

SRI VENKATESWARA COLLEGE OF NURSING

**R.V.S. Nagar, Tirupathi Road,
CHITTOOR – 517 127, A.P**

**CODE OF CONDUCT
HAND BOOK**

Code Of Conduct

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R.V.S. Nagar, Tirupathi Road,
Chittoor - 517 127.



SRI VENKATESWARA COLLEGE OF NURSING
RVS Nagar, Tirupati Road, Chittoor – 517 127(A. P)

VISION

To create leaders in global nursing and health care services ,who render optimal patient care with passion and compassion for upliftment of the society.

MISSION

To provide best nurses for enhancing health care by imparting quality and adopting best global practices in nursing education.

MOTTO

“Building career with passion to serve”

QUALITY POLICY

Sri Venkateswara College of Nursing strides towards excellence, by adopting a system of qualitative policies and processes with continued improvements to enhance students skills and talents for their exemplary contribution to the society ,the nation and the world. The college shall strive to become an “institution of excellence” in the field of nursing studies.

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PREAMBLE

The principle objective of Sri Venkateswara College of Nursing is to disseminate knowledge and impart instruction to students in different fields of nursing professionals. The college also aims at promoting research and development, consultation on projects and other professional activities the employees at all times should maintain absolute integrity and devotion to duty and shall do nothing against the dignity and Prestige of the college particularly in relation with the students.

Insolence to any of the clause of code of conduct attracts disciplinary action in accordance with the service conditions of the college.

STAFF RULES AND REGULATIONS

1. All the employees shall be punctual to the duty and shall adhere order to the college timings 9:15 a.m. To 5:00 p.m. Two late comings will be considered as half-day serial if more than 1 hour half day will be marked for the day.
2. Without intimation any leave is a wild it will be considered as a loss of pay 4 emergency leave/per year may be considered for CL
3. Permissions are not allowed
4. Faculty must be in the classroom within 5 minutes of previous class
5. Compulsorily each faculty should stay till the end of the class hour.
6. If any faculty is on leave the class coordinator must arrange their classes
7. Study materials should be submitted to the concerned principles
8. Faculty is expected to follow the dress code. For clinicals, faculty are expected to wear uniform with ID cards. Hair must be neatly knotted, chappals with pointed heels must be avoided.
9. Using mobile phones is prohibited during duty hours
10. Staffs are expected to stay in their seats and to maintain silence and discipline
11. All the teaching and non teaching staff should think at all times that justice is done to the students in aspects with regards to instruction in the classroom ,code of examinations and evaluation .All the teaching and non teaching our expected to deal kindly with the students as far as possible within the fame work rules without

sacrificing discipline. They are expected to maintain attendance record up to date under record periodically as per the rules in force.

12. Conduct of unit test, term examination, Practical Examination and model examinations of college including invigilation, evaluation and assessment of the students, performance computation of attendance form a part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations and attend all connected work as assigned by the HOD or person in charge.

13. The lab incharge in the various departments shall be punctual and shall keep the Laboratories clean and present form for the use of the students and teaching staff during the normal working hours of the college.

14. No employee should use impertinent language and derogatory loose talk while interacting with superiors and should obey the work entrusted. Also the heads of department or person in charge are expected to give clear feasible instructions.

15. No employee is expected to undertake any outside job and violation of the said class will be dealt seriously. Any employee who is convicted in criminal case or insolvency shall be liable for dismissal from service without any show cause notice.

16. Performance based increments/ promotions will be granted by the management.

17. If any deviation from above rules memo will be issued to the concerned staff.

18. More than three memos for any staff, will be dealt seriously and management can take any action.

19. The staffs are instructed to give 3 months prior intimation before the resignation.

20. The staff has to produce an argument bond for minimum of one academic year.

SERVICE CONDITIONS

1. All appointments shall generally be made on probation for a period of 2 years in the case of teaching staff and 1 year in the case of non-teaching staff. The staff member is treated as regular on completion of 2 years.
2. No teacher is permitted to leave during the middle of the academic year excluding the summer vacation suffering the class work. 3 months' notice salary on either side needs to be paid in due of such notice.
3. All the employees must pledge the original certificate at the time of joining. If anyone has any requirement, they should give Bank check 3 months' salary and

soon after the need, they can return the original certificate to collect back the check given.

4. All employees should come to the college presenting a smart and decent appearance to project professionalism.
5. Faculty expected to follow the dress code. Per clinicals faculty or expected to wear uniform with ID cards hair must be neatly knotted, chappals with pointed heels must be avoided.
6. The early instruments are given only after completion of a year of service in this institution. The increments are given based on the faculty performance appraisal.
7. If the performance is well below the threshold value are reached they terms and conditions defined in the code of conduct arrange any outside employment like involving in consultancy for private / self own institution are coaching in other private agencies without the permission of principal is Undertaker the following penalty is pulse efficient and good reasons would be imposed upon the employees of the institution.
 - a. With holding of increments are promotion
 - b. Reduction to air lower rank in seniority or lower post a lawyer stage in time scale.
 - c. Remove from the service, the principal shall be competent authority to impose any of above punishments.

8. All the employees of the college shall be governed by the leave rules that are frame the as following:

- a. All the employees are entitled to avail one day of CL per month. The CL can be avoid by giving prayer intimation filling the CL farm and get the signature from the principal.
- b. Those who work on Sundays are any other government holidays are on specific instruction from principal or management canal compensable holiday on any day in that month with prayer application.
- c. Employee is entitled for 15 days of annual leave in a calendar year after the completion of 1 year of service in this institution. The non teaching staffs are not eligible for annual leave.

d. Those who want to go on duty's life spot valuation/practical examiner / Dr NTR UHS meeting can I will 5 days of on duty / academic live with prayer intimation. Attendance certificate submit after this part valuation/practical examiner.

RECRUITMENT PROCEDURE

1. Introduction

The vision of SVCON, Chittoor is translated into an organisational goal to identify and recruit and retired highly qualified talented and diverse faculties / step for positions in all academic fields. The recruitment of faculty / staff is a crochet activities at SVCON Chittoor. The staff selection committee is constituted specific curly for governing the recruitment procedure.

The process of recruitment includes:

- a. Search for prospective candidates.
- b. Shortlisting of prospective candidates.
- c. Preliminary section - staff selection committee

2. Search for prospective candidates:

The search for prospective candidates implemented in the following 2 days:

- Advertisements are placed in the leading Telugu and English daily newspapers listing the openings.
- The details of the openings including eligibility criteria another conditions are display in the advertisements.
- The candidates have to satisfy the eligibility criteria to facilitate for the considerations of their candidate use.

3. Application procedures:

- The application can also be downloaded from the website and should be submitted along with all necessary enclosures to the principal on or before, that schedule date.
- Retired Personnel from teaching / clinicals are encouraged to apply for the post.
- The application should include all the relevant authenticated data regarding age, academic qualifications with clause / grades, experience post held , publication list, statement of teaching interest phone number email id and the name of three references(with contact information) together with duplicate copies of certificates (in 2 sets) and passport size photos.

4. Short listing of prospective candidates

Applications, when received are organized, relevant information summarized, and sent to the prospect to respective HOD is for shortlisting.

The objective of shortlist thing is 2 folds:

- a. Project applications that does not meet the eligibility criteria.
- b. To shortlist the candidates for from the remaining list so that the number of candidates to be called for the interview in the staff selection committee remains within manageable limits.

Usually primary concerns at the stage are the educational background previous clinical and teaching experience done by the candidates. The concern HOD shortlist the candidates based on the requirement of the respective department. The resumes of the shortlisted candidates are further rank in the order of merits by the concern HOD and centre to the principal of his along with their comments and observations for the next level of the recruitment process.

5. Staff selection committee:

The selection committee is constituted in the following manner with representatives as listed under each department.

- a. Head of the institution / principal - chairman of the selection committee.
- b. Representative of the management-member of the selection committee.
- c. HOD of the department member of the selection committee.
- d. Subject expert-member of the selection committee.

The committee will available the suitability of prospective candidates for a particular position.

Best and there observations come the committee will recommend there list of selected candidates. The succeeded candidates are issued offer letters within a seven days time frame to accept the offer. After recent acceptance letters from the candidates appointment orders are received to them.

ROLES AND RESPONSIBILITIES

ROLES AND RESPONSIBILITIES OF PRINCIPAL

1. To promote the comprehensive development of the instructions as the head of Institution
2. To recruit the teaching and non teaching staff based on the requirements of the departments
3. To review salary fixation norms as and when required ;keeping in mind ,the practices in and around colleges
4. To fix salaries, increments etc to teaching and non teaching staff
5. To Deput teaching staff for refresher courses, higher studies and arranging for suitable training in the campus
6. To conduct hods meeting and faculty meeting at regular intervals to know the state of affairs both academic and non academic
7. To plan for campus placements
8. To review the student results and academic performance
9. To instruct the hostel authorities about the rules to be followed while permitting the students to go outside, including their native places
10. To take enough precaution so that ,the teaching staff cannot leave the services in the middle of the academic year .to go round the classrooms to ensure that the class work is being conducted effectively
11. To go through the letters found ,if any in the suggestion box and act them if required.
12. To conduct academic meetings
13. To get the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable for year as per the guidelines
14. To decide the requirements of furniture ,lab equipment, staff ,additional space etc..and enlightening the management about the requirement and getting the budget sanctioned
15. To conduct freshers Day ,Republic Day, Independence Day and other functions.
16. To get the budget sanctioned for books and journals
17. Attesting the academic registers
18. To instruct the lab in charges through a schedule to conduct annual stock verification of lab equipments
19. To monitor the activities of the University examination
20. To promote the brand building of the institution by adopting new technologies.

ROLES AND RESPONSIBILITIES OF VICE PRINCIPAL

1. Allocation of the subjects to the faculty members well in advance before commencement of the academic year
2. Collect lesson plans from teaching staff before commencement of class work and ensure that the information provided is in accordance with the format
3. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the fellow members and students at least one day before the commencement of the class work
4. Send staff attendance register after making necessary entries to the principal office by 9:30 a.m. Everyday
5. Interact with students (section wise) once in a fortnight; identify the problems and solutions and consultation with the principal
6. Verify the student attendance registers maintained by staff members once a week and submit to the principal for verification once in your fortnight
7. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality
8. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students
9. Convene departmental and staff meeting once in a month on the day allotted and record the minutes of meeting
10. Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the stated format as decided by the principal. Communicate a copy to the principal. If any subject is handled by the department faculty members, communicate a copy to the respective HOD. Guide the faculty members improve their performance based on the feedback and also monitor the improvements of faculty members.
11. Communicate the attendance particulars and the term examination marks of the students to the concerns from the time with the help of class teachers
12. Counsel the students who are absent for the mid test or irregular to the class work.
13. Route all the correspondence through the office of the principal
14. Allocate the students to the teacher counselors in the beginning of the academic year
15. Inform the concerned authorities of any important events taking place in the department from time to time

16. Arrange the special classes if necessary for the benefit of below average students
17. Ensure academic discipline in the department
18. Follow the guidelines /instructions given by the principle from time to time
19. Maintain and update the files
20. Make arrangements to lock and seal all Laboratories before leaving the premises
21. Provide necessary inputs to the principal for conducting academic Council/ GB meeting

Roles and responsibilities of HOD

1. Planning and implementing the concerned subjects theory and practicals by preparing rotation plan
2. Co relate the time tables of each program
3. Alloting hours for each faculty under her department both theory and practical
4. Assessments of students performance in their concerned subjects
5. Recommending and forwarding of leave letters of teachers to the principal

ROLES AND RESPONSIBILITIES OF A CLASS COORDINATOR

1. Instruct all the students to attend the classes regularly under to follow the dress code
2. Collect the list of students absent for the unit test, term exam and model exam and reported to the HOD
3. Prepare consolidated attendance at the end of every month (whenever class work is conducted in that particular month) and also list of students who have got less than 75% of attendance in aggregate .submit the list to the head immediately
4. Prepare the list of students who have secure less than 60% of marks in term exam (subject wise) and submit it to the HOD
5. Result analysis must be done after the announcement of the results by the University
6. Motivate the students to attend the seminars without fail
7. Instruct the students to attend the internal /external exams without fail
8. Communicate the attendance particulars and internal marks of the students to the concern to time to time as director by the HOD

ROLES AND RESPONSIBILITIES OF LAB INCHARGE

1. Ensure that the equipment and lab is in clean and tidy condition
2. Report about any non functioning equipment to the HOD in time through lab incharge
3. Switch off fans and lights and lock the doors while moving out of lab even for a short period
4. Close the windows and lock the doors in the evening by leaving the campus for the day
5. Maintain the articles issue register regularly before issuing articles to the students
6. Maintain inventory register and check the stock once in a month
7. Assist the HOD in the preparation of items required in the respective lab before the commencement of academic year/semester
8. Not to carry mobile phones to the lab, classroom, exam hall for any reason
9. Follow the guidelines instructions given by the principle from time to time

ROLES AND RESPONSIBILITIES OF OFFICE STAFF

Office staff means employee of academic Administration and accounts section

1. Shall perform their duties with sincerity and maintain confidentiality
2. Be convergent with the rules and regulations and the relevant procedures involved related to their works
3. Perform as a team and do the assigned as well as any additional work as an when the inchargeallots.
4. Pre plan the days/ weeks works and perform the duties assignment for time to time in a systematic way to create a courteous atmosphere. All are expected to improve /update their skills in filling, drafting and essentially computer operation
5. Inform well in advance about leave of absence and may alternative arrangements to the work assignment and give full cooperation to all sections with proper dignity and decorum
6. Deal with reasonable concern towards students enquiries and ensure all possible help and deal politely talking on telephone.

7. Follow the guidelines/instructions given by the principle from time to time

STUDENT REPRESENTATIVE

1. Report common problems of students to the class teacher
2. Collect the names of the students for Association activities as per schedule given by class teacher and submit the same to the HOD
3. Inform the class teacher if any class is not engaged
4. Communicate any information given by the head/ class teacher to the students

ATTENDERS

1. All attenders should be available in the college by 8:30 a.m. Or as per the department and requirements and leave the premises 15 minutes after the heads of various section leaves the departments
2. They should be present with neat appearance
3. They should take the keys after informing to the principal
4. They are responsible for the cleanliness of the classes/ labs/ premises of the concerned departments
5. They should ensure proper locking of the rooms /labs/ premises and close windows as well as switch off lights /fans, close water taps and deposit the keys in the principles office
6. They should strictly follow the instructions issued by the head of different sections and departments conscientiously
7. They should give respect to the superiors and extend full cooperation to other attenders
8. They should not allow unauthorised person to enter the departments office without proper verification .
9. They should perform any additional duties assignment from time to time
10. They are expected to respect visitors ,parents,staff and students

SAFETY NORMS AND CHECKS

- Checks for wiring and electrical installations for leakage and earthing
- Periodically wiring and electrical installation for leakage and earthing are checked by incharge of the department
- He or she inspects the institution in regular intervals and certifies the status of wiring and electrical installation
- As the college has a multi blocks academic Ambience precautions have been taken for leakage and earthing

Further,

1. All fixed electrical installations and portable electrical equipments under the control of or used within the premises are adequately Inspected, tested and maintained to ensure they are fit for purpose and safety for normal use
2. All electrical inspections, tests, maintenance repair and installation work is undertaken by approved trained and competent persons.
3. Live electrical working is prohibited (although live testing is permitted in exceptional circumstances and it is unreasonable in all circumstances for it to be dead, providing appropriate controls are taken and equipment is used)
4. All relevant statutory requirements and reasonably practicable, best practice guidance is adhere.

FIRE FIGHTING MEASUREMENTS:

Fire extinguishers were installed in the laboratories and at critical locations.

- Working condition of the safety equipments are frequently checked by authorized agencies
- The buildings are so designed that ,every class room, seminar hall, laboratory is well ventilated and wide doors and windows.
- The building architectually designed with 40% open space and proper ventilation
- In addition to fire extinguishers, water is available abundantly which can be of immense utility in emergency.
- Plastic water tube are available which can be used for pouring the water.

SAFETY OF CIVIL STRUCTURE

The college takes all the precautions before it goes for constructing a building. The following measures get meticulously executed before, during and after construction

PROCESSES OF CONSTRUCTION

- The plans are developed by eminent engineers outside the institution
- The site is Inspected and necessary fortification gets done
- The soil is monitored by the department of civil engineering
- Necessary approvals are obtained by relevant government bodies
- Full time engineering work on the construction
- The progress of constructions reviewed both by college administration and management representatives on a regular scale
- All the norms laid down by the law enforcing authorities are adhered to.
- The department of civil engineering monitors structures
- Stability tests are carried out on in house facilities

SAFETY MANAGEMENT OF CIVIL STRUCTURES

- The college accords prime importance to safety of the constructions
- The flooring is monitored and care is taken in order to see that there would not be rashes
- Window frames are checked and painted whenever there is need
- Buildings are white washed on a periodic basis
- Roofs of the buildings are maintained and steps are taken to prevent seepage
- Proper drainage system is provided to prevent water logging.

GRIEVANCE REDRESSAL COMMITTEE

The committee consist of Vice Principal, any three heads of the department and a senior non- teaching staff as the members .the following are the functions of grievance redressal committee.

functions

1. To receive grievance from faculty ,staff and students /parents
2. To find the facts of the grievance
3. To suggest remedial and preventive measures
4. To review the suggestions/ complaints raised by the students during periodical counselling
5. To review the outgoing students feedback

LIBRARY COMMITTEE

The committee consists of a professor /an Associate/ assistant professor drawn from the various departments and the librarian. The following are functions of the library committee.

FUNCTIONS

1. To prepare the list of books /journals as per the journals requirement of various departments
2. To suggest improvements to run the library smoothly, orderly and satisfactory
3. To suggest the fine structure for the late returning of books
4. To suggest the punishments to be awarded for the student violating the guidelines of the library

STUDENT WELFARE COMMITTEE

The committee consists of a sr. Professor, an Associate /assistant professors drawn from the departments. The following are the functions of the student welfare committee

FUNCTIONS

1. Scrutinize the applications received from the students for welfare scholarship under recommended to the Welfare office
2. Scrutinize the request from the students and recommended to the management for financial support deserving students
3. Recommended to the governing body for the Institution of scholarship, studentships fellowships ,prices ,medals and to frame regulations for the award of same.

CO CURRICULAR ACTIVITIES COMMITTEE:

The committee consists of a head of the department/associate /assistant professors drawn from the various departments. The following are functions of the curricular activities committee

Functions

1. To suggest various Co curricular activities to be organised in an academic year
2. To prepare proposals for conducting state level and national level events in co curricular activities
3. To finalize a budget to conduct various activities in an academic year and submit to the principal for approval
4. Preparation of list of guest lecture programs
5. Conduct of seminars ,paper contest,quizzes,posterpresentation etc...

EXTRACURRICULAR ACTIVITIES COMMITTEE:

The committee consists of a senior faculty/associate/assistant professors drawn from the various departments. The following are the functions of extracurricular activities committee.

FUNCTIONS

1. To suggest and organised various cultural activities to be organised in an academic year
2. Plan and organise various activities on behalf of NSS and encourage students/ staff participate in NSS, health camps, blood donation camps, flood relief camp etc..
3. To prepare sports calendar and an action plan to implement the same
4. To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college
5. To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play field
6. Selection of teams to represent the college in inter collegiate tournaments and also the intramural tournament
7. To prepare the details of attendance to be given to the students representing college in various sports and games
8. To increase the cordial relations between students and faculty by organising games between the teams of students and faculty wherever possible

ADMISSION COMMITTEE

The committee consist of principal any two heads of the department and faculty members involved with the admissions. The following are the functions of the admissions committee. Functions

1. To evolve the procedure for the registration on the day of orientation
2. To make necessary arrangements for the orientation program for 1st year students
3. To solve of the tuition fee payments and finds ,if any
4. To settle the accounts of tuition fee, admission fee etc.. Paid by the students

PLANNING & EVALUATION COMMITTEE

The committee consists of principal, viceprinciple, hods and other faculty as it's members.

The following are the functions of planning and evaluation committee .

ACADEMIC PLANNING AND ACADEMIC AUDIT

1. To send proposals to Dr.NTRUHS, INC, etc for continuation of approval/ introduction of new courses
2. To send the proposals to university for extension of affiliation
3. To prepare the file to be submitted for APNMC renewal
4. To upload the date for INC approval every year

Women's grievance cell

It consist of two women associate professor/assistant professor ,as its members.
The following are the functions of the women's cell

Functions

1. To receive complaints if any ,from the lady staff and the ladies students who have been subject to sexual harassment
2. To keep all records intact and in proper order of the complaints received
3. To enquiry into such complaints and establish the facts.
4. To keep an elaborate process document of each and in such case describing the methods adapted and the settlement research in solving the problem.

Disciplinary committee

It consists of sr faculty members, drawn from all the departments. The following are the functions of disciplinary committee.

Functions

1. To maintain and n force strict discipline in the college campus
2. To enforce strict dress code among students
3. To enforce total prohibition of mobile phones usage by the students inside the college campus .please note that mobile phone is totally prohibited in the college campus and the if a student is found carrying mobile phone, the mobile phone needs to be confiscated and submitted to the principal
4. To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
5. To ensure that all the students attend the classes without bunking and prevent the students from leaving the college early. Please note that no student can leave the college without prior permission of the higher authorities(gate pass should be produced)
6. To ensure that students maintain atmost silence in the library

7. To maintain proper discipline in the student waiting room and corridors during the college working hours
8. To assist the college anti ragging committee in preventing ragging in the college and to spread anti ragging campaign throughout the students community.
9. To recommend suitable disciplinary action against that student including in fact of in discipline behind doubt.

Observance of general discipline:

In order to maintain serene silent clear and Studio environment in the college campus and to inculcate discipline in the students, the following rules and regulations are formulated;

- Ragging(inside and outside the college) is strictly prohibited as per Andhra Pradesh Government act, 26 of ...Any such act is liable for Suspension,dismissaland Pinal punishment
- Student should neither involve nor encourage in acts of boycott / strike / quarrels ,etc
- Students should not possess mobile phones in the premises of college campus. If found,will be ceased and penalized
- Student should strictly follow the college timings and adhere to the dress code prescribed by the college
- Student should wear ID card as long as there in the college campus
- During the interval and lunch time the students are expected to maintainstrict discipline and silent while moving in the corridors.
- Students should corporate to maintain cleanliness in the campus. Students are strongly adviced to use dustbin.
- Student should maintain decency and decorum in the classroom
- Student should not sinter or mess up other items / cash /books / calculators etc in the classroom and college

Students are strictly instructed to follow the above listed rules and regulations. Any violation in the general discipline is liable for punishment (such as suspension from attending college / rustication etc) as decided by the principal based on the recommendations made by the disciplinary committee. Their lies in the responsibilities of the student to safeguard the image and reputation of the college, in their own interests.

DRESS CODE:

The following DRESS CODE is to be observed in the college premises.

Monday to Friday

- The students should attend the college with college uniform “chudidhar and chunni except Saturday.
- Wearing of T shirt and shaded pants, are not allowed in the college premises.

DISCIPLINARY RULES FOR STUDENTS

1. Student should attend classes according to their time table they should be in classroom 5 minutes before the class come answer
2. Students should be in the prescribed uniform from Monday to Friday in the institution .uniform should be clean and tidy. All the students should wear coat and put up hair while practicing in the lab .
3. Students are expected to observe silence when they are in the institution .
4. When classes are in session, students shall not enter or leave the classrooms without the permission of the teachers concerned
5. Every student handle the college property with care and shall do everything in his power to preserve cleanliness and tidelines of the furniture, building and the premises. Student shall not disfigure the walls ,doors, Windows and furniture etc..
6. If the students require to see the chairman / vice chairman / executive director, go through proper channel
7. All the students are expected to follow the rules and regulations of the library ,hostel and discipline etc
8. Mobiles are not allowed in the institution
9. Visitors are not allowed during working hours except in case of emergency.
10. Students are strictly instructed go home only in the schedule leave period.
11. All the students are responsible for the cleanliness of their classrooms and surroundings
12. They should put off fans and lights while leaving the classrooms.
13. Students should have full attendance for classes and clinical except in case of health problem. If there is deficiency in clinical attendance, it should be made up in double at the end of the year.
14. Assignments should be submitted regularly on time and take corrections on time including log books.
15. Students should attend all the unit test to enable the principle to send progress report every month to the parents.
16. Study hours are scheduled from 8 p.m. To 10:00 p.m. Everyday from Monday to Friday.
17. All the students should participate in observing / celebrating the important days like AIDS day, World Health Day, breastfeeding week etc..

18. Student should obey all the teaching and non teaching staff of Institution as all are responsible to maintain the discipline in the institution.
19. Student should speak English in the institution.
20. Fully covered dress code (pants till ankle) should be followed in college, mess, library and study hours.
21. College attendance will be taken at the beginning of each period. Late comers shall enter the classrooms only with the permission of the teacher.
22. A student requiring leave for a day or a part of a day should apply to the class teacher authorised by the principle.

HOSTEL RULES AND REGULATIONS FOR STUDENTS

1. Students are responsible for cleanliness of rooms and surrounding. However the cleaning department will clean the rooms and surroundings.
2. Attendance will be taken by caretaker or Warden at 8:00 p.m.
3. All the students have study hours from 8:00 p.m. To 10:00 p.m.. Nobody should stay in the rooms during this period. Library is also kept open during this period.
4. When students fall sick and need to go to hospital, they should report to coordinator at 9:00 a.m..
5. Everyone is responsible to put half lights and fans and closing the tabs etc while leaving the rooms.
6. Watching TV is permitted only on Saturday, Sunday and public holidays with permission.
 - Saturday 5:30 to 7:30 p.m. Indian students
 - Saturday 7:30 to 9:30 p.m. Foreign students
 - Sunday and public holidays 9:00 a.m. To 2:30 p.m. Foreign students
 - Sunday and public holidays 4:00 p.m. To 9:30 p.m. Indian students
7. Using terrace for any purpose is strictly prohibited.
8. All the students should follow mess timings strictly.
9. Students are not permitted to take the food to hostel except for health reasons and it should be permitted by Warden or caretaker.
10. In the dining hall, student should not waste food. If anybody is found wasting food they will be fined rupees 5 and their names will be submitted to the principal for further action.
11. Behaviour of the students in the dining hall should be ethical to stop if there is any behavioural problem, they will be dealt seriously.
12. All the students dress up in an acceptable manner while going to mess.
13. Utensils from dining hall should not be brought outside.
14. Visitors are permitted only on fixed day that is on Sunday from 9:00 a.m. To 5:00 p.m.

15. Only the listed visitor with ID cards are permitted to visit the students.
16. The hostel rooms are subjected to inspection by the college or hostel authorities to make sure that they are kept neat and tidy and no other items like liquor, drugs etc are kept in the room.
17. The Hustlers themselves are personally responsible to safeguard their belongings. They are not to keep large amounts of cash are available like gold items costly wrist watch etc.. in the rooms. They should also take care of their purse Kama calculator cell phones computers and books. In case of theft are loss of any items it will not normally be positive to care carry out investigation. And the hostels advised keep their belongings in safe for study.
18. The security guard has instructions to log the gate after the stipulated timings that is after 10:00 p.m..
19. The students have any local relatives with home then intended to stay during weekends, are they have any local relatives who would like to visit them in the hostel, the names and address of such local way to duely authenticated by the parents are guardians commercial be furnished along with the application.
20. Hostel inmates required to submit the latest colour photograph of parent and parent approved Guardian who will visit the hostel whenever required.
21. Strict silence should be observed between 10:00 p.m. And 6:00 a.m.
22. Perfect silence is to be maintained in the hostel premises including rooms bathrooms dining halls common areas etc every student of the hostel should have the Civic responsibility that she should not be a cause of my since annoyance are disturbance to others.
23. The Hustlers are not to enter into any unnecessary conversations discussions, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel have written complaint against the person is to be launched with the warden. Abuse you vulgar and un parliamentary language against the hostel are mistake strictly for bed and.
24. Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards even without money to stay, consumption of alcohol use of drugs and narcotics and even position of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be restricted from the college.
25. If any hostler is found including in any form of Investigation are intimidation or threat to any other hostels she will be asked to vacate the hostel 4th with full stop in this record this decision of our done is final and binding on the individuals concerned.

26. Dayscholar and visitors are not allowed in the hostel.
27. Celebrating birthday parties inside in the hostel is prohibited.
28. Students are not allowed to play getting rollers and other outdoor games inside the hostel to prevent break ages and accidents. Sliding along the hand drills or rest of stairs and fast running or climbing down should be totally avoided to prevent accidents
29. Walking along staircases should be silent, gentle without creating nuisance/noise to fellow hostelling.
30. Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission of the class coordinator in writing and communicate the information to the warden.
31. Wrong entry proper, lack of entry in exit register, signing on behalf of another person, tempering with the entries proxy attendance and miss guidance of any nature or punishable. In case of any quarrel between are among roommates it should be reported the warden for appropriate action.
32. Cooking is not allowed in the rooms.
33. Water should be carefully used and not wasted.
34. Student sir instructed to pay the electricity bill for their concerned rooms.
35. Electrical items like heater, electrical stove com iron box etc are strictly prohibited.
36. Students are not allowed to enter into other students room in unnecessarily.

Ragging :-

Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or rice apprentice or fear of same or an embarrassment to the new students which include teasing, abusing, playing practical jokes on or causing hurt to such students are asking the new students to do any act or to perform such things which such students will not in the ordinary course willingly do) is strictly Forbidden. If anyone is found guilty of ragging he/she will be expelled and also liable for prosecution under the AICTE prohibition of ragging Act 1997 which will result in the minimum punishment with imprisonment for a term which may be extended to 2 years and shall also be liable to a fine of 10000 Rupees.

Special rules for Foreign students:-

1. If any student wants to leave the country on vacation or for any other purpose, the individual will submit a Britain application at least 7 days prior to the date of departure to the International Day to enable the office to obtain all the requirements clearance from the authorities concerned

2. The application should have details such as purpose, duration of stay outside India, full contact address with phone number.
3. No students shall leave the town without the written consent as indicated above. Failure will be treated as serious violation of rules and the appropriate authorities will be informed for pursuing further action
If they are not abiding by above rules they will be dealt seriously and for foreign students remarks will be sent to their government

LIBRARY RULES & REGULATIONS

1. Library is kept open from 8:30 a.m. To 4:30 p.m. And 8:00 p.m. To 10:00 p.m. And books will be issued during lunch hours also that is 12:30 p.m. To 1:30 p.m..
2. One book issue to a student for a period of 7 days. If not returned on due date the student will be fined at the rate of 1 Rupee per day till 5 days, after that at the rate of 5 rupees per day.
3. When the students have library books they are not permitted to bring their own text books inside the library.
4. Everyone should replace the textbooks and journals in proper place after use in the library. They should not cut out anything in journals or books. If anyone is found violating this rule they will be dealt with very seriously.
5. In the library, everyone should maintain absolute silence.
6. While using books from reference shelf and general section they must be seated at the specific table meant for this area only.
7. Attendance will be taken for the students at the time of library hour.
8. Students will be given two or three textbooks for a period of one week.
9. Only 6 persons will be seated at each table as organised. The chairs at the tables should not be displaced.
10. Students will be allowed to carry on single notebook preferably not more than 200 pages.
11. Students are requested to sit in proper posture inside the library.
12. While returning the book, leave the books on the librarians table and not in the rack.
13. If your book is returned damaged the same may not be issued within in 2 hours.
14. Eating and chewing gum are strictly prohibited.
15. No library material will be taken out the library without the permission of the librarian.
16. Books once issued will not be returned in the same day.

17. Student should inspect the condition of the book before borrowing it and inform the librarian about the missing or turn pages if any. They concerned students will be held responsible for the same Kama later off D time off returning the book.
18. If your book is lost, the concerned person has to replace the Lost book with a new book as well as pay the fine.
19. Any library matter list taken out of the library from photocopying will have to be returned within our. Necessary action will be taken against the defaulters.
20. Reference books and Library copies will not be assured to any student and faculty.

LEAVE POLICY

Leave is a provision to stay away from work of genuine reason with prior approval of the authorities. It may be granted for a casual purpose or a plant activity on medical Grounds or it extra ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly leave rules and norms have been categorized under various heads. The following leave rules and norms give details about the different types of leave and how they can be availed of.

Applicability:-

This leave rules shall be applicable to all the permanent employees of this Institute.

Right to Leave

1. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
2. New leave sanctioning authority cannot alter the kind of leave due and applied for.
3. Leave will not be granted to Staff under suspension.

Maximum period of absence from duty

1. No member of the service shall be granted leave of any kind of continuous period exceeding 5 years.
2. A member of the service who remains absent for duty for a continuous period exceeding 5 years other than on Foreign Service whether with or without leave, shall be Deemed to have resigned from the service.

General

1. Leaves should always be applied for and sanctioned before it is taken. Leave should be accepted in cases of emergency and for satisfactory reasons.
2. Absence from duty after expiry of leave entitles disciplinary action.
3. Absence without leave will be considered an interruption in service.
4. Leave should not be taken up anywhere else without obtaining the sanction of the competent authority.

Kinds of leave:

The following kinds of leaves will be available to the members of the staff of this Institute.

- Casual leave CL
- On duty
- Special leave
- Annual leave
- Sick leave
- Compensatory leave
- Maternity leave

Casual leave CL

- Casual leave is not earned by the duty.
- Leave on CL is not treated as absent from duty.
- CL cannot be claimed as a matter of right.
- CL cannot be combined with vacation or restricted holidays.
- CL should not be taken for half a day.
- All staff are entitled to avail one day CL per month.
- The CL can be availed by giving proper intimation, CL forms should be filled and get signature from the HOD as well as from the principal also.
- CL will not be carried forward to next month.

On- Duty

- The on duty leave can be granted up to a maximum of 15 days in a calendar year.
- The principal is empowered to grant leave in the purposes for which absence can be treated as on duty.
- To attend committee meetings invite the lecturers without remuneration which is treated as on duty.

- To conduct University Practical Examination either internal or external is treated as on duty.
- To attend spot evaluation when the duty has been allotted by the university is treated as on duty.
- Attendance certificate should be submitted after the spot valuation or practical examiner.
- To present a paper in conference or just two attend a conference.
- The absence of the faculty members in their efforts towards funds raising and building of Corpus funds etc will be treated as on duty.
- To give special lectures with honorarium, the faculty member must take leave as loss of pay.
- Leave shall be granted to the staff of the institute when they are unable to attend office due to natural calamities or banned etc subject to the approval of the authorities.

Special leave:

Special leave may be granted when a member wishes to attend conferences or seminars or symposium or practical training etc. In our out of India up to 15 days in a calendar year.

Annual leave:

- Teaching faculty and a while 15 days of annual leave in an academic year after completion of one year of service in this institution in the month of May.
- A new faculty joining in the middle of the academic year is not eligible offer vacation during the summer.
- The non teaching faculty is not eligible for annual leave.

Sick leave:

- Faculty can avail 5 days of sick leave in an academic year.
- Those who avail sick leave should produce medical certificate.

Compensatory leave:

- Dostho work on Sundays are any other government holidays under specific instruction from principal or management, can I will compensatory leave in that month with prayer application.
- Those who conduct University Practical Examination or attends spot evaluation on Sunday will not be given compensatory leave.

Maternity leave:

- Maternity leave may be granted to the staff for a period of up to 3 months from the date of its commencement, after 3 years of experience in this institution.
- Maternity leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 15 days in entire service and the application for leave is supported by a medical certificate.
- Maternity leave shall not be debited to the leave account.
- During maternity leave, leave salary equal to last pay drawn is admissible.

Objective :

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

Policy :

1. Manpower recruitment must be identified by the HYD and inform to the principal.
2. Principal will then seek approval of Management, and only then proceed with the process of recruitment.
3. Principal self prepare a detailed job description for the position to be filled in consultation with the concerned department.
4. Office people submit their profiles for the required position through various sources V I Z advertisements like newspapers portals consultants internal reference etc.
5. Office people screen and shortlist the profiles depending on the suitability for the position. The list of shortlisted profiles will be communicated to the concerned HYD and principal.
6. Principal will coordinate the entire process of conduct in the interviews.
7. Topic will be given by the principal after consultation with HYD to the candidates then one hour time will be given for the preparation for the content to take class.
8. Principal or Vice Principal and HOD of the concerned department will evaluate the demonstration class and evaluation form also will be filled by the evaluators.
9. Based on the evaluation remarks come are there resume will be taken to the notice of the management.

10. After consultation of principal with the management com appointment order will be issued to the candidate.
11. The period of 2 weeks are one month duration will be given to the candidate to join in this institution.
12. While the candidate is joining institution, joining report all there certificates photocopies and passport size photos should be submitted to the office.
13. Rules and regulations of the Institutions will be given by the principal to the newly joint faculties.
14. HOD will give the orientation about the Institution and allotment of the subjects.
15. The institute shall bean equal opportunity employee the affirmative action towards so sure economically weaker section of societies.

Induction policy

Objective

To facilitate smooth assimilation of new employees into the institute and help the understand the institution as a whole, developer sense of belonging getting to know once extended colleagues make them familiar with all aspects of their job there responsible take setting clear their expectations familiarizing them to the available resources and applicable policies and traditional of the Institution.

Applicability

All new employees of the institute.

Policy

- Every employee respect to upgrade goes through a comprehensive orientation program which will be mandatory for the employee to attend.
- The duration and scope of cop may very with the greedy of the employee and the width and depth of information that needs to be shared during induction.

The Cop shell include the following:

1. Brief introduction about the pattern of the institution.
2. Introducing hods and the other faculty working in the institution.
3. Rules and regulations of the Institutions including timings leave procedure, transportation facility I'm address code etc.

Objective:

To give special thrust to research culture in the institution, and thus improve the profile of the institute in the country.

Incentive for externally funded research

- The institute will pay the research team and incentive equivalent to 325% of the research grants received from external funding agencies in case of a team the amount celebrated equally among team members.
- The timing of the disbursement of the incentive by check or transfer to the bank account will be linked to the actual receipt of research funds.

INCENTIVE FOR PUBLISHING PAPERS

As a part of the continual quality improvement policy of the college it has been decided to give incentive to the staff members publishing papers in conference and journals as per the following guidelines

Rate of incentives

National conference- Rs 10000/-

International conferences- Rs 20000/-

National journal- are 2000/-

International journals- Rs3000/-

- To claim the above instant use come on a hard copy of the paper published in the proceedings or journal clearly indicating the affiliation of the author as a staff member as far as possible to be submitted along with the application.
- Prior permissions shall be obtained from competent authority for sending paper.
- In the case of conferences oral presentation is needed and poster presentation will be having only 50% weight age and the incentive for poster presentation in National and international conference will be 500 rupees and 1000 rupees respectively.
- In case of more than one author for the paper the first author will get the full credit and the subsequent authors can claim 50% of the incentive.
- For the faculty attending National and international conferences for paper presentation, the institute will pay the registration charges and travel allowance.

Faculty Development programme(FDP)/STAFF Development Programme (SDP):

1. Numbers of the faculty are encouraged to participate in workshops / sdp/fdp as maybe decided by the institution from time to time.

2. Faculty members attending a program of more than 3 days duration cell plan the participation in the summer vacation so that the academic schedule of the students romance and starbed.
3. Faculty sent for such programs shall I will for Ta and DA for the duration of the training program.
4. Eligibility for such programs celebrated to two faculty members as per year from the department.

Policy regarding attending of conference/workshop/seminar and conducting of examinations

Regular faculty is allowed to attend conference / seminar / Workshop at International. Level on senior spent of 4 years and national level once in a financial year on institutional expenses that is registration fee plus Ta only subject to fullfilment of the following conditions;

1. The faculty member has to present a paper or chair session and has been up invited to the effect.
2. Funds are available for this purpose with the department.
3. 50% of the faculty is on duty at a time of in the college.
4. No da will be paid and faculty members will be granted academic level. In case of local conference etc. Only registration fee will be paid and academic live granted.
5. Invitation letter from organisers be appointed with the prescribed proforma for conference.
6. Presentation of paper and sharing obsession is a condition precedent for conference / seminar as extract of the paper to represented to be attached.

Guidances regarding

Permission to the faculty to act as external examiner:

1. Only the faculty which is qualified as external examiner as per regulations of Dr NTR University of Health Sciences maybe allowed to accept external examiner ship for graduate / postgraduate Level Examination.
2. The college / University concerned master take a conference to the principal in the form of facts are written a communication about assigning of examiner ship to a particular faculty member. No faculty member will be permitted academic live for this purpose merely on the basis of telephone message received by the concerned faculty.
3. The heads of departments must ensured that 50% of the staff is available on duty during the period of academic live While recommending such cases.

4. No faculty member should leave for such examiner ship without getting prayer permission of the director principle.
5. The director principle however reserve the right to refuse such permission provided it is in Public Interest are patient care.
6. The heads of departmental ensure that the faculty is not recommended for such permission beyond the title of academic leave.

Internal promotion policy for faculty

1. Preamble

This policy governs the promotions for the faculty so as to encourage high quality teaching commercial Research and institutional commitment.

2. Eligibility

2.1 From assistant professor to associate professor, and associate professor to professor in all disciplines

- Phd qualification
- 5 years in the current position from the date of joining-attaining previous promotion, completing PHD
- Prescribed research output acceptable teaching feedback
- Demonstrated academic administration

2.2 The eligibility conditions may be extended at the discretion of the management, in the following cases:

2.2.1 Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments

2.2.2 Faculty with track record of misconduct

3. Policy and procedure:

3.1 When phd is just completed completions almain possessing certificate of completion of phd from the degree awarding institution are provisional degree certificates

3.2 Indicated output(assistant professor to associate professor)

3.2.1 At least two papers in peer-reviewed and respected journals with or not more than to go authors; two conference slash seminar papers in reputed conferences / seminars. Participation in sponsored research projects will add significantly to the credit.

3.2.2 Teaching feedback from the students above 4 on a 6 point scale. It will also be expected that the past percentage of students start with by the faculty help not be less than 85%.

3.2.3 Proactive and enthusiastic participation in such as academic administration tasks as may have been asked, required or expected of the faculty by the management.

3.3 Indicator output associate professor to Professor

- 3.3.1 At least three papers in peer-reviewed and reputed journals as the first author with not more than two authors, three conference papers in reputed conferences, class seminars which are shortlisted in the department. Leading role in sponsored research projects will add significantly to the credit.
 - 3.3.2 Teaching feedback from the students above 4 on a 6 point scale. It will also be expected that the past percentage of student taught by the faculty shall not be less than 85%.
 - 3.3.3 Proactive and enthusiastic participation in such as academic administration tasks as may have been asked, come as required, are expected of the faculty by the management.
4. Administration of the promotions:
 - 4.1. A good separate promotion/recommendations/committees, one each for assistant professor to associate professor, and associate professor to Professor, shall be constituted.
 - 4.2. Promotion committee shall be constituted
 - 4.2.1 Director
 - 4.2.2 Principle
 - 4.2.3 Head of the department to which the faculty belongs
 5. Grievance redressal
 - 5.1 Faculty shall have the right to represent a grievance to their HOD.
 - 5.2 The HOD shall address the grievance within sound working days, failing which the grievance may be escalated to the next higher level.

Note: the above are only eligibility criteria. Merely eligibility to promotion does not ensure a promotion.

The management may, in exceptional circumstances, relax or extend the eligibility criteria at its discretion.

* when the faculty is a second author and not the first author of publications, the second author shall be counted as equivalent to one publication as the first author.

Times and attendance management policy

1. Objective:

- To comment Karda general office-college timings of the institute
- To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings

2. Applicability

All employees on regular rolls and on contract are covered under this policy.

3. Procedure

- The timings of the institute are from 9:15AM to 5:00PM on all days of the week, except Sunday.
- Employees are expected to come to there workplace, on all working days, at the designated time and mark attendance either in the manual attendance register are in biometrics as the case maybe. They are respected to do this again at the time of leaving the workplace at the end of the working day as well.
- Grace period: up to 5 minutes after the designated starting time is considered as Grace period. The making of attendance beyond Grace period is permissible only 5 month for a maximum time of another 5 minutes. From the third instances aapsach late Arrival to the workplace, half day casual leave will be debited from the leave account of the employee. If there is no cash will leave to the credit of the employee, half day of any other type of leave to the credit will be debited. In case there is no leave available at credit then half day salary will be debited from the employee for the month. The names of the employees exceeding the number of instances of grace period in a quarter will be not fired to the head of the department.
- Employees are expected to register outstation duty like Towers, training etc either in advance or immediately after resume in the work. The intimation of this should be provided to the principal after approval of h o d.

Policy on quality improvement program(QIP) for faculty

Procedure

1 faculty planning to proceed for their phd will inform the principle of the institution from the time frame over which they plan to pursue their phd. The principal shall give direct recommendation to proceed. However comma the actual sponsorship of the candidate under Q IP will be subjected to the overall criteria governing the number of candidates in each department and other considerations governing the scheme and will be decided by the committee mentioned in 3.2.

3.5 For the purposes of career Nirmala advancement as a special gesture, the management will treat the live period as continuity of service does, the increments for the period of study live shall we protected. Upon reserving duties faculty maybe considered for promotion if the full fill them stiffulated promotion eligibility conditions.

3.6 Upon Re joining, the faculty shall be fitted in the same scale at which he or she left, with suitable additional annual increments that would have applied to him/ her prospectively from the date of joining.

V. Sujatha
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