

Faculty Handbook

HR Policy



Vision

To empower the students through Academic excellence and Ethics so as to bring about social transformation and prosperity.

Mission

- To expand the frontiers of knowledge through quality education.
- To provide value added Research and development.
- To embody a spirit of excellence in Teaching, Creativity, Entrepreneurship and Outreach.
- To provide a platform for synergy of Academy, Industry and Community.
- To inculcate high standards of Ethical and Professional behavior.

VISHNU INSTITUTE OF TECHNOLOGY

VISHNUPUR, BHIMAVARAM, WEST GODAWARI DISTRICT

ANDHRA PRADESH, INDIA-534202.

Tel: +91 08816251333 Email: info@vishnu.edu.in, www.vishnu.edu.in

“The mediocre teacher tells.
The good teacher explains.
The superior teacher demonstrates.
The great teacher inspires.”

[William Arthur Ward](#)

Personal Information

- Name :
- Designation :
- Address :

- Permanent address :

- E-mail :
- Tel. No. :
- (Mobile No.) :
- Blood group :
- In case of emergency, contact :

- Membership of societies :
- Pan card :
- Passport :
- Insurance policy :
- Driving license :
- Bank account :
- Credit Cards :
- Gas connection no :

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THE INSTITUTE

THE MANAGEMENT

Society

Sri Vishnu Educational Society was established in the year 1992 with a long cherished ambition to promote and disseminate knowledge and serve the cause of education, in general and technical/ professional education, in particular.

With this lofty aim in mind, the society in collaboration with Dr. B.V. Raju foundation, the following institutions are established in the campus.

❖ Shri Vishnu College of Pharmacy	1997-1998
❖ Smt.B.Seetha Polytechnic	1997-1998
❖ Dr.B.V Raju Institute of Computer Education	1999-2000
❖ Shri Vishnu Engineering College for Women	2001-2002
❖ Vishnu Dental College	2002-2003
❖ Vishnu Public School	2003-2004
❖ Vishnu Institute of Technology	2008-2009

The management also started Padmasri Dr. B.V. Raju Institute of Technology in the academic year 1997, a public school in 2003 and Vishnu Institute of Pharmaceutical Education & Research (VIPER) IN 2007 in Narsapur, Medak District as well as B.V.Raju Institute of Technology, Hyderabad(BVRITH) Exclusive women's engineering college in 2012 at Nizampet Campus .

Vishnu Institute of Technology, the scion of Shri Vishnu Educational Society was established in 2008 and is currently the eleventh educational institution to disseminate education under the aegis of this society. It is affiliated to the Jawaharlal Nehru Technological University, Kakinada (JNTUK). VITB become autonomous in 2019.

Chairman

The founder chairman of the society was Padmabhushan Dr. B.V.Raju who hailed from a humble agriculture family Kumudavalli near Bhimavaram. He graduated in chemical engineering from Banaras Hindu University (BHU) and also a Post Graduate on Management from Harvard University, USA

He started his career in the cement industry and over a span of six decades, established a number of cement factories in India and abroad and was considered a doyen of the cement industry. He served as chairman of Cement Corporation of India.

After having made a mark in the industrial sector, Dr B.V. Raju decided to contribute towards the development of education and also social cause. Towards meeting these objectives, he set up Dr. B.V. Raju Foundation and Sri Vishnu Educational Society.

In recognition of his services to educational sector and society at large, he was awarded “Doctorate” by Jawaharlal Nehru Technology University (JNTU) Hyderabad and was conferred the coveted “Padmabhushan” award by the Government of India.

The present chairman Sri K.V.Vishnu Raju, is the grandson of Padmabhushan Dr.B.V.Raju. He graduated in Chemical Engineering from NIT, THIRUCHY, obtained Masters Degree from the prestigious Michigan Technology University USA and worked for two years in Du-Pont, one of the worlds top ranking U.S chemical industries.

Sri K.V. Vishnu Raju is the motivating force in steering and expanding the horizons of the foundation and society towards excellence in its entire academic and professional Endeavour.

Sri P. Krishna Ganga Raju, Secretary of the Society is a close associate of our founder Chairman.

GOVERNING BODY

The governing body is constituted as per AICTE guidelines with the following members.

Sl. No	Name	Designation
1	Sri K. V. Vishnu Raju , Chairman, SVES	Chairman
2	Sri R. Ravichandran, Vice-Chairman, SVES	Member
3	Sri K. Aditya Vissam, Secretary, SVES	Member
4	Sri K. Sai Sumant, Joint-Secretary, SVES	Member
5	Sri D. Rama Krishna, Chairman, Efftronics Systems	Member
6	Dr. L. Sumalatha, Professor in CSE, UCEK, JNTUK	Member
7	Dr. R P Singh, Former Director, MANIT, BHOPAL (UGC Nominee)	Member
8	Sri. J. Satyanarayana Murthy, RJD-TE	Member
9	Sri. B. Raja Sekhar, CGM-Finance, SVES	Member
10	Mrs. M. Srilakshmi, Vice-Principal, VIT	Member
11	Sri. A.K. Chaitanya Varma, Assoc. Prof, ECE, VIT	Member
12	Dr. M. Venu, Principal, VIT	Member Secretary

COURSES OFFERED

B.Tech

CSE	Computer Science and Engineering	240
IT	Information Technology	240
ECE	Electronics and Communications Engineering	180
CSE(AI&DS)	Artificial Intelligence and Data Science	120
CSE(AI&ML)	Artificial Intelligence and Machine Learning	120
CSE(CS&BS)	Computer Science and Business Administration	60
EEE	Electrical and Electronics Engineering	60
ME	Mechanical Engineering	60
CE	Civil Engineering	60

M.Tech

CSE	Computer Science and Engineering	18
ECE	Digital Electronics & Communication Systems	12
ME	Advanced Manufacturing System	12
EEE	Electrical and Power Engineering	12
CSE	Computer Science and Engineering (AI&ML)	18

VISION & MISSION

VISION

To empower the students through Academic excellence and Ethics so as to bring about social transformation and prosperity.

MISSION

- To expand the frontiers of knowledge through Quality Education.
- To provide value added Research and Development.
- To embody a spirit of excellence in Teaching, Creativity, Scholarship and outreach.
- To provide a platform for synergy of Academy, Industry and Community.
- To inculcate high standards of Ethical and Professional Behavior.

GOALS

Short Term Goals

- To make the students globally competent.
- To continuously update the technical knowledge and skills of the students in tune with current trends
- To familiarize students with a wide range of managerial skills and entrepreneurship development.
- To facilitate students to communicate coherently, rationally and convincingly.
- To equip them with knowledge of foreign languages so as to be globally employable.
- To develop confidence among the students by training them in problem solving and decision making.
- To train the students in life skills so that they achieve a proper balance between life, education and career.

Long Term Goals

The Institute gives utmost importance to discipline, sanctity and decorum in the campus and aims

- To empower the students to excel.
- To be a provider of quality education on par with national institutes.
- To provide an environment most conducive to learning and create an intellectual atmosphere.
- To develop the personality of the students to become responsible members of the society.
- To attain hundred percent placements.

QUALITY POLICY

VITB is dedicated to quality to ensure that the institute conforms to world class standards in the field of education. Quality is an integral part of our commitment to world class education.

Our quality policy includes

- Continuous upgradation of the knowledge of the students and staff keeping in tune with the ever emerging new developments in knowledge.
- Providing a teaching learning environment that promotes education and research of international quality.
- Conducting internal quality audits and management review for an ongoing evaluation and improvement of our quality system.

HUMAN RESOURCE PLANNING

WORKING DAYS AND TIMINGS

- The college works from 9.00 am to 5.00 pm for six days in a week.
- The total instruction weeks are 17 in a semester as notified by the Jawaharlal Nehru Technological University, Kakinada.
- There are two spells of vacation in each academic year, one each at the end of odd and even semesters.

JOB RESPONSIBILITY

- The work load is allotted to the faculty members as per AICTE norms.
- Teachers have to perform a variety of tasks which include.

Academic

- Teaching and Lab instruction.
- Development of laboratory curriculum and resource material.
- Evaluation of students in the college and university examinations.
- Participation in the curricular and co curricular activities.
- Self development through upgrading qualification, knowledge and skills.

R&D and Consultancy

- R and D activities including guidance.
- Consultancy and Testing services.
- Industry Institute Interface.

Faculty Participation in the Institutional activities

Faculty members assist the Principal in other activities as coordinators/members of various committees as follows

- Counseling and guidance.
- Seminars/Workshops/Conferences.
- Examination works.
- Placement coordination.
- Alumni coordination.
- Hostels- Wardens/Asst. Wardens.
- Time-Table Committee.
- Research and Development.
- Cultural Programmes.
- Design and Development of new programs and promotional activities.
- Mobilizing resources for the institution.
- Innovations & Entrepreneurship.

Extension

- Guiding the students in overall character development.
- Extension services by interacting with society and community.
- Providing technical support in the areas of social relevance.

SALARY AND DISBURSEMENT

Based on the experience and qualification salary is fixed as per AICTE norms. Dearness Allowance (D.A), House Rent Allowance (HRA) is paid to the staff members. Annual increments are sanctioned to the staff members provided their performance and conduct are satisfactory.

TEACHING SCHEDULE

All the faculty members, plan their teaching schedule for the whole semester as per the syllabus prescribed by the Institution before the semester commences and lectures are delivered as per the schedule.

Lesson Plans

Lesson plans in each subject prepared by the teacher concerned are provided to students in the beginning of each semester so that they attend classes prepared in advance. This helps in better understanding of the subject and makes the classes more interactive. A positive attempt is made to give extra knowledge to the student community in addition to the prescribed syllabus. The students are also exposed to the seminars by eminent experts from Industries, Institutions and workshops which cover advanced and industry related topics.

PERFORMANCE APPRAISAL OF FACULTY

The performance Appraisal is done in various aspects like

- Teaching & Learning
- Research & Consultancy
- Professional Development
- Student Development
- Institutional Development

Individual assessments are kept confidential.

Once the appraisal is done, the teachers found to be deficient will undergo training and are encouraged to harness their teaching skills.

Teachers with excellent performance will be rewarded suitably.

SERVICE CONDITIONS

These rules are called “SRI VISHNU EDUCATIONAL SOCIETY & Dr.B.V.RAJU FOUNDATION Employees Service and Conduct Rules” and come into effect from the date of approval by the Governing Body

GOVERNING BODY

It is a body constituted as prescribed by AICTE.

EXECUTIVE COMMITTEE

This committee is constituted with the Chairman of Governing Body as Chairman, Vice-Chairman, Secretary & Joint-Secretary, the Principal of the College as Members.

CADRES OF STAFF AND STRENGTH

Teaching Staff:

The Teaching Staff comprises of the following categories.

- Principal
- Vice-principal
- DEANs
- HoDs
- Professor
- Associate Professor
- Assistant Professor

Supporting Staff:

This comprises of two categories

Technical

- Computer Programmer
- Computer Operator
- Laboratory Technician

Non Technical

- Librarian
- Assistant Librarian
- Library Assistant
- Physical Director
- Administrative Officer/Office Superintendent
- Accounts Officer
- Office Assistant/Clerk
- Attender
- Driver

Cadre Strength:

The Cadre Strength i.e., the No. of Posts in each cadre shall be as approved by the Governing Body From time to time.

QUALIFICATION AND EXPERIENCE

The Qualification and Experience required for the candidates to fill various posts shall be as decided by the Governing Body from time to time taking into consideration the norms prescribed by the AICTE/University/State Government.

SCALES OF PAY

Scales of pay, allowances and other financial benefits for various categories of staff shall be as decided by the Governing Body, keeping in view the scales suggested by AICTE/University/ Government.

METHOD OF SELECTION

Recruitment Policies

The Head of the department assesses the need for additional faculty based on workload calculation and specialization requirement. Whenever there is a vacancy in the department, the request for faculty recruitment is sent to the management for approval after discussions with the Principal. Once the approval is obtained, advertisement is released in all leading newspapers stating the vacancies and the basic eligibility criteria for applying.

Selection Procedure

- The selection will be based on the recommendations of the internal Staff Selection Committee duly constituted as per the norms of the AICTE and Affiliating University.
- The applications are shortlisted as per the norms and based on the number of vacancies. The interview board is constituted with subject experts, the Principal & the Head of the department concerned.
- Based on the candidate performance in the interview, the selected candidates are recruited.

Selection Authority

Appointment of Teaching Staff : Staff Selection Committee

Appointment or Promotion of Supporting staff : Staff Selection Committee

Promotion of supporting staff from the lower category shall be on the basis of merit and ability. Seniority shall be considered only when merit and abilities are equal.

The Selection Committee interviews the candidates and makes its recommendations in the order of merit. The Selection Committee may reject all the candidates, if they are found not suitable.

Selection Committee adopts suitable selection procedure which is not open to questioning. It is the prerogative of the appointing authority either to appoint or reject the selection list.

NATURE OF APPOINTMENTS

Appointments shall be categorized as follows:

a. Regular Appointments:

These appointments are made by regular selection and recommendation by the competent committees.

b. Contract Appointment:

Teachers of repute or with expertise are appointed on contract for a particular period either for Teaching/Establishment of Laboratories/Administration / Setting up standards or any other specific work.

APPOINTING AUTHORITY

All appointments are made by the Director with the approval of the Chairman based on the recommendations of various committees. The recommendations of appointment are submitted to Governing Body for information and approval before issue of orders. In case of urgency, Director issues Appointment Orders and bring before Governing Body for ratification.

Reporting to duty

At the time of reporting to duty, the faculty members have to submit an undertaking that they would serve the Institute for a minimum period of two years and abide by its conduct rules.

They should also submit their original certificates of degree/diploma and marks sheets along with the undertaking.

Orientation

- Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
- The Principal shall take him/her to the department of his/her work and introduced to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and supporting members of his team.
- He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- The HOD will also ensure all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- He will introduce the new faculty member in the first class he/she, is going to handle in every section of his / her assignment.

PROBATION AND SENIORITY

Probation

All directly recruited and regularly appointed staff shall be on probation for 2 years. Staff who are promoted from lower cadres shall be on probation for I year. Satisfactory completion of probation by each employee will be declared by the Governing Body. An employee is deemed to have completed probation satisfactorily, only if he / she receives a communication to this effect. The probation period can be extended by the Governing Body.

Declaration of probation does not confer on the employee any special right of permanence to continue in the post.

Seniority

- Staff members in the higher cadre are senior to those in the lower cadre.
- Staff members on scale are senior to those on consolidated salary with the same designation.

Note: This does not apply to persons employed after retirement.

Two or more persons appointed in the same cadre:

- One, who is ranked higher in the selection list, provided it is prepared as per merit, is senior irrespective of the dates of joining.
- One who joined in the college earlier is senior to the others recruited in subsequent Interviews.

If the list does not specify the merit order of selected candidates, then

- Internal person is senior to external ones.
- Seniority in the lower cadre is upheld, in case of internal Staff members, irrespective of their dates of joining.
- One who joins the institute earlier is senior to the rest, in case of external candidates.
- The person with higher age is senior, if two or more external candidates join on the same day.

Note

- All the posts are filled by SELECTION and NOT BY PROMOTION.
- Internal staff members also have to appear before the Selection Committee, along with external candidates, for selection to higher posts.
- Existing seniority has no bearing on the recruitment to the higher cadre.

PROMOTION PROCEDURE

Promotion of teaching staff is based on

- Qualification and Experience as per norms
- Performance Records
- Academic excellence
- Other curricular & co-curricular contributions
- Seniority in the department (When other things are satisfied)

- Participation in short term courses, seminars, career advancement programmes and publications
- Eligibility norms for selection to higher scale/category of post are as laid down by AICTE.
- A staff member is required to inform the Principal about his/her acquiring higher qualification as it may be useful for his/her promotion. While informing the Principal, the individual should also submit a copy of degree certificate or any other relevant document.
- Internal staff members also have to appear along with external candidates before the selection committee for selection to higher posts.

RESIGNATION AND RELIEF, TERMINATION, TRANSFERS & RETIREMENTS

Resignation and Relief

The following procedure shall be adopted by the employees to resign from the post they are holding.

Teaching Staff who completed Probation : 3 months notice or 3 months
Salary in lieu of such notice.

Supporting Staff who completed probation : 1 month notice or 1 month salary in
lieu of such notice.

Teaching Staff on temporary service : No notice

In case, applications are submitted through the Institution for seeking employment / pursuing higher education, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any inconvenience to the academic program in the college

Termination

The management reserves the right to terminate the services of an employee, without notice, if he/she is engaged / involved in any Indisciplinary / unlawful activity detrimental for the interests of the Institution.

In case it becomes necessary to terminate the services of an employee for reasons other than indiscipline, the following procedure is adopted:

Teaching Staff who completed Probation : 3 months notice or 3 Months Salary in lieu of notice

Supporting Staff who completed Probation : One month notice or one month salary in lieu of notice

Teaching Staff on probation and others : No Notice.

Transfers

Staff recruited for the College may be transferred to other Institutions or Organizations run by Sri Vishnu Educational Society or Dr. B.V.Raju Foundation with no reduction in total emoluments at the discretion of Executive Committee with the approval of the Governing Body.

Retirement

All teaching and non-teaching staff shall retire on completing the age of superannuation, i.e., 60 which can be relaxed by the Chairman. However, the age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

- When a faculty member completes the age of superannuation on a day of any month he/she shall be retired on the last date of that month.
- The College will communicate in writing before 3 months of retirement, as a measure of assistance to the retiring employee.
- 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.

BENEFITS / INCENTIVES

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.

EMPLOYEES PROVIDENT FUND

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

INCENTIVES AND AWARDS

- Faculty are encouraged for paper presentations
- Full TA & DA for attending National Seminars/Conferences/Workshops and FDPs
- Full Registration fee and duty leave for attending Seminars/ Conferences/Workshops/ short term courses
- Rewards for international journal publications
- Additional incentives when Ph.D. is acquired
- Encouraging Ph.D. work by giving leave and deputation
- Increment for additional qualification

RETIREMENT BENEFITS

- All employees, coming under the purview of the Employees' Provident Fund legislation, shall be enrolled as members, on the date of their joining the College and on completing one year of service.
- The College contributes 12% of the pay subject to the ceiling of Rs.780 per person, towards the Employer's contribution to the EPF Scheme.
- The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme.
- The College shall remit both the contributions as stated above to the EPF Scheme authorities.

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 honoring 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.

LEAVE RULES

GENERAL

- 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 misbehavior inviting disciplinary action.
- An employee, on leave, cannot 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 availing of casual leave.

CASUAL LEAVE

12 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

SPECIAL CAUSAL LEAVE

Seven days in a calendar for teaching staff sanctioned only for attending to Ph.D. work, Seminars / Workshops, Examiner ships etc.

EARNED LEAVE

The Earned leave admissible to a permanent employee declared as eligible for vacation shall be 6 days in calendar year. The leave account of every permanent employee shall be credited with Earned leave every calendar year i.e., January – December.

The earned leave at the credit: If an employee at the end of calendar year shall be carried forward to the next year, subject to the condition that the leave so carried forward plus the credit for the year does not exceed 120 days. An employee ceases to earn such leave when the leave reaches the limit of 120 days. Maximum leave that can be granted at a time is 120 days.

HALF PAY LEAVE

The half pay leave, admissible to a permanent employee, on Medical or Health grounds shall be 20 days for every year of completed service. Maximum limit of accumulated leave is 60 days.

COMMUTED LEAVE

Commutated leave not exceeding half the period of half pay leave may be granted (to a non-vacation staff) on a medical certificate or on private affairs subject to the following conditions.

- When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- The maximum commuted leave on private affairs that may be granted at a time shall be 120 days.
- If commuted leave on private affairs is combined with Earned leave the total period shall not exceed 180 days.
- The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.

EXTRAORDINARY LEAVE

Extraordinary leave shall be leave without salary and 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. The duration of extraordinary leave on any one occasion shall not exceed 3 months without medical certificate, 6 months where the employee has completed a 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. Prior approval of the Management shall be taken before sanctioning the study leave.

MATERNITY LEAVE

A female employee may be granted maternity leave on full pay for a period of 60 days from the date of its commencement.

- 2 Months maternity leave with full salary may be given for the staff members who have put in a minimum 1 year service in our society.
- This benefit is given only once.
- 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.

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. Maternity leave shall not be admissible to a female employee who has two or more living children. 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. The Maternity leave shall not be debited against the leave account.

VACATION

Out of the total number of 90 days (approx.) vacation declared at the end of odd and even semesters in each academic year, a staff member, under category 'Vacation staff' is eligible to avail up to a total number of 60 days (maximum) vacation in an academic year.

All the vacation staff is expected to be on duty during the rest of the 30 days as usual attending the college. However, the days on which the staff members attend to invigilation,

evaluation, practical examination and such other works assigned by the College/University are treated as duty.

Detailed rules / guidelines governing eligibility and other details / conditions governing grant of leave are available for reference in the Institute office.

Staff members with one year's experience can avail a total vacation of 2 months including the summer and winter vacations. Those who have put in less than one year's experience will get proportionate vacation in a calendar year.

CODE OF CONDUCT

An employee shall be governed by the following rules:

DO'S

- An employee at all times, shall
- Maintain absolute integrity and devotion to duty
- Attend the college regularly and punctually
- Engage classes, both theory and practical's, punctually and effectively.
- Correct the assignments and lab. Records systematically.
- Be meticulous in submitting the question papers and marks of the internal tests.
- Warn the students concerned for their irregular attendance and poor performance in the internal tests.
- Be honest, impartial in dealings and courteous with others.
- Abide by the rules and regulations of the institution.
- Promote dignity and discipline among staff and students.
- Institute devices & mechanisms to improve academic standards.
- Acquire professional competence and enhance interpersonal competence among staff and students.
- Facilitate team work and reinforce the feeling of oneness.
- Cooperate with the administration in complying with the imposed restrictions.

- Behave like a true Academician.

DON'Ts

- Knowingly or willfully neglect duties
- Propagate communal or sectarian outlook or incite / allow any student to indulge in communal or sectarian activity
- Discriminate against any person on the ground of caste, creed, language, place of origin, social and cultural background.
- Indulge in or encourage any form of 'malpractice' connected with examination or any other activity,
- Leave the campus, while on duty in the institute, without prior permission of the Head of the Institution.
- Remain absent from the institution, without leave or without the prior permission of the Head of the Institution,
- Undertake private tuition, either to students of VIT or other colleges.
- Prepare or publish any books commonly known as Keys. However writing University level text books comes outside this purview.
- Enter into any monetary transactions with any student or parent.
- Cause, or incite any other person to cause any damage to the institution property,
- Organize or attend any meeting without permission.
- Pass comments on the student's religious, regional, personal or cultural sentiments.
- Be a member of a political party or shall take part in politics.
- An employee who commits an offence or dereliction of duty or does an act detrimental to the interest of the college is liable for consequences.

DISCIPLINE

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

If a teacher commits an act of misconduct or misdemeanor, anyone can report in writing to the Principal.

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

The Principal shall hold a preliminary enquiry whenever the code of conduct is violated.

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

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

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.

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

- Memo and censure
- Warning in writing, with recovery of amount, where financial loss is involved
- Suspension from work without remuneration
- Dismissal or discharge from service
 - a. Where the punishment proposed is Suspension/Dismissal, 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.
 - b. The Principal shall report the proceedings periodically to the Chairman.

GRIEVANCE CELL

The Principal shall constitute a Grievance Committee to redress the Grievances of the teaching and supporting staff

The Grievance Committee shall be composed of three persons in the ranks of Head of the Department, or professor.

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

Any teaching or supporting staff having a grievance, shall make a representation to the Committee.

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

The grievances shall be redressed immediately by the committee and the Principal shall be informed.

The coordinator shall record and maintain the minutes of meetings.

CHAPTERS AND FORUMS

ISTE

Staff members are encouraged to become life members of ISTE. The Management encourages by co-sponsoring some of its activities

CSI

Staff members are encouraged to become life members of CSI. The Management encourages by co-sponsoring some of its activities

IETE

Proposal has been sent to IETE Head Office, New Delhi, to start the chapter and awaiting orders from the IETE

IEEE

Students and Staff members are encouraged to become life members of IEEE. The Management encourages by co-sponsoring some of its activities

IEI

Core Engineering Students and Staff members are encouraged to become a member and established student chapter. The Management encourages by co-sponsoring some of its activities

Forums

Apart from class room teachings, students need to get exposed to the latest developments in their disciplines. Keeping this in view, all departments have started departmental forums.

Departments conduct seminars, arrange lectures by experts from academics and industry, group discussions, educational tours etc.

FACILITIES AND AMENITIES

Temples of GOD

The host of shrines in the campus creates an evocative environment engendering a spiritual perspective in the inmates of the campus.

VEDIC

Vishnu Educational Development and Innovation Centre is a powerful mechanism for engaging students, faculty, and staff across campuses, their disciplines and professions and their won learning and career development processes. This centre would conduct both fundamental and applied research in the field of education that suits to improve learning and educational practices in the educational streams of arts, science, medicine and engineering.

Temple Square

In proximity to the temple, the Temple Square houses a bakery and a food court on the ground floor provides refreshments. The Provisional Store on the first floor caters to the needs of the residents of Green Meadows.

ATM

The Indian Bank and State Bank of India installed Automated Teller Machines (ATM) in the campus of Shri Vishnu Educational Society. These centrally located ATMs cater to the requirements of the students and the staff, saving their precious time.

Lake View Court

Lake View Court with its superb view of the lake and the green ambience all around is a perfect hangout for the students. It caters to the diverse needs of the students housing a Xerox Centre, a canteen, a bakery along with a coffee shop. It is a place for unwinding as well as a place for student bonding.

Air Conditioned Auditoriums

The state of the Art Auditoriums in the campus are the hub of academic activities. The campus is provided with two air conditioned Auditoriums, one accommodating 1000 people

and the other 300 people. The auditoriums are provided with A/c capacity of 100 tons and 33 tons each. Sophisticated audio visual equipment facilitates high quality presentations, video conferencing and live media streaming.

Higginbotham Book Store

SVES is one of the very few colleges in the country that has Higginbotham Book store in the campus. The shop with its numerous and diverse collections of books quenches the thirst for knowledge of all the book lovers in the campus.

Food Court

All food items are made available in the stores at reasonable rates, fixed by the college management. It also provides light refreshment like packed snack items, cakes, veg. puff, beverages etc to the students and staff of the college.

Green Meadows

Green Meadows is a gated community established in the campus offering plush houses exclusively for the staff in the campus.

Mineral Water (RO) Plant

To ensure pure drinking water, the entire campus is supplied mineral water from the Mineral water plant established exclusively in the campus.

Beauty Parlour

In today's world personal grooming also plays a significant role in addition to academics. The beauty parlours in the campus facilitates the personal grooming of the inmates of the campus.

Sports and Games

The Department of Physical Education is well equipped with modern infrastructure and includes activities like Basketball, Volleyball, Badminton, TT, Hockey, Cricket, Handball, Softball, Football and Shuttle.

STUDENT DEVELOPMENT PROGRAMMES

STUDENT COUNSELING SCHEME

Students are given individual attention through "Student Counseling Scheme" and are encouraged to improve their academic performance and to participate in extra-curricular activities. Through this scheme, parents are periodically informed of their wards' progress in the Institute

INCENTIVES AND REWARDS

The following incentives and rewards are awarded to the students

- Students securing 1st and 2nd Ranks in a semester - Medals / Cash award
- Free personality development, entrepreneurship, ethics and communication skills, computing skills and placement specific programs for students.
- Free / Subsidized add-on skills programs as per industrial requirements.

CO-CURRICULAR CALENDAR

Co-curricular activities i.e., Quiz, Group Discussion, Seminars, Paper Presentation, Communication Skills, Extempore etc., are incorporated in the regular time tables for all the classes. This calendar enables the activities to be conducted more systematically & regularly thus improving soft skills of the students.

Attendance

- The following are the student's attendance requirement as prescribed by JNTU, Kakinada.
- A student shall be eligible to appear for university examinations if he/she acquires a minimum of 75% attendance in aggregate of all the subjects.
- Condonation of shortage of attendance in aggregate upto 10% (65% and above and below 75%) in each semester or in a year may be granted by the College Academic Committee.
- A student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester as applicable. They may seek readmission for that semester/year when offered next.

- Shortage of attendance below 65% in aggregate shall in no case be condoned.
- Students whose shortage of attendance is not condoned in any semester or a year are not eligible to take their end examinations and their registration shall be cancelled.
- A stipulated fee shall be payable towards condonation of shortage of attendance.
- The teachers shall periodically warn / caution the students who do not attend classes regularly.

Attendance registers are to be maintained as follows:

- Attendance should be marked on cumulative basis.
- Attendance is marked as I for the first class taken against the student present in the class.
- If she is present for the second class, 2 should be marked against her name and if she is absent, I only should be marked against her name and so on.

Academic Requirements:

A student shall register and put up minimum attendance in all credits of their respective programs and earn credits as per university norms.

Award of class

After a student has satisfied the requirement prescribed by the university for the completion of the programme, they will be eligible for the award of the Degree and placed in one of the following four classes by the University.

Class Awarded	% of marks to be secured	From the aggregate marks secured for the best of credits as per the norms.
First Class with Distinction	70% and above	
First Class	Below 70% but not less than 60%	
Second Class	Below 60% but not less than 50%	
Pass Class	Below 50% but not less than 40%	

Important Telephone Numbers

Name	Office	Residence	Mobile