

1. THE INSTITUTE

Shri Vishnu Engineering College for Women (SVECW) was established during the Academic Year 2001-02 with a view to empower women, particularly rural upliftment, in professional education. It is affiliated to the Jawaharlal Nehru Technological University Kakinada (JNTUK), Kakinada and approved by All India Council for Technical Education (AICTE), New Delhi.

1.1 The Management

a. SOCIETY

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

With this lofty aim in mind, this society in collaboration with Dr. B.V.Raju Foundation launched the following Institutions:

▪ Shri Vishnu College of Pharmacy	-	1997 - 98
▪ Smt. B. Seetha Polytechnic	-	1997 - 98
▪ Dr.B.V.Raju Institute of Computer Education	-	1999 - 00
▪ Shri Vishnu Engineering College for Women	-	2001 - 02
▪ Vishnu Dental College	-	2002 – 03
▪ Vishnu Public School, Narsapur	-	2003 – 04
▪ Vishnu School, Bhimavaram	-	2003 - 04
▪ Smt. Sita Memorial school	-	2005 - 06
▪ Vishnu Institute of Pharmaceutical Education & Research		2007 - 08
▪ Vishnu Institute of Technology	-	2008 – 09
▪ BVRIT Hyderabad college of Engg. For women	-	2012 – 13

This process has resulted in rapid development of the society. The continuous increase in the demand for the much needed Technical Human Resource and Empowerment of Women in particular made the society to start Shri Vishnu Engineering College for Women at Bhimavaram from the academic year 2001–02.

b. FOUNDER CHAIRMAN

The **Founder Chairman** of the Society was **Dr. B.V. Raju**, who hailed from a humble agricultural family of Kumudavalli near Bhimavaram. He was a graduate in Chemical Engineering from Benaras Hindu University (BHU) and also a Post Graduate in Management from Harvard University, USA.

He started his career in the Cement Industry and over a span of six decades established a number of cement factories in India and abroad and was considered to be a doyen of the Cement Industry. He served as Chairman of Cement Corporation of India.

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

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

c. CHAIRMAN

The present Chairman Sri K.V Vishnu Raju, is the Grandson of Dr. B.V.Raju. He graduated in Chemical Engineering from Regional Engineering College, Thiruchirappalli, obtained Masters Degree from the prestigious Michigan Technological University, USA and worked for two years in Du-Pont, one of the Worlds top ranking U.S. Chemical industries.

Sri K.V. Vishnu Raju is the motivating force in steering and expanding the horizons of the Foundation and Society towards excellence in all its academic and professional endeavours.

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

1.2 Governing Body

The Governing body of SVECW is constituted as per AICTE guidelines with the following members.

Sri K.V. Vishnu Raju, <i>Chairman, SVES</i>	Chairman
Sri R. Ravichandran, <i>Vice-Chairman, SVES</i>	Member
Sri K. Aditya Vissam, <i>Joint Secretary, SVES</i>	Member
Sri S. Ram Kumar, <i>Director, SVES</i>	Member
Dr. D. Suryanarayana, <i>Principal, VIT</i>	Member
Dr. G.V.R. Prasada Raju, <i>Registrar, JNTUK</i>	Member
Dr. U. Chandra Sekhar, <i>Director, ESCI</i>	Member
Dr. Anusha R, <i>CEO, PARK Group of Institutions</i>	Member
Mrs. K. Sandhya Rani, <i>RJD, Visakhapatnam</i>	Member
Dr. P. Srinivasa Raju, <i>Vice-Principal, SVECW</i>	Member
Mrs. S.M. Padmaja, <i>Assoc. Prof., SVECW</i>	Member
Dr. G. Srinivasa Rao, <i>Principal, SVECW</i>	Member Secretary

1.3 Courses Offered

The College offers the following courses, extending over a period of four years, leading to Bachelor Degree in Technology, two year P.G. course M.B.A. & M.Tech. and also a three year P.G. course leading to M.C.A.

U.G. Bachelor of Technology

- Electronics and Communication Engineering: 180
- Computer Science and Engineering: 180
- Information Technology: 120
- Electrical and Electronics Engineering: 120
- Mechanical Engineering: 60
- Civil Engineering: 60

P.G.

- Master of Computer Applications (MCA): 60
- Master of Business Administration (MBA): 60
- M.Tech. (Power Electronics): 36
- M.Tech. (VLSI Design): 18
- M.Tech. (Software Engineering): 36
- M.Tech. (Computer Science & Engineering): 18
- M.Tech. (Geoinformatics): 18

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2. VISION, MISSION AND OBJECTIVES

2.1 VISION

Transform the society through excellence in Education, Community empowerment, Affordable Healthcare and sustained Environmental protection.

2.2 MISSION

- To achieve Academic excellence through innovative learning practices
- To instill self confidence among rural students by supplementing with
- co-curricular and extra-curricular activities
- To inculcate discipline and values among students
- To establish centers for Institute Industry partnership
- To extend financial assistance for the economically weaker sections
- To create self employment opportunities and skill up gradation
- To establish Hospitals, Rural Health centers
- To promote community Health and Hygiene
- To support environment friendly Green Practices
- To create innovation hubs.

2.3 OBJECTIVES:

- To strive for excellence in all that we do in order to model success for our students.
- To focus on Student success and satisfaction and meeting the needs of the community.
- To take pride in the quality of our organization and work, and we value, originality, integrity, consistency, and attention to detail.
- To stay abreast of ever-changing youth culture, emerging communication technologies and design trends.
- To set benchmarks and model high quality standards for students, faculty, staff, and community partners.
- To lay utmost importance on discipline, punctuality, personal values and healthy practices.
- To create an innovative environment for students and staff to develop an integrated personality.
- To enhance the students' employability skills and social opportunities by improving their understanding and command over the English language and soft skills training.

Goals

a. Short Term

By the end of their Engineering degree course, students of SVECW are expected to develop

- Confidence in analyzing complex problems and in taking decisions, and
- A willingness to adopt a cooperative approach in problem solving,

The goals are

- To achieve highest percentage of pass in University examinations.
- To train students in a wide range of management skills and operating techniques.
- To make the students competent to build, motivate and lead project teams effectively.
- To organize life skills programmes so that the students can communicate coherently, rationally and convincingly.
- To receive NBA Accreditation and ISO Certification.
- To Provide an environment most conducive to learning and create an intellectual atmosphere.
- To encourage students participation in Non Academic activities
- To attain cent percent placements.

b. Long Term

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

- To be a provider of quality Education on par with National Institutes.
- To attain the status of a University
- Formulate various programmes to provide quality education.
- Develop the personality of students to form responsible members of society.
- To undertake nationally acknowledged Research and Development works by forging alliances with Research Organizations, and Industries.

2.4 Quality Policy

We at Shri Vishnu Engineering College for Women aim at Excellence in Technical Education through continued improvements and are committed to provide responsible technocrats for effective nation building through

- Imparting Quality Education & Training.
- Developing students with a Disciplined and Integrated personality.
- Facilitating Faculty and Supporting Staff to update their knowledge and skills to match the industrial and technological development.

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3. HUMAN RESOURCE PLANNING

3.1 Working Days and Timings

The college works from 8.00 a.m. to 4.00 p.m. for six days in a week.
The total instruction weeks are 17 in a semester as notified by Jawaharlal Nehru Technological University Kakinada, Kakinada.

Vacation in each academic year will be given as per the schedule given by the affiliating university, Jawaharlal Nehru Technological University Kakinada, Kakinada.

There are two spells of vacation in each academic year, one each at the end of odd and even semesters approximately of 60 days in a year.

3.2 Job Responsibility

The workload is allotted to the faculty members as per AICTE norms.

Teachers have to perform a variety of tasks which include

a. Academic

Teaching & Lab. Instruction
Development of Laboratory, Curriculum and Resource Material
Evaluation of students in the college internal and University Exams.
Participation in the curricular and co-curricular activities
Self development through upgrading qualification, knowledge and skills.

b. R & D and Consultancy

R & D Activities including Guidance
Providing consultancy and Testing services
Promotion of Institute Industry Interaction
Encouragement for research Projects
Encouragement of paper presentation and publication.
Encouragement for book writing
Executing R&D funded projects.

c. Administration

Academic and Administrative Management.
Design and Development of new programmes & Promotional activities.
Mobilizing resources for the Institution.

d. Extension

Guiding the students in overall character development.
Extension services by interacting with Society & Community.
Providing technical support in areas of social relevance.

3.3 Salary & Disbursement

Based on the experience / qualification, salary is fixed as per AICTE norms. Dearness Allowance (DA), House Rent Allowance (HRA) are paid to the staff members as adopted by the State Government. The latest State Government DA is implemented on first October of every year. Annual increments are sanctioned to the staff members provided their performance and conduct are satisfactory.

The salary of each staff member is directly deposited in the staff member's account in Indian Bank at the institution campus. Income tax if any, and P.F. are deducted from the salary and paid to the Government.

3.4 Teaching Schedule

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

Lesson Plan

Micro level lesson plans in each subject prepared by the teacher concerned are provided to students in the beginning of each semester so that they attend classes prepared in advance. This helps in better understanding of the subject and makes the classes more interactive.

A positive attempt is made to give extra knowledge to the student community in addition to the prescribed syllabus. The students are also exposed to the seminars by eminent experts from Industries / Institutions and workshops which cover advanced and industry related topics.

3.5 Evaluation of Faculty By Students

At the end of every semester, the students evaluate the teachers handling their subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer on-line-evaluation pertains to various aspects such as

- Ability to communicate effectively.
- Innovativeness in teaching methods
- Creating interactive environment in class room and encouraging probing questions from students.
- Proper planning in teaching activity.

Absolute confidentiality is maintained to avoid any identification of the individual assessors.

After the evaluation process is completed, the teachers found to be deficient are advised to improve by a committee consisting of Principal, Deans and the HOD concerned.

The administration has taken steps to encourage and reward teachers with excellent performance.

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4. SERVICE CONDITIONS

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

4.1. Governing Body

It is a body constituted as prescribed by AICTE.

4.2. Executive committee

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

4.3. Cadres of Staff and Strength

a. Teaching Staff :

The Teaching Staff comprises of the following categories.

- Director / Principal / Vice-Principal
- Professor
- Associate Professor
- Assistant Professor

b. Supporting Staff :

This comprises of two categories.

❖ Supporting Staff (Technical)

- Computer Programmer
- Computer Operator
- Laboratory Technician
- Laboratory Attendant

❖ Supporting Staff (Non-Technical)

- Manager
- Admin. Officer / Office Superintendent
- Asst. Librarian
- Library Assistant
- Physical Director
- Stenographer
- Office Assistant / Clerk
- Attender
- Driver

c. Cadre Strength :

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

4.4 Qualifications & Experience

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

4.5 Scales of Pay

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

4.6 Method of Selection

Candidates shall be selected by one of the following methods, as decided by the Executive Committee.

- a. Direct Recruitment by open advertisement
- b. Invitation
- c. Promotions from amongst the existing staff

NOTE: Teaching Staff shall be selected by adopting methods (a) or (b)

Selection Authority:

Regular appointment of teaching Staff : Staff Selection Committee
Constituted by the University

Regular / Temporary Appointments or Promotion of Supporting Staff. : Executive Committee

Selection by promotion from the lower category shall be on the basis of merit and ability. Seniority shall be considered only when merit and abilities are equal.

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

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

4.7 Nature of Appointments

Appointments shall be categorized as follows:

a. Temporary appointments:

These are made to meet the exigencies of work, as procedure for regular appointment takes time.

b. Regular appointments:

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

4.8 Appointing Authority

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

4.9 Probation & Seniority

a. Reporting to duty:

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

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

b. Probation:

All directly recruited and regularly appointed staff shall be on probation for 2 years. Staff who are promoted from lower cadres shall be on probation for 1 year. Satisfactory completion of probation by each employee will be declared by the Governing Body. An employee is deemed to have completed probation satisfactorily, only if he / she receive a communication to this effect. The probation period can be extended by the Governing Body.

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

c. Seniority :

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

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

- ❖ Two or more persons appointed in the same cadre
 - One, who is ranked higher in the selection list, provided it is prepared as per merit, is senior irrespective of the dates of joining.
 - One who joined in the college earlier is senior to the others recruited in subsequent Interviews.

- ❖ If the list does not specify the merit order of selected candidates, then
 - Internal person is senior to external ones.
 - Seniority in the lower cadre is upheld, in case of internal Staff members, irrespective of their dates of joining.
 - One who joins the institute earlier is senior to the rest, in case of external candidates.
 - The person with higher age is senior, if two or more external candidates join on the same day.

NOTE:

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

d. Resignation and Relief, Termination, Transfers:

❖ **Resignation and Relief :-**



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

Teaching Staff who completed Probation : 2 months notice or 2 months salary in lieu of such notice.

Supporting Staff who completed probation : 1 month notice or 1 month salary in lieu of such notice.
and Teaching Staff on temporary service

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

❖ **Termination:**

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

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

Teaching Staff who completed Probation : 2 months notice or 2 Months salary in lieu of notice

Supporting Staff who completed Probation : One month notice or one month salary in lieu of notice
and Teaching Staff on probation

Others : No Notice.

❖ **Transfers:**

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

e. Orientation

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

f. Promotions

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

g. Retirements

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

- When a faculty member completes the age of superannuation on a day of any month he/she shall be retired on the last date of that month.
- The College will communicate in writing before 3 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.

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5. BENEFITS / INCENTIVES

5.1 Employees Provident Fund (EPF)

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

5.2 Incentives & Awards

Awards have been instituted for the “Best Teacher” and “Best Counsellor” of Local Guardian scheme to be presented every year.

5.3 Retirement Benefits

- All employees, coming under the purview of the Employees’ Provident Fund legislation, shall be enrolled as members, on the date of their joining the College and on completing one year of service.
- The College contributes 12% of the pay subject to the ceiling of Rs.1800/- per person, towards the Employer’s contribution to the EPF Scheme.
- The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer’s contribution to the EPF Scheme.
- The College shall remit both the contributions as stated above to the EPF Scheme authorities.

5.4 Faculty Development

Since the development of good students depends on the quality of teachers, members of faculty are given necessary encouragement to improve their competence in various areas.

The plan for such faculty development envisages

- Deputing staff regularly for quality improvement programmes, Seminars, Conferences, Workshops, Summer and Winter continuing education courses.
- Providing opportunity to involve in research or developmental activities of their choice in the department and at the Institutional level.
- Identifying teachers with special talents and competence and encouraging them by honouring them with awards, monetary benefits etc.
- Teachers to organize training courses for personnel in Industries / Educational Institutions.
- Teachers to organize Seminars, Conferences, Summer and Winter Schools etc.

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6. LEAVE RULES

6.1 General

- Leave of any kind cannot be claimed as a matter of right and will be granted only at the sole discretion of HOD/PRINCIPAL.
- Any leave under these rules can be granted in combination with or in continuation of any other kind of leave, except casual leave.
- No leave shall be granted beyond the date on which an employee must compulsorily retire.
- They are deemed to have come into effect from the date, the class work is inaugurated.
- Leave account of each employee is maintained separately by the Principal
- Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misbehaviour inviting disciplinary action.
- An employee, on leave, can not take up any service or accept any other employment or remuneration.
- Application for leave on Medical ground shall be accompanied by a Medical Certificate by a Registered Medical Practitioner.
- Any employee on leave or on vacation can be called back to duty, in case of exigencies
- All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency, it can be availed before sanction. As far as possible, it is obligatory to the employee to inform the sanctioning authority about his availment of casual leave.

6.2 Casual Leave

12 days of casual leave in a year for the staff members who have completed 1 year service but proportionate to the Service put in by the employees during the year of initial recruitment.

6.3 Special Causal Leave

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

6.4 Earned Leave

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

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

6.5 Half Pay Leave

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

6.6 Commuted Leave

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

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

6.7 Extraordinary Leave

Extraordinary leave shall be leave without salary and may be granted when no other leave is by rule, admissible or when other leave is admissible the employee applies in writing for the grant of Extraordinary leave. The duration of extraordinary leave on any one occasion shall not exceed 3 months without medical certificate, 6 months where the employee has completed a continuous services of not less than one year on the date of expiry of leave and the request for such leave supported by a medical certificate and two years for the purpose of higher studies or undergoing any professional training, provided the employee has completed three years of continuous service. Prior approval of the Management shall be taken before sanctioning the study leave.

6.8 Maternity Leave

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

- a. 2 Months or 60 days maternity leave with full salary may be given for the staff members who have put in a minimum 2 years service in our society.
- b. This benefit is given only once.
- c. Staff members availing this leave have to give an undertaking before availing leave that they will work for a minimum period of 2 years after their return from leave.

Maternity leave not exceeding six weeks may be granted in case of miscarriage or abortion including induced abortion provided that the application for leave is supported by a medical certificate. Maternity leave shall not be admissible to a female employee who has two or more living children. Maternity leave may be combined with vacation or any other kind of leave except casual. Such leave not exceeding 60 days may be granted without production of medical certificate. The Maternity leave shall not be debited against the leave account.

6.9 Vacation

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

All the vacation staff is expected to be on duty during the rest of the 30 days as usual attending the college. However, the days on which the staff members attend to invigilation, evaluation, practical examination and such other works assigned by the College/University are treated as duty.

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

Staff members with one year's experience can avail a total vacation of 1 month including the summer and winter vacations. Those who have put in less than one year's experience will get proportionate vacation in a calendar year.

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7. CODE OF CONDUCT

An employee shall be governed by the following rules:

7.1 DO's

An employee at all times, shall

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

7.2 DON'Ts

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

An employee who commits an offence or dereliction of duty or does an act detrimental to the interest of the college is liable for consequences.

7.3 Discipline

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

If a teacher commits an act of misconduct or misdemeanor, anyone can report in writing to the Principal. The Principal shall hold a preliminary enquiry whenever the code of conduct is violated.

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

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

On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

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

- Memo and censure
 - Warning in writing, with recovery of amount, where financial loss is involved.
 - Suspension from work without remuneration
 - Dismissal or discharge from service
- a. Where the punishment proposed is Suspension/Dismissal, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his / her case, observing principle of natural justice.
 - b. The Principal shall report the proceedings periodically to the Chairman.

7.4 Grievance Cell

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

The Grievance Committee shall be composed of three persons in the ranks of Head of the Department, or professor. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year. Any teaching or supporting staff having a grievance, shall make a representation to the Committee.

The coordinator of the Grievance Committee shall include such grievance as an item of the agenda in the next meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately. The grievances shall be redressed immediately by the committee and the Principal shall be informed. The coordinator shall record and maintain the minutes of meetings.

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8. FACILITIES & AMENITIES

8.1 Staff Quarters (Vishnu Green Meadows)

Quarters for the Principal and a few faculty members are available in the campus.

8.2 Canteen / Fast Food Centre

The canteen is located in a spacious, well planned building to meet the needs of the students and staff and is equipped with modern cooking facilities. Hygienic and delicious food items are offered at reasonable rates in the canteen and Fast Food Centre.

8.3 Medical Care

A health clinic with all basic facilities is functioning under the supervision of qualified Doctors. Under emergency condition, the staff members are taken to Corporate hospitals in the town.

8.4 Sports and Games

The Department of Physical Education is providing sports facilities to the members of the staff of the college. They take part in shuttle, Table Tennis and Tennis whenever they are free. Apart from this, competitions are conducted for the staff and the winners are awarded with prizes on the college annual day.

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