



# **PVKK INSTITUTE OF TECHNOLOGY**

Approved by AICTE, New Delhi, Affiliated to JNTUA, Anantapuramu.  
(Established under **Sri Balaji Educational Society**, Anantapuramu)

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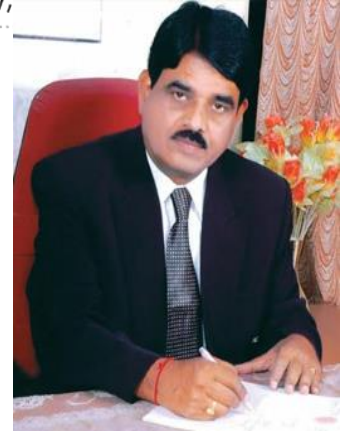
# **Hand Book for Faculty**



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**Sri Palle Raghunatha Reddy**, a doyen in the field of education and political field, the only academician with a noble spirit to work for the cause of the society, hails from the village Pallevandlapalli Born and brought up in a middle class family, he exemplified as a successful entrepreneur, politician and as an academician. His contributions for every field as an MLA from "Puttaparthi" in Anantapur district will prove his popularity in political field. **Worked as Minister for IT, I&PR, NRI empowerment & Relations, Telugu Language & Culture, Minority Welfare & Empowerment, AP during 2014-2017.** Recently Government of AP has appointed him as Chief Whip. He is the only politician with a moral spirit to serve the society and is the recipient of 9 national awards.



He was an eminent chemistry lecturer in the most famous college in Ananthapuramu, which inspired him to enhance the quality of education among the rural youth.

So he started educational institutions in 1991 through "Sri Balaji Educational Society" in varied courses such as Junior colleges, D.Ed, T.T.C, B.Ed, and Degree & PG Colleges. To enhance vocationalisation of education he started professional courses such as pharmacy, Engineering, M.B.A and M.C.A.

In short span, **Sri Balaji Educational Society** has put up good strength and influence providing ample employment opportunities to the educated youth of Ananthapuramu district.

## **Correspondent's Message**

Greetings from Balaji Educational society,

The global economy and the communication revolution along with the health care sector surge have truly shrunk the world. Here is a very relevant phase in the developmental history of human civilization. Today, there is not one area in our life left untouched by these world phenomena. Be it business, industry, education or lifestyle, every sphere is experiencing the positive effects of a brimming with opportunities. Deservedly so, India finds itself in the forefront of this immense human endeavor.

To sustain the momentum our country has achieved is no mean task and unquestionably education plays a pivotal part in it. Our education has to transform to meet the changing Technological and Human Resources needs of our country and the world. It is always an experience of intellectually stimulating work, morally uplifting interaction and professionally rewarding environment.



## Chairman's Message

Mr. Palle Venkata Krishna Kishore Reddy, Chairman, Sri Balaji Educational Society is a dynamic promising young leader who follows the ardent vision of his father Sri Dr. P. Raghunatha Reddy.

Mr. Kishore Palle has a strong academic background, graduated from JNTUA and MS from Loyola University Chicago, IL. He is also a Microsoft Certified Technology Specialist, Certified Solution Developer from Microsoft and a Six Sigma Certified for Process Management. He also plays an active role as a CEO and Vice President – Technical Services in i-Versa Inc. & i-Versa Pvt. Ltd. His other international ventures include VanVia Group a Holdings Corporation with an extremely diverse portfolio of 4 private limited companies

Before venturing into other verticals, Mr Palle had been a technical expert in IT field for over 18 years in US working with major corporations like Microsoft, Kraft Foods, Volvo Automobiles and many more. Mr. Palle's work experience and exposure included variety of roles from a software engineer to Solutions Architect to Team Leader to Senior Vice President where he lead a team of over 2500 engineers working on hundreds of project deliveries.

His exposure in the diverse international fields has endowed him a rich knowledge and his work was appreciated and is a recipient of awards from independent authorities in fields like Global Directory, Young Entrepreneurs of IT, Investment Forum and more.

His multifarious exposure in various international projects has helped him use his innovative ideas in streamlining the opportunities into more prolific and prospective ones to augment the progress of students at SBES. His unrelenting support to all the progressive endeavours has carved a niche for all the institutions under SBES. Under his guidance, he has replaced the age old policies and infused globally relevant dynamic concepts of education. He is diligent in propagating good education by maintaining a rapport with students and staff alike. His need based initiatives were a source of motivation for all the students and the faculty members working at SBES.

Dear Friends,

Balaji educational society strongly believes that education is not just a mere act of teaching-learning, but aims and puts relentless efforts in training, guiding, motivating and leading young men and women in the ever expanding horizon of insatiable thirst for knowledge .

Here is the place where we mould students into industry ready professionals by providing leadership development, mentoring intermediate to Post graduation education and empowering our young women to be the architects of change in the world of technology. We also strive to inculcate human values, ethics, and respect for tradition along with lot of emphasis on decency, dignity and life skills to meet the challenges of the world.



*Wish you all the very best*

**Mr. Kishore Palle**

**Chairman, PVKKIT**

## **PREFACE**

The Faculty Handbook is an official BALAJI COLLEGE OF PHARMACY (BCP) publication designed to provide guidelines for the faculty concerning policies and procedures under which the BCP operates. The channels of administration and the functions of the various administrative offices and committees are described in this publication to indicate sources to which a faculty member may refer for additional information and guidance.

It is an expectation of each faculty member of the BCP to become acquainted with and to conform to all the rules and regulations relating to his/her appointment and to the proper and orderly discharge of his/her work as set forth in Faculty Handbook.

The policies set forth below are current at this time. However, all BCP policies and rules are subject to change and may be changed without prior notice.

## **RESPONSIBILITIES OF PRINCIPAL**

As the head of the institute, principal should have the vision and leadership ability to keep a college developing.

### **Academic:**

1. To monitor and conduct academic activities of the institute under the guidance of the Management and assistance of the Head of Departments.
2. To depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
3. To take institute and faculty feedback and accordingly take the remedial actions.
4. To plan and take the necessary actions for improvement of college results and academics
5. To promote industry institution interaction and research & development activity.
6. To Plan for campus placements through training and placement officer.



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7. To monitor and promote technical and non technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of HODs.
8. To review results

## **Administration**

1. To recruit the Teaching and Non-teaching staff based on the requirements of the departments.
2. To go round the class rooms to ensure that the class work is being conducted effectively.
3. To conduct the periodical meetings of the faculties for effective administration of the college.
4. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
5. To initiate recruitment of non teaching staff & teaching staff as per rules laid down by University of JNTUA.
6. To approve vendors for resources as required in the institute.
7. To sanction the leave of the staff as per the norms.
8. To monitor and update the institute website with complete information about the institute.
9. To communicate with University of JNTUA, APSICHE, AICTE, PCI for compliance.
10. To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body, College Academic Council and other college Committees and maintain minutes of the meeting.
11. To go through the letters found, if any in the suggestion box and act on them, if required.
12. To attest the academic registers and dairies maintained by teaching staff.
13. To instruct the teaching staff through a schedule to conduct annual stock verification of Library and Lab equipments.
14. To monitor the activities of the examination section (JNTUA)
15. To promote the brand building of the Institution by adopting new technologies.
16. To execute any other work assigned by the management

## **Finance**

1. To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.



2. To authorize for cash advances for urgent purchases required in the institute.
3. To ensure that all financial transactions are conducted as per the norms.

## **RESPONSIBILITIES of the HOD**

1. To monitor and conduct academic activities of the department under the guidance of the Principal.
2. To maintain discipline and enforce rules as laid down by the institute, in the department.
3. Allocate the subjects to the faculty members well in advance (at least two weeks) before commencement of the semester/year.
4. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
5. 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.
6. Send staff attendance register after making necessary entries to the principal office by 9.30 A.M every day.
7. Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.
8. Verify the student attendance registers maintained by the staff members once a week.
9. 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 in by the concerned faculty member have to be submitted to the exam section as per the schedule given. Softcopy of the Mid Exams also to be submitted to the exam branch as per schedule.
10. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
11. Convene departmental staff meeting once in a fortnight on the day allotted and record the minutes of the meeting.
12. 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 feed back to the concerned faculty members. 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.
13. 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.
  14. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.
  15. Counsel the students who are absent for the mid test or irregular to the class work.
  16. Form the student batches and allot the project guides as per guidelines given by the principal.
  17. Route all the correspondence through the office of the principal.
  18. 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.
  19. Allocate the students to the teacher-counselors in the beginning of the academic year.
  20. Inform the concerned authorities of any important information of events taking place in the Department from time to time.
  21. Arrange special classes if necessary for the benefit of below average students.
  22. Ensure academic discipline in the department.
  23. Follow the guidelines / instructions given by the principal from time to time.
  24. Maintain and update the files such as Faculty Lesson Plan Files, Faculty Service Files, Budget Files, Department Meetings Minutes File, Lab Equipment Quotation File etc.,
  25. Make arrangements to lock all the laboratories and class rooms before leaving the premises.
  26. To execute any other work assigned by the Management/Principal.

## **RESPONSIBILITIES of ADMINISTRATIVE OFFICER**

1. Maintenance of Chairman and Principal's office as per principal's direction.
2. Student's admission related works.
3. All kinds of scholarships and related work.
4. Helping the principal in conducting Governing Body / Academic Council Meetings.
5. Recording the resolutions of the Governing Body / Academic Council Meeting and dispatching the same to themembers.



6. Assist the principal for JNTUA, AICTE / PCI / NBA / NAAC related works&affiliation works.
7. Maintenance and purchase stationary for the office and other departments.
8. Maintenance of leave record of Teaching & Non-Teaching staff.
9. Preparation and submission of number of days for salary to be paid, to the account section, for the preparationof salary bills.
10. Maintaining the personal files of staff members.
11. Maintaining the budget files.
12. Maintenance of student's files & records and issue of original certificates to staff & students as directed by theprincipal from time to time except salary certificate.
13. Consult the principal on any other issue which needs principal's directions and intervention.

## **RESPONSIBILITIES of FACULTY**

### **General**

1. The Faculty Member should come to the college at least 15 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 teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
  - (i) Principal 4 hours / week
  - (ii) Dean / Professor 8 hours / week
  - (iii) Associate Professor 12 hours / week
  - (iv) 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 utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

4. The staff shall stay in the workplace during the working hours of the College.





5. The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment.
6. The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorized to do so.
7. The staff shall assist/carryout their works with a view to meet the deadline notified by the competent authority.
8. The staff shall not indulge in rude or abusive behavior, comments against superiors and negative comments about other staff members.
9. The staff shall desist from participating in professional or personal behaviors that jeopardize the moral standards of the institution.
10. The staff members are expected to conduct themselves in a professional, cooperative and ethical manner.
11. The staff shall comply with rules, regulations, and policies of Management from time to time.
12. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
13. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
14. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
15. 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.
16. 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.
17. Faculty Members should record in the movement register whenever they seek permission from HOD to leave the campus during the



working hours, the time at which they leave the college and the time when they come back. However if they seek permission in the morning or in the evening, they have to record one entry (Morning: Reporting time, Evening: Leaving time). The Movement register is kept with HOD. The maximum allowable permission time is one hour only.

18. Faculty Members should bring the note pad to all the meetings conveyed by the Management/Principal/HODs to note the points discussed.
19. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.
20. Wear ID card as long as you stay in the college campus.
- 21.

## **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 extra curricular activities.
4. Every Faculty Member should maintain student's attendance records.
5. 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.
6. The Faculty Member should make himself/herself presentable. The Faculty Member should show no partiality to any segment / individual student.



7. The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

## **Class Room Teaching**

1. Once the subject is allotted, the Faculty Member should prepare and submit two copies of Lesson plan of their subject to the HOD before commencement of the class work. One copy will be returned to them after approval. The lesson plan may also be informed to the students. They are advised to prepare the Lesson plan based on the Lesson Dairy of the previous year.
2. The Faculty Member should get the lesson plan and course file - approved by HOD and Principal. The course file consists of Syllabus, Lesson Plan, previous years university question papers, Lecture notes, handouts, tutorial sheets , Mid test/exam question papers etc.,
3. The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
4. Faculty should thoroughly prepare and do home work on the subject before taking the class.
5. The Faculty Member should refer to more books than textbooks and prepare his/hedetailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
6. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
7. The Faculty Member should engage the full 50 minutes and should not leave the class early.
8. The Faculty Member should collect the anecdotes (both general & subject related) and quote them in the classes to maintain student interest in the class.
9. The Faculty Member should plan carefully what to do on the first day in order to give students a clear impression of the subject content.
10. Faculty should ensure that they have a grasp on the course content as well as access to all necessary materials, including textbooks and other resources.
11. The Faculty Member should create interest in the subject by relating the topic to real-life examples and current applications.
12. The Faculty Member should maintain Students' attention throughout a class session by periodically asking them questions.
13. The students should be given one minute to list as many points as they can recall about the previous lecture or about a specific topic covered in last class.



14. The students should be given a minute to come up with two good questions about the preceding lecture segment or to summarize the major points in the lecture just concluded.
15. Students should be empowered to play active roles within the institution. Conferring of responsibilities onto them may allow the development of a greater sense of responsibility and sense of belonging to the college.
16. Faculty should seek frequent feedback from students on their teaching. Such feedback allows faculty to assess their initial effectiveness in working toward course goals and to modify their approach if necessary.
17. Students should be encouraged to make optimal use of resources available on the NPTEL website.
18. The Faculty Member should identify slow learners in each class and place a special focus on them to improve their academic performance.
19. The Faculty Member should conduct regular tutorials in problem oriented subject. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
20. The Faculty Member should interact with the HOD or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
21. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
22. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
23. The Faculty Member should make himself/herself available for doubt clearance.
24. The Faculty Member should motivate the students and bring out the creativity / originality in the students.

## **Laboratory**

1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
3. The lab observations/records must be corrected then and there or at least by next class.

## **Examination Related**

1. Faculty should set the Internal Examination Question paper as per JNTUA norms
2. It is the responsibility of faculty to prepare and get the required number of Photostat copies of the question paper and submit them in a sealed cover to the exam section in-charge.



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3. Invigilators are responsible for the proper conduct of examinations in accordance with the instructions.
4. Examination duty is compulsory. In case of emergency, alternative arrangement to be made with prior intimation to the Principal and Exam section i/c.
5. The Invigilator is responsible for collecting the examination pack, containing all examination materials including a list of candidates eligible to take the examination, from Exam section **at least 30 minutes** before the start of the examination.
6. **All invigilators should be present** in the examination room **at least 20 minutes** before the start of the examination.
7. **Candidates should normally be admitted** to the examination room **15 minutes before** the start of the examination.
8. Announce to the students that “No Additional sheets will be supplied”.
9. Invigilators shall ensure that time schedules of the examinations are to be strictly adhered to
  - a. The student should be present in the Examination Hall before the commencement of Examination and no candidate is allowed to the examination hall after the commencement of examination.
  - b. No candidate shall be permitted for toilets during examination period.
  - c. Under emergency circumstances the candidate can be allowed to go out of the hall by handing over the Answer Booklet and question paper to the invigilator and shall not be permitted back to the hall.
  - d. The candidate can be allowed to go out only after half an hour from the commencement of the examination by collecting the answer booklet and question paper. However, if the candidate wants to leave the hall in the last half an hour, can be allowed to take the question paper with him by submitting the answer booklet to the invigilator.
10. The examination should be stopped punctually, and candidates should be advised either to remain in their seats until the answer books have been collected or to leave all relevant materials on their desks. Care should be taken to ensure that each candidate returns all relevant materials.
11. Mobile phones should be put in silent mode in the examination hall.
12. Please check that, the students have occupied their respective seats according to seating plan.
13. Distribute the answer books to the students before 10 minutes of the examination and ask them to fill all the details in the answer book.
14. Verify the ID card and Hall Ticket of the students in the examination hall.
15. Take the signature of the students on the attendance sheet and maintain attendance record of the examination hall.
16. Please move in the examination hall to prevent indiscipline / copying.





17. The Invigilator should collect and count the number of answer books at the end of the exam and handover the same the exam section after the exam is over.
18. The answer scripts must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Exam Section i/c.

## **RESPONSIBILITIES of the CLASS TEACHER**

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 submit the list of students who have got less than 75% of attendance in aggregate to the HOD immediately.
5. Result analysis must be done after the announcement of results by the university and also update student record regularly after knowing supplementary exam results in the current Semester.
6. Motivate the students to attend the seminars/workshops/conferences.
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.
9. 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.
10. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.

## **Responsibilities of Proctor/Counselor/Mentor**

1. As a proctor, the faculty shall advise/counsel the student on all the academic matters.
2. He/she must meet the assigned students at least once in every fortnight.
3. Shall report to the HOD/Principal about those students who avoid meeting the Proctor;





4. He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed;
5. Keep the parents apprised about the academic progress and general behavior of their wards
6. To ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification;
7. The proctor should serve as a friend, philosopher and guide.

### **Responsibilities of the Examination In-charge**

1. Shall conduct the Examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
2. Estimation of Stationary requirements for the end examinations (JNTUA) and Internal Tests.
3. Preparation of internal examination time tables
4. Conduct of internal examinations
5. Preparation of remuneration bills and maintenance of Acquaintance register.
6. Maintaining syllabus copies up to date.
7. Collection of question papers set by the examiners concerned in time.
8. Processing of TA, DA and remuneration bills.
9. Any other duty/responsibility assigned by the Principal

### **Responsibilities of the Training and Placement Officer**

1. To maintain complete information regarding student appearing for placement activities.
2. To conduct placement activities smoothly
3. To decide and arrange for personality and skill development programs for student.
4. To update and maintain the contact details of companies interested in recruitment activities.
5. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
6. To take feedback from industry about the students recruited.

### **Responsibilities of the Librarian**

1. To implement all library rules as defined by the management.
2. To ensure the documented Quality Management System is followed at various stages of library processes.
3. Responsible for overall functioning of the library.
4. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books, online resources etc. and renewal of books / magazines .



5. To display all technical articles, literature and new arrivals.
6. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
7. To execute any other work given by management.

## **Responsibilities of Technical staff**

1. Sign in the attendance register at **9.15 AM** on every day
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 stock register regularly and submit to HOD once in a month.
10. Assist the Lab in-charge and teaching staff during stock verification at the end of academic year.
11. Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
12. Perform routine maintenance of equipment/machinery.
13. Wear ID card as long as you stay in the college campus.
14. Seek the permission (Max One Hour and Three 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
15. Any other work given by HOD from time to time.

## **Responsibilities of Office staff**

“Office Staff” means the employee of Academic, Administration, and Accounts Section.

1. Sign in the attendance register at **9.15 AM** on every working day.
2. Shall perform their duties with sincerity and maintain confidentiality.
3. Be conversant with the rules and regulations and the relevant procedures involved related to their works.
4. Perform as a team and do the assigned as well as any additional work as and when the office in-charge allots.
5. Pre-plan the Day's/Week's work and perform the duties assigned from time to time in a systematic way and create a courteous atmosphere.



- All are expected to improve/update their skills in filing, drafting, most essentially computer operation.
6. Inform well in advance about leave of absence and make alternative arrangement to the works assigned and give full co-operation to all other sections with proper dignity and decorum.
  7. Deal with reasonable concern towards student's enquiries and ensure all possible help and deal politely while talking on telephone.
  8. 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.
  9. Wear ID card as long as you stay in the college campus.
  10. Follow the guidelines / instructions given by the principal from time to time.
  11. 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.

## **Responsibilities of Accountant**

1. Maintenance of Fee Register of students
2. Collection of fee dues and issuing the receipts
3. Informing the parents fee dues of their wards from time to time
4. Payment of salaries to the staff
5. Depositing IT and PT dues in the bank
6. To record all bills received and paid.
7. Maintaining DFC

## **Responsibilities of Attenders**

1. All attenders should be available in the college by **9.00 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 take the keys from Principal's office after signing in the register.
3. They are responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
4. 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.
5. They should strictly follow the instructions issued by the Heads of different sections and departments.
6. They should not allow any unauthorized persons to enter the departments/office without proper verification.
7. Wear ID card as long as you stay in the college campus.



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8. They should perform any additional duties assigned from time to time.
9. They are expected to respect visitors, parents, staff and students.

## **LEAVE RULES**

### **Casual Leave**

1. A staff [who has put in one or more years of service] is credited a Casual Leave (CL) of 15 days in each calendar year;
2. In case of newly appointed faculty/staff members, a day's CL shall be granted for every completed service of one month for a period up to one year;
3. CL not exceeding seven days during one period of absence exclusive of Sundays and holidays shall be granted provided that such period of absence shall not exceed ten days;
4. CL cannot be combined with any type of leave;
5. CL cannot be claimed as right. The Casual Leave shall be get sanctioned before a staff avails or proceeds on leave;
6. Where a staff is unable to attend due to illness or other sufficient cause and obtain orders of the Competent Authority in time, he/she may be granted casual leave subsequently if he/she established to the satisfaction of such authority that he/she was unable to attend his/her duty or duties for reasons beyond his/her control.

### **General Leave Rules**

1. The newly appointed faculty/staff members are eligible for only Casual Leave for every completed service of one month for a period up to one year.
2. The staff is eligible for all other leave benefits only after completion of one years' satisfactory service in the College.
3. Leave cannot be claimed as a right. Discretion is reserved to the PRINCIPAL to grant leave to refuse or revoke leave at any time according to the needs;
4. A staff, who remains absent from duty without leave [for a period of four months or more] may be liable to be dismissed or removed from service.

### **Maternity Leave**

1. A female staff may be granted maternity leave for a period of three months from the date of its commencement.



2. Maternity leave may also be granted in case of miscarriage or abortion, subject to the conditions that – (a) the leave does not exceed six weeks; and (b) the application for leave is supported by a medical certificate from a Registered Medical Practitioner.
3. Maternity leave may be combined with vacation or any other kind of leave. Such leave not exceeding sixty days may be granted without production of medication certificate.

## **TERMINATION OF SERVICE**

1. A member of the staff shall have his / her service terminated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months notice or three months salary must be given.
2. The Chairman shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
  - a. Serious misconduct and willful negligence of duty;
  - b. Gross insubordination;
  - c. Physical or mental unfitness; and
  - d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 1 will not be applicable and the staff member will not be eligible for any terminal benefit.

## **RESEARCH & DEVELOPMENT CELL ACTIVITIES**

1. To Maintain Documentation of Research Activities going on in the college
2. Allotment of Guides for projects.(UG/PG)
3. To Conduct Project Review meeting.
4. Arrange FIP/FDP (Faculty improvement /Faculty development programmes )
5. To Prepare Dissertation draft copies, acknowledgements, Certificates
6. To apply Funding projects proposals and their documentation.
7. Approach funding agencies for sponsoring symposiums, workshops & conferences.





8. To Frame symposiums, workshops & conferences, calendar before commencing for the academic year.
9. Identify Prominent Speakers department wise.
10. Ethical approvals
11. To arrange Guest lectures for GPAT, CRT Classes.
12. Communicate with University R& D Cells.
13. Encouragement for students to participate in various conferences.
14. Plan and coordinate with R&D cell in organizing conferences & workshops.
15. Monitoring of plagiarism checks.
16. Encouraging staff & students to publish articles in SCI/ Journals having impact factor given by THOMSON ROUTER's.
17. Documentation of publications done by staff & students of BCP.

## **ANTI-RAGGING MEASURES**

- To collect anti ragging affidavits from students.
- To conduct anti ragging awareness programmes.
- By Inviting Police department personnel for events like fresher's day to aware the student about anti ragging acts.
- Prepare & display of anti-ragging posters in Class rooms, notice board, Corridors and college premises.
- Communication with fresher's/students.
- Place Anti-ragging complaint box, to minimize ragging activities.
- Appoint anti ragging squad and communicate for any mishaps.

## **DISCIPLINE IN CAMPUS**

- To monitor every student for regularity, Sincerity, Punctuality.
- Students must wear neat uniform with In shirt, Identity card, Shoe, Apron in Laboratories.
- Students must not roam in class hours at corridors.
- Students should be at library in library/ Tutorial hour only, students should not sit in library during class working hours.
- Students should not bring Mobile phones into the campus, If found they has to pay a penalty of Rs. 500/-





- Student should not indulge in any meetings either with other students/Staff in corridors.
- Before leaving class room or laboratories switch off all the utilities ( Lights & fans)

## **ACADEMIC ACTIVITIES**

- To Prepare Course file
- Hours prescribed and conducted as per PCI/AICTE
- Prepare SOP's for instruments and to validate.
- Allotment of Subjects
- To Prepare time tables
- To prepare Work load of teaching staff
  
- Follow the classwork as per Academic calendars by affiliated universities for B. Tech/ MBA/ M. Tech
- Monitoring of syllabus completion as per calendar of events.
- Practical laboratory records in each subjects
- Students Attendance and Internal marks sent to university
- Assessment of marks and improvement of academically dull students.
- Prepare List of students admitted year wise
- Documentation of pass percentage analysis for last 3 Academic calendars.
- Maintain Staff attendance registers
- Staff declaration forms of teaching staff for affiliation works.
- To Collect student feed back
- Journal subscriptions
- List of required books, software's
- Documentation of CL's forms, Examination duty orders etc.,
- Attending faculty development programmes
- Arranging Industrial tours/Visits.
- Conducting Demo's for recruiting new staff.
- Monitoring log books and job cards for laboratory
- Maintenance of credit system
- Place suggestion box and complaint box
- Staff should not indulge in any meetings either with students/Staff in corridors.
- Carrying attendance registers to classes.
- Faculty should enter in time to the class/ lab as per Schedule.
- Ask questions to students for last 5min in every theory class.
- Arrange all requirements & chemicals prior to the experiment for smooth running of lab.
- Conduct synopsis, viva-voce in every laboratory.
- Conduct slip tests after completing Unit/ Chapter.
- To participate in Faculty development Programmes.



## **ALUMNI ACTIVITIES**

- Maintenance of alumni register
- Proper Planning to conduct alumni meet.
- Regular update with social media and request alumni to post job opportunities.
- Send Greetings and wishes messages to alumni's.
- Sponsor for events on behalf of Balaji College of Pharmacy.
- To Request seminars from experts to students.
- Maintenance of Photo gallery of alumni's.

## **ACTIVITIES TO EMPOWERMENT FOR WOMEN**

- To identify women with strong leadership qualities and to build their capacity.
- To promote a culture of respect and equality for female gender.
- To provide opportunities and programs for female gender to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own right.
- To make them aware about the guidelines of Supreme Court and to ensure that sexual harassment is treated as an unacceptable social behavior within the institution and the society.
- To involve NSS students of Balaji College of Pharmacy to interact with rural and urban women who lack formal education and identify projects suitable for up gradation using technology.
- To conduct seminars and workshops to spread information on the numerous opportunities and tools available and train women accordingly.
- To help the self-help group women to get financial support by identifying the sources.

## **ACTIVITIES FOR PLACEMENT CELL**

- To Provide Career Counselling and Guidance to the students.
- To identify the need of training to the students.
- To design and conduct training programs to the students.
- To establish relationship between industry and institution and to act an interface between them.



# PVKK INSTITUTE OF TECHNOLOGY

Approved by AICTE, New Delhi, Affiliated to JNTUA, Anantapuramu.

(Established under Sri Balaji Educational Society, Anantapuramu)

- To organize guest lectures, awareness programs on latest technology being used at industry, through reputed industrialists and technocrats.
- To organize CRT programs and to contribute for skills development and personality development of the students.
- To invite industry and Corporate recruiters and to co-ordinate and facilitate for the campus recruitment process.
- To communicate students regarding selection, serving offer letters and guiding the students in post selection activities reporting, joining, induction etc.,

## **Grievance Reddressal committee**

- Social Inequalities
- Gender inequalities
- Ragging
- Examination (Malpractices)
- Amenities for Staff & students
- Scholarships
- Academics