SERVICE RULES

Roles and Responsibilities

Roles and Responsibilities of the HOD:

1. Allocate the subjects to the faculty members well in advance before commencement of the semester/year.

2. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.

3. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the Faculty members and students at least one day before the commencement of the class work.

4. Send staff attendance register after making necessary entries to the principal office by 9:30 A.M every day.

5. Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.

6. Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.

7. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member has to be submitted to the exam section as per the schedule given. Softcopy of the Mid Exams & Assignment test also to be submitted to the exam branch as per schedule.

8. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.

9. Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.

10. Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feed back to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.Counsel the students who are absent for the mid test or irregular to the class work.

Form the student batches and allot the project guides as per guidelines given by the principal.

10. Route all the correspondence through the office of the principal.

11. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in- charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from head quarters.

12. Allocate the students to the teacher-counselors in the beginning of the academic year.

13. Inform the concerned authorities of any important information of events taking place in the Department from time to time.

14. Arrange special classes if necessary for the benefit of below average students.

15. Ensure academic discipline in the department.

16. Follow the guidelines / instructions given by the principal from time to time.

17. Maintain and update the department files

18. Make arrangements to lock and seal all the laboratories before leaving the premises.

19. Plan and conduct the BOS meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.

20. Provide necessary inputs to the principal for conducting Academic Council / GB Meetin

Roles and Responsibilities of the Teacher:

1. Prepare and submit the complete lesson plan and lesson notes for 2 units of syllabus in advance to HOD at the beginning of every semester/year and cover the syllabus as per the lesson plan.

2. Sign in the staff attendance register at 8:40 A.M on every working day unless he/she is on leave.

3. Prepare good notes by referring to number of standard text books and university question papers, Solve Numerical problems in the class before asking the students to solve.

4. Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time. Clean the board before leaving the class. Contents must be delivered in **English** only.

5. Suggest the list of books which are to be referred by the students for the subject being taught.

6. Mark attendance in the classroom itself and write the academic diary in the attendance register in time.

7. Prepare and submit the internal question papers in examination section in time and maintain Strict confidentiality regarding the question papers.

8. Correct the answer scripts as per the key unbaisedly and post marks in time after verification by the students in the master registers available in the concerned HOD"s room and submit the scripts to examination section

9. Submit the attendance register and academic diary to the HOD at the end of every week.

10. Consolidate and post the attendance in the master register on the last working day of every month.

11. Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.

12. Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teachers of the same class is mandatory for all types of leave.

13. Engage the class work of the colleague who have assigned his/her class in the leave letter.

14. Act as "Mentor" for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.

15. Involve in the examination work of the College as examinations are part and parcel of legitimate duty of staff member. Alternative arrangements are to be made for exam duty in case of emergency only. Faculty are advised to refrain from making alternative arrangements regularly.

16. Route all the Correspondence through the office of the Head of the Department.

17. Assist the HOD in exigencies and in developmental works.

18. Be available in the Department during the working hours for consultation by the students.

19. Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal
20. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
21. Wear ID card as long as you stay in the college campus.

22. Result analysis must be done after the announcement of results by the university/ College and also update student record regularly after knowing supplementary exam results in the current Semester.

23.Motivate the students to attend the seminars without fail.

24.Instruct the students to attend the internal / external exams without fail.

25.Motivate the students to present papers in Conferences / Seminars at regional / national level.

26.Inform the subject teachers of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.

27.Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.

28.Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal

Roles and Responsibilities of Technical staff :

1. Sign in the attendance register at 8:40 AM on everyday unless and otherwise he/she is on leave.
2. Be available in the lab during working hours.
3. Ensure that the equipment and lab is clean and in good condition
4. Report about any non functioning equipment to the HOD in time through lab in-charge.
5. Switch-off fans and lights and lock the doors while moving out of lab, even for a short period.
6. Close the windows and lock the doors in the evening while leaving the campus for the day.
7. Be available in the lab when extra lab classes are conducted during holidays.
8. Be thorough with all the experiments conducted in the lab.
9. Maintain the maintenance execution register regularly and submit to HOD twice in a month.
10. Be the stock in-charge in the respective lab.
11. Assist the Lab in-charge teaching staff during stock verification at the end of academic year.
12. Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
13. Perform routine maintenance of equipment/machinery.
14. Any other work given by HOD from time to time.

15. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.

16. Wear ID card as long as you stay in the college campus.

17. Not to carry Mobile Phones to the class room / exam hall for any reason.

18. Follow the guidelines / instructions given by the principal from time to time.

19. Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal

Counseling in-charges: Academic Guidance/Counseling/ Monitoring services to be provided to students:

1. Advise the Students to prepare for competitive exams

2. Encourage the students to participate in curricular and Co- curricular activities.

3. Advise the students to become members of professional bodies like ISTE, IEEE, and IEE etc.

4. Motivate the students to improve their communication skills and guide them to participate at National/International Conferences organized by the institution and other institutions.

5. Assist the students to finalize their goal and motivate them to reach the goal. Also suggest the various ways and means to strike their targeted goal.

6. Motivate the students to attend the seminar classes without fail.

7. Instruct the students to attend the internal / external exams without fail.

8. Motivate the students to present papers in Conferences / Seminars at regional / national level.

Departmental Association in-charge:

1. Conduct essay writing, debate competition on general topics, general quiz, technical quiz, etc.

2. Organize guest lectures by experts from various reputed institutions/industries.

3. Organize seminars on advanced topics by the students and staff.

4. Arrange the lectures by the faculty members who have attended Seminars/ Conferences/refresher Courses.

Student representative:

1. Report common problems of students to HOD through class teacher in- charge.

2. Collect the names of students for association activities as per schedule given by HOD and submit the same to the HOD.

3. Inform the Head if any class is not engaged.

4. Fill the class attendance sheet and submit to the class teacher daily.

5. Communicate any information given by Head/class teacher to the Students.

6. Guide the students to submit any letter to the principal through the respective HOD.

Attenders

1. All attenders should be available in the college by 8.30 am or as per the departmental requirements and leave the premises fifteen minutes after the Heads of various sections leave the departments.
2. They should be present with neat appearance.
3. They should take the keys from principal‟s office after signing in the register.
4. They are responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
5. They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the principal‟s office.
6. They should strictly follow the instructions issued by the Heads of different sections and departments.
7. They should give respect to the superiors and extend full cooperation to other attenders.
8. They should not allow any unauthorized persons to enter the departments/office without proper verification.
9. They should perform any additional duties assigned from time to time.
10. They are expected to respect visitors, parents, staff and students.

Various Committees in the Institution

Grievance appeal Committee

The committee consists of Vice Principal (Admin), any three Heads of the Department and a Senior Non-Teaching staff, as the members. The following are the functions of Grievance Appeal Committee.

Functions

1. To receive Grievance from faculty, staff and students/parents.
2. To find the facts of the grievances.
3. To suggest remedial and preventive measures.
4. To review the suggestions/complaints raised by the students during periodical counseling.
5. To review the outgoing students feedback.

Examination Committee

The committee consists of Principal, Controller of Examination and the three Additional Controllers of
Examination, as the members. The following are the functions of Examination Committee.

Functions

1. To plan the examination schedule for various courses of study.
2. To suggest innovative paper setting, valuation methods.
3. To deal with malpractice cases in consultation with concerned HODs and subject experts
4. To suggest improvements for conducting the exams.
5. To examine whether the syllabi coverage and paper setting (in case seasonal exams) are as per the guidelines.

Library Committee

The committee consists of a Sr. Professor, 4 Associate / Asst Professors drawn from the various departments and the Chief Librarian**.** The following are functions of the library committee.

Functions

1. To prepare the lists of books/journals as per the requirement of various departments.
2. To suggest improvements to run the library smoothly, orderly and satisfactorily.
3. To suggest the fine structure for the late returning of books.
4. To suggest the punishments to be awarded for the students violating the guidelines of the library.

Student welfare Committee

The committee consists of a Sr. Professor, 4 Associate / Asst Professors drawn from the various departments **.** The following are functions of the Student Welfare Committee.

Functions

1. Scrutinize the applications received from the students for welfare scholarships andrecommend to the welfare
office.
2. Scrutinize the request from the students and recommend to the management for financial support to
deserving students.
3. Recommend to the governing body for the institution of scholarships, studentships, fellowships, prizes and
medals, and to frame regulations for the award of the same.

Co curricular Activities Committee

The committee consists of a Head of the Department, 6 Associate / Asst Professors drawn from the various
departments. The following are functions of the Co-Curricular Activities Committee.

Functions

1. To suggest various co curricular activities to be organized in an academic year.
2. To suggest various improvements for the existing bodies such as an ISTE student chapter, IEI student chapter,etc.,
3. To prepare proposals for conducting state level and national level events in co-curricular activities.
4. To finalize a budget to conduct various activities in an academic year and submit to the principal for his approval.
5. Preparation of list of guest lecture programmes
6. Conduct of seminars, paper contests, quizzes etc.,

Extra curricular Activities Committee

The committee consists of a Sr Faculty, 6 Associate / Asst Professors drawn from the various departments.

The following are functions of the Extra-Curricular Activities Committee.

Functions

1. To suggest and organize various cultural activities to be organized in an academic year
2. Plan and organize various activities on behalf of NSS/NCC and encourage students / staff to participate in NSS, NCC, Blood donation camps, Flood relief camp etc.,
3. To prepare sports calendar and an action plan to implement the same.
4. To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college.
5. To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.
6. Selection of teams to represent the college in inter-collegiate tournaments and also the intramural tournaments.

7. To prepare the details of attendance exemption to be given to the students representing college in various sports and games.

8. To increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.

Admission Committee

The committee consists of Principal, Vice Principal (Admin), any two Heads of the Department and faculty members involved with the admissions. The following are the functions of the Admissions Committee.

Functions

1. To make necessary arrangements for the orientation programme of 1 year students.
2. To prepare nominal rolls.
3. To follow up the tuition fee payments, and fines, if any.
4. To settle the accounts of tuition fee, admission fee etc., paid by the students.
5. To evolve the procedure for the registration on the day of orientation.

Planning & Evaluation Committee

The committee consists of the Principal, Vice Principal (Admin), Vice Principal (Academic), Deans, all HODs and Chief Co-ordinator (Freshman Engineering), as its members. The following are the functions of Planning & Evaluation Committee.

Functions

1. Academic planning & Academic audit.
2. To send proposals to AICTE, UGC etc., for continuation of approval / introduction of new courses.
3. To send the proposals to University for extension of affiliation.
4. To co-ordinate among the departments to apply for various schemes/grants to AICTE, UGC etc.,

Research consultancy and Faculty Development Committee

The committee consists of Principal, all the Deans, and One Sr.Professor from each department as its members. The following are the functions of the Research Consultancy and Faculty Development Committee

Functions

1. To coordinate the research and consultancy activities among the departments in the college.
2. Scrutinize the research projects submitted by the faculty members, and recommend the deserving projects to
the appropriate funding agencies for financial support.
3. Scrutinize the student‟s project proposals to various agencies for financial support and recommend the suitable
4. Examine the applications received from the faculty members/students for patents/awards and recommend to
the concerned authorities.
5. Examine the research consultation projects and recommend the suitable projects.

Training and Placement Committee

It consists of Director (T & P), Training & Placement Officer and three Sr Professors, as its members.

The following are the functions of the Training and Placement Committee.

Functions

1. To help the T & P Officer to maintain contacts with alumni.

2. To help the T & P Officer to organize the various processes like written test, group discussion, technical
interviews, H.R. Interviews when the companies come to the campus for placement.
3. To organize activities aimed at improving Institute- Industry Interaction.
4. To coordinate the soft skills training programmes of the respective departments.

Women's Cell

It consists of Senior Women Professor and 5 Women Associate Professor / Asst Professor, as its members. The following are the functions of the Women‟s Cell.

Functions

1. To receive complaints, if any, from the lady staff and lady students who have been subject to sexual harassment

2. To keep all records intact and in proper order of the complaints received.
3. To enquire into such complaints and establish the facts.
4. To keep an elaborate process document of each such case describing the methods adopted and the settlement reached in solving the problem.

Disciplinary Committee:

It consists of Sr. Faculty members, drawn from all the Departments. The following are the functions of
the Disciplinary Committee.

Functions:

1. To maintain & enforce strict discipline in the college campus.
2. To enforce strict dress code among students.
3. To enforce total prohibition of Mobile Phone usage by the students inside the College Campus. Please note that Mobile phone is totally prohibited in the College Campus and if a student is found carrying Mobile Phone,
the Mobile phone needs to be confiscated & returned to the Principal.
4. To Monitor the movement of the students in the College and prevent students loitering around in the corridors during the College working hours.
5. To ensure that all the students attend classes without bunking & prevent the Students from leaving the College early. Please note that no student can leave the College early without prior permission of the higher authorities (Gate pass issued needs to be produced)
6. To ensure that students maintain utmost silence in the Library.
7. To maintain proper discipline in the college Canteen, Student Waiting Room, Corridors and the Student Mess during the College Working hours.
8. To assist the college anti-ragging committee in preventing ragging in the College and to spread anti- ragging
campaign throughout the students community.
9. To recommend suitable disciplinary action against that student indulging in acts of indiscipline, beyond doubt.

Observance of General Discipline:

In order to maintain serene, silent clear and studious environment in the college campus and to inculcate

discipline in the students, the following Rules and Regulations are formulated:

1. Ragging (inside & outside the college) is strictly prohibited as per Andhra Pradesh Government Act, 26 of 1997.

Any such act is liable for suspension, Dismissal and Penal Punishment.

2. Student should neither involve nor encourage in acts of boycott/strike/quarrels, etc.
3. Students should strictly follow the college timings and adhere to the dress code prescribed by the college.
4. Students should be punctual to the starting time of the college and stay in the college until the final bell is given.
5. Students should not possess Mobile phones in the premises of college campus. If found, will be ceased with penalty.
6. Students should wear I.D. Card as long as they are in the college campus.
7. During the interval and lunch time the students are expected to maintain strict discipline and silence while moving in the corridors.
8. Students should cooperate to maintain cleanliness in the campus. Students are strongly advised to use the dust bins.
9. Students should maintain decency and decorum in the classroom.
10. Students should not slink or mess up with others items/cash/ books/calculators etc., in the classroom or college.

Students are strictly instructed to follow the above listed Rules and Regulations. Any violation of the General Discipline is liable for punishment (such as Suspension from attending college/Rustication, penalty, etc) as decided by the Principal based on the recommendations made by the Disciplinary Committee. It is the responsibility of the students to safeguard the image and reputation of the college, in their own interest

Budget Allocation Procedure

An institution‟s budget is one embodiment of its values. The budget is the means by which an institution furthers its academic mission. It reflects the campus‟s balance between central control and unit initiative. In an era of high costs and limited resources, the budget process is the mechanism for a campus to focus resources and make difficult decisions.

At PSCMRCET, every year in the month of January, the principal asks the Heads of the Department, College Administrative Office, Examination Section, Library and other central departments, to prepare the budget estimate for the next academic year.

The estimates of the budget from the departments will have provisions under following heads,

(a) Lab Equipment
(b) Lab Consumable
(c) Lab Maintenance
(d) Seminars / Conferences / FDP
(e) Guest Lectures
(f) Industrial Visits
(g) Books & Journals
(h) Research & Development
(i) Staff Incentives
(j) Stationary and other consumables
(k) Display charts & Models.

Apart from the budget requirements of the departments, the following budget estimates are obtained from the Central Offices.

Offices of the institution:

(a) Educational & General - The education and general budget funds the general instruction, research, administration, admission, and public service operations of the institution.

(a) question paper setting, valuation, recording & publishing of results, exam remuneration, infrastructural recruitments etc.

(b) Auxiliary Enterprise Budget. Includes budget for various student support services offered by the institution, including transport, facilities management, IT services, etc.

(c) Student Activities: Budget estimates for organizing various student activities, including cultural events ,student organizations (NSS) & Sporting events are prepared under this head.

The budget estimates from all these sources are collected and grouped to prepare the consolidated Budget Estimate of the institution. The same is submitted to Finance Committee for approval. The Finance Committee, after careful examination, approves the budget for the Academic Year. The accounts department, on receiving the approved budget estimates from Finance Committee, prepares the schedule for the release of payments, in consultation with the department heads. The sanctioned budget is released, as per the schedule, for accomplishing the specified goals. The concerned authorities have to submit the utilization certificate / bills for the budget released, within 14 days from the release of the budget.

Further, all the departments are sanctioned an amount Rs. 20,000, as Imprest Cash, for meeting emergency requirements in the department. The account is replenished as and when the bills for the prior sanctioned Imprest are settled.

Procurement of Equipment

1. Departments will project the requirement of equipment with detailed specifications sufficiently in advance.

This has to be approved by the Central Purchase Committee, consisting of Vice Principal (Admin), two Sr Professors, Administrative Officer and Accounts Officer.

2. The quotations are to be called in sealed covers and they have to be opened in front of the Central Purchase Committee.

3. A date is fixed where the suppliers are called for negotiations. The Committee members will participate in the negotiations. Terms and conditions are finalized by the committee.

4. After receiving the approval from the Central Purchase Committee , the concerned Head of the Department

will issue the purchase order and a copy of the same is given to the Accounts dept.

5. Equipment is received, tested and certified by the HOD and entered in the stock registers.
6. Payments should be released within two weeks.
7. All files should be kept with accounts department whereas all papers relating to technical details are to be kept
with concerned department.
8. Proposals for purchase should be as far as possible during vacation and not during the semester.
9. Care should be taken that the teaching is not affected for lack of equipment or consumables.

Procurement of Consumables

1. Various laboratories require different types of consumable items and the list of the same is to be prepared.
2. Purchase requirements are to be prepared and necessary amounts can be drawn from Imprest cash or from
accounts department and the same is to be entered in the stock book.
3. Regular monitoring is to be done to ensure adequate stock of consumables to enable the labs to run smoothly.

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