPs)
- Faculty Development Programs on Entrepreneurship (FDPs)
- Entrepreneurship & Skill Development Training Programs (ESDTPs)
- Technology Entrepreneurship Development Programs (TEDPs)
- Guest Lectures & Seminars on Entrepreneurship
- Visits to various industries for prospective entrepreneurs.

2. PLANNING

2.1 HUMAN RESOURCE PLANNING:

2.1.1 The Principal shall assess in April every year the staff requirement for the subsequent academic year.

2.1.2 He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.

2.1.3 The teacher-student ratio shall be **1:20**, and for this purpose, the Professor shall also be included in counting the number of teachers.

2.1.4 The minimum contact hours during the week for each category shall be maintained as follows:

Professors - 12

Associate Professors - 16

Assistant Professors - 20

Management under the Principal, the HOD concerned and two experts from the relevant field.

2.2 RECRUITMENT:

2.2.1 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:

- a) Advertisement in the Newspapers
- b) Files maintained for storing the unsolicited applications
- c) Application received through website notification
- d) Invitation
- e) Promotions from amongst the existing staff

2.2.2 The committee deems it fit, may also conduct walk in Interviews for augmenting the required candidates.

2.2.3 The committee shall short list the candidates in the following processes:

- Personal Interviews including demonstrations

2.2.4 The committee shall finalize the short-listed candidates and submit their recommendation along with the Personal data sheets/Bio data of the candidates to the Principal and the Chairman for appointment.

2.2.5 An Offer of appointment shall be released by the Principal/Chairman in the **Form 1** appended to this manual.

2.2.6 ME/M.Tech 1st Class Graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. M.Sc./MA/M.Com./MBA with additional M.Phil. Qualification, 1st Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept.

2.2.7 Ph.D with 1st Class in BE/B.Tech or ME/M.Tech with three years teaching/ industry/research experience or ME/M.Tech from Industry/Profession with minimum five years of research experience is eligible for appointment as **Associate Professor**.

2.2.8 Ph.D with 1st Class in BE/B.Tech or ME/M.Tech with ten years teaching/ industry/ research experience or ME/M.Tech from Industry/Profession with minimum ten years of research experience is eligible for appointment as **Professor**.

2.3 ORIENTATION:

2.3.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal/Head of the Department on the day of his/her joining.

2.3.2 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.

2.3.3 He will also take him/her on a tour to the campus, explaining him/her the code of conduct, to be observed in the College and also about the facilities.

2.3.4 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.

2.3.5 The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

2.4 JOB RESPONSIBILITY:

2.4.1 The workload is allotted to the faculty members as per AICTE norms.

2.4.2 Teachers have to perform a variety of tasks which include.

a. Academic

- i) Teaching & Lab. Instruction
- ii) Development of Laboratory, Curriculum and Resource Material
- iii) Evaluation of students in the college and University Exams.
- iv) Participation in the curricular and co-curricular activities
- v) Self-development through upgrading qualification, knowledge and skills.

b. R & D and Consultancy

- i) R & D Activities including Guidance
- ii) Providing consultancy and Testing services
- iii) Promotion of Institute Industry Interaction

c. Administration

- i) Academic and Administrative Management.
- ii) Design and Development of new programmes & Promotional activities.
- iii) Mobilizing resources for the Institution.

d. Extension

- i) Guiding the students in overall character development.
- ii) Extension services by interacting with Society & Community.
- iii) Providing technical support in areas of social relevance.

3. SALARY, INCENTIVES

3.1 POSITIONS AND PAY SCALES

3.1.1 The College will have the following positions of hierarchy in the teaching departments:

1. Principal
2. Special positions, including Deans, Directors, and Vice Principal
3. Professors
4. Associate Professors and
5. Assistant Professors

3.1.2 Additionally, each department shall have support staff like Lab Assistants, Department Clerks and Department Attendant.

3.1.3 The College Office will have the following positions of hierarchy in the administrative department.

1. Admn. Officer/Office Superintendent
2. Librarian
3. Library Assistant
4. Physical Director
5. Stenographer
6. Office Assistant / Clerk
7. Attender
8. Driver
9. Scavenger
10. Sweeper



I) The Scales of pay for various teaching positions will be as follows:

a. Principal and Special Positions....

Pay as per AICTE norms, commensurate with the qualifications and experience.

b. Professor Rs 43,000 – 67,000 + AGP 10000

c. Associate Professor Rs 37,400 – 67,000 + AGP 9000

d. Assistant Professor Rs 15,600 – 39,100 + AGP 6000

3.2 DEARNESS ALLOWANCE / INCREMENTS:

3.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties with the exception of those in consolidated pay category.

3.2.2 Management can also decide other allowances for Professor, Principal and Special posts.

3.2.3 Staff Members are eligible for the increments prescribed at the end of 12 months service in the Institution. The Increments will be effected **TWICE** in a academic year, i.e. in the months of January and June.

3.2.4 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

ANNUAL INCREMENT POLICY

i. Performance in terms of pass percentage in university examinations for the subjects taught during academic year.

ii. Paper publications at national/international conferences and journals.

iii. Participation in workshops, seminars, conferences etc.

iv. Participating in co-curricular / extracurricular/ academic/ administrative/ student centric activities

v. Consultancy and R&D activities undertaken by faculty.

3.3 INCENTIVES AND REWARDS FOR FACULTY & STAFF :

3.3.1 Employees Provident Fund (EPF)

The members of the staff on permanent establishment are enrolled under EPF scheme and the contribution as fixed by the Government is deducted from their salary. The management makes an equal contribution.

3.3.2 Incentives & Awards

3.3.2.1 Academic Incentives

Awards are instituted for the faculty as well as supporting staff members. These awards are in the form of Promotions, increments, cash, Laptops etc.

Staff members are selected for these awards based on their performance, conduct and commitment in their academic activities as well as their involvement in the developmental activities of the department and the college.

Cash Awards for UG Faculty based on performance.

100% pass percentage in technical course - Rs.5,000/-

100% pass percentage in non-Technical course -Rs.3,000/-

90% and above pass percentage in the theory course -Rs.1,000/-

90% and above pass percentage in non-Technical course - Rs.2,000/-

Similarly bright students are also encouraged and motivated.

Students who win in all student activities like Sports, Paper presentations, Cultural activities etc. are encouraged by reimbursing full T.A & D.A.

3.3.2.2 R & D Incentives

All the faculty members are hereby informed that, faculty members are encouraged by reimbursing the total registration fee towards faculty development programmes/ National Conference / International Conference along with on duty facility.

To encourage the faculty in Research and development activities the following incentives will be given along with On Duty facility.

I) Publication in Scopus indexed Journals Q3 / Q4 / Web of Science / Book Chapters / textbook

If authored by only one Author -Rs.10,000/-

1) If authored by only two Authors

1st Author will be paid - Rs.6,000/-

2nd Author will be paid - Rs.4,000/-

HUMAN RESOURCE POLICY BOOK

2) If authored by three Authors

1st Author will be paid - Rs.5,000/-

2nd Author will be paid - Rs.3,000/-

3rd Author will be paid - Rs.2,000/-

3) If authored by four Authors

1st Author will be paid - Rs.4,000/-

2nd Author will be paid - Rs.2,000/-

3rd Author will be paid - Rs.2,000/-

4th Author will be paid - Rs.2,000/-

II) Publication in Scopus indexed Journals Q1 / Q2 /SCI Journals

1) If authored by only one Author -Rs.20,000/-

2) If authored by only two Authors

1st Author will be paid - Rs.12,000/-

2nd Author will be paid - Rs.8,000/-

3) If authored by three Authors

1st Author will be paid - Rs.10,000/-

2nd Author will be paid - Rs.6,000/-

3rd Author will be paid - Rs.4,000/-

4) If authored by four Authors

1st Author will be paid - Rs.8,000/-

2nd Author will be paid - Rs.4,000/-

3rd Author will be paid - Rs.4,000/-

4th Author will be paid - Rs.4,000/-

III) Patent published in National or International

1) If authored by only one Author -Rs.20,000/-

2) If authored by two or more - Rs.8,000/-

2nd Author to last Author - Rs.5,000/-

(Total must be \leq Rs.20,000/-)

Note: 1) The above incentives are applicable for the Authors who published their papers on or after 01-10-2021.

2) Authors must enclose copy of the full length paper / article / patent with ISSN Number, Name of the Journal, Title of the Paper, page numbers and author position and submit to the Director, R&D.

3) Published journals must be in Scopus database at the time of publication.

3.3.3 Faculty Development

Since the development of good students depends on the quality of teachers, members of faculty are given necessary encouragement to improve their competence in various areas. The plan for such faculty development envisages.

- Deputing staff regularly for quality improvement programmes, Seminars, Conferences, Workshops, Summer and Winter continuing education courses.
- Providing opportunity to involve in research or developmental activities of their choice in the department and at the Institutional level.
- Identifying teachers with special talents and competence and encouraging them by honouring them with awards, monetary benefits etc.
- Encouraging teachers to conduct training courses for personnel in Industries / Educational Institutions.
- Motivating teachers to organize Seminars, Conferences, Summer and Winter Schools etc.

Faculties are encouraged by reimbursing the total registration fee towards faculty development programmes along with on duty facility.

3.3.4 Transportation and Working Lunch

All faculty and staff shall be provided transportation facility through college buses and can avail working lunch in college mess at subsidized rate.

3.3.5 Insurance

All faculty and staff are covered under personal accident group insurance and ESI is provided for eligible staff.

4. LEAVE

1. Leave of any kind cannot be claimed as a matter of right and will be granted only at the sole discretion of HOD/PRINCIPAL.
2. Any leave under these rules can be granted in combination with or in continuation of any other kind of leave, except casual leave.
3. No leave shall be granted beyond the date on which an employee must compulsorily retire.
4. They are deemed to have come into effect as per the calendar year.
5. Leave account of each employee is maintained separately by the Admin. Office
6. Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misbehaviour inviting disciplinary action.
7. An employee, on leave, cannot take up any service or accept any other employment or remuneration.
8. Application for leave on medical ground shall be accompanied by a Medical Certificate by a Registered Medical Practitioner.
9. Any employee on leave or on vacation can be called back to duty, in case of exigencies
10. All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency, it can be availed before sanction. As far as possible, it is obligatory to the employee to inform the sanctioning authority about his availment of casual leave.

4.2 Casual Leave:

15 days of casual leave in a year for the staff members who have completed 1-year service but proportionate to the Service put in by the employees during the year of initial recruitment. Staff members have completed 10 years of service in the Institution can avail a maximum of 20 casual leaves in a Calendar Year.

4.2.1 Special Causal Leave

To encourage faculty towards Ph.D. for subject to maximum of 2 months for the completion of their Ph.D.

One week extra casual leave is sanctioned towards marriage of Staff who completed a minimum of two years' service in the Institution.

4.2.2 Extraordinary Leave

1. Extraordinary leave shall be left without salary. It may be granted when no other leave is by rule, admissible or when other leave is admissible, the employee applies in writing for the grant of extraordinary leave.
2. The duration of extraordinary leave on any one occasion shall not exceed 3 months without a medical certificate, 6 months where the employee has completed continuous services of not less than one year on the date of expiry of leave and the request for such leave supported by a medical certificate and two years for the purpose of higher studies or undergoing any professional training, provided the employee has completed three years of continuous service.
3. Prior approval of the Management shall be taken before sanctioning the study leave.

4.3 Maternity Leave:

1. A female employee may be granted maternity leave on no pay for a period of 6 months from the date of its commencement.
2. This benefit is given only twice.
3. Staff members availing this leave have to give an undertaking before availing leave that they will work for a minimum period of 2 years after their return from leave.
4. Maternity leave not exceeding six weeks may be granted in case of miscarriage or abortion including induced abortion provided that the application for leave is supported by a medical certificate.
5. Maternity leave shall not be admissible to a female employee who has two or more living children.
6. Maternity leave may be combined with vacation or any other kind of leave except casual. Such leave not exceeding 60 days may be granted without production of medical certificate.
7. The Maternity leave shall not be debited against the leave account.

4.4 Vacation:

Summer shall be declared every year as per exigency of works for all faculty and staff.

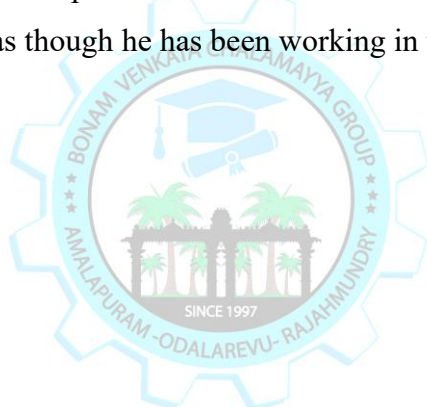
4.5 On duty assignments

- 4.5.1 The College can permit any staff member to take special assignments with

other Colleges or industrial units, for specific period of time or to attend seminars or training programs.

4.5.2 The period of absence due to such assignments shall be treated in the following manner:

- a. Where the assignment is under arrangement between the College and the other unit, the staff will continue to receive the pay and perquisites from the College.
- b. Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the College.
- c. Under such circumstances, the Principal/Chairman/ Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the College.
- d. Where the Staff is proceeding on a training programme duly sponsored by the College, the entire period will be treated as on duty and he /she will be eligible for the pay and perquisites as though he has been working in the College during such period.



BVC

GROUP OF INSTITUTIONS

5. PROMOTIONS

PROMOTION POLICY:

5.1 All promotions shall be considered based on merit- cum – seniority basis.

5.2 The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.

5.3 The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

5.4 Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position**, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

- a. Asso. Prof: 5 years' experience with ME / M.Tech. or Ph.D.
- b. Professor: 5 years of service as Associate Professor or Ph.D. with 3 years' experience.

5.5 Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

5.6 All decisions on promotions shall be taken up from the month of June every year.

GROUP OF INSTITUTIONS

6. RETIREMENT

6.1 Retirement from Service

6.1.1 All teaching and non-teaching staff shall retire on completing the age of superannuation, which is as per AICTE/UGC for teaching as per state government rules.

6.1.2 When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.

6.1.3 The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.

6.1.4 If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.

6.1.5 The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

6.2 Retirement benefits:

6.2.1 All employees who are coming under the purview of the Employees' Provident Fund legislation shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.

6.2.2 The College shall contribute 12% of the pay, subject to the ceiling of Rs 1800 per person, towards the Employer's contribution to the EPF Scheme.

6.2.3 The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employee's contribution to the EPF Scheme

6.2.4 The College shall remit both the contributions as stated above to the EPF Scheme authorities.

6.2.5 The College shall pass on the annual statements about the Employee, as released by the EPF authorities to the concerned employee.

6.2.6 The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.

6.2.7 The College shall also pay to the employee the following benefits at the time of his/her retirement:

- a. Encashment of Salary towards accumulated leave on his/her annual leave account.
- b. Arrears of Salary, if any, payable.

7. DISCIPLINE AND GRIEVANCE PROCEDURE

7.1 Code of Conduct for Teachers:

7.1.1 Teachers shall be at the appointed classroom at the appointed time without any exception.

7.1.2 Every teacher shall take attendance at the beginning of the teaching hour.

7.1.3 Every teacher shall close the hour punctually at the end of the hour.

7.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be taking correctional action if it is within his/her power, or reporting the matter to the Principal

7.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.

7.1.6 Faculties and staff members shall not engage themselves in other activities/ businesses, which affects their effective contribution in the Department and the College.

7.1.7 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favouritism.

7.1.8 Teachers shall maintain a respectable work conduct in terms of:

- a. Preparation for the day's Classes, with latest information added to earlier course content.
- b. Keeping all teaching aid material required for conducting the class in an orderly manner.
- c. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- d. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- e. Ensuring the orderly arrangement of Classroom and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- f. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

7.1.9 Teachers shall observe good personal conduct in terms of:

- a. Not using any abusive language towards students, fellow teachers, parents and other members of public.
- b. Not entering into quarrels, fights or any act of disrespectable nature.
- c. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- d. Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution?

7.1.10 Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6.

7.2 DISCIPLINARY PROCEDURE:

7.2.1 Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action.

7.2.2 If a teacher commits an act of misconduct or misdemeanour by violating the code of conduct, any one can report in writing to the Principal.

7.2.3 The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.

7.2.4 If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

7.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the office and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

7.2.6 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

7.2.7 The course of action for disciplining a teacher shall be under the following categories:

- a. Memo and Censure.
- b. Warning in writing, with recovery of money, where financial loss is involved in the act.
- c. Suspension from work without remuneration.
- d. Any staff member receiving more than two memo or warning will be given punishments mentioned in c.

7.2.8 Where the punishment proposed is in the categories c under Section 6.2.7, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

7.2.9 The Principal shall report the proceedings periodically to the Chairman.

7.3 GRIEVANCE PROCEDURE:

7.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

7.2.10 The Grievance Committee shall be composed of three persons senior faculty and Principal.

7.2.11 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

7.2.12 The grievance committee shall:

- have a Coordinator, to monitor the proceedings
- meet once every month on a stipulated day and time

7.2.13 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

7.2.14 The Coordinator of the Grievance Committee shall include such grievance as an item of the agenda in the next monthly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

7.2.15 The grievances shall be redressed immediately by the committee and by the Chairman.

7.2.16 The Coordinator shall record and maintain the minutes the meetings.

GROUP OF INSTITUTIONS

8. CONSULTING, R&D AND TEACHING ASSIGNMENTS

8.1 Consultation & R&D:

8.1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.

8.1.2 The teacher shall undertake such assignments.

- When the College is approached for such help and the College assigns such engagement to the particular teacher or

- When the teacher himself/herself is approached by the outside agency for such help.

8.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.

8.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

8.1.5 The teacher shall also associate other members of the faculty in working on the assignments.

8.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

a) Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).

b) In all other cases like consultancy assignments, it shall be 80:20 (20% to College).

8.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman/ Correspondent.

8.1.8 The Project Co-Ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

8.2 Teaching assignments:

The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:

a. A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

b. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.



BVC

GROUP OF INSTITUTIONS

9. INHOUSE R&D AND SEMINARS/WORKSHOPS

9.1 In-house R&D:

9.1.1 The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.

9.1.2 Staff members can submit their proposals through the Head of the Department and can avail the components/advanced equipment/software's etc towards developing a prototype or model.

9.2 Seminars/Workshops:

9.2.1 The College encourages its faculties to organize Seminars and Workshops for the benefits of fellow teachers and students.

9.2.2 The Management provides funds for programs organized by the Department.



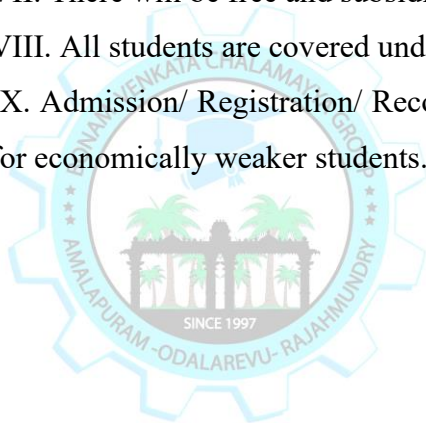
BVC

GROUP OF INSTITUTIONS

10. INCENTIVES - STUDENTS

The Management is pleased to announce the following incentives and rewards for Students:

- I. Student securing 1st and 2nd Ranks in a Year, Rs 1000/- and Rs 500/- Cash awards and additional library tokens (But have to get minimum 80% Marks).
- II. Students achieving/maintaining 1st and 2nd ranks are eligible for 25% FEES WAIVER during the subsequent year (But have to maintain minimum 85% Marks).
- III. For any University Rank holder (Top 3 Positions), 50% Fees will be refunded. For Others (4..10 Positions), 25% Fees will be refunded.
- IV. There will be a BEST-OUTGOING AWARD
- V. There will be BEST STUDENT AWARD (Department-wise).
- VI. 50% of Professional Society Fees (annual) will be paid by Management for Students with 80% aggregate.
- VII. There will be free and subsidized add-on skills programs as per Industries Requirements.
- VIII. All students are covered under General Accident Group Insurance policy.
- IX. Admission/ Registration/ Recognition fees and Transportation fee are waived of partially for economically weaker students.



BVC

GROUP OF INSTITUTIONS

Annexure I
Form of appointment letter

APPOINTMENT LETTER

NO. BVCITS/SST/ /2013/ Dt:

TO
Mr.

PROCEEDINGS OF THE PRINCIPAL

Present:

Sub: BVCITS - Estt. - Teaching faculty - Appointment - Orders - Issued.

Ref: 1) His application

2) Selection Committee Proceedings No. BVCITS/Estt/Teaching Staff/Proc./2012/ / ,dt. .

As per the recommendations of the Selection Committee Mr. -----is appointed as Assistant Professor / Associate Professor / Professor in the department of -----Engineering of this institution with basic of Rs. -----/- P.M in the scale of Rs .-----. He is also eligible to draw D.A, H.R.A & other allowance as applicable at this institution.

The following are the conditions governing the appointment:

1. The appointment is terminable with one month's notice from either side or by payment of one month's salary in lieu thereof with the condition that relief will not take place during the semester.
2. The Original degree and other certificates will have to be deposited with the institution at the time of reporting to duty.
3. The appointee shall abide by the rules and regulations, code of conduct and service conditions of this institution as applicable to the employees from time to time.
4. He shall carry out all the academic and other duties as assigned to him by the Head of the Department, the Principal or the Management and shall not undertake any job or activity with or without Remuneration without the prior consent of the Management.

The candidate may report to duty immediately.

PRINCIPAL

CC to Individual

CC to Personal File

CC to Secretary's File

Annexure II Form of joining report

JOINING REPORT

Amalapuram
Date: --/--/----

From

To
The Principal,
B.V.C. Institute of Technology and Science,
BATLPALEM – 533 221
AMALAPURAM.

// Thro' Proper Channel //

Sir,

Sub :- Joining Report as -----
in the ----- Engineering
Department / Office of the
Principal – Reg. -----

Ref:- Your Appointment Order No. :-----

Dated:-----

With reference to the above Appointment Order, I report to duty as-----
in the-----Engg.
Department / Office of the Principal in the FN / AN of .-----

Thanking you,

Yours faithfully,

()

Annexure III

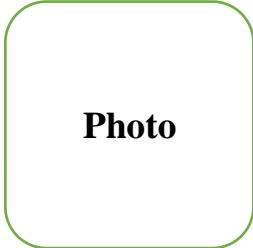
FORM OF STAFF DATA SHEET

BVC INSTITUTE OF TECHNOLOGY & SCIENCE

(Approved by AICTE, New Delhi, Affiliated to JNTUK:Kakinada)

BATLAPALEM-533221, AMALAPURAM, E.G.Dt., A.P.

STAFF PROFILE



1. Surname:

2. First Name:

3. Middle Name:

4. Gender:

Male / Female

5. Father's Name:

6. Mother's Name:

7. Address Line -1:

8. Address Line-2:

9. Postal Code:

10. City / Village:

11. State:

12. Religion:

13. Caste:

14. Date of Birth:

15. PAN:

16. Aadhar Card (UID):

17. Enrolment ID (EID):

18. STD Code :

19. Land Line :

20. Mobile Phone :

HUMAN RESOURCE POLICY BOOK

21. E-mail Address :
22. Fax Phone :
23. Exact Designation :
24. Branch :
25. DA % :
26. Faculty Type : UG / PG
27. Date of Joining :
28. HRA in Rs. :
29. Gross Pay per month :
30. Pay Scale :
31. P.F. Number :
32. Basic Pay in Rs. :
33. Other Allowances in Rs. :
34. Doctorate Degree :
35. PG Degree :
36. UG Degree :
37. Other Qualifications :
38. Areas of Specialization :
39. Teaching Experience in Years :
40. Research Experience in Years :
41. Bank Account Number :
42. Bank Name :
43. Bank Branch Name :
44. IFSC Code :
45. National Publications :
46. Patents :
47. No. of PG Projects Guided :
48. No. of Doctorate Students Guided :
49. International Publications :
50. No. of Books Published :
51. Is physically handicapped :

52. First Year / Common Subject Teacher:

53. First Year / Common Subject :

54. Would you like to work as Expert Member on various committees of AICTE :

55. Have you ever applied to AICTE for any grants / assistance :

SIGNATURE OF THE STAFF MEMBER



Annexure IV
Form of Show cause notice

Date:

To

SHOWCAUSE NOTICE/MEMO.

It has been reported against you that on..... at...you have..... the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken expert.

Principal.

Enc: Copy of the original report.

GROUP OF INSTITUTIONS

Annexure V

FORM OF RETIREMENT

Date:

To

Dear Prof./Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation.
on....and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this
academic year and you will be retired from service on April 30,

The College places on record the services rendered by you for ...yrs. and ...months, and we
wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully,

Principal.

GROUP OF INSTITUTIONS

Annexure VI
ETHICAL STANDARDS FOR TEACHERS

A Teacher



HUMAN RESOURCE POLICY BOOK

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
 - to respect parents, teachers, elders
 - to express the love of brotherhood to fellow students
 - to accept and extend due respect to every religion and social grouping
 - to love the Nation and commit their endeavors to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have the urge to excel in professional expertise A Teacher
- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.

A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help.
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow teachers, students or any other member of society.
- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system
- shall always Endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.