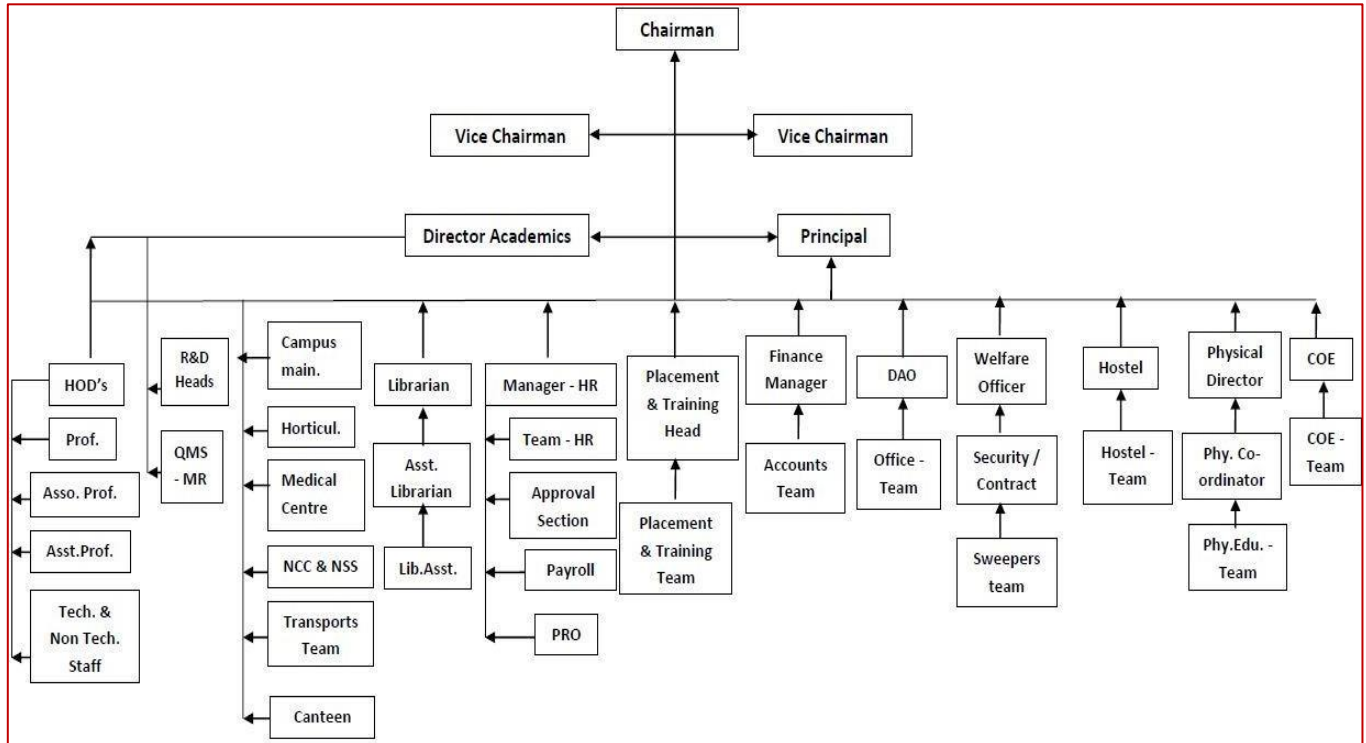


ORGANISATIONAL STRUCTURE

Sri Indu College Of Engineering & Technology (Autonomous) has well defined organization structure which is shown in below Figure and accordingly, the administrative decisions are carried out. It shows the hierarchy of academics and administration is to be included.



ROLES AND RESPONSIBILITIES

Roles and Responsibilities of Dean – Academic

- Monitoring the academic progress of the departments.
- Monitoring the functions of Class Advisor's I & II, Test Coordinators, Assessment Coordinators.
- Approving the Internal Assessment marks for all students in all classes of both UG & PG.
- Monitoring the students' on-line feedback.
- Monitoring the faculty performance in University results.
- Monitoring and controlling students discipline in the campus.
- Monitoring and controlling the Girls' Hostel.
- Monitoring the functions of deputy wardens and all other staff working in the Girl's Hostel.
- Any other matter connected with students' activities in the college as well as in the hostels.

Roles and Responsibilities of Dean – Research

- Monitoring the activities of Research Centre's.
- Monitoring the research progress of faculty members pursuing Ph.D.
- Recommending faculty members for participation in Conference / Seminar / Workshop.
- Recommending project proposals of departments / individual faculty to funding agencies.
- Monitoring the activities of the innovation and creativity of the college.
- Monitoring the progress of product development in the departments.

Roles and Responsibilities of Principal:

1. To promote the comprehensive development of the institution as the Head of the Institution.
2. To recruit the Teaching and Non-teaching staff based on the requirements of the departments. 3. To review salary fixation norms as and when required; keeping in mind, the practices in the colleges around.
3. To fix salaries, increments, etc., to Teaching and Non-Teaching staff.
4. To depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
5. To conduct HOD's meeting at regular intervals to know the state of affairs – both academic and non-academic.
6. To Plan for campus placements through training and placement officer.
7. To review results
8. To instruct the Hostel Authorities about the rules to be followed while permitting the students to go outside, including their native places.
9. To take enough precautions so that, the teaching staff cannot leave the services in the middle of the semester/year.
10. To go round the class rooms to ensure that the class work is being conducted effectively.
11. To go through the letters found, if any in the suggestion box and act on them, if required.
12. To conduct Governing Body and Academic Council Meetings.
13. To get the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable per year as per NBA/NAAC guidelines.

14. To decide the requirements of furniture, lab equipment, staff, additional space, etc., and enlightening the management about the requirement and getting the budget sanctioned.
15. To conduct Fresher's day, College day, Republic day, Independence Day and other functions.
16. To get the budget sanctioned for books and journals.
17. Attesting the academic registers and dairies maintained by teaching staff.
18. To instruct the teaching staff through a schedule to conduct annual stock verification of lab equipment's.
19. To monitor the activities of the examination section (JNTU as well as Autonomous)
20. To promote the brand building of the Institution by adopting new technologies.

JOB DESCRIPTION

Objective: To ensure mutual respect and freedom for everyone and be role models to student community.

REPORTING FOR DUTIES ON TIME

1. College working hours are, normally from 9.30 a.m. to 4 p.m. However, those who have academic, administrative, examination or any other such work shall follow the 9 a.m to 5.15 p.m or 10 a.m to 6.15 p.m timing or any other timing as directed by HOD/Principal/Chairman /Administrator.
2. A six day working schedule from Monday to Saturday is followed except second and fourth Saturdays. Classes are scheduled from 9.30 am to 4.10 p.m.
3. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
4. Anyone coming late / leaving early for more than 60 minutes on 2 occasions in a month may be allowed by Hod/Principal/Chairman /Administrator.
5. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from HOD/Principal/Chairman /Administrator and register his/her absence (i.e. OUT and IN timing Register kept at gate).
6. Staff members shall compulsorily wear College ID while in the College premises.
7. Staff members shall submit their investment details to the Account Section before 7th January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
8. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal on standard Discipline Report
9. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
10. All members of staff are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents.
11. Faculty and staff shall communicate to each other and with students only in English..
12. Staff members may arrange meeting of any kind with permission/request to HOD/ Principal/ Management only.

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 15 days once, 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 have to be submitted to the exam section as per the schedule given. Softcopy of the Assignment 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 advisors 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 member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback 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.
11. Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
12. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.
13. Counsel the students who are absent for the mid test or irregular to the class work.
14. Form the student batches and allot the project guides as per guidelines given by the principal.
15. Route all the correspondence through the office of the principal.
16. 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 headquarters.
17. Allocate the students to the teacher-counselors in the beginning of the academic year.
18. Inform the concerned authorities of any important information of events taking place in the Department from time to time
19. Arrange special classes if necessary for the benefit of below average students.
20. Ensure academic discipline in the department.
21. Follow the guidelines / instructions given by the principal from time to time.
22. Maintain and update the files as listed in the Enclosure I

23. Make arrangements to lock and seal all the laboratories before leaving the premises.
24. Plan and conduct the on line course of studies (MOOC) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
25. Provide necessary inputs to the principal for conducting Academic Council / Governing Council Meeting.

The Duties and Responsibilities of a Teaching Faculty

1. Report to HOD
2. Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned to you.
3. Complete the syllabi in the subjects assigned to you.
4. Prepare Lecture Plan/ Lecture Materials/ Course Material
5. Conduct at least three internal Tests during each semester in the subjects assigned to you
6. Encourage students to participate in co-curricular and extra-curricular activities.
7. Plan, deliver and evaluate theoretical / practical instructions.
8. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance, Advise and assist the students in their project works.
9. Participate in professional development activities
10. Involve in at least one task for Institutional Development during a semester
11. Any other responsibilities that may be assigned by the HOD.
12. To produce 95% result in the subject taught.
13. To take all needful steps for Research and Development towards establishing a Centre of Excellence.
14. To take up Collaborative programmes with leading organizations by exchange of know -how's and in turn help placement.
15. To publish at least one paper in international conference and journals of repute every year.
16. To organize an International Conference on any thrust area on relevant subject.
17. To take all efforts in bringing the name and fame of the institution to the top level in the nation.
18. To apply and get Central Assistance to the tune of Rs.5 to 10 Lakhs once every year.

General

1. The Faculty Member should come to the college at least 5 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the institution as prevalent from time to time.
3. The work load of all the staff shall be fixed by the management. The work load of the faculty should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

Position	Minimum Working Hours per Week
Professor	8 hours / week
Associate Professor	12 hours / week
Assistant Professor	16 hours / week

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour.

The work plan of teachers shall ensure, in the most productive manner, the utilisation of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

1. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
2. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
3. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
4. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

Department

1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
4. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
5. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance Register maintained in the department as soon as the classes/laboratory hours are over.
6. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
7. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
8. The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

Roles and Responsibilities of the Class – Coordinators

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect the list of absentee students (Period wise) and submit it to the HOD daily.
3. Submit the list of students absent for the internal tests to the HOD.
4. Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
5. Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.

6. 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.
7. Motivate the students to attend the seminars without fail.
8. Instruct the students to attend the internal / external exams without fail.
9. Motivate the students to present papers in Conferences / Seminars at regional / national level.
10. Inform the subject staffs of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
11. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
12. Seek the permission (Max One Hour and Two Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.



Sush
PRINCIPAL
Sri Indu College of Engineering and Technology
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SRI INDU COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution under UGC, New Delhi
Sheriguda(V), Ibrahimpatnam(M), R.R.Dist. – 501 510

SERVICE RULES FOR STAFF

As it is necessary to define the Service Rules, its terms and conditions of Appointment, Leave and other services of all the employees, i.e., Teaching and Non-Teaching persons employed in all the Institutions managed by Sri Indu Institutions and to provide for their duties, conduct / discipline and pay and perks payable to them the management of the Sri Indu Institutions has made the following Rule and Regulations for administration of the Institutions under their management.

The lecturer is the main pillar on which the system of collegiate education rests. Teaching is the most important function of the lecturer which should be undertaken with utmost dedication and sincerity.

I. APPOINTMENT OF FACULTY:

All faculty members are appointed on ad-hoc basis and have to be ratified by the selection panel. Any faculty not ratified may be relieved of duties based on the decision of the management committee.

1. All the members of Faculty have to work for a minimum period of one academic year. Resignation in the middle of the academic year is not accepted.
2. Willingness to continue in the institute for the next academic year should be submitted before 31st March. Those who have not submitted are assumed to be not continuing their services in the institute.
3. Once academic year starts in June/July resignation will not be accepted.
4. Faculty Increments and promotions will be based on students' feedback, results, self-appraisal, Principal's and HOD assessment.
5. The service of any staff member can be terminated at any time, without giving any reason thereof, for any of the following reasons:
 - Poor academic feedback from the students.
 - Threatening the students in the class or in general as well.
 - Misbehavior towards girl students.
 - Encouraging communal feelings/politics.
 - Non co-operation with the organization.

II. WORKING HOURS: All the Faculty including Non-teaching staff are required to be present in the college during the college timings.

III. LATE COMING: All the Faculty members and all other staff are required to be always before time. Every three (3) late comings shall be treated as one (1) leave resulting in 1 day loss of pay. Late permission is only for 30mts, thereafter it will be treated as one late coming.

IV. PERMISSIONS: No permission to go out during the college working hours is granted. If for any reason, faculty needs to go out, he/she is required to take leave from the principal only after getting his/her classes adjusted with another faculty after only endorsed by the HOD and authorized by the Principal.

V. LEAVES & ABSENCE : Leave is a privilege. Staff should not cause damage, loss to the students in enjoying the privilege. Should take prior permission ; make alternate arrangements before proceeding on leave. This will ensure proper utilization of students' time and ensure discipline. This is an important aspect of a good teacher.

1. All Senior teaching faculty and Senior Non-teaching staff (Who have completed one year services in the institute are allowed 18 days of leave per academic year, effective from June to May. Faculty/non-teaching staff with less than one year service in the institute is eligible for 12 days leave per year. Faculty can use it any time not exceeding 3 days at a time. Unused leave can be en-cashed in the month of July. If Faculty uses more than 3 days at a time, all the days will be treated as loss of pay even when they have leave eligibility. Any excess leave used will be treated as loss of pay at the end of semester and academic year.
2. Sunday is calculated for payment only if faculty is present on Saturday and on Monday. However, it is mandatory to be present on the last working day and first working day of each semester. Being absent on the last working day or the first working day shall entail complete loss for the duration of the terminal holidays.
3. Faculty members are required to apply for leave at least (1) day in advance after adjusting his/her classes with another faculty and get the same sanctioned from the principal. If however, due to any reason, applying for advance leave is not possible, the faculty must telephone before the "In-time" and take permission. Unsanctioned leave/ non-information before In-time / absenteeism shall lead to 2 days loss of pay
4. No leaves are allowed during the time of Internal / External exams.
5. Discretion to give permission of leave (Advance or emergency) lies entirely with principal on the recommendation /endorsement of the HOD.

VI. CONDUCT AND DISCIPLINE

- Every employee must and should abide by conduct and discipline rules of the College and comply with and obey all the orders as per the directions of the management from time-to-time with utmost care towards promoting interests of the organization where the staff is engaged by showing sincere courtesy and care in all the activities.

- No employee shall engage himself/herself in other activities such as Business or engaging in part-time jobs in other organizations whether on contract or honorary without prior written permission of the management. However, an employee with a specific permission of the organization may undertake the work of a social, charitable nature or artistic subject provided such work does not interfere with his official duties.
- Every employee must and should maintain confidentiality with regards to the activities of the Institution and its Rules and Regulations and shall not divulge directly or indirectly any information of confidential nature either to a member of the public or the Institution staff without the permission of the management.
- An employee shall not absent himself/herself or abscond from the duties without obtaining to permission of the organization. In case of un-avoidable situations, if any, a letter or message should be sent on the following working day giving the genuine reasons for the absence.

VII. DRESS CODE & DECORUM:

1. Faculty members are required to be dressed in formals on all days.
2. Male faculty shall come in Shirt tuck in and black/brown leather shoes. During seminars or college function they come with tie.
3. Slippers are not permitted.
4. The Identity card issued must be worn at all times visibly within the campus.
5. Cell- phones must not be taken to class in any case and within campus it should be used in silent mode.
6. Faculty to maintain highest standards of decorum in interacting with others and be an example to the students.

VIII. DEPARTMENTAL RESPONSIBILITIES:

1. Faculty must report to the Principal/HOD upon arrival in the college for confirmation of day's plan and to accommodate any changes, schedule other assignments, if any
2. Faculty to meet Principal/HOD before leaving for the day of submission of daily report, attendance registers, teaching dairies, and for other assignment/reallocations, if any.
3. Faculty must be at the classroom 5 minutes before the commencement of the class and should leave the class only after the next teacher comes. Faculty must take the subject attendance before commencement of each class.
4. Faculty to ensure student conduct code of dress, cell phone use, and late entry.

5. Taking in to consideration the number of working days and periods available for each subject, the month-wise lecture plan should be prepared by each lecturer in the department. Provision should be made for revision of the syllabus before the end of the semester. In case of any dislocation in working days, either due to disturbances or due to his/her own absence in the college, extra classes should be taken to complete the syllabus.
6. Faculty to conduct internals, correct answer sheets, declare marks and compile the marks each month as per the session plan without fail and every mid exam and semester wise exam result analysis should be submitted to the HOD/Principal.
7. Faculty to update the session status sheet with Principal/HOD each and every weekend.
8. Mentors in charges to execute their responsibilities in co-ordination with the principal/HOD for timely monitoring.
9. Faculty will ensure to spend the non-teaching days of the semester fruitfully in writing articles, studying emerging issues and present the same in a special seminar to be held for the same. This is necessary for the enhancement of intellectual resources within the institution. Institution shall sponsor faculty who write articles for FDPs.
10. Faculty members are required to prepare the subject plan in advance that they desire to take up in the next semester in consultation with the Principal/HOD. Having decided once, changes are not advised.
11. Faculty need to use the LCD projector/OH projector in the class rooms as far as possible. In this regard, all faculty members are required to be ready with their teaching material either OHP transparencies or power point presentation files one month before the semester begins and submit a report of completion. The academic committee instituted will sit for the purpose of examining and observing the faculty in special faculty development session.
12. Faculty are required to be available for any other assignment either academic or administrative (Like results analysis, special classes, management meets, FDPs, MDPs, AICTE/OU Inspection work, ISO, Admissions, or any other internal or external institutional work) which may be given from time to time by the Principal/HOD/Management.
13. Faculties are required to function as team in the department and are welcome to offer suggestions for improvement. However, the organizational hierarchy has to be strictly adhered to.
14. Principal/HOD to co-ordinate all departmental activities to ensure smooth conduct, execution and completion on academics.
15. The HOD of the department should review the progress of coverage of syllabus at the end of every month and inform the principal. If the schedule is not completed, he/she should

- discuss with the lecturer concerned and plan for the completion of the backlog in the succeeding month.
16. Whenever the faculty presence is required they have to stay back up to the completion of the work. If their services are required during holidays they have to come to the college. No compensation is permissible for such service.
 17. The lecturer has the primary duty to disseminate the knowledge in his/her subject to all the students.
 18. The lecturer should inform the students the schedule of coverage of syllabus.
 19. The Lecturer concerned should also plan the seminars, tutorials and assignments and such other academic activities.
 20. Along with the lecturer method, the lecturer should also motivate the students and enliven the process of learning by adopting other methods of instruction like group discussions, question-answer sessions.
 21. To achieve the best results, it is necessary for the lecturer to give regular assignments to the students, preferably every fortnight.
 22. The lecturer should maintain a synopsis of each lesson prepared by him/her. As far as possible a copy of the synopsis should be provided to the students. The record of synopsis maintained by the lecturer will be checked by the principal every month.
 23. Remedial Coaching: Remedial coaching should be arranged for academically backward students, outside the college hours. The HOD of the department should plan for remedial coaching and submit to the principal.
 24. The lecturer should participate in students counseling programmes organized by the principal. He/she should give necessary counseling to 20 to 30 students allotted to him/her guidance should be given on opportunities in the field of collegiate education and the employment opportunities. As a counselor, the lecturer should act as liaison between college administration and his wards. He/she should enlighten the wards about the facilities available in library, games etc., and orient them to the traditions, rules and regulations of the college.
 25. The lecturer should co-operate and participate in all co-curricular and extracurricular activities in the college.
 26. He/She should accept the membership of the committee to which he/she is nominated by the principal and discharge the duties with commitment.
 27. The lecturer should attend to all examination duties without fail.

28. The lecturer should assist the principal in the maintenance of the discipline in the college.
29. The lecturer should also take part in community service; conduct such programmes as useful seminars, interface-discussions, etc., involving local experts, and the users for the benefit of the community. The lecturer of the subject concerned can act as moderator.
30. As per the orders of the government and the concerned university from time to time, the lecturers have to adhere to the workload prescribed.
31. At the end of academic year HOD should submit department & lab result analysis to the principal in a CD.
32. Any of the above rules can be modified from time to time by the management.
33. Every staff member must account for any item borrowed from the institute library officer or any other department) at the end of the every year or at the time of their leaving the institute.

The faculty will appreciate that the interest of the students is supreme and clear cut systems lead to consistency in performance and hence improvement all around. Faculty will please understand that the above is not punitive but a deterrent to non-systems and unprofessional performance. Team work is of supreme value and the ultimate mark of our institution's ethos.

It is with this in view that management seeks the co-operation of all the Teaching and Non-teaching staff for the successful implementation of the above guidelines and help to make the institution move in the right direction.



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