



## Dr. LANKAPALLI BULLAYYA COLLEGE

(Affiliated to Andhra University)  
(Accredited by NAAC with "A" Grade )

**6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.**

**Write description in a maximum of 500 words**

The institutional perspective plan is effectively deployed through a structured approach encompassing policies, administrative setup, appointment procedures, and service rules. These elements ensure the efficient functioning of institutional bodies by providing clear guidelines and frameworks for operations.

Firstly, the strategic plan guides the institution's long-term objectives, ensuring alignment with its mission and vision. This plan is overseen annually by a monitoring committee, which ensures that objectives are implemented effectively. Some of them are

- Adherence to teaching plans
- Utilization of e-learning resources
- Student group involvement in mentoring
- Online feedback systems
- Cultivating research-oriented teaching staff
- Conducting workshops and seminars for performance enhancement

### **Providing conceptual clarity and mastery of connected skills**

Skill development center identifies and deploys resources for guest lectures to impart connected skills. It is mandatory for all UG students to undertake community service in the following areas to enhance social and life skills

- Child Labor
- Traffic Rules
- Women Empowerment
- Adult Education
- Plastic Usage
- Disaster management
- Health & Hygiene
- POCSO Act
- Awareness on Government Schemes

Students of post-graduation undergo two months of project at the end of first year. Based on the National Education Policy, undergraduate students will go for two months of summer internship/project work at the end of IV semester and a semester long project work in the third year. Training programs are taken up periodically by the college to provide the practical aspects of the theory like





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- Tally - Commerce,
- Weekly News paper - Journalism
- Coding Skills – Computer Science
- Counseling sessions – Psychology
- Activity Club - Management
- Discussion clubs –general

Operational efficiency is ensured through policies and procedures, including:

- **Selection and Recruitment Policy:** Transparent recruitment processes based on qualifications and experience, with exit policies and benefits clearly outlined.
- **Leave Policy:** Guidelines for casual and maternity leave, emphasizing prior approval and accountability.
- **Attendance/Discipline Policy:** Biometric attendance tracking is implemented for staff, with consequences for late comings and absenteeism.
- **Performance Appraisal:** Annual assessment of faculty and student performance, with feedback mechanisms to encourage improvement and innovation.
- **Maintenance:** The administrative setup leads to the functioning of the college in a smooth and efficient way. Every issue, either infrastructure related or academics is taken care of at three levels.
  - Level 1 – HODs / Department Level
  - Level 2 – Principal / Vice-Principal (HOI)
  - Level 3 – Secretary & Correspondent (Management)

There is a separate wing to maintain and upkeep the infrastructure and campus.

The college's commitment to these policies fosters a conducive environment for teaching, learning, and administrative functions, contributing to its overall effectiveness and efficiency.

  
(Dr.G.S.K.CHAKRAVARTY)  
PRINCIPAL  
PRINCIPAL  
Dr. L. BULLAYYA COLLEGE  
VISA KHAPATNAM

# **RULES, REGULATING POLICIES, PROCEDURES & PRACTICES, 2022**



**DR. LANKAPALLI BULLAYYA COLLEGE**

**(Re-accredited with “A” by NAAC, permanently affiliated to Andhra University,  
approved by AICTE, Recognized by UGC)**

**Rajendranagar, Visakhapatnam 530013**

**[www.lbc.edu.in](http://www.lbc.edu.in)**

## INTRODUCTION

**This handbook has been developed to provide basic information and resolve common questions and concerns regarding the procedures and rules followed in the college. It is a guide for the employees in matters of human resources that are implemented throughout the campus. However, the contents of this handbook are not intended to create a contract or agreement between the organization and the employee.**

**The policies stated in this handbook are subject to change at any time at the discretion of the organization. The updated information regarding any changes in policies will be conveyed to the employees from time to time.**

## **VISION:**

The College works with a vision to serve the younger generation through education and to help them realise their fullest potential to be self-reliant citizens and serve the society at large by striving on a path of enhancing knowledge, skills and personality.

## **MISSION:**

The College endeavours to promote higher education by providing academic instruction of quality inculcating an attitude of enquiry. As an institution of higher education, the college offers current and relevant study programmes in a congenial yet rigorous academic environment.

## **OBJECTIVES:**

College strives to equip the undergraduate and postgraduate students with necessary conceptual clarity and mastery of connected skills for application. Efforts are made to provide an appropriate level of practical experience in order to enable the students to choose their prospective career path.

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## 1. ADMINISTRATIVE POLICY

### 1.1 Statement:

1. The policy aims at providing comprehensive framework of regulations governing the general administration thereby enhancing consistency in the interpretation and application of all the other policies.
2. It navigates and monitors the development, approval, communication, and maintenance of different policies and ensures to reach organizational goals and expectations.

### 1.2 Scope:

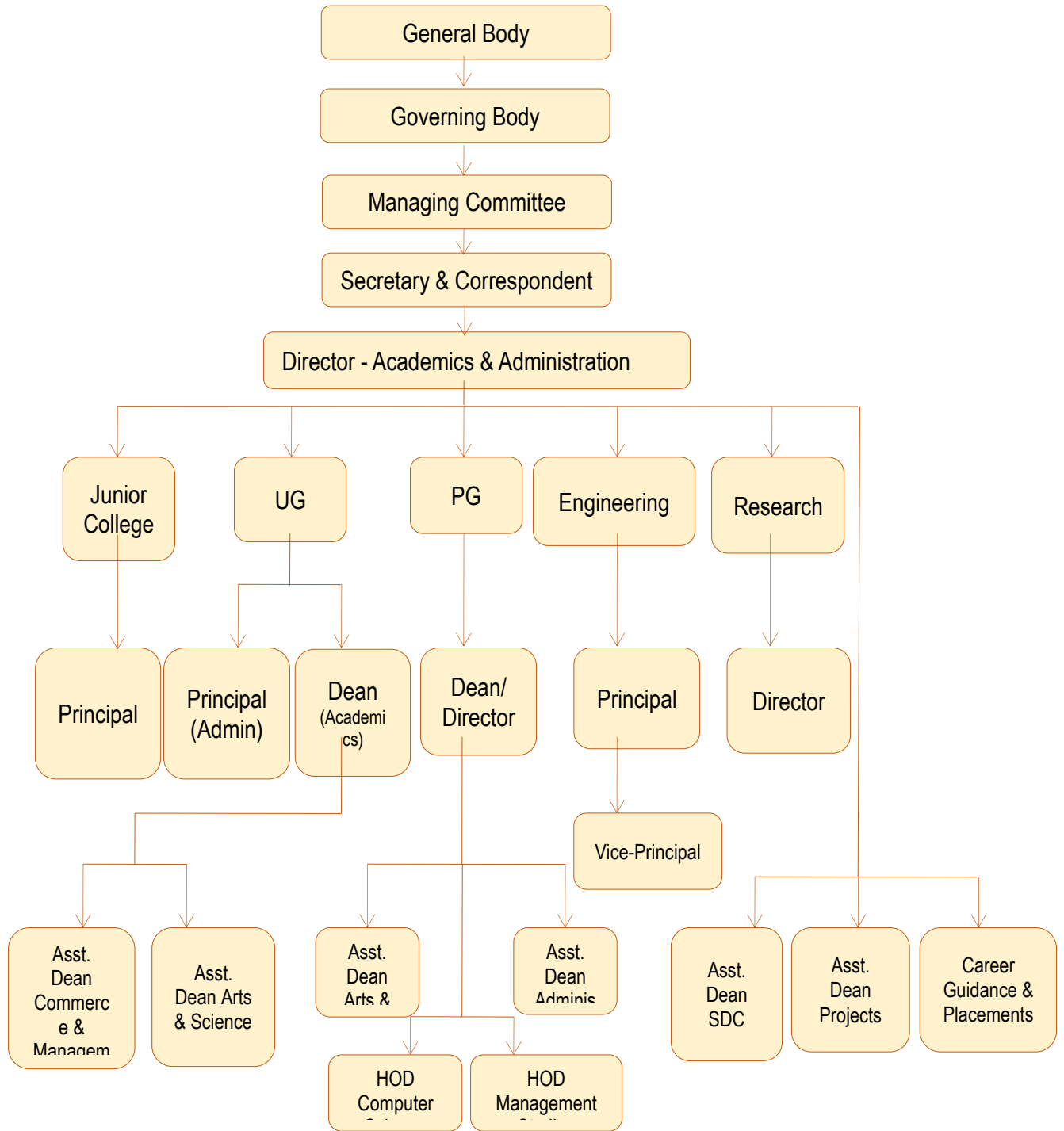
This policy and its components, apply to all the students, faculty, non-teaching staff, administrative staff and other stakeholders associated with the institution.

### 1.3 Objectives:

1. To set out clear organizational standards for the development and implementation of college policies
2. To ensure consistency and an to understand the administrative, operational, financial, and human resource goals, priorities and objectives of the college.
3. To aid those in administrative positions to consistently achieve fair and equitable decisions
4. To encourage decentralized organizational structure by defining the job role and responsibilities of the employees.
5. To monitor and ensure that all the policies are effectively implemented.



### 1.4 Organization Structures



## 1.5 Regulations of College:

1. The college follows the academic calendar released by the Andhra University for the respective courses at the beginning of the academic year
2. The college has an Internal Quality Assurance Cell to monitor all the activities of the college. The IQAC obtains feedback from the stake holders and recommends suitable mechanism to ensure quality teaching and learning.



## 1.6 Regulations for students:

### 1.6.1 College Timings:

1. The college functions from 9: 00 am to 4.20 pm on all working days with a lunch break between 1:30 and 2:30 pm.
2. Students who register on or before 9:00 A.M. shall be recorded as present. Those who register after 9:00 A.M and before 9:30 AM shall be recorded as late comers. Failure to register after 9am shall be recorded as absent for a half day.
3. Students shall be on the campus at the prescribed time and shall attend regular theory classes, practical sessions, Mentor-Mentee sessions, remedial classes and if necessary,

the student shall come early or stay back beyond working hours if practical session extends.

### **1.6.2 Identity Cards (ID Cards):**

1. Students must wear ID card on the campus and produce it to the staff and security when demanded.
2. Students are not allowed to enter the campus without ID card
3. Duplicate ID cards shall be issued only in extraordinary circumstances, on formal application, establishing the loss of the original and on payment.
4. Students shall not be permitted to enter library and borrow books without ID card

### **1.6.3 Dress Code:**

Students are expected to keep in mind the basic norms of modesty and decency with regard to dress. Uniform symbolizes unity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is taken as a source of pride and responsibility, not a liability. Parents should see that the uniform and hairstyle of their wards are modest and decent. The following dress code is prescribed by the college management.

#### **1.6.3.1. Uniform:**

##### **1.6.3.1.1 For P. G:**

1. Formal shirt and trousers for boys and formal churidar and pants for girls with decent fitting (from Monday to Friday)
2. Formal full sleeves shirt and trousers with tie and blazer (during Seminars / Workshops / Presentations)
3. Casual trousers with a shirt for boys and decent churidar, pants, kurtas and tops (no tight fitting or short tops) for girls on Saturdays

##### **1.6.3.1.2 For U.G and Junior College:**

1. Formal shirt and trousers for boys and formal churidar and pants for girls with decent fitting in the colour prescribed by the management (from Monday to Friday)
2. Casual trousers with a shirt for boys and decent churidar, pants, kurtas and tops (no tight fitting or short tops) for girls on Saturdays

### **1.6.3.2 Not allowed**

1. Pajamas/Kurta, Shorts, Track Pants, Printed shirts for boys
2. Capri, Gowns, Ripped Jeans, short skirts, tight fitting clothes for girls
3. Coloring of hair and unconventional haircuts are strictly prohibited
4. Boys piercing the ear and wearing ear rings

### **1.6.3.3 Punishment**

1. Any student violating the dress code will not be allowed to sit in the class.
2. Any member of the teaching or non- teaching faculty may report to the HOD or HOI regarding the violation of the dress code, and appropriate action will be taken.

### **1.6.4 Attendance and Leaves**

Students are expected to attend classes every day. However, if there are genuine reasons like ill-health, students can avail leave by informing the HOD.

1. Late comers (who register after 9: 00 and before 9: 15 A.M) may submit a letter to the class teacher, on the same day, with a request to condone the late coming. (The class teacher shall recommend if the student is not a frequent late comer).
2. The College mandates 80% attendance to promote teaching and learning outcome. If any student fails to put up 75% to 80% attendance, he/she shall be fined with an amount decided by the Secretary and Correspondent.
3. The Andhra University mandates a minimum of 75% attendance to be eligible to write the Semester End Examination. College shall strictly adhere to the norms as enforced by the AU. If any student fails to put up 65% to 75% attendance, he/ she shall be imposed with a fine fixed by the university and the college. If any student fails to put in 65% attendance, he / she shall not be enrolled for Semester end examination.
4. It should be noted that fines are imposed with an intention to ensure regularity to classes and reduce absenteeism.
5. Since this college is a non-profit oriented institution, the fines collected from students shall be utilized for student and social welfare activities.

6. The student fulfilling the eligibility criteria laid by the Andhra University is eligible to pay examination fee. If the student fails to fulfill the eligibility criteria, then he/she shall be detained and accordingly the student shall have to repeat the semester after obtaining permission of the Secretary & Correspondent.
7. Students do not have the right to appear for Semester End Examination by merely paying the examination fee. Students shall comply with the criteria laid down in Evaluation Policy to appear for Internal/End Semester Examination.
8. Students with < 65% attendance shall not be permitted to write End semester examination
9. Attendance will be notified to the students / parents every 15 days and the same shall be displayed on the college notice board.
10. Names / Details of the students are displayed on the notice board at the beginning of the month indicating the fines imposed for the month and the “pay by” dates.
11. Students shall check the attendance regularly, and if any discrepancy is found, the same shall be brought to the notice of the HOD in writing within two working days.
12. It is mandatory for students to attend the Internal examinations / Practical examinations. College shall not conduct retest without any genuine reason and the permission from the Principal.
13. Students absent on medical grounds have to produce a bonafide medical certificate.
14. Prolonged or serious illness, hospitalization or advised rest for long period shall be reported to the HOD within a week. The letter duly signed by parent/guardian along with prescription and medical certificate should be submitted to the HOD on the day of reporting to college. Students should make up for the absences by attending classes regularly after reporting to college.
15. In case of Sports / NCC / NSS activities, the names of the students enrolled for the activity shall be communicated to the HOD by the concerned officers before the commencement of such activity and the same shall be recorded properly. In such cases fines may be waived.
16. Only genuine cases with regular attendance and good performance in previous semester shall be considered for shortage of attendance at the end of the semester
17. Absence due to regular sickness like fever, cold/cough, vomiting, and diarrhea or due to family function etc., shall not be considered for relaxation of attendance as such days of



absence are covered in the 20% relaxation provided in the attendance while fixing eligibility criteria. Hence, student shall attend classes regularly.

18. Attendance shall not be given to students for attending classes of Certificate Courses not offered by college
19. Students who are continuously absent for one month without prior permission of the principal and also do not respond to calls from the class teacher shall be treated as irregular students and their names shall be deleted from rolls. The list of such students shall be displayed on college notice board. Subsequently, if the student requests for continuation in the college, the principal at his/her discretion may permit back the student as readmission.
20. List of the students who are continuously absent shall be prepared at the end of each semester and submitted to the Secretary & Correspondent.

#### **1.6.5 Payment of fees**

1. College fee shall be remitted in the admission office at the beginning of every academic year.
2. Students shall maintain the receipts issued by the office safely and produce them on demand. Duplicate fee receipt shall not be issued under any circumstances.
3. Students shall check the receipt issued and mistakes if any should be rectified immediately. Complaints made later shall not be entertained.
4. Every eligible student in each semester shall pay the Examination fees (amount prescribed by the affiliating University) after obtaining the No Due Certificate within the stipulated time
5. The college under any circumstances shall not entertain late payment of examination fee and college fee.
6. If any student requests to the management for payment of fee in installments, the management may or may not approve depending upon the genuineness. If it is approved, the student has to pay the fee along with additional amount specified by the college.
7. The college specifies the last date for the payment of college fee in full or in installments.

1. Students who pay the fee on or before the last date shall pay only the fee amount prescribed by the college (actual fee amount).
2. Students who fail to pay before the last date shall pay the fee along with the fine prescribed on or before the last date specified by the college for payment with fine (actual fee + fine)
3. In special cases where the student is not able to pay the fee on or before the last date specified with fine, he / she has to make a formal request to the management specifying the reasons for not being able to pay the fee on time. The management may or may not accept the permission depending on the genuineness of the problem.
8. Names of students who fail to pay college fee on or before the last date for payment with fine, shall be deleted from rolls. Their admission shall be treated as cancelled.
9. Students who fail to pay college fee shall not be allowed to register for the semester end exams and shall also be deleted from rolls of the subsequent semester.
10. List of defaulters shall be prepared by the principal and submitted to the Secretary & Correspondent.
11. **On payment of fees, they shall apply for re – admission through Form no.** to the Secretary and Correspondent. They shall then only be treated as readmitted and shown in rolls and the same shall be reported to the Secretary & Correspondent in writing.

#### **1.6.6 Cleanliness**

1. Students shall maintain cleanliness in classrooms, corridors and in college premises. Students shall avoid leaning against walls and door-ways.
2. Students shall desist from disfiguring the classrooms, the furniture, compound walls and buildings or any part of the college campus by pasting posters, fixing nails or writing on them.
3. Littering, defacing the walls or desks, damaging college property etc. are offences. Students under the guidance of the class leader are responsible for the cleanliness of the room allotted to them.
4. Students shall refrain from sticking chewing gum on the walls or college furniture disciplinary action will be initiated against those who destruct or cause to destruct, disfigure the properties of the college.

### **1.6.7 Use of Electronic Gadgets:**

1. Students who carry cell phones shall keep them in Switch-off or Silent mode on campus and keep them in their bags in the class unless their use is permitted by the teachers. Students neither accept nor send calls / messages while in classes / labs /libraries.
2. Video recording using mobile phones, smart phones, iPad or handycam on campus without the permission of the principal shall be treated as serious misconduct.
3. Parents are to note that any request for returning the gadget shall not be entertained.

### **1.6.8 Celebrations:**

1. Prior permission of the principal is compulsory to conduct any programmes inside the college or in the auditorium. Auditorium shall be booked in advance.
2. Freshers and farewell parties, get togethers are to be celebrated in the college premises under the supervision of the faculty with the prior permission of the principal.

### **1.6.9 Parking in college premises:**

1. Students are allowed to park their vehicles in the allotted slot from 8: 00 am to 6:30 pm
2. Students shall park the vehicles at their own risk and College is not responsible for any kind of damage to the vehicle.

### **1.6.10 Internet policy:**

1. Students are restricted from sending or posting information that is defamatory to the Institution and to the members of the college fraternity.
2. Students are to refrain from introducing software into the network of the institution and/ or jeopardizing the security of the organization's electronic communications systems.
3. Students shall abide by the Internet usage policy. Any violation of this policy will lead to severe disciplinary action which may result in suspension or expulsion from the college.

### **1.6.11 General Code of Conduct**

The Code of Conduct reflects the mission of the college and guides the conduct to safeguard and promote the curricular and extra-curricular activities. Staff and Management are dedicated

and committed to foster an academic environment. Failure to fulfill and comply with the code may result in disciplinary action. Prohibited Conduct includes

1. Assaulting, harassing, intimidating, or threatening another individual, or group, or juniors using foul or offensive language which may endanger the health, safety and security of others
2. Stealing, misusing, destroying, defacing, damaging college property or property of other students.
3. Disrupting college activities, creating disturbance or disruption of classroom procedures
4. Using College facilities, equipment, services or computer and internet facilities without proper permission.
5. Providing false information to the institution, forging, altering or misrepresenting facts or any document or record.
6. Students and parents/guardians must ensure payment of costs or compensation for any loss or damage caused to college property.
7. Violation of the Sexual harassment policy of the institution against other students and staff of the college is regarded as serious offence.
8. Students must be regular and must complete all the tasks assigned by the teachers.
9. Students must wear their college ID when on campus.
10. Students are to switch off phones and other devices (IPads, tablets, smart watches etc) and keep them in their bags in the class unless their use is permitted by the teachers.
11. Students must refrain from all such activities and behavior, both on the campus and outside, which may be derogatory to the dignity and reputation of the college.
12. Students are not permitted to audio or video record the lectures in classrooms or in the college premises. Taking photographs and streaming audio/video of any persons and which can harm the person's privacy and dignity and uploading them on social media platforms are strictly prohibited.
13. Students who discontinue studies due to any legitimate reason will be relieved after clearing all pending dues and completion of all related formalities.
14. Students who intend to represent college in inter-collegiate events should take permission from their HODs, keep their subject teachers informed of the said

participation beforehand. Selection will be based on parameters such as academic performance, attendance, and competence of the student.

### 1.6.12 Disciplinary action on students

1. All the students are expected to maintain good character, discipline and decorum in the college premises. If any student is found indulging in ragging or any other undesirable, illegal, antisocial or destructive activities in the college premises, she/he is liable to disciplinary action.
2. The Secretary & Correspondent shall decide whether to resolve the case internally or to inform / complain the Police in case of grave misconduct like causing injury to fellow students or committing criminal acts in the college premises.
3. The inquiry shall be held by the Anti-Ragging and Disciplinary Committee or an adhoc committee constituted for the purpose. The form of any inquiry will depend on the severity and complexity of the issue in question as well as the availability of evidence.
4. The student subject to the allegation is given an opportunity to present the case to the person conducting the inquiry.
5. In case the student's whereabouts are not known at the time of inquiry, the Secretary & Correspondent may decide to conduct the inquiry in the absence of the student.
6. The Secretary & Correspondent may, depending on the nature and gravity of the misconduct established by the Anti-Ragging and Disciplinary Committee, award, to those found guilty, one or more of the following punishments
  1. To write a formal written apology.
  2. To pay fine.
  3. Suspension from attending the classes and academic privileges.
  4. Withholding/withdrawing scholarship/fellowship and other benefits.
  5. Debarring from appearing for any test/examination or other evaluation process.
  6. Withholding results.
  7. Cancellation of admission.
  8. Rustication from the College for **one to four semesters**.
  9. Expulsion from the college and consequent debarring from admission to any other institution for a specified period.



### **1.6.13 Certificate Collection:**

1. Original academic documents shall be returned and Marks Statements /Degree certificates shall be issued to the students at the time of issuing Transfer Certificate (TC).
2. Parents/guardians/friends/relatives shall not be entertained to receive the original documents or marks statements or certificates unless authorized by the student in a prescribed format.
3. Original academic documents and other marks statements /degree certificates shall be claimed within a year after leaving the college. The college office shall not be held responsible for any damage or loss of the certificates left unclaimed by the student.
4. It takes minimum 3 days for issue of certificates.
5. Students have to produce “No Dues” Certificate in the office and sign in the Register and Collect the Certificates.

### **1.6.14 Transfer Certificate**

1. Transfer Certificate shall be claimed within a year after leaving the college.
2. It takes minimum 3 days for issue of transfer certificates.
3. Students have to produce “No Dues” Certificate, obtained from the respective Department, Library and Sports Department, in the office and sign in the Register to Collect the Transfer Certificate

In case of cancellation / withdrawal of admission, TC shall be issued as per the Rule 2.9 (Refer 2.9 – withdrawal of admissions in Admission Policy)

### **1.6.15 Study / Conduct / Bonafide Certificate**

1. The students who require a Study / Conduct / Bonafide Certificate, shall apply to the Vice Principal stating the reasons and the Vice principal shall issue Study / Conduct / Bonafide Certificate
2. Conduct certificate shall be issued only on the recommendation of the HOD. It is the responsibility of the students to earn a good conduct certificate. It is not issued as a matter of right.

### **1.6.16 Provisional Certificate**

1. The students shall apply to the Vice Principal requesting for Provisional Certificate along with a photocopy of all the marks statements and the Vice principal shall issue the PC.
2. Provisional Degree Certificate shall be issued only after the receipt of all marks statements and shall not be issued based on result sheet.

#### **1.6.17 Procedure to apply for scholarship**

1. Students have to upload details in web portal of the Social Welfare Department.
2. They have to submit the uploaded form to the office along with photocopy of all Marks Statements, Income Certificate and Caste Certificate
3. College shall forward the form with relevant documents to Social Welfare Department (SWD)
4. Scholarship will be disbursed in the form of cheque after receiving from SWD provided student owes “No Dues” to college.

#### **1.6.18 Submission of Documents at the of Admission**

##### **1.6.18.1 For Local students**

1. Under Graduation Courses  
10th, 12th, Marks Statements or equivalent certificate, Study and Conduct Certificates from 5<sup>th</sup> standard to 12<sup>th</sup> Standard, Transfer Certificate.
2. Post Graduation Courses  
Degree Marks Statements or equivalent certificate; Study and Conduct Certificates from 5<sup>th</sup> standard to Degree; Hall Ticket, Rank Card from the Qualifying exam; Allotment Order, joining report, Check list issued by Andhra University; Caste Certificate; Income Certificate and Transfer Certificate.

##### **1.6.18.2 For Non - Local students**

1. Under Graduation Courses  
10th, 12th, Marks Statements or equivalent certificate, Study and Conduct Certificates from 5<sup>th</sup> standard to 12<sup>th</sup> Standard, Transfer Certificate, Migration Certificate
2. Post-Graduation Courses

Degree Marks Statements or equivalent certificate; Study and Conduct Certificates from 5<sup>th</sup> standard to Degree; Hall Ticket, Rank Card from the Qualifying exam; Allotment Order, joining report, Check list issued by Andhra University; Caste Certificate; Income Certificate and Transfer Certificate, Migration Certificate.

#### **1.6.19 Uploading Procedure:**

1. The student shall fill in the application form in the Online portal and upload all required Original Certificates, Signature and photo.
2. The student shall verify the data with the class teacher before the final submission and ensure that correct Name, DOB, Address & course are uploaded.

#### **1.7 Regulations for Principal**

1. The principal is the Chief Officer of the institution and is responsible for all academic, administrative and financial matters of the institution.
2. To be the link between management, Secretary & Correspondent on the one hand & the administration, staff, students and all stake holders on the other hand.
3. To provide the interface to project the activities of the institution as decided by the management to all external agencies.
4. To ensure extension of all facilities and support for the conduct of the programs of any other agency as decided by the management
5. The principal is the functionary legally responsible on behalf of the institution in all matters.
6. To furnish periodical statements of financial, academic and other matters pertaining to the institution to the Secretary & Correspondent
7. To obtain approval of the Secretary & Correspondent for any immediate action to be taken.
8. To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through the respective Heads of Institutions and get it verified by the concerned staff at the end of the academic year.

9. To write the confidential reports (CR) of all the faculty and maintain them in his/her custody. However, the CR's of non-teaching faculty will be written by concerned HOI and submitted to the principal for safe custody.
10. To oversee and ensure that the academic and administrative functioning of the institution is smooth and satisfactory.
11. To interact with all external agencies such as industries and other professional organizations. To take necessary legal advice and follow up action whenever required on behalf of the institution.
12. To interact and pursue effective follow up of all matters concerning the academic, financial & administration of the institution and have liaison with the AICTE and University
13. To conduct periodic review meetings with the faculty and the administrative staff of the institution to ensure effective follow up of all matters discussed at such meetings.
14. To act as the sanctioning authority for all industrial visits and tours of all faculty and staff members recommended by concerned HODs excluding himself/herself to keep the Secretary & Correspondent informed of all such tours approved.
15. To act as the sanctioning authority for all the leave exceeding two days of all staff members excluding himself/herself and to keep the Secretary & Correspondent informed of the matter.
16. To act as the sanctioning authority for registration fee and permission for staff to present papers at National Conferences.
17. To obtain the prior approval of the Secretary & Correspondent for participation of faculty members at National & International Conferences.
18. To ensure admission of students to the Intermediate, Under Graduate, Engineering and Post Graduate courses as per the norms prescribed by the University and also the State Government within the stipulated time schedule and obtain the approval of the appropriate authorities for such admissions.
19. To ensure effective and satisfactory conduct of the academic activities by continuous monitoring of faculty and other facilities available and to put up proposals in this regard in consultation with the Secretary & Correspondent for provision of necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.

20. To receive examination application forms to appear for the respective examinations and forward the same to the affiliated University and to ensure satisfactory and prompt conduct of university examinations as per norms stipulated by the University.
21. To ensure appropriate documentation through committees, whenever required, for any material required by academic & administrative authorities such as the University, AICTE, State and Central Governments in consultation with the Secretary & Correspondent.
22. To arrange for collection of approved fees from students and arrange for disbursement of stipends/scholarships to eligible students.
23. To ensure follow up and receive the appropriate grants from the various funding agencies.
24. To prepare annual budget estimates for capital and recurring expenditure of all colleges through HODs.
25. To make payments towards the various activities of the institution as per the approved budget after scrutiny by chief accounts officer and the Secretary & Correspondent
26. To oversee the maintenance of proper records for receipts, payments and register all assets of the institution. Counter signature in the daily cash book with regard to financial transactions made and to check once in a fortnight.
27. To prepare the annual accounts and statements for purposes of audit by the chartered accountant and the statutory authorities, and forward utilization certificates and the progress to the relevant funding authorities.
28. To ensure maintenance of proper discipline among students and staff
29. To attend to the problems of the staff and students through appropriately constituted committees for prompt redressal.
30. To ensure proper maintenance of the campus and arrangements for security for the assets of the institution
31. To perform any other function that may be assigned by the Secretary & Correspondent from time to time.

## **1.8 Regulations for Vice Principal**

1. Shall report to the principal



2. Shall assist the principal in all aspects and supervise all academic and administrative activities of the college
3. Shall discharge all the duties and responsibilities of the principal in his/her absence
4. Shall serve as in-charge Principal in his/her absence
5. Shall discharge any other duties assigned by the principal

### **1.9 Regulations for Heads of the Departments:**

The HOD shall report to the principal and is expected to play a major role in enabling the college to achieve its Mission and Goals through strong commitment to educational standards and values. The HOD shall

1. Strictly abide by the educational, organizational and disciplinary policies of the college.
2. Be responsible for semester planning, manpower planning, subject allocation based on the options given by faculty members, Lab management, department management for smooth functioning, conducting model tests, university examinations, project reviews, class committee meetings on time, and in short management of the department in structured way, taking guidelines from Principal.
3. Undertake Assessment and evaluation of the performance of students on continuous basis and develop strategies for improvement of results.
4. Advice and counsel students on academic and social issues.
5. Undertake individual or collaborative research and contribute towards development of the college.
6. Be responsible for maintenance of all Lab equipments and obtain inventory from time to time.
7. Be responsible to submit and motivate faculty to submit research proposals to funding agencies.
8. Be responsible to motivate faculty to publish research articles.
9. Be responsible for identification of Staff requirement and selection.
10. Attend all HODs meetings conducted by the Vice Principal and the Principal and conduct department meetings as and when required, at least monthly once.
11. Scrutinize Lesson plans, Lab manuals, review question bank.

12. Monitor theory Class / Lab sessions in accordance with lesson plan, Students attendance and discipline.
13. Be responsible for scheduling Assignments, Seminars, Industrial Visits, Guest Lectures, Association activities, Quiz and Group Discussions.
14. Be responsible for selection, allotment of supervisors/guide, monitor and review of student projects.
15. Be responsible for scheduling University Practical Examinations, submitting marks list and Internal Assessment Marks to office in time.
16. Be responsible for identifying slow learners and accordingly schedule Remedial classes.
17. Appraise the performance of teaching staff.
18. Submit proposals to funding agencies to organize workshops, seminars, conferences, faculty development programmes, lecture series etc.,
19. Schedule stock verification in the lab and department Library.
20. Prepare and submit department budget proposal to Principal.
21. Be responsible for procuring equipment, consumables, books and other miscellaneous items in accordance with the college purchase policy.
22. Maintain student-friendly environment.
23. Be responsible for subject allocation, selection of electives, framing time table and allocation of department work

### **1.10 Regulations for Teaching staff**

Teaching is a noble profession in which teachers are engaged in shaping and molding the lives, career and future of young generations of students/pupils. Recognizing the role of teachers in social, cultural and economic development of the Nation and the key role of teachers, ensuring the quality of teaching/learning/ educating students, in following ethical values underpin the standards of teaching, knowledge, skill, competence and conduct is set out in this code. He/she shall report to the respective HOD.

He / She shall

1. Be expected to play a major role in enabling the college to achieve its Mission and Goals through strong commitment to educational standards and values.
2. Strictly abide by the educational, organizational and disciplinary policies of the college.

3. Contribute towards college development and participate in standing or adhoc committees.
4. Assist HOD in administrative activities of the department.
5. Be proactive in procuring grants from various funding agencies for research, infrastructure, development, conference, seminar, faculty development programs, workshops etc.
6. Organize Orientation classes (Refer 3.5.1) and Bridge classes (Refer 3.5.2) as per the instructions of the HOD.
7. Organize guest lectures (Refer 3.6.1), industrial visits (Refer 3.6.4), enrichment programs, seminars and workshops (Refer 3.6.2), group discussions, skill development programs and other co-curricular and extracurricular activities.
8. Advice and counsel students on academic and social issues.
9. Guide students in in-house projects, paper/poster presentations.
10. Submit lesson plan (Refer 3.5.5), teaching diary (Refer 3.8), question paper (Refer 4.4.3.3.1), internal assessment marks (Refer 4.4.3.3.2) to the respective HOD in time.
11. Take up responsibility as coordinator of events.
12. Serve as invigilator (Refer 4.8.2), for Internal/External practical examinations (Refer 4.7)
13. Monitor students' attendance, progress, behavior of students and recommend corrective steps if necessary.
14. Conduct remedial classes (Refer 3.6.5) and mentor students.
15. Monitor condition of equipment in the laboratories and arrange for service/repair.
16. Perform all other faculty duties mentioned in other policies.
17. Discharge all other duties assigned by the HOD.
18. The Teaching staff shall follow all the Standard Operating Procedures SOPs laid down by the college regarding Biometric recording, leaves, OD Permissions towards Examiner for Practical Exams and Viva (Refer 4.7), OD Permissions for External Valuation (Refer 4.9) OD Permissions to appear for Seminars and Workshops.
19. Teachers shall not carry cell phones to classrooms / exam halls / labs / libraries and keep the phones in silent / switch off mode. If use of the phone is highly essential, they shall use it for short duration only.

Compliance of these instructions is the individual responsibility. However, HODs and HOIs are responsible to enforce the rules and ensure compliance.

## **1.11 Regulations for Non-Teaching/Administrative Staff:**

### **1.11.1 System Administrator**

Shall report to HOD-Computer Science Department / Vice Principal / Principal. He / She is

1. Responsible for maintenance of server room and UPS.
2. Responsible for smooth functioning of all computer systems / Network / internet facility on the campus.
3. Responsible for solving user problems.
4. Shall abide by all other regulations laid in Computer Usage & Network policy.
5. Shall discharge all other duties assigned by Principal.

### **1.11.2 Technical or Lab Assistant**

1. He / She shall report to the Faculty/HOD
2. Shall check the condition of the equipment / instrument after used by students.
3. Is responsible for cleanliness of the lab.
4. Shall issue chemicals, glassware, components and other necessary materials required for conducting practical classes and University Exams.
5. Shall maintain stock registers, record of breakage (student wise) and logbook.
6. Shall carryout minor repairs, report to the Faculty-in-Charge or HOD about any major servicing to be done.
7. Shall maintain First-Aid-Box in the lab.
8. Shall discharge any other duty assigned by Faculty/HOD/Principal.

### **1.11.3 Lab Attender**

1. He / She shall report to Technical Assistant/Faculty/HOD.
2. Shall clean the lab every day and shall keep bottles, instruments in place.
3. Shall clean chemicals, glassware, components and other necessary materials utilized for conducting practical classes and University Exams.
4. Shall report the breakage of glassware and instruments to Faculty/HOD immediately.
5. Shall get the photocopying done, submit to and pick up files from office.

6. Shall discharge any other duty assigned by Faculty/HOD/Principal.

#### **1.11.4 Librarian**

1. He/she shall report to the principal.
2. Is responsible for planning / preparing the budget / purchase of books / journals by consulting all HOD's.
3. Is responsible for issue / return of books as per college norms.
4. Is responsible for maintaining and upgrading library software.
5. Is responsible for clipping new arrivals, interesting news etc on display / notice board.
6. Shall allot accession numbers and call numbers for books.
7. Shall maintain reference books, general books periodicals and back volumes.
8. Is responsible for collecting dues/charges if any due to loss of books or late renewal/return of books.
9. Shall co-ordinate with various departments and department libraries for the purchase of new books, journals and extra copies required as per the norms of the University.
10. Responsible for housekeeping of library.
11. In-charge of Reprographic facility.
12. Responsible for maintaining discipline in the library.
13. Shall manage assistant librarians and other library staff.
14. Shall abide by all other regulations laid in library policy.
15. Shall discharge all other duties assigned by the principal.

#### **1.11.5 Assistant Librarian**

1. Shall report to librarian.
2. Shall assist librarian in all library activities.
3. Shall abide by all other regulations laid in library policy.
4. Shall discharge all other duties assigned by the principal.

#### **1.11.6 Placement Officer**

1. He/she shall report to the principal.
2. Shall assist students at the time of Placements.



3. Shall establish contact with various companies and arrange for placement interviews for the students of all branches.
4. Shall conduct pre-placement and personality development training programs.
5. Shall maintain student and Alumni database.
6. Shall assist in the placement of the students through campus recruitments.
7. Shall assist in identifying companies and arrange for internships.
8. Shall provide career guidance counseling to the students.
9. Shall provide information on employment opportunities.
10. Shall promote Industry-Institute Interaction.
11. Shall discharge any other duty assigned by the Principal.

#### **1.11.7 Physical Education Director**

1. Shall report to the the Principal.
2. Shall maintain discipline on the campus.
3. Shall go around the campus.
4. Shall maintain Sports Centre within the campus.
5. Shall be responsible for identifying the talent and nurturing the same.
6. Shall train, guide and conduct practice sessions to the students.
7. Shall conduct sports activities within the campus.
8. Shall encourage students to represent college in intercollegiate/ district/ state/ national/ international level tournaments/competitions.
9. Shall work towards raising the profile of the college in sports activities.
10. Shall co-ordinate with university authorities.
11. Shall discharge all other duty assigned by the Principal.

#### **1.11.8 NSS Officer**

1. Shall report to the Principal.
2. Shall maintain NSS wing on the campus.
3. Shall be responsible for selection of NSS volunteers.
4. Shall nurture the volunteers to contribute to the society by providing selfless service.
5. Shall conduct blood donation camps, health camps, Shramadana, maintain cleanliness on the campus.

6. Shall organize NSS camp once a year.
7. Shall co-ordinate with university authorities.
8. Shall utilize grant received from university and submit accounts and NSS report annually to university.
9. Shall discharge all other duty assigned by the Principal.

#### **1.11.9 NCC Officer**

1. Shall report to the Principal.
2. Shall maintain NCC wing on the campus.
3. Shall select NCC volunteers.
4. Shall train the cadets.
5. Shall co-ordinate with Andhra Pradesh Battalion.
6. Shall submit all necessary documents to the Andhra Pradesh Battalion.
7. Shall discharge all other duty assigned by the Principal.

#### **1.11.10 Office Superintendent**

1. Shall have a broad understanding of the education sector with respect to admission, affiliation and examination process.
2. Shall be multitasking and co-coordinating with different departments.
3. Shall have good interpersonal skills and be proficient in English and Telugu.
4. Shall manage office staff and office admin work, monitor and organize submission of check lists and preparation of documents for AICTE inspection and other inspections.
5. Shall monitor uploading of college information to the concerned portals.
6. Shall ensure online uploading of student admissions.
7. Shall handle all queries pertaining to admission, affiliation and examinations.
8. Shall submit relevant documents to university pertaining to students' admission approval.
9. Shall supervise cross functional team coordination, external communication, coordinating with parents etc.
10. Shall discharge all other duty assigned by the Principal.

#### **1.11.11 Duties and responsibilities of Non-Teaching staff**

1. The non-teaching staff are expected to be at their work place during the prescribed working hours.
2. They should be loyal to the college by being punctual and reliable.
3. They should maintain integrity by being honest in words and actions.
4. They should maintain:
  - i. Proper interaction with students.
  - ii. Professional boundaries with students and staff.
  - iii. Dignity by treating students by care and kindness.
  - iv. Good and healthy relation with other staff members
5. They should be responsible by meeting the required standards for every assigned task.
6. They should work with mutual respect, trust and confidentiality.
7. They must respect and maintain the hierarchy in the administration.
8. They should adhere strictly to the official resumption/ closing time and must adhere to the dress code suggested by the management.
9. They must not use unauthorized persons to perform official duties.
10. They must sign regularly in the attendance register which is to be maintained by the head of the institution.
11. They are supposed to have the basic manners to maintain professional environment.
12. They shall not involve in any political activities on the campus.
13. Self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
14. They shall maintain cordial relationship with the teaching staff and should be helpful in all academic and non-academic activities.

#### **1.11.12 Maintenance in-charge**

1. He/ She will report to the Principal/Manager.
2. Monitor Housekeeping staff attendance and over all cleanliness of the campus.
3. To identify problems in Housekeeping, Maintenance, Canteen etc., and initiate immediate rectification measures.
4. Monitor ongoing construction work and coordinate with other branches/vendors for completion of work.

5. Be familiar with breakdown issues related to generator, Air Conditioner and other equipment in laboratories.
6. Shall be readily available on call in case of emergency.
7. Coordinate with technicians (Electrician, Plumber, Carpenter) and get repairs done on the campus.
8. Maintain log book for Auditorium and Seminar Halls.
9. Monitor CCTV surveillance and take appropriate measures.

#### **1.11.13 Security Officer**

1. He shall report to Principal / Accounts/Admin Manager.
2. Shall supervise functioning of the security personnel.
3. Shall report to Principal regarding untoward happenings.
4. Shall discharge all other duties of Security personnel and those assigned by Principal

#### **1.11.14 Security personnel**

1. He shall report to Security Officer.
2. Shall be responsible for the security of gate / campus / manpower and materials.
3. Shall check for gate-pass before allowing any items belonging to college out of the campus.
4. Shall check all vehicles when they go out of campus.
5. Shall check in coming items and maintain invoice/delivery challan.
6. Shall allow faculty, staff and students inside the campus only with ID card.
7. Shall maintain visitors' register.
8. Shall maintain the vigilance of the campus and ensure all the rooms are locked, fans/lights switched off after college hours.
9. Shall be on rounds inside the campus and maintain discipline.

#### **1.12 Disciplinary action on employees:**

1. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to present and defend him/herself

2. Complaints of misconduct by a staff member are investigated by the Disciplinary Committee or adhoc Committee constituted for the purpose by the Principal in consultation with the Secretary & Correspondent.
3. The Committee shall conduct the enquiry and after finding the facts shall present the enquiry report to the Principal.
4. An employee may also be placed under suspension by the Principal pending enquiry into framed charges by giving the employee a fair chance to represent his/her case.
5. The Principal shall present the report to the Secretary & Correspondent and as part of the disciplinary action he may impose the following punishments upon the employees
  1. Issuing a warning memo
  2. Withholding increments/promotion
  3. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
  4. Suspension
  5. Dismissal from service

## **2.ADMISSION POLICY**

### **2.1 Statement:**

The principle is to establish transparent admission process in order to have systematic enrolment practices, to ensure effective admission criteria and procedures for student selection. The policy envisions building a knowledge society thereby participating in nation's march in creating intellectual pool.

### **2.2 Scope:**

This policy and its components, applies to all the students, staff, parents/guardians, concerned administrators and all other stakeholders associated with the institution.

### **2.3 Objectives:**

1. To ensure equal opportunities to all the category of students
2. To guide aspirants to choose suitable stream through counseling by academicians
3. To reach out every corner of the country through networking facility
4. To provide simple, hassle free enrolment process

### **2.4 Regulations:**

1. Admissions shall be given only to candidates who satisfy the prescribed norms, subject to physical verification of documents.
2. Admission shall be treated as completed only on payment of college fee.

3. The principal shall constitute an Admissions Team for the purpose. Admissions team shall keep track the payments made in the bank.
4. Fees for the year shall be payable at the beginning of the year.
5. However, any requests for payments in instalments shall be approved by the Secretary & Correspondent.
6. For admissions in to Management seats, prior approval of the Secretary & Correspondent shall be required.

#### **2.4.1 Admission to Intermediate courses-**

1. Admissions to Intermediate courses shall be based on relative merit.
2. Admission counters shall be opened to guide students and parents to select the program.
3. Admissions to students of SC, ST, physically handicapped and meritorious in sports are considered as per norms

#### **2.4.2 Admission to Undergraduate courses – Admission through online**

1. Admission to UG courses will be based on the format specified by APSICHE.
2. 30% of the sanctioned seats are filled through management quota. 70% of the seats are filled by Andhra university through wed counselling.
3. Outstanding sports persons and students having extracurricular activities are given fee concession.

#### **2.4.3 Admission into Engineering courses –**

1. Admission into Engineering courses shall be made on the basis of EAMCET examination conducted by the government of Andhra Pradesh.
2. 20% of the sanctioned seats are filled through management quota. 80% of the seats are filled by Andhra university through wed counselling.
3. Outstanding sports persons and students having extracurricular activities are given fee concession.

#### **2.4.4 Admission to Postgraduate courses –**



1. Admission into Arts, Sciences and Commerce P.G. courses shall be made through web counselling on the basis of Common AP PG CET examination.
2. Admission into MBA and MCA courses shall be made through web counselling on the basis of ICET.
3. 20% of the sanctioned seats are filled under management quota. 80% of the seats are filled by Andhra university through centralized counseling.
4. Outstanding sports persons and students having extracurricular activities are given fee concession.

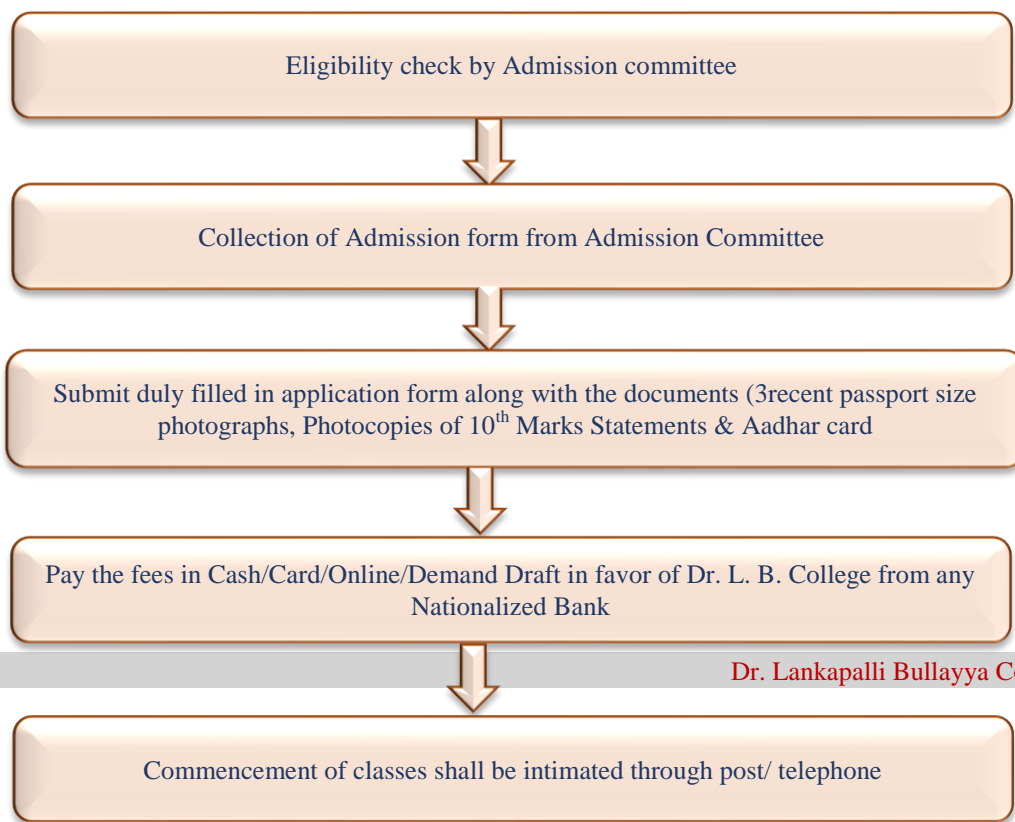
## 2.5 Admission Committee

1. The Principal, Vice-Principal and Heads of Departments are collectively responsible for the information campaign.
2. Students are guided with necessary information to enable them to select our college.

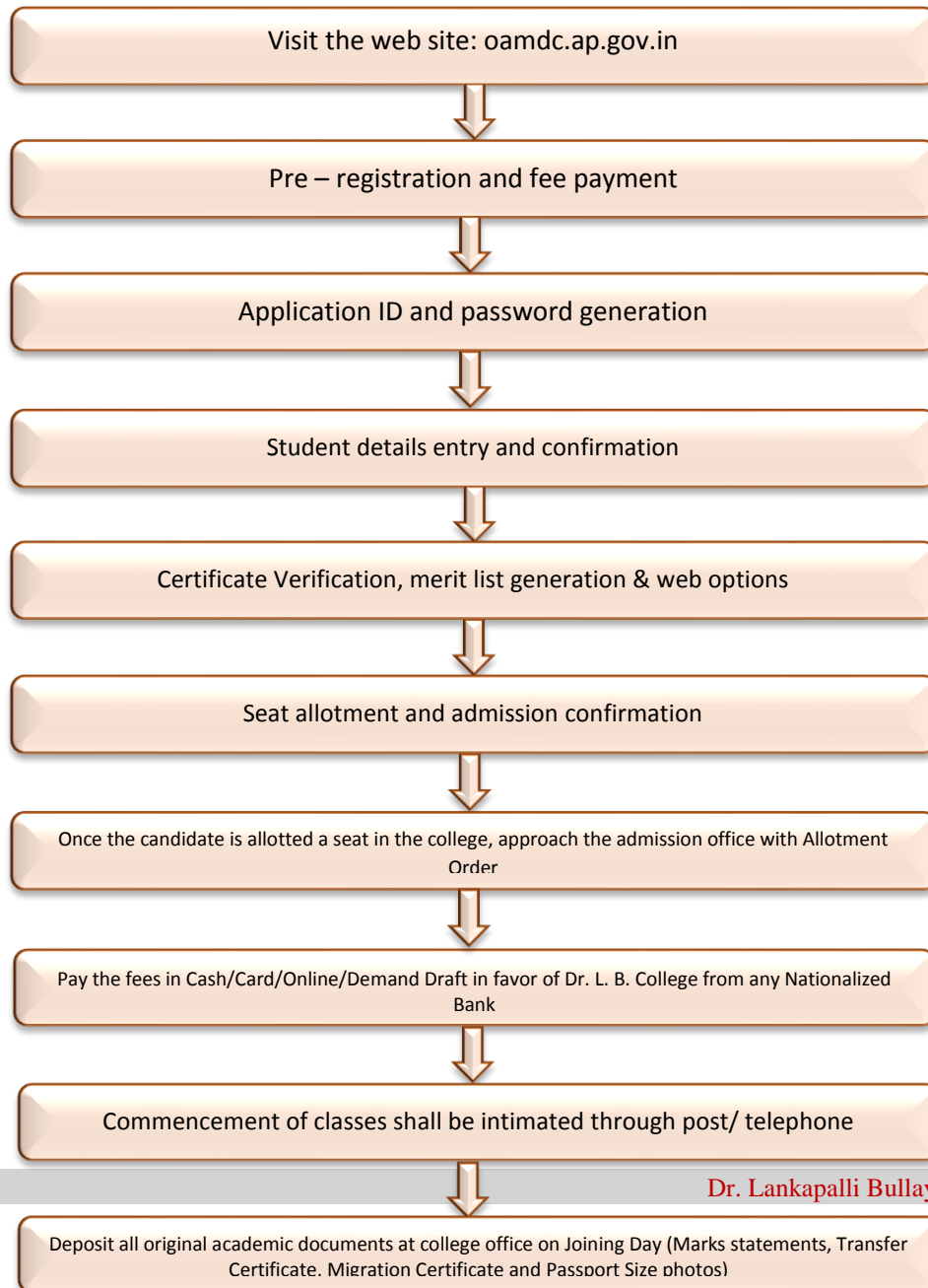
## 2.6 Admission Process

The Admission Committee is in charge of the admission of students to programmes. It shall ensure quality assurance of these processes and maintain a simple procedure.

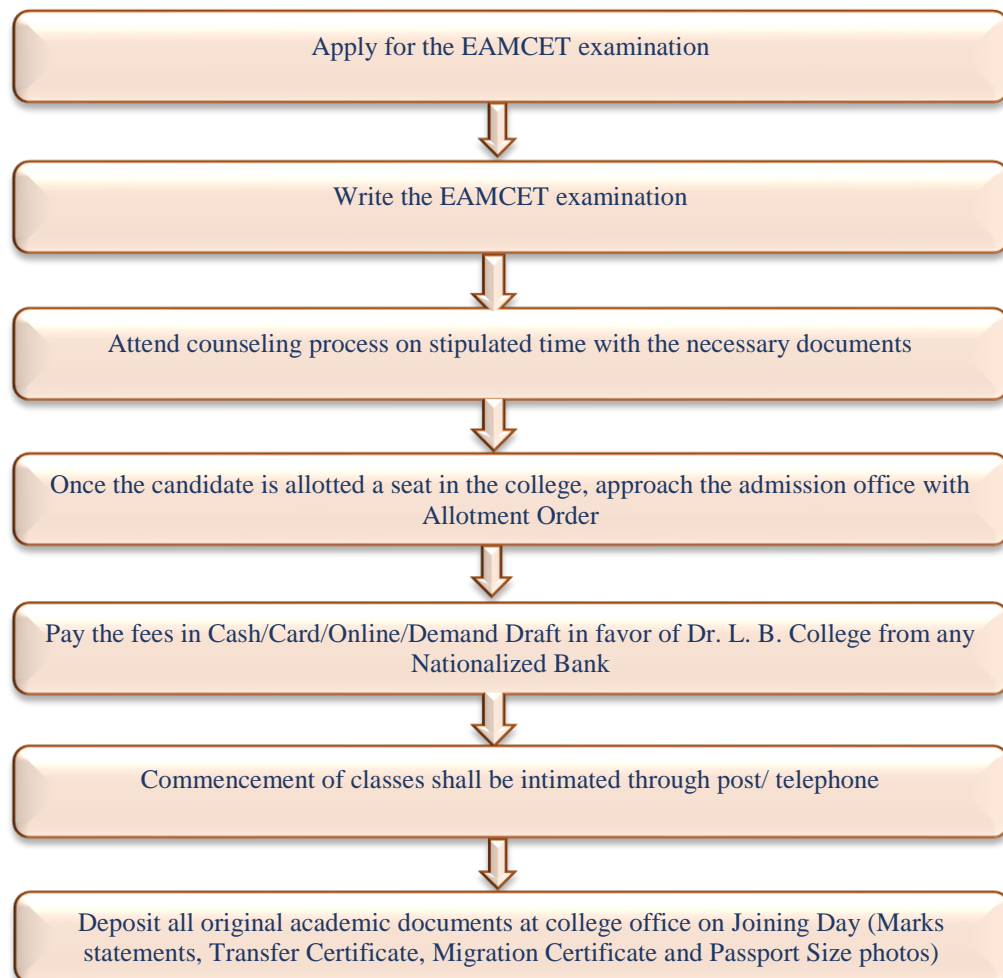
### 2.6.1 Intermediate Admission Process



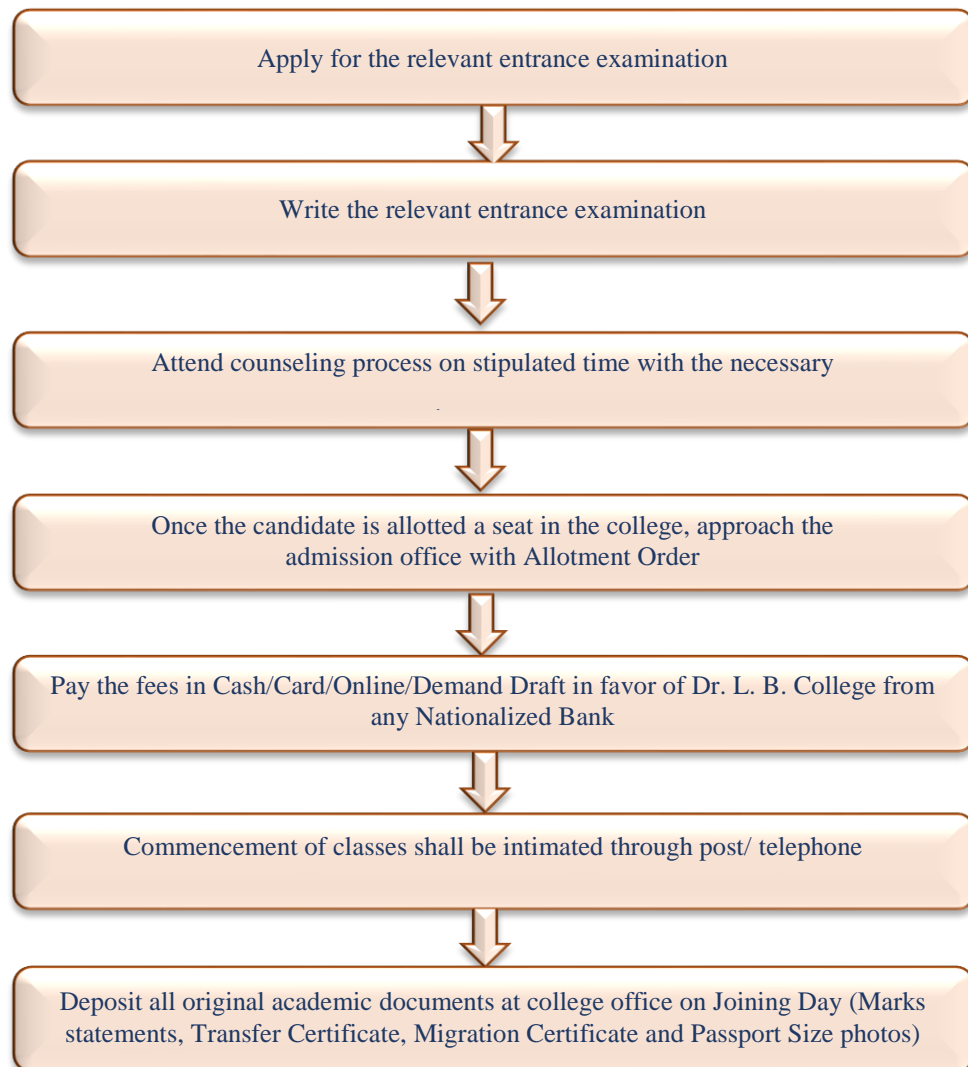
### 2.6.2 UG Admission Process



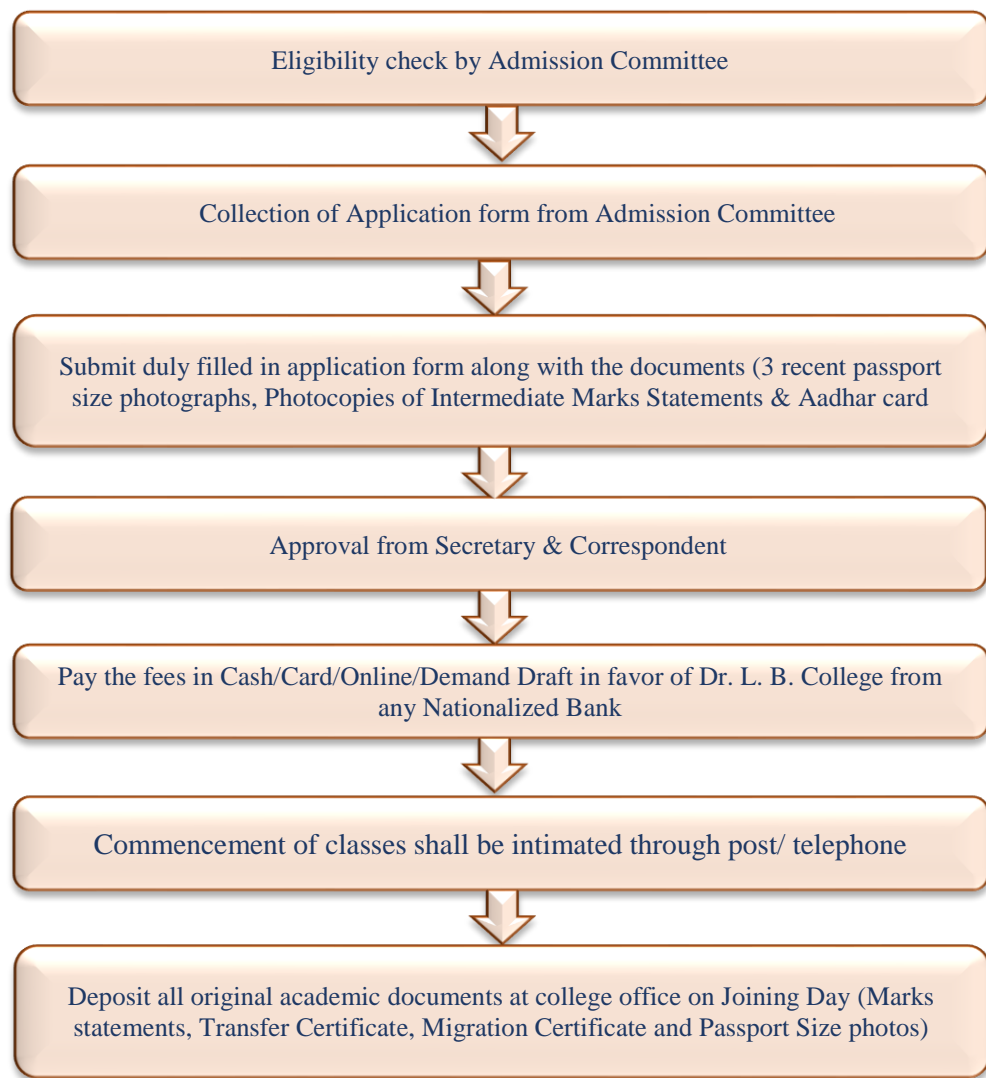
### 2.6.3 Engineering Admission Process



### 2.6.4 P.G. Admission Process



#### 2.6.4 MQ Admission Process for UG and PG



### **2.6.5 Completion of enrolment process:**

1. Fee is to be paid in full except in a case, when payment by installment is permitted by the Secretary and Correspondent in exceptional cases.
2. All supporting documents should be submitted.
3. Student shall sign the applicable undertaking forms.
4. Affiliating University is the final authority for approval of the candidate and has the right to deny approval if necessary documents are not furnished in time.

### **2.7. Procedure of the College**

1. The College shall constitute Admission Committee and maintain Admission Register.
2. Admission Register shall be maintained by Office.
3. College shall record Admission details in the electronic system
4. Register/record shall contain the name, date of birth, age, identity number, (if applicable), category/ caste, state, nationality, address, parents/ guardians and sponsoring organization address, email ID, phone no.
5. Entries in the electronic system of admissions shall always be verified against the identity document of the student concerned

### **2.8 Rights And Obligations of Parents and Prospective Students:**

1. Parents shall specifically be informed about their rights and obligations regarding of the governance and administrative affairs of the College.
2. Parents /guardians/ sponsoring agency have an obligation to support the student to attend College regularly
3. Parents /guardians/ sponsoring agency have an obligation to inform the principal about students' absence for long period of time and if he/she wants discontinue the course or do not pay examination fee.

### **2.9 Withdrawal of admission**

A student shall request the principal in writing to cancel his/ her admission.

#### **2.9.1 Request to cancel admission in First year**

1. If a student requests to cancel his / her admission within one month of joining the college, or before the closing date for admissions as stipulated by the authority, the principal shall accept the request and the fee shall be refunded in full amount along with all the original documents submitted at the time of admission.
2. If a student requests to cancel his / her admission after the last date for admissions as prescribed by the authority, but not later than a month, the principal shall accept the request and the fee shall be refunded after deducting of 25 percent towards administration charges along with all the original documents submitted at the time of admission.
3. If a student requests to cancel his / her admission one month after the last date for admissions as prescribed by the authority, the principal shall accept the request but the fees shall not be refunded. However, all the original documents submitted at the time of admission shall be refunded.
4. Fee refund has to be approved by the Secretary & Correspondent.

### **2.9.2 Request to cancel admission and issue of TC in second and subsequent years**

1. If a student requests for TC before the reopening date of the college, the fee shall be treated as normal and the TC and other certificates may be issued without the need for payment of fee for the current year.
2. However, this is subject to clearance of previous year's fee and other dues.
3. If a student requests for TC after the commencement of the academic year, the TC and other certificates will be issued only on payment of current year fee and clearance of all other dues.

### **2.9.3 Request to cancel admission and issue of TC in the middle of the academic year**

If a student requests to cancel his / her admission and asks for issue of TC in the middle of the academic year the principal shall permit, subject to clearance of all dues to the college.



### **3. TEACHING & LEARNING POLICY**

#### **3.1 Statement:**

The college strives to empower faculty to achieve excellence through cutting edge academic practices and to encourage them to develop a deep understanding of learning patterns to effectively apply and adopt teaching strategies to meet their goals and students' needs. Teaching and learning shall be planned, delivered and monitored both online/offline in accordance with the values and principles to ensure quality throughout the process.

#### **3.2 Scope:**

This policy and its components, apply to all the students, staff, concerned Administrators, and all other stakeholders associated with the institution.

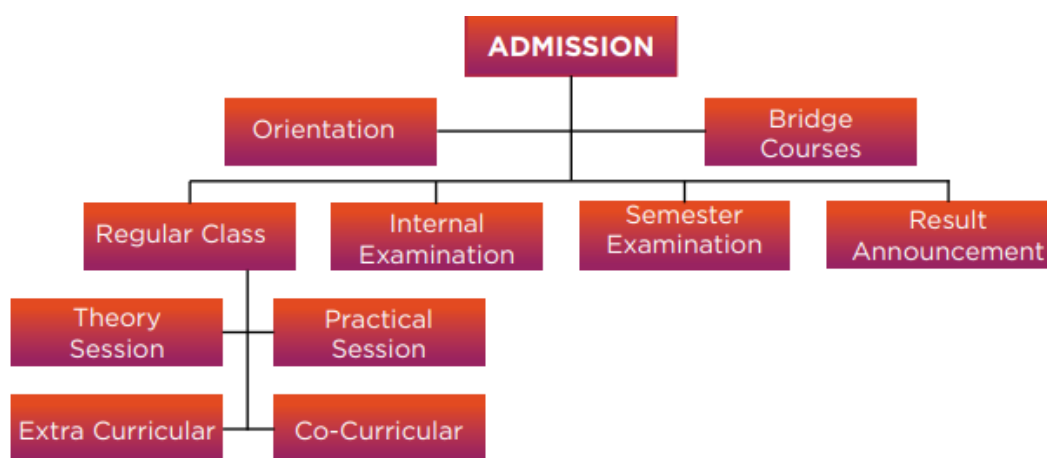
#### **3.3 Objectives:**

1. To preparing students to face challenges in a global society by realizing their potential through a transformational learning experience.
2. To enable students from all backgrounds to reach their maximum potential- academically and as individuals.
3. To encourage independent thinking and learning skills among students through innovative tools and techniques.
4. To maximize student attainment and achievement

#### **3.4 Regulations:**

1. All the Heads of the Departments shall oversee the teaching learning process in the college.
2. Teaching and learning shall be professional, positive, engaging and rewarding partnership between students and teachers
3. Teachers shall be encouraged to be reflective, assessing their own performance and development needs, and to work together to share best practices and support each other's development.
4. Teachers shall ensure that the learning objectives are met at every stage to reflect on the student's progress towards achieving goals and share responsibility for their learning outcomes.
5. Teachers shall develop adequate skills, confidence and motivation in students and open cultural boundaries with an unbiased approach.
6. Teachers and students shall be provided with opportunities, resources and support to exhibit their academic potential
7. Faculty shall receive training, guidance and support, to contribute towards quality education

### 3.5 Process:



#### 3.5.1 Orientation program:

The college shall conduct orientation programs for Undergraduate and Postgraduate students at the beginning of the course.

### **3.5.2 Bridge Course:**

1. Bridge courses are conducted at the beginning of every academic year before commencement of the regular teaching to fortify their basic knowledge of the students on the subject.
2. Each department shall frame the syllabus for the same and individual faculty will have a thorough interaction with the students to familiarize their course of interest.
3. The syllabus framed shall be submitted to the HOD.

### **3.5.3 Selection of Language – UG:**

1. As per the affiliating University curriculum, every student of undergraduate course shall choose a second language in addition to English and three core subjects.
2. Apart from Telugu, Hindi and Sanskrit students may opt for any language permitted by the university.

### **3.5.4 Academic calendar:**

The Academic Calendar shall be released by the university in the beginning of every year which includes the schedules and dates of commencement of classes and examinations.

### **3.5.5 Teaching Plan:**

Faculty shall prepare teaching plan for their respective subjects based on the academic calendar, to serve as the road map for students and faculty for the effective completion of syllabus. The same shall be submitted to the respective Heads of the Departments. Faculty are instructed to adhere to teaching plan which will facilitate a healthy, hassle free and active learning environment.

### **3.5.6 Classroom Teaching:**

The teacher shall

1. Be on time.
2. Not carry mobile.

3. Mark attendance.
4. Follow student centric approach.
5. Not show discrimination of any sort.
6. Conduct Group Discussion.
7. Mid Examination.
8. Focus on Collaborative learning.
9. Aim at better result.

### **3.5.7 Practical Sessions:**

Practical classes shall be conducted as per the regulations laid by the affiliating University. Any deviations without prior permission from the concerned authorities shall attract disciplinary action.

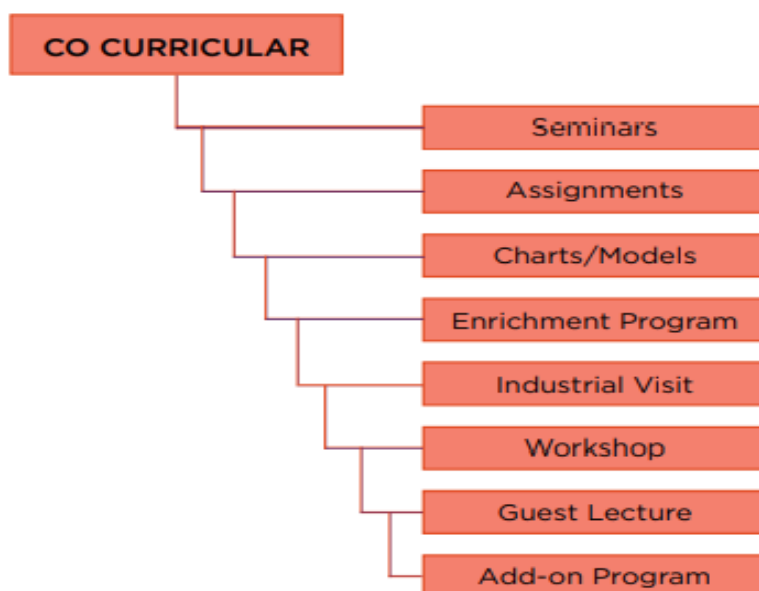
The regulations for the practical session are:

1. 20-25 students per batch.
2. To be monitored by 1 or 2 faculty.
3. Description on the learning outcome at the beginning of session.
4. To form small working groups.
5. To assign the work.
6. To monitor the progress.
7. Result Analysis and interpretation
8. Record writing and submission.

### **3.5.8 Learning Principles:**

1. Students are expected to attend classes on time, be attentive and participate in sessions as directed.
2. Students are strictly instructed to switch off their mobile, phones in the class rooms and are prohibited from smoking and drinking. Defaulters will be punished.
3. Learning tasks shall be differentiated according to the abilities of the learner.
4. Effective use of the College library and practical resources shall be made to improve learning abilities.

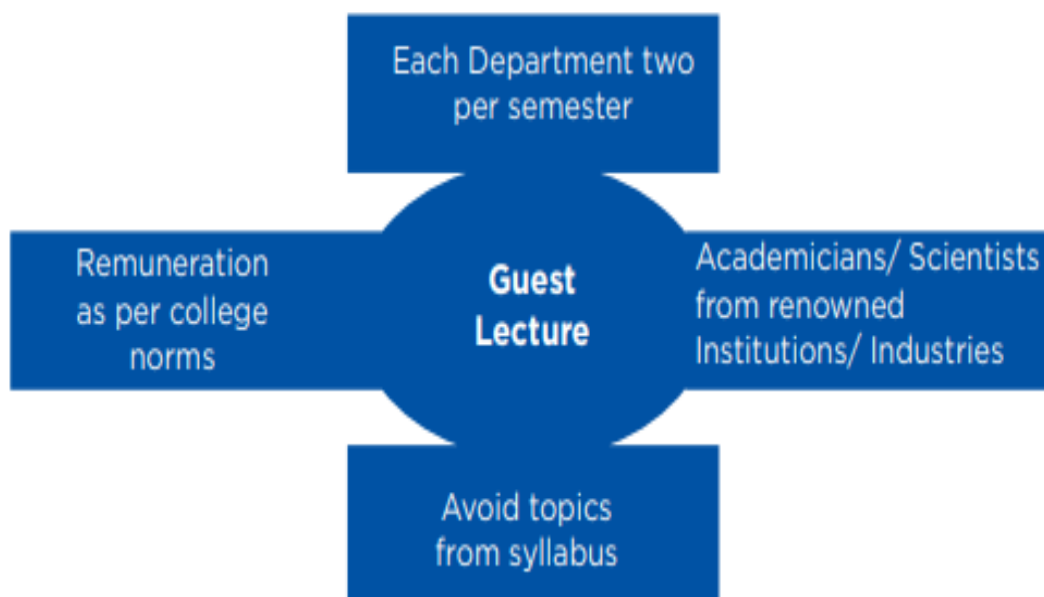
Learning



### 3.6 Teaching and Learning Support:

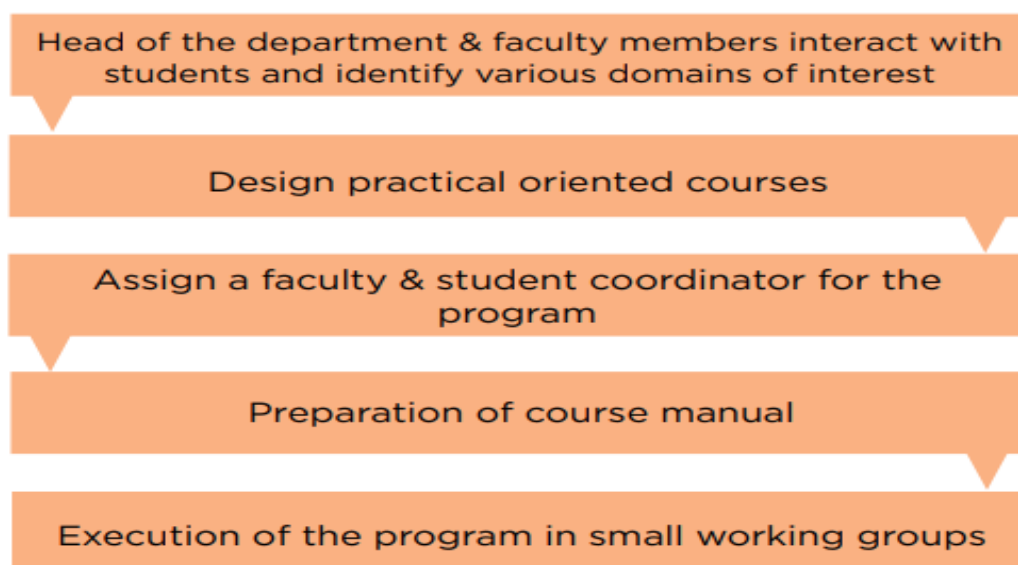
#### 3.6.1 Guest Lectures

It is mandatory that all the departments shall conduct minimum one or two guest lecture per semester, for UG and PG students,



### 3.6.2. Seminars and Workshops:

All the departments shall conduct enrichment programs and workshops for the students to enhance their knowledge by bringing new concepts to light or by using old concepts in new ways



### 3.6.3 Conferences & Symposium:

The college shall organize self-financed or sponsored conferences frequently to provide exceptional educational experience and opportunities for students, research scholars, academicians, entrepreneurs, officers, and many others from various science disciplines.

### 3.6.4 Industrial Visits & Field Trips:

Industrial visits are arranged as a part of the curriculum/or necessary with an aim to go beyond academics and to familiarize the practical perspectives.

#### 3.6.4.1. Regulations to be followed:

1. Prior permission from principal to be obtained
2. Institutions and Industries relevant to the concerned subjects shall be approached for permission to visit.
3. Undertaking form shall be signed by parents
4. Students shall be accompanied by one or two teaching faculty as decided by the HOD to avoid disturbance to regular class work

5. Faculty accompanying the students shall apply for OD Permission (Form No. 6) from Principal / Vice principal prior to 2 days of visit.
6. Students shall maintain strict discipline.
7. HOD shall Submit the report to IQAC.

### 3.6.5. Remedial Classes:

The college has a system to identify the strengths and weaknesses of the students each in terms of learning ability, academic standards, classroom learning and academic performance so that appropriate teaching approaches may be adopted to meet their individual needs. With proper remedial help, the use of stimulating teaching strategies, and closer supervision and more individual attention, remedial classes are conducted in the college for both undergraduate and post graduate students.

### 3.7 Workload

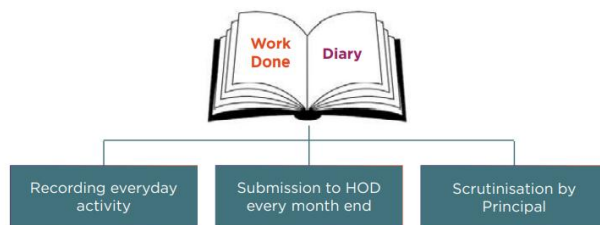
1. Faculty teaching science subjects with practical classes are assigned 21-23 hours of workload per week.

However, faculty with administrative responsibilities and externally funded research projects shall have relaxation.

2. Faculty teaching only theory papers are assigned with 20-25 hours workload per week.
3. Faculty are encouraged to work with students, beyond the structure of classroom teaching to reinforce a student-centric approach.

### 3.8 Teaching Diary:

Every teacher shall maintain work done diary for recording the daily work either online or offline.



### 3.9. Daily Teaching Report:



The daily teaching activities shall be reported to the HOD by the concerned teaching faculty and the same shall be updated in the departmental drive by the HOD.

## **4. EXAMINATION POLICY**

### **4.1 Statement:**

Examinations are conducted to test the understanding ability of the students. Obviously, students should neither seek nor accept any assistance during the examination. It is essential that every student should recognize the necessity of strict adherence to all examination rules and the standards of academic integrity to avoid any unauthorized practice, and to avoid even the appearance of unauthorized practices.

The policy is committed to promote effective teaching and learning to elevate quality standards, expectations and ensures student progress through competency. The policy delineates fairness and consistency in any assessment of student performance.

### **4.2 Scope:**

This policy and its components, apply to all the students, faculty, concerned administrators and staff.

### **4.3 Objectives:**

1. To practice structured evaluation process
2. To ensure transparency and fairness in assessment
3. To conduct exams meticulously

### **4.4 Internal Examinations:**

The HODs shall monitor the conduct and evaluation process of Internal Examinations. The college shall conduct 2 Internal Examination per semester. Writing the internals is mandatory

#### **4.4.1 Eligibility for writing Internal Examinations:**

The students fulfilling the eligibility criteria (attendance, assignments and fee payment) are permitted to appear for Internal Examination.

#### 4.4.2 Regulations for Internal Examinations

1. Mid Sem Exams schedules shall be informed to students at the beginning of the semester. Principal and circulates the schedule to all stakeholders.
2. Average of marks secured in the two mid semester exams is treated as the internal marks secured by students and the same shall be uploaded to Andhra University.
3. Students shall have minimum 50% attendance to labs and 80% attendance to theory classes to be eligible for internal exams.
4. Students who fail to put in required attendance for genuine reasons may be condoned by concerned Vice Principal / Principal. In such cases, the student shall obtain prior permission / timely permission for leave.
5. Students absent for both Mid Sem Exams shall be awarded zero marks. Reexam may be conducted for absentees at the discretion of the principal.
6. The Physical Director / NCC Officer shall, in advance, inform the concerned Co – Ordinator / Vice Principal / Principal in writing, the names of students who are engaged in Sports / NCC activities during the Mid Sem exams schedules. The Vice Principal / Principal may reconduct the exams for such students.
7. Absence to mid semester exams or securing poor marks shall affect the final results. Absence to mid semester exams without permission **results in heavy fines. Hence students shall avoid absence to mid semester exams.**
8. In case of genuine reasons / unforeseen events, the same shall be informed to the concerned Principal in writing with a request to permit absence and request to give alternative date to write the exam. The principal may grant permission basing on the genuinity of the request.
9. Valued answer scripts shall be given to students for verification and appeal to teacher, if required. All answer scripts shall be collected from students and kept preserved at departments for inspection by teams from university. Teachers and the HODs are jointly responsible to keep the answer scripts intact.

10. For redressal of their grievance relating to Mid Sem exams students shall contact the HOD of the respective departments or concerned teacher or grievance cell for redressal.
11. The college shall constitute a Moderation Committee at College level with teachers from different departments as members. The principal constitutes the committee in consultation with the HODs and oversees its functioning.  
Moderation Committee shall review the marks awarded by teachers to ensure that all the standard guidelines are complied with. Discrepancies in award of marks, if any, are discussed and resolved at moderation committee meeting. All the marks lists shall be approved by respective Vice Principals / Principals. Marks approved by moderation committee are final and the same must be uploaded to university portal.
12. Respective HOD shall be responsible to upload the marks approved by the Moderation Committee and by Principal to the university portal.
13. Copies of the marks lists as approved by Moderation Committee and print outs of marks uploaded to university portal shall be filed by the HODs for reviews.

#### **4.4.3 Exam cell for Mid exams**

Exam Cell functions in each college for the conduct of Mid Sem exams.

The Regulations to be followed by exam cell are:

1. Exam cell shall be constituted in each college, Principal shall be the chairperson. All HODs are members of the cell. Principal may nominate a teacher as a member of the cell.
2. The principal shall identify one of the members as co-ordinator of the cell.
3. The co-ordinating teacher shall be responsible for the following:
  1. To ensure that question papers are prepared on time; exams are conducted as per the schedule; evaluated scripts are shown to students and collected.
  2. To ensure that all the marks statements of all the subjects shall reach the exams cell within one week from the date of exam.

#### **4.5 Lab / Practical Examinations**

The HODs shall monitor the assessment and evaluation process of Practical Examinations. The college shall conduct one Practical Examination per semester. Attending and writing the practical's is mandatory

#### **4.5.1 Eligibility for attending Practical Examinations:**

The students fulfilling the eligibility criteria (attendance, Records submission and fee payment) shall be eligible to appear for Practical Examinations.

#### **4.5.2 Regulations for Practical Examinations**

1. To become eligible for Sem end practical exams, the student should have a minimum of 50% attendance to regular practical classes.
2. In case of students whose attendance falls short of the above requirements and have genuine reasons for absence to labs and the concerned Teacher / HOD / the Vice principal are convinced of the reasons, he/she shall recommend the case to the principal for favourable reconsideration. The principal after taking all factors into consideration shall take a decision.
3. The students shall complete the lab records as per time schedules given by the teachers and get certified by the concerned teacher.
4. Students who do not attend the exam, whatever be the reason, shall be marked absent for that semester.
5. The concerned teachers shall initiate all appropriate steps in time to ensure that all students attend the labs and semester end practical exams.
6. An Exams Committee shall be constituted to plan, organize and conduct Sem end practical exams.

#### **4.6 Field Work / Project Work**

Project Work and Field work as prescribed in University Curriculum shall be planned by teachers. Each teacher is allotted a small group of students to guide them to complete the Project work. Principal shall oversee the planning and organization of HODs.

#### **4.7 External Examiners for Practical Examinations and Viva**

1. College teachers shall be permitted to visit other colleges as external examiners for practical exams and Viva Voce.
2. They shall be permitted only on the basis of a written request from the University or from the principal of the concerned college.
3. The requisition letter should be sent to the HOD / Vice principal / Principal. If it is mailed, shall be mailed to the official e-mails of the HOD / Vice principal / Principal
4. If the faculty receives the mail from the University or from the concerned college, he/she shall forward it to the to the HOD / Vice principal / Principal with required attachments and obtain permission
5. Teachers shall not be allowed to go without the written permission of the principal.

## **4.8 Semester End Examinations**

The HOD shall examine the Eligibility criteria (Attendance, Internal Exam, Practical Exam, Project work, Field work, payment of fee, and all other dues for the semester duly fulfilled) and issue the Hall Ticket to the students.

### **4.8.1 Regulations for students:**

1. Student shall adhere to the rules and regulations laid by the University and by the College in the examination centre.
2. Student shall be seated as per the register numbers and are allowed with their valid ID card and Hall Ticket.
3. Students shall maintain discipline in the examination room.
4. Students shall respect the invigilator, squad members, and provide the necessary information when demanded.
5. Student shall refrain from carrying mobile phone, reading/writing materials, chits or any other material that is considered as Mal Practice to the examination room.

### **4.8.2 Invigilation**

All teachers in the college shall be appointed for invigilation. In case the number of teachers for invigilation is less than required, the principal shall request the other principals on the campus to deploy teachers for invigilation work.

### 4.8.3 Regulations for Invigilators

1. Examination duty is mandatory.
2. Staff shall take up any responsibility pertaining to examination allotted by the Principal/ Vice Principal/Chief/Deputy Superintendent.
3. Shall report to the Examination Centre at 8: 30 am in morning session and 1.30 pm in the afternoon session for collection of answer booklets.
4. Invigilators in the Examination room shall
  1. Inspect the room and ensure nothing is written on the black/whiteboard.
  2. Allow students to be seated as per register number.
  3. Provide following instructions to the students:
    1. To check Roll number, Hall ticket and ID card
    2. To check desk, and desk stand, if any unwanted material is left over by anyone
    3. To leave mobile phone, wrist watch, electronic gadgets, wallet outside
    4. To not write anything on hand/garment/desk/hall ticket etc.,
    5. To fill in relevant details in OMR sheet without any mistake.
    6. To check question paper before writing.
5. Distribute question paper and collect answer booklets on time as per the University Schedule
6. Invigilators shall ensure the following after 30 minutes of commencement of exam
  1. Shall not allow latecomers
  2. Mark absentees in the galley
  3. Hand over left out answer booklets to examination section
  4. Obtain signature of student on **attendance sheet**
  5. Check ID card, Hall ticket and then sign on Exam booklet
  6. Check answer booklet register no/student signature/paper version and other details before signing on answer booklet
7. Invigilators shall ensure the following during examination
  1. Refrain from using mobile phone
  2. Maintain pin drop silence

3. Collect question paper if the student is leaving one hour before closing time of exam.
4. Shall not allow anyone inside the examination hall except Principal, Vice Principal, Chief/Deputy Superintendent, Examination Clerk, and Squad members.
5. Confiscate wallets/mobile phones and hand over to Chief/Deputy Superintendent of Examinations.
6. Check examination hall before leaving and if anything found shall be handed over to Chief/Deputy Superintendent Examinations.
7. Shall not allow students to stand in the vicinity of the examination hall.  
Invigilators shall not allow any candidate to copy and if any case of malpractice is found, it shall be reported to Chief Superintendent immediately and will not take possession of any material till the Chief takes charge of the same.
8. The chief Superintendent shall pursue any evidence that a candidate has cheated or failed to follow exam rules.
9. Any irregularity or suspected violation shall be investigated. When a violation is confirmed, disciplinary action may be initiated such as disqualification of the candidate's exam paper and a prohibition against writing exams for a specified period.
10. Invigilators shall be agile, watchful and active throughout the period of examination
11. Invigilators shall collect the answer booklets at stipulated time, arrange register number wise, and cross verify with invigilation sheets and then handover the same to examination section.

#### **4.8.4 Regulations for Chief /Deputy Superintendent - Examinations:**

1. To ensure Semester End Examinations, (SEE) are conducted meticulously in smooth manner.
2. To ensure a healthy and conducive atmosphere in the examination cell.
3. To ensure transparency and fairness in the process.
4. To ensure that all the necessary facility & support are available for the smooth conduct of exams.
5. To conduct orientation programme for teaching, and non-teaching staff on examination process of other exams (Refer. 4.8.5)

6. To ensure the exam hall will be opened at least 30 minutes prior to the commencement of the exam to allow for check-in procedures.
7. To ensure that the examination cell is kept open in extended working hours on all the examination days and either Chief or Deputy superintendent is available in the campus.

#### **4.8.5 Other Examinations**

1. All other exams shall be conducted on the campus only on approval by the college, management. Other exams include Recruitment based exams, IGNOU exams, ICSA exams, ICAI exams, ICWA exams etc.
2. All recruitment-based exams shall be permitted on Sundays and holidays. Exam of National Professional Bodies shall be permitted as per the all India Schedules.
3. There is a need to maintain standards for conduct of other exams. The Chief Superintendent of the exam centre shall be responsible for the efficient conduct of the exams. He / she shall
  1. Ensure the work is properly distributed to all those who are capable and willing to involve in the exams.
  2. Appoint teachers as invigilators. In case of emergency, non-teaching staff not below the rank of Junior Assistants whose record is clean and dependable may be appointed as invigilators. This is subject to prescribed guidelines.
  3. Be responsible for proper planning in advance to appoint invigilators and other functionaries to conduct the exams. Preferably teachers from the same college shall be appointed as exam functionaries. However, in case of shortage, teachers from other colleges may be appointed as invigilators. The same condition applies for non-teaching staff also.
  4. People who accept the exam job and default shall be viewed seriously.
4. All Payments for exam duties shall be made through bank transfers only. Financial statements of the exams shall be submitted for approvals within one week from the date of the exam.



#### **4.9 Valuation of Examination scripts:**

1. Teachers of the college shall be permitted to evaluate the examination papers of semester end examinations.
2. They shall be permitted only on the basis of a written request from the University or from the principal of the concerned college.
3. The requisition letter should be sent to the HOD / Vice principal / Principal or shall be mailed to the official e-mails of the HOD / Vice principal / Principal
4. The HOD shall decide as to which teacher shall be allowed for valuation considering the subject and the work load of the teacher for that day to avoid disturbances to regular class work, and report the same to the Principal / Vice Principal.
5. If the faculty receives the mail from the University or from the concerned college, the teacher shall forward it to the to the HOD / Vice principal / Principal with required attachments and obtain permission.
6. Teachers shall not be allowed to go without written permission of the principal.
7. Teachers visiting the valuation centres without proper requisition from the centre and permission from the principal shall be treated as indisciplined and viewed seriously.

## **5. RESEARCH, DEVELOPMENT AND SUSTENANCE POLICY**

### **5.1 Statement:**

The Research, Development and Sustenance Policy ensures excellence and integrity in the conduct and implementation of research. The policy encourages quality research activities that aim at education through scientific knowledge and research, enabling conducive atmosphere. It aims at strengthening research culture and to sustain and improvise the quality of research and also to create a platform for research contract and entrepreneurial activities.

### **5.2 Scope:**

This policy and its components, apply to the students, research scholars, external students, faculty, student/faculty of sister concerns, collaborators, entrepreneurial aspirants, concerned administrators and all other stakeholders associated with the institution.

### **5.3 Objectives:**

- 1 To update and upgrade the existing research facilities time to time.
2. To promote quality in-house research projects.
3. To identify and foster thrust areas of research.
4. To obtain extramural grants.
5. To Encourage inter-institutional, inter-disciplinary and contract research.
6. To ensure transparency and uphold ethical conduct of research.

## **6. RECRUITMENT AND SELECTION POLICY**

It is the policy of Dr. Lankapalli Bullayya College to recruit, select and employ qualified staff to achieve its strategic objectives and to increase its reputation as an employer of choice. In this process, the college ensures that it reflects the core values of excellence, innovation, and diversity.

The college recruits and retains faculty, administrative and support staff from diverse sections of society.

### **6.1. RECRUITMENT AND SELECTION GUIDELINES**

The college has a principle of open competition in its approach to recruitment.

1. The college seeks to recruit the best candidates basing on merit. The recruitment and selection process ensures the identification of the person best suited to the job and the institution.
2. The College ensures that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
3. The college ensures that persons selected have the qualifications required to provide appropriate academic, administrative and support services to the students and staff.
4. The College provides appropriate training, development and support to those involved in recruitment and selection activities. Any member of staff involved in the selection of staff should satisfy himself or herself that he/she can comply with the requirements of this policy and procedure.
5. The college ensures that no individual shall have advantage in securing employment due to nepotism.

6. Recruitment and Selection are key public relations exercise and should enhance the reputation of the college. The college treats all candidates with respect and courtesy, to ensure that the candidate's experience is positive, irrespective of the outcome.
7. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, he/she must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
8. All documentation relating to applicants is treated confidentially.
9. The Office of the Director and the Administrative office are responsible for ensuring that the recruitment and selection process is implemented in accordance with strategic plan, values, legislative requirements, contractual obligations and other relevant processes and policies of the college.

## **6.2. SOURCES OF RECRUITMENT:**

The candidates may be available inside or outside the organisation. Basically, there are two sources of recruitment i.e., internal and external sources.

### **6.2.1 Internal Sources:**

Best employees can be found within the institution. When a vacancy arises, it may be given to an employee who is already on the pay-roll. When a higher post is given to a deserving employee, it motivates all other employees of the institutions to work hard. The employees are informed of such a vacancy by internal advertisement.

### **6.2.2 External Sources:**

The external sources of recruitment followed by the institutions are:

#### **6.2.2.1 Advertisement:**

Advertisements are given in newspapers and professional journals.

#### **6.2.2.2 Employee References:**

The present employees know both the college and the candidate being recommended. Hence the college encourages the existing employees to assist them in getting applications from persons who are known to them.

### 6.2.2.3 *Casual Applicants:*

The candidates who casually come to the college for employment may also be considered for the vacant post. It is the most economical method of recruitment.

## 6.3. SELECTION OF CANDIDATES

### 6.3.1 SHORTLISTING

1. Shortlisting may involve the whole panel but must be carried out under the supervision of principal and administrative officer to avoid any possibility of bias.
2. Shortlisted candidates **should be provided with details of the selection process, in writing giving as much prior notice as possible and a minimum of 3** working days before the interview.
3. Applications of all the candidates (internal and external) are assessed objectively and candidates who meet the essential criteria are short-listed.

### 6.3.2 SELECTION & INTERVIEW

1. Candidates who meet the essential criteria for the post are called for an interview.
2. Interview is conducted by a six-member committee, including the Director, the Secretary and Correspondent, and the principal.
3. List of selected candidates is prepared by the members of the selection committee.
4. Selected candidates are informed by phone by the administrative office. they have to report within a week after being informed.
5. If the candidate fails to report within the stipulated time or expresses inability to join the opportunity is given to the next candidate in the selection list.
6. Candidates who report to join are given an appointment order which includes salary recommendation from the secretary and correspondent with agreed terms and conditions of service.
7. The concerned degree certificates of the selected candidates are taken and verified by the administrative team and will be retained.

## **7. LEAVE POLICY**

Leave is a period of time when an employee does not go to work. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.

Leave management is the process of managing employee time-off requests in a fair, accurate, and efficient way. Sanction of leave to an employee is at the discretion of the HOD, Vice-Principal, Principal & Secretary and Correspondent, subject to the rules of the college and without disturbance to the classwork.

Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse, or revoke leave of any kind. Leave will not be granted to staff under suspension.

The following Leave rules and norms give details about the different types of Leaves and how they can be availed of.

### **7.1. Applicability**

#### **7.1.2. Casual Leave (CL)**

1. CL is subject to a maximum of 17 days in a calendar / academic year.
2. Casual Leave should always be applied for and sanctioned one day before it is taken (FORM - 1), except in cases of emergency. It shall be sanctioned by the Vice-Principal/Principal. If staff member avails leave without prior information before one day, and if it appears to the Vice Principal/Principal to be unreasonable, the staff member shall be served with a memo and if the explanation is satisfactory, then he / she shall apply permission to ratify the leave (FORM 8) and the decision of the Secretary & Correspondent shall be final.

3. CL shall not be granted for more than 2 days at any time, except under special circumstances. If a staff member wishes to avail more than 2 days of leave, he / she shall apply for prior permission before 2/3 days (Form – 1) and shall avail leave only if it is granted.
4. CL can be taken for half a day also.
5. Consolidated list of day wise leaves of all the staff members shall be prepared (FORM – 2) and submitted to the office superintendent who shall further forward it to the Vice Principal / Principal.
6. Saturdays, Sundays and other holidays or the vacation may not be prefixed as well as suffixed to any leave.
7. The Accounts officer will operate the leave accounts of the staff members (Faculty and Non-faculty). It shall be the responsibility of every faculty member to know the number of leaves available for them.
8. If the faculty does not have enough leaves to his credit, the Institution shall permit leave without pay. But it is the decision of the Secretary and Correspondent to grant or not to grant the leave without pay. Therefore, if the reason for taking leave without pay is genuine only the institution can sanction it without any constraint. In such case, the faculty shall apply for leave (FORM – 3) for prior approval before 3 days and shall avail leave only if it is granted. Otherwise, it shall be taken as unauthorized leave and severe action shall be taken. However, he / she shall apply permission to ratify the leave (FORM 8) to be continued in services and the decision of the Secretary & Correspondent shall be final.
9. Faculties joining during the middle of a year may avail of CL proportionately for the remaining days in the academic year.
10. A staff on leave should not take up any service or employment elsewhere without obtaining prior permission of the competent authority.

### **7.1.3. Maternity Leave:**

1. Maternity Leave shall be granted to any female staff for a period of 30 days with pay from the date of its commencement.

2. ML should always be applied for and sanctioned one month before it is taken, except in cases of emergency and for satisfactory reasons, and it shall be sanctioned by the Secretary and Correspondent. The Accounts officer will regulate the Maternity leave accounts.
3. Maternity leave shall not be debited to the leave account.
4. Leave may be taken without medical certificate up to **6 months** (without pay) in continuation of Maternity leave.

#### **7.1.4 Other Holidays**

In addition, all public holidays which include Independence Day, bank holidays and any nationally recognized day like the death of a prominent leader of the country will be declared holidays by the institution.

All religious holidays like Christmas, Eid, Easter, Holi, will be declared holidays to the faculty.

#### **7.1.5 Sabbatical Leave**

**Sabbatical Leave is a special facility provided to the teaching staff members in order to enable them to update their knowledge and experience so that they will be of greater use to the Institution on their rejoining. It should be applied 3 months in advance to the Secretary and Correspondent through proper channel.**

**Sabbatical leave may be granted for one or more of the following purposes, namely,**

- 1. To conduct research or advanced studies in India /abroad.**
- 2. To visit or work in industrial concerns and technical departments of government to gain practical experience in their respective fields.**
- 3. Any other purpose for the academic development of the staff as approved by the Management.**

#### **7.1.6 Bereavement Leave**

Losing a loved one is an unavoidable situation and, in such events, employees take sudden leave.

The college gives 3 to 7 days bereavement leave, depending on the situation and necessity of the employee.



## **7.2 Calculation of Loss of Pay**

In case of LOP, no salary will be paid for the period of leave.

It means if the faculty takes one LOP, one day's salary is deducted from his gross, earnings.

## **7.3 Applicability of on – duty (OD)**

1. OD can be availed (FORM – 5) to attend valuation, BOS meetings, BOE meetings, practical exam duty, custodian, assistant custodian, OMR Verifier etc. with duly signed certificate issued by the custodian or competent authority. OD can also be availed to attend conference/seminar/Ph.D., viva-voce, examiner of Ph.D., viva-voce, subject expert committee member, resource person etc. However, valid proof shall have to be produced.
2. CL/EL/OD cannot be clubbed with LOP
3. Application for sanction of all kinds of leave shall be routed through the Head of the Department to the Vice Principal / Principal.
4. Principal shall forward the information to the S & C in FORM – 4 and the S & C shall have the powers to either sanction or reject the leave applied depending upon the authenticity of the work.

## **8. PERFORMANCE APPRAISAL POLICY**

Performance appraisals provide an opportunity to discuss college, division, and departmental priorities and assess the employee's performance relative to those priorities, and establish future performance goals. The appraisal focuses on key behaviors that have been identified as important to the college, and the department.

The faculty of Dr. Lankapalli Bullayya College are accountable for their performance. HODs and HOIs, working with staff members, should mutually agree upon individual performance objectives for the academic year. HODs and HOIs are to hold periodic or informal reviews and informal coaching sessions for staff members on quarterly basis, and to conduct a formal performance appraisal annually.

The performance of each employee is assessed twice a year/ in each semester. The aim is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

### **8.1 Statement**

Continuous feedback and improvement of job performance are essential parts of the performance management process. This policy establishes the framework for the annual written appraisal of the performance of each staff member against established expectations and in accordance with the mission and goals of each staff member's division or college.

## **8.2 Appraisal Process:**

The Internal Quality Assurance Cell (IQAC) of Dr. Lankapalli Bullayya College holds all information and forms related to the performance appraisal. At this level the college uses 360-degree appraisal (by HODs, HOIs, Self-appraisal, Student feedback)

### **8.2.1 Self Appraisal**

The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).

The college undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The college accords appropriate weightage for such contributions in their overall assessment.

The PBAS proforma filled in by the faculty member is checked and verified by the Heads of the Departments, followed by the Vice Principal, principal, IQAC, Director and Secretary and Correspondent.

The staff members shall assess their performance on the following criteria

#### **8.2.1.1 Parameters for Self-Appraisal**

1. Intellectual connect.
2. Teaching and Learning.
3. Bridge and Remedial classes.
4. Interpersonal relationships (with students).
5. Sensitizing students.
6. Add on programs.
7. Domain skills.
8. Books published.
9. Research articles published.
10. Seminar / Workshops attended.

### **8.2.2 Appraisal by HODs**

Dr. Lankapalli Bullayya College provides the form with a maximum score points of 75 to the HODs to assess the performance of their respective staff members on the following criteria.

#### **8.2.2.1 Parameters for HOD Appraisal**

1. Communication
2. Class Preparation
3. Syllabus completion
4. Punctuality
5. Notes / material /hand outs
6. Creativity and innovative skills
7. Initiative
8. Discipline
9. Handling additional duties
10. Co – ordination / team work
11. Leaves availed

#### **8.2.3 Appraisal by HOIs**

Dr. Lankapalli Bullayya College provides the form with a maximum score points of 50 to the HOIs to assess the performance of their respective staff members on the following criteria.

##### **8.2.3.1 Parameters for HOI Appraisal**

1. Liaison skills
2. Leadership skills
3. Communication skills
4. Administrative / Procedural skills
5. Discipline
6. Fair Practices

#### **8.2.4 Appraisal by students**

1. A Questionnaire consisting of 10 questions is prepared by IQAC in the google forms (by taking the technical support).

2. This link is shared to the concerned HODs of the respective departments and this is shared finally with students on a specified date.
3. The student's login with their ID and department name and give their feedback.
4. After the forms have been submitted, the reports are analysed by the IQAC.
5. Separate feedback forms are generated by IQAC for each faculty.

#### **8.2.4.1 Parameters for Student feedback On Teachers**

- 1 Communication skills of the teacher
- 2 Learning objective/ guidance by the teacher
- 3 Interest generated by the teacher
- 4 Class room control of the teacher
- 5 Notes / Materials / Handouts given by the teacher
- 6 Accessibility of the teacher
- 7 Evaluation by the teacher
- 8 Timely advise given by the teacher
- 9 Knowledge base of the teacher
- 10 Sincerity/Commitment of the teacher

## **9. SEPARATION POLICY**

To ensure a smooth separation of the employee from the organization, every employer should frame a proper exit or separation policy for the organization. An exit policy governs the activities when an employee voluntarily chooses to resign or is terminated by the employer. The exit policy is necessary to avoid any misunderstandings during separation, it helps in eliminating any dispute between the two parties (employee and employer).

### **9.1 Regulations**

1. When an employee wants to resign, he/she should submit a written letter of resignation through concerned HOD before three months, as stated in the employee's appointment letter. During the notice period, the employee must continue to assume his / her normal responsibilities.
2. No employee shall be allowed to resign in the middle of the semester even though they submit three months' notice. In such case, the faculty member shall complete the semester requirements even if it requires for him / her to continue his / her services for one more month.
3. If the employee fails to give three months' notice, it will be treated as indiscipline and relevant fine will be imposed by the Secretary and Correspondent.

### **9.2 Separation Process**

1. The employee should submit the resignation letter to the concerned HOD, before three months from the date of leaving the organization.
2. The HOD should review the exit request and forward it to the Vice-Principal.
3. The Vice -Principal along with Principal will discuss with Director, who will further forward it to the Secretary and Correspondent.
4. With the approval of Secretary and Correspondent, the exit formalities get started.
5. The exit interview will be taken by the Secretary and Correspondent.
6. The clearance form (Library and Bank clearance) signed by the employee will be submitted to the administrative officer.
7. **All the benefits including Gratuity @15 days' pay for every completed year of service will be paid to the employee who completes 5 years of service in college.**

## **10. MAINTENANCE POLICY**

Maintenance activities are related to inspection, repair, testing replacement and service of equipment or some identifiable group of components in an organization, so that they continue to operate without disturbance to regular functioning. Thus, maintenance management is associated with the direction and organisation of various resources and infrastructure.

1. It includes repairs in areas such as masonry, plumbing, carpentry, electrical, electronics, computers, etc,
2. All service requisitions and their compliances must be in writing and properly approved. Meetings of various committees for maintenance are held periodically as per the pre-planned schedule.
3. Discussions and resolutions of meetings shall be minuted and approved by the Campus Admin Committee.
4. Heads of committees are responsible for the performance of respective committees.
5. The policy is decentralization of maintenance activities. Hence the maintenance responsibilities are fixed at three levels: at department level, at college level and at campus level.
6. At department level Department Admin Committee / Department Maintenance / Admin Committees take care of maintenance & repairs.
7. At college level, the College Admin Committee constitutes maintenance sub-committees to take care of maintenance & repairs.

8. At campus level, the Campus Admin Committee constitutes maintenance sub-committees for overall maintenance & repairs.
9. Purchase sub- committees are constituted at college level and campus level, by respective admin committees, to attend to purchase needs for maintenance jobs.
10. The maintenance sub-committees interact with each other, share ideas and resolve the maintenance related issues.
11. Purchase sub-committees are expected to ensure procurement of proper material / services at right price at right time.
12. The members of admin committees, maintenance sub- committees and members of purchase sub-committees at all the levels interact with their respective committees to seek approvals.

### **10.1 LEVEL-1 Department Maintenance/Admin Committees**

#### **10.1.1 Constitution**

Department Maintenance/Admin Committee is headed by the HOD and few other teachers of the department as its members.

#### **10.1.2 Scope**

Water	-Uninterrupted supply of water to labs and washrooms.
Power	- Repairs and maintenance of electrical fixtures and fittings.
Carpenting	- Repairs and maintenance of furniture & fittings.
Computers	-Upkeep of computing systems in good condition.
Equipment	-Keeping the equipment in labs and elsewhere in good condition.

#### **10.1.3 Co-ordination**

The department maintenance committee co-ordinates with the maintenance sub-committee at college level for required guidance and support. The department committee also co-ordinates with purchase sub- committee at college level for necessary support to procure the supplies required for maintenance & repairs.

#### **10.1.4 Documentation**



The department maintenance/ admin committee meets at regular intervals and minute the issues discussed and resolutions made. The HOD in consultation with the principal fixes the meeting schedule.

## **10.2 LEVEL-2 Maintenance sub-committee at College Level**

This committee is responsible for general maintenance and repairs of all types of assets and utilities that are used for the college.

### **10.2.1 Constitution**

The chairperson of the CAC (principal) constitutes College Level Maintenance Sub-Committee, nominates one of the CAC members to head and few others as members.

### **10.2.2 Scope**

College level maintenance subcommittee covers maintenance and repairs of all assets and utilities in the college and also monitors the maintenance and repair works at departments. It reports to the CAC on the progress of maintenance and repairs works.

### **10.2.3 Co-ordination**

The maintenance sub- committee guides and monitors the work of the department committees. It also shares issues with campus level maintenance sub- committee for guidance.

The maintenance sub-committee takes the services of purchase sub- committee at college level, constituted by CAC, to procure the services & materials required for maintenance & repair works. college level purchases sub- committee co-ordinates with campus level purchases sub-committee, shares information and exchanges views.

## **10.3 Level -3 Maintenance sub- committee at campus level**

Campus admin committee constitutes campus level maintenance sub- committee to take care of repairs & maintenance of common assets & utilities that are used by all colleges on the campus.

### **10.3.1 Constitution**

The Campus Admin Committee constitutes the maintenance sub-committee at campus level. The chairperson of Campus Admin Committee (S&C) nominates one of the members of the Campus Admin Committee to Head the campus level maintenance sub- committee and few others as members.

### **10.3.2 Scope**

The maintenance sub- committee at campus level takes care of the maintenance requirements of the entire campus. All maintenance and repairs proposals from departments and colleges shall be submitted to campus level maintenance sub-committee for review and then forwarded for approval of the campus admin committee.

### **10.3.3 Co-ordination**

The maintenance sub- committee co-ordinates with college level maintenance sub-committee, share information and exchange ideas that help to resolve the issues of maintenance & repairs.

Maintenance sub- committee has to utilize the services of campus level purchases sub-committee, constituted by the campus admin committee, to procure the services and materials required for fixing the campus repairs & maintenance needs. Campus level purchases sub-committee co-ordinates with college level purchases sub-committee, shares information and exchanges views.

### **10.3.4 Documentation**

The maintenance sub-committee shall meet at regular intervals and maintain the minutes of the discussions and resolutions made at meetings. The principal shall fix the days/dates of meetings.

## **11. STAFF ATTENDANCE POLICY**

This Standard Operating Procedure (SOP) is drafted for Biometric recording system introduced on the campus.

### **11.1 Purpose**

The purpose of Biometric recording system is to digitally record the arrival and departure timings of staff and students on the campus and to minimize the human intervention in ensuring punctuality of employees and students.

### **11.2 Scope**

The Biometric recording system shall be mandatory for all teaching and non-teaching staff working in all institutions on the campus and also for students.

### **11.3. Understanding**

1. Biometric recording units are installed in all the colleges on the campus.
2. Staff are explained how to register the biometric recording.

3. Staff are to record at the units installed in their respective blocks only.
4. In case of emergency, they may record at the units installed in the AO's office.

#### **11.4 PROCEDURE / TIMINGS**

1. For teaching staff, the reporting time is 8:50 AM and exit time is 4:20 PM.
2. Timings for Non-teaching staff are:

JA, SA & SH	- 8:40 AM to 4:30 PM
GHA & OAs	- 8:00 AM to 5:00 PM
Ground men & Water Supervisor	- 6:00 AM to 6:00 PM
Security	- in Three Shifts of 8 hrs each
3. Biometric recording after the stipulated entry time and before the stipulated exit time shall be considered as late arrivals and early exits, respectively, for discipline and administrative purposes.

#### **11.5 Expectations**

1. All entries and exits of staff during working hours shall be recorded on biometric.
2. Biometric recording for lunch break is compulsory both at the beginning and end of lunch break, irrespective of one goes out or not.
3. All exits during working hours, except lunch break, must be with the written permission of the HOI.
4. During working hours, HOIs may permit employees to exit the campus to meet emergencies, for a short duration. The out and in timings shall be recorded.

#### **11.6 Documents**

1. The following documents are prepared at the office the Heads of Institutions and copies of the same are shared with the principal.
2. Slips / Letters of – permissions granted by Heads of Institutions shall reach the principal on the same date.
3. Recording of Biometric printouts shall be compulsory, with the details of staff who are late, staff who are absent. If the absence is due to leave the leave letter shall be enclosed to the biometric statement.

## **12. Sexual Harassment Policy**

### **12.1 Statement:**

Workplace harassment has direct impact on productivity and reputation of the institution and hence zero-tolerance policy is in practice.

### **12.2 Scope:**

This policy and its components, applies to all the students, staff, parents/guardians, and all other stakeholders associated with the institution.

### **12.3 Objectives:**

1. To ensure safety and dignity at work/study place for the staff, students and other stakeholders.
2. To educate on different types of harassment, and to take measures to avoid such an act.
3. To formulate the procedure to take appropriate action in case of harassment

### **12.4 Harassment Definition**

The College as an academic body firmly believes in respecting women and protecting them. The college under no circumstances, shall accept any harassment against its women employees and students on campus and serious action shall be taken against those who are involved in such acts. As per the Sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013, “Sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- 1 Physical contact and advances.
- 2 A demand or request for sexual favours.
- 3 Making sexually coloured remarks.
- 4 Sexual comments or jokes.
- 5 Any verbal or non-verbal remarks that degrade the dignity of the person.
- 6 Display of sexually graphic pictures, posters or photos.
- 7 Suggestive looks, staring or leering.
- 8 Sexual gestures.
- 9 Spreading rumours about a person to tarnish his / her personal life.
- 10 Sending sexually explicit emails or text messages.
- 11 Unwelcome touching.
- 12 Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

If a complaint is registered by any woman employee or a girl student from the campus, management shall take necessary steps of investigation and punish the persons involved in the action.

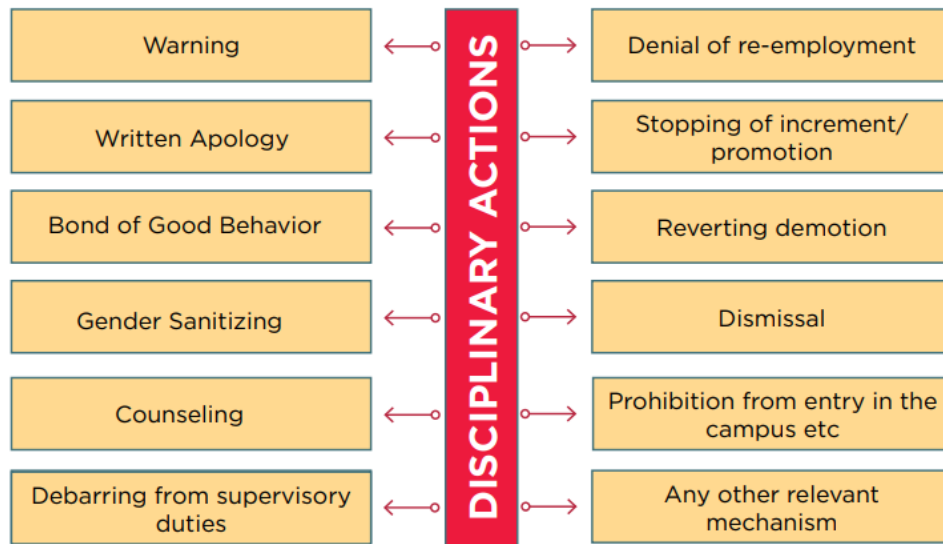
Sexual harassment constitutes serious misconduct and could result in dismissal (for employees) or expulsion (for students)

### **12.5 Process:**

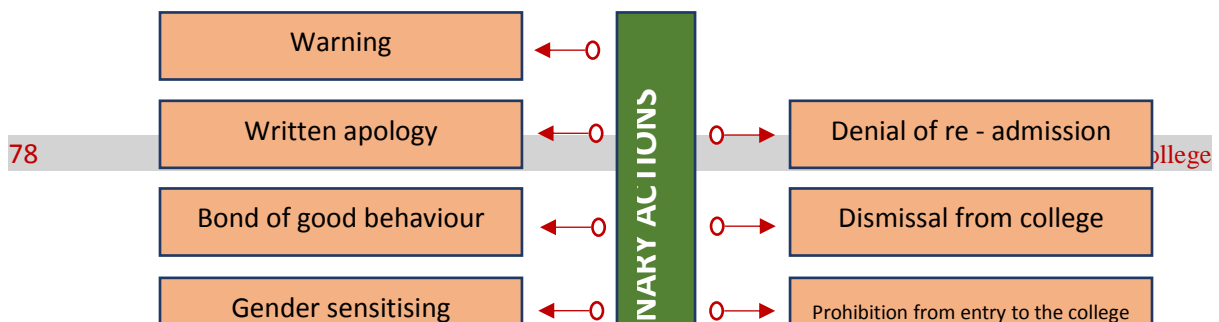
1. A formal/informal complaint can be raised to the immediate authority in case of any harassment.

2. Faculty, HODs and Principal shall have a specific responsibility within their own capacity and shall be entitled to take immediate action in case of harassment.
3. In case of any complaint, validity of the complaint is investigated by the **anti-harassment / adhoc** committee to take necessary disciplinary action if found guilty and to ensure proper justice.
4. The findings of the investigation shall be discussed and the guilty is punished.
5. Recommendations shall be made to the principal for appropriate action based on the seriousness and the decision of the Secretary & Correspondent will be final

**12.6 In the case of academic /administrative / technical/ non-teaching staff:**



**12.7. In case of students, disciplinary action could be in the form of:**



## **13. GRIEVANCE REDRESSAL**

### **13.1 Need:**

To identify and redress all genuine grievances on the campus is essential / crucial for campus harmony. It assumes greater significance with the increase of number of students and teachers on the campus.

### **13.2 Structure**

Four level grievance redressal mechanism is in operation. Grievance Redressal Committees are constituted at four levels.

1. At Department level
2. At College level.
3. At Campus level.
4. At Management level.

### **13.3 Responsibilities of Committees**



### **13.3.1 Department level grievance committees -**

1. Departmental Grievance Committees shall be constituted wherever necessary.
2. To resolve issues at ground level and to take timely action in the initial stages.
3. The Departmental Committees shall discuss with the respective college level committees and seeks guidance to resolve issues.

### **13.3.2 College level grievances committee-**

1. To attend to the grievances of all the stakeholders and resolve appropriately.
2. To guide / support Department Grievance Committees and share information with Campus Level Grievance Committee.

### **13.3.3 Campus Level Grievance Committee -**

1. To monitor / guide College level Grievance Committees and to ensure that issues at different colleges are addressed promptly and properly.
2. To bring to the notice of the management, issues that are likely to impact the discipline and reputation of the campus, and seek advice / guidance.

### **13.3.4 Management Level Grievance Committee-**

1. Grievances against adjudicators at the other three levels shall be addressed by management.
2. Any grievance adjudicated at other levels where the complainant felt justice is not done, he / she may approach the Management Committee with an appeal for grievance redressal.

## **13.4 Constitution of the Committees**

### **13.4.1 Department Level Grievance Committee:**

1. The HOD and one or two teachers shall be its members.
2. HOD shall be the convener and shall be alert and sensitive to genuine grievances of stakeholders in the department.

### **13.4.2 College Level Grievance Committee:**

1. Vice Principal and all HODs shall be its members.
2. Principal shall be the chairperson of the Committee.
3. One of the HODs is nominated as convener of the committee.

#### **13.4.3 Campus Level Grievance Committee:**

1. All HOIs shall be the members.
2. One / two senior functionaries.
3. One of them to act as convener of the committee.

#### **13.4.4 Management Level Committee:**

1. The S&C shall preside over the Committee while the **principal** is the member.

#### **13.5 Essentials:**

1. To inform the stakeholders about the grievance redressal mechanism available on the campus.
2. To arrange grievance drop boxes and fix schedules for periodic collection of grievances from drop boxes and to redress them.
3. To fix periodic schedules for regular meetings of grievance committees.

#### **13.6 Records**

1. All grievances in writing shall be accepted and registered confidentially.
2. Minutes of the grievance committee meetings, resolutions made and action taken shall be recorded and submitted to next level authority for information and necessary action.
3. Grievance committees at all the three levels must share the issues and resolutions with each other.

## **14. ANTI -RAGGING POLICY**

### **14.1. Statement:**

Ragging is a criminal offence and UGC has framed regulations, on curbing the threat of ragging in higher educational institution, in order to prohibit, prevent and eliminate the scourge of ragging. The regulations have been notified vide No. F. 1-16/2009 (CPP-II) dated 21.10.2009 and F.No.37-3/Legal/AICTE/2009 – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987. The policy aims at implementation including the monitoring mechanism as per provisions provided in the above regulation and ensure its strict compliance.

### **14.2 Need:**

The practice to tease and humiliate newly admitted students by senior students for vicarious pleasure has unfortunately crossed all civilized and tolerable limits. The same is noticed by courts, Government and UGC. and several directions were issued to take steps to eradicate this malice and free campuses from ragging. This SOP is our campus effort.

### **14.3 Scope:**

This policy and its components, apply to all the students, staff, parents/guardians, and all other stakeholders associated with the institution.

#### **14.4 Objectives:**

This policy encourages socialization of students to the academic environment of the college, simultaneously discouraging and preventing any negative acts of senior students, which are against the basic purpose of socio academic integration. Therefore, the ‘anti-ragging policy’ shall:

1. Create, develop and nurture a conducive, socio-academic environment within the student population.
2. Generate and maintain of confidence new entrants and their parents/guardians and to provide support, rather than being harassed and intimidated.
3. Prescribe preventive measures for any violation of the “Anti-Ragging Policy” by way of implementing strict disciplinary actions.

#### **14.5 Structure**

It is designed in three-layer structure:

1. At Department level
2. At College level
3. At Campus level

#### **14.6 Responsibilities of anti-ragging committee**

##### **14.6.1 Department Level Committee**

1. It is responsible to take all precautions and necessary steps to prevent undesirable incidents in the department and to keep a close vigil on the movement of students, interact with them and prevent ragging.
2. Also, to communicate to students effectively about the anti-ragging mechanism in practice on the campus.

##### **14.6.2 College Level Committee**

1. It is responsible to be proactive by taking desirable initiatives to prevent occurrence of ragging.

2. Responsible to appropriately handle complaints of ragging.
3. Timely response to the alerts received from students, departments and campus level committees.

#### **14.6.3 Campus Level Committee**

1. It is responsible to ensure that the campus is free from ragging.
2. It must ensure effective communication and coordination between committees at various levels and make sure the issues are resolved in a smooth and amicable manner.

### **14.7 Constitution of the Committees**

#### **14.7.1 Campus Level Committee Members shall be:**

1. All HoI's on the campus.
2. Active and student-connect teachers, one from each of the department.
3. One of the senior teachers as the convener of the committee.

#### **14.7.2 College Level Committee Members shall be:**

1. Principal
2. Vice-principal
3. Dean
4. Asst Dean
5. All HODs
6. One of the HODs is nominated as convener

#### **14.7.3 Department Level Committee Members shall be**

1. The HOD and one or two teachers in the department
2. The HOD as the convener of the committee

### **14.8 Essentials**

1. All the committees across the campus shall be alert for few months in the beginning of the academic year as this period is vulnerable for ragging.
2. Effective awareness campaign shall be in practice during that time.

## **14.9 Documentation**

1. Work done by all committees must be documented.
2. Complaints received, minutes of meetings, resolutions/ decisions made, action taken on issues, etc., must be documented for submission whenever required.

## **15. LIBRARY POLICY**

### **13.1 Statement:**

The policy aims to support the educational and teaching programs of the college by providing physical and intellectual access to information. It strives to serve as a resource center by developing a comprehensive collection of books, journals and e-resources.

### **13.2 Scope:**

This policy and its components apply to the students, research scholars, faculty, concerned administrators, and student/faculty of sister concern institutions and alumni with special permission.

### **13.3 Objectives:**

1. To understand the research, teaching and learning needs of its users.
2. To serve as a repository of information.
3. To provide online and offline access to books, journals and other reading material.

4. To ensure the preservation of a long-lasting availability of library collections and resources.

## **15.4 Regulations:**

### **15.4.1 Library working hours:**

1. Monday to Friday: 9:30 AM – 4:30 PM (Transaction)
2. Saturday: 9:30 AM – 4:30PM
3. During Examination days: 9:30 AM – 4:30 PM (Monday to Saturday)

### **15.4.2 Library Membership:**

1. The library fees shall be included in the admission fee and hence, separate fee shall not be collected for membership.
2. College ID card shall serve as Library card.
3. Faculty – Full time/Part-time, non - teaching staff, research scholars and students of the college are considered members by default.

## **15.5 Procurement of Books**

### **15.5.1 Registration of Suppliers:**

There shall be a registered book of suppliers / vendors. They shall supply latest editions of the books and charge according to the publisher's catalogue or copy of the publisher's invoice etc. With regard to foreign publications, the vendors shall charge as per price list. This shall enable controlling unhealthy competition among the vendors

### **15.5.2 Purchase of Books on Approval:**

The practice is to collect recent books from vendors on approval basis, which shall be displayed in the library. The list of the same will also be made available on the Intranet to all the users of the College library. The teachers shall fill in the books recommendation forms and send the same to the librarian with the signature of their HOD for purchase. Books, which are not selected, shall be taken back by the vendors after the stipulated time.

### **15.5.3 Books selection through publishers' catalogues:**

The college library shall collect the publisher's catalogues and the same shall be made available to the HODs. The HODs shall place it before the department staff for selection and submit the list of selected books for purchase through proper channel.

#### **15.5.4 Visits of the publishers' representatives:**

The representatives sent by the publishers to the college library may be allowed to visit the departments to promote their books. As they are not the direct sellers, they shall only create awareness about the recent publications of different subjects to the faculty. If those books are relevant, HODs may send their recommendations to the college library for purchase.

#### **15.5.5 Direct Recommendations:**

Teachers may obtain information about books from different journals, reviews, internet and college library may arrange to circulate reviews to the departments. In such cases too recommendations may be sent through HODs

#### **15.5.6 Collection:**

- 1 LAC shall decide on procurement of the books, Journals etc, based on the requirement and availability of existing copies in the library.
- 2 Reference books shall be procured maximum up to 2 copies.
- 3 Text books shall be procured maximum up to 10 copies.
- 4 Books written/published by the teachers of the college shall be procured maximum up to 5 copies.

### **15.6 Circulation**

Circulation is issue of books and journals from the library to its users and collecting back at periodic intervals,

- 1 To enter library and borrow library material, identity card issued by the college is compulsory for both students and faculty.
- 2 Only text books shall be issued.



- 3 Reference books/ journals/ annual report and project reports, newspapers are kept for reference only and not for issue.
- 4 All the material borrowed from Library shall be returned along with the overdue charges if any, before collecting NO DUE Certificate from the library for exams or while leaving the college. The details are as follows:

Sl. No	Class	Duration of Borrowing	Over due of charging
1	UG/PG Students	15 days (3books)	Per Rs.1
2	Permanent Faculty	10 (I year)	No fine

### 15.7 Regulations for Users:

- 1 All users shall sign in the gate register
- 2 College dress code shall be followed in the library also
- 3 Users shall carry valid identity card /smart card to the library compulsorily
- 4 Users shall maintain silence in the library.
- 5 Mobile phones shall be strictly prohibited inside the library premises
- 6 Users shall not enter staff working areas without permission
- 7 Users shall maintain a clean environment
- 8 Personal books/ folders/ files/ blazers/ jackets shall not be allowed inside the library.
- 9 Food, beverages, Juice, Coffee/Tea, Chocolates etc are strictly prohibited inside the library.
- 10 Users shall not carry valuable items, cash and shall not leave personal items unattended for an extended period of time.
- 11 Library staff shall not be responsible for unattended items of users.
- 12 Users found taking away book without completing issue procedure shall be reported to the Principal which lead to six months suspension.
- 13 Users shall maintain the code of conduct inside library. If found misbehaving, he/she shall be suspended from the library for six months.

- 14 Users are expected to leave library premises at closing time.
- 15 Users are expected to follow instructions provided by library staff.

## **14. PLACEMENT POLICY**

### **14.1 Statement**

Campus Placement at Dr. Lankapalli Bullayya College is a facility provided for all the eligible final year students. The role of the Placement Officer is of a facilitator and counselor for placement related activities. The enthusiastic team of the college strives effectively to strike a match between the expectations of recruiter and aspirations of the student. The Placement Office does NOT guarantee a job—it is an assistance that is provided to the students to kick start their career.

### **16.2 Eligibility Criteria:**

1. No **active** backlogs -The results of the first & second year are considered.
2. 60% marks in 10<sup>th</sup>, 12<sup>th</sup> / Intermediate & Degree.
3. Internships/ work experience is an added advantage in campus placements.

Note that it is the prerogative of the recruiting company to specify eligibility criteria at the time of recruitment

### **16.3 Guidelines for Placement Assistance & Registration Process**

1. The placement office strictly enforces “ONE STUDENT ONE JOB OFFER” policy. Students not abiding by the policy are eliminated from placement.
2. Offer is given in the form of an offer letter/ email/e-offer confirmed by the placement office.
3. Pre-placement offers are internship conversions to full time job offers, obtained by virtue of outstanding performance in the internship program.
4. The Placement Office strongly discourages students to go for off-campus/pool campus placements, after being selected by a company on campus, as this affects company-college relations adversely.
5. Cancellation of offer due to non-completion of course/backlogs- Offers can be cancelled by the companies if the students do not complete the course in the stipulated time.
6. All the registered students are eligible to attend as many interviews as they want subject to the following terms & conditions:
  1. Once a student gets the first offer, he/she would be considered to be out of the placement pool. This will hold good for even the pre-placement offers.
  2. Students are advised to be judicious & discreet while applying to companies as per their specializations. By not applying to a compatible company, they are denying themselves a good opportunity.
  3. Students must visit the company website, prepare well before the interview by taking help/advise from professors/alumni and fellow students.
  4. Students are advised to look at learning opportunities, relevant job content & career prospects as the first priority and not be fussy about package and location.
  5. An offer once accepted cannot be rejected at a later date as they would be denying an opportunity to another eligible student.

### **16.4 Conduct During Placement Process:**

#### **16.4.1 Dress Code:**

1. Students are required to come in formals and maintain strict discipline during the process of the interview. Students who come in casuals are not permitted to attend the interview. Students must carry their college ID-cards at all times during interviews and screening tests.
2. Dressing etiquette to be adhered to:
  1. **Girls:** Should wear a formal business suit or Indian formals. Ensure to wear minimal accessories, formal footwear and be professionally groomed and hair tied.
  2. **Boys:** Should wear a formal business suit, with a white or light color long sleeve shirt and a conservative tie. Dark Socks and leather shoes with professional grooming.

#### **16.4.2 Punctuality:**

1. The date / time / venue of the interviews are subject to change which, at times, may be at a short notice. Students must keep themselves well informed by staying in touch with the placement committee.
2. Students who do not report at the scheduled time and who indulge in indiscipline are not allowed.

#### **16.4.3 Documents to be Carried:**

Students must carry a complete file with a few copies of the resume, passport size photos, attested copies of educational certificates while appearing for the interviews.

#### **16.4.4 Attendance in the Placement Process:**

1. A minimum of 80% attendance in all academic courses is compulsory.
2. In case a student is shortlisted for an interview at locations other than the institution, the students should confirm his / her participation through mail within 24 hours of announcement.
3. Those who confirm by mail and are physically present in the venue get the attendance for the day.
4. Students attending the walk-ins'/pool campus interviews on their initiative are advised to communicate the same to the placement officer and request for their attendance.

5. For absenteeism in any selection process for which an applicant has consented to attend as a part of the company's recruiting procedure the following minimum penal action would apply:
  1. Absence for the first time – apology letter explaining the reason for absence, signed by the HOD & accepted by the placement officer.
  2. Absence for the second time – apology letter explaining the reason for absence, signed by the HOD & the Principal & accepted by the placement officer.
  3. Absence for the third time –the student gets debarred from placement & asked to opt out of placement.

### **16.5 Interview process:**

1. Placement process commences in the final year of the program. The eligible students will be notified about the openings through mail.
2. The complete job description along with job location and package/CTC is shared with the students. It's the students' responsibility to go through the mail properly and register according to his/her specializations.
3. Students should register in the online link provided in the mail, by giving consent to participate and accept the offer, if selected.
4. Pre-placement talks serve to clarify details such as salary break-up, job profile, place of work, bond details, etc.
5. Once a student attends an interview of a company, he/she needs to take it till the logical conclusion. Dropping out of an interview process midway leads to penal action. Such moves cause an irreparable damage & negative impression of college in the minds of recruiters.
6. If a student fails to communicate to the placement office, that he is not seeking placement assistance then by default such students are out of placement pool.
7. If a student does not apply to 5 eligible companies successively as per his/her specialization, it is assumed that the student is not interested and such student resumes will not be forwarded to companies thereafter.
8. If a student applies/registers for 3 eligible companies and does not turn up for the interview process, such students will be considered not interested in placements.

9. If any kind of misbehavior or indiscipline during the interview process is observed the concerned student would be permanently debarred from the placement activity.

### **16.6 Other important and relevant points to be considered:**

1. While the placement office shall ensure the whole exercise is carried out in a fair and transparent manner, the students are advised to be responsible and co-operative during the whole process.
2. As a policy, at any point of time, students with **active** backlogs are not allowed to attend the placements.
3. All the semester & exam fees should have been paid to the institute by the due date to be eligible to attend placements.
4. Students are strictly advised not to communicate directly with the company. In case of extended process, student should always keep the placement officer in loop of the communication.

The institution and the placement office reserve the right to make changes in the policy from time to time for the benefit of the students as well as to be sensitive to the actual market realities

## **15.EMPLOYEE WELFARE -ACTIVITIES**

### **15.1 Statement**

Welfare includes anything that is done for the comfort of the employees and is provided other than the wages. Welfare helps in keeping the morale and motivation of the employees high and to retain the employees for longer duration. The welfare measures need not only be in monetary terms but also in any kind/forms.

### **17.2 Staff Welfare measures**

Dr. Lankapalli Bullayya College has effective welfare measures for the faculty and non-teaching staff and avenues for career development. Besides intellectual and professional development, it also offers financial and health securities for its employees. Professional development is

ensured through periodic training/workshops/seminars. The faculty are encouraged to make academic advancement and supporting staff are encouraged to update their administrative skills.

The college offers a number of welfare schemes to the teaching and non - teaching staff

### **17.2.1 Education**

1. Preference to children of teaching and non-teaching staff for admission into any course.
2. Educational assistance to children of economically weak non-teaching staff
3. Scholarship to the meritorious children of staff

### **16.2.2 Avenues for Career Development/Progression**

1. Encouragement to aided faculty for FDP/UGC Research Fellowships.
2. Permission to attend/organize national/international workshops/conferences.
3. Leave to attend Workshops/Seminars/Conferences in national and International Universities.
4. Seed money for research.
5. Financial assistance to attend conferences/workshops/seminars.
6. Paid vacation for two months during summer, and on all national holidays and festivals.
7. Leave to engage in extension and community work.
8. Autonomy in academic matters.
9. Computerized Digital Lab to enhance the use of digitized platforms.
10. Technical training to familiarize with management software system.

### **17.2.3 Medical**

1. Medical assistance for hospitalization.
2. Maternity Benefits for women employees.

### **17.2.4 Financial assistance**

1. Interest free Loans to faculty and non – teaching staff to meet emergency situations.
2. Insurance scheme with adequate insurance coverage of staff for expenses related to hospitalization due to illness, disease or injury or pregnancy.

### **17.2.5 Financial Incentives**

1. Gratuity and PF for all faculty and non - teaching staff.
2. UGC norms in the promotions of faculty.
3. Terminal Benefits in terms of redeployment or financial compensation.
4. Jobs on compassionate grounds to family members of the non-teaching staff.

### **17.2.6 Other Benefits**

1. Computers, laboratories, seminar halls, staff rooms and separate research room for research in every block.
2. Readily available first – aid appliances in case of any minor accidents in laboratories.
3. Awareness programmes for Non-Teaching Staff.
4. Free Wi-Fi and email addresses using the institutional domain name.
5. Annual retreat and orientation for teaching and non- teaching every year.
6. Canteen facility at subsidized rates.
7. Safe and hygienic drinking water located at convenient places in all blocks.
8. Sufficient number of washrooms maintained in a neat and hygiene condition.
9. Banking and ATM facility.
10. Celebration of festivals and National days on campus.

## **16.SPORTS AND NCC**

### **18.1 Guidelines for Physical Education Functionaries:**

Physical Education functionaries shall prepare list of students, college wise, who are granted sports scholarships. The same shall be submitted to respective principals as an official record, within ten days from the last date of admissions. They shall

1. Train the students for better performance in competitions.
2. Prepare list of students who are not granted scholarships but actively participate in sports and games.
3. Make available sports facilities to all students in general.



4. Organise internal sports and games events on the campus.
5. Plan in advance and organise practice sessions for impressive performance in competitions.
6. Request the Principals, in writing, to permit the selected students to participate in the events and to exempt them from attendance norms.

Physical Education functionaries shall use the guidelines with diligence, misuse of the guidelines in any manner is viewed seriously. For more details refer Examination Policy.

### **18.2 Guidelines for NCC functionaries**

1. The college supports NCC activities on the campus for the benefit of students. Students are admitted to NCC units as per written guidelines implemented in a fair manner. Officers shall ensure that only campus students are admitted in all units. No outside student is admitted in place of campus students.
2. Officers are responsible to mobilize students for enrolment and if required train them properly to get enrolled.
3. Lists of students on rolls in all the units shall be submitted to the concerned principals immediately on completion of enrolment.
4. The officers submit to the principal the names of cadets selected for various events, requesting permission to attend the event, to exempt the cadets from attendance norms and to reschedule the internal exams for such candidates.

For more details refer SOP on Internal Exams.

### **18.3 Guidelines for Principals**

1. Principals shall take note that the college management considers that the sports and NCC activities be treated as integral part of the activities. However, principals have to maintain proper balance between the academics and sports/NCC through administrative guidelines.
2. Principals shall inform the sports and NCC functionaries that they must obtain prior permission before participating in any event.
3. Principals to consider the possibilities to organise special classes / reschedule internal exams dates / exempting from attendance norms for students who participate in NCC and sports activities. Such a facility may be extended to genuine cases only.

## **17. GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

Dr. Lankapalli Bullayya College has formulated its own by-laws to run the institution with discipline and values. The regulations are issued for the teaching and non-teaching staff appointed by the college, to maintain the standards of the vision upon which the institution has been established.

### **19.1 Designation:**

1. The designation assigned to an employee is subject to change, depending upon the work assigned and as decided by the management from time to time.

### **19.2 Exclusivity:**

1. Employees shall devote the entire time to college work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative to the extent that such engagement prevents or inhibits you from carrying out their duties or puts them in a position where their interests conflict with those of the institution, except with prior written permission from the management.

### **19.3 Medical Fitness:**

1. College management reserves the right to get the employees medically examined by any certified medical practitioner at the time of joining or during the tenure of their services and if anyone is found medically unfit, he / she will lose his / her job.

### **19.4 Duties and Responsibilities:**

1. The nature of the duties assigned by the management, may change from time to time depending on the requirements. The management depending upon the exigencies of the college work, shall decide timings, the duties and place of work of the employees on the campus.
2. Employees are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to them from time to time by the management or officers empowered on its behalf.
3. Duties shall include teaching courses assigned in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counseling students on academic and other matters.
4. All the employees are expected to undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services either independently or as part of a team of teachers, students and others under the supervision of assigned heads.

### **19.5 Transferability:**

1. College Management at its discretion may transfer the services of employees to any department, college or organization associated with its parent body 'Society for Collegiate Education'.

#### **19.6 Up-gradation of Skills:**

1. Employees have to upgrade their skills to suit changing needs of academic programs and participate in skill-enhancement programmes arranged by the management. To ensure that the new skills are utilized for college purpose, employees have to enter an agreement to render services for a minimum time period as decided by the management.
2. Employees may have been temporarily exempted from achieving higher qualifications such as NET/ SET and doctoral level research degree, but will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/ regulatory body, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

#### **19.7 Probation:**

1. Initial probation period is 24 months. The Probation period continues until the employee qualifies NET/SET. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

#### **19.8 Termination:**

1. The college management or the employee may initiate termination of service without assigning any reasons by giving a notice in writing. Relief from duties shall be given at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.
2. The college shall evaluate the performance of the employees periodically, normally once a year or as deemed necessary from time to time. If the performance is found

unsatisfactory, the services of the employee may be terminated after giving a prior notice.

3. The management is empowered to abolish the post held by an employee if it becomes surplus or due to the discontinuation of the course in which he / she is employed. The decision of the management to abolish the post will be communicated to the employee. The management gives a suitable notice prior to the termination of the services subject, however, to the condition of general termination notice period, three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision of the management shall be final and binding and the employees will not have any lien over the job posting or alternate employment.
4. The services are liable to be terminated with immediate effect without any notice period and compensation if an employee is found
  1. to indulge in gross misconduct, indiscipline or negligence
  2. to have joined employment through false certificates/ credentials
  3. to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

### **19.9 Confidentiality:**

1. At any time during the current employment or after leaving the service, the employees shall not disclose, divulge to any person or organization or make public any information regarding various aspects of teaching, research, methods, techniques, policies and activities of college and its administration etc.
2. Any new techniques and methods developed, results of research, projects and consultancy undertaken by the employees shall remain the property of the college and the employees are not to disclose them to any one nor utilize it for any purpose except as approved by the management.
3. Salary and other terms of appointment are to be kept confidential between the employees and the management. Under no circumstances, the employee shall disclose

or discuss about the terms of appointment and salary with others, within and outside the organization.

**19.10 General:**

1. The institution believes that the professional relationship of trust and confidence that exists between students and employees is the central and essential part of the students' career and pastoral care.
2. The employees who work for, or represent, the institution must not abuse their position in any way. The institution strongly discourages association between its employees and students where there is a potential conflict of interest or abuse of power. Such associations may have negative impact on the student's educational development and pastoral care.
3. The employees are expected to devote their efforts to the job for which they are hired and they should be ethically responsible to the college even after the working hours.
4. Staff are liable to inform the institution about their course of action even after the working hours (if going on a vacation/ informal gathering with or without students either related to course curriculum or not.)
5. The institution doesn't encourage the practice of uploading photos and videos in social media which may defame the reputation of the college.
6. Employees will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of the management that may be in force from time to time.
7. Employees are responsible for the safekeeping of all properties of the college under their custody, care or charge. In the event of loss of any property, College has the right to assess and recover the damage charges of all such material from the employee.
8. Employees have to communicate in writing to the management if there is any change of address within a week from the change of the same, failing which any communication sent to the recorded address shall be deemed to have been served.
9. This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

## 18. COMMITTEES

Dr. Lankapalli Bullayya College constituted the following Committees for the smooth functioning of the College.

Sr. No.	Name of Committee	Functions of Committee	Names of the Committee Members
1.	Academic committee	<ul style="list-style-type: none"> <li>▪ Curriculum, Academic and Institute Calendar, Industrial Visits, MOOCs, NPTEL, Syllabus Completion, Timetable, Internal and External Exams, Remedial Classes, Bridge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr.G.S.K.Chakravarthy - Principal</li> <li>▪ Dr.R.V.H.Srikanth – Vice Principal</li> <li>▪ Sri.A.Dhanaraj – Asst.Principal</li> <li>▪ Sri.Ch.Venkata Kishore – HOD, Chem (UG)</li> <li>▪ Sri.B.Srinivas Reddy – HOD, Comm (UG)</li> <li>▪ Sri.J.Lakshman Babu – HOD, Social Sciences</li> <li>▪ Sri.N.K.Mahesh – HOD, BBA</li> <li>▪ Smt.G.Rojamani – HOD, Comp.Sc (UG)</li> <li>▪ Sri.P.Narasimha Rao – HOD, Ele</li> </ul>

		Classes, Admissions, Student Induction Programme	(UG)
2	Admission Committee	<ul style="list-style-type: none"> <li>▪ To monitor Admissions</li> <li>▪ Student Induction Programme, etc.,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sri.A.Dhanaraj – Asst.Principal</li> <li>▪ Sri.Ch.Venkata Kishore – HOD, Chem (UG)</li> <li>▪ Sri.B.Srinivas Reddy – HOD, Comm (UG)</li> <li>▪ Sri.J.Lakshman Babu – HOD, Social Sciences</li> <li>▪ Sri.N.K.Mahesh – HOD, BBA</li> </ul>
3	Anti-Ragging & Disciplinary Committee	<ul style="list-style-type: none"> <li>▪ To conduct awareness programmes</li> <li>▪ Prevention-protection-security</li> <li>▪ Members will be involved in all the events of the institution. Work in coordination with NSS, NCC and Event Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr.Y.Srinivasa Rao – Physical Director</li> <li>▪ Smt.T.Sireesha – Lecturer, Ele (UG)</li> <li>▪ Smt.G.Padma – Lecturer , Maths (UG)</li> <li>▪ Sri.B.Jagadeeswara Rao – Lecturer, Eco (UG)</li> <li>▪ Smt.D.Sravani – Lecturer, Phy (UG)</li> <li>▪ Sri.Sk.M.M.Feroz – Lecturer, Comm (UG)</li> <li>▪ Dr. G.Satya Praveen – Asst.Prof, English (PG)</li> <li>▪ Dr.Rama Goswami – Asst.Prof, MBA</li> <li>▪ Dr.K.Uma Nageswari – Asst.Prof, MBA</li> <li>▪ Dr.D.Rajnandan – Asst.Prof, MBA</li> <li>▪ Smt.B.V.P.Latha – Asst.Prof, MCA</li> <li>▪ Sri.S.Sateeswara Reddy – Asst.Prof, MCA</li> <li>▪ Sri.T.S.S.J.Harnath – Asst.Prof, MCA</li> <li>▪ Sri.T.S.Sivaramayya – Asst.Prof, MCA</li> </ul>
4	Cultural Committee	To organise cultural events and to train the students for competitions and events.	<ul style="list-style-type: none"> <li>▪ Dr.G.S.K.Chakravarthy - Principal</li> <li>▪ Dr.R.V.H.Srikanth – Vice Principal</li> <li>▪ Ms.G.Aruna Kamala Jyothi – Lecturer, FC (UG)</li> <li>▪ Smt.L.Uma Tulasi – Lecturer, Chem (UG)</li> <li>▪ Smt.Sharon Ramya – Lecturer, English (UG)</li> <li>▪ Smt.P.Adilakshmi Devi – Lecturer,</li> </ul>



			English (UG)
5	Examination committee	<ul style="list-style-type: none"> <li>▪ To make all essential arrangements to conduct internal and university examinations.</li> <li>▪ To carry out all examinations, publish results within time and award degree certificates (Provided by the University and Institute) to the students.</li> <li>▪ To conduct all examinations according to the rules and regulations laid down by <b>SPPU</b>.</li> <li>▪ To maintain transparency and accountability in examinations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sri.J.Lakshman Babu – HOD, Social Sciences</li> <li>▪ Sri.Ch.Venkata Kishore – HOD, Chem (UG)</li> <li>▪ Sri.B.Srinivas Reddy – HOD, Comm (UG)</li> <li>▪ Sri.N.K.Mahesh – HOD, BBA</li> <li>▪ Sri.T.N.Chaitanya – Lecturer, Comp.Sc (UG)</li> <li>▪ Sri.V.Ch.Jyoti Swaroop – Lecturer, Politics (UG)</li> <li>▪ Dr.S.V.J.S.S.Rajesh – Lecturer, Phy (UG)</li> <li>▪ Sri.B.Jagadeeswar Rao – Lecturer, Eco (UG)</li> </ul>
6	Entrepreneurship Cell	<ul style="list-style-type: none"> <li>▪ To build Entrepreneurial Culture among Students</li> <li>▪ To act as a mediator between the College and Industries</li> <li>▪ To Conduct Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes and Faculty Development Programmes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr.D.Vijaya Lakshmi – Co-ordinator ESIC, Asst.Prof, MBA</li> <li>▪ Dr.S.Sharmila Begum – HOD, Biotech (PG)</li> <li>▪ Smt.Ch.Rama Kalyani – Lecturer, Comm (UG)</li> </ul>

		<ul style="list-style-type: none"> <li>▪ To organize visits to industries for forthcoming entrepreneurs.</li> <li>▪ To conduct Skill Development training to make self-employment.</li> <li>▪ To provide advice to assist the entrepreneurs in rehabilitating them.</li> <li>▪ To conduct industrial development training programme with updated technologies</li> <li>▪ To provide need-based consultancy services to industries.</li> <li>▪ Start-ups</li> </ul>	
7	Event Management Committee	<ul style="list-style-type: none"> <li>▪ To managing all the events / programmes of the College, work in coordination with NSS, Anti Ragging and Disciplinary Committees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr.R.Anjana – HOD, MBA</li> <li>▪ Smt.L.Uma Tulasi, Lecturer, Chem (UG)</li> <li>▪ Smt.Sharon Ramya, Lecturer, Eng (UG)</li> <li>▪ Smt.Rupasri, Asst.Prof, MCA</li> </ul>
8	Internal Complaint Committee (ICC) – (Women Grievances Cell)	<ul style="list-style-type: none"> <li>▪ Awareness Programmes</li> <li>▪ Redressal of Women's problems and issues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr.S.S.V.N.Sakuntala – Assoc.Prof, English (PG)</li> <li>▪ Smt. K.I.Priya Darshini-Asst Prof, MHRM</li> <li>▪ Dr.E.Roopa Rani – Asst.Prof, MBA</li> <li>▪ Dr.K.Surela Raj – HOD, English (PG)</li> </ul>
9	Infrastructure Procurement and Maintenance Committee	<ul style="list-style-type: none"> <li>▪ Identification and utilization of resources, maintenance of resources, Registers, Invoice copies, waste management, etc</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr.G.S.K.Chakravarthy - Principal</li> <li>▪ Dr.R.V.H.Srikanth – Vice Principal</li> <li>▪ Sri.A.Dhanaraj – Asst.Principal</li> <li>▪ Sri.Ch.Venkata Kishore – HOD, Chem (UG)</li> <li>▪ Sri.B.Srinivas Reddy – HOD, Comm (UG)</li> <li>▪ Sri.J.Lakshman Babu – HOD, Social Sciences</li> <li>▪ Sri.N.K.Mahesh – HOD, BBA</li> </ul>

10	IQAC	<ul style="list-style-type: none"> <li>▪ To Coordinate planning and implementation of quality improvement activities. Such as- Staff Training Programme, Special Development programmes for Slow and Advance Learners, Refresher training, etc.</li> <li>▪ To prepare the agenda and minutes of the meetings.</li> <li>▪ To organize the expert lectures regarding professional development to the teachers and non-teaching staff.</li> <li>▪ To prepare annual schedule of lectures.</li> <li>▪ To make documentation of Staff Academy</li> <li>▪ To develop and apply quality benchmarks /parameters for various academic and administrative activities of the institution</li> <li>▪ To disseminate information on various quality parameters of higher education</li> <li>▪ To organise workshops, seminars on quality related themes and promotion of quality circles</li> <li>▪ Documentation of the various programmes / activities leading to quality improvement</li> <li>▪ To act as a nodal agency of the institution for quality-related activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr.G.S.K.Chakravarthy - Principal</li> <li>▪ Dr.R.V.H.Srikanth – Vice Principal</li> <li>▪ Sri.A.Dhanaraj – Asst.Principal</li> <li>▪ Smt.V.Subbalakshmi – Coordinator, IQAC</li> <li>▪ Sri.Ch.Venkata Kishore – HOD, Chem (UG)</li> <li>▪ Sri.B.Srinivas Reddy – HOD, Comm (UG)</li> <li>▪ Sri.J.Lakshman Babu – HOD, Social Sciences</li> <li>▪ Sri.N.K.Mahesh – HOD, BBA</li> </ul>
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		<ul style="list-style-type: none"> <li>▪ Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.</li> <li>▪ To prepare for the NAAC assessment and accreditation</li> <li>▪ To organize the expert lectures on competitive examination to students.</li> <li>▪ To take student feedback semester wise.</li> </ul>	
11	Grievance & Redressal Committee (Staff and Students)	<ul style="list-style-type: none"> <li>▪ Redressal of problems</li> <li>▪ Counselling and motivating</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr.G.S.K.Chakravarthy - Principal</li> <li>▪ Dr.R.V.H.Srikanth – Vice Principal</li> <li>▪ Sri.A.Dhanraj – Asst.Principal</li> <li>▪ Smt.V.Subbalakshmi – Coordinator, IQAC</li> <li>▪ Dr.P.Surekha – HOD, Zoology (UG)</li> <li>▪ Dr.P.Kirankumari – HOD,Env.Sc (UG)</li> <li>▪ Smt.G.Rojamani – HOD, Comp.Sc (UG)</li> <li>▪ Sri.V.Ch.Jyoti Swaroop – Lecturer, Politics (UG)</li> <li>▪ Sri.N.K.Mahesh – HOD, BBA</li> <li>▪ Sri.Ch.Suresh – Asst.Prof, MBA</li> <li>▪ Smt.Ch.Srilatha – Asst.Prof, MCA</li> <li>▪ Smt.Monzy George – Lecturer, English (UG-Comm)</li> <li>▪ Sri.R.Srinivasa Rao – Lecturer, Comm (UG)</li> </ul>
12	Health & Hygiene Committee	<ul style="list-style-type: none"> <li>▪ To maintain hygiene conditions on campus.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr.G.S.K.Chakravarthy - Principal</li> <li>▪ Dr.R.V.H.Srikanth – Vice Principal</li> <li>▪ Sri.A.Dhanraj – Asst.Principal</li> <li>▪ Smt.V.Subbalakshmi – Coordinator, IQAC</li> <li>▪ Dr.P.Surekha – HOD, Zoology (UG)</li> <li>▪ Dr.P.Kirankumari – HOD,Env.Sc (UG)</li> <li>▪ Dr.S.Sharmila Begum – HOD, Biotech (PG)</li> <li>▪ Dr.B.Madhavi – Lecturer, Env.Sc (UG)</li> <li>▪ Dr.K.Beulah – Asst.Prof, Biotech (PG)</li> </ul>

13	Library & E Resources	<ul style="list-style-type: none"> <li>▪ To procure books</li> <li>▪ Book Talks</li> <li>▪ E Resources</li> <li>▪ NDL Activities, Journals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sri.G.Praveen Anand Kumar – Librarian</li> <li>▪ Smt.Y.Madhusmita – Lecturer, Phy (UG)</li> <li>▪ Smt.S.Srilatha – Lecturer, Comp.Sc (UG)</li> <li>▪ Smt.G.Kanakalakshmi – Lecturer, Maths (UG)</li> <li>▪ Dr.Yasmin Mohammed – Lecturer, Comm (UG)</li> </ul>
14	Placement Cell	<ul style="list-style-type: none"> <li>▪ Communication Data procurement and dissemination CRT, etc</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sri.N.Sridhar</li> <li>▪ Dr.B.Sudheer Kumar</li> <li>▪ Sri.K.Rajasekhar Reddy</li> </ul>
15	SC / ST Cell	<ul style="list-style-type: none"> <li>▪ To attend to the requirements of SC / ST students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Smt.G.Rojamani – HOD, Comp.Sc (UG)</li> <li>▪ Smt.P.R.Nischala – Lecturer, Comp.Sc (UG)</li> <li>▪ Dr.Ramu – Lecturer, Phy (UG)</li> </ul>
16	Time- table Committee	<ul style="list-style-type: none"> <li>▪ To plan, and prepare time tables for regular classes, practicals and shall see that all the departments are allocated equal number of classes during the academic session/semester.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr.G.S.K.Chakravarthy - Principal</li> <li>▪ Dr.R.V.H.Srikanth – Vice Principal</li> <li>▪ Sri.A.Dhanaraj – Asst.Principal</li> <li>▪ Sri.Ch.Venkata Kishore – HOD, Chem (UG)</li> <li>▪ Sri.B.Srinivas Reddy – HOD, Comm (UG)</li> <li>▪ Sri.J.Lakshman Babu – HOD, Social Sciences</li> <li>▪ Sri.N.K.Mahesh – HOD, BBA</li> </ul>
17	Website Committee	<ul style="list-style-type: none"> <li>▪ Data uploading</li> <li>▪ Creating</li> <li>▪ Updating as per the requirement</li> <li>▪ ICT</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sri.Raja Rao</li> <li>▪ Sri.V.Satish – Asst.Prof, MCA</li> <li>▪ Sri.P.Ramesh – Lecturer, Comp.Sc (UG)</li> <li>▪ Smt.D.R.S.Swetha – Lecturer, Comp.Sc (UG)</li> <li>▪ Ms.Eunice Sinha – SDC Trainer</li> </ul>
18	Waste Management	<ul style="list-style-type: none"> <li>▪ To dispose / reuse the waste products on the campus</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr.G.S.K.Chakravarthy - Principal</li> <li>▪ Dr.R.V.H.Srikanth – Vice Principal</li> <li>▪ Dr.P.Kiran Kumari – HOD, Env.Sc (UG)</li> <li>▪ Dr.B.Madhavi – Lecturer, Env.Sc (UG)</li> <li>▪ Smt.Ch.Sireesha – HOD, Microbiology (UG)</li> </ul>

## CLUBS

Sl.No	Club	Members
1	Literary Club	Dr.R.V.H.Srikanth – Vice Principal Dr.K.Surela Raj – HOD, English (PG) Smt.Janet Paul – Asst.Prof, English (PG) Smt.P.Adilakshmi Devi – Lecturer, English (UG)
2.	Eco Club	Dr.G.S.K.Chakravarthy – Principal Dr.R.V.H.Srikanth – Vice Principal Sri.A.Dhanaraj – Asst.Principal Dr.P.Kiran Kumari, HOD, Env.Sc (UG) Dr.B.Madhavi – Lecturer, Env.Sc (UG) Dr.S.Sharmila Begum – HOD, Biotech (PG) Ms.G.Lavanya – Asst.Prof, Biotech (PG)
3.	Health and Yoga Club	Dr.G.S.K.Chakravarthy – Principal Dr.R.V.H.Srikanth – Vice Principal Sri.A.Dhanaraj – Asst.Principal Dr.P.Surekha – HOD, Zoology (UG) Dr.S.Sharmila Begum – HOD, Biotech (PG)
4.	Red Ribbon Club	Dr.G.S.K.Chakravarthy – Principal Dr.R.V.H.Srikanth – Vice Principal Sri.A.Dhanaraj – Asst.Principal Sri.Sk.Gowski Babu – Lecturer, Comm (UG) Dr.P.Kiran Kumari – HOD, Env.Sc (UG) Dr.B.Madhavi – Lecturer, Env.Sc (UG)
5.	Green Club	Dr.G.S.K.Chakravarthy – Principal Dr.R.V.H.Srikanth – Vice Principal Dr.P.Kiran Kumari – HOD, Env.Sc (UG) Dr.B.Madhavi – Lecturer, Env.Sc (UG) Smt.Ch.Sirisha – HOD, Microbio (UG) Dr.S.Sharmila Begum – HOD, Biotech (PG) Dr.Rama Goswami – Asst.Prof, MBA Dr.K.Uma Nageswari – Asst.Prof, MBA Dr.Vidhya Rajagopalan – HOD, Comm (PG)

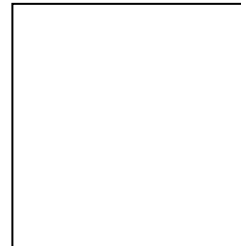
# **ANNEXURES**

## A.1 SERVICE REGISTER

Dr. Lankapalli Bullayya College

Visakhapatnam

**Employee Service register**



Name (in CAPITAL):

First Name	Middle Name (s)	Last Name (Surname)

**Aadhar Number**

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**Father/**

**Mother/**

**Spouse' Name:**

**Place of Birth:**

**Date of Birth**

Date	Month	Year

**Nationality :**

**Category**

OC	SC	ST	BC	Others	Certificate copy Serial no

**If differently abled**

Nature & degree of Challenge	Document number of the medical certificate



**Education Details**

Qualification	Year of passing	Degree	School/ College/ Institute/University	% or CGPA Obtained	Ref no of the attachment
PhD					
Post-Graduation					
Graduation					
Intermediate/12 <sup>th</sup>					
SSC/10 <sup>th</sup>					
+Other (SPECIFY)					

**Family Details**

S. No	Name of family member	Relationship with Employee	Aadhar Number	Nominee for PF etc (Y/N)	Remarks

**Postal address**

	Postal address with PIN
Present	
Permanent	

**Email & Telephone**

Personal contact details	
Email ID 1	
Email ID 2	
LinkedIn ID	
Mobile 1	
Mobile 2	
Land Line number	
Contact Details of a person in case of emergency	
Name	
Relation	
Email ID	
Mobile number	
Land Line number	

Bank Account number	
Bank	
IFSC Code	
PAN number	
UAN Number (PF Account No.)	

## SERVICE DETAILS

### Appointment and Posting details

Date	Department	Designation	Type (Permanent/ Adhoc)	Date of Joining & Time	Probation Period	Order Doc No

### Extension of probation period:

Date	Extension of probation period	Reasons for extension of probation period	Order Doc No

### Details of Regularization of Service

Service Regularization date	Designation	Department	Order Doc No

### Date of Superannuation: (DD/MM/YYYY)

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### In case the employee is transferred to other department or unit

Transfer orders w.e.f.	Details of Transfer		Order Doc No
	From	to	

**Promotion details**

Promotion w.e.f.	From		To		Order Doc No
	Department	Designation	Department	Designation	

**Reversions if any**

Date	Reverted from	Reverted to	Reason for Reversion& Remarks	Order Doc No

**Details of disciplinary action taken, if any**

Date	Details of the Constituted enquiry committee	Nature of action taken	Serial number of the documents showing details











**Projects undertaken / Sanctioned**

S. No	Title of the Project	Funding Agency	Duration	Amount	Remarks

**Membership Details**

S. No	Date of enrollment	Name of the Association	Enrollment Number	Remarks

**Additional Duties Performed**

S. No	Additional Duties	Remarks

**Incentives/Awards/Rewards**

Date	Incentives/Awards	Sr. No of document

## A2. LEAVE FORM - 1

Dr LANKAPALLI BULLAYYA COLLEGE  
Visakhapatnam – 13

**FORM 1**

### CASUAL LEAVE APPLICATION

Name	
Designation	
No of days applied for leave and Date	
Reason	
Leaves already availed	
Leaves at credit	
Class work arrangement made	
Substitute arrangement made	

Signature of the Applicant

HOD

Coordinator

Principal / Vice-Principal



**A4. LEAVE FORM – 3**  
**Application for leave on LOP**

From:

Dt:

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To

The Secretary Correspondent,  
Dr Lankapalli Bullayya College,  
Visakhapatnam.

Respected Sir,

Sub: Request for permission to avail leave on loss of pay

As my casual leaves got exhausted and I am in need of leave from \_\_\_\_\_ to \_\_\_\_\_ due to \_\_\_\_\_. I request you to permit me to avail myself leave for the above mentioned period on loss of pay.

Thanking you

Yours faithfully

Signature of the applicant  
Principal

HOD

Coordinator

Principal/Vice-

Approved/Not Approved

Secretary and Correspondent

## A5. RATIFICATION OF LEAVE

### Application for ratification of leave availed without prior permission FORM 8

From:

Dt:

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To

The Secretary Correspondent,  
Dr Lankapalli Bullayya College,  
Visakhapatnam.

Sir,

Sub: Request to ratify the leave availed

Name:

Department/Division:

I wish to bring to your notice that I have taken leave from \_\_\_\_\_ to \_\_\_\_\_  
without prior approval because:

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—

I request you to ratify the leave availed by me which is regular/on loss of pay for \_\_\_\_\_ days on  
the above said date(s).

regular leave balance:

Signature of the applicant  
Principal

HOD

Coordinator

Principal/Vice-

Approved/Not Approved

Secretary and Correspondent

**A 6. OD FORM – 5**

**Request for sanction of OD by HOI**

**FORM 5**

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dt:

To  
The Secretary Correspondent,  
Dr Lankapalli Bullayya College,  
Visakhapatnam.

Sir,

Sub: Request for permission to sanction OD

We have received a request from \_\_\_\_\_

For the  
purpose): \_\_\_\_\_

—

Dr/Mr/Ms : \_\_\_\_\_ of \_\_\_\_\_ department of  
\_\_\_\_\_ is being deputed for the purpose from \_\_\_\_\_ to \_\_\_\_\_. HOD/

Coordinator is informed to make time table adjustments as necessary. You are requested to kindly  
approve the deputation as OD.

HOD  
Principal

Coordinator

Submitted by  
Principal/Vice-

Approved/Not Approved

Secretary and Correspondent  
**A 8. OD FORM – 7**

**Request for sanction of OD**

From:

Dt:

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To,

The Secretary Correspondent,  
Dr Lankapalli Bullayya College,  
Visakhapatnam.

Sir,

Sub: Request for permission for OD

We have received a request from \_\_\_\_\_

for the purpose: \_\_\_\_\_

Dr/Mr/Ms : \_\_\_\_\_ of \_\_\_\_\_

is being deputed for the purpose from \_\_\_\_\_ to \_\_\_\_\_. You are requested to approve the deputation as OD.

HOD/ Coordinator

Principal/Vice-Principal

Approved/Not Approved

Secretary and Correspondent

## A 9. FACULTY REQUEST FOR SANCTION OF OD FORM - 6

### Faculty request for sanction of OD

From:

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To

The Secretary Correspondent,  
Dr Lankapalli Bullayya College,  
Visakhapatnam.

Sir,

Sub: Request for permission to take the students out officially

The department of \_\_\_\_\_ planned to take the students out on Industrial Visit / Departmental field visits / Exhibition / workshop (any other) specified here under Details of the trip:

\_\_\_\_\_ Objective \_\_\_\_\_ of \_\_\_\_\_ the  
trip \_\_\_\_\_ on (*date*) \_\_\_\_\_

No. of Students for the visit:

Name of the faculty in charge:

Department & Division:

Thank you

Yours faithfully

Signature:

Approved/Not Approved



Secretary and Correspondent

## A 10. STUDENT DECLARATION

### Declaration

I

S/o/D/o \_\_\_\_\_

request to enroll me as student into first year of the \_\_\_\_\_ course for the academic year \_\_\_\_\_ in Dr. Lankapalli Bullayya College.

I want to learn the concepts of various subjects belonging to the course of my choice, receive training in life skills and communication skills being offered by the college and willing to attend either online or offline classes. I am fully aware that this is only a provisional admission and for admissions into UG courses, I must follow the process prescribed by the Government of Andhra Pradesh such as applying through OAMDC portal as and when it is notified.

Signature of the Candidate: \_\_\_\_\_

I am aware that my son/daughter is seeking admission into the first year of the above mentioned UG course for the academic year \_\_\_\_\_ in Dr. Lankapalli Bullayya College. I am aware that it is purely provisional admission.

Signature of the Parent: \_\_\_\_\_ Mobile No: \_\_\_\_\_

### డిక్లరేషన్

నేను \_\_\_\_\_ S/o,D/o \_\_\_\_\_

డాక్టర్ లంకపల్లి బుల్లయ్య కళాశాలలో \_\_\_\_\_ విద్యావత్సరానికి \_\_\_\_\_ కోర్సు యొక్క మొదటి సంవత్సరానికి నన్ను అభ్యర్థిగా నమోదు చేయమని కోరుచున్నాను.

నాకు నచ్చిన కోర్సుకు సంబంధించిన వివిధ సబ్జెక్టుల కాన్సెప్టులను నేర్చుకోవడానికి, ఇక్కడ ఉపాధ్యాయులు అందించే లైఫ్ స్కిల్స్ మరియు కమ్యూనికేషన్ స్కిల్స్పై శిక్షణ పొందడానికి మరియు ఆన్లైన్ లేదా ఆఫ్లైన్ క్లాసులకు హాజరు కావడానికి నేను నా పేరు నమోదు చేస్తున్నాను.

ఇది తాత్కాలిక అడ్మిషన్ మాత్రమే అని నాకు పూర్తి అవగాహన కలదు. UG కోర్సుల్లో ప్రవేశాల కోసం, OAMDC పోర్టల్ ద్వారా దరఖాస్తు చేయడం కొరకు నోటిఫికేషన్ వచ్చినప్పుడు, ఆంద్రప్రదేశ్ ప్రభుత్వం నిర్దేశించిన ప్రక్రియను నేను తప్పక పాటించాలని కూడా నాకు తెలుసు.

అభ్యర్థి సంతకం: \_\_\_\_\_

డాక్టర్ లంకపల్లి బుల్లయ్య కళాశాలలో 2021-22 విద్యా సంవత్సరానికి నా కుమారుడు/కుమార్తె, పైన పేర్కొన్న UG కోర్సు యొక్క మొదటి సంవత్సరంలో ప్రవేశం కోరుతున్నారని ఇది పూర్తిగా తాత్కాలిక అడ్మిషన్ అని నాకు అవగాహన కలదు.

తల్లి/ తండ్రి సంతకం: \_\_\_\_\_ మొబైల్ నెంబర్ \_\_\_\_\_

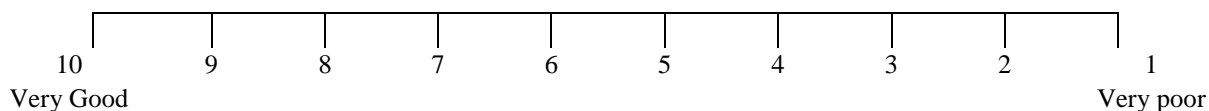
## A13. STUDENT APPRAISAL FORM

### FEED BACK BY STUDENTS ON TEACHERS

**Name of the Teacher:**

**Academic Year:**

**Subjects Taught:**



Award numerical grade appropriate in your opinion and enter the number in the column for Grade Points /Score.

Sl. No.	Criteria	Score
1.	<b>Communication Skills of the Teacher:</b> In terms of systematic presentation of the subject and clarity in explanation.	
2.	<b>Learning Objective guidance by the Teacher:</b> Guidance of the teacher in clear terms about the purpose of learning the subject and the level of knowledge/skills you are supposed to acquire on completion of the syllabus. Also guidance by the teacher on ways and means to reach the desired level	
3.	<b>Interest generated by the Teacher:</b> Ability of the teacher to explain the subject and to create interest with simple examples from practical world/laws of nature/other branches of study, etc.	
4.	<b>Class Room Control of the Teacher:</b> Ability of the teacher to control the class and to handle students with maturity. Ability to answer questions/doubts raised by students in the class room	
5.	<b>Notes given by the Teacher (for UG Students only):</b> Usefulness of Notes given by the Teacher, and clarity, to prepare for examinations. <b>Guidance given by the Teacher (for P.G. Students only):</b> <b>Guidance by the teacher during Practicals, Field Visits, Project Work, Report/Record preparation, etc.</b>	
6.	<b>Accessibility of the Teacher:</b> Availability of the Teacher to guide/to clarify doubts/to discuss subject related issues, etc. Availability of the teacher for the above purpose, both inside and outside the class room	
7.	<b>Evaluation by the Teacher:</b> Ability of the teacher to design and conduct Puzzles/Quizzes/Tests/Assignments/Project etc., to evaluate your understanding of the subject	
8.	<b>Timely advise given by the Teacher:</b> Teacher's guidance and opinion on performance in the class room and also in the examination. Informing the strengths and weaknesses of the student and guiding to improve performance.	

9.	<b>Knowledge base of the Teacher: Knowledge of the teacher in the subject taught to you, as understood by you</b>	
10.	<b>Sincerity/Commitment of the Teacher: Regularity and punctuality of the teacher to classes, completion of syllabus (Theory and Practicals) in time, commitment to teach the subject with extra efforts</b>	

Maximum Score:  $10 * 10 = 100$

**A 14. HOD APPRAISAL FORM**  
**APPRAISAL BY HEAD OF THE DEPARTMENT**

Name of The Faculty:

Date:

Designation

Department:

Sr.No	Questions	Response
	How far Is the teacher able to communicate in English in the class ? (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
2.	How far does the teacher prepare the concepts for the class? (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
3.	To what extent the teacher completes the syllabus (1) < 30% (2) 30-50% (3) 50% - 70% (4) 70% to 90% (5) 100%	
4.	Is the teacher putting necessary efforts to update himself or herself with reference to subject knowledge. (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
5.	How far Is the teacher punctual in taking his/ her classes? (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
6.	To what extent is the teacher able to provide sufficient Notes / Materials / Handouts (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
7.	How far is the teacher creative and innovative in using teaching aids / techniques. (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
8.	How far does the teacher take the initiative in helping students to explore new spheres in their respective subjects? (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
9.	To what extent is the teacher accessible to the H.O.D to fulfil departmental emergencies. (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
10.	How far does the teacher update teaching diary, teaching notes, attendance registers, and evaluation of student answer scripts. (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
11.	How far is the teacher able to handle <b>one</b> additional duties assigned by the H.O.D. (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
12.	To what extent is the teacher obedient to the instructions given by the H.O.D. (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
13.	To what extent is the teacher dedicated and hard working towards the Institution (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
14.	How far does the teacher co-ordinate and participate in all team activities. (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	
15.	To what extent are the Leaves utilized by the teacher effect the functioning of the department (1) Never (2) Rarely (3) Sometimes (4) Often (5) Always	

\*Maximum Score= 15\* 5=75

Obtained Score:

Remarks:

### **HOD Appraisal parameters defined**

1. **Communication**: Teachers must understand the importance of communication skills in their profession. It is important to reach out to all levels of intellectual capacities of students and also must be able to communicate in the medium of instruction chosen by the institution. The effectiveness of the class totally depends upon the communication skills of the teacher.
2. **Class Preparation**: Before explaining a concept to the students, a teacher must read thoroughly the chapters and other material necessary to make students understand clearly about the topic.
3. **Syllabus Completion**: Every teacher is supposed to submit an academic plan at the beginning of the semester. Teacher is supposed to complete the syllabus as per the plan including the evaluation of assignments, projects and must intimate any changes to the Head of the Department and take necessary steps in assisting the student.
4. **Punctuality**: Punctuality and regularity of a teacher are the most necessary elements defining the success of a teacher. A disciplined teacher is punctual to all his/her classes and shows a disciplined path to the future generations.
5. **Notes / Material hand out**: Teachers, must provide sufficient material, notes and help the students understand the various concepts.
6. **Creative and innovative skills**: Creative skills are various ways in which all the students are made to understand the subject/concept. Some teachers go beyond their comfort zone and create various aids in teaching. That reflects their passion for the job and also their commitment towards the students.
7. **Initiative**: Institutions when powered by 'Initiative teachers' can be successful Institution in terms of serving its student community and the society at large. A teacher must take initiative in creating new learning environment, a positivity among students, encourage students to explore new horizons in their area of study and also in balancing their personal interests.
8. **Discipline**: Teaching is a noble profession. Discipline ranks as a high attribute of every teacher. Discipline includes self discipline, hard work, commitment, obedience, respect towards elders and authorities, completion of all necessary work assigned by the institution as part of their duties. Students mould their lives by observing their teachers.
9. **Handling Additional Duties**: The duties of teachers today comprise administrative work, apart from teaching. Handling of additional duties as assigned by the management is a very essential aspect of the teacher.
10. **Co-ordination/ team work**: A teacher must be able to complete his/her teaching work and also be able to do team work whenever necessary. It is important to mould themselves to get along with the teams at professional level for the benefit of the organisation.

11. **Leaves Availed:** Proper utilization of leaves with prior intimation and class adjustments help in the smooth running of the daily activities in the department. Availing Leaves without prior intimation reflects indiscipline of the teacher.

## A. 15 HOI APPRAISAL FORM

### APPRAISAL BY HEAD OF THE INSTITUTION

Name of The Faculty:

Date:

Designation

Department:

Sr.No	Questions	Remarks
1.	Co-ordinating Skills of HOD between management and department (1) Very poor (2) Poor (3) Fair (4) Good (5) Excellent	
2.	Leadership Skills of HOD in Leading the team (1) Very poor (2) Poor (3) Fair (4) Good (5) Excellent	
3.	Communication skills of the HOD with the team (1) Very poor (2) Poor (3) Fair (4) Good (5) Excellent	
4.	How far is the HOD able to perform the administrative duties with procedural knowledge (UGC / AICTE/ BIE/ A.U) (1) Very poor (2) Poor (3) Fair (4) Good (5) Excellent	
5.	Ability of the HOD to solve the problems in the department (1) Very poor (2) Poor (3) Fair (4) Good (5) Excellent	
6.	Utilization of designation and authority (1) Very poor (2) Poor (3) Fair (4) Good (5) Excellent	
7.	Attitude of the HOD towards the subordinates (1) Very poor (2) Poor (3) Fair (4) Good (5) Excellent	
8.	Awareness of the HOD of the college policies and practices (1) Not at all aware (2) slightly aware (3) Moderately aware (4) Aware (5) Extremely aware	
9.	Ability of the HOD to complete the assigned administrative duties or responsibilities in due time. (1) Very poor (2) Poor (3) Fair (4) Good (5) Excellent	
10.	Does the HOD provide emotional and moral support to the faculty members during their difficult times. (1) Very poor (2) Poor (3) Fair (4) Good (5) Excellent	

\*Total Score= 10\*5=50

Obtained Score:

Remarks:

#### HOI Appraisal parameters defined

1. **Liaison Skills:** Liaison Skills basically mean maintaining mutually beneficial relationships, facilitating communication and co-ordinating activities among two or more people. Head of the Department stands as a Liaison between the management and the teaching staff of the College. Communicating between management and individual department is the responsibility of the Head of the Department for the smooth running of the Institute.
2. **Leadership Skills:** Being the Head of the Department in a reputed Institution is a very responsible job. Leadership skills of Head of the Department include effective coaching, guiding and motivating faculty members of the department. Good leadership skills create strong and productive work environment.
3. **Communication Skills:** For the heads of the department communication plays a major role in reaching dead lines and completion of various departmental activities. Poor communication leads to ineffective management of resources, ultimately impacting the organization's image.
4. **Administrative / Procedural Skills:** The designation of HOD requires knowledge in the administrative procedures set down by the associate bodies, (Higher educational authorities) to avoid unnecessary risks and road blocks.
5. **Problem Solving Skills:** Being focused, analysing the facts and evaluating alternatives without leaving any intricacies to solve simple and complex problems at departmental level are also important attributes of the heads of the departments.
6. **Discipline:** Head of the department must lead the team by example. Encouraging the team to be self - disciplined and enjoy the work helps the department to create a healthy and effective culture and sets an example to its students too.
7. **Fair Practices:** Treating all subordinates impartially by providing equal opportunities to excel and develop professionally helps the Head of the Department to get appreciated by the higher authorities.

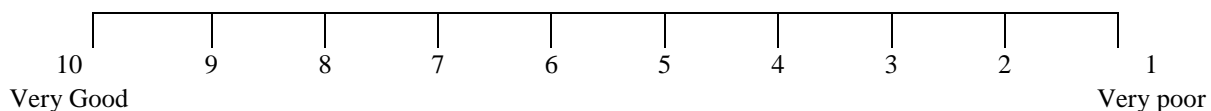
## A. 16 SELF ASSESSMENT FORM

### SELF ASSESSMENT BY TEACHERS

**Name of the Teacher:**

**Academic Year:**

**Subjects Taught:**



Award numerical grade appropriate in your opinion and enter the number in the column for Grade Points score

Sl. No.	Criteria	Score
1.	Intellectual connect between teachers and students enhances students' interest in studies	
2.	Do you agree that students' learning and exam orientation in the class room has its bearing on their performance in the exam	
3.	Bridge / Remedial classes help students to come out of their academic deficiencies and create interest in them for vigorous efforts to improve.	
4.	Students' mental horizon broadens as a result of continuous interactions with teachers, inside and outside the classroom on issues such as career orientation and guidance	
5.	Teachers' involvement in mobilizing students to organize events in the department / college is important.	
6.	Did you play a role in designing and delivering an add-on programme to students in the college (not applicable to Jr college)	



7.	Teacher's involvement in domain skills training activities (subject specific) helps students to better their knowledge and skills for better career	
8.	Importance of Publishing Books; Mention number of books published	
9.	Importance of Publishing Research papers (National and International); Mention number	
10.	Importance of attending Workshop / Seminar; Mention number	

Maximum Score:  $10 * 10 = 100$