



Hand Book
Administrative
&
Human Resources Policy

Sri Sivani College Of Engineering
Chilakapalem Jn., Srikakulam.

FOREWORD

Knowledge leads to empowerment. Knowledge can be gained only by education. As it is said, “Face is the index of mind”, this hand book is intended to serve as a ready reckoner for all the students and staff members. Though abridged, it will lucidly present and orderly put forth the various aspects relating to admission procedure, students discipline and the various benefits offered to them in the college. It clearly indicates the service conditions of the staff members. A gist of welfare activities provided to both students and staff members is also included in this book.

The main motto in bringing out this book is to remove the ambiguity of admissions, discipline, service and other conditions in this college. This abridged book will certainly bridge the gap between the general public and college. Any suggestions are welcomed to improvise this book in the next edition.

Table of Contents

About the College	01
Vision	01
Mission	01
Quality Policy	01
Governing Body	01-02
Administrative structure	03
1. Student Discipline Policy	04-05
➤ General rules	05
➤ Attendance & Promotion Policy	05
➤ Identity card	05
➤ Dress code	05
➤ Ragging	05
2. Admission Policy	06
➤ Courses offered and Intake	07
➤ Admission procedure	07
3. Service Policy	08-12
➤ Staff pattern	08
➤ Qualification	08
➤ Recruitment and Selection	09
➤ Joining report	09
➤ Teaching days and workload	09
➤ Working days and timings	09
➤ Maintenance of academic books & registers	10
➤ Salary and Pay scales	10
➤ Benefits extended to staff members	11
➤ Resignation procedure	12
4. Leave Policy	13-16
➤ Casual leave	13
➤ Earned leave	13
➤ Compensation Casual Leave	14
➤ On duty	15
➤ Maternity leave	15
➤ Summer vacation	15
➤ Medical leave	16
➤ Special leave	16

5. Staff Conduct Policy	17-20
➤ Conduct rules for teaching and non-teaching staff	17
➤ Duties and responsibilities of Principal & other Staff	17
➤ Duties and responsibilities of Non-Technical staff	18
➤ Duties and Responsibilities of College Committees	20
6. General Guidelines	21-22
➤ Teaching staff	21
➤ Non-teaching staff	22
7. Library Policy	23-24
➤ Working hours	23
➤ Admission to library	23
➤ Book issues policy	21
➤ Other rules and regulations	23
➤ Use of E-learning centre	24
8. Welfare Measures Policy	25-26
➤ Student welfare measures	25
➤ Staff welfare measures	26
9. Awards and Rewards Policy	27
➤ For Students	27
➤ For Teachers	27
10. Grievances Policy	28
11. CSR Policy	29

ABOUT the COLLEGE

Sri Sivani College of Engineering (SSCE) was established in the year 2006 by Sri Sivani Educational Society, Srikakulam District, Andhra Pradesh. The College is approved by AICTE, Delhi and is permanently affiliated to Jawaharlal Technological University, Kakinada. It is an ISO 9001-2015 Certified Institute.

SSCE offers quality education and technical competencies on the strong foundation of values, ideals and rich culture to the students across the country and beyond. SSCE attempts to integrate classroom learning with industry exposure to ensure the application of knowledge during the course of study itself. The objective is to prepare young students to act as leaders for the promotion of the economic and industrial growth of the country and to play a creative role in society.

SSCE focus on imparting skills on cutting edge technologies to our students. Quality research in the areas of science and technology is given considerable importance here. Our major strength comes by forging strong industry academic linkage. The institute celebrates freedom of taught, cultivates vision and encourages growth and also inculcates human values and concern for the environment and society.

VISION

To be an institute of eminence, to produce highly skilled, globally competent technocrats.

MISSION

- Providing high quality, real world, industry relevant, career oriented, professional education to rural students towards their excellence and growth.
- Serving as a center of technical excellence, creating globally competent, human resources with ethical and moral values.

QUALITY POLICY

Sri Sivani educational committed to create quality professionals in order to meet emerging industrial and society needs through a system of quality assurance and to continuously address, monitor and evaluate the quality of education through an effective teaching and learning process

GOVERNING BODY

The governing body which is constituted as per AICTE and trust norms is unambiguously and collectively responsible for overseeing the institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved. The body meets twice a year and proceedings of the meetings should be maintained properly. Its responsibility can be divided into:

- To monitor and evaluate the teaching programs in the college and suggest remedial

measures, to improve the academic performance to confirm to the standard of teaching and the progress of studies in the college as laid down by the University.

- To appoint the Principal/Director, the teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.
- To monitor faculty deployment and development, placement and industry-institute interaction activities in the institute/college and suggest remedial measures wherever necessary.
- To approve yearly budget and to sanction budgets for major purchases of the institute.
- To accord approval for appointment of teaching and non teaching staff required for smooth functioning of the academics.
- To give necessary approval for appointment of additional staff for value added activities.

The College is governed by the Board of Governors, the constitution of which is shown below:

S. No	Name of the Member of B0G	Designation	Position
1	Sri V. M.M.Sai Nadh Reddy	Chairman	Member
2	Sri J.Surya Chandra Rao	Vice Chairman	Member
3	Sri K.Durga Srinivasa Rao	Secretary	Member
4	Sri P.Durga Prasad Raju	Jt.Secretary	Member
5	Sri D.Venkata Rao	Treasurer	Member
6	Sri S.Srinivasa Rao	Correspondent	Member
7	Sri. T.Satyannarayana	Regional Joint Director	Member
8	AICTE Director or his nominee	Member	Member
9	Dr G.Tulasi Rao	Professor Dept of Commerce Dr.B.R.A.U	Member
10	D.Vivekanandh Raju	Executive Director, Vizianagar Bio Tech Ltd.,Nathavalasa	Member
11	Dr Swami Naidu	Associate Professor in Civil Engineering UCEK JNTUK	Member
12	Sri.P. Rajasekhar	Principal, Govt Polytechnic SBTET	Member
13	Sri G.Chinnam Naidu	Managing Director, Vedamatha Cold Storage Srikakulam	Member
14	Sri P.Rama Rao	Faculty	Member
15	Dr. B.Murali Krishna	Principal	Member

ADMINISTRATIVE STRUCTURE

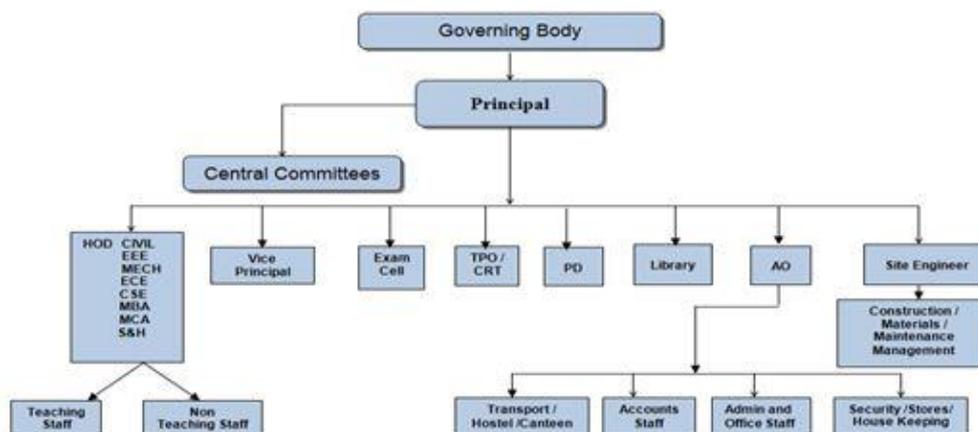
Administrative Procedure

The Executive Committee is the supreme body, comprising of board of Directors headed by the Chairman of the society. The Executive Committee resolves decisions related to required infrastructure, introduction of additional courses, variations in intake capacity in the existing institution, major financial provisions, etc.

Principal is the administrative head and responsible for smooth administration and academic activities at the day to day level in the Institute. The Heads of various Departments report the Principal of all the matters of their respective Departments, viz, administrative, academic, laboratories, session budget, etc. The Training and placement Cell gets prior sanction of the plans pertaining to company visits, placement and training activities for students and staff.

The Director Academics looks after the academic matters (UG&PG), academic audits, Sessional exams, Students feedback and reports to the Principal. He is responsible for matters related to administrative activities concerning academic departments.

The Manager looks after the overall administrative activities for smooth functioning of the institute. The office staff will assist the manager in the smooth functioning of the office matters.



1. STUDENT DISCIPLINE POLICY

General Rules:

The rules and the code of conduct are framed to facilitate and support learning environment for the students. Violating the rules may lead to inconvenience and initiation of strict disciplinary action. Everybody associated is supposed to adhere to the rules framed to build work friendly environment.

Attendance and Promotion policy:

Attendance of the students for theory and practical classes as mentioned by the affiliating University should be minimum of 75%.

- Students are expected to attend all the classes for which they have registered.
- Disciplinary measures are imposed for violation of the attendance policy.
- When a student returns after any absence, the class teacher will remind the student of the Attendance Policy and the serious consequences of poor attendance.
- When a student is absent for more than one week to a course, the department will issue either a verbal warning to the students or a written warning to their parents regarding poor attendance.
- When a student is absent even after receiving the first warning, and absence is more than 10% of the time allotted to the course, the college will issue a final warning indicating that further absence will result in the detention of the student from the course.
- A copy of the letter will also be placed in the student's file.
- As per the JNT University guidelines the Promotion Policy is:
- Students are promoted to next semester or entertained for writing the examinations if he secures more than 75% attendance during the semester.
- If he secures between 65% and 75% he can be promoted to next semester or entertained to write the examination on medical grounds by paying condonation fee as per the rules of JNT University, Kakinada.
- However, incompleteness of the term work and attendance less than 65% leads to detention.

Identity Card:

An identity card issued at the time of admission is mandatory for the students to carry while in the campus.

Dress code:

A decent dress code is implemented for Girls and Boys students while on campus. However Saturday is exempted for washing and maintenance purpose. So they can have ordinary dress on that day.

Ragging:

The management is committed to make SSCE a ragging free campus. Ragging is strictly prohibited as per the Ragging Act. Those involved shall be penalized accordingly. Nature of ragging and punishments according to the act are as follows:

Nature of Ragging	Punishment
Teasing, Embarrassing and Humiliating	Imprisonment upto 6 months or fine upto Rs.1,000/- or both
Assaulting or using criminal force or criminal intimidation.	Imprisonment upto 1 year or fine upto Rs.2,000/- or both
Wrongfully restraining or confining or causing hurt.	Imprisonment upto 2 years or fine upto Rs.5,000/- or both
Causing grievous hurt, kidnapping or rape or committing unnatural offence.	Imprisonment upto 5 years or fine upto Rs.10,000/- or both
Causing death or abetting suicide.	Imprisonment upto 10 years or fine upto Rs.50,000/- or both

Note:

1. A student convicted of any or the above offences will be expelled from the college.
2. A student imprisoned for more than six months for any of the above offences will not be admitted in any other colleges.
3. A student against whom there is prima facie evidence of ragging in any form will be suspended from the college immediately.

The college has constituted an Anti-Ragging Committee which looks after the ragging cases and give solace to the victims and see that such cases will not be repeated in future. Hence, the ragging suffered students can meet any one of the anti-ragging committee members and report about ragging or they can visit www.srisivani.com

The students are advised to take this opportunity and bring any ragging cases to college authorities without any fear or prejudice to make our college a free ragging campus.

2. Admission POLICY

Courses Offered and Intake

Currently the college is offering two Diploma courses, four undergraduate courses and one postgraduate programme.

Course	Intake
Diploma Courses:	
Mechanical Engineering	60
Civil Engineering	60
Electrical and Electronic Engineering (EEE)	60
Under Graduate Courses (B.Tech.):	
Electronics and Communication Engineering (ECE)	120
Electrical and Electronic Engineering (EEE)	120
Computer Science & Engineering(CSE)	120
Mechanical Engineering(MECH)	120
Civil Engineering(CIVIL)	60
Post Graduate Programme:	
Master of Business Administration (MBA)	60
Master of Computer Application(MCA)	60
M TECH-CSE	18
M.TECH-SE	18
M.TECH-DECS	18
M.TECH-VLSI	18
M.TECH-PE	18

Admission procedure

- Diploma Courses:** All eligible candidates have to take a common entrance test (CEEP) conducted by the State Government of Andhra Pradesh. Candidates will be selected for the admission into these courses on the basis of the merit rank got by the candidates in the common entrance test.
- UG Courses (B.Tech.):** 70% seats of the sanctioned intake are filled-in through EAMCET (Engineering Agriculture and medicine Common Entrance Test) for UG Courses carried out by the State Government of Andhra Pradesh. Rules regarding admission process are available in the information broacher of the APSCHE (Andhra Pradesh State Council of Higher Education) and Institute's prospectus as well. Remaining 30% seats are filled-in at institute level as per the rules. Admission process is available in the information broacher of the APSCHE (Andhra Pradesh State Council of Higher Education) and Institute's prospectus.
- MBA Programme:** 70% seats of the sanctioned intake are filled-in through ICET (*Integrated Common Entrance Test*) for MBA Programme carried out by the State Government of Andhra Pradesh. Rules regarding admission process are available in the information broacher of the APSCHE (Andhra Pradesh State Council of Higher Education) and Institute's prospectus as well. Remaining 30% seats are filled-in at institute level as per the rules. Admission process is available in the information

broacher of the APSCHE (Andhra Pradesh State Council of Higher Education) and
Institute's prospectus.

3. Service policy

Staff Pattern

The staff pattern, the cadre structure and the students – staff ratio will be followed according to the norms given by AICTE/Jawaharlal Technological University/UGC.

1. **Teaching Staff:** As per AICTE norm the cadre ratio is 1:2:6 and the teacher student cadre ratio are 1:15.
2. **Non-Teaching Technical Staff:** The desirable ratio of non-teaching (Lab/Technical Assistant) staff should be one lab assistant per lab or essential one lab assistant per two labs.
3. **Non-Teaching Administration Staff:** The recruitment for Non-teaching (non technical) comprises all staff except non teaching (Technical). It comprises of Manager to Peon recruitment.

Qualification

The prescribed minimum qualifications and experience requirements for the various teaching posts will be on the norms of AICTE and Jawaharlal Technological University, Kakinada. For Non-teaching post requirements will be based on the department's request.

1. Professor:

- Must be completed Ph.D.
- Must have Ten years of experience in Industry/teaching field or both.
- The management can offer eminent faculty as Professor, who has large contribution in the area of Research and Development and having huge experience with sound expertise.

2. Associate Professor:

- Either completed or pursuing Ph.D.
- Must have Ten years experience in Industry or in teaching field or in both.
- Contribution towards Research and Development and having huge experience with sound expertise.

3. Assistant Professor:

- Must be completed UG & PG in respective branch with first Class (these qualifications are subject to change as per AICTE norms).
- Experience in Industry or in teaching field or in both may be given due weightage.

4. Technical Staff:

- It comprises of Technical assistants, Lab assistants, Workshop Instructors, Network administrators, Computer Programmers, Library Assistants, and Electricians.
- They must have completed diploma and relevant experience in the field.

5. Administrative Staff:

- It comprises of Manager, Office Superintendent, Accounts Officer, Stores and Purchase Officer, Medical officers, Hostel Wardens, Assistants, Clerks, Data Entry Operators, and Front Office Executives and receptionist.
- Must have a degree or PG in the relevant field.

6. Supporting Staff:

- It comprises of Lab Attendants, Peons, Drivers, Watchmen, Sweepers, Gardeners, Plumbers and other assistants.

Recruitment and Selection

- The recruitment of staff members to all cadres shall be strictly on merit and by open selection through open advertisement in leading news papers.
- Scrutiny of applications received till the last date mentioned in the advertisement.
- Fixing of schedule for conduct of interview and intimating to candidates about the date and time of interview.
- Reporting of candidate and verification of the certificates.
- The selection is made by a Competent Selection Committee duly constituted by the Management, consisting of representatives from the Management, Administration, Department and External Experts.
- The recommendations of the Committee are to be approved by the Chairman of the trust after which appointment orders will be issued.
- Internal candidates will also be permitted to apply for higher posts, provided they have required qualification and experience.
- The decision of the management is final in all appointments.
- Appointment offer will be issued to the selected candidates. If consent is not received from them in time the offer will be given to the next candidate in the merit list.

Joining Report

The staff member at the time of joining duty in this Institution has to submit the following at the Principal's Office:

- Joining Report;
- Originals of his/her educational certificates and experience certificates, etc.;
- Xerox copies of the certificates;
- One passport size photo.

(Note: Xerox copies of all credentials to be retained with the candidate)

The staff shall furnish both his/her temporary/permanent address along with contact phone number/e-mail ID (if any) to the administrative office. As and when there is any change in the above address/contact phone number/e-mail ID/ the same has to be intimated to the administrative office immediately.

Teaching Days and Workload

As per the JNT University norms, the institution will fulfill minimum number of teaching days required for a semester. Work load of a teacher will be as per the AICTE norms i.e. two tutorial hours and two laboratory hours.

Working Days and Timings

- Every week, the College normally functions from Monday to Saturday for both Students and all staff members.
- Every day, the college works from 9.10 A.M. to 3.50 P.M.
- For Non-Teaching Staff members the college works from 9.10 A.M. to 5.00 P.M.
- For the benefit of slow learners, who need extra coaching and special classes may be conducted from 3.50 P.M. to 5.30 P.M.
- Sports Hours will be there for interested students from 3.50 P.M. to 5.30 P.M. for them special bus service will be provided.

Maintenance of academic books and registers:

1. All Teaching and Non-Teaching staff members shall register attendance in the computer (biometric) before the reporting time (9.20 A.M.) and at the end of the college (3.50 p.m.) on all working days. They will also sign in the attendance register both in the forenoon and afternoon sessions.
2. The attendance register will be closed at 9.20 A.M. in the morning.
3. Non-marking of attendance shall be treated as absence unless permitted by the Principal.
4. Staff members can avail three permissions in a month (9.20 A.M. to 10.20 A.M. or 2.50 P.M. to 3.50 P.M.).
5. Late attendance (After 10.20 A.M.) will be treated as half a day casual leave.

Salary & Pay Scales:

1. Based on the qualification and experience, monthly salary and dearness allowance (DA) will be fixed for every staff member according to the norms of AICTE.
2. Staff members who acquire Ph.D. degree after entering into service in the institution will be sanctioned with four additional increments/incentives as per College norms.
3. Salary of each staff member will be directly credited into his respective savings bank account.
4. Income tax, if any, will be deducted from the salary of the staff member and paid to the Income tax authorities.

Scales of pay for various teaching positions as per AICTE norms, commensurate with the qualifications and experience will be as follows:

Professor	Rs.37,400 - 67,000	- Grade Pay Rs.10,000/-
Associate Professor	Rs.37,400 - 67,000	- Grade Pay Rs. 9,000/-
Assistant Professor (S.G)	Rs.15,600 - 39,100	- Grade Pay Rs.8,000/-
Assistant Professor (Sr.G)	Rs.15,600 - 39,100	- Grade Pay Rs.7,000/-
Assistant Professor (O.G)	Rs.15,600 - 39,100	- Grade Pay Rs.6,000/-

Scales of Pay for non teaching positions shall be as follows:

Programmer	- Rs.8000-275-13500
Administrative Officers	- Rs.8000-275-13500
Librarians	- Rs.8000-275-13500
Assistant Librarians	- Rs.6500-200-10500
Managers/Assistant Managers	- Rs.6500-200-10500
Accountant / Cashier	- Rs.5500-175-9000
Junior Asst./Steno	- Rs.4000-100-6000
Technical Assistants	- Rs.4000-100-6000
Lab Assistants	- Rs.3200-85-4900
Attender	- Rs.2550-55-2660-60-3200
Gardener / Scavenger	- Rs.1325-125-1825

Benefits Extended to the Staff Members:

1. **Pay Revision and Annual Increment:** Pay Revision and annual increments are based on the Performance Appraisal report of the individual and will be taken up after the completion of one academic year. Performance and other credentials of the staff members shall be the integral part of the pay revision.
2. **Employees Provident Fund (EPF):** as per government norms
3. **Opportunities for Higher Studies:** The staff members who have already served in this institution at-least for two academic years are permitted to pursue higher studies.
4. **HOD Allowance:** An amount of Rs.1000/- per month will be given to all Head of the departments in recognition of their extra work load.

Resignation procedure:

1. If any staff member wants to resign the job, the concerned staff member shall give a minimum of three months/90 days advance notice or as per the conditions specified in the appointment order about his/her intention of leaving job, only at the end of that particular semester to the Principal through his Head of the department writing.
2. In case, where the end of notice period falls during the course of a semester he/she may be relieved only at the end of the semester.
3. In case, if the staff member does not give notice in advance, then the staff member owes to the institution his/her earning for the period as stipulated already in the appointment/promotion order before he/she is relieved.
4. The un-availed leave at the credit of the staff member shall not be adjusted towards the notice period.
5. In case if, he/she takes leave for a day and if there is no casual leave available, then the leave availed will be treated as on loss of pay with the cut in the salary for the day during the notice period
6. While getting relieved, files, materials and documents, etc., entrusted to him/her shall be handed over to the person nominated by the HOD or Principal under proper acknowledgement.
7. The staff member can apply for his/her the relieving order from the Institution only after the submission of "No Dues Certificate" in the prescribed form along with a copy of handing over charge record in case if he/she happens to be in-charge of the laboratory.
8. Any staff member may be relieved immediately if he/she gets a Government Job or the concerned individual's spouse is transferred or he/she is getting married. But, this is subject to the discretion of the management after assessing the merit of the request.

Incentive Policy for Research & Publications

Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Points d to l are applicable to staff members with minimum 1 year of service at the Institution.

- a) Professional Society Life Membership Fee - 50% paid by the Management for Faculties with minimum two years of service at the Institution (Maximum One Professional Society per Staff Member).*
- b) Paper publications in National Conferences – 50% TA, 100% Registration Fees, On Duty*
- c) Paper publications in International Conferences – 100% TA, 100% Registration Fees, On Duty*
- d) Summer/Winter Schools/Seminars/Conferences - 50% TA, 50% Fees and On Duty for faculties with less than 3 years experience. 100% TA, 100% Fees Payables for faculties with more than 3 Years experience at the Institution(1 program/Year)*

4. LEAVE POLICY

Working Days and Timings

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Chairman of the Governing Body from time to time. The following leave rules and norms give details about the different types of leave and how they can be availed off. Certain rules are common to both Teaching and Non-teaching of the Institute. Certain rules and norms have been designed specifically with reference to faculty of the Institute.

LEAVE RULES

- Leave of any kind cannot be claimed as a matter of right and will be granted only at the sole discretion of HOD/PRINCIPAL.
- Any leave under these rules can be granted in combination with or in continuation of any other kind of leave, except casual leave.
- No leave shall be granted beyond the date on which an employee must compulsorily retire.
- They are deemed to have come into effect from the date, the class work is inaugurated.
- Leave account of each employee is maintained separately by the Principal
- Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misbehaviour inviting disciplinary action.
- An employee, on leave, can not take up any service or accept any other employment or remuneration.
- Application for leave on Medical ground shall be accompanied by a Medical Certificate by a Registered Medical Practitioner.
- Any employee on leave or on vacation can be called back to duty, in case of exigencies
- 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.

The staff members are entitled to enjoy the following leave benefits:

Casual Leave (C.L)

Causal leave is a concession given to the members of the teaching and non-teaching staff to enable them in special circumstances to be absent from duty. However, this cannot be claimed as a matter of right. The total number of days of C.L. permitted in a calendar year is 13.

1. A teacher availing the C.L. must arrange for the class work with substitutes form with concurrence of HOD.

2. The teacher has to get the sanction of his/her leave from the Principal through the HOD at least one day prior to the date of leave applied.
3. In case of emergency i.e., for death of his/her relative and other extraordinary circumstances alone the C.L. can be availed after passing on the information telephonically to the office. An alternative arrangement for class work has to be informed to the HOD.
4. C.L. must not be combined with CCL.
5. Total no. of days of C.L. to be availed at a spell should not exceed 6 days including the holidays and Sundays.
6. C.L. is sanctioned at the rate of one day per month.
7. C.L. shall be availed to the maximum of 6 days in a block of 6 months. January to December of Academic year shall be followed for availing C.L.
8. Unutilized C.L. lapses at the end of the academic year.
9. A minimum of half a day C.L. can be availed.
(Clauses 4 to 7 are applicable for non teaching staff also)

Compensation Casual Leave (C.C.L)

It is a leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he/she is directed to do so by the authorities i.e. Secretary, Principal, H.O.D and Manager concerned.

1. C.C.L. cannot be combined with C.L.
2. This leave must be availed within three months from the day of the duty carried out.
3. C.C.L. can be availed as full day only.

On Duty (O.D)

This is permitted to a Faculty member who is assigned a duty officially. The nature of duties and the number of days of O.D. permitted are as follows:

- The Faculty members will be permitted, for the conduct of University Practical Examinations, Observer for Theory Examinations and paper Valuation,
- Total OD of 4 days per semester will be granted for participation and/or Presentation of paper in National/International Seminars/ Conference/Symposium/Workshops.
- The teacher staff availing O.D. is permitted to enjoy the remuneration given by the University or any other academic bodies.
- Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/Council formed related to the works of AICTE and other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and the Principal.
- Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D.
- In all the cases, prior written permission has to be obtained from the Principal.

Maternity Leave

1. The leave is applicable to all the Women members of staff who have completed one year of service with the regular scale of pay only and can be availed only once in service.
2. This leave is admissible for 180 days only and may be taken before or after delivery as advised by the doctor for the first or second child only. Extension of leave after availing maternity leave is not allowed.

Summer Vacation:

1. The vacation period for teaching staff will be 7 days for those who have completed 6 months of service but not one year, 21 days for those who have completed 1 year, and 30 days for those who have completed 2 years and above.
2. The non-teaching staff will be given 10 days vacation for those who have completed 1 year of service.
3. The staff members are permitted to avail the vacation in the maximum of 2 spells only.
4. The vacation is for a specific period in summer. It is decided by the Principal and management.
5. No staff member can take the vacation after the vacation period.
6. The principal has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the Institution.
7. When prevented from enjoying the vacation, the particular staff will be eligible for the grant of suitable compensatory additional leave after the end of the academic year.
8. No other leave can be combined with vacation.
9. All the staff members must be present in the Institution on the last working day prior to the vacation and also on reopening day after the vacation to become eligible to draw their vacation salary.

Note: Any type of leave mentioned above cannot be claimed as a matter of right and the decision of the Management/Principal in all the cases is final.

Medical Leave:

Medical leave will be given to the staff members basing on the merits of the respective cases as a matter of social obligation.

Special Leave: Marriage Leaves

The college sanctions even special leave to those who highly require for urgent needs.

5. STAFF CONDUCT POLICY

Conduct rules for teaching and non-teaching Staff:

1. The staff members are expected to be at their work place during the prescribed working hours.
2. If, for any unavoidable reason, one has to leave the work place, prior written permission should be obtained from the Principal through their HOD.
3. The staff members shall not engage themselves either directly or indirectly in any kind of business, trade activities and in running of educational institution or undertake part time job in other concern, etc.
4. The staff members shall not involve themselves in activities, not conducive to their work during the working hours.
5. The staff members shall not engage in offering private tuitions. However, in exceptional cases, with prior permission of the Principal, tuitions can be undertaken.
6. Staff members are encouraged to take up Consultancy/Research projects only with the permission of the Management.
7. Staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the college.
8. The perks received if any, for the good work from the management by the individual shall be treated as confidential.
9. The staff members shall not involve in political activities.
10. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
11. The Staff members should follow the dress code of the college.
12. Any breach /violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination.

Duties and Responsibilities of the Principal and other Staff:

Each and every staff in the college has some responsibilities and should carry all the tasks assigned to him/her in good spirit.

1. Principal:

He is the key person with a good vision, who works for the overall development of the college day and night. He has to keep in mind the following important points:

- To monitor and conduct academic activities of the college under the guidance of the management and assistance of the Head of Departments.
- To take institute and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of college results and academics.
- To promote industry institution interaction and research & development activity.
- To conduct the periodical meetings with the HODs and faculties for effective administration of the college.
- To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by the AICTE.
- To maintain good rapport with the public.
- To give more attention to the grievances of students and staff.
- To monitor campus drives to help the meritorious students in their job search.

2. Head of Department:

The responsibilities of the HOD are as follows:

- To monitor and conduct academic activities of the department under the guidance of the Principal.
- To take department and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of department results and academic performance.
- To coordinate term work assessment and conduction of practical/oral examinations as laid down by the JNT University.
- To maintain discipline and enforce rules as laid down by the institute, in the department.
- To maintain necessary academic records.
- To monitor the day to day activities of the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc., for the benefit of the student and faculty.
- To conduct regular meetings with teaching and non teaching staff as well as the Class
- To prepare the department requirements and budget needed.
- To oversee the purchase and deployment of any resource allotted for the department.
- To execute any other work assigned by the management/Principal.

3. Teacher:

Teacher includes all cadre categories as Professor, Associate Professor, and Assistant Professor. He/She is having the following responsibilities:

- To follow all rules and regulations as laid down by the college which include working time in the institute, signing of the muster, leaves updating, submission of tax documents, etc.
- To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practicals, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.
- To use innovative teaching aids and adopt innovative teaching – learning methodologies.
- To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- To organize/co-ordinate/attend various seminars/workshops/conferences/faculty development programmes/training programs.
- To participate proactively in any research and development activities conducted in the department.
- To complete the work assigned to him in time.
- To perform other academic/administrative duties assigned by Head of the Department/Principal/Management.

4. Non-teaching - Technical staff:

Non-teaching Technical staff includes lab technicians, programmers, lab assistants, and workshop instructors. They have to perform the following duties:

- To update and maintain institute website with institute data.
- To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- To initiate purchasing of equipments.
- To provide support for various software servers.

- To ensure continuous internet during assigned hours.
- To give support to On-line exam, Seminar, Workshop, technical training program.
- To prepare the laboratories for smooth conduction of laboratory session.
- To assist faculty and students during laboratory sessions.
- To maintain stock register, Instrument Issue register and maintenance register.
- To conduct installation of new equipments and maintenance of existing equipments.
- To maintain and update the approved supplier list for equipments.

Non-teaching – Non Technical staff:

Non teaching – non technical staff includes, Librarian/In-charge librarians, TPO, Manager, Office superintendent, office staff and supporting staff. They have to perform the following duties:

1. In charge-Library/Librarian:

- To implement all library rules as defined by the management.
- To ensure the documented Quality Management System is followed at various stages of library processes.
- To be responsible for overall functioning of the library.
- To be responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines.
- To display all technical articles, literature and new arrivals.
- To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- To execute any other work given by the Principal/management.

2. Training and Placement Officer:

- To maintain complete information regarding student appearing for placement activities.
- To conduct placement activities smoothly
- To decide and arrange for personal development programs for student.
- To update and maintain the contact details of companies interested in recruitment activities.
- To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- To take feedback from industry about the students recruited.
- To execute any other work given by the Principal/management.

3. Manager/Office Superintendent/Office Assistants/Supporting Staff:

- To provide secretarial support to the College Management and Principal.
- To maintain general discipline, safety, cleanliness of premises, hostels, etc.
- To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities.
- To ensure the documented Quality Management System is followed at various stages of administrative processes.
- To execute the admission process and University Examination process of students.
- To handle student grievance and taking remedial actions.
- To execute attendance monitoring, salary payments to faculty & staff.
- To handle of customer complaints and ensuring corrective actions.
- To execute any other assignments given by management and Principal.

Duties and Responsibilities of College Committees:

The Management and Principal constitute different committees like (Disciplinary, anti-ragging, transport, editorial, women grievance, web committee, NBA committee, etc.) for smooth running of the institution. The committee's consist of a Co-ordinator and members from each department. Their duty and responsibilities are:

- To support the Principal in the smooth maintenance of the committees.
- To conduct periodical meetings and pass resolutions which help for the development of the college.
- They should send the resolution copies of every meeting to the Principal/Director/Secretary.
- They should always be in touch with the principal for having his valuable advice.

5. GENERAL GUIDELINES

Teaching Staff

For conducting of theory classes:

1. To go to class well prepared.
2. To go to class at least 5 minutes earlier before the period starts.
3. To take charge of the class as soon as the staff member of the previous hours goes out.
4. To wait until the next staff comes to the class.
5. To give lecture till the period ends.
6. To clear the doubts of the students then and there in the class.
7. To give notes only if necessary or hand over the notes to the students and asking them to take Xerox copies.
8. To use OHP/LCD wherever necessary.
9. To take attendance for every period immediately after entering the class room.
10. To take steps to maintain perfect discipline inside the class.
11. To keep abreast in the subject by referring to journals and periodicals regularly.

For conducting practical classes:

1. To allow the students inside the lab only on submission of the record note books written up to date.
2. To give crystal clear instructions.
3. To be demonstrative if needed to know how to do the experiment.
4. To attest the readings of the experiment.
5. To let the students know the percentage of error he/she commits for every experiment.
6. To give marks based on the percentage of error.
7. To sign the record and observation books before the end of each practical class.
8. To sign the record note books and return them before the end of every practical class.

In general, the teacher has:

1. To give assignments to the students for every semester.
2. To correct them and give marks to them.
3. To correct the answer scripts of the unit tests and mid examination within three days.
4. To enter the marks in JNTUK online portal.
5. To enter the marks of the assignments, unit tests and mid examinations in the attendance register also (to arrive at internal assessment marks at the end of every semester).
6. To give counseling to the students if needed.
7. To bring the students misbehavior in the class to the knowledge of the Principal.
8. To give names of the students to the Principal who are long absentees through HOD's.
9. To carry out the administrative works of the department given by the HOD concerned.

Non-Teaching staff:

1. They have to perform the duties assigned by the HOD or staff in-charge of the laboratory concerned for the smooth functioning of the department.
2. They have to carry out the works assigned by the office of the Management and the Principal every now and then.
3. The staff member is requested to inform the principal about his/her acquiring higher qualification(s). While informing the Principal, the individual should also submit officially a copy of provisional or degree certificate or any other relevant document.

7. Library POLICY

Working Hours:

Monday to Saturday : 09.20 A.M to 05.30 P.M

S.No.	Section	Timings
1	Book Circulation Timings	9.20 A.M. to 5.30 P.M
2	News Papers & Periodicals	9.20 A.M. to 5.30 P.M
3	Reference Section	9.20 A.M. to 5.30 P.M
4	Media Resource Centre	9.00 A.M. to 6.00 P.M

Admission to Library:

1. Cell Phones are NOT allowed into the library.
2. Students should compulsorily carry their identity cards to the library.
3. Library books are issuing on online barcode based circulation method, hence it informed to produce student ID cards for all library transactions. No transaction will be done without student ID card.
4. Students should enter their roll number and name in the gate register and sign in the same before entering the library.
5. Printed matter and personal belongings such as books, bags, etc., or any other material which the librarian objects to should not be carried into the library. They should be kept in the shelves provided at the entrance of the library; if they are carried inside the library, they will be confiscated and treated as library property.

Book Issue Policy:

All Students, Faculty, Administrative staff and supporting staff of the college are entitled to become members of the central library. The membership application forms can be obtaining from circulation counter and should be submitted through proper channel.

S.No.	Nature of Membership	No. of Books	Period of Loan
1	Teaching staff	5	Semester
2	Administrative & Supporting staff	3	Semester
3	M.B.A Students	3	15 days
4	B.Tech. Students	3	15 days

Other Rules and Regulations:

1. Strict silence should be maintained inside the library.
2. Students shall not misplace books from their positions in the racks.
3. Students must satisfy themselves about the physical condition of the books before borrowing. The last borrower shall be held responsible for any damage or mutilation noticed at the time of return of books.
4. Borrowed books are not permitted to be taken inside the library unless they are to be returned.
5. Books borrowed should be returned in good condition and before the due date, failing which, fine will be levied as per the rules of the library.
6. The Librarian, at his discretion, may not reissue until some days the returned book, to the same student.

7. If the borrowed book is damaged or lost, the student shall be liable to replace the book or pay double the value of the book immediately, along with the fine payable.
8. Reference books with a single copy and periodicals are not issued on loan.
9. Books should not be returned on the same date.
10. Students are advised not to take more than one copy of the same book.
11. Rules printed at the hand book should be followed.
12. The Librarian may take appropriate action under intimation to the principal on member found misbehaving in the library.
13. Outsiders should have prior permission from the principal to enter or use the college library.

Use of E-Learning Centre:

1. Net access is allowed only for educational URLs and google search.
2. Users are not allowed to send or receive E-mails from the library.
3. Penalty ranging from Rs.500/- to 1,000/- will be levied on students using the net facility for other than educational purpose.
4. Maximum time for browsing is restricted to 30 minutes and one hour for videos.

8. WELFARE MEASURES POLICY

The management gives top priority to the welfare measures of both students and staff members.

A. Students Welfare Measures:

- 1. Transport Facility:** The College is providing transport from various places to facilitate the students coming to the college without any hardships. Very reasonable transport fee will be collected from the students.
- 2. Scholarships:** To encourage merit students scholarships are given to all meritorious students of all branches.
- 3. Hostel Facility:** For students coming from distant places and those who require residing accommodation, the college is providing hostel facility with boarding to such needy students at the lowest possible rates in the college campus.
- 4. Canteen Facility:** The College maintains a canteen in the college campus and supplies meals and tiffins of high quality to the students at very very reasonable rates.
- 5. Sports Facility:** The College gives paramount importance to the sports which will make the young students to be the national players and bring prestige to the college. A very big play ground is provided in the college campus for this purpose. A Physical Director is specially posted to look after sports activities. Different types of sports materials are bought and kept under his custody. Special hours are allotted for the sports purpose only. Those who may take late hours in the evening for this purpose may be offered transport facility even. Interested students can avail this opportunity.
- 6. Medical Facility:** Health is Wealth. The College gives more importance to the health of the students. A Medical Officer is appointed to look after the health of the students both regular and hostlers.
- 7. Insurance Facility:** All the students are covered under the Insurance policy as a matter of social security by the management.
- 8. Remedial Classes:** Extra classes are also provided to the slow going and backlog students to bring them to the line of merit.
- 9. Training to students:** Special training classes are provided to the students to come out successfully both in on campus and off campus placements.

B. Staff Welfare Measures:

- 1. Transport Facility:** The College is providing free transport facility (to and fro) to the staff coming from various places.
- 2. Canteen Facility:** The College maintains a canteen in the college campus and supplies meals and tiffins of high quality to the staff along with students at very very reasonable rates.
- 3. Medical Facility:** Health is Wealth. The College gives more importance to the health of the staff. A Medical Officer is appointed to look after the health of the staff members. The management is considering provide some more medical facilities to the staff in the coming days.
- 4. Insurance Facility:** The College is providing group insurance to all the staff members as a matter of social security.

9. AWARDS & REWARDS POLICY

To boost up the spirit and morality of students and staff the management has introduced a large number of awards and rewards.

A. For Students:

Following awards are given to the students under distinct categories.

- Student securing University 1st Rank - Cash award.
- There will be a best-outgoing award
- There will be a best performance in sports - cash awards.
- Incentives awarded for doing funded student project.
- 50% of Professional Society Fees (annual) will be paid by Management for Students.
- There will be free personality development, communications skills, computing skills and placement specific programs for Students.
- There will be free and subsidized add-on skills programs as per Industries Requirements.

B. For Teachers:

Staff Members are eligible for incentives and rewards, based on their performance, contribution and years of service at the College. These are applicable for staff members who have completed one year of service in the college:

- For producing 100% results in a theory paper – cash award.
- Department-wise, yearly, best teacher award.

Workshops/Conferences/FDPs/Seminars:

- Any faculty member will be allowed for a maximum of two such programmes in a semester if the programme period is within 5 days.
- If any such programme is more than 5 days, they will be allowed to attend only during their vacation period.

10. GRIEVANCES POLICY

To redress the genuine grievances of staff members and students for having congenial atmosphere for studies and smooth working of administration, the College has constituted a grievances redressal cell.

1. The Principal shall constitute a Grievance Committee to redress the grievance of the teaching staff, non-teaching staff and students.
2. The Grievance Committee shall be composed of Chairman/Secretary, Principal, Director and Head of the Departments.
3. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
4. The grievance committee shall:
 - Coordinator and members to monitor the proceedings.
 - Meet once every month on a stipulated day and time.
5. Any student, teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
6. The convener of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
7. The grievances shall be redressed immediately by the committee and by the Principal.
8. The Convener shall record and maintain the minutes the meetings.

Women's Grievance Cell:

As women plays vital role in the society, SSCE gives paramount importance to women. It constituted a women's grievance cell which is headed by a Co-ordinator and committee members. This committee will look after the grievance of lady faculty and students and bring them to the notice of the management to find a suitable solution.

11. CSR POLICY

Undertaking a programme of Corporate Social Responsibility activities encourages colleges to operate in more sustainable, ethical and charitable ways.

Corporate responsibility is the slogan of today. No institution thrives without taking social responsibility. Society first and anything next is the present philosophy.

SSCE has not kept silent by simply starting a college. It always responds to the social obligations. As an act of philanthropy, the college donates books, clothes, food items and sports materials to the needy students like deaf and dumb, poor village people and victims of national calamities. It gives cash prizes and scholarships to the toppers of the college. Free education to the toppers is also under consideration.

The college ensures free polluted environment as a means of social responsibility. It keeps the college campus clean and green with wide roads the trees on either side which give cool shelter and fresh air. To involve students also in the National Service, the college opened NSS unit. This unit will undertake activities like adult education, establishing roads, providing drinking water and good sanitation in villages. A number of social activities are under consideration of the management at present.