



**SREENIVASA INSTITUTE OF TECHNOLOGY
AND MANAGEMENT STUDIES**
[AUTONOMOUS]

**Policy Guidelines
(Revised)**

August 2018



**Sreenivasa Institute of Technology and Management Studies
(Autonomous)**

**Dr. D. K. Audikesavulu Marg, Bangalore-Tirupati Bye-pass Road,
Murukambattu, Chittoor, Andhra Pradesh 517127**

www.sitams.org



Policy Guidelines

(Revised)

August 2018

Sreenivasa Institute of Technology and Management Studies

(Autonomous)

Dr. D. K. Audikesavulu Marg, Bangalore-Tirupati Bye-pass Road,
Murukambattu, Chittoor, Andhra Pradesh 517127

www.sitams.org





CONTENTS

S. No	Topics	Page
1	Introduction	1
2	Policy Guidelines	3
3	Principal	6
4	Vice-Principal	9
5	Dean	10
6	Head of the department	13
7	Examination Section	16
8	Duties & Responsibilities of the Finance Officer	18
9	Duties of the Administrative Officer	19
10	Distribution of work in College Office	20
11	Duties of Public Relation Officer	25
12	Duties of Store Keeper-cum-Maintenance	26
13	Duties of Maintenance Supervisor	27
14	Duties and Responsibilities of Network	28





POLICY GUIDELINES

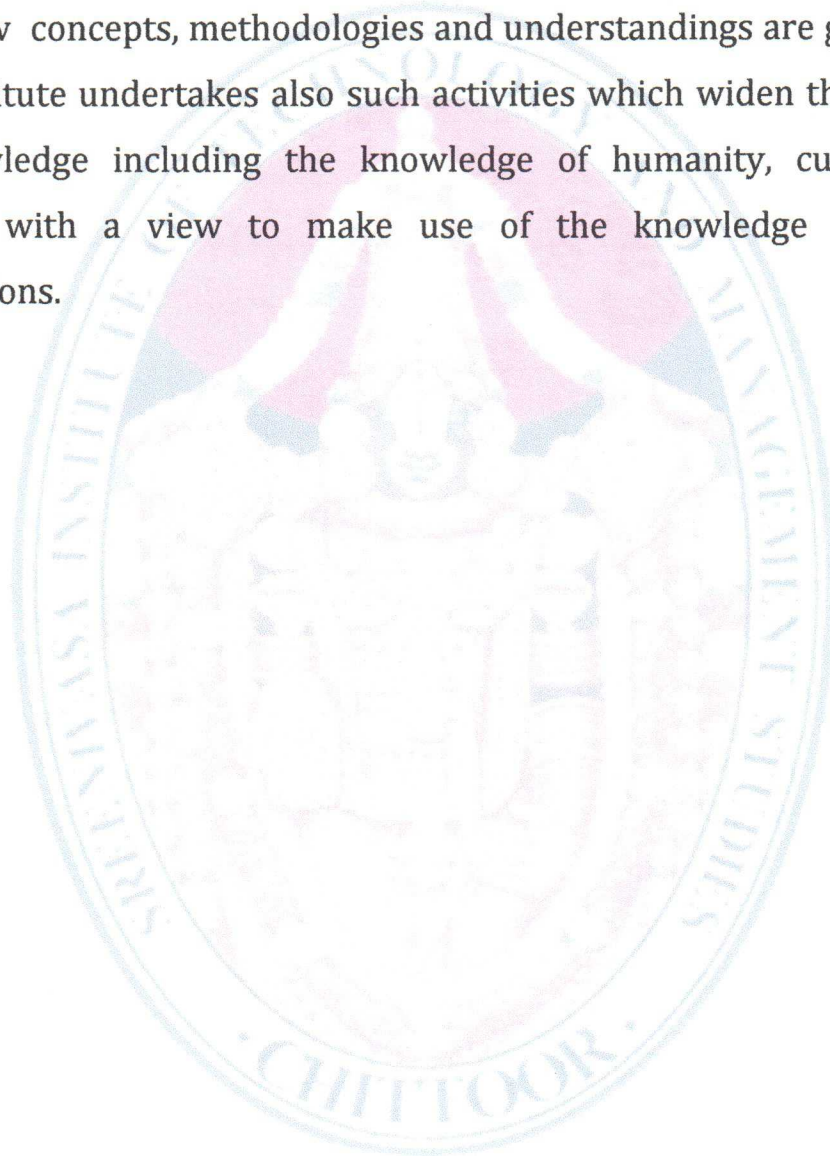
1. INTRODUCTION

Sreenivasa Institute of Technology and Management Studies (SITAMS) was established in the year 1998-99 under Sreenivasa Trust by a prominent Industrialist late Dr. D. K. Audikesavulu, Ex. M.P, former TTD Chairman. Over the last 20 years, SITAMS has made remarkable progress in Teaching, Research and Consultancy in the field of Technical Education and Management Studies under the Chairpersons Late Sri.D.K.Audikesavulu, Former Lok Sabha M.P. and Smt. D.A. Sathyaprabha, MLA, Chittoor. SITAMS, a pioneer of value based education, offers both U.G. (ECE, CSE, EEE, Civil, & Mechanical) and P.G. (MBA, MCA & M.Tech.), courses under JNTUA, Ananthapuramu and is approved by AICTE, New Delhi. The college got 2(f) and 12(b) recognition by the UGC in the academic year 2011-12, Autonomous in the academic year 2013-14 and NAAC accreditation in the academic year 2014-15.

Academic institutions have been the bedrock for academic and research. At these places the good teaching-learning and research go hand-in-hand. It is evident that for effective teaching, research is essential. The learning outcomes for the students who undergo research based teaching are better and leading to high rate of progression to higher education, research and career. The institution though predominantly a teaching-learning institution has been considering research as one of its prime growth verticals. Thus a conscious effort is made to prepare an objective policy to promote, monitor and evaluate research in the institution.



SITAMS being a premier Institute declared as the College with Potential for Excellence contributes in all dimensions of education namely Teaching, Research and Extension. The Institute embarks on such activities which lead to creation of new knowledge and/or the use of existing knowledge in a unique, novel and creative way, so that new concepts, methodologies and understandings are generated. The institute undertakes also such activities which widen the horizon of knowledge including the knowledge of humanity, culture and society, with a view to make use of the knowledge to devise applications.





2. POLICY GUIDELINES

1. At the end of every academic year, the Principal of the Institution should finalize the staff requirements after consulting the HODs concerned as necessary. The recruitments should be finalized in consultation with management.
2. Any Faculty member appointed shall be on probation for a period of one year irrespective of cadre and whether they are on consolidated salary or on Pay Scale. No faculty member is permitted to resign and leave the institution during the semester period. If any faculty member desires to resign and leave the institution he/she shall send one month notice just one month before the end of the semester as otherwise they have to pay one month salary to the Management.
3. The Management has right to terminate the services of any faculty member immediately during the probation period by paying one month salary only or one month notice of termination if their performance is found to be unsatisfactory.
4. After satisfactory completion of the probation period the services of the faculty members shall be regularized.
5. If the regularized employees who have desire to resign and leave the institution in between an academic year they have to pay three months salary to the Management.
6. The faculty members shall not be eligible to avail earned leave, medical leave, and half pay leave with effect from the date of submitting their resignation letters for their respective positions, except under extra-ordinary circumstances.
7. Such of those regularized Faculty members shall be governed by the Rules and Regulations that are in force or that may be amended from time to time.



Note: The above amended service rules shall come into force with effect from 01.08.2018.

8. There should be a separate Network Administrator who should take care of maintenance of all computers in SITAMS institution, besides maintaining Internet facilities on a continuous basis.
9. The HODs should undertake maintenance and minor repairs of Computer/Lab Equipment by spending from their financial power, according to the guidelines given by the Management (the cost of any single item of expenditure shall not exceed Rs.10,000/-), without waiting for permission from the Principal. If the expenditure involved is beyond that amount, the HODs should approach the Principal. The Principal of SITAMS can incur an expenditure up to Rs. 50,000/-
10. In case the expenditure exceeds the limits permitted for the Principal, the matter shall be referred to the Chairperson. In any case, there should be no delay in carrying out repairs of the equipment in every department.
11. There should be a lab in-charge for every lab in a department. Lab in-charge is responsible for regular upkeep of the lab equipment. He should inform the HOD for any immediate requirement for maintenance of the equipment.
12. There should be a librarian who maintains the Library, furniture, racks, computers & other equipments like other HODs. The faculty and HODs shall submit to the Principal the requirement of Books/Journals/Magazines at the end of every academic year. The Librarian will inform the Principal about the demand of the students regarding library books. The Principal will interact with the respective HOD and finalize the list of Books /Journals/ Magazines and priority shall be given in acquiring such



Books/Journals/Magazines which are most sought by the students. The Management procures the Books/ Journals/ Magazines and distributes them to the college.

13. The purchase orders shall be placed by the Management after negotiating with various publishers/distributors, considering highest discount and service offered as per recommendations of the purchase and finance committees.
14. The online feedback will be taken from all the students by the staff authorized by the Principal. For evaluation, the principal may assign evaluation work to Dean (Academic)/Student Development Cell. The feedback shall be collected from those students who have put in aggregate attendance of 65% and above.
15. Physical stock verification of departmental lab equipments/ systems/ accessories/furniture etc., will be done at the end of every academic year by staff members of other departments of the same College and the report should be submitted to the Principal directly, marking a copy to the HOD concerned. Stock registers must be properly maintained by the HODs.
16. Stock registers must be properly maintained, failing which HODs shall be held responsible. The Principal will endorse the stock registers at the beginning and at the end of every academic year.
17. For smooth functioning of the institution, the Principal can take administrative decisions in the absence of the Chairperson in recruiting faculty in line with the philosophy/guidelines of the management, in purchasing equipment etc. and seek ratification at the earliest.
18. Alumni Meet of the institution (to be discussed with the Chairman) shall be held yearly once.





PRINCIPAL

Duties and Responsibilities:

The Principal shall be the Executive Head of the Institution appointed by the Governing Body of the College and shall exercise general supervision and control over the affairs of the Institution and implement the decisions of all authorities of the Institution.

- The Principal, unless otherwise provided, shall be the Ex-officio Member Secretary of the Governing Body, Chairman of the Academic Council and the Finance Committee.
- It shall be the duty of the Principal to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institution are duly observed and implemented.
- The Principal shall have the power to delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Governing Body.
- The Principal shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various Committees of the Institution.
- The Principal shall have the power to convene or cause to be convened meetings of the various bodies of the Institution.

It shall be the duty of the Principal to:

- Apply to AICTE (for extension of Approval, sanction of New programs and courses and variation in intake, etc.)
- Apply to JNTUA, Anantapuramu for affiliation,
- Ensure timely correspondence with AICTE, UGC, University, APSICHE, Commissioner of Tech. Education, TAMILNADU, AMCET,



Convener ECET, Convener ICET and Convener PGECET for student admissions and relevant matters.

- Correspond with Social Welfare Dept. (sending scholarship applications for students of SITAMS), and other Govt., offices (like office of the District Collector for attending meetings on anti-ragging; RTA office for safety of buses.
- Send statistical data to State Government and University Grants Commission, New Delhi and other apex agencies.
- Prepare all the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions
- Provide leadership, guidance, implementation and monitoring all the academic activities.
- Monitor all the developmental activities such as Research and Development, Consultancy, Training, Placement, Industry-Institute- Interaction and report to the Governing Body.
- Take specific initiatives to achieve long and short term goals of SITAMS and monitor the activity
- Conduct the SITAMS Development Committee meetings twice a year and submit a report to the Governing Body.
- Receive all departmental budgets in the prescribed form by 31st January of every calendar year for the next academic year and submit the same to the Management.
- Ensure the preparation of reports on various activities and also the Annual Reports of SITAMS.
- Maintain student discipline and orderly functioning of SITAMS.
- Inculcate discipline, decency, decorum and dignity among the faculty and staff of SITAMS.

