

INTRODUCTION TO HUMAN VALUES

Higher education is a kind of leadership training. Future leaders are highly influenced by the ideals and virtues practised in the institutions. Many higher education institutions excel in academic areas, have green campuses with a variety of ethical curriculum, are involved in community participation, and are skilled at offering value orientation to all stakeholders. It is widely agreed that the teaching profession's position has to be elevated in order to preserve its dignity and integrity. As a result, it is seen vital to have a code of ethics that may be developed by the teaching community itself for guidance. The job of a teacher is divided into five key areas of professional activity. Certain principles have been defined for each of these areas to serve as standards for teacher behaviour.

Values of Humans

The term "basic human values" refers to the ideals that are at the heart of what it means to be human. Truth, honesty, loyalty, love, peace, and other qualities that are regarded essential inherent values in people are truth, honesty, loyalty, love, and peace, among others, since they bring forth the underlying goodness of human beings and society as a whole.

Human Values' Importance: Provides insight into people's attitudes, motivations, and actions.

- Has an impact on how we see the world around us
- Represents how we interpret "good and wrong"
- Provides a framework for understanding persons and organizations

The following are the five human values that are required of all human beings, regardless of whether they are workers or not in any profession or service:

Self-help skills (modesty, self-reliance, cleanliness, etc.), social skills (good behaviour, good manners, environmental awareness, etc.), ethical skills (courage, efficiency, initiative, timeliness, etc.) and ownership are all included in right conduct.

Equality, concentration, humility, optimism, patience, self-confidence, self-control, and self-esteem are all virtues found in peace.

Truth - Consists of values such as accuracy, fairness, honesty, justice, the pursuit of information, and determination, among others.

Psychological (benevolence, compassion, thoughtfulness, morality, forgiveness, etc.) and social values are included in peaceful coexistence (brotherhood, equality, perseverance, respect for others, environmental awareness etc.)

Discipline - Consists of values such as order, direction, and timeliness.

Human values are an important aspect of one's personality and have an impact on one's employability. Many businesses want to recruit people with higher human values.

Accuracy, fairness, fearlessness, honesty, integrity, intuition, justice, optimism, purity, desire for knowledge, reason, self-analysis, sincerity, synthesis, veracity, and determination are all examples of truth.

Love, according to Geoffrey Chaucer, "conquers everything." It is quite valuable. The components of love include acceptance, affection, care, compassion, consideration, commitment, devotion, forgiveness, friendship, generosity, gentleness, interdependence, kindness, patience, patriotism,

reverence, sacrifice, selflessness, service, sharing, sympathy, tolerance, and trust.

Collaboration is the practice of working together toward a common goal. It is certainly one of the most valuable commodities one may possess while attempting to solve an issue. Having another person's perspective and voice will not only spark a conversation, but will also result in a well-rounded solution.

Honesty: Staying true to oneself might seem daunting and unachievable, but most people have realised that it is the character of the person who is being honest, not the act of just expressing the truth, that makes someone honest. An honest person is usually forthright, upright, truthful, and fair.

The word "trust" means "reliability" and "truth." The world would simply not work if there was no trust. Because we have lost faith, we produce records, money, and bulletproof glass, which are the most essential human qualities. Learning to trust and to be trusted is a difficult endeavour, but its importance cannot be overstated. In summary, in a world without trust, one cannot serve.

a) Psychological: Benevolence, compassion, care for others, consideration, forgiveness, morality, loyalty, and happiness are all examples of non-violence.

b) Social: Respect for different cultures and faiths, fraternity, environmental stewardship, citizenship, equality, harmlessness, national consciousness, persistence, property respect, and social justice are all examples of social values.

Wisdom is quite valuable when it comes to living one's life. Wisdom is often misunderstood in the same way that terms like knowledge and intellect are. Wisdom, on the other hand, is described as the attribute of possessing both experience and sound judgement. When society grows overburdened with

information, wisdom becomes important. Wisdom has become a need in today's knowledge-based culture.

Integrity is described as the consistency of one's thoughts, words, and actions (honesty) as well as an open mind. It also involves the ability to present accurate data so that others may make well-informed judgments. It gives a person's "peace of mind," which adds power and consistency to his or her character, choices, and actions. This opens the door to one's success. It is one of the qualities of self-direction. It motivates individuals to strive for perfection in performance rather than just doing a good job. It enables individuals to take ownership of the task and acquire self-respect and recognition as a result of their efforts. Integrity, or moral uprightness, is the attribute of being honest and having strong moral values.

Respect is a fundamental prerequisite for friendship, teamwork, and the synergy it fosters and maintains.

- Recognize and accept the presence of other people as human beings, since they have the same right to life as you have.
- Value the opinions (decisions), words, and efforts of others (actions). It is not necessary to accept, approve, or reward them, but it is necessary to listen to them first. If they make a mistake, they may be corrected or warned. Applaud your coworkers and subordinates for their good work. Encourage and constructively criticise them. They will almost certainly enhance their performance if they learn correctly and put in more effort.

Caring entails having empathy for others. In the context of professional ethics, it is a process in which workers demonstrate an interest in, and support for, the welfare of others with fairness, impartiality, and justice in all actions. It entails

exhibiting consideration for others' sentiments, as well as respecting and safeguarding the interests of all parties involved. Friendship, participation in social organizations and professional groups, and different transactions in the family, fraternity, community, country, and worldwide councils are all examples of caring.

Honesty: Honesty is a virtue that manifests itself in two ways:

- Honesty entails accepting the obligations that come with stating the truth. It is important to maintain one's word or commitment.
- Trustworthiness is a dependable engineering judgement, preservation of truth, defence of truth, and communication of truth, only when it serves others well.

Courage is the ability to rationally accept and confront dangers and tough tasks. Self-assurance is a prerequisite for cultivating bravery. Physical bravery, social courage, and intellectual courage are the three forms of courage depending on the sorts of hazards.

Time is a limited resource that must be valued. Once it's spent, it's gone for good. It can't be saved or restored in any way. As a result, time is both the most perishable and precious resource. Whether or not a choice or action is made, this resource is continually depleted. The value of time and valuing time has been emphasized by notable reformers and inventors throughout history. The key to increasing effectiveness, efficiency, or production is time management.

Cooperation: Every person involved in engineering has a sense of belonging to a team. Co-operation is an action between two people or sectors that tries to integrate activities (synergy) without jeopardizing each party's autonomy. Working together also provides coherence, or the blending of various abilities necessary to achieve shared objectives.

Empathy is a kind of social radar. Empathy is the ability to sense what others are thinking and feeling without having to ask them directly. Empathy starts with displaying care, followed by getting and comprehending others' sentiments. It is also defined as the ability to place oneself in another's psychological frame of reference or point of view in order to understand how that person feels, and it includes imaginative projection into other's feelings as well as understanding of other's background, including parentage, physical and mental state, economic situation, and association. This is a necessary component of successful human interactions and transactions.

Self-confidence refers to one's belief in one's own talents, ideals, and ambitions. These individuals are typically optimistic, adaptable, and eager to change. They hold others in the same regard that they hold themselves. Self-confidence is a good attitude in which a person has a positive and realistic image of himself in relation to the conditions in which he or she finds themselves. People who are self-assured show boldness in taking action and unwavering trust in their talents, regardless of their situation.

Character is a distinguishing quality that characterizes an individual's conduct. It's the virtues' pattern (morally-desirable features). A person's moral and ethical acts and reactions are determined by their character traits. It's also the foundation for morality and ethics.

Values get stronger. People are classified into numerous groups based on similar traits like ruthlessness, aggression, and ambition, as well as restricting selfishness, stinginess, or cheerfulness, generosity, and good will. The engineers should follow the characters who are active (excellent and average), apathetic (absolute apathy or boring), and clever.

Spirituality is a style of life that stresses the ongoing awareness and appreciation of nature's and people's spiritual dimensions (mind and its growth), with a dynamic balance between material and spiritual development. For Indians, this is believed to be the greatest value in Indian philosophy. Spirituality may sometimes entail trust or belief in a supernatural power/God in relation to earthly occurrences. It acts as a fertilizer, allowing the soil character to grow into values and principles. Spirituality encompasses creativity, communication, recognition of the individual as a human being (rather than a lifeless machine), respect for others, acceptance (stop looking for flaws in coworkers and accept them for who they are), vision (seeing beyond the obvious and not blindly believing anyone), and partnership (not being too authoritative, and always sharing responsibility with others, for better returns).

Loyalty is defined as commitment or fidelity to a person, nation, organization, or cause. Philosophers dispute over what might be a loyal object; some say that loyalty is entirely interpersonal, and that only other humans can be loyal to.

A sense of extreme excitement for or a compelling desire to complete a task is referred to as passion. When a person feels enthusiastic about their job, they are more likely to work longer hours, resulting in increased job satisfaction.

During activities, commitment implies aligning with aims and adhering to ethical values. Without a shadow of a doubt, one must believe that one will succeed. Commitment is defined as a prolonged interest and tenacity in whatever ethical methods one chooses, with an ardent attitude and hope of achieving one's objectives. It is the impetus for achieving accomplishment. Top management dedication will automatically lead to devoted staff, regardless of their position or remuneration. This will undoubtedly increase prosperity for

oneself, one's job, society, and the country as a whole. To achieve efficiency, targeted efforts are made.

Attitude is a psychological construct, a mental and emotional thing that a person has or defines. They're complicated, and they're a result of life's events. In today's world, attitudes are the most unique and essential idea. A person's attitude may be shaped by their previous and current experiences. Attitude assessment, attitude change, consumer behaviour, and attitude-behavior interactions are all important subjects in the study of attitudes. People with a positive mindset are the most successful in life. In order to achieve harmony and happiness in one's daily life, one needs cultivate such an attitude. Faith, honesty, hope, optimism, bravery, initiative, generosity, tolerance, tact, kindness, and excellent common sense are all characteristics of a positive mental attitude (PMA).

Credibility and Responsibility:

An person or organization's duty to account for their actions, take responsibility for the outcomes, and reveal them in a transparent way. It also covers the management of money and other entrusted assets.

Dr. KVSrit has created the following five core principles to keep this spirit alive:

Core Values of Dr. KVSrit

- Student Focus
- Strong Ethics
- Striving For Excellence
- Social Development

- Respect for All

ETHICS IN PROFESSIONAL LIFE

Professional ethics is a set of rules that professionals follow. Medicine, law, pharmacy, and other professions all have their own set of professional ethics. The collection of ethical norms that apply to the engineering profession is known as engineering ethics. The following are some of the most essential features of professional ethics:

Code of conduct: Professional ethics, unlike common and personal morals, is frequently codified in a formal code. Various elements of the profession have issued a number of such codes.

Focus: A profession's professional codes of ethics concentrate on the topics that are essential to that profession. Professional codes in the legal profession address issues such as client perjury and the practicing of law without a license.

Professional ethics takes priority over personal morality in a professional relationship. This trait has many benefits, but it may also lead to difficulties. The benefit is that a customer may have reasonable expectations of a professional, even if the client is unaware of the expert's own morals.

Restriction: Professional ethics might vary from personal morality in terms of the degree to which personal action is restricted. Professional ethics may be more stringent than personal morals at times, and it can sometimes be less restrictive.

Two-dimensional thinking:

Professional ethics, like any ethics, has a good and bad aspect. There are two sides to being ethical:

(a) avoiding and preventing evil, and

(b) doing or promoting good.

Moral responsibilities based on specific positions and relationships are referred to as role morality. Parents, for example, have a set of duties to their children, such as avoiding harming them, feeding them, and promoting their development. A political leader has a moral duty to enhance the well-being of his or her constituents. One example of role morality is professional ethics.

Engineers owe themselves, their customers, and society an ethical and social obligation.

Engineering ethics, in practice (although there is considerable discussion about this), is about balancing cost, schedule, and risk. Engineering ethics is a method of enhancing the capacity of concerned engineers, managers, citizens, and others to tackle moral dilemmas presented by technology activity in a responsible manner. Engineering & Technology is concerned with the knowledge of moral concerns and choices that people and organizations face.

The University/course Institution's offerings.

A course on Universal Human Values is available at the institution.

Students Code of Conduct

1. PREAMBLE

All students of Dr. KVSrit Engineering College are required to read this Handbook, which outlines the institution's basic processes and standards. All students are expected to adhere to this Code of Conduct and all of its rights, duties, and limitations. This Code, which may also be found on the Institute's official website, is required reading for all students.

2. JURISDICTION

Every act of wrongdoing by a student enrolled in the Institute is the responsibility of the Institute's legal department.

If an off-campus incident happens that violates the ideal Student behaviour and discipline as stated in this Policy or other rules, then the Institute may also have authority over such incidents as if they occurred on campus.

- a) Violations of the Institute's Sexual Harassment Policy against other students.
- b) Assault, threats of physical harm and other acts which endanger others' lives, especially other students at the Institute;
- c) Weapons, explosives, or dangerous devices used off-campus are prohibited.
- d) The production, sale, or distribution of illegal substances, such as narcotics or alcohol.
- e) To behave in a way that has an adverse effect on or is a nuisance to those outside of the university.

Off-campus behaviour may be considered part of a sequence of activities that took place both on and away from campus for deciding whether or not to use

this jurisdiction. The Institute will examine these factors and others when making this decision in cases such as those listed above.

3. CONDUCT AND ETHICAL INTEGRITY

The Institute's interests and reputation will be adversely affected by any student conduct that occurs on or off campus, including but not limited to college-sponsored activities, functions hosted by recognised student organisations, and any off-campus conduct that has or may have serious consequences.

1. The Code of Conduct must be explained to all incoming students.

a) If he or she is a regular attendee, he or she will be able to finish his or her studies at the institute.

b) However, in the case that an individual student is obliged to stop their studies for any justifiable cause, they may be expelled from the Institute with written approval of the administration. The student will be expected to pay any outstanding fees as a consequence of this relief.

2. In order to maintain a safe and efficient work environment, the Institute enforces behavioural norms. Respect for individuals and their property and safety should be held by all students, as well as intellectual honesty.

3. All students are urged not to engage in any and all types of wrongdoing, including participating in any off-campus activities that might have a negative impact on the Institute's image.

4. Disruptive behaviour in a classroom or at an event sponsored by the Institute is punishable if it is based on a person's race or ethnicity; gender; caste; religion or religious beliefs; colour; region; language; physical or mental disability; marital or family status; or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

It is a crime to engage in any of the following activities:

An example of this would be to hold a gathering or procession without the Institute's approval.

Becoming a member of a religious or terrorist organisation that the Institute/Government forbids. Contrary to established regulation, the illegal ownership, transportation, and/or use of any weapon or explosive is considered a firework.

- c) Illegal possession or usage of dangerous substances and illegal narcotics.
- d) Smoking is prohibited on Institute property.
- e) The possession, use, distribution, and sale of alcoholic beverages on the Institute's campus, as well as the dumping of empty bottles.
- f) Driving a car into a no-parking zone or into a parking place designated for cars other than your own.
- g) It's not acceptable to drive recklessly about the campus, causing any annoyance to other students.
- h) Unauthorized use of other people's information and resources.
- i) Behaviour that is inconsistent with the Institute's mission.
- j) Making excessive noise, pushing or shoving, or inciting a riot or other kind of disturbance at the Institute are all examples of unruly, lewd, or indecent behaviour.

8. Students must provide their Institute-issued identification card when asked by campus security personnel.

9. Students are encouraged not to communicate with media representatives on behalf of the Institute or invite media personnel onto campus without first obtaining authorization from the Institute officials.
10. Without prior permission, students are not authorised to film lectures in classrooms or the conduct of other students, instructors, or staff.
11. Without prior authorization, students are not authorised to disseminate audio and video clips of any activity on campus to the media.
12. Students are required to use social media properly and with caution. They are prohibited from making negative remarks about other Institute employees on social media or engaging in any other activity that might harm the Institute's image.
13. Students are strongly advised not to misuse Institute computers and other electronic resources, such as computer and electronic communications facilities, systems, and services, which includes unauthorised entry, use, tampering, etc. of Institute property or facilities, private residences of staff/professors, offices, classrooms, computers networks, and other restricted facilities, as well as interfering with others' work.
14. Any damage to or destruction of Institute property, or the property of others on Institute grounds, is penalised.
15. Without the person's knowledge and explicit agreement, making a video/audio recording, taking pictures, or streaming audio/video of any person in a place where the person has a reasonable expectation of privacy. Will be considered a breach of the code of conduct.
16. Harassment shall be penalised if it is motivated by a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation,

gender, gender identity, marital status, ancestry, physical or mental handicap, or medical condition.

4. REACH OF CODE OF CONDUCT

A committee will be constituted to investigate a student's case for probable code of conduct violations and suggest appropriate disciplinary action. The committee will investigate the alleged infraction and recommend appropriate action against the student.

1. WARNING - If a delinquent student violated the Code and continues to do so, he or she will face serious disciplinary action. He will be chastised and will be denied access to different campus amenities for a certain amount of time. It might result in a suspension or expulsion.

2. EXPULSION - Permanent expulsion of a student from the Institute. Indicating that attending the Institute or participating in any student-related activities or living on campus is prohibited.

3. FINANCIAL PENALTY - This might include a pension or a scholarship for a certain length of time.

4. THE APPEAL

If a delinquent student is dissatisfied with the implementation of any of the aforementioned punishments, he or she may appeal to Management/Principal/HOD/Class teacher/Mentor. The principal's decision is final and binding in all matters involving suspected student misbehaviour.

5. INTEGRITY IN THE CLASSROOM

Academic Integrity comprises honesty, accountability, and understanding pertaining to ethical norms for the conduct of research and learning, and is

regarded a severe offence. Academic integrity is critical to the Institute's and its research goals' success.

1. Scope and purpose

A. This academic integrity policy, which is an important aspect of the Code, applies to all Institute students. The kids are expected to follow the policy. The Policy's goal is to define academic integrity principles and present instances of dishonest behaviour and breaches of academic integrity.

B. A student's academic integrity requires that he or she,

1. Ascertains that every work submitted for a course or other academic activity is completed without the use of prohibited materials or cooperation.

2. Gathers all data or findings ethically and correctly publishes them, with no outcomes suppressed that contradict his or her interpretation or conclusions.

3. Behaves ethically toward all other students, respecting their integrity and freedom to pursue their educational objectives without interference. This means that a student must not assist others in academic dishonesty or hamper their own academic advancement.

2. Policy violations include, but are not limited to: I Plagiarism is defined as the use of someone else's content, ideas, figures, code, or data as one's own without properly recognising the original source. This might include submitting content written by another person or previously published by oneself, directly or paraphrased.

- (ii) Exam cheating includes, but is not limited to, the following: a) Copying during exams, as well as copying homework assignments, term papers, theses, or manuscripts.

- b) Using unlawful materials, copying, collaborating without permission, and buying or borrowing papers or materials from a variety of sources.
- c) Making up (falsifying) or fabricating (manipulating) data and reporting it in theses and publications.
- d) Making changes to previously assessed work and submitting it for re-evaluation
- b) Signing an assignment, report, research paper, thesis, or attendance sheet in another student's name
- (iii) Actual professional independence, integrity, and dedication must be protected, and any perception of impropriety stemming from conflicts of interest must be avoided.

D. The following guidelines for academic behaviour are presented to protect against both carelessness and purposeful dishonesty:

- (a) Laboratory notes should be kept in bound notebooks with printed page numbers so that they may be checked later during exams. On each page, the date should be written.
- (b) Use your own words to write clearly. For class assignments, manuscripts, and project reports, it is vital to avoid the temptation to "copy and paste" from the Internet or other sources.
- (b) Cite prior reports, methodologies, computer programmes, and other sources appropriately.

Individual and Collective Responsibilities: Responsibilities differ depending on the role played.

- a) Student responsibilities: Before submitting a report to the department, the student must verify it for plagiarism using a free online tool.
- b) Faculty responsibilities: Faculty members should guarantee that suitable techniques for experiments, calculations, and theoretical advancements are followed, and that data is properly documented and stored for future reference. They should also thoroughly analyse papers and theses. Faculty members must also ensure personal conformity with the aforementioned broad principles of academic integrity.

7. STUDENT GRIEVANCE PROCEDURE

Any Institute student who has been harmed by acts of sexual harassment, misconduct, or ragging as defined and described below may contact the Institute's Student Grievance Redress unit. In addition, any student who is aware of any breaches must notify the Cell. The Cell will be made up of people chosen by the principal.

A committee is in charge of ensuring that the Code of Conduct is followed.
 Committee of the Executive

Education Society's executive committee is the society's central decision-making body for all of the society's colleges. The Executive Committee is normally made up of all members of the Society. The Office Bearers and members of the EC have a three-year tenure. A Chairman, Vice-Chairman (2), Secretary, Joint Secretary, Treasurer, and members make up the executive committee (10).

Governing Body Policies

The Governing Council makes policy choices, while the Executive Committee handles day-to-day operations. Seven sub-committees are constituted to examine each issue/matter in further detail. These committees make the final

decisions, which are then confirmed or changed by the Executive Committee and Governing Council. The duties of each Sub-committee are indicated by its title.

The members of the Governing Body are listed below.

The Governing Council is the college's policy-making body, and it meets at least once every six months. This council must approve all decisions made by the administration.

Members: According to AICTE guidelines, the college's governing body consists of seven members: the Chairman, two faculty members, University and State Government nominations, Educationist / Academician / Technologist, and Principal as Member-Secretary.

Meetings are scheduled twice a year.

Academic Council of the College

This committee was formed to oversee the College's academic concerns, including academic staff, academic planning, instructional problems, co-curricular and extra-curricular activities, and maintaining discipline on campus. The suggestions will be sent to the Board of Governors for final approval.

Principal, Management Representative, College Academic Coordinator, Department Heads, Senior Professors from Other Institutions, Industry Expert, and other Section Heads are among the members (Library, Examination Branch, Training & Placement).

Once a semester is the frequency.

Functions and Responsibilities of the Anti-Ragging Committee

- To put the Anti-Ragging Act of 1997 into effect.

- The Anti-Ragging team will support the principal and respective HODs in preventing ragging inside their blocks and on campus.
- They will also help the principal in keeping order on and around the college campus during events such as Orientation, Technical Festivals, Seminars, Conferences, and College Day, among others.
- The squad will patrol the block and the college campus, reporting any incidences to the HOD, who will then take disciplinary action with the principal's approval.

Functions and duties of the Anti-Sexual Harassment Committee:

1. To comply with the Sexual Harassment at Workplace (Prevention, Prohibition, and Redress) Act of 2013. (Act)
2. To receive and record any sexual harassment complaints, as well as to conduct investigations into the written complaints and question the individuals identified in the applicant's written complaint.
3. Coordinate preventative efforts in order to promote a safe and secure working environment in the college against sexual harassment.
4. Promote gender equality among students and staff to avoid sexual harassment against women.
5. Investigate complaints received and advise the principal on necessary disciplinary action to be taken against anybody found to be engaged in different forms of sexual harassment.
6. Give the file to the principal for safekeeping and execution of the suggestions.



Dr. KVSrit Engineering College has endeavoured to instil positive attitudes in students via a code of conduct that will benefit them in both their personal and professional life. Students are taught to appreciate themselves and to work in a good and productive environment, motivated by a feeling of responsibility for promoting the institute's excellence in the states and countries where they work. The student counselling process is well-run, resulting in a warm and trusting connection between professors and students that lasts long after they graduate from the institute's programmes. The departments assist in the collection of student input, which aids in the qualitative development of both the teaching process and the infrastructure. Due to a check on deviant behaviours through a grievance redressal cell, anti-ragging committee, anti-sexual harassment and women protection cell, and department associations, students have harmonious relationships. This keeps students focused on discipline and developing competencies, reducing the scope for distractions. Personal counselling and letters informing parents about student attendance are used to guarantee maximum attendance. Teamwork and gender equality programmes teach acceptance of difference and individuality. Patriotism is fostered via the commemoration of national holidays. The institution teaches unity, discipline, selflessness, social duty, and care for other beings.

It is necessary to strike a balance between the syllabus curriculum, books, and co-curricular activities in order for a student's overall growth to be accelerated. Co-curricular activities allow pupils to hone certain talents and demonstrate their non-academic strengths. The institution offers a variety of extracurricular activities that allow students to collaborate with others while also learning important life skills. Different committees organise various co-curricular activities for students, such as cultural activities, NSS activities, and sports



activities. The college sports department provides a variety of events in which students may participate and improve their talents. Students are prepared to compete in a variety of contests, to participate in youth festivals via cultural activities, and to compete at the district, state, national, and worldwide levels through sports. Students get athletic training and practise in order to compete in events such as Kabbadi, Kho-Kho, Basket Ball, Cricket, and other sports. Various social service-related events are organised by the college, including NSS, tree planting, cleanliness campaigns, Swachh Bharath, leadership development programmes, and so on. Students learn abilities linked to their professional path and potential employment success via all of these extracurricular activities. Students may develop their leadership and interpersonal abilities while also enhancing their self-esteem. Extracurricular activity helps students to connect academic knowledge with practical experience, allowing them to get a better awareness of their own skills, talents, and professional objectives. Students have been successful in collaborating via numerous cultural activities, making student life more exciting and successful. Competitive spirit, leadership qualities, sportsmanship, creativity, and fine arts skills are nurtured through academic activities, competitions, and fests organised by the institute, which has aided its students in evolving into morally and ethically responsible human beings as well as preparing for life over a period of one and a half years.



POLICY OF HUMAN VALUES & PROFESSIONAL ETHICS

Institution organizes professional ethics programs for students, teachers, administrators and other staff.

Policy of the institute:

We at Dr. K. V. Subba Reddy Institute of Technology, endeavor to uphold excellence in all spheres by adopting best practices in effort and effect.

About Institution:

Dr. K.V. Subba Reddy Institute of Technology, Kurnool, Andhra Pradesh, was established by Vaibhav Educational Society in 2007 aiming at becoming a pioneer in Technical Education in the private sector. The society was registered in 2005 by a team of farsighted and distinguished Educationists, businessmen and administrators as its members with a lofty vision and mission of imparting technical education of highest standards among the students.

Institute Vision

To be a Global Leader in imparting Quality Technical Education to produce Competent, Technically Innovative Engineers imbued with Research Aptitude, Entrepreneurship and Social Responsibility.

Institute Mission

1. To nurture the Students with Fundamental Engineering Knowledge enriched with Technical Skills.
2. To create Conducive Environment to nurture Innovation and Interdisciplinary Research.
3. To develop Professionals through Innovative Pedagogy focusing on Individual Growth, Discipline, Integrity, Ethics and Social Responsibility.

4. To foster Industry-Institution Partnerships Leading to Skill Development and Entrepreneurship.

HUMAN VALUE:

Introduction

Higher education is a kind of leadership training. The ideals and virtues cultivated in the institutions have a significant impact on the future leaders. Many institutions of higher learning demonstrate competence in academic disciplines, green campuses with diverse ethical programmes, are active participants in community involvement, and are skilled at offering value orientation to all stakeholders. It is widely acknowledged that the prestige of the teaching profession must be elevated in order to guarantee its dignity and integrity. As a result, it is seen vital to have a code of ethics that may be developed by the teaching community itself for guidance. There are five key areas of professional activity that cover a teacher's job. Certain principles have been defined for each of these areas to serve as standards for teacher behaviour.

Human Values

Basic human values refer to those values which are at the core of being human. The values which are considered basic inherent values in humans include truth, honesty, loyalty, love, peace, etc. because they bring out the fundamental goodness of human beings and society at large.

Importance of Human Values:

Provides understanding of the attitudes, motivation and behaviors

- Influences our perception of the world around us
- Represents interpretation of "right and wrong"

- Provides a way to understand humans and organization.

The five human values that are required of all humans, regardless of whether they are workers or not in any profession or service, are as follows:

Right Conduct — Consists of values such as self-help skills (modesty, self-reliance, cleanliness, and so on), social skills (good conduct, excellent manners, environmental awareness, and so on), ethical skills (courage, efficiency, initiative, timeliness, and so on), and ownership.

Peace entails qualities such as equality, focus, humility, optimism, patience, self-confidence, self-control, and self-esteem, among others.

Truth – Consists of values such as accuracy, fairness, honesty, justice, the pursuit of knowledge, determination, and so on.

Peaceful coexistence entails psychological (benevolence, compassion, thoughtfulness, morality, forgiveness, and so on) and societal values (brotherhood, equality, perseverance, respect for others, environmental awareness etc.)

Discipline encompasses values such as regulation, direction, order, timeliness, and so on.

Human values are an essential component of one's personality and have an impact on one's employability quotient. Many businesses want to recruit people who have higher human values.

In keeping with this philosophy, Dr. KVSrit has identified the five fundamental values listed below as his core values.



Dr. KVSrit's Core Values

- Student-centeredness
- Strong ethics
- Strive for Excellence
- Social Development
- Respect for All

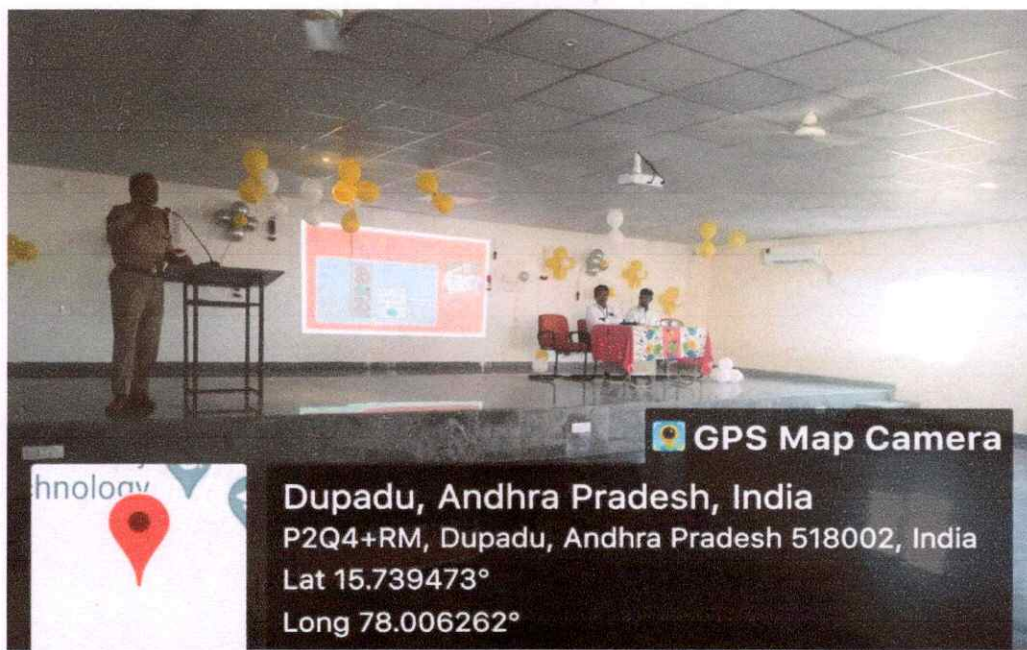


Fig. 7.1.10.1 Road Safety Program

Orientation-Day

Every year college organizes ‘Orientation Day’ to acquaint students towards various academic and non- academic activities of the college. This day is generally celebrated on the first day of new-session of the college.

Glimpse of the celebration of the orientation day 2023-24.



Fig. 7.1.10.2 Orientation Program for Freshers

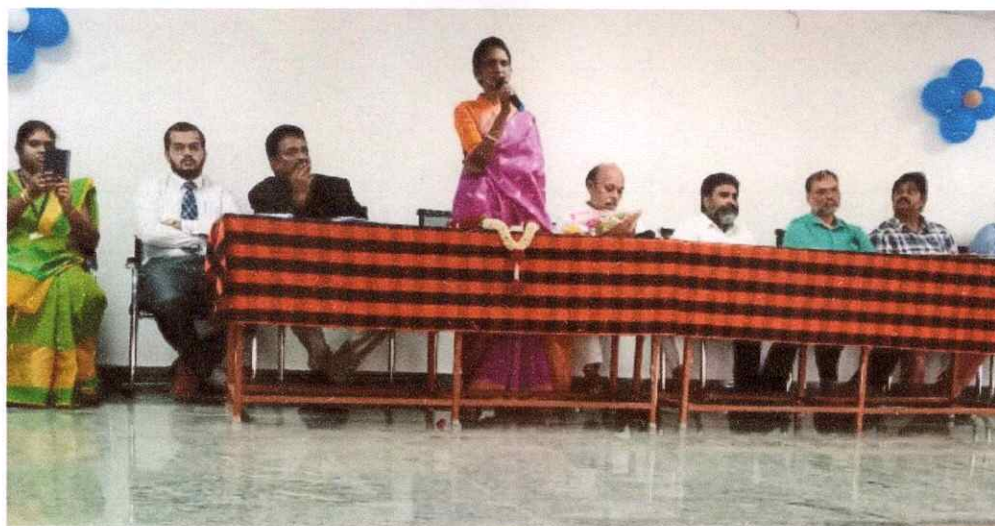


Fig. 7.1.10.3 Orientation Program for Freshers



Fig. 7.1.10.4 Students Participated in Co-curricular Activities



Fig. 7.1.10.5 Students Participated in Co-curricular Activities

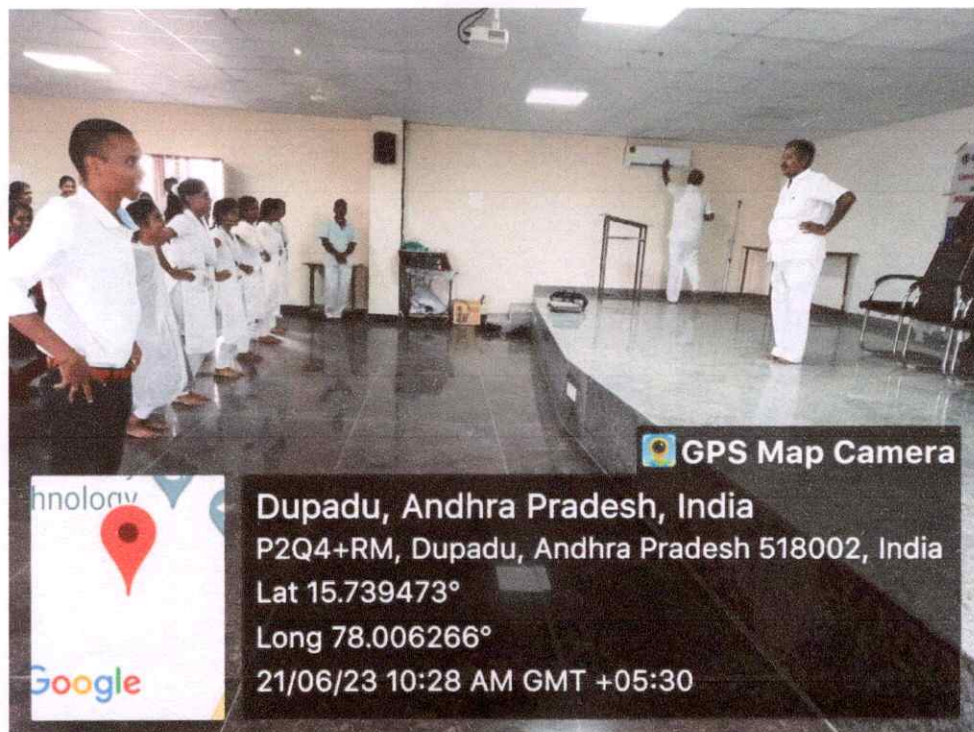


Fig. 7.1.10.6 Students Participated in Co-curricular Activities

PRINCIPAL
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 Opp. DUPADU, R.S. N.H. 44
 KURNOOL-518 218.

Students Code of Conduct

1. PREAMBLE

All students of Dr. KVSrit Engineering College are required to read this Handbook, which outlines the institution's basic processes and standards. All students are expected to adhere to this Code of Conduct and all of its rights, duties, and limitations. This Code, which may also be found on the Institute's official website, is required reading for all students.

2. JURISDICTION

Every act of wrongdoing by a student enrolled in the Institute is the responsibility of the Institute's legal department.

If an off-campus incident happens that violates the ideal Student behaviour and discipline as stated in this Policy or other rules, then the Institute may also have authority over such incidents as if they occurred on campus.

- a) Violations of the Institute's Sexual Harassment Policy against other students.
- b) Assault, threats of physical harm and other acts which endanger others' lives, especially other students at the Institute;
- c) Weapons, explosives, or dangerous devices used off-campus are prohibited.
- d) The production, sale, or distribution of illegal substances, such as narcotics or alcohol.
- e) To behave in a way that has an adverse effect on or is a nuisance to those outside of the university.

Off-campus behaviour may be considered part of a sequence of activities that took place both on and away from campus for deciding whether or not to use

this jurisdiction. The Institute will examine these factors and others when making this decision in cases such as those listed above.

3. CONDUCT AND ETHICAL INTEGRITY

The Institute's interests and reputation will be adversely affected by any student conduct that occurs on or off campus, including but not limited to college-sponsored activities, functions hosted by recognised student organisations, and any off-campus conduct that has or may have serious consequences.

1. The Code of Conduct must be explained to all incoming students.

a) If he or she is a regular attendee, he or she will be able to finish his or her studies at the institute.

b) However, in the case that an individual student is obliged to stop their studies for any justifiable cause, they may be expelled from the Institute with written approval of the administration. The student will be expected to pay any outstanding fees as a consequence of this relief.

2. In order to maintain a safe and efficient work environment, the Institute enforces behavioural norms. Respect for individuals and their property and safety should be held by all students, as well as intellectual honesty.

3. All students are urged not to engage in any and all types of wrongdoing, including participating in any off-campus activities that might have a negative impact on the Institute's image.

4. Disruptive behaviour in a classroom or at an event sponsored by the Institute is punishable if it is based on a person's race or ethnicity; gender; caste; religion or religious beliefs; colour; region; language; physical or mental disability; marital or family status; or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

It is a crime to engage in any of the following activities:

An example of this would be to hold a gathering or procession without the Institute's approval.

Becoming a member of a religious or terrorist organisation that the Institute/Government forbids. Contrary to established regulation, the illegal ownership, transportation, and/or use of any weapon or explosive is considered a firework.

- c) Illegal possession or usage of dangerous substances and illegal narcotics.
 - d) Smoking is prohibited on Institute property.
 - e) The possession, use, distribution, and sale of alcoholic beverages on the Institute's campus, as well as the dumping of empty bottles.
 - f) Driving a car into a no-parking zone or into a parking place designated for cars other than your own.
 - g) It's not acceptable to drive recklessly about the campus, causing any annoyance to other students.
 - h) Unauthorized use of other people's information and resources.
 - i) Behaviour that is inconsistent with the Institute's mission.
 - j) Making excessive noise, pushing or shoving, or inciting a riot or other kind of disturbance at the Institute are all examples of unruly, lewd, or indecent behaviour.
8. Students must provide their Institute-issued identification card when asked by campus security personnel.

9. Students are encouraged not to communicate with media representatives on behalf of the Institute or invite media personnel onto campus without first obtaining authorization from the Institute officials.
10. Without prior permission, students are not authorised to film lectures in classrooms or the conduct of other students, instructors, or staff.
11. Without prior authorization, students are not authorised to disseminate audio and video clips of any activity on campus to the media.
12. Students are required to use social media properly and with caution. They are prohibited from making negative remarks about other Institute employees on social media or engaging in any other activity that might harm the Institute's image.
13. Students are strongly advised not to misuse Institute computers and other electronic resources, such as computer and electronic communications facilities, systems, and services, which includes unauthorised entry, use, tampering, etc. of Institute property or facilities, private residences of staff/professors, offices, classrooms, computers networks, and other restricted facilities, as well as interfering with others' work.
14. Any damage to or destruction of Institute property, or the property of others on Institute grounds, is penalised.
15. Without the person's knowledge and explicit agreement, making a video/audio recording, taking pictures, or streaming audio/video of any person in a place where the person has a reasonable expectation of privacy. Will be considered a breach of the code of conduct.
16. Harassment shall be penalised if it is motivated by a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation,

gender, gender identity, marital status, ancestry, physical or mental handicap, or medical condition.

4. REACH OF CODE OF CONDUCT

A committee will be constituted to investigate a student's case for probable code of conduct violations and suggest appropriate disciplinary action. The committee will investigate the alleged infraction and recommend appropriate action against the student.

1. WARNING - If a delinquent student violated the Code and continues to do so, he or she will face serious disciplinary action. He will be chastised and will be denied access to different campus amenities for a certain amount of time. It might result in a suspension or expulsion.

2. EXPULSION - Permanent expulsion of a student from the Institute. Indicating that attending the Institute or participating in any student-related activities or living on campus is prohibited.

3. FINANCIAL PENALTY - This might include a pension or a scholarship for a certain length of time.

4. THE APPEAL

If a delinquent student is dissatisfied with the implementation of any of the aforementioned punishments, he or she may appeal to Management/Principal/HOD/Class teacher/Mentor. The principal's decision is final and binding in all matters involving suspected student misbehaviour.

5. INTEGRITY IN THE CLASSROOM

Academic Integrity comprises honesty, accountability, and understanding pertaining to ethical norms for the conduct of research and learning, and is

regarded a severe offence. Academic integrity is critical to the Institute's and its research goals' success.

1. Scope and purpose

A. This academic integrity policy, which is an important aspect of the Code, applies to all Institute students. The kids are expected to follow the policy. The Policy's goal is to define academic integrity principles and present instances of dishonest behaviour and breaches of academic integrity.

B. A student's academic integrity requires that he or she,

1. Ascertains that every work submitted for a course or other academic activity is completed without the use of prohibited materials or cooperation.

2. Gathers all data or findings ethically and correctly publishes them, with no outcomes suppressed that contradict his or her interpretation or conclusions.

3. Behaves ethically toward all other students, respecting their integrity and freedom to pursue their educational objectives without interference. This means that a student must not assist others in academic dishonesty or hamper their own academic advancement.

2. Policy violations include, but are not limited to: I Plagiarism is defined as the use of someone else's content, ideas, figures, code, or data as one's own without properly recognising the original source. This might include submitting content written by another person or previously published by oneself, directly or paraphrased.

(ii) Exam cheating includes, but is not limited to, the following: a) Copying during exams, as well as copying homework assignments, term papers, theses, or manuscripts.

b) Using unlawful materials, copying, collaborating without permission, and buying or borrowing papers or materials from a variety of sources.

c) Making up (falsifying) or fabricating (manipulating) data and reporting it in theses and publications.

d) Making changes to previously assessed work and submitting it for re-evaluation

b) Signing an assignment, report, research paper, thesis, or attendance sheet in another student's name

(iii) Actual professional independence, integrity, and dedication must be protected, and any perception of impropriety stemming from conflicts of interest must be avoided.

D. The following guidelines for academic behaviour are presented to protect against both carelessness and purposeful dishonesty:

(a) Laboratory notes should be kept in bound notebooks with printed page numbers so that they may be checked later during exams. On each page, the date should be written.

(b) Use your own words to write clearly. For class assignments, manuscripts, and project reports, it is vital to avoid the temptation to "copy and paste" from the Internet or other sources.

(b) Cite prior reports, methodologies, computer programmes, and other sources appropriately.

Individual and Collective Responsibilities: Responsibilities differ depending on the role played.

- a) Student responsibilities: Before submitting a report to the department, the student must verify it for plagiarism using a free online tool.
- b) Faculty responsibilities: Faculty members should guarantee that suitable techniques for experiments, calculations, and theoretical advancements are followed, and that data is properly documented and stored for future reference. They should also thoroughly analyse papers and theses. Faculty members must also ensure personal conformity with the aforementioned broad principles of academic integrity.

7. STUDENT GRIEVANCE PROCEDURE

Any Institute student who has been harmed by acts of sexual harassment, misconduct, or ragging as defined and described below may contact the Institute's Student Grievance Redress unit. In addition, any student who is aware of any breaches must notify the Cell. The Cell will be made up of people chosen by the principal.

A committee is in charge of ensuring that the Code of Conduct is followed.
Committee of the Executive

Education Society's executive committee is the society's central decision-making body for all of the society's colleges. The Executive Committee is normally made up of all members of the Society. The Office Bearers and members of the EC have a three-year tenure. A Chairman, Vice-Chairman (2), Secretary, Joint Secretary, Treasurer, and members make up the executive committee (10).

Governing Body Policies

The Governing Council makes policy choices, while the Executive Committee handles day-to-day operations. Seven sub-committees are constituted to examine each issue/matter in further detail. These committees make the final decisions, which are then confirmed or changed by the Executive Committee and Governing Council. The duties of each Sub-committee are indicated by its title.

The members of the Governing Body are listed below.

The Governing Council is the college's policy-making body, and it meets at least once every six months. This council must approve all decisions made by the administration.

Members: According to AICTE guidelines, the college's governing body consists of seven members: the Chairman, two faculty members, University and State Government nominations, Educationist / Academician / Technologist, and Principal as Member-Secretary.

Meetings are scheduled twice a year.

Academic Council of the College

This committee was formed to oversee the College's academic concerns, including academic staff, academic planning, instructional problems, co-curricular and extra-curricular activities, and maintaining discipline on campus. The suggestions will be sent to the Board of Governors for final approval.

Principal, Management Representative, College Academic Coordinator, Department Heads, Senior Professors from Other Institutions, Industry Expert, and other Section Heads are among the members (Library, Examination Branch, Training & Placement).

Once a semester is the frequency.

Functions and Responsibilities of the Anti-Ragging Committee

- To put the Anti-Ragging Act of 1997 into effect.
- The Anti-Ragging team will support the principal and respective HODs in preventing ragging inside their blocks and on campus.
- They will also help the principal in keeping order on and around the college campus during events such as Orientation, Technical Festivals, Seminars, Conferences, and College Day, among others.
- The squad will patrol the block and the college campus, reporting any incidences to the HOD, who will then take disciplinary action with the principal's approval.

Functions and duties of the Anti-Sexual Harassment Committee:

1. To comply with the Sexual Harassment at Workplace (Prevention, Prohibition, and Redress) Act of 2013. (Act)
2. To receive and record any sexual harassment complaints, as well as to conduct investigations into the written complaints and question the individuals identified in the applicant's written complaint.
3. Coordinate preventative efforts in order to promote a safe and secure working environment in the college against sexual harassment.
4. Promote gender equality among students and staff to avoid sexual harassment against women.
5. Investigate complaints received and advise the principal on necessary disciplinary action to be taken against anybody found to be engaged in different forms of sexual harassment.

6. Give the file to the principal for safekeeping and execution of the suggestions.


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Vision

To be a Global Leader in imparting Quality Technical Education to produce Competent, Technically Innovative Engineers imbued with Research Aptitude, Entrepreneurship and Social Responsibility.

Mission

1. To Nurture the Students with Fundamental Engineering Knowledge Enriched with Technical Skills.
2. To Create Conducive Environment to nurture Innovation and Interdisciplinary Research.
3. To Develop Professionals through Innovative Pedagogy focusing on Individual Growth, Discipline, Integrity, Ethics and Social Responsibility.
4. To Foster Industry-Institution Partnerships Leading to Skill Development and Entrepreneurship.

Guidance

The institution is operating according to the rules, processes, and terms and conditions established by JNTUA, AICTE, and the State Government for the execution of Apex Educational Bodies, policies and requirements in Human Resources. The Institution has established a structure of administrative entities to provide guidance and advise on a variety of human resource issues. The Institute developed service norms and regulations, which are changed from time to time, in order to ensure a smooth and pleasant interaction between employer and employee. As a pamphlet, the same is handed to the whole college personnel.



Policy on Human Resources

- a) Determining manpower needs, types of employment, job profiles, selection techniques, assessment of appraisals and merits, and establishing criteria for recruiting, probation, regularisation, promotions, internal transfers, superannuation, terminations, and reemployment.
- b) At the start of the academic year, assess manpower requirements for teaching and non-teaching staff in departments and administrative staff separately for new posts created, vacancies arising due to employee turnover, expansion of the institution, and to maintain adequate manpower cadre strength, staff to student ratio, and so on for new posts created, vacancies arising due to turnover of employees, expansion of the institution, and so on.
- c) Employees are chosen for different roles using a variety of procedures, including invitations for higher-level positions and open and walk-in interviews for middle and lower-level positions.
- d) Using systematic methods and procedures to assess talent, skill, performance, abilities, flexibility to changes in working methods, and the capacity to provide quality service for the institution's growth.
- e) Educating the personnel on the most up-to-date technological approaches and how to properly use the available resources to accomplish outcomes and objectives.
- f) Creating clear rules for upstream and downward communications, as well as a well-organized management information system, to the degree possible.



g) Encouraging workers to offer their innovative ideas, greatest talent, and abilities to the institution's personal and general growth by creating the path for them to take advantage of possibilities.

h) Enrolling personnel in professional organizations such as IETE, ISTE, IEEE, CSI, and others, and involving them in worldwide development initiatives.

Objectives

The following essential goals are envisioned within the framework of the aforesaid policy, as described above.

1. To find and keep the greatest talent available, as well as to help them grow.
2. To design a fair method of evaluation and recommendations on how to provide job satisfaction via fair treatment and productive work chances.
3. To provide assistance and advice on the provision of facilities and safe working conditions for workers.
4. To ensure that personnel are paid fairly in accordance with their performance and the Institution's resources.
5. Establishing positive, goal-oriented employee interactions with the company.
6. To establish a working environment in which personal characteristics are subdued and skills are not hindered.

Planning for Manpower

- a. Assessing workforce requirements and determining where recruiting will take place.
- b. Determining the essence of the position in terms of tasks, responsibilities, delegation of authority, autonomy, disparaging powers, and reporting to higher authorities.
- c. Job classification into teaching and non-teaching, technical and non-technical, professional and clerical, emergency and routine occupations, and other categories.
- d. Using Recruitment and Selection rules and processes to choose the needed manpower.
- e. Contracting people for security, housekeeping, gardening, transportation, and the canteen, among other things, via well-known outsourcing firms.

Details of Qualifications Required at Entry Level for Various Posts

Qualifications and Experience required at the Entry Level for various posts in DRKVSRIIT

1. ASSISTANT PROFESSOR

As per latest norms of AICTE, New Delhi, the minimum qualification required for appointment of Asst. Prof/Lecturers for various UG & PG programs is as under

(a) ENGINEERING AND TECHNOLOGY

M.Tech. in relevant branch with First class or equivalent either in B.E. / B.Tech. or M.E. /M.Tech.

(b) MANAGEMENT



First Class or Equivalent in Master Degree in Business Administration or Equivalent and Two years teaching in the relevant subject experience is desirable.

(c) H & S First Class or Equivalent in Master Degree in the Subject.

Details on the Entry-Level Qualifications for Various Positions

For numerous roles at DRKVSRIT, entry-level qualifications and experience are necessary.

(b) MANAGEMENT First Class or Equivalent in Master of Business Administration or Equivalent, with two years of teaching experience in the relevant field.

(c) H&S Master's degree in the subject with First Class or Equivalent.

2. ASSOCIATE PROFESSOR — FOR ENGINEERING AND TECHNOLOGY AS WELL AS MANAGEMENT

a) Qualification as above i.e. as applicable for the Post of Assistant Professor, and Ph.D. or equivalent in the appropriate discipline.

b) Post Ph.D. publications and guiding Ph.D. students is highly desirable.

c) Minimum of 5 years of experience in Teaching / Research/ Industry of which 2 years post Ph.D. experience is desirable.

3. PROFESSOR

a. Qualifications as above i.e., as applicable for the post of Associate Professor.

b. Post Ph.D. publications and guiding Ph.D. students is highly desirable.

c. Minimum of 10 years Teaching / Research / Industrial experience of which at least 5 years should be at the level of Associate professor.

OR

Minimum of 13 years of experience in teaching and /or Research and /or industry

d. In case of research experience; good academic record and books / research paper publications / IPR / Patents record shall be required as deemed fit by the expert members of the selection committee.

e. If the experience in the industry is considered, the same shall be at Managerial level equivalent to Associate professor with a record of active participation in devising / designing / planning, executing, analysing, quality control, innovating, training, technical books / research paper publications / IPR / Patents etc. As deemed fit by the expert members of the Selection committee.

4. PRINCIPALS / DIRECTORS

a. Qualifications as above i.e. as applicable for the Post of Professor, Post Ph.D. publications and guiding Ph.D. students is highly desirable.

b. Minimum of 10 years of experience in teaching /Research/industry out of which at least 3 years shall be at the level of Professor.

OR

Minimum of 13 years in Teaching and / or Research and /or Industry

c. In case of Research experience; good academic record and books / research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the Selection committee.

d. If the experience in industry is considered, the same shall be at the Managerial Level equivalent to Professor, with a record of active participation at devising / designing, developing, analysing, planning, executing, quality control, innovating, training, technical books/ research paper publications / IPR/ Patents etc. as deemed fit by the expert members of the selection committee.

e. Flair for Management and Leadership is essential.



Selection and Appointment of Staff

RECRUITMENT / SELECTION OF TEACHING / NON-TEACHING / ACADEMIC / TECHNICAL AND ADMINISTRATIVE STAFF

Introduction:

In order to maintain full scale of staff as per the norms and also to have a mix of well qualified and experienced staff in the institution, keeping in view the guidelines issued by the Society, it has been decided to adopt the following policy for recruitment of staff both teaching and other categories.

1. STAFF STRENGTH

- a. The Strength of Teaching Staff shall be as per AICTE / UGC Norms.
- b. Strength of the Non-Teaching Staff shall be as per Andhra Pradesh State Government/ University Norms.

2. GENERAL GUIDELINES

- (i) The rules prescribed for selection of employees from time to time as notified by AICTE/University/Government of Andhra Pradesh shall be followed.
- (ii) A post shall be filled up either by direct recruitment through open advertisement or by promotion from amongst the qualified and eligible internal candidates, as directed by the Governing Body.

The recruitment may be

- a. Bi-annual by a local selection committee.
- b. Continuous Process.
- c. Selection / Ratification by the University.



3. QUALIFICATIONS AND EXPERIENCE, TEACHING AND NON-TEACHING STAFF

The qualifications, age, experience etc., shall be as per AICTE/ UGC Norms in respect of Teaching Staff

4. SELECTION OF ASSISTANT PROFESSORS

The Selection Committee for the post of Assistant Professors shall have the following composition.

- (i) Chairperson of the Governing Body of the college or his / her nominee from among the members of the Governing Body to be the Chairperson of the Selection committee.
- (ii) The Principal / Director of the College.
- (iii) Head of the Department of the concerned subject in the College.
- (iv) Two Nominees of the Chancellor or Vice Chancellor or Acting Vice - Chancellor of the Affiliating University of whom one should be a subject expert.
- (v) Two experts in the subject, not connected with the college to be nominated by the Chairperson of the Governing Body of the College out of a panel of five names recommended by the Vice-Chancellor or Acting Vice-Chancellor from the list of experts in the subject approved by the relevant statutory body of the University concerned.
- (vi) An academician representing SC/ST/OBC/Minority/Women/ Differently abled categories; if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the members of the above selection committee does not belong to these communities.



The following individuals will serve on the Selection Committee for the position of Assistant Professor.

5. SELECTION OF ASSOCIATE PROFESSORS

The Selection Committee for the post of Associate Professors in the College shall have the following composition.

- a. The Chairperson of the Governing Body of the College or his / her nominee, from among the members of the Governing Body to be designated to be the Chairperson of the Selection Committee.
- b. The Principal / Director of the college.
- c. The head of the Department of the College from the concerned subject.
- d. Two representatives of the University to be nominated by the Chancellor, Vice- Chancellor (VC) or Acting Vice-Chancellor. One of them will be the Dean of the College Development Council or equivalent position in the University and the other must be an expert in the concerned subject.
- d. Two experts in the concerned subject and not connected with the college to be nominated by the Chairperson of the Governing Body of the College out of a panel of Five names recommended by the VC from the list of experts in the subject approved by the relevant statutory body of the University concerned.
- e. An Academician representing SC/ST/OBC/Minority/Women/ Differently — abled categories, if any of the candidates representing these categories is an applicant, to be nominated by the VC, if any of the members of the above selection committee does not belong to that category.

The following individuals will serve on the College's Selection Committee for the position of Associate Professor.



6. SELECTION OF PROFESSORS

The composition of the Selection Committee for the post of Professor in DRKVSrit shall be similar in composition as that for the Post of Associate professor set out in the above clause.

7. PRINCIPAL COLLEGE / DIRECTOR

The selection committee for the post of Principal / Director shall have the following composition.

- i. Chairperson of the Governing Body of the college as the Chairperson.
- ii. Two members of the Governing Body of the College to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- iii. One nominee of VC of the University, who shall be an expert in Higher Education.
- iv. Three experts consisting of the Principal / Director of a College, Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of six experts approved by the relevant statutory body of the University concerned.
- v. An Academician representing SC/ST/OBC/Minority/Women/ Differently-able categories, if any of the candidates representing these categories is the applicant, to be nominated by the VC/Principal, if any of the members of the selection committee does not belong to that category.

8. APPOINTMENT

The Management is the competent authority to appoint any employee. The Management or Principal on behalf of the Management shall issue the appointment orders. The Management/Governing Body may in special circumstances appoint

persons by invitation/deputation/contract basis year after year up to a maximum period of Five Years or up to the maximum age of Sixty Five Years.

- i. All the staff recruited will be initially on Ad-hoc basis for first one year on a contract.
- ii. All the Teaching Staff will be exposed to the University selection Committee for ratification. Ratified staff will be appointed on permanent basis with AICTE Pay Scales.
- iii. Faculty who are not recommended for appointment by the University Selection Committee will continue to serve in the college on temporary basis and two more chances will be given to appear and get Selected / Ratified by the University Selection Committee.
- iv. Faculty who are not recommended for appointment as Assistant Professors will be given an opportunity to opt for lower/non-teaching appointment.
- v. Non-Teaching Staff will be appointed on permanent basis after assessing their performance after completion of one year and on the recommendation of the Head of the Department.

9. PROBATION

- i. The initial appointment to posts in the college shall ordinarily be made on probation for a period of Two Years. Persons appointed to a higher post by Promotion/Selection shall be on probation for a period of One Year only in a continuous period of Two Years.
- ii. The management/Governing Body upon the recommendation of the principal for valid and sufficient reasons may extend the probation period of an employee for

such period as may be found necessary or terminate his/her services after due notice.

iii. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.

iv. After confirmation, the appointee shall hold the office till the age of superannuation which shall ordinarily be Sixty Five Years in the case of Teaching Staff and Fifty Eight Years in respect of Non-teaching Staff unless otherwise found unsuitable to discharge his / her regular duties.

v. If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in the regular post.

vi. Any application of the employee seeking employment elsewhere shall not be forwarded during the probation period.

vii. The rules governing probation shall not apply to appointments made on Temporary/Contract/Contingent Basis.

viii. The service of any candidate appointed on Temporary/Contract Basis, can be terminated at any time without any notice and without assigning any reason thereof.

10. ORIENTATION OF STAFF

i. Every staff member appointed in the college shall be given a brief introduction about the college by the principal on the day of his/her joining and briefed about the HR policies of the college and the Group.



- ii. The HOD of the respective department also shall brief the candidate / new incumbent and introduce her / him to all the staff members of the team.
- iii. The HOD will also ensure that all the registration/arrival and reporting formalities, including submission of joining report etc. are completed by obtaining the assistance of the office team.

11. SENIORITY

In the case two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them as per the order of merit fixed by the selection committee or as per the time and date of joining.

Submission of Original Copies of Certificates

Submission of original copies of certificates of all the qualifying examinations is a pre-requisite for appointment in DRKVSRIT.

- i. As such on the first day of reporting for duty in DRKVSRIT the staff member (s) will be required to submit the original copies of certificates of all the qualifying examinations including experience / Service with the previous employer if the member had indicated as such in the Bio-Data Sheet. These certificates will be required for check by various inspecting agencies such as JNTUA, Task Force of the State Govt., the NBA as well as by AICTE apart from Chairman of the Governing Body.
- ii. Staff member will not be permitted to submit either laminated copies or colour Xerox copies which will be considered as fake and the staff member will have to face the consequences for the act.



In the normal circumstances the staff will be required to submit the following certificates.

- i. 10th class pass Certificate (BOSE)
- ii. Intermediate (BOIE) / Diploma Certificate.
- iii. Bachelor Degree Certificate (Original Degree)
- iv. Post Graduate Degree Certificate.

(In respect of fresh candidates, the Provisional Certificate will be accepted only up to one year from the year of Passing and after this date the staff members will invariably be REQUIRED to submit the original degree certificate).

- v. M. Phil. / Ph. D.
- vi. Experience certificate from the previous employer.
- vii. Salary certificate from the previous employer.
- viii. Relieving order issued by the previous employer.
- ix. 3 Passport size Photographs
- x. Two sets each of the Pan Card and Aadhar Card.

Release of / Payment of Monthly Salaries

The Monthly salary of staff will be released / paid as below.

- i. Contingent Staff—Only in CASH duly signed by them on the salary statement.
- ii. Teaching and Non-Teaching Academic as well as Administrative and other technical staff, by cheque crediting the salary amounts directly to the staff member's account in the Bank.
- iii. For this purpose, every staff member will be required to open a Savings bank account for Credit of salary by the bank in which the college bank account is maintained and not in any other bank as the salaries will be released through a



combined cheque for all the staff of a particular college and the bankers will be advised to credit the amounts to the individual's account.

iv. Individual cheques will be issued only as a matter of exception for the first month in case the staff member has not been able to open the bank account and furnish the account number to the Admin office.

v. Opening of Bank account will be the sole responsibility of the staff member by submitting all the requisite and mandatory documents to the bankers. However, the Admin office will help the staff by furnishing a confirmation to the Bankers that he or she is employed with the college and the appointment formalities are in progress.

Pay:

Pay and Allowances and Grant of Annual and Other Increments

As per AICTE Scales as applicable from time to time shall be adapted to the posts classified as Teaching Staff. Andhra Pradesh State Government/University scales of pay as applicable from time to time shall be adapted to the posts classified as Non-Teaching Staff.

Allowances:

Dearness, House Rent and other Allowances as per A.P. State Government rates and rules as extended by Management are adopted from time to time to all regular employees of the College.

Sanction of Increments:

❖ Increments shall be sanctioned by the Principal of DRKVSRIIT on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed pro-forma. In the case of HOD also Principal is the



Sanctioning Authority. In the case of Principal, Chairman/Secretary is the Sanctioning Authority. In the case of employee in the Office and other Supporting Staff, Principal is the Sanctioning Authority as recommended by the Manager/Admin Officer in the prescribed pro-forma.

❖ The Management shall have the Authority to withhold an Increment for a certain period not exceeding one Year as a disciplinary measure for sufficient and valid reasons and after the employee has been given a fair opportunity to defend himself/herself.

Grant of Advance Increments in Certain Cases

University/College Staff Selection Committee is the Competent Authority to recommend advance increment to the candidates selected based on their qualification / specialization and experience.

Promotions and Procedures for Grant of Promotions.

PROMOTION POLICY

- i. All promotions shall be considered on the basis of merit.
- ii. The Principal shall appoint a committee for considering the candidates for promotion. Principal as the chairman with two Professors and experts invited from the Industry / other institutions.
- iii. The committee shall consider promotions of Teaching Staff to the next higher position on the basis of the guidelines issued by the AICTE subject to the condition that there has not been any disciplinary action against the staff.
- iv. Under the normal circumstances seniority will be the basis for promotion to the next higher post /position, subject to however, that he /she had completed the

required number of years in the present position as prescribed by AICTE and has the prescribed qualifications.

- v. Those who are promoted will be fitted in to the appropriate Pay scale.
- vi. All promotions shall be considered during the month of June every year.

Leave Rules for Staff

General Norms to be followed for granting various leaves for Faculty and Staff on various grounds.

- i. The rules shall be applied to all the teaching and non-teaching employees of the college.
- ii. A leave account shall be maintained for each employee in an appropriate form.
- iii. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the emergency of service demands.
- iv. The sanctioning authority may recall any employees to duty before the expiry of his/her leave.
- v. Unauthorized absence from duty may be treated as misbehavior inviting disciplinary action.
- vi. An employee on leave shall not take up any service or accept any other employment.
- vii. Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner.



viii. The Principal shall be the authority competent to grant leave to all the employees, in case of the Principal, the Chairman/Secretary shall be the authority to sanction leave.

CASUAL LEAVE:

"Casual Leave is a concession to be absent from duty for a short period without such absence being treated as regular leave. The maximum number of days of Casual Leave that may be availed by an employee in a calendar year is 12 or proportionate to the service put in by an employee during the year of his initial employment. Casual Leave may be granted combining with the public holidays or Sundays subject to the condition that the total period of absence does not exceed 8 days at a time. Casual Leave for half a day may be granted for the morning or afternoon session. Teachers can be granted casual leave for half day also.

SPECIAL CASUAL LEAVE:

An employee is eligible for special casual leave not exceeding 6 days for the purpose of undergoing Family Planning Operation. He/she is required to produce proof of having undergone the operation for regularizing the leave availed.

VACATION:

Every Academic Year only one spell of vacation (summer) will be given. A total number of 30 days will be given as vacation. In case they are retained one day leave will be considered for every 3 days of work. However, the Non-Teaching will be given 15 days of vacation.

HALF PAY LEAVE:



- i. Every employee will be entitled to half-pay leave of 10 days for every completed year of service with facility to commute the leave to full pay and allowances on medical grounds.
- ii. Employees appointed on Ad-hoc/Contract/Contingent basis are not entitled to Half Pay Leave.

MATERNITY LEAVE:

All women employees who have completed the period of probation are entitled to Maternity Leave not exceeding 90 days with full pay. They are entitled to Maternity Leave only twice during their service.

STUDY LEAVE:

Based on the requirements of the individual departments and the recommendations of the Principal, Governing Body may grant study leave to one Teaching Staff member per year for higher studies.

ACADEMIC LEAVE (OD):

Academic leave may be granted to a faculty for attending university related works like Examiner / spot/ Observer etc. subjected to a maximum of 12 days per year.

Incentives to the Faculty

Guidelines for the award of Cash Incentives for Research Publications and Research Activities along with sharing of revenue for Consultancy services (As approved in GB meeting held on 03/07/2019)

RESEARCH PUBLICATIONS

The following are the guidelines for sanctioning of cash incentives to the faculty for publishing research papers in various National and International Journals and Conferences with effect from 03/07/2016.

International Journals:

Any International Journal by title will be treated as International Journal in true sense, if it has a minimum age of five years and has a policy of announcing the Impact factor. This criterion will be relaxed if the Journal is published by reputed societies like IEEE, IEE, ASCE, ASME, Elsevier, Springer etc.

1. If the paper is published in IEEE or IEE or Elsevier or Wiley Interscience or ASCE or ASME (or any journal equivalent to these journals), then the cash incentive of Rs. 5000/- will be sanctioned for publishing the paper in this type of journal.
2. If the International Journal is peer- reviewed, containing ISSN number, making basic comments of reviewers available to authors and also the journal is brought out in the form of hard copy, then the cash incentive of Rs. 2500/- will be sanctioned for publishing the paper in this type of journal.
3. If the International Journal is peer-reviewed, containing ISSN number, not making the basic comments of reviewers available to authors and also the journal is brought out in the form of hard copy, then the cash incentive of Rs. 1000/- will be sanctioned for publishing the paper in this type of journal.

International Conferences:

Any International Conference by title will be treated as International Conference in true sense, if it is organized by reputed societies like IEEE, IEE, ASCE, ASME, Elsevier, Springer etc.

1. If the International Conference is organized by any reputed societies or any reputed institutes (like IITs, IISc, NITs, etc.) then the cash incentive of Rs. 2000/- will be sanctioned for publishing the paper in this type of conference.



2. If the International Conference is organized by any reputed organizations like Deemed universities or Private organizations then the cash incentive of Rs. 1000/- will be sanctioned for publishing the paper in this type of conference.

National Journals:

Any National Journal by title will be treated as National Journal in true sense, if it has a minimum age of five years and has a policy of announcing the Impact factor. This criterion will be relaxed if the Journal is published by reputed societies like IE (I), IETE, CSI etc.

1. If the National Journal is peer- reviewed, containing ISSN number, making basic comments of reviewers available to authors and also the journal is brought out in the form of hard copy, then the cash incentive of Rs. 1500/- will be sanctioned for publishing the paper in this type of journal.

2. If the National Journal is peer- reviewed, containing ISSN number, not making the basic comments of reviewers available to authors and also the journal is brought out in the form of hard copy, then the cash incentive of Rs. 1000/- will be sanctioned for publishing the paper in this type of journal.

National Conferences:

1. If the National Conference is organized by any reputed societies or any reputed institutes (like IITs, IISc, NITs, etc) then the cash incentive of Rs 1000/- will be sanctioned for publishing the paper in this type of conference.

2. If the National Conference is organized by any reputed organizations like Deemed universities or Private organizations then the cash incentive of Rs 500/- will be sanctioned for publishing the paper in this type of conference.

General Information:



- i. Any claim for monetary incentives for publishing a research paper must be accompanied by two hard copies of published paper along with the reviewers' comments if available.
- ii. Any publication with more than three authors is not eligible for the grant of incentives.
- iii. The faculty is informed to ensure that the paper contains the name of the college in the author's affiliation.

CONSULTANCY ACTIVITIES

The College has advocated the policy of the consultancy amount to be shared between the institute and the faculty, staff involved in the consultancy work. The faculty and staff involved in delivering the consultancy services will get 70% of the revenue and 30% will go to the institute for the physical resources. This policy is made to encourage the faculty participation in consultancy.

DEPUTATION OF FACULTY TO TRAINING

Providing assistance for the faculty to attend Seminar/Conference/Workshop (As approved in GB meeting held on 03/07/2016)

Conditions for Sanction of Financial Assistance

- i. The faculty member attending the conference should compulsorily present the paper and should be a regular employee of the college.
- ii. If there are more than one author for a paper, only one author will be eligible for financial assistance.
- iii. The faculty can avail the financial assistance twice in an academic year on successful production of vouchers regarding registration fee and travel tickets.



iv. Further the financial assistance to a Conference/Workshop is subject to review by Head R & D in order to review the Standard/Creditability of the Conference.

Awards / Incentives for Students and Staff Members and Students

- i. Students who secure 1st place in class (University Exam) will be awarded with Merit Certificates.
- ii. Students having 100% attendance in each academic year will be awarded with Merit Certificates.
- iii. Staff Members producing 100% in the Theory Subjects during the University Examinations, will be awarded with appreciation certificates.
- iv. Staff Members who continue rendering their services to the Institution for a consecutive period of 10 years and 15 years will be awarded with appreciation certificates.

Cash Prizes for Academic performance by the students:

Students obtaining University First Rank in any branch Rs. 1, 00, 000/-

Students securing any of the University Ranks from 2nd to 20th in any branch
Rs. 25,000/-

For students securing any of the University Ranks from 21st to 50th in any branch
Rs. 10,000/-

For students securing Highest Mark in any of the theory subjects in University Exam Rs. 5,000/-

Cash Prizes for Staff Members for result oriented Performances:

For subject Teachers of all Theory subjects of a class for producing 100% result in all subjects for the same class Rs. 1, 00, 000/- (to be shared within those who handled the class)

For subject Teachers of Theory producing 100% pass in the subjects handled by them Rs. 5,000/- per subject

vi. Others:

- a. Publishing papers in high indexed International Journals - Rs. 3000/-
- b. Publishing books - Rs. 5000/-
- c. Best Department in UG and PG. – Rs. 10000/-
- d. Best outgoing student in UG and PG. – Rs. 5000/-
- e. Best alumni - Rs. 5000/-

Resignations by the Staff and Relieving

Release, Discharge and Resignations by Staff —Procedure.

1. Resignation by Staff

a) Staff members who resign when the academic session is on (July-May) are required to give three months' notice. In case the college can make any alternative arrangements, these staff may be relieved any time during the notice period without any monetary loss. In case of college failing to make any alternate arrangements or services of such staff member are found to be essential they will be relieved at the end of academic session i.e. April/May. Generally, resignations are not entertained during the academic session. In case staff members who want to be relieved immediately or without three months' notice they will be required to

forego an amount equivalent to one month's salary plus salary for summer vacation (vacation availed at the end of last academic year) in case of all Teaching & Non-Teaching staff other than H&S staff and three months' salary in case of H&S staff which includes salary for summer vacation also.

b) Management may also advise all the surplus to requirement staff of a particular branch if a course has been closed or the Intake has been reduced, without any prejudice to their previous academic performance to submit their resignations and relieve them.

2. Release and relieving from duties of Staff by The Management

Staff members may be relieved of their appointment or discharged from the service on the following grounds: -

i. **Performance:** Based on the feedback from the students, Annual Performance Report & all-round performance in the Department / College, Staff may be relieved on One Month's notice from the institution / Management side.

ii. **Discipline:** Staff member involved in any sort of indiscipline activities may be discharged/released from the service after having carried out proper inquiry and based on the recommendations of the Disciplinary Committee, with due notice and in severe cases Prima facie he / she may be relieved immediately.

iii. **Irregularity in attendance:** In case any staff member is found to be irregular and on long absence without any intimation / permission and neglects the classes / duties, such staff member may be relieved / discharged from service subject to depositing amounts equivalent of One Month's salary plus salary for the period of Summer Vacation.

Conduct Rules for all Categories of Staff

NORMS RELATED TO FACULTY

RULES/REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF TEACHING FACULTY (As approved in GB Meeting held on 03/07/2016)

All the faculty shall follow the rules/responsibilities at all times. Non-compliance or Non- adherence to the rules/regulations will be treated as negligence of duties and suitable disciplinary action will be taken against such staff members

GENERAL RULES

- i. The faculty need to come to the college on time and stay within the campus during the working hours of the College.
- ii. The faculty shall carry out the various responsibilities being assigned to him/her with respect to teaching/research/consultancy with honesty and in unbiased manner with total commitment.
- iii. The faculty members need to conduct themselves in a professional and cooperative manner and take necessary precautions to protect the equipment and facilities of the College.
- iv. Attend and participate actively in meetings called by the HOD, Dean and Principal and also take up additional duties and responsibilities prescribed by the Principal/Management apart from Academic and Examination duties.
- v. The faculty at the level of Professor/Associate Professor are expected to undertake Research/Consultancy activities in addition to teaching.
- vi. The faculty need to wear a decent and formal dress.
- vii. The faculty shall not engage in private tuitions outside the College.



viii. The faculty shall complete the evaluation work of Internal Examinations and External Examinations (if appointed) on priority without prejudice to the normal functioning of the College.

ix. An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof.

x. A faculty deputed/permitted for an assignment outside the college, needs to submit the proof of attendance after reporting back to the college.

BEHAVIORAL

i. The faculty members need to exhibit high standard of ethical behaviour and need to conduct them-selves in a very professional manner.

ii. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College

iii. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.

iv. The faculty shall not indulge in rude behaviour/comment against superiors, verbal attacks which are threatening, abusive in nature or go beyond fair and professional conduct.

v. The faculty shall not involve in authorized activities leading to personal financial benefits

ACADEMIC

i. The faculty shall conduct the class work as per the schedule assigned to them.



- ii. To maintain a record of course file and lesson plan for the courses handled by them.
- iii. To make the students participate in various professional body activities and apply innovative ideas during class room teaching and practical sessions.
- iv. The faculty shall share information, enable the students work on projects and make them reflect on learning done in internships thus improving the teaching and learning process.

CLASSROOM MANAGEMENT

- i. The faculty shall prepare well in advance for the class and stay focused for the entire duration of the class.
- ii. The faculty needs to be present at the class at least 5 minutes prior to the commencement of the class.
- iii. The faculty needs to ensure that the attendance is marked within the first ten minutes of the class. A student coming late to the class after ten minutes can only avail the benefit of lecture but not the attendance.
- iv. The faculty shall allot the first 5 minutes of the class in reminding the concepts discussed in the previous class in order to enable the student get connected with the subject.
- v. The faculty shall encourage the students to ask doubts in the class in order to improve two-way communication.
- vi. The faculty shall involve in audio visual learning wherever possible and make power point presentations along with conventional black board teaching depending on necessity.



vii. The faculty shall provide real time examples for the students in order to make them understand better.

COUNSELOR/MENTOR

i. The faculty appointed as mentor for a particular batch of students shall advise/counsel the students on all academic issues and act as friend, philosopher and guide.

ii. The mentor shall keep the parents duly informed about the wards progress in academics and general behaviour all the time.

iii. The mentor shall bring to the notice of HOD the issue of irregular students who are having less attendance, a greater number of backlogs so as to counsel them and put them on right track.

iv. The mentor shall be in constant touch with the students and guide them through their difficulties in academics and other problem related areas.

ROLES AND RESPONSIBILITIES OF OFFICIALS IN VARIOUS ACADEMIC POSITIONS (As approved in GB meeting held on 03/07/2016)

PRINCIPAL

i. The principal shall be the leader for the entire academic administration and create a congenial environment for learning. He shall ensure that quality education is imparted to the students and work towards the achievement of goals of the institution.

ii. The principal being the Head of the Institution shall act as a bridge between the staff, students and the Management and shall report to the Management on all matters.



- iii. Being the Member Secretary, he/she shall propose all proposals relating to administrative/academic and finance related issues and seek approval along with ensuring its proper implementation.
- iv. The principal shall also act as a facilitator between the external agencies and the institution along with facilitating the stakeholders to provide necessary inputs for the overall growth of the institute.
- v. The principal shall ensure that proper address to the grievances of the students, staff and faculty members is done along with proper administrative and evaluation process.
- vi. He/she shall conduct regular meetings among various committees/bodies in order to ensure proper working of the institution.
- vii. To prepare all the reports and records required by various agencies like AICTE, UGC, MHRD, JNTUA, NAAC, and NBA and ensure that they are submitted properly in time.
- viii. The Principal shall take necessary actions in order to ensure that smooth and proper conduct of ex-aminations is being carried out.
- ix. The Principal shall prepare Strategic plan for the institute from time to time and ensure that it is implemented properly

VICE PRINCIPAL

- i. The Vice-Principal shall assist the principal in ensuring that the curriculum set by the affiliating university is being properly met
- ii. Ensure that the proper implementation of Teaching Learning process is being carried out in an ordered manner.



- iii. The Vice-Principal shall counsel the faculty based on the feedback given by the students and ensure that the faculty improve their performance.
- iv. The Vice-Principal shall assist the principal in facilitating JNTUA/NAAC/NBA inspection committees from time to time.
- v. The Vice-Principal shall also ensure that registration of the students for various courses in each semester is being carried out in an ordered manner.

TRAINING AND PLACEMENT OFFICER

- i. The Training and Placement Officer shall ensure that the students acquire internships in good companies and shall act as a link between the corporate world and the students.
- ii. He shall ensure that proper training is being provided to the students in order to make them industry-ready.
- iii. He shall facilitate and coordinate to ensure that the campus placements are being carried out in the campus of the college.
- iv. He shall maintain a proper record of the various industries offering internships and other opportunities to the students.
- v. He shall coordinate with the Dean and ensure that MOUs are being established with Industry for overall academic development.

R&D HEAD

- i. The Dean R&D should identify the thrust areas of National/International significance and guide the faculty to prepare proposals for external research funding.



- ii. He shall provide the necessary database regarding the R & D information to various departments
- iii. He shall motivate and guide the students and faculty to publish papers in various International/National Journals and Conferences.
- iv. He shall monitor the research activities of faculty and students on regular basis and provide necessary report for the sanction of incentives.

HEAD OF DEPARTMENT (HOD)

- i. The Head of department is expected to provide strong academic leadership and ensure that the department reaches the highest level of excellence in all its activities.
- ii. The HOD needs to ensure that the educational progress and welfare of the students are being taken care of in the department.
- iii. To design the academic work load of the department (theory classes, practical classes, project supervision etc.) as per the norms indicated by the Principal.
- iv. To monitor the attendance of the students in classes and laboratories along with mentors and ensure that proper mentoring is done to the students with less attendance and good number of back-logs.
- v. The HOD needs to continuously encourage innovation, research and consultancy among the faculty of the department.
- vi. Responsible for the conduct of various short term training programmes, guest lectures, workshops and conferences within the department.
- vii. Provide in time the required information about the department to the College Office in order to comply with various agencies like JNTUA, NBA, NAAC, MHRD etc.

viii. Prepare the departmental budget as per the procedures and ensure that proper financial management is being done.

ix. To have regular meetings with staff of the department to ensure that proper academic progress is being carried out.

Provisions of Disciplinary Action against Staff

Disciplinary Action:

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

b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties:-

i. Withholding of Increments/Promotion

ii. Recovery from his salary whole or in part of any pecuniary loss caused to the College due to negligence of duty or breach of orders/rules.

iii. Suspension

iv. Removal from service

v. Dismissal from service

c) If the competent authority feels it necessary to constitute an enquiry as part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members - HODs is from among senior faculty members.



d) An employee can appeal against any punishment imposed upon him/her by the competent authority to the management/ governing body as the case may be

TEACHERS AND THEIR RESPONSIBILITIES

Anyone who chooses to teach as a profession accepts the duty to behave himself or herself in line with the values of the profession. A teacher is continuously scrutinized by his pupils and society at large. As a result, every teacher must ensure that his or her precepts and practice are compatible. The national principles of education that have already been established and that he/she should strive to instill in pupils must be his/her personal ideals. The occupation also demands instructors to be calm, patient, and communicative by temperament, as well as kind in disposition.

Teachers should:

1. Develop the responsible pattern of behavior and attitude that the community expects of them.
2. Perform their tasks in the form of teaching, tutorial, practical, seminar, and research work exactly and with commitment.
3. Maintain active involvement in professional organizations and work with them to enhance education and the profession.
4. Take part in extracurricular, co-curricular, and extracurricular activities, such as community service.

5. Contribute knowledge by participating in professional meetings, seminars, and conferences;
6. Manage their personal affairs in a way compatible with the dignity of the profession;

TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the student's right and dignity in expressing his or her viewpoint. 2. Deal fairly and impartially with pupils regardless of religion, caste, political, economic, social, or physical qualities.
3. Recognize differences in aptitude and skills among students and endeavour to suit their unique requirements.
4. Encourage students to enhance their academic performance, develop their personalities, and contribute to community welfare. 5. Instill in pupils a scientific viewpoint, a respect for physical labour, and the ideas of democracy, patriotism, and peace.
6. Be loving with the pupils and do not be spiteful against any of them for whatever cause.
7. In the evaluation of merit, pay attention primarily to the student's achievement.
8. Make yourselves accessible to students even beyond class hours and support and guide students without money or reward.
9. Assist students in developing an awareness of our national history and ideals; and avoid inciting students against other students, coworkers, or administration.

TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession as they would want to be treated.
2. Speak favorably about other instructors and provide aid for professional advancement.
3. Refrain from making baseless charges against colleagues to higher authorities; and
4. Refrain from taking into account caste, creed, religion, race, or gender in their professional effort.

TEACHERS AND AUTHORITIES

Teachers should:

1. Carry out their professional responsibilities in accordance with existing rules and adhere to procedures and methods consistent with their profession in initiating steps to change any such rule that is detrimental to the professional interest through their own institutional bodies and/or professional organisations.
2. Abstain from any other work or obligation, including private tuitions and coaching seminars, that may conflict with their professional duties.
3. Participate in the creation of institutional policies by assuming different offices and fulfilling the obligations that such offices may entail.
4. Collaborate with authorities for the advancement of institutions while keeping the profession's interest and dignity in mind.
5. Give and expect appropriate notice before changing positions; and 6. Refrain from taking leave unless on unavoidable reasons and, as far as feasible,



with advance notice, having in mind their unique responsibility for academic schedule completion.

TEACHERS AND NON-TEACHING STAFF

1. Teachers should treat the non-teaching staff as colleagues and equal partners.
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS

Teachers should:

Attempt to ensure, through Teachers Bodies and Organizations, that institutions maintain contact with their guardians and students, send performance reports to the guardians as needed, and meet with the guardians in meetings convened for the purpose of mutual exchange of ideas and the benefit of the institution.

TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and endeavor to keep the public informed about educational programmes offered.
2. Work to enhance education in the community.
3. Be aware of social concerns and participate in activities that contribute to the development of society and hence the nation as a whole.
4. Fulfill civic obligations, engage in community activities, and hold public office.



5. Refrain from participating in, subscribing to, or otherwise aiding in activities that foster feelings of animosity or hostility among various communities, faiths, or linguistic groups, while actively working for national integration.


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