

PVKK INSTITUTE OF TECHNOLOGY STAFF HANDBOOK

April-2016

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Foreword

PVKKIT has been making steady efforts to work in a more guided way and this handbook, providing the necessary rules / guideline / policies, is one such document to provide transparency in day- to – day functioning. These rules/ guidelines/policies give us better focus and provide us a greater freedom in our decision making without waiting for directions from the top.

Although quite an amount of hard work has gone into framing / formulating these rules / guidelines / policies, they offer scope for improvements. Our experiences with these rules / guidelines / policies, I am sure, would result in an accumulation of newer thoughts from all of us, which can be incorporated in the form of amendments to this handbook overtime.

The management strongly believes that the employees understand the spirit of this document and shall work towards building a better Institution.

ABOUT COLLEGE

Sri Balaji Educational Society was founded in the year 1991 by Dr. Palle Raghunath Reddy, the founder and correspondent of the PVKK Institute of the technology, with an interest in promoting, managing and administrating educational institutions with high academic standards, discipline and to take up and help other allied activities in the field of education. Under the Society, PVKK Institute of the technology, Anantapur was established in the year 2008.

VISION OF INSTITUTE

To emerge as an Institution of excellence in technical education, offering research opportunities and nurturing entrepreneurial attitude, to produce technologically superior and ethically strong Engineers, who can contribute to the needs of Industry and the society.

MISSION OF INSTITUTE

M1: To impart quality education, focusing on theoretical and practical knowledge of students, through an effective teaching-learning process.

M2: To establish an effective Industry-Institute interaction to promote research, innovation and entrepreneurial attitude.

M3: To imbibe ethical and social values among students, to make them contribute to the advancement of the society.

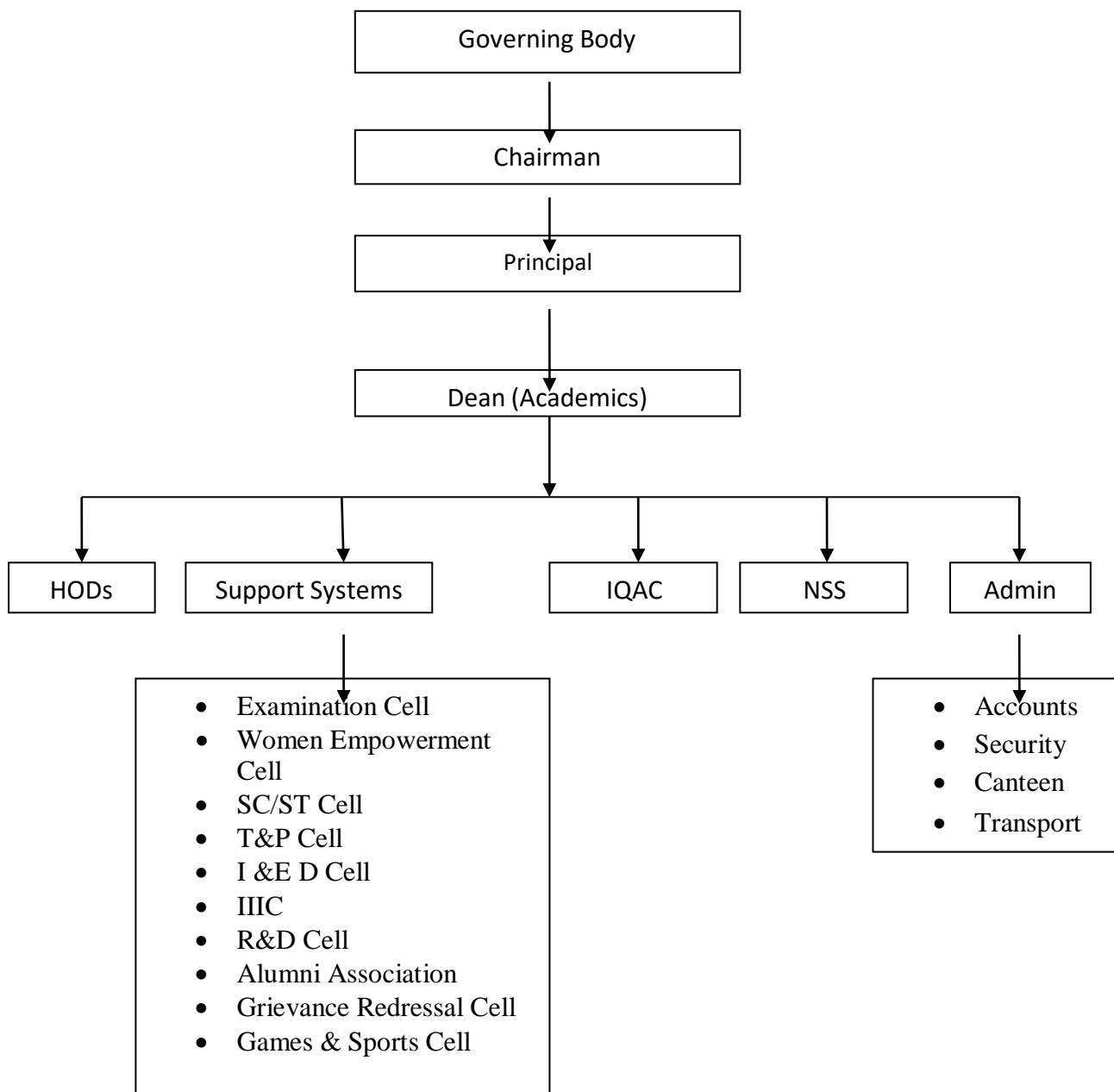
M4: To create a conducive environment for improving technological and employability skills among students.

Quality Policy:

- The Institution has adopted a policy of growth and development, by taking up various initiatives, aimed at enhancing the quality of the Teaching – Learning process, with a committed team of faculty.
- The focus is on quality improvement in areas like research, innovation, industry interaction and use of state- of-the-art infrastructure.
- The various OBE practices are being implemented effectively with the involvement of all stakeholders and the effective functioning of various cells and committees in co-ordination, including the IQAC.
- With the strategic planning, long term policies, quality initiatives and participation of all stakeholders, the Institution aims to relentlessly march towards academic excellence.

Chairman

ORGANIZATION CHART



DUTIES AND RESPONSIBILITIES OF VARIOUS BODIES

Duties and Responsibilities of Governing Body

The Governing Body being the supreme administrative authority of the institution performs the following functions:

1. Monitors the academic as well as related activities of the institution.
2. Recommends Staff Selection Committee and accords the approval.
3. Taking policy decisions with respect to the communications from the University / Government/ AICTE etc.
4. Monitors the students and faculty progress.
5. Recommends the planning and monitoring board of the institution for implementation.
6. Approves the annual budget of the institution.

Duties and Responsibilities of Examination Cell

1. To conduct Internal and University examinations smoothly and efficiently.
2. To call the hall and hall invigilators for both internal tests and University exams.
3. Collecting the question papers for internal test and model examinations.
4. Sending the Faculty members to spot valuation for the theory and projects who are identified by JNTUA University, Anantapur.
5. Follow up on Internal and External hall supervisors for University examinations.
6. Internal squad members are identified and they should be in rounds to identify the indiscipline students involving in malpractice.

Duties and Responsibilities of SC/ST cell

The Cell will take care of SC/ST students with respect to,

1. Scholarships—their distribution to the beneficiaries on time.
2. Solve any problems occurred during their educational career.
3. Making arrangements for sending statistical information required by University/Government authorities.
4. Any issues relating to discrimination experienced by the students in the College.

Duties and Responsibilities of Research & Development Cell

1. To prepare annual research activity plan for all the departments.
2. To establish liaison with near and far industry and identify the technological challenge being faced by them. Strengthen industry institute interaction through MOUs for long term relationships with national and international research organizations for widening the scope of research options and funding opportunities for faculty and students.
3. Take up appropriate problems of the industry for finding solutions through R&D projects assigned to faculty and students.
4. Explore technological development opportunities in common application areas such as Security, healthcare, Cloud computing, Big data, Composite material, ultra net fuel, CDF Analysis.
5. To initiate and promote MOU with industries and R&D organizations for consultancy, Collaborative research, sponsored projects, industry and institute interactions etc.
6. To arrange brainstorming sessions through talks by eminent personalities from industry, R &D organizations and institutions of repute for the better understanding of research Methodology and practices currently followed.
7. To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposia and faculty development programs.
8. To keep everyone informed about announcements by various funding agencies like DST, DAE, DRDO, ISRO, CSIR, AICTE, UGC and University etc.
9. To motivate students for presenting papers in National and International conferences and projects in competitions and exhibitions like Nypunya.
10. To monitor progress of the research and development activity.

Role of R &D Convener

The Research and Development Director provides impetus to the research and development activities and to provide guidance, directions to the Research and Development Committee. It has representation from all departments. The committee is a vibrant entity to discuss and propose R&D policy issues. The members highlight shortcomings in procedural matters and thus sharpen the performance of the R&D Cell.

Identify promising areas for growth. Maintain vibrancy of areas that are currently strong.

1. Develop and maintain close ties with industry and government to promote technical exchange and collaboration on projects with significant potential for future growth and value.
2. Develop a sense of community in which faculty, staff, and students can work together productively and grow personally and professionally.
3. Maintain excellence and encourage multidisciplinary research amongst faculty, students
4. Promote, by maintaining highest standards of academic integrity, interdisciplinary research, faculty entrepreneurship and formulate related policies.
5. Budget planning.

Role of Research and Development Committee

1. Research and Development Committee selected by R&D Director which represents R&D coordinator from every department, it specifically works for faculty of Institute and motivate the faculty of the Institute in achieving the objectives of R&D.
2. Prioritize R&D measurement and improvement goals.
3. Balance Research and Development activities.
4. Improve short- and long-term development objectives.
5. Improve resource utilization.
6. Promote faculty to write effective research proposals for funding agencies.
7. Guidance to research faculty in order to raise the standard in academic and research activities
8. Promote faculty to organize and attend conference/STTP/workshops/ Seminars/Training/ FDP for faculty
9. Create awareness and promote faculty for publication, research contribution and patents
10. Execution of research initiatives planned by Director of R &D.

Duties and Responsibilities of Students Grievance Redressal Committee

1. Regular follow-up and collection of complaints/grievances through the Mail/Online.
2. The student grievances are taken up for discussion and remedies in the meeting.
3. Intimating the students about the action taken by the committee.

Duties and Responsibilities of Games & Sports Committee

1. Permission to hold sports events in the college campus.
2. To recommend students for permission to participate in the intra –or inter-college events.
3. Maintaining records of sports events attended by students outside the college.
4. Finalize the schedule of events for the whole academic year in advance in consultation with the students “Sports Committee”.

Duties and Responsibilities of IQAC

2. To conduct the perspective plan meeting at every year.
3. Prime agenda of the meeting would be reviewing based planning of academic policies for the sustainable growth of the College.
4. To develop a monitoring system for quality assurance of the policies.
5. To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Council.

Duties and Responsibilities of Library Committee

1. Planning for Maximum usage of Library facilities by Faculty members and Students.
2. Submission of library budget.
3. Obtaining approval for recommendation of Books, Magazine and Journals.
4. Addressing the difficulties of Faculty and Students faced in Library.
5. Framing the rules and regulations of the library.
6. Creating awareness among Faculty and Students to utilize the library.
7. Providing library card for Staff and Students for their use.

Duties and Responsibilities of Anti Ragging and Anti Ragging Squad Committee

1. Creating awareness to first year students to make them comfortable in hostel and college.
2. Identifying the Grey area and vigilance team may be deputed to prohibit ragging.
3. Allocation of duty to all the Staff members to make “Ragging free campus”.
4. Taking disciplinary measures on defaulters.
5. Ensuring regular rounds in the Hostel & Canteen areas.
6. Recording the misbehaviour activities in a prescribed format.

Principal

The Principal, is a Head of the Institution, shall

1. Be the overall responsible person for all day-to-day academic activities.
2. Monitor all activities, such as attendance; leave applications, welfare activities of all teaching, technical, supporting and ministerial staff of the college.
3. Supervise the conduct of all theory and laboratory classes, and ensure that they are in order.
4. Call for and conduct periodic meeting of heads of departments, to identify and rectify their Problems in running their department activities.
5. Call for and conduct periodic meeting of student representative of all classes to identify and rectify their problems in their day today activities.
6. Frame the academic calendar of the Institution getting input from all heads of departments.
7. Find out the requirements of human resources and infrastructures required, from the departments and submit to the management for further action.
8. Supervise the Examination cell In-charge to frame the activities of the Examination cell and guide in the conduct of Institutional tests and University examinations and take necessary and appropriate actions.
9. Ensure the discipline and welfare of both staff and students inside the campus.
10. Enforce the defined code of conduct for the staff and student.
11. Review the performance of students in their Institutional tests & semester examinations

and take necessary steps to conduct special classes as needed to improve their performance.

12. Constitute various committees such as Grievance Redressal Committee, Discipline Committee etc., and monitor their operations.
13. Following up all the academic activities as per the regulations.
14. Coordinate with departments and sections to ensure the availability of academic requirements and standards prescribed by AICTE, NAAC, NBA and University.
15. Formulate and conduct academic pedagogy and curriculum development activities to improve the teaching learning processes.
16. Organize and conduct annual stock verification.
17. Submit proposals for modernizing the laboratories, computer centre, sports facilities, etc. with the input from HOD's.
18. Monitor and guide the HOD's to organize the co-curricular and extra-curricular activities for students.
19. Coordinate for the details of relevant documents required for the approval of AICTE, NAAC, NBA and University affiliation.
20. Coordinate with Department Heads for staff recruitment, leave rules and performance appraisal requirements.
21. Recommend to the management for appropriate actions required in branding the College in all respects.
22. Coordinate academic relationship with Industries and Corporates.
23. Formulate, Co-ordinate and monitor the value-added education and training activities.
24. Co-ordinate with the Internal Quality Assurance Cell (IQAC) to ensure equality in teaching learning and evaluation processes.
25. Organize and conduct strategic planning meetings.
26. Report to Management periodically.

Head of the Department

1. Heads of the Department are responsible for Preparing department Goals, Objectives and Annual Plan Ensuring that class and course committee meetings are conducted as per College rules.

2. Confirming that completion of portions is as per plan.
3. Ensure the conduction of Mentoring/counselling the students periodically.
4. Verification of class Log books periodically.
5. Monitoring the Attendance of students on regular basis.
6. Planning for department Budget (Recurring, Non-recurring, Maintenance, Repairs and up-keeping).
7. Analysing student's result and implementing steps to improve the performance.
8. Faculty planning (requirement for teaching and supporting staff).
9. Planning and requesting for Infrastructure development of the department.
10. Networking and developing collaborative partnerships.
11. Planning for in house research activities and submitting/forwarding proposals to various funding agencies.
12. Planning and organizing conferences, seminars and workshops at the State, National and Global levels.
13. Planning for industry-academia partnerships for arranging Industrial visits, In-plant training, Student Projects, offering value added programmes, Guest lectures by experts.
14. Planning for department review of the activities.
15. Consultancy activities in the department.
16. Recommending staff to attend training, seminar, conferences, workshops, exam duty and recommending leave/on duty.
17. Arrange to obtain and analyse feedbacks from students, parents, alumni, employer and devise steps for taking corrective actions.
18. Recommending Guest faculty, organizing Workshops, Conference and Seminars.

Faculty Members

1. Preparation of study materials.
2. Course plan.
3. Counselling the students.
4. Conducting test, evaluation, uploading of internal marks and Attendance to the college web portal.

5. Identify and Coach the slow learners.
6. Assisting HOD in curricular, co-curricular and extra-curricular activities of the department.

Lab Incharge

1. Maintenance and up-keeping of Equipment's/Machineries for total utility and trace ability.
2. Suggesting for modernization with addition of latest equipment's.
3. Planning for practical classes semester wise.
4. Maintaining the register of the machines/equipment's/gadgets/software and data base of approved suppliers.
5. Preparing and adhering to annual budget.
6. Ascertaining proper preventive and break down maintenance of equipment's in the laboratory.
7. Recommending for in-house/external training to lab assistants.
8. Preserving Lab manuals and sample record note books maintaining students discipline and order in the Laboratory.

Coordinator& Head-IQAC

It is formed to ensure and promote the quality of education. The progress of curricular, co-curricular and extra-curricular activities is monitored periodically by the IQAC. The coordinating team comprises Academic coordinator, NAAC & NBA coordinators, Research coordinator, Sports, Training & Placement coordinator and Library.

1. Ensuring the effective functioning of all the IQAC members.
2. Expertise in quality aspects.
3. A full-time functionary, a senior academic/administrator entrusted with the IQAC as an additional responsibility.
4. A sound knowledge of computer, usage for effective communication and record maintenance.

Placement Officer

1. Works closely with industry to identify requirements.
2. Relationship building.
3. Identify potential organizations for campus drives.
4. Organizes Campus drives (On/Off/Pooled).
5. Preparing reports & maintaining of documents.
6. Maintaining copy of offer letters.

Placement Coordinator

1. Plan training needs of students based on the industry expectations.
2. For seeking skill requirements in the industry and roll-out training programs in advance.
3. Work with other skill development authorities to organize exclusive trainings.
4. Create learning opportunities for students in the areas like Technical, Technology, Soft Skills, other Learning opportunities.
5. Coordinate with Placement Team & Departments for training planning, execution and analysis.

Librarian

1. Discusses/ counsels' user towards identification of needs and solving issues, if any.
2. Making arrangements for Book purchase.
3. Academic/Industry membership.
4. Library budget preparation and related activities.
5. Monitoring of Library Activities (Daily Issues, Daily Returns, Overdue Books, Fine Reports, Remittance &Receipts, User Entry and Usage, Reports, Attending User Queries).
6. Collecting Feedback from library users and action taken.
7. Monitoring collection of & Question Bank.
8. Participating in Management Review Meeting.

Physical Education Director

1. Ensure smooth conduct of sports.
2. Ensure proper use of Gym.
3. Purchasing of sports items.
4. Encourage students to participate in zonal tournaments.
5. Creation and upkeep of sports facilities.
6. To motivate the students to involve in sports and games.
7. Organizing the entire physical education activities.
8. Maintenance of stock of sports goods.
9. Issue of consumables for sports and games to students.

Office superintendent

1. Liaisoning with AICTE, APSCHE and University.
2. Co-ordinate day to day activities of office.

SERVICE RULES

The PVKK Institute of Technology (PVKKIT) Service Rules are applicable to all programmes running under PVKKIT and shall be effective from the date of its approval by the Governing Body.

EXPLANATION/ DEFINITION

- **Governing body** means a group or team of experts nominated for providing advice to the management of PVKKIT on matters requested for;
- **Competent Authority** means any authority to which power is delegated by PVKKIT;
- **Dean** means an official, appointed by the competent authority to look after a faculty of study document of activities (such as training and placement, academic activities, Research and consultancy, PG studies, Innovation and Entrepreneurship, and UG studies).
- **Employee** means a PVKKIT employee;
- **Head** means an official, appointed by the competent authority, to look after the affairs of a centre/ faculty/Department;
- **Principal** means the executive head of the Institute, appointed by the competent authority, responsible for day-to-day functioning of the institute as per the norms and standards approved by the concerned Governing Body.
- **Permanent employee** means an employee who has satisfactorily completed probationary period (which has been indicated by issuing an explicit written order in this regard) and is entitled to a prescribed pay scale;
- **Probationary employee** mean employee who under assessment for a specified period of time before qualifying as a permanent employee;
- **Reporting officer** means an official to whom an employee reports for duty/work assignment;

I. LATE COMING / EARLY LEAVING

If an employee reports late for duty and or leaves the campus early by half an hour without official permission / intimation, the employee shall automatically forfeit one day causal leave (CL)/Earned leave (EL) or one day salary if there is no CL/EL at credit. The concerned reporting officer shall issue a letter in writing (or any official electronics medium) to that effect to the erring employee; Permission for faculty to come late or leave early under personal exigencies conditions would be given only three in a month for not exceeding two hours. Such permission would be subject to the

normal work schedules not being disturbed. Time concessions beyond this will be appropriately adjusted against the individual's casual leave account. The concerned reporting officer shall issue a letter in writing (or any official electronic medium) to that effect to the employee about using of such a provision.

II. RETIREMENT AND RE-EMPLOYMENT

The age of superannuation shall be 60 years. Any revision in this age limit shall come into force after approval by the Governing Body of the Institute with the concurrence / approval by the Management of PVKKIT.

An employee retiring from service may be re-employed, depending on merit, for a period of one or two years. Further renewals for duration of 1 or 2 years at a time may be possible till the employee attains the age as specified by AICTE/UGC/APSCE and it is 70 years at this point of time. Any revision has to be approved by the Governing Body of the Institution.

A retired employee who has been re-employed will receive a consolidated salary fixed at the time of appointment for that 1 or 2 year term. Such employees will not be eligible for any other benefits such as PF, Gratuity, EL and leave encashment. However, such employees shall be eligible for one day of leave per month, which cannot be accumulated or carried over to the following year.

III. RESIGNATION

A Permanent employee wishing to terminate the employment at PVKK Institute of Technology by tendering a resignation is required to provide ONE month notice to the competent authority and continue to discharge the duties during the notice period.

An employee wishing to terminate the employment at PVKKIT by tending a resignation is required to provide one month's notice to the competent authority and continue to discharge the duties during the notice period.

Any employee who fails to provide notice, such as an employee shall be liable to pay the Institution an amount equal to gross salary in lieu of the notice period. However, the competent authority may waive this requirement at its discretion on the merits of a case.

An employee tending resignation may be allowed to exercise the option to have the EL at credit being adjusted towards the notice period. However, the employee is not eligible for EL encashment

or payment of Gratuity unless other conditions are fulfilled such as number of years of continuous service at PVKKIT.

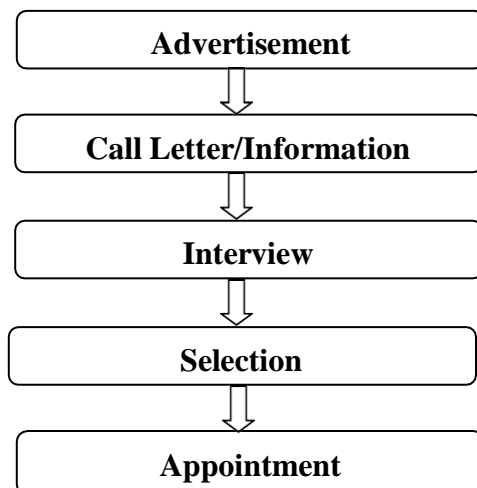
At the time of resignation, if the number of CLs availed by an employee exceeds the number of months of service, employee has completed in that calendar year, such excess (advance) CL's shall be adjusted against the EL at credit. If there is a short fall for the notice period, even adjustment of ELs, then the employee is liable to pay dues getting the relief certificate from the institute.

In case, an employee leaves the institute without serving a notice then the institute can initiate legal action against such as employee as per institute norms. The institute also has and reserves the right to inform the new employer of the employee regarding the unethical of the employee.

RECRUITMENT PROCEDURE

- The Administrative Officer/Principal is looking after the recruitment process.
- The sanctioned strength of each course is noted down as per AICTE norms.
- The number of required staff is identified taking into account of the available student strength also in each course. For the requirement of staff, a requisition is made to the authority for selecting new staff.
- For recruiting new staff, Advertisement is given in newspapers/media.
- The applications received are scrutinized and Call Letters/Information are sent to the shortlisted candidates through e-mail, by post and by information over phone.
- The number of candidates responded to the advertisement are shortlisted keeping in view the AICTE Norms for qualification and experience depending upon the post.
- The staff selection committee for the selection of candidates is constituted with the approval of Chairman/Secretary. After that the venue and the date of interview is finalized and it is informed to the shortlisted candidates through call letter/Mail/Phone.
- On the day of interview, the registered candidates are interviewed by the selection committee based on different parameters.
- The selected candidates list is forwarded to the Management.
- After getting the selected list from the Management, the appointment orders are issued to the selected candidates.

Flow Chart of Recruitment Procedure



PROMOTION POLICY

- The Institution follows AICTE norms for qualifications and experience in respect in respect of promotion of faculty members.
- In addition, due consideration is given to academic performance and overall contribution by the faculty members.
- Additional increments are offered to staff members who excel in academics.
- Well define performance appraisal form comprising the details about result produced, student feedback, guiding projects, their contribution to the department and college, publication of papers in journals, presenting papers in conferences, attending FDPs / Workshops / R&D projects received, etc. is collected at the end of the academic year from every faculty and evaluated their performance.
- Based on their performance in the academic year, they are suitably rewarded and honoured.

LEAVE, DISMISSAL, REMOVAL AND SUSPENSION RULES

(a). Casual Leave (CL):

The faculty members are expected not to take leave without proper reason. For genuine reasons, they can avail maximum 12 days leave per year at the rate of one day per month with the leave application duly submitted and leave sanctioned in advance. In case of emergency, they can opt for 3 days CL continuously. The faculty members are expected not to take leave on Saturdays and Mondays. The staff may be called for explanation if they fail in their duties in any aspect and subsequently action will be taken.

(b). On-Duty Leave (OD):

Duty for JNTUA University Examinations: Max. 10 days per Semester – eligible faculty member(s) shall be permitted as per the order received from the University.

Duty for JNTUA University Examinations–approved Evaluators shall be permitted as per the order received from the University.

(c). Compensation casual Leave (CCL):

Staff members are eligible to avail CCL in lieu of working for the Institute / Management on Sundays /general holidays.

(d). Earned leave (EL)

Earned leave shall not be availed without prior permission and sanction of the competent authority. A permanent employee other than teaching staff (except HOD's) shall be entitled to earned leave of $\frac{\text{-- days present}}{20}$ in a calendar year. ($\text{\# days present} = \text{\# days in a year} - \text{\# Sundays} - \text{\# holidays} - \text{\# days of vacation availed} - \text{\# days of CL availed} - \text{\# days EL availed}$)

The leave account of an employee shall be credited with earned leave in advance in two installments of fifteen days each on the 1st January every year.

The leave at credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the total leave at credit does not exceed two hundred and forty days.

Vacation staff shall be entitled to earned leave fifteen days in a calendar year.

The leave account of a vacation staff entitled to EL shall be credited in advance with earned leave in two installments of 5 days each on the first day of January of every year.

On closure of probation, an employee is entitled to vacation at the end of the full semester.

(e). Maternity leave

Maternity leave is allowable only to permanent female employees who have served the Institution for a minimum period of one year.

An employee may be granted maternity leave as mandated by the Government amounting to a maximum of 90 days.

Application for leave should be supported by a medical certificate from a Registered Medical Practitioner.

Maternity leave may also be granted to an employee in case of miscarriage or abortion, whether natural or induced under the Medical Termination of Pregnancy Act 1971, subject to the conditions that

- (a) The leave does not exceed six weeks and
 - (b) The application for leave is supported by a medical certificate from a Registered Medical Practitioner.
- Maternity leave may be combined with vacation or any other kind of leave, except CL.
 - Maternity leave shall not be admissible to employees who have two or more living children.
 - A female employee, on her adopting a child may be granted leave up to 180 days or till the adopted child attains the age of one year – whichever is less – subject to the condition that such employee should not have two living children the time of adoption.

(f). Marriage Leave

Any employee who is getting married for the first time shall be permitted to avail marriage leave up to ten continuous days. However, he/she shall complete his/her portions before availing this leave by taking advance special classes/ alternate classes and also be responsible for making alternate arrangements for his/ her classes during his leave period for the regular classes in the time table. He/she shall along with the leave letter, produce adequate proof (marriage invitation) for the marriage and also the alternate arrangement made for the period of leave.

(g). Permission:

The faculty members shall avail a permission for 1 hour twice per month to attend an urgent work in the end or start of any working day, without affecting their academic work.

(h). Dismissal, Removal and Suspension

The pay and allowances of an employee, who is dismissed, removed or compulsorily retired from service cease from the date of such dismissal, removal or compulsory retirement.

An employee may be placed on suspension on grounds of misconduct as interpreted in the PVKKIT Conduct Rules, for a period of up to six months within which time, the competent authority is expected to complete the process of inquiry to establish charges against the employee or otherwise.

An employee may also be placed on suspension when proceedings have been taken for his/her arrest or judicial detection on civil or criminal charge. This suspension is in effect for the duration of the imprisonment/ detection. During this period, the employee cannot any pay or subsistence without authorization from the competent authority.

Such an employee is entitled to the following payments:

- Subsistence allowance equal to 50% of the basic/consolidated salary drawn at the time of suspension.
- In situations where the period of suspension exceeds six months, the competent authority reserves the right to increase or decrease the amount of subsistence allowance for any period base on the reason for extension of suspension not directly attributable to the employee or directly attribute to the employee, respectively. The said reasons have to be recorded in writing.
- An employee under suspension shall not seek any employment, business, profession or vacation, either in private or in Institution where PVKKIT has interest.
- On reinstatement, the competent authority shall make an order indicating the pay and allowances to be paid to him/ her for the period of absence from duty, including the period of suspension, and whether or not they said period shall be treated as a period spend on duty.
- Where the suspension of an employee is set aside by a Court of Law, the period of absence from duty shall be regularized, as per direction from the court.

CODE OF CONDUCT RULES

Every employee shall at all times

- Maintain absolute integrity
- Maintain devotion to duty and
- Do nothing which is unbecoming of a PVKKIT employee

Every employee shall take all possible steps to ensure the integrity and devotion to duty of all employees under his/ her control and authority.

Taking part in politics and election

No employee shall be a member of or be otherwise associated with, any political party or any organization which takes part in politics nor shall he/she take part in, subscribe in aid of, and assist in any other manner, any political movement or activity.

No employee shall canvas or otherwise interfere with or use his/ her influence in connection with or take part in, an election to any legislature or local authority. An employee qualified to vote at such election may exercise his/ her right to vote but shall give no indication of the manner in which he/she processes to vote or has voted.

Associations

No employee shall join or continue to be a member of an association whose object or activities are prejudicial to the interest of PVKKIT.

Demonstration and Strikes

No employee shall engage himself / herself or participate in any demonstration which prejudicial to the interest of PVKKIT, public order, decency or morality or which involves contempt of court, defamation or incitement to an office. He/she shall not resort to or in any way instigate, incite or abet, any form of strike by any number of PVKKIT employees.

Connect with Press or Radio

No employee shall- except with prior permission of the management- take recourse to the press for vindication of any official act which has been the subject matter of adverse criticism.

Criticism of PVKKIT

No employee shall make any statement of fact or opinion, which has the effect an adverse criticism of any current or recent policy or action of PVKKIT, which is capable of embarrassing the relations between PVKKIT and the statutory Authorities. Statements include voicing of opinions in any radio broad cast or in any document published in his/her own name, anonymously, using pseudonymous or in the name of any other person in any communication to the press or in any public utterance.

Evidence before a committee or any other authority

No employee shall except with the previous sanction of PVKKIT give evidence in connection with any enquiry conducted by any person, committee or Authority, except when he/ she is summoned by a judicial authority.

Where any sanction has been accorded under Rule 11.1, the employee giving such evidence shall not criticize the policy or any action of PVKKIT.

Unauthorized communication of information

No employee shall except in accordance with any general or special order of PVKKIT or in the performance in good faith of the duties assigned to him/her communicate, either directly or indirectly, any official document or any part thereof of information to any PVKKIT employee or any other person to whom he/she is not authorized to communicate such document or information.

Canvassing of non-official or other influence

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/ her interests in respect of matters pertaining to his/her services under the PVKKIT.

Smoke Consumption of Intoxicating Drink and Drugs

An employee shall

- Strictly abide by the laws relating to in toxication drinks or drugs in force in any are in which he may happen to before the time being.

- Take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug.
- Not appear for duty or in a public place in a state of intoxication.
- Not habitually use any intoxicating drink or drug in excess so as to damage his/her health and physical and mental wellbeing.
- Strictly abide by the rules of **“NO SMOKING INSIDE THE PVKKIT CAMPUS”**.

Prohibition of Sexual Harassment

PVKKIT shall constitute an internal complaint committee (ICC) as per directions of UGC as per the directions of UGC “Prevention, Prohibited and Redressal of sexual Harassment of Women Employees and students in higher educational Institutions regulations, 2015 (amended from time to time)”. No employee shall subject any women employees and / or students to sexual harassment in working/ teaching places. Sexual harassment includes any unwelcome sexually incline behavior whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography or
- Any other unwelcome physical, verbal conduct of sexual nature

The possible actions that can be taken against the respondent:

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the confidential report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

Inquiry process shall be as follows

- ❖ The inquiry shall be completed within a period of Ninety days from the date of the complaint.
 - ❖ On completion of the inquiry, the ICC shall provide a report of its findings to the employee within a period of Ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
 - ❖ If the allegations against the respondent has been prove, it shall recommend punitive actions to be taken against the respondent to the employer.
 - ❖ The employer shall act upon the recommendation within sixty days of receiving it.
- Each ICC shall prepare the annual returns (either academic, calendar of financial year) as per the following table notified by UGC.

S. No	Description	Action Taken
1	Complaints of sexual harassment received in the year	
2	Complaints disposed off during the year	
3	Case pending of for more the 90 days	
4	Workshops on awareness programmes against sexual harassment conducted during the year	
5	Nature of action	

Prevention of all forms of Ragging:

All employees should be aware of all forms of ragging such as Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance.

Undue hardship, physical or psychological harmer raise apprehensive fear in a fresher or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him /her shame or embarrassment or danger to his /her life, etc.

Punishment for Participation in / abetment of Ragging

- Cancellation of admission
- Suspension from attending classes.
- Withholding/with draw of scholarship/ fellowship and other benefits
- Debarring from appearing in any test/ examination or other evaluation process
- Withholding results
- Debarring from representing the Institution in any national or international meet, tournament, youth festival, etc.
- Rustication from the Institution for periods varying from 1 to 4 semester or equivalent period.
- Expulsion from the Institution and consequent debarring from admission to any other Institution
- Fine up to Rs. 25,000/-

Affidavit by student and parents

Each student and his/ her parents/guardian shall have to furnish an affidavit along with the application form to the effect that they will not participate in or abet the act of ragging and that if found guilty, shall be liable for punishment under the penal law of India.

Betting, Gambling, Money lending, Chit funds

No employee shall indulge in any type of betting, gambling, money lending or participate in chit fund activity.

Penalties for Different Types of Offence

The following additional rules in case of unauthorized absence, financial misappropriation, sexual harassment, nepotism and participation in strike or political elections (without written permission from the management) are applicable.

Guidelines for Grant of Incentives for Journal Publications

In order to encourage research among the faculty members and students, PVKKIT has introduced the journal publication incentive scheme and guideline for the faculty members.

The publication of an article in a peer reviewed journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the Institutions in which they are working. It is therefore important to adhere upon standards of expected ethical behavior (article should not have content

with regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy, copyright infringement, and plagiarism) on the part of authors in the act of publishing. Authors should take reasonably responsive measures when ethical complaints lodged concerning the published paper. If the complaint is upheld PVKKIT treats the same as unethical practice adopted by the employee to obtain unjustified benefits and the management of PVKKIT has full right to terminate the services of such employees by forfeiting all the applicable financial benefits due to the employee. Incentive is paid to the PVKKIT employee subject to the following conditions:

1. It is assumed that all the authors have contributed equally for the publication of the paper and each author is equally responsible for the ethical behaviour.
2. The staff must be permanent employee of the PVKKIT to be eligible for claiming the incentive.
3. The staff should have indicated PVKKIT as the author's affiliating institute in the journal paper under consideration for incentive.
4. The incentive per journal paper is fixed and it is divided based on the position.

PREVENTION OF ALL FORMS OF RAGGING:

All employees should be aware of all forms of ragging such as Display of noisy, disorderly conduct, teasing, excitement by handling, including undisciplined activities which cause or likely to cause annoyance, Undue hardship, physical or psychological apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life etc.

An employee who has any intimation about the ragging on or off the campus among the students or employees must report the same to the Anti-Ragging Cell / Committee in the institute for taking suitable remedial action.

BETTING, GAMBLING, MONEY LENDING, CHIT FUNDS

No employee shall indulge in any type of betting, gambling, money lending or participate in chit fund activity.

GRIEVANCE REDRESSAL

In case of any grievances, the staff can represent the same to the Grievance Redressal Committee.