



POTTI SRIRAMULU CHALAVADI MALLIKHARJUNA RAO COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE, NEW DELHI and Affiliated to JNTU, Kakinada
Sponsored by : SKPVV Hindu High Schools Committee, Estd : 1906

D.No. 7-3-6/1, Raghava Reddy Street, Kothapet, Vijayawada - 520 001.
Voice : 0866-2423442, 91777 77855, Fax : 0866-2423443, E-mail: principal@pscmr.ac.in, www.pscmr.ac.in

CODE OF CONDUCT FOR TEACHERS AND STUDENTS

The Duties and Responsibilities of a Faculty and Non-Teaching Staff

The faculty members are expected to play a significant part in the growth of the Institute by assuming different roles and responsibilities as mentioned below. Different Roles & Responsibilities will be applicable to each faculty position to the extent required.

(i) General Rules:

- a) The Faculty and Non-Teaching staff should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour. All the Faculty and Non-Teaching staff shall be punctual to their duties and shall adhere to the college timings. 8.40 AM to 5.00PM.
- b) Sign in the staff attendance register at 9.15 A.M on every working day unless he/she is on leave.
- c) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- d) The work load of all the staff shall be fixed by the management. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 48 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
- e) The faculty should prepare and submit the complete lesson plan and lesson notes for 2 units of syllabus in advance to HOD at the beginning of every semester/year and cover the syllabus as per the lesson plan.
- f) The faculty are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the HOD/Principal/Management.
- g) Do not apply any type of leave frequently unless it is essential. Alternate arrangements with the faculty of the same class is mandatory for all types of leave. Engage the class work of the colleague who have assigned his/her class in the leave letter.



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- h) Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.
- i) Involve in the examination work of the College as examinations are part and parcel of legitimate duty of the faculty member. Alternative arrangements are to be made for exam duty in case of emergency only. Faculty are advised to refrain from making alternative arrangements regularly.
- j) Route all the Correspondence through the office of the Head of the Department.
- k) Assist the HOD in exigencies and in developmental works.
- l) Be available in the Department during the working hours for consultation by the students.
- m) Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD.
- n) All the employees should come to the college presenting a smart and decent appearance to project professionalism. Observe the dress code along with ID card within the campus and on all working days.
- o) Male: Only with formal dress with tuck-in and shoes.
- p) Female: Only with formal dress i.e. saree.
- q) Do not to carry Mobile Phones to the class room / exam hall for any reason.
- r) Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.
- s) No employee should use impertinent language and derogatory loose talk while interacting with superiors and should obey the work entrusted.
- t) Follow the guidelines / instructions given by the principal from time to time.
- u) Should perform any additional duties assigned from time to time.
- v) They should not allow any unauthorized persons to enter the department without proper verification.



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(ii) **Class Room Teaching**

- a) The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- b) Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- c) Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan as per Students Attendance Register.
- d) The Faculty Member should get the lesson plan and course file - approved by HOD and Principal.
- e) The course file consists of preface, previous year university question papers, notes, handouts, test/exam question papers, three model answer scripts for each test/exam, Assignments (if any), feedback analysis report, feedback analysis report, etc.,
- f) The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- g) The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
- h) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings. The Faculty Member should engage the full 50 minutes and should not leave the class early.
- i) The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and discuss what we will see in the next class. **CONTENTS MUST BE DELIVERED IN ENGLISH ONLY.**
- j) The Faculty Member shall give possible questions with answers for each unit.
- k) Submit the attendance register and academic diary to the HOD on 15th of every month.



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- l) Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
- m) The Faculty Member should interact with the class coordinator or counsellor and inform him / her about the habitual absentees, academically backward student, objectionable behaviour etc.
- n) The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- o) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra curricular activities.
- p) The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- q) The Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- r) Participate in subject workshops, teaching workshops and conduct of short term programmes wherever appropriate.
- s) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

(iii) Laboratory

- a) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- b) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- c) The lab observations/records must be corrected then and there or at least by next class.

(iv) Test / Exam

- a) While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.



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- b) During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/She should watch closely so that nobody does any malpractice in the exam/test.
- c) The test papers must be corrected within two days from the date of examination and marks submitted to the HOD for forwarding to COE with remarks.

(v) Student – Faculty Rapport

- a) The Faculty Member should have a good control of students.
- b) As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counselling and if it does not bring any change the student must be directed to meet the class Incharge, HoD.
- c) The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.
- d) The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

(A) Responsibilities of the HOD:

- a) Allocate the subjects to the faculty members well in advance before commencement of the semester/year. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
- b) Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- c) Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
- d) Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.



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- e) Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
- f) Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member has to be submitted to the exam section as per the schedule given.
- g) Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
- h) Convene departmental staff meeting every fortnight or as and when required and record the minutes of the meeting.
- i) Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students) and communicate the feed back to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD.
- j) Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
- k) Advise the class In-charges to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
- l) Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.
- m) Counsel the students who are absent for the mid test or irregular to the class work.
- n) Allocate the students to the faculty-counsellors in the beginning of the academic year.
- o) Inform the Principal and Management of any important information of events taking place in the Department from time to time.
- p) Arrange special classes if necessary for the benefit of below average students.
- q) Examine whether the syllabi coverage and paper setting (in case seasonal exams) are as per the guidelines.



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- r) Ensure academic discipline in the department.
- s) Follow the guidelines / instructions given by the principal from time to time.
- t) Provide necessary inputs to the principal for conducting Academic Council Meeting.
- u) Maintaining the personal files of staff members.
- v) Maintaining the budget files.
- w) Consult the principal on any other issue which needs principal's directions and intervention.

(B) Associate Professors & Professors

The professors have to satisfy the following eligibility criterion to facilitate further consideration of their positions apart from the regular teaching-learning process.

- a) Participate in providing interface between Industry and Institute to foster newer collaborations and to strengthen existing collaborations.
- b) Interface with the on-campus faculty and facilitate Research and Development collaborations with the Industry and other organizations.
- c) Share the responsibilities of academic administration by participating in various educational processes both at the planning as well as implementation stages.
- d) Seek research funding from various national and international agencies.
- e) Participate in consultancy activities arising out of linkages established with the Industry.

(C) Class In-charge

- a) Instruct all the students to attend the classes regularly and to follow the dress code.
- b) Collect the list of absentee students (Period wise) and submit it to the HOD daily.
- c) Submit the list of students absent for the internal tests to the HOD.



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- d) Motivate the students to attend the seminars without fail.
- e) Instruct the students to attend the internal / external exams without fail.
- f) Motivate the students to present papers in Conferences / Seminars at regional / national level.
- g) Preparation of detained list and promotion list – preparation of nominal rolls.
- h) Report common problems of students to HOD through class teacher in- charge.
- i) Collect the names of students for association activities as per schedule given by HOD and submit the same to the HOD.
- j) Inform the HOD if any class is not engaged.
- k) Communicate any information given by HOD/Principal to the Students.

(D) Attendance In-Charge

Prepare consolidated attendance on or before 3 rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the HOD immediately.

(E) Examination In-Charge

- a) Preparation of internal examination time tables
- b) Conduct of internal examinations (both theory and labs) both of JNTUK
- c) Coordinate with other additional controller of examinations for finalization of Attendance, Marks etc;
- d) Collection of attendance / Internal marks in the prescribed format from the department
- e) Estimation of Stationary requirements for tests – Printing of Answers booklets for internal Tests
- f) Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD. Result analysis must be done after the announcement of results by the



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university/ College and also update student record regularly after knowing supplementary exam results in the current Semester.

- g) Inform the subject teachers of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
- h) Any other related works of Controller of Examinations (Confidential Section)
- i) Maintaining syllabus copies up to date
- j) Getting model question papers , panel of and external examiners for project viva-voce.
- k) Deal with malpractice cases in consultation with concerned HODs and subject experts.
- l) Suggest improvements for conducting the exams.

(F) Counselor

- a) Act as “Mentor” for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.
- b) The Faculty Mentor must update the student’s proctor sheets regularly and put up for inspection by HOD/Principal as the case may be.
- c) Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
- d) Academic Guidance/Counseling/ Monitoring services to be provided to students
- e) Advise the Students to prepare for competitive exams
- f) Encourage the students to participate in curricular and Co- curricular activities.
- g) Advise the students to become members of professional bodies like ISTE, IEEE, and CSI etc.
- h) Motivate the students to improve their communication skills and guide them to participate at National/International Conferences organized by the institution and other institutions.
- i) Assist the students to finalize their goal and motivate them to reach the goal. Also suggest the various ways and means to strike their targeted goal.



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- j) Motivate the students to attend the seminar classes without fail.
- k) Instruct the students to attend the internal / external exams without fail.
- l) Motivate the students to present papers in Conferences / Seminars at regional / national level.

(G) Responsibilities of Technical Staff

- a) Sign in the attendance register at 9.15 AM on everyday unless and otherwise he/she is on leave.
- b) Be available in the lab during working hours.
- c) Ensure that the equipment and lab is clean and in good condition
- d) Report about any non functioning equipment to the HOD in time through lab in-charge.
- e) Switch-off fans and lights and lock the doors while moving out of lab, even for a short period.
- f) Close the windows and lock the doors in the evening while leaving the campus for the day.
- g) Be available in the lab when extra lab classes are conducted during holidays.
- h) Be thorough with all the experiments conducted in the lab.
- i) Maintain the maintenance execution register regularly and submit to HOD twice in a month.
- j) Be the stock in-charge in the respective lab.
- k) Assist the Lab in-charge teaching staff during stock verification at the end of academic year.
- l) Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
- m) Perform routine maintenance of equipment/machinery.
- n) They should not allow any unauthorized persons to enter the laboratory without proper verification.
- o) Wear ID card as long as you stay in the college campus.
- p) Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD.

(H) Grievance Appeal Committee



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- a) Receive Grievance from faculty, staff and students/parents.
- b) Find the facts of the grievances.
- c) Suggest remedial and preventive measures.
- d) Review the suggestions/complaints raised by the students during periodical counseling.
- e) Review the outgoing students feedback.

(I) Women Grievance Cell

- f) Receive complaints, if any, from the lady staff and lady students.
- g) Keep all records intact and in proper order of the complaints received.
- h) Enquire into such complaints and establish the facts.
- i) Keep an elaborate process document of each such case describing the methods adopted and the settlement reached in solving the problem.
- j)

(J) Co-curricular Activities Committee

- a) Suggest various co curricular activities to be organized in an academic year.
- b) Suggest various improvements for the existing bodies such as an ISTE student chapter, IEI student chapter, CSI Chapter, etc.,
- c) Prepare proposals for conducting state level and national level events in co-curricular activities.
- d) Finalize a budget to conduct various activities in an academic year and submit to the principal for his approval.
- e) Preparation of list of guest lecture programmes



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- f) Conduct of seminars, paper contests, quizzes etc.

(K) Extra-curricular Activities Committee

- g) Suggest and organize various cultural activities to be organized in an academic year.
- h) Suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college.

(L) Disciplinary Committee

- a) Maintain & enforce strict discipline near the department & in the campus.
- b) Enforce strict dress code among students.
- c) Enforce total prohibition of Mobile Phone usage by the students inside the College Campus.
- d) Monitor the movement of the students in the College and prevent students loitering around in the corridors during the College working hours.
- e) Ensure that all the students attend classes without bunking & prevent the Students from leaving the College early and the student can leave the College early without prior permission of the Class-Incharge and HOD.
- f) Assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the students community.
- g) Recommend suitable disciplinary action against that student indulging in acts of indiscipline, beyond doubt.

(M) Budget Committee

Prepares Annual Budget and sends to the administration office after the approval from HOD and Principal.

The estimates of the budget from the departments will have provisions under following heads,



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(a) Lab Equipment (b) Lab Consumable (c) Lab Maintenance (d) Seminars / Conferences / FDP (e) Guest Lectures (f) Industrial Visits (g) Books & Journals (h) Research & Development (i) Stationary and other consumables and (j) student activities.

(N) Departmental Training and Placement Office

- a) Help the T & P Officer to organize the various processes like written test, group discussion, technical interviews, H.R. Interviews when the companies come to the campus for placement.
- b) Organize activities aimed at improving Institute- Industry Interaction.
- c) Coordinate the soft skills training programmes in the department.
- d) Help the T & P Officer to maintain contacts with alumni.



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(O) Research consultancy and Faculty Development Committee

Coordinate the research and consultancy activities among the faculty in the department

Scrutinize the research projects submitted by the faculty members, and recommend the deserving projects to the appropriate funding agencies for financial support.

Scrutinize the student's project proposals to various agencies for financial support and recommend the suitable projects.

Examine the applications received from the faculty members/students for patents/awards and recommend to the principal through HOD.

Examine the research consultation projects and recommend the suitable projects.

PhD Programme Policy

The following are the policy matters to be considered for encouraging our staff members to pursue Ph.D programme without any prejudice to the regular teaching learning process in the incumbant U.G/P.G programme of the college:

1. All the teachers without Ph.D will primarily be encouraged to pursue their Doctoral Degree by giving spacial casual leave for attending the required entrance examination.
2. Special casual leave for attending, Research Review Meetings / credit course / audit course / Pre-Ph.D Exam, Viva-voce exam., at the University/ Research Center.
3. Candidates selected for Ph.D. program under AICTE QIP will be given special casual leave attending course work as required by the host institutions like IIT's/ IIIT's / NIT's and/or approved research centers.
4. Special casual leave for carrying out experimental work/ literature survey, will be sanctioned, as required, on the recommendation of the research guide and the HoD , at reputed institutions / laboratories / Libraries and also University approved research centers.
5. Teachers desirous of going for Ph.D as full time scholars will be considered for leave for the required period on some terms and conditions.



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LEAVE POLICY:

Every regular permanent employee *** of our college is entitled to avail leave as per the following guidelines in calendar year:

1. 15 days casual leaves
2. 5 earned leaves for vacation staff and 30 for non-vacation staff (encashable for non-vacation staff only, at the maximum of 15 days per year and can be carried forward cumulatively and accrued to a maximum of 180 days at any point of time during the service of an employee).
3. 12 Half pay leaves on medical grounds.
4. On Duty leave for attending University/College related works .
5. On Other Duty (like attending to academic related works on invitation from other Universities/ Colleges at personal level) leave for 5 days, at the discretion of the administration.

*** The Definition of Regular and Permanent employee varies from college to college. However in Govt. An employee will be deemed to have been completed his probation successfully only after two years of service without break.