

SRI VENKATESWARA DEGREE & PG COLLEGE  
ANANTHAPURAMU

# POLICY DOCUMENT



  
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## Policy Documents

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# POLICY DOCUMENT

## Motto of the College:

Learn, so as to instruct others; Act, to serve as example to all.

## Vision of the College:

The institutions vision is to spread the light of education and knowledge to far corners of the backward area of Rayalaseema in general and Anantapuramu District in particular. The area can progress and develop only if youth of the area are well educated and achieve a higher level of educational performance.

## Mission of the College:

The institutions mission is to fulfil the needs of a culturally diverse student body by achieving excellence in teaching and learning, ultimately resulting in the intellectual, personal and professional success of its graduates and the advancement of society.

### 1. Quality:

S V Degree & P G College has a well-designed quality policy. It serves as a guide for all of the activities inside and outside of the college. We are committed to impart quality education to the students, enabling them to develop the right attitude, professional and academic competence and inculcation of ethical values. Being a private institution, the management has a decisive role in designing and implementation of quality policy and plans.

1.1 Our quality policy is enshrined in the vision and mission statements. It is embodied in every activity and every plan undertaken by the institution. The college has provisions for continuous monitoring and evaluation of the quality of these programmes.

1.2 The IQAC of the college also plays an important role in sustaining the quality of enrichment programmes. IQAC discusses in detail about the policy changes required or the need for new policies considering the suggestions of all stake holders.

1.3 Feedback from students, teachers, employers, parents and alumni serves as a valuable source for evaluating the quality of programmes. Such feedback is discussed at the club/committee meetings and proper measures for improvement or rectification are taken.



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## **2. Infrastructure & Physical Facilities:**

The College has a policy for creation and enhancement of infrastructure ensuring a good teaching-learning environment. The management and college academic council ensure that the college has adequate and effective infrastructure for effective learning, teaching, research, arts, sports, games and other extra-curricular activities.

2.1 The infrastructure of the college, including labs is used by the faculty and students in their academic and research exercises. This ensures optimum utilization of the resources in the nation building effort.

2.2 The college provides venue for conducting examinations such as recruitment drives of IT, Pharmaceutical and different sectors, UPSC and APPSC examinations.

2.3 The services of electricians, mechanics, plumber and gardener are available in the college to ensure proper maintenance of the premises, instruments and equipment of the college.

2.4 Electrically sensitive equipment is provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations.

2.5 The Advanced and Expensive Equipment are maintained by Annual Maintenance Contract (AMC).

2.6 Maintenance of funds obtained from fee collection and the college management are utilized for the maintenance and upkeep of infrastructure and support facilities.

## **3. Administration:**

The administrative policies aim at enhancing operational efficiencies, best practices, effective decision-making and compliance with laws and regulations. In an institution like ours administration and academics cannot operate as separate water tight compartments. Hence, there is a sound framework for assuring quality assurance in administration along with academics.

3.1 Complete transparency is ensured.

3.2 Policy of decentralization is strictly adhered in effecting high quality administration.

3.3 Pro- student administrative mechanism is implemented.

3.4 Inclusive approach is elegantly followed in all administrative matters.



  
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#### **4. Finance Management & Resource Mobilisation:**

The college has an institutional mechanism for effective and efficient deployment of financial resources. The management of the institution has its own mechanism to monitor the allocation and utilization of fees sanctioned by the state government.

4.1 The management has appointed a local governing board to monitor the financial affairs of the institution.

4.2 The involvement of Alumni Association is ensured while implementing various developmental programmes in the campus.

4.3 The members of the faculty are encouraged to avail themselves of different research incentives/ funds/ aids by the management.

4.4 In order to ensure complete transparency in the utilization of financial resources major purchases and expenditures are made only after inviting requisite number of quotations.

#### **5. Strategic plan:**

The college has a strategic plan for development. Our plan for development evolves out of the academic and administrative requirements of the college and the society it serves.

5.1 The plans for development are largely influenced by the requirements of the student community, staff and perceived needs of the society at large.

5.2 The top management of the college consisting of the central governing body, Chairman, Vice Chairman, principal and the IQAC are very actively involved to ensure that the strategic plans are capable of achieving the mission of the institution.

#### **6. Policy Reforms:**

College has a well-designed quality policy. In pursuance of this objective, college has established an 'Internal Quality Assurance Cell' which is entrusted with the design, implementation, evaluation, assessment and up-gradation of quality policy.

6.1 The founder and Chairman, Vice Chairman of the institution have designed some long run policies regarding the conduct of the institution and delivery of its services to the community. Since an educational institution is passing through different issues, new policies are to be designed. The views of the students, their parents and alumni are given due care.



  
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6.2 The IQAC of the college discusses in detail about the policy changes required or the need for new policies considering the suggestions of all stake holders. The decision regarding this is forwarded to the staff council which in turn will discuss the issue seriously and make suggestions to the governing council which is top authority to decide upon policy matters.

6.3 When there are some new issues or some of the policies are found to be ineffective new policies are framed.

6.4 Principal is required to make presentation about the performance of the college, which provides periodical review of policies.

## **7. Admission:**

The admission procedure of the institution has a few guidelines and follows strictly the norms of the government in filling of the seats through online mode.

7.1 Admission into College is made strictly through online mode on merit and the social standing of the applicants.

7.2 Fee Reimbursement based on income and other parameters as defined by government will be given to those students who get admission.

7.3 A Student should possess the SSC+Intermediate (10+2) qualification from the State Board or any other equivalent qualification from other State Boards.

7.4 A student once admitted into a particular group is not allowed to change his/her elective subjects (Second language and group subjects).

7.5 Students have to bring their parents or guardians at the time of admission and admission cannot be given to those students who come from de-recognized institutions.

7.6 Students have to submit their original certificates in the Office for scrutiny at the time of admission and would be returned to the Student immediately after verification.

7.7 At the time of admission, parent and student should give an undertaking that they will abide by the rules and regulations of the college.



  
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## 8. Education & Curriculum:

Being an affiliated college we follow the curriculum designed by Sri Krishnadevaraya University. Following the introduction of CBCS and curriculum reforms by APSCHE, the institution has taken appropriate measures for the benefit of the stakeholders. The institution is very particular in offering skill oriented programmes that add colour to the lives of the stakeholders and transform them as worthy citizens.

8.1 The college has organized workshops and seminars to familiarize with reforms initiated by the University. Curriculum enrichment programmes like, invited talks, workshops, seminars and conferences are organized frequently by all the departments of the college.

8.2 Members of the teaching staff prepare teaching plans for each course he/she is dealing with and submit it to the head of the department. They are encouraged at the outset to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, industrial visits, and computer education apart from regular traditional teaching methods like chalk and talk.

8.3 Since the college is highly student centric teaching and learning, feed backs from the students are collected to understand opinion of the students regarding the curriculum, teaching and outcomes. Students of all the departments are given the freedom to invite experts from industry, government, academics and non- government organizations to speak about recent developments as part of department level association. Thus curriculum enrichment happens according to the requirements of students.

## 9. Examinations:

### 9.1. Internal Evaluation:

In addition to regular external examinations, the college conducts two series of internal mid examinations and an assignment in each semester. The following rules are applicable:

9.1.1 Request for exemption in taking any exam must be made in person at least two days before the commencement of the examination and shall be forwarded through the subject lecturer concerned.

9.1.2 In case of illness, the Principal may insist on the submitting of a Medical Certificate from a duly qualified doctor.

9.1.3 Absence for mid examinations without leave will render the students concerned liable to serious action.



  
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9.1.4 Re-examination is not offered as a matter of course. But when a re-examination is offered, absence from such re-examination, for any reason whatsoever will be regarded as equivalent to failure.

9.1.5 Malpractice of any sort in examinations will render students liable to severe punishment which may amount to suspension / expulsion from the college.

9.1.6 Defaulters of payment of fees are not exempted from examination.

9.1.7 The UG programmes envisage a mandatory continuous evaluation of students by the teachers. The University has laid down certain norms by which the teachers can assess the students internally and award marks. Students' attendance, their score in the frequently conducted mid exams, their performance in assignments, seminars/practicals count together to one's internal assessment score. Those who fail to score the prescribed minimum marks for internal evaluation shall do those papers next year and shall not be considered successful until he/she has cleared his/her internals.

9.1.8 Students who absent themselves from the mid examinations shall lose the proportionate marks for internal assessment.

9.1.9 Internal Practical Examinations are conducted by the college for the semesters I, III & V

## **9.2. External Examinations:**

Affiliating university conducts semester wise external practical and theory examinations and the dates are tentatively mentioned in academic calendar of the university at the beginning of every academic year. On the basis of university academic calendar the institution plans and prepares its academic calendar and informs the students about the dates of instruction period and examinations well in advance.

### **External Examination System:**

9.2.1 External exams are conducted in jumbling mode by the university.

9.2.2 External exams for main subjects are conducted for 75 marks with 3hrs duration.

9.2.3 External exams for Skill Subjects are conducted for 50 marks with 2hrs duration.

9.2.4 Pass marks for each subject is 40%

### **Practical Examinations:**

9.2.5 Overall fifty marks are allotted for each practical examination out of which 10marks for record, 10marks for viva voce and 30 marks for experiment.

9.2.6 External Practical Examinations are conducted by the university for the semesters II, IV, & VI.



  
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## **10. Mentoring:**

Mentoring includes listening, encouraging, sharing the experience, giving help, advice and guidance to students and pointing them to other sources of support or referral. The whole student community is divided into different mentee groups and they are assigned to the faculty.

10.1 The mentors have to act on behalf of the college to support learners who are enrolled on a course of study.

10.2 The mentor will act within an agreed range of confidentiality and will ensure they have the best interests of the young learner in mind at all times.

10.3 The mentors should be good communicators, excellent and active listeners. They should have sympathetic approach to sensitive issues and should be able to maintain confidentiality. They should have regular meetings with their mentees and keep records.

## **11. Students Participation & activities:**

The institution encourages students to participate in competitions at National, State, University and College levels.

11.1 Achievements of the College teams and the conduct of intercollegiate tournaments by the Department of Physical Education brought laurels to the College in the field of sports and games.

11.2 The Department of Physical Education provides special coaching in the evenings to interested and talented students in Volleyball, Ball badminton, Badminton, Table Tennis, Cricket, etc. They motivate to take part in outdoor and indoor games. Our teams participate in the competitions held by university regularly.

11.3 A sports Meet is conducted for the student community of the college with the active support of the Faculty and Administrative staff.

11.4 Commendable performance and outstanding achievements of our students are appreciated and they are honoured on the College Annual Day.

11.5 Participation in the NSS helped the students to achieve laurels at various levels.



  
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## 12. Extension Activities:

The college organizes its extension programmes with the aim to offer its facilities, expertise and experience to the community.

12.1 For the effective conduct of extension and outreach programmes the principal with the active involvement of college council and IQAC entrust the faculty with different clubs and cells at the beginning of each academic year.

12.2 All the extension activities organized by the College through NSS and departments are designed to contribute to the holistic development of students and for the upliftment of the community to bring about social change.

12.3 All the departments undertake extension programmes either independently or jointly with other disciplines in collaboration with government or non- government organizations.

12.4 The faculty in charge of clubs and cells are given complete freedom to plan and implement extension and outreach programmes. The teachers in charge of the outreach programmes consult with social workers, social activists and leaders of the local bodies to identify demand for services offered by the institution.

12.5 The various outreach and extension activities provide hands on experience in specific areas to the students of the college. It provides ample opportunities for students to display their talents and to utilize their knowledge and skills for the development of the society.

## 13. Study Tour:

Study tours including Industrial visits conducted by the college are part of the academic programme. The College has adopted the following procedures to guide faculty and students in organizing study tour programs to enhance the experiential learning of students.

13.1 The study tour must be conducted in accordance with government rules and policies.

13.2 The purposes and specific educational objectives of the study tours should be carefully developed.

13.3 The study tour should have adequate faculty staff supervision, both in terms of students/staff ratio and in terms of staff expertise to deal with contingencies.

13.4 All the arrangements of the tour (such as transportation, accommodation, food, and finances) and other support services should be well planned and managed effectively.



  
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#### **14. Anti-Ragging:**

In tune with the UGC regulations of 2009 regarding ragging, the college maintains the policy of keeping the campus ragging free.

14.1 Ragging / teasing / intimidating/ harassing / using words of abuse etc. on junior students especially female students is punishable crime under Police Act. Such matters will be immediately reported to the police. As such acts are considered criminal offences; students involved in such acts will be given adequate punishment, which includes expulsion.

14.2 As per the directions from the Supreme Court of India and relevant instructions from the university & UGC authorities, anti-ragging committee has been formed in this College.

14.3 The college strictly observe the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.

14.4 Counselling facility is provided in the college.

14.5 Display boards on anti-ragging has been installed in different locations in college.

#### **15. Grievance Redressal:**

The management is keen on implementing various measures for the proper handling of the grievance Redressal. The college closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

15.1 If a student or a group of students or the entire students have any grievance of any kind of what so ever, it is to be brought to the attention of the Grievance Redressal Cell in writing.

15.2 The cell on its own or in consultation with the Principal may take necessary steps to resolve such grievances. The Principal may call for the recommendations from the Discipline Committee /College Council, if the situation so demands.

15.3 The institution takes special care in addressing the students who comes under the titles OBC, SC/ST, Minority and PD by running separate cells for each.

15.4 The College had constituted a Complaint Committee (ICC) for considering complaints of sexual harassment of woman students and employees of the college. Complaints regarding sexual harassment can be intimated in writing to the committee.



  
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## 16. Code of Conduct:

### 16.1 Students

The Student Code of Conduct **sets out the standards of conduct expected of students**. It holds them responsible for the consequences of their actions. Failure to fulfil these responsibilities may result in the withdrawal of privileges or the imposition of sanctions.

16.1.1 It shall be the duty of every student to follow the rules and regulations of the college, and to conduct himself with discipline and decorum.

16.1.2 Students are expected to be punctual and regular in attending classes, practicals, exams etc. If classes are free during any period, students should go to library or engage themselves in meaningful co-curricular activities.

16.1.3 Students shall be clean and decorous in dress, language and behaviour. They should adhere to the cultural values and ethos of the College.

16.1.4 Students should treat all fellow learners and teachers with respect and fairness. Every student should consider their fellow learner equally regardless of gender, race, ethnicity, regional origin, religion, disability, or sexual orientation.

16.1.5 Any kind of indecent behaviour or derogatory remarks from the students outraging the modesty of any women will not be tolerated and is punishable.

16.1.6 Students will be given permission to leave the campus during class hours only in case of emergency or for any other valid reasons with the gate pass from the incharge of the floor concerned.

16.1.7 Students should strictly maintain hygiene in classrooms, campus and in toilets/washrooms.

16.1.8 Political activism is banned in the campus. Demonstrations/ campaigning etc. of a political nature are strictly prohibited inside the campus.

16.1.9 Students should take great care in handling the properties of the college. All breakages, losses and damages must be reported at once to the authority.



  
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16.1.10 Students shall not involve in any form of ragging inside or outside the College campus. Ragging in any form is a serious offence and those found indulging in it will be summarily expelled from the College as per the directions of the Government

16.1.11 Mobile phones can be used only for academic purposes with the permission of lecturers. Cell phones would be confiscated if students are found misusing them.

16.1.12 Loitering on corridors, staircase and other passages during class hours is discouraged as it disturbs the academic atmosphere in the campus. Strict action will be initiated against students who are found unnecessarily near the canteens, open auditorium, playgrounds and other such places inside the college campus.

16.1.13 A Grievance Redressal mechanism exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell for getting their grievances addressed.

## **16.2 Teaching Staff**

The Code of Professional Conduct for Teachers applies to all permanent and temporary faculty. Besides the code set by the UGC and the affiliating university the college has also framed a set of rules to be followed by the teaching staff. It serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

16.2.1 Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He/she shall be strictly honest and impartial in his/her official dealings.

16.2.2 Every teacher shall be present at the place of his/her duty during the prescribed working hours. No teacher shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.

16.2.3 Every teacher shall devote himself/herself diligently to his/her work and utilize his/her time to the service of the College and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.

16.2.4 Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence.

16.2.5 Every teacher shall participate fully and enthusiastically in the activities of the College and shall perform any other curricular or extra-curricular work related to the College/University as may be assigned to him/her by the authorities.



  
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16.2.6 No teacher shall discriminate against any student on grounds of caste, creed, sect, religion, sex, nationality or language. They shall also discourage such tendencies among his/her colleagues. Harassment against women will be seriously addressed.

16.2.7 Every teacher shall help the College authorities in enforcing and maintaining discipline among students.

16.2.8 Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practicals, etc. They should not indulge in over-making, under making or other attempts at victimization on any ground.

16.2.9 No teachers shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or students of the College with the intention of interfering with the performance of his/her duties.

### **16.3 Non-Teaching Staff**

The supporting staff is an essential part of the college administration. They are also supposed to follow a code of conduct in their profession.

16.3.1 All the supporting staff shall perform his/her duties efficiently, as per the Institutional norms.

16.3.2 It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the management from time to time.

16.3.3 The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.

16.3.4 The supporting staff shall extend full support to the departments for the development of the labs and also in the maintenance of instruments /equipment.

16.3.5 The supporting staff shall not discriminate any student and colleague based on the gender, caste, creed, language, and place of origin, social and cultural background.

16.3.6 The supporting staff shall extend their full-fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.

16.3.7 The supporting staff shall strive hard to improve their technical and non-technical skills related to their job.

16.3.8 The supporting staff shall discharge all the professional activities through proper channel.



  
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16.3.9 The supporting staff should not be absent from the duties without the prior permission of the authorities.

16.3.10 The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.

### **17. Alumni Activities:**

The College has an Alumni Association, but it is not registered. The general body meeting of the alumni association is held every year at dates of convenience.

17.1 Alumnus personally offer financial support for the developmental and academic needs of the college. They have contributions to all department level initiatives whenever their support is sought they give a positive response.

17.2. Present students and alumni have very good relations with each other and hence the programmes organized by the present students are informed to them who in turn support the same with their suggestions and presence, if possible.

### **18. Staff Empowerment Strategies:**

The institution has introduced effective strategies to train, retrain and motivate the teaching and non-teaching staff for performing various roles and responsibilities.

18.1 The teachers are encouraged to attend Orientation Programmes with leave-on-duty sanctioned by the college. Reimbursement of travel expenses and registration charges who attend National/Regional conferences/workshops, publications, FDPs by the members of the faculty.

18.2 Yearly six leave on-duties is granted for research work, participation in seminars other than leave on-duty for functioning various duties allocated by the affiliating university as observer for semester external practical and theory examinations, examiners for answer scripts evaluation.

18.3 The management organizes a mandatory orientation programme for all the faculty members newly appointed which helps the newer faculty members to get involved and trained in the working of the College.

18.4 The faculty with leadership traits are given the opportunity to head committees and projects. The institution has full-fledged NSS units. The institution encourages the Programme Officers of NSS to undergo the orientation training with leave-on-duty sanctioned by the college.



  
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18.5 The college provides infrastructural facilities for independent learning through the well-stocked central library.

18.6 The institution provides opportunity for staff members to participate in exchange programmes that help them to manage their work-life balance. The teachers are given opportunity to interact with government officials, NGO representatives, and professionals from other fields.

18.7 Employees Provident Fund is provided to all the staff.

18.8 Concession in college fees is provided to the wards of the employees of the institution.

18.9 One week of marriage leave is granted.

18.10 50% of salary is given to the employees on medical grounds.

18.11 Employment is provided to one of the family members of the deceased employee on compassionate grounds.

18.12 Festival advances are given to class VI employees.

### **19. Research:**

Research and related activities constitute the pivotal of the academic policy of the institution and the research policy should provide a guideline for the conduct and publication of the research work.

19.1 The Management and the principal inspire the faculty to avail Faculty Development Programs of the UGC and to acquire Ph.D. Degrees. The teachers are also encouraged to promote Research activities by undertaking research projects with financial assistance of central and state funding agencies.

19.2 Students are also motivated to take up collaborative and socially relevant projects at UG level.

19.3 The institution acknowledges the achievement of its faculty in different disciplines. The college should provide essential infrastructure support for the research work.

### **20. Performance Appraisal:**

Performance Appraisal is based on meticulously designed modules

20.1 It is applicable to various sections of the college including the management, faculty, students and non-teaching staff.

20.2 The methodology is linked to the UGC guidelines.



  
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20.3 In addition to the regulations of UGC the performance appraisal, the demands of the college's vision and mission are taken into consideration.

20.4 It is done once a year in a confidential manner.

20.5 The findings are communicated to the concerned parties without delay.

20.6 If there is significant progress for a particular department/person, it will be specially mentioned.

## **21. Human Values & Professional Ethics:**

For providing a quality education to all students in the classroom, teachers treat their students with love, care, affection and commitment and inculcate good values among them without favouritism and discrimination.

21.1 The teachers are role models to the students by showing concern and motivating them. The teachers are fair in assigning marks/grades to the students for internal assessments.

21.2 Teachers respect the right and dignity of the students in expressing his/her opinion. Teachers recognize the difference in aptitude and capabilities among students and try to meet their individual needs and aspirations.

21.3. Human values are transmitted through value education classes. Blood Donation camps, Haemoglobin test, Donations to orphanages and old age homes programmes etc. helps the students to inculcate values of generosity and sacrifice.

21.4 The college provides physically challenged students equal opportunities for accessing all the facilities available in the campus.

21.5 The college provides the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University.

21.6 Ramps are provided for easy access in the campus. Special toilet is set apart for the disabled.

## **22. Environment Sustainability & Waste Management:**

The college has made many efforts to stabilize the up gradation of nature not only in the campus but the selected areas where its extension activities are going on.

22.1 We promote a plastic free campus through awareness.



  
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22.2 Inspection and maintenance of electronic wires and appliances in time, helps to avoid power wastage.

22.3 The college is moving towards the concept of green architecture. Efforts are made to make the campus plastic free. We preserve the existing trees and plant new saplings. The available land has been utilized to the fullest extent in a nature friendly way.

22.4 Students are made aware of the disposal of different categories of waste generated in the Lab. They are given clear instructions to dispose the broken glass waste and chemical waste in the respective waste receptacles.

### **23. Labs Maintenance:**

The Physics, Electronics, Biotechnology, Microbiology, Chemistry and Computer Laboratories at S V Degree and P G College, Anantapur, play a crucial role in providing practical learning experiences and fostering hands-on skills in learning all the topics practically. To ensure a safe, functional, and productive environment, this policy outlines comprehensive procedures for maintaining the laboratories' equipment, facilities, and safety protocols.

#### **23.1 Maintenance Procedures:**

23.1.1 Regular Inspections: Schedule routine inspections of all equipment and facilities to identify potential issues and ensure compliance with safety regulations.

23.1.2 Preventive Maintenance: Perform regular maintenance tasks on equipment based on manufacturer recommendations and usage patterns, including calibration, cleaning, lubrication, and minor repairs.

23.1.3 Corrective Maintenance: Promptly address any equipment malfunction or safety hazard through repairs or replacements, following established procedures.

23.1.4 Inventory Management: Maintain accurate records of all equipment and consumables, including calibration certificates, maintenance logs, and usage logs.

23.1.5 Waste Disposal: Disposal of all waste materials, including, and electronic components safely and responsibly according to designated procedures.

23.1.6 Safety Documentation: Ensure readily accessible copies of all relevant safety manuals, protocols, and emergency procedures are available in the lab.



  
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### **23.2 Safety Protocols:**

- 23.2.1 Laboratory Equipment Usage: Follow proper operating procedures for all equipment, as outlined in manuals and training sessions.
- 23.2.2 Electrical Safety: Be aware of potential electrical hazards and use equipment only with grounded plugs and surge protectors.
- 23.2.3 Waste Disposal: Dispose of all waste materials properly and safely according to designated procedures.
- 23.2.4 Incident Reporting: Report any accidents, injuries, near misses, or safety hazards immediately to the Laboratory Coordinator.

### **23.3 Training and Awareness:**

- 23.3.1 All faculty, staff, and students using the laboratory must receive appropriate safety training and be familiar with this maintenance policy.
- 23.3.2 Regular safety meetings and refresher training sessions should be conducted to ensure ongoing awareness on usage, safety protocols and maintenance procedures.

### **23.4 Resources:**

- 23.4.1: The College should allocate adequate resources for laboratories' maintenance, including budget, personnel, and equipment.
- 23.4.2 Access to safety data sheets (SDS) for all equipment used in the labs should be readily available.
- 23.4.3 Emergency contact information and safety reporting procedures should be clearly posted in the labs concerned.

### **24. ICT Classrooms Maintenance:**

Information and Communication Technology (ICT) classrooms at S V Degree and P G College, Anantapur play a crucial role in equipping students with essential digital skills for the modern world. To ensure optimal functionality, uptime, and a learning environment conducive to technology-driven education, this document outlines a comprehensive policy for maintaining ICT classrooms.

- 24.1 Maintain an ICT infrastructure that is reliable, secure, and up-to-date with current technology trends.



  
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24.2 Ensure proper functioning of all projectors, screens and network components within the classrooms.

24.3 Minimize downtime and data loss through preventative and corrective maintenance practices, adhere to relevant IT security regulations and best practices.

24.4 Promote responsible and ethical use of technology in the classrooms.

## 25. E- governance:

E-governance is implemented at various levels in order to provide simpler and efficient system of governance within the institution.

25.1 The website of the college is functioning full-fledged. Administration process is made hassle-free with the help of the college website and college app. The students can acquire all information about the college from the website and can download material and other required information through college app.

25.2 The accounts of the college are maintained with help of the accounting software Tally. The system administrator is appointed to handle the technical issues related to digitalized operations of the college.

25.3 The library is both physical and computerized. Students can search the books in the computers with the help of librarian and can make best use of the digital library. E-learning facilities like N-List, e-journals and periodicals are made available in the library.

## 26. Employment:

No person shall be deemed to be an employee of the Institution unless and until she/he has received a letter of appointment signed by the Appointing Authority and the employee signs a letter of acceptance.

26.1 The services of a temporary employee are liable to be terminated at any time during the period without prior notice or may be extended for further period not more than six months at a time from the reasons to be given in writing till his/her requirement period is declared as satisfactorily completed. Even at the end of the extended period, if the employee's performance is still found to be unsatisfactory his/ her service shall be dispensed with, without furnishing any reason whatsoever. During this period, if any employees commit any misconduct, he/she shall be given a 'memo/charge sheet' and proceeded against as per rule of the institution.



  
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26.2 No employee is entitled to be confirmed or treated as a regular employee by reason alone of having completed the temporary period. Regular status is not effective until the employee has satisfactorily completed the temporary period and until regularization status is confirmed in writing by the appointing authorities.

26.3 It shall be incumbent on every employee to furnish in writing C V, his/her correct and complete details in the prescribed form to the principal for the purpose of record.

26.4 The employee shall wear the Identity Card provided by the Management at all times in the course of employment on the College premises and, on demand, shall show the card for inspection by Management or any person authorized by the Management.

### **27. Recruitment:**

27.1 Faculty and staff at different cadres are recruited based on vacancy in the department of the institution.

27.2 Applications are invited from the prospective employees for the position through an advertisement in reputed newspaper.

27.3 Short listed applications are called selection after thorough scrutiny of applications.

27.4 For all Cadres interviews and demos are conducted by Board of selection directly.

27.5 Finally, the appointments shall be approved by the competent authority.

### **Reviews and Amendments:**

- These policies should be reviewed and updated periodically to reflect changes in regulations, best practices, and college needs. Consulting with relevant stakeholders, including faculty, staff and students during the review process.

By implementing and adhering to these comprehensive policies, S V Degree & P G College ensures that its maintenance of overall college infrastructure and resources in a sage, and conducive to effective learning and teaching. This commitment to a positive learning environment fosters students' success and reinforces the college's dedication to academic excellence.



  
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