

ADMINISTRATIVE MANUAL



Dr.Lankapalli Bullayya College of Engineering

(Sponsored by the Society for Collegiate Education)

Approved by AICTE, New Delhi, Affiliated to Andhra University, Visakhapatnam

Resapuvanipalem, Visakhapatnam,

Andhra Pradesh 530013.

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1. ADMINISTRATIVE POLICY

1.1 Statement:

1. The policy aims at providing comprehensive framework of Responsibilities governing the general administration thereby enhancing consistency in the interpretation and application of all the other policies.
2. It navigates and monitors the development, approval, communication, and maintenance of different policies and ensures to reach organizational goals and expectations.

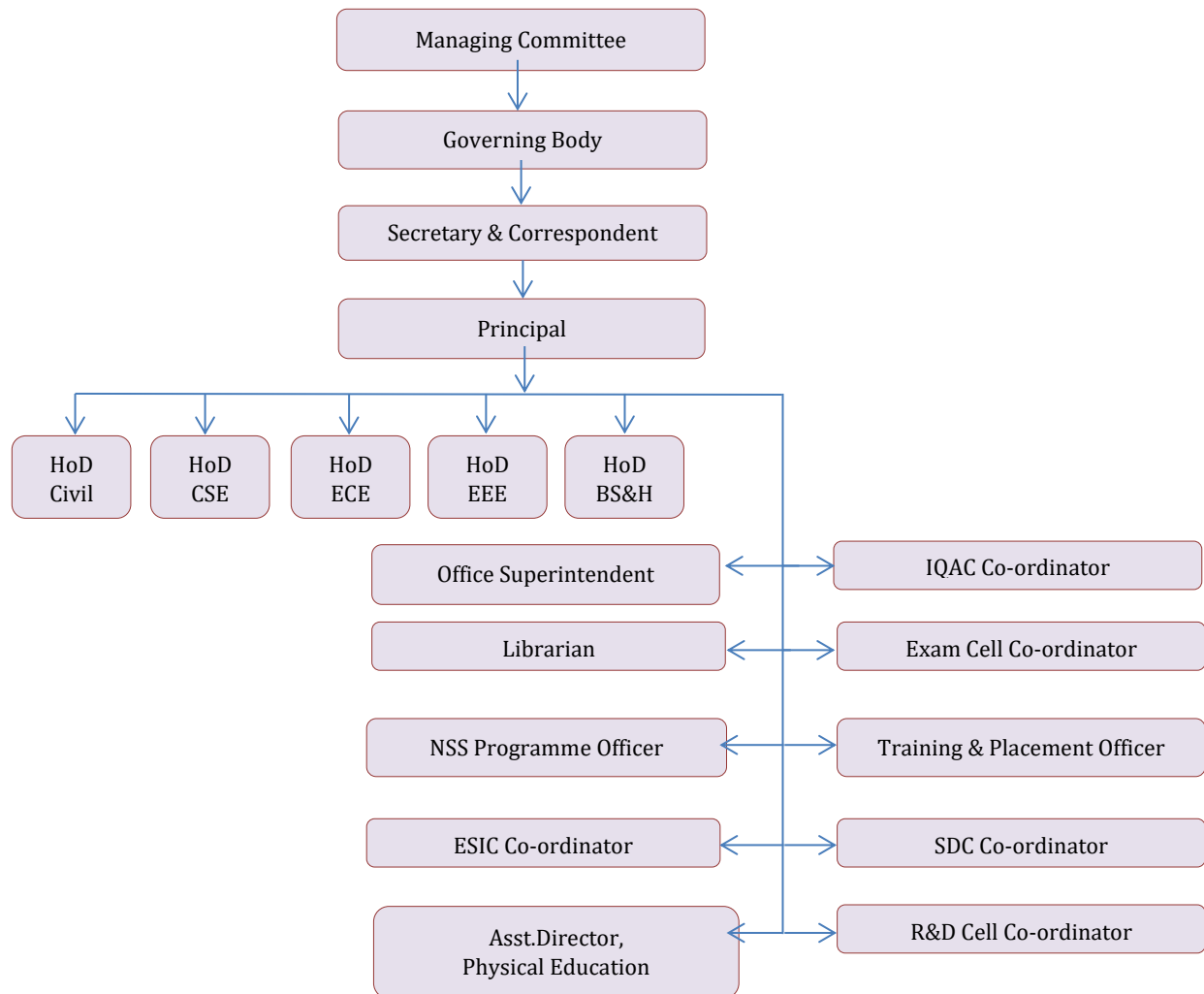
1.2 Scope:

This policy and its components, apply to all the students, Faculty, Non-Teaching staff, Administrative staff and other stakeholders associated with the College.

1.3 Objectives:

1. To set out clear organizational standards for the development and implementation of college policies
2. To ensure consistency and to understand the administrative, operational, financial, and human resource goals, priorities and objectives of the college.
3. To aid those in administrative positions to consistently achieve fair and equitable decisions
4. To encourage decentralized organizational structure by defining the job role and responsibilities of the employees.
5. To monitor and ensure that all the policies are effectively implemented.

1.4 Organization Structure



1.5 Responsibilities of Principal

1. The Principal is the Chief Executive Officer of the College and is responsible for all Academic, Administrative and Financial matters of the College.
2. To be the link between all Stakeholders including the Management, Administration, Teaching & Non-Teaching Staff and Students, Parents and Recruiting Companies.
3. To provide the interface to project the activities of the College as decided by the management to all external agencies.
4. To ensure extension of all facilities and support for the conduct of the programs of any other agency as decided by the management.
5. The Principal is the functionary legally responsible on behalf of the College in all matters.
6. To furnish periodical statements of financial, academic and other matters pertaining to the College to the Secretary & Correspondent.
7. To obtain approval of the Secretary & Correspondent for any immediate action to be taken.
8. To oversee the service records of Faculty and Non-Teaching staff and get the service records periodically updated through the respective Heads of Colleges and get it verified by the concerned staff at the end of the academic year.
9. To write the confidential reports (CR) of all the Faculty Members and maintain them in his/her custody. However, the CR's of Non-Teaching Staff will be written by concerned HOD and submitted to the Principal for safe custody.
10. To oversee and ensure that the academic and administrative functioning of the College is smooth and satisfactory.
11. To interact with all external agencies such as industries and other professional organizations. To take necessary legal advice and follow up action whenever required on behalf of the College.

12. To interact and pursue effective follow up of all matters concerning the academic, financial & administration of the College and have liaison with the AICTE and University
13. To conduct periodic review meetings with the Faculty and the administrative staff of the College to ensure effective follow up of all matters discussed at such meetings.
14. To act as the sanctioning authority for all industrial visits and tours of all Faculty and staff members recommended by concerned HODs excluding himself/herself to keep the Secretary & Correspondent informed of all such tours approved.
15. To act as the sanctioning authority for all the leave exceeding two days of all staff members excluding himself/herself and to keep the Secretary & Correspondent informed of the matter.
16. To act as the sanctioning authority for registration fee and permission for staff to present papers at National Conferences.
17. To obtain the prior approval of the Secretary & Correspondent for participation of Faculty members at National & International Conferences.
18. To ensure admission of students to Engineering courses as per the norms prescribed by the University and also the State Government within the stipulated time schedule and obtain the approval of the appropriate authorities for such admissions.
19. To ensure effective and satisfactory conduct of the academic activities by continuous monitoring of Faculty Members and other facilities available and to put up proposals in this regard in consultation with the Secretary & Correspondent for provision of necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.
20. To receive examination application forms to appear for the respective examinations and forward the same to the affiliated University and to ensure satisfactory and prompt conduct of university examinations as per norms stipulated by the University.
21. To ensure appropriate documentation through committees, whenever required, for any material required by academic & administrative authorities such as the University, AICTE, State and Central Governments in consultation with the Secretary & Correspondent.

22. To arrange for collection of approved fees from students and arrange for disbursement of stipends/scholarships to eligible students.
23. To ensure follow up and receive the appropriate grants from the various funding agencies.
24. To prepare annual budget estimates for capital and recurring expenditure of all colleges through HODs.
25. To make payments towards the various activities of the College as per the approved budget after scrutiny by chief accounts officer and the Secretary & Correspondent
26. To oversee the maintenance of proper records for receipts, payments and register all assets of the College. Counter signature in the daily cash book with regard to financial transactions made and to check once in a fortnight.
27. To prepare the annual accounts and statements for purposes of audit by the chartered accountant and the statutory authorities, and forward utilization certificates and the progress to the relevant funding authorities.
28. To ensure maintenance of proper discipline among students and staff
29. To attend to the problems of the staff and students through appropriately constituted committees for prompt redressal.
30. To ensure proper maintenance of the campus and arrangements for security for the assets of the College
31. To perform any other function that may be assigned by the Secretary & Correspondent from time to time.

1.7. Responsibilities of Heads of the Departments:

The HOD shall report to the Principal and is expected to play a major role in enabling the college to achieve its Mission and Goals through strong commitment to educational standards and values. The HOD shall

1. Strictly abide by the educational, organizational and disciplinary policies of the college.
2. Be responsible for semester planning, manpower planning, subject allocation based on the options given by Faculty members, Lab management, department management for

smooth functioning, conducting model tests, university examinations, project reviews, class committee meetings on time, and in short management of the department in structured way, taking guidelines from Principal.

3. Undertake Assessment and evaluation of the performance of students on continuous basis and develop strategies for improvement of results.
4. Advice and counsel students on academic and social issues.
5. Undertake individual or collaborative research and contribute towards development of the college.
6. Be responsible for maintenance of all Lab equipment and obtain inventory from time to time.
7. Be responsible to submit and motivate Faculty to submit research proposals to funding agencies.
8. Be responsible to motivate Faculty to publish research articles.
9. Be responsible for identification of Staff requirement and selection.
10. Attend all HODs meetings conducted by the Principal and conduct department meetings as and when required, at least monthly once.
11. Scrutinize Lesson plans, Lab manuals, review question bank.
12. Monitor theory Class / Lab sessions in accordance with lesson plan, Students attendance and discipline.
13. Be responsible for scheduling Assignments, Seminars, Industrial Visits, Guest Lectures, Association activities, Quiz and Group Discussions.
14. Be responsible for selection, allotment of supervisors/guide, monitor and review of student projects.
15. Be responsible for scheduling University Practical Examinations, submitting marks list and Internal Assessment Marks to office in time.
16. Be responsible for identifying slow learners and accordingly schedule Remedial classes.
17. Appraise the performance of teaching staff.
18. Submit proposals to funding agencies to organize workshops, seminars, conferences, Faculty development programmes, lecture series etc.,

19. Schedule stock verification in the lab and department Library.
20. Prepare and submit department budget proposal to Principal.
21. Be responsible for procuring equipment, consumables, books and other miscellaneous items in accordance with the college purchase policy.
22. Maintain student-friendly environment.
23. Be responsible for subject allocation, selection of electives, framing time table and allocation of department work

1.8 Responsibilities of Faculty Members

Teaching is a noble profession in which teachers are engaged in shaping and developing the lives, career and future of young generations of students/pupils. Recognizing the role of teachers in social, cultural and economic development of the Nation and the key role of teachers, ensuring the quality of teaching/learning/ educating students, in following ethical values underpin the standards of teaching, knowledge, skill, competence and conduct is set out in this code. He/she shall report to the respective HOD.

He / She shall

1. Be expected to play a major role in enabling the college to achieve its Mission and Goals through strong commitment to educational standards and values.
2. Strictly abide by the educational, organizational and disciplinary policies of the college.
3. Contribute towards college development and participate in standing or adhoc committees.
4. Assist HOD in administrative activities of the department.
5. Be proactive in procuring grants from various funding agencies for research, infrastructure, development, conference, seminar, Faculty development programs, workshops etc.
6. Organize Orientation classes and Bridge classes as per the instructions of the HOD.
7. Organize guest lectures, industrial visits, enrichment programs, seminars and workshops, group discussions, skill development programs and other co-curricular and extracurricular activities.

8. Advice and counsel students on academic and social issues.
9. Guide students in in-house projects, paper/poster presentations.
10. Submit lesson plan, teaching diary question paper), internal assessment marks) to the respective HOD in time.
11. Take up responsibility as coordinator of events.
12. Serve as invigilator, for Internal/External practical examinations
13. Monitor students' attendance, progress, behavior of students and recommend corrective steps if necessary.
14. Conduct remedial classes and mentor students.
15. Monitor condition of equipment in the laboratories and arrange for service/repair.
16. Perform all other Faculty duties mentioned in other policies.
17. Discharge all other duties assigned by the HOD.
18. The Teaching staff shall follow all the Standard Operating Procedures SOPs laid down by the college regarding Biometric recording, leaves, OD Permissions towards Examiner for Practical Exams and Viva OD Permissions for External Valuation OD Permissions to appear for Seminars and Workshops.
19. Teachers shall not carry cell phones to classrooms / exam halls / labs / libraries and keep the phones in silent / switch off mode. If use of the phone is highly essential, they shall use it for short duration only.

Compliance of these instructions is the individual responsibility. However, HODs and HOIs are responsible to enforce the rules and ensure compliance.

1.9 Institutional Committees:

In order to assist with the Administrative, Academic, Curricular, Co-Curricular and Extensive Activities Dr. Lankapalli Bullayya College of Engineering has constituted the following committees:

- 1 IQAC Committee
- 2 Anti-Ragging & Disciplinary Committee

- 3 Internal Complaints Committee
Women Empowerment Cell
- 4 Students Grievance Redressal Committee
- 5 SC/ ST Committee
- 6 OBC Committee
- 7 Minorities Committee
- 8 Academic Committee
- 9 Examinations Committee
- 10 Research, Innovation and Entrepreneurship Development committee
Research & Development Cell
Entrepreneurship Development Cell
Incubation and Innovation Cell
Industry Institute Interaction Cell
- 11 Training and Placements
- 12 Career Development and Career guidance Cell
- 13 Green Campus and Waste Management Committee
- 14 Library Committee
- 15 Literary and Cultural activities Committee
- 16 Sports Committee
- 17 NSS committee
- 18 Alumni Committee
- 19 Finance Committee
- 20 Maintenance Committee
- 21 Website Committee
- 22 Administration Committee
- 23 Grievances of Faculty and Staff Members
- 24 Canteen and Food Committee

1.10 Responsibilities of IQAC:

The college has an Internal Quality Assurance Cell to monitor all the activities of the college. The IQAC obtains feedback from the stake holders and recommends suitable mechanism to ensure quality teaching and learning of high quality.



1.11. Responsibilities for Non-Teaching /Administrative Staff:

1.11.1 System Administrator

He/She shall report to HOD-Computer Science Department / Principal. He / She is

1. Responsible for maintenance of server room and UPS.
2. Responsible for smooth functioning of all computer systems / Network / internet facility on the campus.
3. Responsible for solving user problems.

4. Shall abide by all other Responsibilities laid in Computer Usage & Network policy.
5. Shall discharge all other duties assigned by Principal.

1.11.2 Technical or Lab Assistant

1. He / She shall report to the Faculty/HOD
2. Shall check the condition of the equipment / instrument after used by students.
3. Is responsible for cleanliness of the lab.
4. Shall issue chemicals, glassware, components and other necessary materials required for conducting practical classes and University Exams.
5. Shall maintain stock registers, record of breakage (student wise) and logbook.
6. Shall carryout minor repairs, report to the Faculty-in-Charge or HOD about any major servicing to be done.
7. Shall maintain First-Aid-Box in the lab.
8. Shall discharge any other duty assigned by Faculty/HOD/Principal.

1.11.3 Lab Attender

1. He / She shall report to Technical Assistant/Faculty/HOD.
2. Shall clean the lab every day and shall keep bottles, instruments in place.
3. Shall clean chemicals, glassware, components and other necessary materials utilized for conducting practical classes and University Exams.
4. Shall report the breakage of glassware and instruments to Faculty/HOD immediately.
5. Shall get the photocopying done, submit to and pick up files from office.
6. Shall discharge any other duty assigned by Faculty/HOD/Principal.

1.11.4 Librarian

1. He/she shall report to the Principal.
2. Is responsible for planning / preparing the budget / purchase of books / journals by consulting all HOD's.
3. Is responsible for issue / return of books as per college norms.

4. Is responsible for maintaining and upgrading library software.
5. Is responsible for clipping new arrivals, interesting news etc on display / notice board.
6. Shall allot accession numbers and call numbers for books.
7. Shall maintain reference books, general books periodicals and back volumes.
8. Is responsible for collecting dues/charges if any due to loss of books or late renewal/return of books.
9. Shall co-ordinate with various departments and department libraries for the purchase of new books, journals and extra copies required as per the norms of the University.
10. Responsible for housekeeping of library.
11. In-charge of Reprographic facility.
12. Responsible for maintaining discipline in the library.
13. Shall manage assistant librarians and other library staff.
14. Shall abide by all other Responsibilities laid in library policy.
15. Shall discharge all other duties assigned by the Principal.

1.11.5 Assistant Librarian

1. Shall report to librarian.
2. Shall assist librarian in all library activities.
3. Shall abide by all other Responsibilities laid in library policy.
4. Shall discharge all other duties assigned by the Principal.

1.11.6 Placement Officer

1. He/she shall report to the Principal.
2. Shall assist students at the time of Placements.
3. Shall establish contact with various companies and arrange for placement interviews for the students of all branches.
4. Shall conduct pre-placement and personality development training programs.
5. Shall maintain student and Alumni database.
6. Shall assist in the placement of the students through campus recruitments.

7. Shall assist in identifying companies and arrange for internships.
8. Shall provide career guidance counseling to the students.
9. Shall provide information on employment opportunities.
10. Shall promote Industry-Institute Interaction.
11. Shall discharge any other duty assigned by the Principal.

1.11.7 Asst. Director of Physical Education

1. Shall report to the Principal.
2. Shall maintain discipline on the campus.
3. Shall go around the campus.
4. Shall maintain Sports Centre within the campus.
5. Shall be responsible for identifying the talent and nurturing the same.
6. Shall train, guide and conduct practice sessions to the students.
7. Shall conduct sports activities within the campus.
8. Shall encourage students to represent college in intercollegiate/ district/ state/ national/ international level tournaments/competitions.
9. Shall work towards raising the profile of the college in sports activities.
10. Shall co-ordinate with university authorities.
11. Shall discharge all other duty assigned by the Principal.

1.11.8 NSS Officer

1. Shall report to the Principal.
2. Shall maintain NSS wing on the campus.
3. Shall be responsible for selection of NSS volunteers.
4. Shall nurture the volunteers to contribute to the society by providing selfless service.
5. Shall conduct blood donation camps, health camps, Shramadana, maintain cleanliness on the campus.
6. Shall organize NSS camp once a year.
7. Shall co-ordinate with university authorities.

8. Shall utilize grant received from university and submit accounts and NSS report annually to university.
9. Shall discharge all other duty assigned by the Principal.

1.11.9 Office Superintendent

1. Shall have a broad understanding of the education sector with respect to admission, affiliation and examination process.
2. Shall be multitasking and co-coordinating with different departments.
3. Shall have good interpersonal skills and be proficient in English and Telugu.
4. Shall manage office staff and office admin work, monitor and organize submission of check lists and preparation of documents for AICTE inspection and other inspections.
5. Shall monitor uploading of college information to the concerned portals.
6. Shall ensure online uploading of student admissions.
7. Shall handle all queries pertaining to admission, affiliation and examinations.
8. Shall submit relevant documents to university pertaining to students' admission approval.
9. Shall supervise cross functional team coordination, external communication, coordinating with parents etc.
10. Shall discharge all other duty assigned by the Principal.

1.12. Duties and responsibilities of Non-Teaching staff

1. The Non-Teaching staff are expected to be at their work place during the prescribed working hours.
2. They should be loyal to the college by being punctual and reliable.
3. They should maintain integrity by being honest in words and actions.
4. They should maintain:
 - i. Proper interaction with students.
 - ii. Professional boundaries with students and staff.
 - iii. Dignity by treating students by care and kindness.

- iv. Good and healthy relation with other staff members
- 5. They should be responsible by meeting the required standards for every assigned task.
- 6. They should work with mutual respect, trust and confidentiality.
- 7. They must respect and maintain the hierarchy in the administration.
- 8. They should adhere strictly to the official resumption/ closing time and must adhere to the dress code suggested by the management.
- 9. They must not use unauthorized persons to perform official duties.
- 10. They must sign regularly in the attendance register which is to be maintained by the head of the College.
- 11. They are supposed to have the basic manners to maintain professional environment.
- 12. They shall not involve in any political activities on the campus.
- 13. Self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
- 14. They shall maintain cordial relationship with the teaching staff and should be helpful in all academic and non-academic activities.

1.12.1 Maintenance in-charge

- 1. He/ She will report to the Principal/Manager.
- 2. Monitor Housekeeping staff attendance and over all cleanliness of the campus.
- 3. To identify problems in Housekeeping, Maintenance, Canteen etc., and initiate immediate rectification measures.
- 4. Monitor ongoing construction work and coordinate with other branches/vendors for completion of work.
- 5. Be familiar with breakdown issues related to generator, Air Conditioner and other equipment in laboratories.
- 6. Shall be readily available on call in case of emergency.
- 7. Coordinate with technicians (Electrician, Plumber, Carpenter) and get repairs done on the campus.
- 8. Maintain log book for Auditorium and Seminar Halls.

9. Monitor CCTV surveillance and take appropriate measures.

1.12.2 Security Officer

1. He shall report to Principal / Accounts/Admin Manager.
2. Shall supervise functioning of the security personnel.
3. Shall report to Principal regarding untoward happenings.
4. Shall discharge all other duties of Security personnel and those assigned by Principal

1.12.3 Security personnel

1. He shall report to Security Officer.
2. Shall be responsible for the security of gate / campus / manpower and materials.
3. Shall check for gate-pass before allowing any items belonging to college out of the campus.
4. Shall check all vehicles when they go out of campus.
5. Shall check in coming items and maintain invoice/delivery challan.
6. Shall allow Faculty, staff and students inside the campus only with ID card.
7. Shall maintain visitors' register.
8. Shall maintain the vigilance of the campus and ensure all the rooms are locked, fans/lights switched off after college hours.
9. Shall be on rounds inside the campus and maintain discipline.

1.13 Disciplinary action on Employees:

1. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to present and defend him/herself
2. Complaints of misconduct by a staff member are investigated by the Disciplinary Committee or adhoc Committee constituted for the purpose by the Principal in consultation with the Secretary & Correspondent.

3. The Committee shall conduct the enquiry and after finding the facts shall present the enquiry report to the Principal.
4. An employee may also be placed under suspension by the Principal pending enquiry into framed charges by giving the employee a fair chance to represent his/her case.
5. The Principal shall present the report to the Secretary & Correspondent and as part of the disciplinary action he may impose the following punishments upon the employees
 1. Issuing a warning memo
 2. Withholding increments/promotion
 3. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
 4. Suspension
 5. Dismissal from service

2. RECRUITMENT AND SELECTION POLICY

It is the policy of Dr. Lankapalli Bullayya College of Engineering to recruit, select, employ and retain qualified staff to achieve its strategic objectives and to increase its reputation as an employer of choice. In this process, the college ensures that it reflects the core values of excellence, transparency, inclusiveness and diversity.

The college recruits and retains Faculty members, administrative and support staff from diverse socio-economic sections of society.

2.1. Recruitment and Selection Guidelines

The college has a principle of open competition in its approach to recruitment.

1. The college seeks to recruit the Best candidates based on merit. The recruitment and selection process is designed to identify the candidate best suited to the job description.
2. The College ensures that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation. For this purpose the College constitutes a Selection Committee comprising of Senior Academicians from the Affiliating University as well as Senior Academicians and Administrators from within the Campus to carry out the Recruitment process.
3. The College ensures that the selected persons have the qualifications, experience, attitude and aptitude required to contribute proactively towards wellbeing of the College by providing appropriate academic, administrative and support services as required.
4. Recruitment and Selection are key public relations exercise and should enhance the reputation of the college. The college treats all candidates with respect and courtesy, to ensure that the experience of the candidate during the recruitment process is positive, irrespective of the outcome.

5. The college seeks to ensure the Recruitment process is transparent and impartial. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, he/she must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
6. The college ensures that no individual shall have advantage in securing employment due to nepotism.
7. All documentation relating to applicants is treated confidentially.
8. The Office of the Principal is responsible for ensuring that the recruitment and selection process is implemented in accordance with College strategic plan, values, legislative requirements, contractual obligations and other relevant processes and policies of the college.

2.2. Selection Of Candidates

2.2.1 Shortlisting

1. Applications of all the candidates are assessed and candidates who meet the essential criteria are short-listed.
2. Shortlisting is carried out under the supervision of Principal, HoD and a team of Senior Faculty Members of the respective Department to avoid any possibility of bias.
3. Shortlisted candidates are informed about the details of the selection process well in advance through email, telephone or in writing.

2.2.2 Selection & Interview

1. Candidates who meet the essential criteria for the post are called for an Interview. Certificate Verification is done before the Interview.
2. Interview is conducted by a Selection Committee, including Invited Expert from the Affiliating University, the Secretary and Correspondent, and the Principal, HoD and Senior Faculty Members.

3. List of selected candidates is prepared by the members of the Selection Committee.
4. Selected candidates are informed over phone by the College Administrative Office and they are expected to report within the stipulated time.
5. If the candidate fails to report within the stipulated time or expresses inability to join the opportunity is given to the next candidate in the Selection list.
6. Candidates who reports to join for duty are given an Appointment Order containing Terms and Conditions of Appointment.

3. GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Dr. Lankapalli Bullayya College of Engineering has formulated its own bye-laws to run the College with discipline and values. The regulations are issued for the Teaching and Non-Teaching Staff appointed by the college, to maintain the standards of the vision upon which the College has been established.

3.1 Designation:

The designation of an employee is decided based upon the qualification and experience as prescribed by the University.

3.2 Exclusivity:

Employees shall devote the entire time to college work only and will not be involved with any other organization and will not undertake any direct/ indirect business or work, honorary or remunerative to the extent that such engagement prevents or inhibits you from carrying out their duties or puts them in a position where their interests conflict with those of the College, except with prior written permission from the management.

3.3 Medical Fitness:

College management reserves the right to get the employees medically examined by any certified medical practitioner at the time of joining or during the tenure of their services and if anyone is found medically unfit, he / she will lose his / her job.

3.4 Duties and Responsibilities:

1. The nature of the duties assigned by the management may change from time to time depending on the requirements. The management depending upon the exigencies of the college work shall decide timings, the duties and place of work of the employees on the campus.

2. Employees are expected to work with high standards of integrity, efficiency and excellence in teaching, research and coordinating activities of the college and any other duties assigned to them from time to time by the management or officers empowered on its behalf.
3. Duties shall include teaching courses assigned in a systematic manner endeavoring to attain higher standards, assisting students in co-curricular and extra-curricular activities as required and specified by management, counselling students on academic and other matters.
4. All the employees are expected to undertake pursuit of knowledge, conduct research and publish results of research, organize workshops and seminars, extend consultancy services either independently or as part of a team of teachers, students and others under the supervision of assigned heads.

3.5 Transferability:

College Management at its discretion may transfer the services of employees to any department, college or organization associated with its parent body 'Society for Collegiate Education'.

3.6 Up-gradation of Skills:

1. Employees have to upgrade their skills to suit changing needs of academic programs and participate in skill-enhancement programmes arranged by the management. To ensure that the new skills are utilized for college purpose, employees have to enter an agreement to render services for a minimum time period as decided by the management.
2. Employees may have been temporarily exempted from achieving higher qualifications such as NET/ SET and doctoral level research degree, but will be required to acquire the same in a stipulated time period in order to be considered suitable for continuation in higher education and to comply with requirements of any affiliating/ accreditation/

regulatory body, Affiliating University, State Council of Higher Education, UGC, AICTE, NCTE, Government boards/ departments/ agencies etc.

3.7 Probation:

Initial probation period is 24 months. The Probation period continues until the employee qualifies NET/SET. The probation may be extended or reduced on the basis of performance. Upon satisfactory completion of probation, the services will be confirmed by way of a written order.

3.8 Termination:

1. The college management or the employee may initiate termination of service without assigning any reasons by giving a notice in writing. Relief from duties shall be given at the end of an academic semester in progress or 3 months after the date of receipt of notice, whichever period is longer; this condition is strictly implemented to ensure no disruption to class work and to make alternate arrangement. An academic semester is considered to be in progress from 15 days prior to the official opening date for students till the last official working day.
2. The college shall evaluate the performance of the employees periodically, normally once a year or as deemed necessary from time to time. If the performance is found unsatisfactory, the services of the employee may be terminated after giving a prior notice.
3. The management is empowered to abolish the post held by an employee if it becomes surplus or due to the discontinuation of the course in which he / she is employed. The decision of the management to abolish the post will be communicated to the employee. The management gives a suitable notice prior to the termination of the services subject, however, to the condition of general termination notice period, three months or till the end of an academic semester. The authority for abolishing the surplus vacancies as and when it is found expedient and necessary shall vest with the management and decision

of the management shall be final and binding and the employees will not have any lien over the job posting or alternate employment.

4. The services are liable to be terminated with immediate effect without any notice period and compensation if an employee is found
 - I. to indulge in gross misconduct, indiscipline or negligence
 - II. to have joined employment through false certificates/ credentials
 - III. to be unsuitable or unqualified in an evaluation by an affiliating/ accreditation body or statutory/ other agencies.

3.9 Confidentiality:

1. At any time during the current employment or after leaving the service, the employees shall not disclose, divulge to any person or organization or make public any information regarding various aspects of teaching, research, methods, techniques, policies and activities of college and its administration etc.
2. Any new techniques and methods developed, results of research, projects and consultancy undertaken by the employees shall remain the property of the college and the employees are not to disclose them to any one nor utilize it for any purpose except as approved by the management.
3. Salary and other terms of appointment are to be kept confidential between the employees and the management. Under no circumstances, the employee shall disclose or discuss about the terms of appointment and salary with others, within and outside the organization.

3.10 General:

1. The College believes that the professional relationship of trust and confidence that exists between students and employees is the central and essential part of the students' career and pastoral care.
2. The employees who work for, or represent, the College must not abuse their position in any way. The College strongly discourages association between its employees and

students where there is a potential conflict of interest or abuse of power. Such associations may have negative impact on the student's educational development and pastoral care.

3. The employees are expected to devote their efforts to the job for which they are hired and they should be ethically responsible to the college even after the working hours.
4. Staff are liable to inform the College about their course of action even after the working hours (if going on a vacation/ informal gathering with or without students either related to course curriculum or not.)
5. The College doesn't encourage the practice of uploading photos and videos in social media which may defame the reputation of the college.
6. Employees will be governed by the service rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of the management that may be in force from time to time.
7. Employees are responsible for the safekeeping of all properties of the college under their custody, care or charge. In the event of loss of any property, College has the right to assess and recover the damage charges of all such material from the employee.
8. Employees have to communicate in writing to the management if there is any change of address within a week from the change of the same, failing which any communication sent to the recorded address shall be deemed to have been served.
9. This statement of terms and conditions is applicable from now onwards and replaces any previous statements that were in force earlier.

4. LEAVE POLICY

Leave is a period of time when an employee does not go to work. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave management is the process of managing employee time-off requests in a fair, accurate, and efficient way. Sanction of leave to an employee is at the discretion of the HOD, Principal, and Secretary & Correspondent, subject to the rules of the college and without disturbance to the classwork.

Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse, or revoke leave of any kind. Leave will not be granted to staff under suspension.

The following Leave rules and norms give details about the different types of Leaves and how they can be availed of.

4.1. Types of Leave

4.1.1. Casual Leave (CL)

1. CL is subject to a maximum of 10 days in a calendar / academic year.
2. Casual Leave should always be applied for and sanctioned one day before it is taken , except in cases of emergency. It shall be sanctioned by the Principal. If staff member avails leave without prior information before one day, and if it appears to the Principal to be unreasonable, the staff member shall be served with a memo and if the explanation is satisfactory, then he / she shall apply permission to ratify the leave and the decision of the Secretary & Correspondent shall be final.
3. CL shall not be granted for more than 2 days at any time, except under special circumstances. If a staff member wishes to avail more than 2 days of leave, he / she shall apply for prior permission before 2/3 days and shall avail leave only if it is granted.
4. CL can be taken for half a day also.

5. Consolidated list of day wise leaves of all the staff members shall be prepared and submitted to the office superintendent who shall further forward it to the Principal.
6. Saturdays, Sundays and other holidays or the vacation may not be prefixed as well as suffixed to any leave.
7. The Accounts officer will operate the leave accounts of the staff members (Faculty and Non-Faculty). It shall be the responsibility of every Faculty member to know the number of leaves available for them.
8. If the Faculty does not have enough leaves to his credit, the Institution shall permit leave without pay. But it is the decision of the Secretary and Correspondent to grant or not to grant the leave without pay. Therefore, if the reason for utilizing leave without pay is genuine only the institution can sanction it without any constraint. In such case, the Faculty shall apply for leave for prior approval before 3 days and shall avail leave only if it is granted. Otherwise, it shall be taken as unauthorized leave and severe action shall be taken. However, he / she shall apply permission to ratify the leave to be continued in services and the decision of the Secretary & Correspondent shall be final.
9. Faculties joining during the middle of a year may avail of CL proportionately for the remaining days in the academic year.
10. A staff on leave should not take up any service or employment elsewhere without obtaining prior permission of the competent authority.

4.1.2. Medical Leave:

Teaching and Non-Teaching Staff are eligible for a Medical Leave of Seven Days per Year subject to prior information and production of relevant Medical Certificate from Competent Medical Authority.

4.1.3. Maternity Leave:

1. Maternity Leave shall be granted to any female staff member for a period of 30 days with pay from the date of its commencement.

2. Maternity Leave should always be applied for and sanctioned one month before it is taken, except in cases of emergency and for satisfactory reasons, and it shall be sanctioned by the Secretary and Correspondent. The Accounts officer will regulate the Maternity leave accounts.
3. Maternity leave shall not be debited to the leave account.
4. Leave may be taken without medical certificate up to 6 months (without pay) in continuation of Maternity leave.

4.1.4. Sabbatical Leave

Sabbatical Leave is a special facility provided to the teaching staff members in order to enable them to update their knowledge and experience so that they will be of greater use to the Institution on their rejoining. It should be applied 3 months in advance to the Secretary and Correspondent through proper channel.

Sabbatical leave may be granted for one or more of the following purposes, namely,

1. To conduct research or advanced studies in India /abroad.
2. To visit or work in industrial concerns and technical departments of government to gain practical experience in their respective fields.
3. Any other purpose for the academic development of the staff as approved by the Management.

4.1.5. Calculation of Loss of Pay

In case of LOP, no salary will be paid for the period of leave. It means if the Faculty takes one LOP, one day's salary is deducted from his gross, earnings.

4.1.6. Applicability of On – Duty (OD)

1. OD can be availed to attend valuation, BOS meetings, BOE meetings, practical exam duty, custodian, assistant custodian, OMR Verifier etc. with duly signed certificate issued by the custodian or competent authority. OD can also be availed to attend

conference/seminar/Ph.D., Viva-Voce, Examiner of Ph.D., Viva-Voce, subject expert committee member, resource person etc. However, valid proof shall have to be produced at the time of rejoining duty.

2. CL/OD cannot be clubbed with LOP.
3. Application for sanction of all kinds of leave shall be routed through the Head of the Department to the Principal.
4. Principal shall forward the information to the Secretary & Correspondent who shall have the powers to either sanction or reject the leave applied depending upon the authenticity of the work.

5. STAFF ATTENDANCE POLICY

This Standard Operating Procedure (SOP) is drafted for Biometric recording system introduced on the campus for the purpose of recording and monitoring Staff Attendance.

5.1 Purpose

The purpose of Biometric recording system is to digitally record the arrival and departure timings of staff and students on the campus and to minimize the human intervention in ensuring punctuality of employees and students.

5.2 Scope

The Biometric recording system shall be mandatory for all teaching and Non-Teaching staff working in all institutions on the campus and also for students.

5.3. Understanding

1. Biometric recording units are installed in all the colleges on the campus.
2. Staff are explained how to register the biometric recording.
3. Staff Members are to record at the units installed in their respective blocks only.
4. In case of emergency, they may record at the units installed in the AO's office.

5.4 Procedure / Timings

1. For teaching staff, the reporting time is 08:50 AM and exit time is 04:20 PM.
2. Timings for Non-Teaching staff are:

JA, SA & SH	08:40 AM to 04:30 PM
GHA & OAs	08:00 AM to 05:00 PM
Ground men & Water Supervisor	06:00 AM to 06:00 PM
Security	In Three Shifts of 8 hrs each

Biometric recording after the stipulated entry time and before the stipulated exit time shall be considered as late arrivals and early exits, respectively, for discipline and administrative purposes.

5.5 Expectations

1. All entries and exits of staff during working hours shall be recorded on biometric.
2. Biometric recording for lunch break is compulsory both at the beginning and end of lunch break, irrespective of one goes out or not.
3. All exits during working hours, except lunch break, must be with the written permission of the HOI.
4. During working hours, HOIs may permit employees to exit the campus to meet emergencies, for a short duration. The out and in timings shall be recorded.

5.6 Documents

1. The following documents are prepared at the office the Heads of Institutions and copies of the same are shared with the principal.
2. Slips / Letters of – permissions granted by Heads of Institutions shall reach the principal on the same date.
3. Recording of Biometric printouts shall be compulsory, with the details of staff who are late, staff who are absent. If the absence is due to leave the leave letter shall be enclosed to the biometric statement.

6. PERFORMANCE APPRAISAL POLICY

Performance appraisals provide an opportunity to discuss college, division, and departmental priorities and assess the employee performance relative to those priorities, and establish future performance goals. The appraisal focuses on key behaviors that have been identified as important to the college, and the department.

The Faculty Members of Dr. Lankapalli Bullayya College of Engineering are accountable for their performance. HODs and HOIs, working with staff members, should mutually agree upon individual performance objectives for the academic year. HODs and HOIs are to hold periodic or informal reviews and informal coaching sessions for staff members on quarterly basis, and to conduct a formal performance appraisal annually.

The performance of each employee is assessed twice a year/ in each semester. The aim is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

6.1 Statement

Continuous feedback and improvement of job performance are essential parts of the performance management process. This policy establishes the framework for the annual written appraisal of the performance of each staff member against established expectations and in accordance with the mission and goals of each staff member's division or college.

6.2 Appraisal Process:

The Internal Quality Assurance Cell (IQAC) of Dr. Lankapalli Bullayya College of Engineering holds all information and forms related to the performance appraisal.

6.2.1 Self-Appraisal

The performance of each Faculty member is assessed in order to perform the activities related to Career Advancement and promotions. The college undertakes a wide range of activities besides academics, for which Faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The college accords appropriate weightage for such contributions in their overall assessment. The Self-Appraisal Form proforma filled in by the Faculty member is checked and verified by a committee appointed by the Principal.

The staff members shall fill the Self-Appraisal Form by assessing their performance based on the following criteria

6.2.1.1 Parameters for Self-Appraisal

1. Teaching and Learning.
2. Research and Development Activities.
3. Student Support and Student Progression Duties.
4. Continuing Education.
5. Administrative Duties.

After the evaluation process is completed:

1. Faculty member will be advised individually by the Principal to improve their academic and research standards through NPTEL certifications and research publications respectively.
2. Further it will be discussed in the College academic committee for improving Academic Standards by way of increasing number of FDPs and Research Workshops organized.

7. EMPLOYEE WELFARE MEASURES

7.1. Statement

Welfare includes anything that is done for the comfort or benefit of the employees and is provided other than the wages. Welfare helps in keeping the morale and motivation of the employees high and to retain the employees for longer duration. The welfare measures need not only be in monetary terms but also in any kind/forms.

7.2. Staff Welfare measures

Dr. Lankapalli Bullayya College of Engineering has effective welfare measures for the Faculty and Non-Teaching staff and avenues for career development. Besides intellectual and professional development, it also offers financial and health securities for its employees. Professional development is ensured through periodic training/workshops/seminars. The Faculty Members are encouraged towards academic advancement and supporting staff are encouraged to update their administrative skills.

The college offers a number of welfare schemes to the Teaching and Non - Teaching staff including:

7.2.1. Education

1. Preference to children of teaching and Non-Teaching Staff for admission into any course.
2. Educational assistance to children of economically weak Non-Teaching staff

7.2.2. Avenues for Career Development/Progression

1. Encouragement to Faculty Members to apply for FDP/UGC Research Fellowships.
2. Permission to attend/organize National/International Workshops/Conferences.
3. Leave to attend Workshops/Seminars/Conferences in national and International Universities.
4. Seed Money for research.

5. Financial assistance to attend conferences/workshops/seminars.
6. Paid vacation for two months during summer, and on all National holidays and festivals.
7. Leave to engage in extension and community work.
8. Autonomy in academic matters.
9. Computerized Digital Lab to enhance the use of digitized platforms.
10. Technical training to familiarize with management software system.

7.2.3. Medical

1. Maternity Benefits for Women employees.

7.2.4. Financial Assistance

1. Insurance scheme with adequate insurance coverage of staff for expenses related to hospitalization due to illness, disease or injury or pregnancy.

7.2.5. Financial Incentives

1. Gratuity and PF for all Faculty and ESIC for Non - Teaching staff.
2. UGC norms in the promotions of Faculty.
3. Terminal Benefits in terms of redeployment or financial compensation.
4. Jobs on compassionate grounds to family members of the Non-Teaching staff.

7.2.6. Other Benefits

1. Computers, laboratories, seminar halls, staff rooms in every block.
2. Readily available First – Aid appliances in case of any minor accidents in laboratories.
3. Awareness programmes for Non-Teaching Staff.
4. Free Wi-Fi and email addresses using the institutional domain name.
5. Annual retreat and orientation for Teaching and Non- Teaching every year.
6. Canteen facility at subsidized rates.
7. Safe and hygienic drinking water located at convenient places in all blocks.
8. Sufficient number of washrooms maintained in a neat and hygiene condition.
9. Banking and ATM facility.
10. Celebration of Festivals and National days on campus.

8. EXIT POLICY


To ensure a smooth separation of the employee from the organization, every employer should frame a proper exit or separation policy for the organization. An exit policy governs the activities when an employee voluntarily chooses to resign or is terminated by the employer. The exit policy is necessary to avoid any misunderstandings during separation; it helps in eliminating any dispute between the two parties (employee and employer).

8.1. Regulations

1. When an employee wants to resign, he/she should submit a written letter of resignation through concerned HOD before three months, as stated in the employee's appointment letter. During the notice period, the employee must continue to assume his / her normal responsibilities.
2. No employee shall be allowed to resign in the middle of the semester even though they submit three months' notice. In such case, the Faculty member shall complete the semester requirements even if it requires for him / her to continue his / her services for one more month.
3. If the employee fails to give three months' notice, it will be treated as indiscipline and relevant fine will be imposed by the Secretary and Correspondent.

8.2. Separation Process

1. The employee should submit the resignation letter to the concerned HOD, before three months from the date of leaving the organization.
2. The HOD should review the exit request and forward it to the Principal.
3. The Principal will forward it to the Secretary and Correspondent.
4. With the approval of Secretary and Correspondent, the exit formalities get started.
5. The exit interview will be taken by the Secretary and Correspondent.
6. The clearance form (Library and Bank clearance) signed by the employee will be submitted to the Administrative Officer.
7. All the benefits including Gratuity will be paid to eligible employees.


Principal
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DLBC/Admin/Committee/June,2022-23

OFFICE ORDER


Anti-Ragging and Discipline Committee

2022-2023

The Anti-Ragging and Discipline Committee for the Academic Year 2022-2023 has been constituted with the following members.

S No	Name of the Member	Designation	Role / Position
1	Dr. D Deepak Chowdary	Principal	Convenor
2	Dr.D.Madhavi	HOD of CSE	Faculty Member
3	Dr.Solomon JV Gotham	HOD of ECE	Faculty Member
4	Dr.G.Anand	HOD of EEE	Faculty Member
5	Dr. G.T. Naidu	HOD of CE	Faculty Member
6	Dr.V.Radha Devi	HOD of S&H	Faculty Member
7	Dr.G.Lokeswara Reddy	Professor	Faculty Member
8	Dr.Kishore Varma	AssociateProfessor	Parent
9	Dasari Sravanthi	EEE	I B.Tech Student
10	Gubbala Rashu	CSE	I B.Tech Student
11	B Venkata Raja Naryana Reddy	ECE	II B.Tech Student
12	Teppala Shyam Vinay Kiran	EEE	III B.Tech Student
13	Medapati Vijaya	CE	IV B.Tech Student
14	Bera Akhila	CSE	IV B.Tech Student
15	Mrs.V.SanjuktaPatnaik	Record Assistant	Non-Teaching

Copy to
The Secretary and Correspondent,
Administrative Officer, Office Superintendent.
All The HOD's and Staff Members,
SDC Co-ordinator, TPO, IQAC Co-ordinator,


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Internal Complaint Committee (ICC)

2022-2023

The Internal Complaint Committee (ICC) for the Academic Year 2022-2023 has been constituted with the following members.

S.No.	Name of the Member	Designation	Role/Position
1	Dr.D.Madhavi	Professor	Convenor
2	Dr.V.Radha Devi	Associate Professor	Faculty Member
3	Mrs.N.Swathi	Assistant Professor	Faculty Member
4	Mrs.Sowjanya Kiranmayi	Assistant Librarian	Non-Teaching
5	Mrs.V.SanjuktaPatnaik	Office Assistant	Non-Teaching
6	M.Gayatri Nagamani	EEE	IV B.Tech Student
7	B.Mounika	CSE	IV B.Tech Student
8	S.Madhuri	ECE	IV B.Tech Student
9	M.Vijaya	CE	IV B.Tech Student)

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Student Grievance Redressal Committee (SGRC)

2022-2023

The Student Grievance Redressal Committee (SGRC) for the Academic Year 2022-2023 has been constituted with the following members.

S No	Name of the Member	Designation	Role/Position
1	Dr.D.Deepak Chowdary	Principal	Convenor
2	Dr.Solomon JV Gotham	Associate Professor	Faculty Member
3	Dr.G.T.Naidu	Professor	Faculty Member
4	Dr.G.Anand	Assistant Professor	Faculty Member
5	S.Kusuma Kumari	EEE	IV B.Tech Student
6	SivaniPatnaik	ECE	IV B.Tech Student
7	G.Lavanya	CSE	IV B.Tech Student
8	V.Srujuna	CE	IV B.Tech Student

Copy to
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SC/ST Committee

2022-2023

The SC/ST Committee for the Academic Year 2022-2023 has been constituted with the following members.

S No	Name of the Member	Designation	Role/Position
1	Dr.D.Deenabandhu	Assistant Professor	Convener
2	Mrs.V.Usha Rani	Assistant Professor	Faculty Member
3	Mr.M.V.Ramana	Record Assistant	Non-Teaching
4	B.Padma Sri	CSE	II B.Tech Student
5	G.Shiva	ECE	III B.Tech Student
6	O.Deepthi	EEE	IV B.Tech Student

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OFFICE ORDER

**Other Backward Classes Committee (OBC Committee)
2022-2023**

The Other Backward Classes Committee (OBC Committee) for the Academic Year 2022-2023 has been constituted with the following members.

S No	Name of the Member	Designation	Role/Position
1	Dr.B.Rama Rao	Associate Professor	Convener
2	Mr.B.Satish Naidu	Assistant Professor	Faculty Member
3	Mrs.V.SanjuktaPatnaik	Record Assistant	Non-Teaching
4	M.Akhila	ECE	II B.Tech Student
5	T.Shyam Vinay Kiran	EEE	III B.Tech Student
6	V.Alekhya	CSE	IV B.Tech Student

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Minorities Committee
2022-2023

The Minorities Committee for the Academic Year 2022-2023 has been constituted with the following members.

S No	Name of the Member	Designation	Role/Position
1	Mr.S.M.Rahaman	Associate Professor	Convener
2	Mr.Md.Farhatullah	Assistant Professor	Faculty Member
4	Aisha Tabassum	CE	II B.Tech Student
5	Subhani Shaik	CE	III B.Tech Student
6	Reshma Firdosh	CSE	IV B.Tech Student


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**Academic Committee
2022-2023**

The Academic Committee for the Academic Year 2022-2023 constituted with the following members.

S No	Name of the Member	Designation	Department	Role/Position
1	Dr.D.Deepak Chowdary	Principal	EEE	Chairperson
2	Dr.G.T.Naidu	HOD	CE	Member
3	Dr.D.Madhavi	HOD	CSE	Member
4	Dr.Solomon JV Gotham	HOD	ECE	Member
5	Dr.G.Anand	HOD	EEE	Member
6	Dr.V.Radha Devi	HOD	S&H	Member

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Research & Development Committee 2022-2023

The Research & Development Committee for the Academic Year 2022-2023 constituted with the following members.

S No	Name of the Member	Designation	Department	Role/Position
1	Dr.D.Raja Kishor	Professor	CSE	Convener
2	Mrs.Arunima Mahapatra	Assistant Professor	CE	Co-ordinator
3	Dr.K.Anuradha	Assistant Professor	CSE	Co-ordinator
4	Mr.R.Santosh Sai	Assistant Professor	ECE	Co-ordinator
5	Mr.B.Satish Naidu	Assistant Professor	EEE	Co-ordinator
6	Dr.B.Pardhasaradhi	Senior Assistant Professor	S&H	Co-ordinator

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**Entrepreneurship Innovation & Startup Cell
2022-2023**

The Entrepreneurship Innovation & Startup Cell for the Academic Year 2022-2023 constituted with the following members.

S. No	Name of the Member	Designation	Department	Role/Position
1	Dr.G.Vamsi Krishna	Assistant Professor	CSE	Convener
2	Mrs.Arunima Mahapatra	Assistant Professor	CE	Co-ordinator
3	B.Santos Kumar	Assistant Professor	CSE	Co-ordinator
4	Razia	Assistant Professor	ECE	Co-ordinator
5	Mrs.S.Varalakshmi	Assistant Professor	EEE	Co-ordinator
6	Dr.B.Pardhasaradhi	Senior Assistant Professor	S&H	Co-ordinator

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**Literary and Cultural activities Committee
2022-2023**

The Literary and Cultural activities Committee for the Academic Year 2022-2023 constituted with the following members.

S No	Name of the Member	Designation	Department	Role/Position
1	Dr V Radha Devi	Associate Professor	S&H	Convener
2	Mr.M.Amareswari Reddy	Assistant Professor	CE	Co-ordinator
3	Mrs.T.Aruna	Assistant Professor	CSE	Co-ordinator
4	Mrs.Sravani	Assistant Professor	ECE	Co-ordinator
5	Mrs.S.Hema	Assistant Professor	EEE	Co-ordinator
6	Dr.K.Kishore Varma	Associate Professor	S&H	Co-ordinator

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Ph: Off: 0891-2703923, 2703926
Email: principal@lbce.edu.in, Website: <https://lbce.edu.in>

DLBC/Admin/Committee/June,2022-23

OFFICE ORDER


NSS Committee

2022-2023

The NSS Committee for the Academic Year 2022-2023 has been constituted with the following members.

S No	Name of the Member	Designation	Department	Role/Position
1	Mrs.S.Sivajyothi	Assistant Professor	S & H	Convener
2	Mrs.Manasa	Assistant Professor	CE	Co-ordinator
3	Mrs.G.Kavya	Assistant Professor	CSE	Co-ordinator
4	Mrs.S.Sravani	Assistant Professor	ECE	Co-ordinator
5	Mr.B.Satish Naidu	Assistant Professor	EEE	Co-ordinator
6	Dr.Kishore Varma	Associate Professor	S&H	Co-ordinator

Copy to
The Secretary and Correspondent,
Administrative Officer, Office Superintendent.
All The HOD's and Staff Members,
SDC Co-ordinator, TPO, IQAC Co-ordinator,
NSS Program Officer, Physical Director.


Principal
Dr. Lankapalli Bullayya College of Engineering
D.No.52-14-75, Resapuvanipalem
Visakhapatnam-530013, Andhra Pradesh



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OFFICE ORDER

**Alumni Committee
2022-2023**

The Alumni Committee for the Academic Year 2022-2023 constituted with the following members.

S No	Name of the Member	Designation	Department	Role/Position
1	Mr.B.Satish Naidu	Assistant Professor	EEE	Convener
2	Mrs.Arunima Mahapatra	Assistant Professor	CE	Co-ordinator
3	Dr.K.Anuradha	Assistant Professor	CSE	Co-ordinator
4	Ms.M.Sravani	Assistant Professor	ECE	Co-ordinator
5	Mr.Ch.Arun Kumar	Assistant Professor	EEE	Co-ordinator
6	Dr.B.Rama Rao	Associate Professor	S&H	Co-ordinator


Principal

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**Sports Committee
2022-2023**

The Sports Committee for the Academic Year 2022-2023 constituted with the following members.

S.No.	Name of the Member	Designation	Department	Role
01	Mrs. U.Ganga Bhavani	Assistant Professor	PE	Convener
02	Mrs.N.Swathi	Associate Professor	S&H	Co-ordinator
03	Mr B.Satish Naidu	Assistant Professor	EEE	Co-ordinator
04	Dr G.Vamsi Krishna	Assistant Professor	CSE	Co-ordinator
05	Mr K.Rajesh Kumar	Assistant Professor	ECE	Co-ordinator
06	Mrs.Arunima Mahapatra	Assistant Professor	CE	Co-ordinator

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OFFICE ORDER

**Training & Placement Cell
2022-2023**

The Training & Placement Cell for the Academic Year 2022-2023 constituted with the following members.

S No	Name of the Member	Designation	Department	Role/Position
1	Mr.K.Rajesh Kumar	Assistant Professor	ECE	Convener
2	Mrs.P.Sridevi	Assistant Professor	CE	Co-ordinator
3	B.Santos Kumar	Assistant Professor	CSE	Co-ordinator
4	R.Santosh Sai	Assistant Professor	ECE	Co-ordinator
5	Mr.B.Satish Naidu	Assistant Professor	EEE	Co-ordinator

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**Library committee
2022-2023**

The Library Committee for the Academic Year 2022-2023 constituted with the following members.

S No	Name of the Member	Designation	Department	Role/Position
1	Dr.K.Kishore Varma	Associate Professor	S & H	Convener
2	Mr. K.Satyanarayana Reddy	Librarian	Library	Co-Convener
3	Mrs.P.Sridevi	Assistant Professor	CE	Co-ordinator
4	B.Santos Kumar	Assistant Professor	CSE	Co-ordinator
5	R.Santosh Sai	Assistant Professor	ECE	Co-ordinator
6	Mr.B.Satish Naidu	Assistant Professor	EEE	Co-ordinator

Principal

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