

THE UNIVERSITY MANUAL

(Statutes, Ordinances & Regulations)

2025



SIDDHARTHA
ACADEMY OF HIGHER EDUCATION

An Institution **Deemed to be University**

(Under Section 3 of UGC Act, 1956)

(Sponsored by Siddhartha Academy of General & Technical Education), Vijayawada, A.P.

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An Institution Deemed to be University

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FOREWORD

At Siddhartha Academy of Higher Education, an Institution Deemed to be a University, we believe in the principles of excellence, inclusivity, and holistic development. Our university manual is the reflection of the same values, forming a comprehensive framework to ensure the smooth running of academic and administrative processes, while fostering a collaborative and supportive environment for all stakeholders. This manual marks a significant milestone in the journey from an affiliated college with a rich legacy of 48 years to its recent transformation into an Institution Deemed to be University.

Over the decades, the institution has been a beacon of academic excellence, fostering innovation, research, and holistic student development. With the new status, there is a renewed commitment to elevating standards further, embracing best practices in education following NEP-2020, while upholding the core values that have defined this legacy.

The Administrative Manual – 2025 of the University integrates essential governance instructions from UGC and AICTE with comprehensive chapters such as Governance, Finance Operations, Human Resources, Research, Development & Consultancy, Admissions, Examination & Evaluation, and Student Services. Each section has been meticulously designed to provide clarity on policies, procedures, and institutional guidelines that will guide in achieving academic and administrative excellence.

As this new chapter begins, the institution remains steadfast in its commitment to nurturing a culture of knowledge, integrity, and innovation. All members of the university community are encouraged to familiarise themselves with this manual and contribute to the shared vision of becoming a centre of excellence in higher education.

Let us work together to uphold the traditions of the institution while embracing the possibilities that lie ahead.

Prof. P. Venkateswara Rao
Vice Chancellor

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GENESIS

Siddhartha Academy of General & Technical Education (SAGTE)

Siddhartha Academy of General and Technical Education, the Sponsoring Society (SAGTE) was established in the year 1975 in Vijayawada, Andhra Pradesh. SAGTE was established by 250 philanthropists with a mission to create educational institutions of excellence that embrace a holistic approach to general, technical, and professional education. Registered under the Andhra Pradesh Societies Registration Act XXI of 1860, SAGTE is a non-profit organisation dedicated to the advancement of education at all levels. Since its inception, SAGTE has successfully established 18 institutions across various fields, including arts and sciences, engineering, medicine, dentistry, pharmacy, and hotel management.

The Sponsoring Society is recognised as a Scientific and Industrial Research Organisation (SIRO) by the Department of Scientific & Industrial Research, Ministry of Science & Technology, Govt. of India, New Delhi. More than 85,000 students graduated from various academic programs and occupied prominent positions and are serving various organisations across the globe. Currently, more than 26,500 students are studying in Siddhartha Institutions, supported by 3500 experienced faculty & staff. With this, one can understand that the Sponsoring Society envisaged, embarked upon, and executed a grand plan of action aimed at comprehensive educational development of the region.

With the evolving academic landscape and regulatory requirements, in tune with NEP 2020, SAGTE decided to change the status of V.R. Siddhartha Engineering College from a deemed University to further its mission of providing impactful, innovative education.

Velagapudi Ramakrishna Siddhartha Engineering College (Autonomous)

Velagapudi Ramakrishna Siddhartha Engineering College (VRSEC) was the first private engineering college in the united Andhra Pradesh, founded in 1977 with four Under Graduate Programs, and with consistently upheld quality standards, VRSEC has expanded its academic offerings to nine undergraduate and seven postgraduate programs, which include engineering, MBA, and MCA. VRSEC was the first engineering institution in the state to receive NBA accreditation in 1998 and has successfully maintained its accreditation for six cycles. In the year 2013, the institution adopted Outcome-Based Education (OBE) as a framework for accreditation, ensuring continuous improvement in academic quality and student learning outcomes. The institute was re-accredited by NAAC with an 'A+' grade in 2021 and ISO 21001:2018 certified. The institute was conferred autonomous status in 2006 and again in 2012. Later, it was extended by the UGC for an additional 10 years, up to 2028, without a peer team visit. VRSEC is recognised among India's top engineering institutions by agencies like Outlook, Data Quest, Careers 360, and India Today. The college was consistently ranked within the top 200 in the NIRF rankings for the last seven years, declared by the Ministry of Education, Govt. of India.

Siddhartha Academy of Higher Education

An Institution Deemed to be University

The National Education Policy (NEP) 2020 envisions quality higher education as a means to develop thoughtful, well-rounded, and creative individuals, promoting specialised knowledge in chosen areas of study, coupled with the cultivation of character, ethical and constitutional values, intellectual curiosity, scientific temper, creativity, and a spirit of service. NEP 2020 advocates for the 21st-century skill-set across various disciplines, including sciences, social sciences, arts, humanities, languages, and professional, technical, and vocational fields.

The vision can be realised through higher educational institutions that operate with greater autonomy, address local challenges, empower communities, and encourage interdisciplinary and domain-specific specialisations. By embracing NEP 2020, institutions can contribute to India's Gross Enrollment Ratio (GER) in higher education, support initiatives like 'Atmanirbhar Bharat,' 'Make in India,' 'Viksit Bharat @ 2047,' and advance the Sustainable Development Goals (SDGs).

In alignment with these objectives, the Siddhartha Academy of General and Technical Education (SAGTE) has applied to UGC for converting the Velagapudi Ramakrishna Siddhartha Engineering College (Autonomous), established in 1977, into a Deemed-to-be University. In March 2024, on the recommendation of the UGC, the institution was renamed as Siddhartha Academy of Higher Education, An Institution Deemed to be a University under Section 3 of the UGC Act, 1956, by the Ministry of Education, Government of India. Guided by a detailed 15-year strategic vision and a 5-year rolling implementation plan, Siddhartha Academy of Higher Education focuses on key areas such as Academics, Faculty Recruitment, Student Admissions, Research, ICT Infrastructure, and Administration, with specific annual milestones and measurable outcomes.

SAGTE, as an educational trust, aligns with the Government of India's target of achieving a 50% GER in higher education by 2035. Siddhartha Academy of Higher Education, Deemed-to-be University, offers diverse undergraduate and postgraduate programs through its specialised schools, including the V.R. Siddhartha School of Engineering (B.Tech., M.Tech.), School of Management (MBA), School of Law, School of Science (B.Sc., M.C.A.), and School of Arts & Commerce (B.Com.). Envisioned to support interdisciplinary and multidisciplinary education for students' holistic development, the university aligns with the aspirations and requirements of NEP 2020 to equip students with the skills and knowledge essential for future growth and societal contributions.

SIGNIFICANCE OF THE EMBLEM



The emblem of a hand holding a lotus between the thumb and forefinger symbolises the dedication of Siddhartha Academy of Higher Education, an Institution Deemed to be a University, in offering pure, transformative knowledge and holistic growth. The lotus represents wisdom and purity, mirroring the institution's pursuit of enlightening education. The gesture resembles the Jnana Mudra, a symbol of precise knowledge and discernment, reflecting the university's commitment to fostering thoughtful, self-reliant individuals who can connect personal growth with universal values. Ultimately, this emblem embodies the vision of nurturing students to bloom in every aspect of academic, ethical, and personal - empowering them to be their own guiding light.

The Sanskrit saying is often attributed to the Buddha, who advised his followers to rely on their own inner wisdom rather than solely depending on external sources for guidance.

"Ātma Dīpo Bhava" (आत्म दीपो भव) translates to

"Be a light unto yourself"

or

"Be your own guiding light."

Ātma Dīpo Bhava encourages self-reliance and introspection, urging us to seek guidance from within by cultivating clarity and mindfulness rather than looking outward. This self-awareness becomes a guiding light, empowering us to take responsibility for our lives, nurture inner strength, and navigate challenges with confidence and independence.

VISION

To be a centre of excellence in Education, Innovation, and Research with a global presence in Arts, Science, Technology, Medicine, Management, Legal studies, and Social Studies, enriching the frontier areas of national and international importance.

MISSION

To create a transformative educational experience for students focused on problem-solving skills, communication abilities, interpersonal relations, and leadership.

To cultivate a vibrant university community that attracts and retains diverse, world-class talent, creating a collaborative environment open to the free exchange of ideas where research, creativity, innovation, and entrepreneurship can flourish, and ensuring individuals achieve their full potential.

To impact society pragmatically — regionally, nationally, and globally — by engaging with industry, outstanding national and international universities, and research organisations.

To be a global university that nurtures excellence in education and innovation, fostering a knowledgeable society.

QUALITY POLICY/ (EOMS) :

The University is committed to pursuing excellence in academics, innovation, research and entrepreneurial development in an ethical, sustainable and inclusive manner, while creating a meaningful societal impact.

PREFACE

The inaugural edition of Siddhartha Academy of Higher Education, an Institution Deemed to be University manual 2025, serves as a foundational document designed to guide the administration, academic programs, and various functions of the university. The university aims to create an environment that fosters academic excellence, research innovation, and community engagement.

The Salient Features of **Siddhartha Academy of Higher Education**, an Institution Deemed to be University, Manual – 2025 are as follows:

I. Governance:

- ❖ The governance structure includes three key bodies: the Executive Council, the Academic Council, and the Finance Committee. The Executive Council, headed by the Vice-Chancellor, is the highest governing body, responsible for overseeing the institution's administration and executive functions, with ten to thirteen members. The Academic Council serves as the principal academic body, coordinating academic policies and ensuring adherence to academic standards. The Finance Committee oversees the financial management of the institution; the roles and responsibilities of these bodies have been laid down holistically for easy reference. Together, these bodies ensure balanced governance, guiding the academic, administrative, and financial operations of the institution.

II. Finance Operations:

- ❖ The university's financial policies and procedures ensure responsible fiscal management, supporting institutional growth while maintaining transparency, accountability, and strategic financial planning, preferring digital transactions. The Finance Committee, comprising key stakeholders, oversees budgeting, financial reporting, resource allocation, and auditing, ensuring compliance with regulations. The Finance Department, led by the Finance Officer, manages fee collection, bill verification, payments, salaries, statutory deductions, and financial record-keeping. Structured into specialised sections, it handles examinations, consultancy, projects, hostel finance, and data updation while maintaining various accounts, accounting records, and statements of accounts. Regular internal and external audits uphold fiscal discipline, ensuring efficient resource utilisation and long-term financial sustainability.

III. Human Resources:

- ❖ The university's human resources policy provides a comprehensive framework for faculty and staff recruitment, appointment, and professional conduct, ensuring a structured and transparent work environment. The recruitment and selection procedure follows a merit-based approach, ensuring fair opportunities for qualified candidates. Employment terms and conditions outline contractual obligations, probation periods, benefits, and responsibilities. Performance management and appraisal mechanisms assess employee contributions through regular evaluations, feedback, and career development opportunities. A well-defined grievance redressal cell ensures that employee concerns are addressed promptly and fairly. The code of conduct establishes ethical and professional standards, promoting integrity, accountability, and a positive workplace culture. These guidelines aim to foster a collaborative, growth-oriented environment for all employees.

IV. Research, Development, and Consultancy:

- ❖ The Research, Development, and Consultancy outlines the policies and procedures for governing research initiatives and consultancy services. It promotes institutional support through mechanisms like funding, infrastructure development, and consultancy guidelines while emphasising Ph.D. regulations and research thrust areas. Metrics for evaluation, such as publications, patents, interdisciplinary collaboration, funding acquisition, and societal impact, are outlined to ensure robust performance tracking. The framework also highlights mechanisms for scoring, recognition, intellectual property rights, and consultancy projects, including revenue sharing and incentives. It underscores capacity building through training programs, workshops, and faculty development initiatives, while maintaining integrity, ethics, and regular monitoring. With provisions for policy implementation, review, and active participation, it provides resources and templates to facilitate seamless execution and align efforts toward achieving excellence in research, development, and consultancy.

V. Admissions:

- ❖ The university's admissions uphold high academic standards across various schools, including Engineering, Sciences, Law, Management, Commerce, and Arts, offering programs from undergraduate to research levels. A dedicated Admission Advisory Committee oversees the transparent, merit-based selection process, ensuring fairness, diversity, and inclusivity. Admissions are conducted through different Common Admission Tests. Structured admission guidelines outline the application process, deadlines, and required documentation. The university also implements reservation policies and offers scholarships to support deserving candidates. Policies on discontinuation and cancellation of admission address voluntary withdrawals, non-compliance with eligibility requirements, disciplinary issues, and non-payment of fees. All procedures are designed to maintain transparency, academic excellence, and equal opportunities for all students.

VI. Examinations and Evaluation:

- ❖ The examinations and evaluation system includes the powers and functions of authorities ensuring the confidentiality in paper setting, proper invigilation, and secure handling of answer scripts. Evaluation follows structured methods, including manual and digital assessment with a grading system. Certification is issued upon successful completion, while grievances related to revaluation or marks verification are addressed through a redressal mechanism followed by convocation proceedings. These activities are carried out in alignment with university policies and regulations, maintaining fairness, transparency, and academic integrity throughout the evaluation process. Relevant rules and regulations are included for guidance. As a newly formed university, we recognise the importance of establishing a strong foundation through clear policies and effective practices. This manual is a living document, adaptable to the evolving needs of our community. We encourage all faculty, staff, and students to familiarise themselves with its contents and actively engage in its initiatives.

VII. Student Services:

- ❖ The Student Services framework encompasses a comprehensive range of initiatives designed to ensure a supportive, engaging, and enriching environment for all students.

The university promotes student discipline, welfare, and overall well-being through various committees, including the Anti-Ragging Committee, Internal Complaints Committee (ICC), and SC/ST student support committees, fostering inclusivity and safety. A robust Student Grievance Redressal mechanism ensures fair and transparent resolution of concerns. The university offers scholarships and financial aid to support deserving students, along with access to state-of-the-art laboratories and library services to enhance academic excellence. Professional development programs, student clubs, and innovation initiatives encourage skill enhancement, creativity, and entrepreneurship. The institution prioritises health and wellness support services, resilience-building programs, and leadership development opportunities, empowering students to thrive both academically and personally—all these aspects are designed to create a holistic and empowering student experience.

I. GOVERNANCE

I. GOVERNANCE

Preamble

Siddhartha Academy of Higher Education, an Institution Deemed to be a University, is committed to fostering academic excellence, research, and innovation across various disciplines, including Science, Engineering, Technology, Law, Management, Arts, Commerce, and Humanities. The institution aims to:

- Establish Centres of Excellence and Research Hubs that promote advanced learning, innovation, and research-driven education.
- Cultivate globally competent professionals by providing efficient faculty, cutting-edge infrastructure, and modern teaching methodologies.
- Nurture well-rounded individuals with strong emotional and psychological resilience, social consciousness, and problem-solving abilities to address real-world challenges.
- Serve as a catalyst for community development through education and research.

Objectives

Siddhartha Academy of Higher Education strives to:

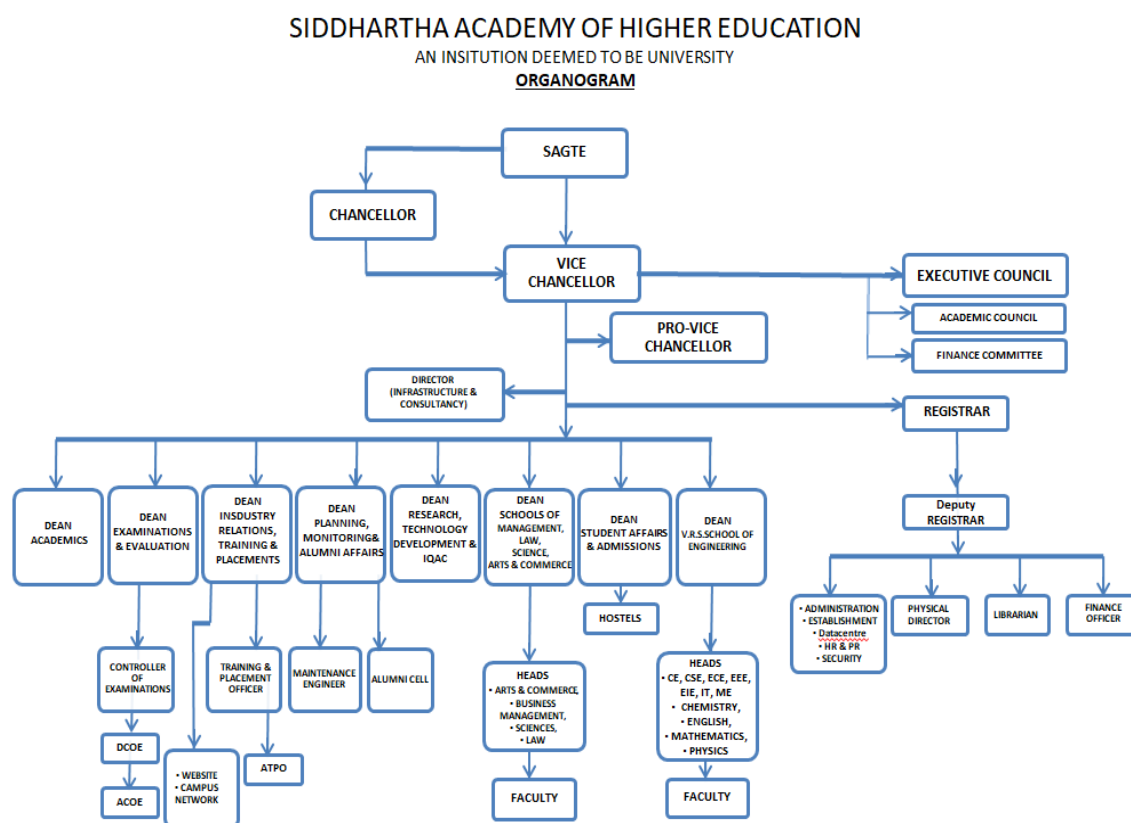
- Provide for higher education leading to excellence and innovations in the branches of knowledge, primarily at undergraduate, post-graduate, and research degree levels.
- Engage in interdisciplinary, multidisciplinary, or trans disciplinary teaching and research in addition to domain-specific specialisations.
- Provide for high-quality teaching & research recognised nationally & globally.
- Focus on research and innovation by setting up start-up incubation centres, technology development centres, centres in frontier areas of research, greater industry-academic linkages & interdisciplinary research.
- Provide a flexible and innovative curriculum, which includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based education by adopting NEP 2020.
- Promote student holistic development, identify and sensitise a pool of qualified, professional, and motivated faculty in the areas of teaching, research, innovation, and community extension.
- Encourage the spirit of service to society through socially responsive teaching, learning, research, extension, outreach programs, and field work for social transformation.
- Develop robust academic, administrative, and physical infrastructure to support the institution's vision while recruiting skilled professionals to strengthen its mission.
- Generate and manage financial resources, including donations and fees, to sustain institutional development and fulfil its educational objectives.

Siddhartha Academy of Higher Education remains steadfast in its mission to empower individuals, foster intellectual growth, and make a lasting impact on society through education, research, and innovation.

Good governance is a set of responsibilities and procedures exercised by an institution to provide strategic direction and ensure educational objectives are met through effective and efficient use of resources, accountability, and participation of stakeholders in decision-making.

The governance structure of Siddhartha Academy of Higher Education, An Institution Deemed to be a University, includes all functionaries such as Chancellor, Vice Chancellor, Pro Vice Chancellor, Registrar, Director, Deans, and HODs for effective functioning under three key bodies: the Executive Council, the Academic Council, and the Finance Committee. The Executive Council, headed by the Vice Chancellor, is the highest governing body, responsible for overseeing the institution's administration and executive functions. The Academic Council serves as the principal academic body, coordinating academic policies and ensuring adherence to academic standards. The Finance Committee oversees the financial management of the institution; the roles and responsibilities of these bodies have been laid down holistically for easy reference. Together, these bodies ensure balanced governance, guiding the academic, administrative, and financial operations of the institution. The following organogram illustrates the governance structure.

1.1. Organogram



The administration of the University has several Committees in place, in addition to statutory and other committees, to continuously monitor the academic, financial, and administrative activities of the Institution. The Institution has various academic and administrative committees to ensure good governance, transparency, and accountability in the process of administration.

The constitution of these committees is based on the guidelines given by UGC/AICTE, and the committees comprise key stakeholders, including government, administrators, faculty, staff, industry, employers, alumni, and current students. The diversity in the composition of committees helps in making pragmatic decisions.

1.1.1. The committees are classified into the following groups:

- **Statutory Committees**
- **Non-Statutory Committees**

This document provides information on the Composition, Functions, Term, Meetings, Quorum, and Responsibilities of all the committees. The governance committees in place are as follows:

1.1.2. Statutory Committees

Statutory Committees are the Executive Council (EC), the Academic Council (AC), the Finance Committee (FC), and the Board of Studies (BOS), which make policies on Academics, Financial, Infrastructural, Research, and Development by steering all, including the Student and Faculty, for the all-round development of the Deemed to be University.

1.2. Executive Council

The highest governing body of the Institution, deemed to be a university, shall be the Executive Council, to be headed by the Vice Chancellor and consisting of not less than ten and not more than thirteen members.

The Executive Council shall be the principal executive body of the institution, deemed to be a university.

1.2.1. The composition of the Executive Council shall be as follows

- Vice Chancellor Chairperson.
- Pro Vice Chancellor (wherever applicable).
- Two members from amongst the Deans of schools of studies, by rotation, according to seniority, to be appointed by the Vice Chancellor.
- One Professor, who is not a dean, is appointed by the Vice Chancellor, on a rotating basis.
- One Associate Professor, by rotation, to be appointed by the Vice Chancellor.
- One Assistant Professor, by rotation, to be appointed by the Vice Chancellor.
- UGC Nominee.
- Up to four nominees of the Sponsoring body and
- The Registrar, who shall be the ex officio Secretary of the Executive Council.

1.2.2. Tenure of the members of the Executive Council

- All the members of the Executive Council, other than the Vice Chancellor and Pro Vice Chancellor, shall hold office for a term of three years, and in the case of Deans, the term shall be three years or until they hold the office of Dean, whichever is earlier.
- Members of the Executive Council appointed by the Vice Chancellor from Professor, Associate Professor, and Assistant Professor categories shall hold office for a period of one year or till such time they cease to be teachers of the University, whichever is earlier.

1.2.3. Powers and Functions of Executive Council

- The Executive Council shall have the power of management and administration of the institution, deemed to be a University.
- The Executive Council shall be the final decision-making body of the institution, deemed to be University, in respect of every matter of the institution, deemed to be University, including academic, administrative, personnel, financial, and developmental matters.
- Subject to the provisions of these regulations and the rules of the institution, deemed to be University, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely.
 - To appoint Professors, Associate Professors, Assistant Professors, and other Academic staff, including Chairs, as may be necessary, on the recommendation of the Selection Committee constituted for the said purpose, and to fill up temporary vacancies therein.
 - To regulate and enforce discipline amongst the employees of the institution in accordance with the rules of the institution, which is deemed to be a University.
 - To provide for the appointment of Visiting Professors, Emeritus Professors, Professor of Practice, Consultants, Scholars, etc., and determine the terms and conditions of such appointments.
 - To exercise such other powers and perform such other duties as may be conferred or imposed on it by the rules and regulations of the institution deemed to be University.
 - To make rules and regulations for the institution deemed to be University.

1.2.4. Meetings of Executive Council

- The Executive Council shall meet at least four times a year (minimum two in one semester), with not less than seven days' prior notice given before every meeting of the Executive Council, and emergency meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meeting.
- One-third of the total number of members of the Executive Council shall form the quorum for the meeting.
- In the absence of the Vice Chancellor, the Pro Vice Chancellor shall preside over the meeting; and where there is no Pro Vice Chancellor in an institution deemed to be a University, a member chosen by the other members of the Executive Council present at the meeting shall preside over the meeting.
- Every member of the Executive Council, including the Chairperson, shall have one vote, and the decisions at the meetings of the Executive Council shall be taken by simple majority. In case of a tie, the Chairperson shall have a casting vote.
- Any business, which may be urgent in nature, may be carried out by circulation amongst its members.
- A copy of the minutes of each meeting shall be furnished to the Chancellor of the institution deemed to be the University as soon as possible after the convening of the meeting.

1.2.5. Termination of Membership

Suppose a member other than the Vice Chancellor and those representing the teachers accepts a full-time appointment in the institution deemed to be University or fails to attend three consecutive meetings of the Executive Council, without proper leave of absence. In that case, such member shall cease to be a member of the Executive Council.

1.2.6. Delegation of powers of the Executive Council

The Executive Council may, by a resolution, delegate to the Vice Chancellor or any other officer or faculty or to a Committee of officers or faculties of the institution deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer or faculty or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Executive Council.

Other Authorities of the institution deemed to be University.

1.3. Academic Council

The Academic Council shall be the principal academic body of the Institution Deemed to be University. It shall, subject to the provisions of the Rules of the Institution Deemed to be University, Coordinate and exercise general supervision over the academic policy of the Institution Deemed to be University.

1.3.1. Composition of the Academic Council shall be as follows

- Vice Chancellor – Chairperson.
- Pro Vice Chancellor (wherever applicable).
- Deans of the Schools and Heads of the Departments/Centres.
- Up to Ten Professors (excluding those who are Deans of Schools & Heads of Departments / Centres) based on seniority and rotation to be nominated by the Vice-Chancellor, giving due regard to representation of different Schools / Departments / Centres.
- Up to five Associate Professors from Departments / Centres other than the Heads of the Departments / Centres, by rotation according to seniority, to be appointed by the Vice Chancellor.
- Up to five Assistant Professors from Departments / Centres other than the Heads of the Departments / Centres, by rotation according to seniority, to be appointed by the Vice Chancellor.
- Six persons of repute from amongst educationists or experts for their specialised knowledge, who are not in the service of the Institution Deemed to be University, nominated by the Vice Chancellor.
- The Registrar, who shall be the ex officio Secretary of the Academic Council.

1.3.2. Tenure

The representation of different categories shall be through rotation and not through an election. The term of members, other than the Ex officio members, shall be three years. The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

1.3.3. Powers and Functions of the Academic Council

Subject to the provisions of these regulations and rules of the institution deemed to be University, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely.

- To exercise general supervision over the academic policies of the institution, and to give directions regarding methods of instruction, coordination of teaching among departments or faculties or schools or centres, evaluation of research, and improvement of academic standards.
- To bring about and promote inter-departmental, inter-faculty, inter-school, inter-centre coordination and to establish or appoint such committees or boards, as may be deemed necessary for the purpose.
- To consider matters of general academic interest either on its own initiative, or on a reference by a department, faculty, school, centre, or the Executive Council, and to take appropriate action thereon.
- To prescribe courses or programmes of study leading to a degree and a diploma of the institution deemed to be a University.
- To make arrangements for the conduct of examinations in conformity with the rules and bye-laws of the institution deemed to be University.
- To maintain proper standards of the examination.
- To recognise degrees of universities and other Institutions and to determine equivalence with the degrees of the institution deemed to be University.
- To institute Fellowships, Scholarships, Medals, Prizes, etc.
- To frame rules covering the academic functioning of the institution deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc.
- To take a periodical review of the activities of the departments or centres and to take appropriate action to maintain and improve the standards of instruction.
- To recommend the institution of teaching posts (Professors, Associate Professors, and Assistant Professors) to the Executive Council.
- To make recommendations to the Executive Council for the establishment or abolition of departments, centres, schools, or faculties, etc.
- To make recommendations to the Executive Council and
- To exercise such other powers and to perform such other duties, as may be conferred or imposed upon it by the rules of the institution deemed to be University.

1.3.4. Meeting of the Academic Council

- The Academic Council shall meet as often as necessary but not less than four times (at least two times in a semester) during an academic year, with not less than seven days ' notice being given before every meeting of the Academic Council. Emergency meetings may be convened at shorter notice, for reasons to be recorded in writing for such an emergency meeting.
- One-third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

- Each member, including its Chairperson, shall have one vote, and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairperson shall have a casting vote.
- Any business that may be necessary for the Academic Council to perform, which may be urgent in nature, may be carried out by circulation amongst its members.

1.4. Finance Committee

The composition of the Finance Committee shall be: -

- Vice Chancellor Chairperson.
- Pro Vice Chancellor (wherever applicable).
- One person nominated by the society, trust, or company, as the case may be (wherever applicable).
- Three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council.
- One person UGC Nominee
- Three persons to be nominated by the Chancellor
- Finance Officer - Secretary Ex-Officio

1.4.1. Powers and Functions of Finance Committee

- The Finance Committee shall meet at least four times in an academic year (at least twice each semester) to examine the accounts and scrutinise the proposals for expenditure, and One-third of the total number of members of the Finance Committee shall form the quorum for a meeting.
- All proposals relating to the creation of posts and those items which have not been included in the Budget shall be examined by the Finance Committee before the Executive Council considers them, and the Committee shall decide whether to waive fees, establish scholarships, provide free ship, and any other financial benefits.
- The annual accounts and financial estimates of the institution, deemed to be University, prepared by the Finance Officer, shall be laid before the Finance Committee for consideration and comments, and thereafter the same shall be submitted to the Executive Council for approval.
- The Finance Committee shall recommend limits for the total recurring and non-recurring expenditures for the year, based on the income and resources of the institution deemed to be the University.

1.4.2. Term

- All members of the Finance Committee, other than ex officio members, shall hold office for a term of three years.

1.5. Board of Studies

Each department within the university shall have a Board of Studies responsible for academic planning and development. The composition of the Board includes.

- Dean of School/ Head of the Department – Chairperson.
- All Professors of the School/ Department.

- Two Associate Professors of the School / Department will be on rotation based on seniority.
- Two Assistant Professors of the School / Department will be on rotation based on seniority.
- Two experts are to be co-opted for their specialised knowledge.

Under the overall supervision of the Academic Council, the Board of Studies is responsible for approving research subjects, research degree requirements, and academic recommendations to the respective School Board as per institutional regulations. Its key functions include:

- Curriculum Development – Recommending courses of study and academic enhancements.
- Research Oversight – Approving research topics and appointing research supervisors.
- Quality Improvement – Suggesting measures to enhance teaching and research standards.

1.5.1. The powers of the Board of Studies

- Review of the structure of the existing programmes and course syllabi.
- Prepare syllabi for various courses, keeping in view the objectives of the School/Department, the interests of the stakeholders, and national requirements for consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and evolution techniques.
- Recommendations on improvements to the evaluation methodology for the Director's evaluation once a year.
- Any other academic matter.

1.5.2. Functions of the Board of Studies

- To monitor and review the existing programme structures, course syllabi, teaching and evaluation methodology, market requirements, modern trends, and update the courses and programmes, and make suggestions for amendments, if any.
- While making suggestions, the Board of Studies should keep in mind that no compromise has been made with the objectives, vision, and mission of the institute, and also with the education and evaluation methodology and education standards.
- All the decisions/recommendations shall be recorded in minutes and forwarded to the Academic Council for their consideration and approval, and further necessary action.

1.6. Officers of the Institution Deemed to be University

1.6.1. Chancellor

The Chancellor serves as the head of the institution, deemed to be a university, and holds office for a term of five years, with eligibility for one re-appointment following the prescribed appointment procedure. The sponsoring body shall appoint the

chancellor. As the ceremonial head, the Chancellor presides over Convocations when present and plays a pivotal role in upholding the institution's vision and governance.

The Chancellor shall, by virtue of his or her office, be the head of the institution deemed to be University and shall, if present, preside at the Convocations of the institution deemed to be university held for conferring degrees. The Board shall appoint the Chancellor and such other officers as are deemed appropriate.

❖ Powers and Functions of the Chancellor

The Chancellor shall have the powers to inspect the University, its buildings, laboratories, research facilities, workshops and equipment, any university or hostel, the teaching or examinations conducted, or any act done by the University, and to get such inspection done by such individuals or persons whom he may direct and to inquire.

❖ Tenure

The Chancellor shall hold office for a term of five years from the date of assuming charge and shall be eligible for re-appointment for one additional term. However, the tenure may be subject to change as per the University Grants Commission (UGC) guidelines issued from time to time.

1.6.2. Vice Chancellor

The Vice Chancellor shall be a whole-time salaried officer of the institution, deemed to be the University and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

The qualifications of the Vice Chancellor shall be in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

The procedure for the composition of Search-cum-Selection-Committee (SCSC) for the selection of the Vice Chancellor shall be

- A nominee of the Chancellor, who shall be a reputed academician, as the Chairperson of the Committee
- A nominee of the Chairman, University Grants Commission; and
- An academician, with not less than ten years' service as Professor, nominated by the Executive Council.

❖ Powers and Functions of the Vice Chancellor

- The Vice Chancellor shall be the Principal Executive Officer and academic officer of the institution deemed to be University and shall exercise general supervision and control over the affairs of the institution deemed to be University and give effect to the decision of all authorities of the institution deemed to be University.
- The Vice Chancellor shall be the ex officio Chairperson of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees to the students.
- The Vice Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the institution deemed to be University, but shall not be entitled to vote unless he or she is a member of such authority or body.

- It shall be the duty of the Vice Chancellor to see that these regulations are duly observed and implemented, and he or she shall have all the powers necessary to ensure such implementation.
- The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the institution deemed to be University, and he or she may delegate any such powers to such person or persons, as he or she may deem fit.
- The Vice Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council, the Finance Committee, and other authorities.

❖ **Tenure**

- The Vice Chancellor shall hold office for a term of five years from the date of assuming charge or until attaining the age of seventy years, whichever is earlier. The Vice Chancellor is eligible for re-appointment for one additional term, following the prescribed appointment procedure. In the event of the completion of the five-year term, the Vice Chancellor shall continue in office until a successor is appointed and assumes charge, but under no circumstances shall the tenure extend beyond seventy years. However, the tenure may be subject to change as per the University Grants Commission (UGC) guidelines issued from time to time.

1.6.3. Pro Vice Chancellor

On the recommendation of the Vice Chancellor, the Executive Council shall appoint a Professor as Pro-Vice-Chancellor to discharge the duties of the Pro-Vice-Chancellor in addition to his or her duties as a Professor.

- The Pro Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice-Chancellor on this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice Chancellor.

❖ **Powers and Functions of Pro Vice Chancellor**

The Pro-Vice Chancellor is integral to the administration of a deemed-to-be university, assisting the Vice-Chancellor in multiple capacities. Roles and responsibilities encompass the following areas:

Academic Leadership:

- **Curriculum Development:** Oversee the creation and review of academic programs to ensure compliance with institutional standards and alignment with educational trends.
- **Quality Assurance:** Implement and monitor processes that uphold high educational standards across faculties and departments.

Ratings and Rankings:

- **Review and Scrutiny:** Periodically review performance metrics and scrutinise university/school ratings and rankings applications of various government and private agencies, such as NIRF, Data-quest, India Today, etc.

Performance-Based Appraisal System (PBAS):

- To ensure that a systematic procedure is adopted for evaluating the performance of faculty and staff.
- To measure the performance of faculty and staff, provide feedback, and assist them in improving their potential to meet university goals.

NAAC/NBA and other Accreditations:

- Review the accreditation process with departments and schools periodically, in accordance with the relevant norms and guidelines.
- Ensure that accreditation applications are prepared and submitted on time to maintain continuous accreditation status without any gaps.
- Facilitate training and awareness programs for faculty and administrative staff regarding accreditation requirements and quality assurance practices.

Strategic Planning:

- **Vision and Mission Alignment:** Contribute to the development and refinement of the university's strategic plan to ensure alignment with its core mission and vision.
- **Stakeholder Engagement:** Actively engage faculty, staff, students, alumni, and external partners to gather meaningful input and foster strong collaborative relationships.
- **Goal Implementation and Monitoring:** Ensure that all schools and departments work toward and achieve the expected objectives as outlined in the approved strategic plan.

Collaboration and Networking:

- **Interdepartmental Collaboration:** Facilitate initiatives that promote cooperation among different departments and faculties.
- **External Partnerships:** Build and maintain relationships with external organisations, including industry partners and other educational institutions.

Innovation and Technology

- **Educational Technology:** Advocate for integrating technology in teaching and learning, ensuring access to necessary tools for faculty and students.
- **Online Learning Initiatives:** Support the development of online and blended learning programs to enhance accessibility for students.

Research and Development:

- Foster innovation in research and teaching methodologies, promoting a culture of continuous improvement.
- Mentoring the faculty to pursue a Ph.D and status review of the Ph.D work.
- Monitoring the research publications of the faculty and information on publications.
- Assessing and Recommending incentives for faculty publications.
- Reviewing the quality standards of publications periodically.

Assist the Vice-Chancellor:

- The Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor on his behalf, from time to time. It shall also exercise such powers and perform such duties as may be assigned or delegated by the Vice-Chancellor.

Liaison with JNTUK:

- Organise all statutory meetings as required by JNTUK norms and handle correspondence with JNTUK for JNTUK-affiliated batches as Principal of V.R. Siddhartha Engineering College (Autonomous), Vijayawada.

The Pro-Vice Chancellor is integral to the administration of a deemed-to-be university, assisting the Vice-Chancellor in multiple capacities. Roles and responsibilities encompass the following areas:

❖ Tenure

The Pro Vice-Chancellor shall hold office for a term of three years from the date of assuming charge. It may be eligible for re-appointment for one additional term, following the prescribed appointment procedure. However, the tenure may be subject to change as per the University Grants Commission (UGC) guidelines issued from time to time.

1.6.4. Registrar

The Registrar shall be a whole-time salaried officer of the institution deemed to be University and shall be appointed by the Executive Council on the recommendations of the selection committee consisting of the following:

- Vice Chancellor - Chairperson
- One nominee of the Chancellor
- Two members of the Executive Council are nominated by it and
- One expert not in the service of the University is to be nominated by the Executive Council.
- The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of any of these authorities.
- The Registrar shall be directly responsible to the Vice Chancellor and work under his or her direction.

❖ Powers and Functions of Registrar

The Registrar shall have the power to take disciplinary action against employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them, or to impose on them the penalty of censure or the withholding of increment.

It shall be the duty of the Registrar.

- To be the custodian of the records, the common seal, and such other property of the institution deemed to be University as the Executive Council shall commit to his or her charge;

- To issue all notices convening meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities;
- To keep the minutes of all the meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities;
- To conduct the official correspondence between the Executive Council and the Academic Council;
- To supply to the Chancellor copies of the agenda of the meetings of the authorities of the institution deemed to be University as soon as they are issued and the minutes of such meetings;
- To represent the institution deemed to be University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings, or depute their representative for the purpose;
- To perform such other duties as may be specified in the rules of the institution deemed to be University or as may be required from time to time by the Executive Council or the Vice Chancellor, as the case may be;
- To agree, sign documents, and authenticate records on behalf of the institution deemed to be University;
- To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment, and other properties of the institution deemed to be University; and
- To conduct the official correspondence on behalf of the authorities of the institution deemed to be University.

❖ **Tenure**

The Registrar shall hold office for a term of five years from the date of assuming charge and may be eligible for re-appointment for one additional term, following the prescribed appointment procedure. However, the tenure may be subject to change as per the University Grants Commission (UGC) guidelines issued from time to time.

1.6.5. Director, Infrastructure and Consultancy

The Director, Infrastructure and Industrial Consultancy is a key administrative position responsible for managing and developing the university's infrastructure and fostering industry partnerships as well as consultancy and testing services offered by the various schools of the university.

- **Infrastructure Planning and Development**
 - **Campus Master Planning:** Lead the development of long-term master plans for new buildings, hostels, auditoriums, conference halls, lecture halls, laboratories, pathways, and guest houses. Ensure alignment with the deemed to be university's academic and strategic goals.
 - **Project Management:** Oversee the design, construction, and maintenance of all campus infrastructure, ensuring projects are delivered on time, within Budget, and meet quality standards.
 - **Sustainability and Innovation:** Integrate environmentally sustainable practices into infrastructure projects, promoting energy-efficient and green building designs that align with modern environmental standards.

- Stakeholder Coordination: Collaborate with architects, contractors, and university stakeholders to ensure the infrastructure meets academic and administrative needs while adhering to safety and regulatory requirements.
- **Expansion of Consultancy Services**
 - Strategic Consultancy Growth: Drive the expansion of consultancy activities across multiple departments, including Civil, Mechanical, Electrical, Electronics, Instrumentation, Computer Science, CSE (AI & DS), CSE (AI & ML), Management, Sciences, and Information Technology.
 - Industry Collaboration: Forge partnerships with industry leaders and government bodies to promote research-driven consultancy projects that enhance the university's standing in applied research and knowledge transfer.
 - Project Acquisition: Identify and secure consultancy projects, including government contracts and industrial consultancy, positioning the deemed to be university as a hub for expert problem-solving and innovation.
 - Interdisciplinary Collaboration: Encourage collaboration among various academic departments to offer comprehensive consultancy services, leveraging the expertise across civil, mechanical, electrical, and emerging technologies like AI, machine learning, and data structures.
- **Compliance and Risk Management**
 - Regulatory Compliance: Ensure all infrastructure projects and consultancy activities comply with national and international standards, including safety regulations, environmental norms, and university guidelines.
 - Risk Assessment: Conduct risk assessments for all ongoing infrastructure projects and consultancy work, implementing mitigation strategies to safeguard university assets and reputation.
- **Strategic Reporting and Governance**
 - Reporting: Provide regular updates to the Vice Chancellor and Executive Council on the progress of infrastructure projects and consultancy engagements.
 - Policy Development: Contribute to the development of deemed to be university's policies related to infrastructure growth, consultancy management, and resource utilization.

1.6.6. Dean - Academics

The Dean, Academics is the administrative officer responsible for the effective and efficient operation of the University in the areas of curriculum development, teaching, and learning, in accordance with the university policies, directives, regulations, and plans. They are tasked with conducting periodic reviews of academic activities to ensure their effectiveness, transparency, and uniform implementation.

- **Curriculum & New Courses**
 - Academic Regulations & Curriculum development, updating as per the norms of regulatory authorities & review.
 - Innovative Teaching Learning Processes.

- Laboratories – Modernization, Experiments beyond curriculum.
- Academic projects leading to publications/patents/ innovative model development / UG/ PG.
- Conduct of Academic Council Meetings and preparation of minutes.
- Academic Calendar.
- Academic schedules and coverage of the syllabus.
- Remedial classes, quality circles, and bridge courses.
- Strategies to support slow learners.
- Online teaching.
- Monitoring of E-content development.
- **Teaching Learning Process, Faculty & Staff Development**
 - Mentoring and Monitoring of the Teaching and Learning Process.
 - Plan, Review the FDP / Seminar / Workshop,
 - Faculty orientation / Refresher courses / Pedagogical programmes / Industrial Training.
 - Deputation for the up-gradation of the qualification/skills of faculty.
 - Skill development training for supporting staff.
- **Academic Opportunities**
 - Identification of new programmes based on current and future technologies / review the existing programmes for their relevance.
- **Academic Planning**
 - Guide the preparation of lesson plans and timetables for various academic programmes.
 - Monitor faculty performance and productivity in teaching, ensuring ongoing improvement in academic delivery.

1.6.7. Dean Schools of Studies

As Dean, he will be responsible for the comprehensive oversight of both academic and administrative functions to ensure the effective operation and success of the institution.

- **Academic Leadership**
 - Oversee continuous enhancement and development of academic curricula, ensuring alignment with institutional standards and industry trends.
 - Uphold high standards of academic quality through monitoring, evaluation, and improvement of teaching and research practices.
 - Foster professional growth and development among faculty members by providing mentorship, support, and facilitating research opportunities.
- **Faculty Management**
 - Manage the selection and recruitment of faculty members, ensuring that qualified professionals are appointed to contribute to the institution's academic goals.

- Oversee faculty training and development, including course allotment and workload management.
- Approve academic and medical leave requests and conduct appraisals to assess faculty performance.
- **Administrative Operations**
 - Ensure the day-to-day operations of the Schools run smoothly, coordinating with various departments to address and meet their requirements.
 - Review and forward departmental requests, facilitating necessary resources and infrastructure.
 - Manage the allocation and use of institutional resources to support academic and research activities effectively.
- **Student Affairs**
 - Oversee student-related activities within the Schools, ensuring a conducive learning environment and addressing academic concerns.
 - Coordinate initiatives and programmes that support student growth, welfare, and engagement with institutional life.
- **Strategic Planning and Representation**
 - Drive strategic planning initiatives to ensure long-term academic and institutional success, aligning with the mission and vision of the university.
 - Represent the institution in public, academic, and regulatory matters, ensuring compliance with academic and governmental regulations.
- **Motivation to Faculty & Staff**
 - Motivate faculty and staff to be devoted to their respective duties in the institution and create a congenial atmosphere for the all-around development of the school of engineering by setting up short-term and long-term goals and a vision for continuous improvement.
- **Effective leadership**
 - Provide effective leadership to both staff and students, ensuring that students receive quality instruction at the college, thereby helping them achieve high ratings upon graduation. Also, support teaching staff in earning good ratings from students through their dedication and commitment to their duties.
 - Ensure that all departments not only meet the requirements of covering the syllabus but also engage in research and consultancy activities, demonstrating personal initiative to attract research grants.
- **Accreditation, Rankings & Ratings**
 - To see that all departments of the School of Engineering get highly accredited and get good rankings and ratings from different organizations, and thus move towards achieving superior heights.

Dean's leadership ensures a well-functioning, progressive academic environment, balancing the needs of faculty, students, and institutional priorities.

1.6.8. Dean - Student Affairs & Admissions

The Dean, Student Affairs and Admissions, is the administrative officer responsible for maintaining discipline among students across the entire campus and overseeing UG & PG student admissions as per UGC norms.

This role includes overseeing anti-ragging activities and ensuring harmony among all students and smooth and orderly conduct of UG & PG student admissions.

- **Student Discipline**
 - Student grievances,
 - Anti Ragging,
 - Curbing of Eve Teasing,
 - Student Vehicles,
 - Code of conduct.
- **Student welfare**
 - Counselling and Mental Health Services.
 - Medical Services.
 - Boys and Girls Hostels.
- **Proctor Activities**
 - Monthly monitoring of student regularity and internal performance of students.
 - Counselling students and interaction with parents.
 - Mentoring and monitoring proctor activities at the institute.
 - Personality Development – Yoga and Meditation.
- **Student Amenities**
 - Post office, Banks, Stores,
 - Canteen,
 - Transportation,
 - Drinking water,
 - Sports,
 - Waiting Halls and Rest Rooms, etc.
- **Committees**
 - Anti Ragging Committee
 - ICC
 - SC & ST
 - OBC
 - Canteen
 - Hostel
 - Institute Student Council

- Student Grievance Redressal Cell, etc..
- **Admissions Planning and Management**
 - Comprehensive Admissions Process
 - Scheduling of admissions
 - Entrance Examinations
 - Campaign Development
 - Marketing Materials
 - Admissions Advisory Committee
 - Fee Fixation Committee
 - UG, PG & Ph.D. Admissions & Counselling
- **Cultural, Technical & Sports Activities**
 - Encourage students to participate in more Cultural, Technical, and Sports activities through the heads of the departments at the university, state, national, and international levels.

1.6.9. Dean - Examinations & Evaluation

The Dean of Examinations is the administrative officer responsible for the effective, smooth, and orderly conduct of continuous evaluation, semester-end examinations, result finalization, and announcements, in accordance with the university's policies, directives, regulations, and plans. They are tasked with conducting periodic reviews of the examination process to ensure its effectiveness.

- **Continuous Assessment and Evaluation**
 - Mentoring and Monitoring of Continuous Evaluation, performance & assessment.
 - Auditing the quality of the continuous evaluation question papers.
 - Review of regularity and performance in continuous evaluation for student promotion.
 - Suspected malpractice cases and punishments.
 - Surprise visits during examinations.
- **Semester-end Examinations & Evaluation**
 - Adherence to academic regulations.
 - Examination schedules.
 - Semester-end question papers and related issues.
 - Conduct of semester-end examinations.
 - Semester-end evaluation and finalization of results.
 - Improvement of software according to day-to-day requirements.
 - Rules and regulations for the smooth and orderly conduct of examinations.
 - Appointment of observers and squads.
 - Finalization of punishments for suspected malpractice cases through the SMP committee.

- Approval for Scribe & extra time for writing examinations as per norms.
- Seating arrangements for examinations.
- Anti-plagiarism check.
- Organizing spot valuation.
- Organizing the results of committee meetings.
- Review of the moderation of question papers as per Bloom's taxonomy and syllabus.
- Appointment of moderators for question papers.
- **Issue of Certificates**
 - Provisional certificates
 - Grade cards
 - Transcripts
 - TC, CC & Migration
 - Original degree Certificates
- **Conduct of Convocation**
 - List of toppers
 - Ph.D. awardees
 - Arrangements for organizing
 - Communication to students for receiving degrees
 - Organization of convocation
 - Printing of certificates (OD)
- **Reforms**
 - Implement best practices of premier institutions in the declaration of results and throughout the entire examination process.
 - Monitoring and assessment of the OBE Mechanism.
 - Review of results and suggestions for improvement of the pass percentage.
 - Selection and approval of a panel of examiners for different programmes, courses, and subjects as per the requirements.

1.6.10. DEAN - INDUSTRY RELATIONS, TRAINING & PLACEMENTS

The Dean of Industry Relations, Training, and Placements is responsible for the effective and efficient role of the university in the area of Industry Collaborations, MOUs, Training, Internship & Placements, Entrepreneurship, etc.

- **Industry Relations**
 - To work on long-term policies and strategies for promotion of Industry Relations, Training & Placements.
 - To develop and implement a process for establishing MOUs with industries.
 - To develop a mechanism for facilitating industry visits by students and faculty.

- **Internships**
 - To coordinate Industry expert sessions, Industry-based projects, and Internships for the students of different programmes.
 - Focus on full-time internships.
- **Training Sessions & Placements**
 - To coordinate placement training, soft skill training sessions for better and higher package placements, including the core Engineering domain.
 - To organise model tests, group discussions, etc., to train final and pre-final students to face interviews and competitions.
 - To organize seminars, vocational guidance sessions, and special lectures by industry professionals.
 - To coordinate all the activities related to placements/training placement officer, and HODs.
 - Placements with Department efforts
 - Targets – Special focus on core Engineering Programmes.
- **Entrepreneurship Activities**
 - Advise the Entrepreneurship Development cell of the university to conduct various awareness programmes such as seminars, workshops, industrial visits, interaction with young entrepreneurs, etc. These programmes should be aimed at making the student community more enthusiastic towards start-up and entrepreneurial activity.
- **Consultancy and R&D from Industry**
 - Facilitates Industrial Consultancy and R&D activities by fostering partnerships between the university and industries, engages in consultancy to provide expert solutions to industry challenges, and promotes collaborative R&D projects to drive innovation in consultation with the Dean of & R&D.

1.6.11. Dean - Planning, Monitoring & Alumni Affairs

The Dean of Planning, Monitoring, and Alumni Affairs (PMAA) is responsible for overseeing the planning, monitoring, maintenance, outreach, and extension activities related to alumni affairs. The Dean plays a crucial role in managing the university's relationship with its alumni, overseeing strategic planning, and coordinating outreach and extension activities.

- **Planning & Monitoring**
 - Plan for classrooms, laboratories & other infrastructure for the coming years as per the norms of regulatory authorities.
 - Develop a long-term plan for campus expansion, including the addition of new academic buildings, hostels, research facilities, and student recreational spaces, in consultation with the Director, Infrastructure & Consultancy.
 - Monitor the major events of the university, such as University formation day, Convocation, Engineers' day, Innovation day, Annual Fest, Annual day, Sports day, Monthly Alumni lectures,

- Monitor the publication of the quarterly University newsletter, the yearly souvenir, magazines, and university brochures.

- **Outreach Activities**

- ❖ **NSS Officer**

- **Educational Outreach:** Extending learning opportunities to underserved populations through distance education, free coaching for competitive exams, or educational camps.
- **Collaborations with NGOs and Government:** Partnering with non-profit organizations and government bodies for social welfare projects like women's empowerment, child welfare, and urban development.
- **Community Engagement:** Work with local communities to address issues like health, education, sanitation, and rural development, often through health camps, literacy programs, and awareness drives.

- ❖ **NCC Officer**

- Monitor the participation of NCC cadets in the Republic Day and Independence Day parades.

- ❖ **Maintenance**

- Monitor the maintenance of power supply, air conditioning, public address system, drinking water supply, transport, medical facility, other student amenities and services, etc., with concerned people.

- ❖ **Alumni Affairs**

- Maintain & update the database of Alumni to communicate and to send important information / latest developments of the university.
- Monitor and give guidance to the members of the Alumni who are working as faculty in the university to improve Alumni relations and the development of the university through Alumni.
- To see every head of the Department of the university to collect the data of successful Alumni who are working in the highest positions as CEOs, department heads, civil servants, entrepreneurs, industrialists, researchers, academicians, etc., through the internal department alumni/office of the alumni relations.
- Every month, one activity is to be conducted with Alumni in each department by all the departments of the university.
- Endowment lectures are to be encouraged.
- Support for the university from the interested alumni is to be raised.
- Awards are to be presented to the distinguished Alumni who served the society during the alumni reunion every year.
- Start and manage alumni chapters across different regions, both nationally and internationally, to strengthen the university's global network.
- Plan and execute annual alumni meets and reunions.

1.6.12. Dean - Research, Technology Development, and IQAC

The Dean of Research, Technology Development, and IQAC has the primary responsibility to significantly contribute to seeding, nurturing, and promoting the

growth of research and development (R&D) within the university, in alignment with the institution's vision and mission. Additionally, the Dean is responsible for organizing the Internal Quality Assurance Cell (IQAC) in accordance with the norms set by regulatory authorities.

- **R & D Policy**

- Plan & Coordinate the training related to R&D.
- Identification of Core Research groups for pursuing R&D in thrust areas.
- Coordinate in building Research Centers and Centers of Excellence in thrust areas.
- Road Map for R&D of each Department with projected Budget.
- Product development & IPR-related matters.
- MOUs, Tie-ups with R&D organizations, and identify with respect to
- R & D.
- Development of incubation and innovative practices.
- Collaborative Research.

- **Sponsored Research**

- Encouraging and enabling the faculty for submission of proposals and informing them about forthcoming R&D schemes and Industrial Consultancy.
- Interaction with R&D organizations and Industry.
- Internships for students (PG) in R&D organisations.
- Identify the funding opportunities from various National / International funding agencies.
- Monitoring & Reviewing R&D Projects.

- **R&D funded by the Internal Resources**

- Evaluation of faculty applications for internal funding schemes.
- Coordinate and draw up the Annual R&D Budget of each Department.
- Identify thrust areas for internal funding and monitor the progress.
- Proper utilization of endowments (such as the Alumni Research Fund).

- **IQAC**

- To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.
- Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks.
- The credibility of the assessment & evaluation process.
- AQAR submission before the last date every year to the concerned bodies.

- Composition of the IQAC of the University and Conduct of IQAC Meetings as per norms & schedule.

1.6.14. Finance Officer

The Finance Officer shall be ex officio Secretary for the Finance Committee, but shall not be deemed to be a member of such Committee. The finance officer shall retire on attaining the age of sixty-two years.

❖ Roles and Responsibilities of a Finance Officer

The Finance Officer shall –

- Exercise general supervision over the funds of the institution deemed to be University and shall advise it as regards its financial policy; and
- Perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the rules of the institution deemed to be University.
- Ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditures for a year are not exceeded and that all amounts of money are expended on the purpose for which they are granted or allotted.
- Be responsible for the preparation of annual accounts and the budget of the Institution, deemed to be university, and for their presentation to the Executive Council;
- Keep a constant watch on the state of the cash and bank balances and on the state of investments;
- Watch the progress of the collection of revenue and advise on the methods of collection employed;
- Ensure that the registers of buildings, land, furniture, and equipment are maintained and up-to-date, and that stock-checking is conducted of equipment and other consumable materials in all offices, departments, schools, faculties, centres, and specialized laboratories;
- Bring to the notice of the Vice Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against the person at fault;
- Call for from any office, Department, school, faculty, centre, laboratory, etc., maintained by the institution deemed to be a University, any information or return that they may consider necessary for the performance of their duties.
- Work under the direction of the Vice-Chancellor and shall be responsible to the Executive Council through the Vice-Chancellor.

1.6.15. Controller of Examinations

- The Executive Council shall appoint the Controller of Examinations on the recommendations of a selection committee constituted for the purpose, and he or she shall be a whole-time salaried officer of the institution deemed to be a University.
- The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re-appointment by following the procedure prescribed for the appointment of Controller of Examinations: Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years.

- The emoluments and other terms and conditions of service of the Controller of Examination shall be such as may be prescribed by the Executive Council from time to time.
- When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence, or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
- The Controller of Examination shall arrange for and superintend the examinations of the institution deemed to be a University in the manner as may be prescribed by the rules of the institution deemed to be a University.
- The Controller of Examinations shall be a permanent invitee to the Academic Council.
- The Controller of Examinations shall ensure that all the specific directions of the Executive Council, Academic Council, and Vice Chancellor in respect of examination and evaluation are complied with.

1.6.16. Heads of the Department

- There shall be a Head of the Department for each of the Departments in the Institution Deemed to be University, who the Vice Chancellor shall appoint from amongst the Professors of the Department. Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice Chancellor may appoint an Associate Professor/Assistant Professor as Head of the Department.
- The powers and functions of the Head of the Department shall be prescribed by the Rules of the Institution Deemed to be a University.

❖ Powers and Functions of the Head of the Department

- Maintain the required faculty strength (for each programme offered by the department) and meet the requirements of qualified staff.
- Provide necessary infrastructure and equipment to the faculty members for discharging their duties.
- Encourage research activities in the Department.
- Develop laboratories, research centres, etc., to strengthen/carry out academic, research, and consultancy activities.
- Conduct workshops, seminars, guest lectures, conferences, faculty development programmes, short-term training programmes, orientation programmes, capacity building programmes,
- Encourage students and faculty to analyze the societal problems and contribute to the well-being of society.
- Maintain overall discipline among the staff and the students in the Department, and grant casual leave to teaching and non-teaching employees of the Department.
- Conduct meetings of the teaching faculty and discuss the syllabus, curriculum review, conduct of BOS, and DAB. They have to ensure the timely implementation of the resolutions in consultation with the Dean and other authorities concerned.

- HoDs have to perform such other functions and duties as may be entrusted to them by the Director/Principal from time to time.
- In addition to the above powers and functions, the Head of the Department shall send the progress reports of the work done by each Research Scholar in the Department to the Dean from time to time.

1.6.17. Head - Placements & Industry Relations/Placement Officer

❖ Role of Training and Placement Officer (TPO)

The TPO bridges students and employers by enhancing employability through training, industry engagement, and campus recruitment. They organize skill development programs, workshops, and career guidance sessions to ensure a smooth transition from academics to the professional world.

❖ Powers of TPO

- **Decision-Making:** Designs placement policies, collaborates with industries, and initiates MOUs.
- **Policy Formulation:** Sets guidelines for internships, placements, and eligibility criteria.
- **Industry Interaction:** Invites recruiters, engages with HR leaders, and builds corporate relations.
- **Representation:** Represents the institution at industry forums, job fairs, and training events.
- **Career Guidance:** Offers counseling and career path awareness.
- **Database Management:** Maintains records of students, alumni, and recruiters.
- **Feedback Mechanism:** Collects recruiter feedback for curriculum improvement.
- **Policy Compliance:** Aligns placement activities with NAAC and NBA standards.
- **Conflict Resolution:** Addresses concerns of students and recruiters during placements.

1.6.18. Librarian

A Librarian is a professional responsible for managing the library's resources and services to support academic and research needs. They curate and organize collections, provide access to books, journals, and digital databases, and assist students and faculty in locating and utilizing information effectively.

❖ Powers and Functions of the Librarian

- Identifying library technologies and their implementation.
- Technical support, system administration/maintenance, data conversion, data migration, system analysis, and testing.
- Open source software development, usability testing, interoperability, and digital library technology.
- Metadata, access and retrieval mechanisms (bibliographic records, finding aids, MARC, DUBLIN Core records), and quality control.
- Databases, subject guides, library aids, library interfaces, discovery layers, online tutorials, etc.

- Collection development and management of materials in all formats and in all models.
- Licensing terms and agreements for subscribing to online resources.
- Planning, Budgeting, and staff management & proficiency development.
- Participate in the maintenance of a safe and healthy work environment for staff and students.

1.16.19. NSS Programme Officer

The NSS Programme (By the direction of the Vice Chancellor) serves as the guiding mentor and leader—organizing and coordinating community-based initiatives that instill social responsibility, encourage active participation, and foster leadership qualities in student volunteers.

By orienting and motivating students, he helps young individuals engage meaningfully in community development, build civic awareness, and develop the capacity to lead and contribute effectively.

❖ Powers of NSS Programme Officer:

- Implementing Development Programs: NSS units implement various development programs and projects in adopted villages or urban areas.
- Collaboration with Organizations: NSS units collaborate with government organizations, NGOs, and other stakeholders to achieve their objectives.
- Community Engagement: NSS units engage with local communities to identify their needs and develop projects to address them.

❖ Functions:

- Empowering Social Development through Technology: The NSS unit aims to promote social development by integrating technology-driven solutions into community service. It encourages students to apply technological knowledge and innovative practices to address social challenges, improve the quality of life, and foster sustainable development in rural and urban communities.
- Community Development: NSS unit works on projects related to education, health, environment, and community development.
- Social Awareness: NSS unit organizes campaigns and events to raise awareness about social issues, such as literacy, health, and human rights.
- Disaster Management: NSS unit participates in disaster relief efforts and provides support to affected communities.
- Environmental Conservation: NSS unit works on projects related to environmental conservation, such as tree plantation, waste management, and pollution control.
- Capacity Building: NSS unit provides training and capacity-building programs for volunteers and community members.
- Project Planning and Implementation: NSS unit plans and implements projects in consultation with stakeholders and community members.
- Monitoring and Evaluation: NSS unit monitors and evaluates the impact of its projects and programs.

❖ Key Activities:

- Regular Activities: NSS unit conducts regular activities, such as community service, awareness campaigns, and skill development programs.
- Special Camping Program: NSS unit organizes special camping programs, which involve intensive community service and development activities.
- Awareness Generation: NSS unit generates awareness about social issues, health, and environmental concerns through various campaigns and events.

1.16.20. Assistant NCC Officer (ANO) / Care Taker :

❖ Roles and Responsibilities of ANO / Care Taker.

- Maintains good rapport with the Offg. Officer Commanding I (A) EME Coy NCC located on the university campus.
- Keeps University Authorities Concerned (Registrar, Pro VC, VC) informed about all NCC activities.
- Conducts parade activities on national festivals such as Independence Day (15 August) and Republic Day (26 January).
- Attends training camps and organizes student training camps with prior permission from university authorities by submitting a formal request along with the official letter.
- Registers students according to instructions from NCC authorities.
- Conducts regular practice sessions for students.
- Immediately informs university authorities of any communication received from NCC Group Headquarters (Kakinada), NCC Directorate AP&T (Secunderabad), DGNCC Headquarters (New Delhi), or any other NCC authority.

1.16.21. Hostel Wardens

Hostel wardens play a crucial role in maintaining student well-being and the smooth functioning of the hostel environment. Their duties encompass a wide range of responsibilities, including student welfare, discipline, and the overall upkeep of the hostel.

❖ Functions of a Hostel Warden:

Student Welfare:

- Wardens are responsible for the health, hygiene, and general welfare of resident students. This includes addressing concerns related to health, diet, sanitation, and cleanliness, often in consultation with the medical officer.

Discipline and Rules:

- Wardens ensure that students adhere to hostel rules and regulations, maintaining decorum and discipline within the premises. They may impose fines within prescribed limits for rule violations and report serious disciplinary issues to higher authorities.

Room Management:

- Wardens are involved in room allotment, maintenance of room inventories, and addressing any issues related to room conditions or furniture. They may also be involved in double-locking rooms when necessary.

Mess Management:

- Wardens may oversee the mess, ensuring food quality and hygiene. They may also be involved in mess reduction procedures for students on approved leaves or for those participating in institute-related activities.

Student Interactions:

- Wardens are expected to maintain regular interaction with students, addressing their concerns and mediating disputes.

Reporting and Communication:

- Wardens are responsible for reporting any serious disciplinary issues, student misconduct, or health concerns to the relevant authorities, such as the Chief Warden. They may also communicate with parents or guardians regarding student issues.

General Hostel Management:

- Wardens play a role in managing the overall ambiance of the hostel, including common rooms, recreational activities, and the upkeep of hostel property.

Staff Supervision:

- Wardens may supervise hostel staff, such as ward boys, attendants, and sweepers, ensuring their efficient functioning.

Record Keeping:

- Wardens maintain various registers and records related to hostel administration, including those related to room allotments, guest entries, and student attendance.

1.16.22. Physical Director

The Physical Director oversees sports and fitness programs, ensuring the development of physical education through structured training, state-of-the-art infrastructure, and competitive excellence.

❖ Powers & Functions

- **Promoting Discipline and a Positive Environment:** Fosters an atmosphere of structured discipline and positive energy across the institution. Organizes sports and games that reinforce moral and ethical values while nurturing leadership, teamwork, and personal responsibility among students.
- **Sports Facility Management:** Maintains indoor and outdoor stadiums, ensuring world-class infrastructure for training and competitions.
- **Specialized Coaching:** Provides expert coaching for talented students, offering advanced training in various sports disciplines.
- **Competitive Training:** Prepares athletes for university, national, and international competitions with focused coaching and strategic skill development.

- **Event Organization:** Hosts intercollegiate, state, and national tournaments to enhance student exposure and experience.
- **Talent Development:** Identifies and nurtures promising athletes, providing scholarships and specialized training programs.
- **Health & Fitness Programs:** Conducts wellness workshops, fitness training, and injury prevention programs.
- **Compliance & Reporting:** Ensures adherence to sports regulations and prepares reports on performance and achievements.
- **Discipline Maintenance:** Ensures structured discipline in all sports and physical activities, fostering respect, adherence to rules, and the spirit of fair play among students.

1.7. Non-Statutory Committees

Non-Statutory Committees are those that are appointed by the Registrar at the direction of the Vice Chancellor of the University to suggest strengthening the University Administration, Academics, Research and Development, Infrastructure, Planning and Evaluation, Extra and Co-curricular Activities for the overall development of the student. The Chairman / Chairperson or Convener of each Committee is expected to undertake all the prime duties of the Committee, namely convening the meetings, recording minutes, recording special observations and suggestions, if any, processing the data and obtaining ratification of the minutes, resolutions, observations, suggestions, taking necessary steps for tabling the said documents for ratification by the Statutory Bodies etc. Agenda items fall under the purview of the committee. The committee is expected to extend its cooperation to the members of faculty and staff appointed or drafted for specific tasks from time to time. The Chairman reserves the right to conduct any emergency session under certain circumstances that can be deemed to be an emergency.

Non-Statutory Committees

S.No.	NAME OF THE COMMITTEE	ACRONYM
1	ACADEMIC AUDIT COMMITTEE	AAC
2	ADMISSIONS ADVISORY COMMITTEE	AADC
3	ALUMNI COMMITTEE	AC
4	ANTI-RAGGING COMMITTEE	ARC
5	CAMPUS DISCIPLINE MONITORING COMMITTEE	CDMC
6	CANTEEN COMMITTEE	CC
7	CULTURAL AND LITERARY COMMITTEE	CALC
8	EAGLE CLUB	EC
9	EQUAL OPPORTUNITIES CELL	EOC
10	EXAMINATIONS COMMITTEE	EC
11	DIGITAL EDUCATION AND MOOCS COMMITTEE	DE & MC
12	GAMES AND SPORTS COMMITTEE	GSC
13	GRIEVANCE REDRESSAL COMMITTEE	GRC
14	HOSTEL COMMITTEE	HC
15	INSTITUTE INNOVATION COUNCIL	IINC
16	INSTITUTION INDUSTRY CELL	IIC
17	INTERNAL COMPLAINTS COMMITTEE	ICC

S.No.	NAME OF THE COMMITTEE	ACRONYM
18	INTERNAL QUALITY ASSURANCE COMMITTEE	IQAC
19	LIBRARY COMMITTEE	LC
20	MINORITY COMMITTEE	MC
21	NATIONAL SERVICE SCHEME	NSS
22	OBC COMMITTEE	OBC
23	PLANNING AND EVALUATION COMMITTEE	PAEC
24	RESEARCH ADVISORY COUNCIL	RAC
25	SC/ST COMMITTEE	SC-STC
26	SOCIO-ECONOMICALLY DISADVANTAGED GROUPS CELL	SEDGC
27	STUDENT COUNCIL	SC
28	STUDENT GRIEVANCE REDRESSAL COMMITTEE	SGRC
29	STUDENT WELFARE COMMITTEE	SWC
30	TIME TABLE COMMITTEE	TTC
31	TRAINING AND PLACEMENT COMMITTEE	TPC
32	WOMEN'S WELFARE COMMITTEE	WWC

Non-Statutory Committees:

1. Academic Audit Committee

The Academic Audit Committee ensures the quality and effectiveness of academic programs, teaching methodologies, and institutional compliance with regulatory standards through systematic evaluation and recommendations.

2. Admissions Advisory Committee

The Committee is vested with the authority to frame policies regarding various aspects of admissions, including but not limited to admission tests, intake capacity, new programmes, fee structure, and scholarships. The Admissions Committee will implement these policies.

3. Alumni Committee

The Alumni Committee fosters strong connections with former students by organising alumni meets, networking events, and engaging them in institutional activities. It facilitates alumni contributions through mentorship, fundraising, and collaborative initiatives to enhance the university's growth and reputation.

4. Anti-Ragging Committee

The Anti-Ragging Committee is aimed at curbing and addressing any instances of ragging within the university premises. This committee is tasked with ensuring a safe and supportive environment for all students, in alignment with the university's zero-tolerance policy toward ragging.

5. Campus Discipline Monitoring Committee

The Committee is committed to upholding proper conduct and decorum on campus. Students are expected to prioritize punctuality in attending classes, as it is of utmost importance. Loitering during class hours is strongly discouraged, and all students must

make every effort to be present in their scheduled classes on time. Any violation of these guidelines, including irregular attendance and unnecessary loitering, will result in strict disciplinary action.

6. Canteen Committee

The Canteen Committee plays a vital role in ensuring the provision of hygienic, nutritious, and affordable food for students, staff, and visitors. It oversees the functioning of the canteen by monitoring food quality, cleanliness, and adherence to safety standards. The committee regularly reviews menus to ensure variety and nutritional balance while addressing feedback and grievances to improve services. Additionally, it ensures that the canteen operates efficiently, maintaining an inclusive environment that caters to diverse dietary preferences and needs.

7. Cultural and Literary Committee

The Cultural and Literary Committee aims to nurture creativity, talent, and expression among students by providing platforms for cultural, literary, and artistic engagement. The committee seeks to promote holistic development, encourage participation in intra- and inter-collegiate events, and foster an environment of inclusivity, cultural awareness, and intellectual growth.

8. EAGLE Club

The Eagle Club (Elite Anti-Narcotics Group for Law Enforcement) has been established at the University in collaboration with the Andhra Pradesh Government's initiative to combat substance abuse. The club aims to promote a drug-free academic environment through awareness campaigns, workshops, and strict enforcement of anti-drug policies. By working with law enforcement agencies, health professionals, and counseling services, the club educates students about the dangers of narcotics and alcohol abuse. It actively identifies, monitors, and reports drug-related concerns while providing a safe space for students to discuss related issues. The Eagle Club encourages peer-led initiatives and upholds confidentiality to ensure a secure, healthy, and responsible campus atmosphere.

9. Equal Opportunities Cell

The Equal Opportunities Cell, as per UGC guidelines, is responsible for ensuring inclusivity and addressing discrimination across the university by creating awareness and facilitating equal access to resources and opportunities for all students, including those from marginalized or disadvantaged backgrounds. Its responsibilities include organizing sensitization programmes, monitoring grievances related to inequality, and promoting policies that uphold fairness and diversity within the campus community.

10. Examinations Committee

The Examinations Committee ensures the smooth conduct of all academic assessments, including scheduling, question paper preparation, invigilation, and result declaration. It upholds the integrity and transparency of the examination process while addressing grievances and implementing reforms to maintain academic standards.

11. Digital Education and MOOCS Committee

The Digital Education Committee is responsible for developing and implementing technology-driven learning strategies to enhance teaching and student engagement. It ensures the integration of Learning Management Systems (LMS), digital resources, and online assessment tools while maintaining quality standards in virtual education. Additionally, the committee evaluates emerging edtech trends, supports faculty training

in digital pedagogy, and oversees the seamless delivery of online and hybrid courses to improve accessibility and learning outcomes.

12. Games and Sports Committee

The Sports and Games Committee is responsible for planning, organizing, and promoting sports activities and events to foster physical fitness and teamwork among students and staff. It also oversees the maintenance of sports facilities, procurement of equipment, and coordination of inter-university competitions to enhance the institution's athletic profile.

13. Grievance Redressal Committee (GRC)

The Grievance Redressal Committee is responsible for addressing and resolving grievances raised by faculty and staff members. It ensures a fair and transparent mechanism for reviewing complaints and provides timely resolutions to uphold a harmonious and equitable working environment.

14. Hostel Committee

The primary objective of the Hostel Committee is to ensure the smooth, safe, and efficient functioning of hostel facilities, while fostering a healthy, disciplined, and student-friendly living environment. The committee aims to address students' residential needs, maintain infrastructure and amenities, ensure discipline and security, and promote a sense of community and responsibility among hostel residents.

15. Institute Innovation Council

The Innovation Cell, as outlined in UGC guidelines, aims to nurture a culture of creativity, innovation, and entrepreneurship within higher education institutions.

16. Institution Industry Cell

The Institution Industry Cell serves as a vital bridge between academia and industry, fostering collaborations for research, internships, and consultancy projects. Its responsibilities include organising industry-driven training programmes, facilitating student placements, and promoting joint initiatives to align academic curricula with industry requirements.

17. Internal Complaints Committee

The Internal Complaints Committee (ICC) is responsible for addressing complaints related to sexual harassment and ensuring a safe and respectful environment for all students, faculty, and staff. The committee functions under UGC, AICTE, and other government norms, particularly adhering to the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

18. Internal Quality Assurance Committee (IQAC)

The Internal Quality Assurance Cell (IQAC) is responsible for developing and implementing quality benchmarks for academic and administrative activities to enhance overall institutional performance. It also promotes a culture of continuous improvement through stakeholder feedback, documentation of quality initiatives, and preparation of Annual Quality Assurance Reports (AQAR) as per NAAC guidelines.

19. Library Committee

This committee oversees the planning, procurement, and efficient utilisation of library resources, ensuring they align with the academic and research needs of the institution. It also formulates policies for resource management, promotes digital access, and facilitates feedback from stakeholders to enhance library services.

20. Minority Committee

This committee promotes the welfare and representation of minority communities. It ensures equitable access, oversees enrolment, and supports students through scholarships, mentoring, and awareness initiatives.

21. National Service Scheme (NSS)

The National Service Scheme (NSS) Committee plays a vital role in fostering community engagement, social responsibility, and the holistic development of students.

22. OBC Committee

This committee ensures the welfare and fair representation of OBC students and staff. It monitors reservation policies, addresses grievances, and organizes awareness programs. The committee also provides mentoring and counselling support to promote inclusivity and social justice.

23. Planning and Evaluation Committee

The Planning and Evaluation Committee is responsible for formulating strategic plans to enhance academic and institutional growth while ensuring alignment with regulatory frameworks and accreditation standards. It evaluates the effectiveness of existing programmes, policies, and infrastructure, recommending improvements based on performance metrics and institutional objectives. Additionally, the committee plays a crucial role in assessing faculty development, research initiatives, and student outcomes to drive continuous improvement and long-term institutional excellence.

24. Research Advisory Council

This committee is tasked with overseeing finance and infrastructure for research programmes, and formulating policies to guide research initiatives. It also facilitates collaborations, monitors product development for commercialization, and ensures adherence to legal, ethical, and IPR-related matters.

25. SC/ST Committee

The SC/ST Committee ensures the effective implementation of policies and programs for the welfare and empowerment of students from socially and economically disadvantaged backgrounds. It addresses grievances, organizes awareness programs, and promotes inclusivity through equal opportunities in education and career development.

26. Socio-Economically Disadvantaged Groups Cell

The Socio-Economically Disadvantaged Groups (SEDG) Cell is responsible for providing academic, financial, and counseling support to disadvantaged students, facilitating their integration and success in the institution. It also ensures compliance with UGC guidelines by organizing awareness programmes, monitoring student progress, and addressing grievances to foster an inclusive campus environment.

27. Student Council

The Student Council serves as a bridge between the university administration and students, ensuring active participation in academic, cultural, and social development initiatives.

28. Student Grievance Redressal Committee (SGRC)

The Student Grievance Redressal Committee (SGRC) addresses student complaints. It provides a platform for students to express concerns. The SGRC investigates and resolves

grievances fairly. It ensures student welfare and promotes a positive learning environment.

29. Student Welfare Committee:

The Student Welfare Committee is committed to safeguarding the overall well-being of students by addressing their academic, emotional, social, and financial needs. Its objective is to create a supportive environment that promotes personal growth, academic success, mental health, inclusivity, and a sense of belonging within the institution.

30. Time Table Committee

The Time Table Committee ensures the efficient use of resources, upholds academic discipline, and designs an equitable and effective schedule.

31. Training and Placement Committee

The Training and Placement Committee facilitates career development by organizing skill enhancement programmes, mock interviews, and industry-specific training sessions. It also coordinates with companies to secure internship and placement opportunities, ensuring students are well prepared for competitive job markets.

32. Women's Welfare Committee

The Women Welfare Committee is dedicated to promoting gender equality, empowering women, and addressing their concerns through various support initiatives and awareness programs.

II. FINANCE OPERATIONS



II. FINACNE OPERATIONS

Preamble

Principles of transparency, accountability, and efficiency govern the financial operations. The Finance Committee plays a pivotal role in ensuring sound financial management, aligning resource allocation with institutional goals, and fostering financial sustainability.

Financial policies and procedures cover key areas such as budgeting, financial reporting, resource allocation, and auditing, ensuring responsible fiscal practices while supporting the university's growth and development objectives. The guidelines aim to maintain transparency, accountability, and strategic investment in the institution's future.

Objectives

- **Ensure Financial Accountability:** To establish a robust financial system that promotes responsible utilization of funds in accordance with regulatory and statutory guidelines.
- **Efficient Budget Management:** To formulate and monitor annual budgets, ensuring optimal allocation of resources for academic, research, and administrative activities.
- **Strengthen Financial Governance:** To develop transparent financial policies and procedures, with periodic reviews by the Finance Committee.
- **Ensure Compliance and Audits:** To adhere to financial norms, conduct regular audits, and ensure financial statements are prepared in line with statutory and regulatory requirements.
- **Facilitate Infrastructure Development:** To allocate financial resources for infrastructural growth, technological advancements, and academic excellence.

2.1. Finance Committee

2.1.1. The composition of the Finance Committee

- Vice Chancellor – Chairperson;
- Pro Vice Chancellor (wherever applicable)
- One person nominated by the society, trust, or company, as the case may be (wherever applicable)
- Three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council
- One person is to be nominated by the University Grants Commission.
- Three persons to be nominated by the Chancellor
- Finance Officer Secretary – ex officio

All members of the Finance Committee, other than ex officio members, shall hold office for a term of three years.

❖ Functions of the Finance Committee

- The Finance Committee shall meet at least four times in an academic year (at least twice each semester) to examine the accounts and scrutinize the proposals for

expenditure. One-third of the total number of members of the Finance Committee shall form the quorum for a meeting.

- All proposals relating to the creation of posts and those items which have not been included in the budget shall be examined by the Finance Committee before the Executive Council considers them, and the committee shall decide whether to waive fees, establish scholarships, provide free tuition, or provide any other financial benefits.
- The annual accounts and financial estimates of the institution, deemed to be University, prepared by the Finance Officer, shall be laid before the Finance Committee for consideration and comments, and thereafter the same shall be submitted to the Executive Council for approval.
- The Finance Committee shall recommend limits for the total recurring and non-recurring expenditures for the year, based on the income and resources of the institution deemed to be University.

2.2. Finance Functions

❖ Finance Operations

- Finance is one of the key operational areas of the Deemed to be University. The finance function shall be primarily responsible for the acquisition and proper utilization of funds for the smooth and effective operation of the University. For the University's accounting purposes, the acquisition of funds shall refer to Receipts, and the utilization of funds shall refer to Payments.
- The University gets its revenue mostly from fees paid by the students, and a major portion of it shall be spent on salaries to the employees.
- The University shall have two types of receipts, i.e., Revenue and Capital receipts.
- The Revenue receipts include tuition fees, examination fees, special fees, convocation fees, revenue from the consultancy projects/assignments, royalties on patents, receipts from the transport, interest on deposits, and miscellaneous receipts.
- The Capital receipts include grants from the sponsoring society, contributions from the alumni association, donations from individual philanthropists, grants from the Government of India or other funding agencies for specific activities.

❖ Functions of the Finance Committee

- The University shall have two types of expenditure, i.e., Revenue and Capital Expenditure.
- The revenue expenditure includes pay and allowances to administrative, teaching and non-teaching staff, provident fund, ESI, staff welfare, electricity, printing and stationery, internet, telephones, postage, courier expenses, travelling and conveyance expenses, general and health insurance, interest on loans, workshops and laboratory maintenance, repairs and maintenance, gardening and plantation, security expenses, seminars/conferences/faculty development programmes, examination expenses, journals and periodicals (print and online), rates and taxes, fuel expenses, repair and maintenance expenses for vehicles, advertisement expenses, marketing expenses, expenses of admission tests, miscellaneous expenses, etc.

- Capital Expenditure includes expenditure on the purchase of land, purchase/construction of buildings, purchase of furniture, Computers, library books, equipment, and vehicles, campus networking expenses, etc.
- The organization of the finance function shall be centralized for better management and control of the University finances.
- The Executive Council shall approve the main financial decisions and delegate specific powers to the Finance Committee, Vice-Chancellor, Registrar, Finance Officer, Deans, HoDs, and such other officers of the University as deemed fit.

2.3. Finance Department

There shall be a Finance Department under the administrative control of the Finance Officer. He shall perform the functions and responsibilities as may be assigned to him by the Vice-Chancellor or Executive Council from time to time.

❖ Functions of the Finance Department

- Preparation of budget estimates of the University to be placed before the finance committee for its approval.
- Devising and installing a suitable system of accounting and internal audit.
- Maintaining accounts for the income and expenditure of the University.
- Receiving and accounting of receipts from various sources.
- Passing of bills and issuing of cheques for payments.
- Prepare the annual accounts, viz., income and expenditure account, Balance sheet, fund flow statement (statement of changes in financial position), and cash flow statement (receipts and payments account).
- Presentation of accounts for audit by auditors appointed for the purpose and acting for rectification suggested in the audit reports, and placing them before the Executive Council.
- Convening meeting of the finance committee of the University, preparation of agenda notes, and follow-up action on the minutes of the meetings.
- Any other functions entrusted by the competent authority from time to time.

2.4. Finance Officer

The Finance Officer shall be a full-time salaried officer of the Institution Deemed to be University, appointed by the Executive Council. The emoluments and other terms and conditions of service for the Finance Officer will be as prescribed by the Rules of the Institution. The Finance Officer will work under the direction of the Vice Chancellor and will be accountable to the Executive Council through the Vice Chancellor. The responsibilities include preparing the annual budget estimates and statements of account for submission to the Finance Committee and the Executive Council. Additionally, the Finance Officer will manage the funds and investments of the Institution, subject to the control of the Executive Council.

❖ Duties of the Finance Officer

- Exercise general supervision over the funds of the institution deemed to be University and shall advise it as regards its financial policy and perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the rules of the institution deemed to be University.

❖ **Subject to the Control of the Executive Council, the Finance Officer shall**

- Ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditures for a year are not exceeded and that all amounts of money are expended on the purpose for which they are granted or allotted.
- Be responsible for the preparation of annual accounts and the budget of the institution, deemed to be a university, and for their presentation to the Executive Council. Keep a constant watch on the state of the cash and bank balances and on the state of investments.

❖ **Other Duties of the Finance Officer**

- Ensure that the limits fixed in the budget for recurring and non-recurring expenditure for a year are not exceeded and that all funds are expended for the purposes for which they are granted or allotted, subject to such exemptions as are specified in the Finance Regulations.
- Monitor any unspent balances under various heads of budget and bring the same to the notice of the Vice Chancellor.
- Keep a constant watch on the state of bank balances and investments and bring them to the notice of the Vice Chancellor.
- Monitor the progress of the collection of revenues and advise on the methods of collection to be employed to avoid delays in the collection of revenues.
- Have the accounts of the University regularly audited in the manner prescribed by the Executive Council and place the audit report before the board, along with the notes on audit objections.
- Call for explanation from the employees responsible for the unauthorized expenditure and other financial irregularities, and suggest disciplinary action.
- Perform any other functions as may be assigned to them by the Executive Council or the Vice Chancellor or as may be prescribed in the Statutes, Ordinances, and Regulations.
- The Finance Officer shall maintain control over all sections of the finance department, review the progress of work in each section, and provide directions to ensure the proper and orderly progress of work in a transparent manner, adhering to the established norms without any deviations.

2.5. Finance Department Sections

The Finance Officer shall be assisted by supporting staff in discharging his duties and functions. Considering the total workload in the Finance Department, it shall be divided into nine sections based on the nature of transactions as given below, and work under the control of the Finance Officer.

2.5.1. F – 1 Section (Fee Collection and Reconciliation)

All students and parents are strongly encouraged to pay the tuition, transportation, and any other fees either annually or per semester, as per the University's guidelines, within the specified deadlines using the online payment system. The staff responsible for this section will maintain a record of daily fee payments for each student and generate a list of outstanding dues once the payment deadline has passed. This list will be forwarded to the relevant departments, including the Heads of Departments (HODs) and class counsellors, for further action and follow-up. In cases where students fail to pay their fees, the authorities will be notified, and appropriate measures will be taken in

accordance with University regulations. Additionally, a fee reconciliation statement will be prepared for each program, comparing it with the corresponding bank statements, and a consolidated statement will also be generated for overall verification and transparency.

2.5.2. F – 2 Section (Verification of bills)

Before any bill or voucher is processed for payment, it is essential to thoroughly verify that it complies with the University's established rules and guidelines. The process involves checking several key documents to ensure accuracy and legitimacy. These include the permission letter from the Registrar, the official purchase order, comparative statements with various quotations, the stock entry in the stock book, and approval from the budget department. Additionally, the signatures of both the Head of Department (HOD) and the relevant Dean are required for final approval. This meticulous verification process ensures that all necessary steps are followed and everything is in order before proceeding with the payment.

2.5.3. F – 3 Section (Payments)

The bills processed by the verification section undergo a thorough review to ensure their accuracy and legitimacy before being finalized for payment. Once the bills are scrutinized, they are forwarded to a series of officials for further approval. This includes the Finance Officer, Deputy Registrar, Registrar, Pro Vice Chancellor, and Vice Chancellor, with each authority reviewing the bill to ensure compliance with financial and institutional policies. Upon receiving the final approval from the Vice Chancellor, the payment is processed according to the directions provided by the authorities. This payment may be made either through an online transfer or by cheque. Before disbursing the payment, several factors are verified, such as the applicability of Tax Deducted at Source (TDS) under sections 94C, 94J, or 94 (i), ensuring that Tax collected at source (TCS) applies if the annual turnover exceeds one crore, confirming whether GST under Reverse Charge Mechanism (RCM) is applicable, and reviewing any advances that have already been paid for the relevant purpose. Only after all these verifications are completed is the payment officially processed.

2.5.4. F – 4 Section (Salaries and Statutory Payments)

This section is tasked with preparing the pay bill for the monthly salary payments to both Faculty and staff, ensuring all necessary deductions are made. These deductions include Provident Fund, Employee State Insurance (ESI), Tax Deducted at Source (TDS), Professional Tax, Life Insurance Corporation (LIC) premiums, Group Staff Life Insurance Corporation (GSLIC) contributions, and society loan repayments, etc. Once the relevant accounts have been thoroughly reviewed, preparations for salary disbursements and statutory deductions are finalized. In addition, semi-annual income tax calculation sheets are generated for faculty and staff who are liable for income tax. These sheets provide a detailed breakdown of tax obligations, enabling individuals to review their tax status and file their returns within the designated timeframe. Issue Form-16 to all faculty and staff who come under the purview of Income Tax.

2.5.5. F – 5 Section (Entering Payment and Receipt Transactions)

All transactions, including both payments and receipts, are processed through bank or online methods. Only a small number of petty payments are made in cash. Once the transactions are recorded under the appropriate heads of accounts, various financial reports are generated periodically. These reports include ledgers, trial balance, receipts and payments, income and expenditure statements, and balance sheets, all of which are used for regular financial review. Additionally, bank reconciliation statements for different bank accounts are prepared to ensure that the balances in the books match the actual bank statements.

2.5.6. F – 6 Section (Scholarships)

Applications for scholarships, including those from the University funds, the National Merit Scholarship of the Government of India, or various private organizations, must be carefully reviewed according to the guidelines set by the respective scholarship providers. This process involves verifying the eligibility of applicants based on established criteria. Once the verification is complete, the scholarships may be disbursed to qualified students, either through online transfers or by cheque, with proper approval from the concerned authorities. A detailed record of the scholarships awarded should be maintained in a statement, and the corresponding financial entries must be accurately reflected in the accounts. Additionally, all documentation and information related to the scholarships should be systematically organized and securely stored for future reference.

2.5.7. F – 7 Section (Consultancy, Projects and other matters)

Consultancy and testing services offered by various departments of the University are charged for services provided to both government and non-government agencies, as well as individuals. The collection of these charges must adhere to the established norms and guidelines set by the University to ensure consistency and transparency. Once the charges are received, they are to be recorded in the consultancy accounts, ensuring that all financial transactions are accurately tracked. In addition to the income generated, all relevant expenses associated with the consultancy services, such as salaries for the staff involved, transportation costs, expenses for onsite visits, remuneration for consultants, and other operational costs, must be duly entered into the accounts. After the accounts are finalized, a detailed statement of accounts should be prepared, reflecting both income and expenditure, and then audited by a Chartered Accountant whom the sponsoring society has appointed. This ensures that the financial operations related to consultancy services are thoroughly reviewed and comply with the relevant financial standards.

The funding for research and development projects from various government organizations will be allocated to different departments within the University, following a clearly defined timeline. These projects must undergo periodic reviews in accordance with the guidelines set by the sanctioning authorities. Along with these reviews, periodic audits will be conducted throughout the project's duration, in addition to the final audit after the project. Once the project is completed, a comprehensive project report, along with audited financial statements certified by a Chartered Accountant and the utilization certificate, must be submitted to the concerned government organization. Additionally, the principal investigator (PI) is tasked with overseeing and reviewing the entire accounting process, ensuring that all financial transactions align with the project's objectives and requirements. This responsibility extends beyond managing the technical aspects of the project, as the PI must also ensure proper financial management and documentation throughout the project's life cycle, along with the finance officer.

The collection and entry of admission examination fees for different programs offered by the University, as well as the entry of expenditures related to the conduct of the entrance examination at various venues and remuneration paid to the staff involved, must be carefully recorded. At times, the University may collect donations from philanthropists for organizing major events such as technical and cultural fests, research conclaves, international seminars, conferences, sports events, etc. These donations must be incorporated into the accounts, and the corresponding expenditures should also be recorded. Additionally, it is essential to ensure that the expenditure is managed according to the guidelines framed by the authorities.

The issue of a no-dues certificate to students and faculty must be carried out after verifying all relevant records when they leave the campus. Additionally, certificates should be issued to students for the tuition fees payable for the purpose of obtaining bank

loans. Certificates may also be provided to students for the fees paid by them, which can be used for their parents' income tax purposes. Furthermore, salary certificates should be issued to staff members for their personal use, ensuring that all details are accurately recorded and verified.

2.5.8. F – 8 Section (Hostels)

This section is responsible for the collection of hostel mess bills, electricity charges, rent, and other fees from hostel students. It also handles the preparation of monthly mess bills, monthly salary, and statutory bills for both girls' and boys' hostels, as well as payments related to hostel expenditures and salaries to hostel workers. The section is also tasked with preparing hostel mess bill dues, reviewing them, and taking necessary steps to ensure the collection of dues within the specified time. Additionally, bank reconciliation statements for different hostel accounts are prepared to ensure that the balances in the books match the actual bank statements. Enter all receipts and payments daily in the Tally package, prepare yearly statement of accounts, ledgers, and take necessary steps for the yearly external audit by the Chartered Accountant appointed by the society.

2.5.9. F – 9 Section (Data updation)

This section will support all other sections by facilitating the computerization of various transactions and ensuring the maintenance of digital records for all financial transactions. By digitizing the data, it will streamline operations, enhance efficiency, and improve accessibility. The section will also maintain secure backups of all accounts recorded in the system, ensuring that no data is lost and can be easily recovered when necessary. In addition, it will provide timely and accurate information as required by any of the sections mentioned above or by the University authorities, ensuring that the data is available for official purposes and decision-making. This will help ensure transparency, accountability, and smooth functioning across all departments.

2.6. Type of Accounts

The University shall maintain different types of accounts in accounting procedures for the smooth running of the day-to-day finance activities.

2.6.1. Names of Accounts

The following accounts shall be maintained on different accounting heads in the finance section of the University for the orderly conduct of the accounting system.

- University regular account
- Imprest account
- Miscellaneous account
- Academic Departments account
- Training & Placement Cell account
- Scholarships account
- Fines account
- Alumni account
- Caution Deposit account
- NSS account
- TEQIP account
- Institutional R&D account

- Memberships account
- Examination accounts
- Consultancy account
- Hostels account
- Different Projects accounts
- Such other accounts as may be necessary from time to time

2.6.2. Accounting Books and Records

The following accounting books and records shall be maintained in the finance section through the Tally accounting package.

- Cash Book (Receipts and Payments)
- Bank Book (Receipts and Payments)
- Journals
- Ledger for different heads
- Trail balance
- Other accounting books may be necessary from time to time.

2.6.3. Statement of Accounts

- The University shall prepare the following statements of accounts.
- Tuition Fee Reconciliation Statements
- Bank Reconciliation Statements
- Receipts and Payments statements
- Income and Expenditure Statements
- Balance Sheet
- Funds flow statements (Statement of Changes in Financial Position)
- Cash Flow Statement (Receipts and Payments accounts)
- Other financial statements may be necessary from time to time.
- The Finance Department shall take necessary steps and create various books of accounts and ledgers in a manner that easily facilitates the retrieval of the above information at very short notice, besides making a formal reporting at the frequencies indicated above.

2.6.4. General Rules for Operation of Funds

- Any remittance shall be in the name of the University, which shall be credited through the Finance Department under the proper Head of Accounts.
- All the payments are conducted through NEFT/RTGS/Crossed Cheque.
- The salaries of all staff (teaching and non-teaching staff) shall be credited to their accounts by the 5th of the next month.
- Small payments may be made in cash.

- When the cash balance under any account has become larger than that necessary for current expenditure, the surplus amount shall be deposited into the account.
- The Finance Officer shall be vigilant in respect of expenditure incurred from the University funds as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- No money shall be drawn from the bank unless it is required for immediate disbursement.
- Bills shall be prepared in the printed forms stating full particulars as regards the amount, the name of the payee, and the nature of the claim to be susceptible to identification at any later date.
- When a bill is presented on account of charges incurred under special orders, such sanction orders shall be quoted in the bill. Copies of sanction orders accompanying the bill shall be duly certified as true copies by the drawing officer.
- Every voucher shall ordinarily bear or have attached to it an acknowledgment of the payment signed by the person to whom or on whose behalf the claim is presented. No payment shall be made in the absence of the necessary acknowledgment.
- If a voucher is lost, a certificate of payment prepared in manuscript and signed by the Disbursing Officer and endorsed, if necessary, by his superior Officer shall be placed on record. Full particulars of the claim will invariably be set forth.
- A cheque shall be jointly signed by any two of the Vice Chancellor, Pro Vice Chancellor, and Registrar in favour of the party to whom the payment is due. After the cheques are signed, an endorsement of payment shall be written on every bill, noting the number and date of the cheques in which the claim is included.
- Cheque books shall be kept under lock and key in the personal custody of the cheque drawing officer.
- All cheques remaining unpaid for any reason for three months or more from the date of the issue shall be canceled, and a fresh cheque shall be issued to the party after due verification.
- The Vice Chancellor may authorize expenditure in excess of budget allotments for the year on a need basis, which the Finance Committee shall subsequently approve.
- The Vice Chancellor shall have the power to sanction the temporary transfer of amounts from one account to another. All such transfers shall be reported to the Executive Council at its next meeting.
- The finance department shall collect a statement of accounts from the bank in which the University accounts are operated each month in respect of each account maintained by it. After receipt of the statement of account, the Finance Officer shall compare the entries with the account's books maintained by the Finance Department. If any discrepancy is found, it should be immediately reconciled with the bank.
- Every bill presented for payment shall first be scrutinized in all respects before submission for administrative approval for payment.
- Every correction or alteration in accounts shall be made neatly in red ink and attested by the Head of the section.

- All corrections and alterations in bills and vouchers shall be similarly attested by the Officer drawing the bill or the person preferring the claim. In contrast, those in the cheques shall be similarly attested by the Officer signing them.

2.6.5. Financial Control Measures

A comprehensive financial management system should include several key practices to ensure efficient operations. First, there should be monthly or quarterly reviews of the activities for which funds have been drawn, conducted at appropriate levels within the organization. This helps ensure that the funds are used effectively and as intended. Additionally, it is crucial to perform weekly reviews of bank balances across all accounts to identify surplus funds that are not required for immediate use. These surplus balances should then be transferred into short-term or long-term deposits, optimizing the use of available funds. Furthermore, it is important to prescribe specific records that need to be maintained for accounts across the various wings of the University to ensure accurate tracking and accountability. Lastly, a key objective should be to minimize the number of bank accounts opened by the University, which would streamline financial management and reduce administrative complexity.

2.6.6. Financial Information System

The University has implemented a comprehensive financial information system that covers all financial transactions, streamlining the entire process of financial management. This system brings a range of benefits, such as providing effective monitoring of the University's financial position, increasing efficiency, and ensuring standard formats for financial documents. It significantly reduces errors, enhances familiarity with financial procedures, and ensures up-to-date information about the financial status of the institution. Additionally, it supports the monitoring of budget utilization, aiding in more effective planning and decision-making. The system also allows for the quick generation of reports that can be submitted to external funding agencies, ensuring transparency and timely communication. Furthermore, the system is designed to manage all financial transactions comprehensively, including payroll, student fees, academic income, income from other sources, deposits, advances, purchases, stores, budgets, and approvals, creating a robust framework for financial oversight and control.

2.6.7. Guidelines for Preparation of Budget

- The Finance Officer shall prepare the financial estimates and annual accounts with the guidance of the Registrar, based on the proposed budget estimates received from the Deans of various Schools. The budget should be prepared before the commencement of the financial year / academic year to obtain approval from the Finance Committee/Executive Council.
- The following are the general instructions to be observed in the preparation of the detailed estimates:
- The aim should be to achieve as close an approximation to the actuals as possible. All the items of revenue and expenditure that can be foreseen should be provided for. Except in respect of fixed charges and particularly regarding fluctuating items, the norm shall ordinarily be the average of the past three years.
- In submitting the estimates, the accounts of the University are maintained on a Cash Basis, i.e., they represent the actual receipts realized or expenditures incurred during the year, irrespective of the year to which they relate. The estimates should be taken into account only of such receipts and payments as the estimating officer expects to be actually realized or made in the budget year. Special sanction is not necessary for the inclusion of normal items of expenditure in the budget.

- Expenditure under new items should be included in the budget only after a sanction is obtained. If, however, sanctions for any new scheme could not be taken before inclusion in the budget, the details of the scheme should be clearly narrated in the explanatory memorandum accompanying the budget.
- The sanction for incurring the expenditure on the scheme should be obtained after the budget is passed.
- The expenditure on establishment should be estimated only for the sanctioned posts. The full amount of pay, including increments accrued during the budget year, should be provided for. Detailed estimates of payments under salaries showing the number of posts sanctioned, pay, and allowances for each category shall be prepared and enclosed with the budget estimates.
- The provisions in respect of posts which were included in the previous year's budget but which were not filled for some reason should not be repeated unless it has been decided to fill the posts during the budget year.
- The budget estimate for receipts should be based on the existing rates of fees, etc., and no increase or reduction in such rates that the University has not approved should reflect in the budget estimates.
- In the case of more important heads of revenue, the actuals of the first nine months should be compared with those of the corresponding period in each of the last three years.
- Calculation of University revenue should be based on actual demand, including arrears and probabilities of realization during the year. The arrears and current demand should be separately shown in the explanatory memorandum, and reasons should be given if full realization cannot be expected.
- Recurring charges should be carefully reviewed, especially expenditure on supplies, services, and contingencies, at the time of preparation of the budget.
- In cases of items of expenditure which are met partly by grants given by any funding agencies and partly by the University or partly or wholly out of Endowment Funds, etc., an explanatory note should specify the estimates classified according to the source or sources from which the expenditure is proposed to be met.
- When several items of miscellaneous nature are grouped under a detailed head of account, details of the more important items should be given in a footnote on the relevant page with the budget estimate proposed for each item.
- The estimates for office expenses and other items of expenditure require scrutiny. The actuals for the previous three years should be considered for each detailed head of account. Abnormal changes, if any, should be specified and excluded from the total in calculating the average of these three years. Justification is needed in all cases in which it is proposed to exceed the normal average.
- For minor construction and repairs, separate estimates should be given together with the actuals for the past three years.

❖ **Regarding capital expenditure, the following instructions should be observed:**

- Proposals may first be submitted to the authorities for incurring capital expenditure, indicating the total outlay and the number of years in which the outlay is proposed to be spread. After the proposal is sanctioned, the amount required for actual expenditure during the particular budget year may be submitted to the Executive Council for approval for inclusion in the budget of that year. Any unspent balance shall lapse at the end of the financial year unless it is provided for, again in the next year's budget, with reasons for its non-utilization in the previous year.
- The budget estimates for the coming year should generally follow the revised estimates of the current year after allowing for any abnormal circumstances that have existed in the current year or are expected in the budget year. No increase should be made over the revised estimates unless adequate reasons are given. It should not, however, be assumed that provision should always be made for in the budget year based on the revised estimate as a matter of course.
- The revised estimates should always accompany the budget estimates for the ensuing year. The revised estimate should be an estimate of the probable income and expenditure of the current year. It should be framed in the course of the year with reference to the actual transactions recorded for the first nine months of that year, for which accounts should be ready by the end of December. The amount required for the remaining three months shall be estimated by simple proportionate increase under the same head as in the previous year or as per the actual requirements.
- The revised estimates should include items of receipts realized and expenditures sanctioned after the original budget was passed. References to the orders regarding them should be given in the explanatory memorandum. When the discontinuance of any sanctioned expenditure has been approved, provision already made should be omitted in the revised estimate, and a necessary explanation should be given in the explanatory memorandum.

2.6.8. Remuneration, Incentives, Consultancy Share, and TA & DA

Payment of remuneration to faculty and staff involved in conducting examinations (both internal and external members), incentives for faculty involved in R&D activities, and the consultancy share distribution to staff will be made in accordance with the norms approved by the Finance Committee.

TA & DA will be paid to faculty, staff, and external members attending various university-related activities, as per the norms approved by the Finance Committee.

2.6.9. Delegation of Financial Powers and Imprest Money

The Central Expenditure Advisory Committee, consisting of the Vice Chancellor, Pro Vice Chancellor, Registrar, Finance Officer, and other nominated members, will meet once a week to approve the proposals for the purchase of equipment, material, etc., as per the norms approved by the Finance Committee.

❖ **Procedure**

The following procedure is adopted for the approval of the proposals received from different departments.

❖ **Central Expenditure Advisory Committee (CEAC)**

Step – 1 :

- For the amount up to Rs. 5,000/ - HOD
- For the amount above Rs.5,000/- & up to Rs.25,000/- - Dean of the School
- For amounts more than Rs. 25,000/- up to 5 lakhs
 - 'CEAC' comprises
 - Chairman (VC/Pro VC)
 - 4 Sr. Professors / Associate Professors (covering all subjects)
 - Additional Member (Subject related if Nobody is there in the above four.
- For amounts more than 5.0 lakhs, one person from Management will be a Member of CEAC in addition to the above members.
- Meeting frequency is once a week.

Step – 2

The above recommendations are implemented through Purchase Committees as given below:

Purchase Committee (25,000 – 1 Lakh): Three faculty members:

HOD concerned constitutes a 3-member Committee from the Department to finalize the supplier following the Pre-Audit guidelines.

Purchase Committee (1.1 – 3 Lakhs): Four Faculty members:

The Pro Vice-Chancellor constitutes a committee comprising four members.

Two members nominated by HOD + Chairman nominated by Pro Vice-Chancellor + Faculty who need to purchase

Purchase Committee (3.1 Lakhs and above): Five Faculty members:

The Vice-Chancellor constitutes a 5-member committee.

Two members nominated by HOD, + One member nominated by Pro Vice-Chancellor, + Chairman nominated by Vice-Chancellor, + Faculty that needs to purchase.

All the purchases need to be forwarded through the audit section for Pre-audit before submitting to the Vice-Chancellor.

Step – 3

The minutes of the Purchase Committee will go to the Vice Chancellor for final approval.

Step – 4

The Registrar will issue an approval order based on the Vice Chancellor's remarks to the concerned Department/Section to proceed with the Purchase.

2.7. Imprest

Imprest money is a fixed sum of cash provided to departments within an organization for handling small, routine expenses. This money is replenished periodically based on the amount spent, ensuring that the department always has the necessary funds to cover incidental costs without needing to process formal requisitions for each transaction. The

system helps streamline financial operations and ensures that day-to-day expenses are handled efficiently while maintaining proper records for accountability.

2.8. Scrutiny Guidelines for Equipment and Material Purchase

The procurement process involves several key steps to ensure that the purchase of equipment or materials aligns with both project needs and organizational goals. First, clearly defining the specifications and requirements is crucial, ensuring they meet project objectives. Budget considerations are also essential, verifying that the necessary funds are available and that the expense fits within the approved budget. The approval process requires obtaining all relevant stakeholder approvals and maintaining transparency through documented approval chains. Vendor selection follows, with criteria such as quality, price, and reliability, and requires conducting market research to identify suitable vendors while assessing their reputation, financial stability, and regulatory compliance. A comparative analysis of multiple quotes or bids should be conducted to assess prices and terms, as well as the total cost of ownership, including maintenance and operating costs. The purchase must also comply with organizational policies, industry regulations, and relevant certifications. Contract terms should be carefully reviewed, including warranty, return policies, service agreements, and delivery timelines, ensuring clarity on payment terms and penalties for non-compliance. Proper documentation of all purchase-related materials is necessary for future audits, ensuring easy access to proposals, contracts, and correspondence. Risk assessments are also vital, identifying potential risks and developing strategies for mitigation. If applicable, the need for training on new equipment or materials should be assessed, along with ensuring support resources are available for implementation. Additionally, it is important to evaluate the environmental and social responsibility practices of the vendor to ensure sustainable procurement decisions.

2.9. Internal Audit

The primary objective of the internal audit is to conduct a comprehensive review and assessment of the financial operations within the University. The audit ensures the accuracy and completeness of financial records, examines the effectiveness of internal controls, evaluates compliance with relevant regulations and policies, and assesses the overall adequacy of financial management practices in place.

Key areas of focus for the audit include, but are not limited to, the proper maintenance and organisation of the University's financial books and records, the management and monitoring of cash flow, and the handling of fixed deposits. In addition, the audit reviews income generated through interest on bank deposits, ensuring that these financial activities are accurately recorded and aligned with established financial policies.

This thorough evaluation identifies potential areas for improvement, mitigates risks, and provides recommendations to enhance the financial integrity and operational efficiency of the institution.

2.10. External Audit

The main objective of an external audit in the finance department is to provide an independent and objective evaluation of the organization's financial statements, ensuring their accuracy, completeness, and compliance with relevant laws, regulations, and accounting standards. The audit aims to assess the effectiveness of internal controls, identify any discrepancies or areas of concern, and offer assurance to stakeholders that the financial records are reliable. Additionally, the external auditor provides recommendations for improvements in financial management practices and issues an independent opinion on the financial health and governance of the organization.

The Chartered Accountant appointed by the sponsoring society of the University shall audit the accounts submitted by the finance department each year. They will scrutinize all receipts, payments, bank accounts, vouchers, etc. They will also examine the payments made by the University to ensure the relevant authorities properly approve them. Additionally, the audit will include the review of equipment purchases, expenses related to infrastructure (buildings), and the monthly salaries payable.

If any discrepancies are found during the audit, they will be brought to the attention of the University authorities for rectification. After the necessary corrections are made, the auditor will provide recommendations for improvements and issue certified audited financial statements. All audited financial statements shall be submitted to the Finance Committee and the Executive Committee for approval.

iii. HUMAN RESOURCES



III .HUMAN RESOURCES

Preamble

At Siddhartha Academy of Higher Education, An Institution deemed to be University, we believe in the principles of excellence, inclusivity, and holistic development. Our Human Resources (HR) Policy is a reflection of the same values, forming a comprehensive framework to ensure the smooth running of academic and administrative processes, while fostering a collaborative and supportive environment for all employees.

This policy covers the entire gamut of HR management, from selection to appointment criteria, and responsibilities for teaching and non-teaching staff. It emphasizes transparency, equity, and meritocracy in every aspect of the institution's workforce management, thereby instilling a culture of trust and professionalism.

The university is dedicated to creating an environment that is conducive to continuous learning and career advancement. The policy outlines some of the key aspects of performance management, promotions, pay scales, allowances, and structured opportunities for professional growth. The policy also addresses staff welfare initiatives and emphasizes the well-being of our employees as integral to the success of our institution.

The HR Policy outlines clear guidelines on service rules, discipline, and a robust grievance redressal mechanism that details the structure and functioning of the grievance redressal cell so that the process is fair, transparent, and in consonance with organizational harmony. It defines employee duties, leave rules, sanctioning authorities, the Code of Conduct, disciplinary procedures, and avenues for appeal and redressal so that the process is clear and consistent in its administrative practices.

As the University keeps growing and changing, this HR Policy will be a hallmark of our commitment to excellence in higher education, innovation, and service to society. We welcome each member of our academic community to embrace these guidelines and become part of the collective vision of the university as a beacon of knowledge, integrity, and progress.

Objectives

- To recruit, evaluate, support, advance, and promote academic staff using industry best practices.
- To elevate the faculty by ensuring that the majority of academic staff are well-trained and actively engaged in internationally recognized research of excellence.
- To establish a specialized framework that supports the aspirations of both students and faculty members.
- To attract and retain highly skilled, research-driven academicians who will help implement the University's strategic goals.
- To support University staff in obtaining professional qualifications or their equivalent to enhance their expertise.
- To focus on the development of younger staff, fostering long-term human capital for the University and its constituent schools.
- To cultivate a diverse and exceptional pool of young academics through succession planning and by expanding opportunities for doctoral and postdoctoral fellowships.

- To encourage faculty and staff participation in external seminars, conferences, workshops, and speaker events for professional growth.
- To provide staff with opportunities for cross-training in different roles, ensuring they can apply new insights gained from seminars or training sessions.
- To organize cross-institutional internal seminars that promote knowledge-sharing and learning about practices and developments across different teams.

University reserves the right to interpret, amend, suspend, or revoke any part of the policies and procedures outlined in this Manual, with or without prior notice. Employees will be informed of any changes as and when they are made.

In the interpretation of any policies and procedures detailed in this Manual, the decision of the Executive Council shall be final and binding on all employees of the institution.

3.1. Recruitment & Selection

3.1.1. Appointments & Qualification Criteria for faculty and staff

The most successful organizations consistently emphasize the importance of building and nurturing human resources to achieve their objectives and goals. The following policies and guidelines are formulated for effective HRD at the university:

- Job Alignment: Ensure the right person is placed in the right role.
- Employee Orientation: Provide proper orientation and training for new employees.
- Skill Enhancement: Train employees for new responsibilities as required.
- Performance Improvement: Focus on enhancing individual employee performance.
- Workplace Harmony: Foster creative collaboration and smooth working relationships.
- Policy Communication: Effectively disseminate university policies and procedures to all staff members.
- Cost Management: Monitor and control employee performance-related costs.
- Gap Identification: Identify performance gaps and provide necessary support to address deficiencies for both teaching and non-teaching staff.
- Team Morale: Build and maintain high morale within departments.
- Employee Well-being: Promote physical and mental well-being through a healthy work environment.

All the employees of the university should treat the above guidelines as part of their responsibilities in managing human resources effectively.

3.1.2. Appointment to a Post

- A person shall be deemed to have been appointed to a post in the university when his/her Appointment is made to a post by the appointing authority in accordance with the rules applicable at the Time, as the case may be, he/she discharges for the first time the duties of the post or commences the probation, training prescribed thereof. However, the appointment of a person holding one post to hold an additional charge of another post does not amount to appointment to the latter post.

3.1.3. Categories of Appointment

- ❖ Appointments in the University may be made under any of the following categories:

- ❖ Regular Appointment:

An appointment made by the Selection Committee, in accordance with the norms specified by the statutory bodies, shall be on probation for a period of two years, with a suitable scale of pay or consolidated pay. Upon successful completion of the probation period, and based on satisfactory performance during the review, the employee services may be confirmed as a regular employee with an appropriate order. However, the probation period may be extended for a further period as decided by the Review Committee.

- ❖ Time-bound Appointment:

A Time-bound Appointment means an appointment to a post for a specified period of time under mutually agreed terms and conditions.

- ❖ Ad hoc Appointment:

An Ad hoc Appointment refers to a temporary appointment made to a post for a short duration or until a regular appointment is made.

3.1.4. Procedure for Appointment

- ❖ Advertisement of Posts:

All teaching and non-teaching positions shall be advertised widely in newspapers, online sites / social media and university website. The advertisement will include details of the essential and desirable qualifications (if any). A reasonable period will be provided for applicants to submit their applications.

- ❖ Short Listing Committee:

A three-member Shortlisting Committee, headed by the Head of the Department, shall scrutinize applications received for faculty positions. The Committee shall comprise two additional senior faculty members.

The Committee shall examine all applications, shortlist eligible candidates in accordance with the prescribed criteria, and forward the shortlisted applications to the Vice-Chancellor through the Registrar. Applications not meeting the eligibility criteria shall also be forwarded with appropriate remarks for record.

- ❖ Selection Committee:

There shall be a Selection Committee constituted for the appointment of Professors, Associate Professors, Assistant Professors, and such other posts as may be prescribed, in accordance with the Regulatory Bodies.

- ❖ Selection Process:

The Selection Committee will conduct interviews and assess the merit of each candidate based on the qualifications and experience mentioned in the advertisement. The committee will then submit a report to the appointing authority, listing the candidates in order of merit.

- ❖ Approval Process:

The appointment process begins with the approval from the Vice Chancellor. Based on the recommendations of the selection committee, the Registrar issues the offer of appointment. The process ensures adherence to university policies and

transparency.

Note: For all categories of appointments “Executive Council” ratification is mandatory.

3.1.5. Qualifications and Experience

❖ Qualification Criteria for Academic Positions

- The qualifications and experience for academic positions such as Director, Dean, Professors, Associate Professors, Assistant Professors, Librarians and Physical Directors shall be as per the guidelines set by the Regulatory Bodies as applicable.
- In the absence of specific criteria from these councils, the qualifications will be determined by the university.

❖ Qualification Criteria for Non-Teaching Staff

- The qualifications for non-teaching staff are as per the Regulatory Bodies / State Government norms, which are designed to ensure efficiency and competence in administrative and technical operations. Technical staff, such as IT personnel or lab assistants, must hold a Bachelor’s Degree or Diploma in the relevant field, with certifications and practical experience being desirable. Clerical staff, including assistants and data entry operators, should have a Bachelor’s Degree with proficiency in computer applications, typing skills, and basic office practices. These qualifications are periodically updated to maintain high standards in institutional administration and support services.

3.1.6. Selection Procedure for Non-Teaching Staff

❖ Selection committee and its Constitution

- There shall be a Selection Committee for making recommendations to the appointing authority for the appointment of non-teaching staff by the university, and as per the norms of the Regulatory Bodies / State Government.

Note: For all categories of appointments “Executive Council” ratification is mandatory.

3.2. Employment Terms & Conditions

3.2.1. Service Rules & Regulations

❖ Reporting Time

- The selected candidates are required to report to their respective posts at the earliest. Any requests for an extension must be formally submitted to the appointing authority, providing valid reasons. On the reporting day, candidates are expected to complete all joining formalities, including submitting the required documentation. Failure to report within the specified time without prior approval will result in the cancellation of the appointment.

❖ Age Limit

- No person below the age of 18 years shall be appointed to the services of the university. The upper age limit for candidates applying for any position shall be determined by the Executive Council (E C) from time to time.

❖ Promotion

- No employee of the University service shall be eligible for promotion from the post to which he was appointed unless he has satisfactorily completed his

probation in that post.

- Promotions shall be made on grounds of merit and ability; seniority shall be considered only where the merit and ability are approximately equal.

❖ Work other than that of the University

- No full-time employee of the university shall undertake any remunerative or honorary work without prior permission from the Vice Chancellor. However, no permission is required for publications embodying one's research or books of university standard.

❖ On Duty

- A person is said to be on duty when he is:
- Performing the duties of the post to which they are appointed, or undergoing probation or training prescribed for such post, provided that the employee reports back to the duties of the appointed post.
- Attending duties outside the headquarters, specially assigned to them by the competent authority.

❖ Service Certificate

- Every employee shall be entitled to get a service certificate on written request, giving the purpose for which he/she need it. However, when an employee is leaving the services of the university for good, he shall not be issued the service certificate unless he clears all the dues and produces the no dues certificate.

❖ Change of Address

- Every employee on his/her appointment shall give both his/her local and permanent addresses, as well as/their contact telephone numbers. Any changes in such address or telephone numbers shall be reported to the university.

❖ Forwarding of Applications

- An employee wishing to apply for outside employment shall submit his/her application through the proper channel for forwarding. However, the university reserves the right to decide whether to forward such applications, without providing reasons.

❖ Seniority

- The seniority of an employee within a particular grade shall be determined based on the date of his/her initial appointment to that grade, unless the employee has been reduced to a lower grade as a measure of disciplinary action.
- In cases where two or more employees are appointed to the same grade on the same date, the Appointing Authority may determine and record the order of merit at the time of appointment. Seniority shall be governed in accordance with such order of merit.
- Where employees join on the same date and one employee is subsequently promoted to a higher grade, the promoted employee shall rank senior to others by virtue of holding the higher grade.

❖ Identity Cards

- Employees will be given identity cards, which are to be worn on their person at all times on the campus and also when on duty outside the campus.

❖ Performance Appraisal System

- An open, transparent, and objective performance-based appraisal system (PBAS) is in force and shall be evolved as per the needs of the stakeholders and implemented in the university as approved by the Executive Council.

❖ Career Advancement Scheme

- The University follows the Career Advancement Scheme as recommended by the regulatory bodies, and approval of the Executive Council. The University has adopted a transparent, fair, and well-structured career growth policy. This policy is designed to systematically support, encourage, and facilitate the professional development and progression of faculty members.

❖ Termination

- The University can terminate an employee with three months' notice or notice pay for regular employees and one month notice or notice pay for probation, time bound and adhoc. employees.
- However the university reserves the right to terminate an employee without notice in cases of misconduct, or other valid reasons.

❖ Superannuation

- The retirement age for faculty and staff is 58.
- Reemployment after superannuation does not include benefits such as gratuity, provident fund.

❖ Seeking Release

- Employees must apply for a formal release to leave the institution.
- A minimum three-month notice for regular employees and one month for probation employees or equivalent salary in lieu is required for relieving.
- Competent authorities make temporary arrangements for vacant key positions until the post is filled.
- Before accepting the resignation of any employee, the competent authority shall ensure that the individual has cleared all dues, whether in cash or in kind, including but not limited to: laptop, ID card, health insurance card, books, stores, equipment, loans, etc.
- No employee shall be relieved from service in the middle of an academic year except under extraordinary circumstances, with the prior approval of the competent authority.

❖ Handing Over Charge

- Employees must hand over all responsibilities and return university property before leaving service.
- A clearance certificate is required to process the final salary.

- All data related to institutional activities must be handed over to the designated successor.
- ❖ Relieving Order / Discharge Certificate
 - A relieving certificate will be issued upon proper handover of duties, clearance of dues, and approval from the appointing authority.

3.2.2. Duties and Responsibilities of Faculty.

- ❖ Faculty includes:
 - Director / Dean / HOD
 - Professor
 - Associate Professor
 - Assistant Professor
- ❖ Duties and Responsibilities of Faculty
 - Teaching and Academic Delivery
 - Plan, prepare, and deliver lectures, tutorials, and practical sessions effectively.
 - Ensure syllabus coverage and contribute to achieving program outcomes.
 - Use innovative teaching methodologies and technology to enhance learning experiences.
 - Research and Publications
 - Engage in research activities and contribute to the creation of knowledge.
 - Publish research papers in reputed journals and present at conferences.
 - Mentor students in conducting research projects and academic writing.
 - Curriculum Development
 - Participate in curriculum design, revision, and development processes.
 - Incorporate interdisciplinary and contemporary trends into the syllabus.
 - Student Mentoring and Counselling
 - Guide students in their academic, career, and personal development.
 - Mentor students to improve their performance, skills, and overall growth.
 - Examination and Evaluation
 - Conduct and supervise examinations efficiently and with integrity.
 - Evaluate assignments, projects, and tests, providing timely feedback to students.
 - Professional Development
 - Pursue professional growth by attending seminars, workshops, and training programs.

- Maintain active memberships in academic and professional organizations.
- Co-Curricular and Extra-Curricular Activities
 - Organize and participate in student clubs, seminars, and cultural events.
 - Promote holistic student development through activities beyond academics.
- Institutional and Administrative Support
 - Support departmental planning, accreditation, and quality assurance initiatives.
 - Assist in institutional events and contribute to policy implementation.
- Industry and Community Engagement
 - Collaborate with industry partners to align academic programs with market needs.
 - Participate in community service and outreach programs to contribute to societal development.
- Ethical Conduct and Role Modeling
 - Uphold high ethical standards, integrity, and professionalism in all activities.
 - Act as a role model by promoting values and fostering a positive environment.
- Resource Generation and Utilization
 - Contribute to resource generation through consultancy, research funding, and project work.
 - Ensure the efficient utilization of institutional resources.
- Interdisciplinary and Collaborative Work
 - Collaborate with peers across disciplines to enhance teaching and research.
 - Promote interdisciplinary approaches in academics and knowledge sharing.
- Continuing Education and Lifelong Learning
 - Organize and participate in continuing education programs and workshops.
 - Encourage and support lifelong learning among students and colleagues.
- Other Responsibilities
 - Undertake additional duties assigned by institutional leadership.
 - Proactively support the institution's vision and mission through meaningful contributions.

❖ **Duties and Responsibilities of Non-Teaching Staff**

- Administrative Staff

- Handle day-to-day administrative tasks and maintain records.
- Ensure smooth functioning of departments and offices.
- Assist faculty and students with administrative processes.
- Coordinate meetings, maintain schedules, and manage correspondence.
- Finance and Accounts Staff
 - Prepare and maintain financial records, budgets, and accounts.
 - Handle payroll, vendor payments, and audits.
 - Ensure compliance with financial regulations and university policies.
- Library Staff
 - Manage library resources, cataloguing, and circulation of materials.
 - Assist students and faculty in accessing resources.
 - Maintain digital and physical repositories.
 - Organize workshops on information literacy and research tools.
- Technical Staff
 - Maintain and operate lab equipment and systems.
 - Support practical sessions by ensuring the availability of required tools and materials.
 - Conduct regular maintenance of equipment and report issues promptly.
- Lab Technicians
 - Assist in setting up and conducting laboratory experiments and practical sessions.
 - Maintain and calibrate lab equipment regularly.
 - Ensure the safe handling and storage of chemicals, specimens, and other materials.
 - Support faculty in research activities and demonstrations.
 - Ensure compliance with safety protocols and maintain a clean lab environment.
- IT Support Staff
 - Manage IT infrastructure, including servers, networks, and software.
 - Provide technical support to faculty, staff, and students.
 - Ensure data security and regular backups.
 - Update and maintain university websites and online portals.
- Hostel and Facility Managers
 - Oversee hostel operations, including accommodation and maintenance.
 - Ensure cleanliness, safety, and discipline in hostels.
 - Manage dining services and other amenities for residents.
- Examination Cell Staff

- Prepare and distribute examination schedules, question papers, and results.
- Maintain confidentiality and security of examination processes.
- Coordinate with faculty for the smooth conduct of exams and assessments.
- Maintenance Staff
 - Oversee maintenance of campus infrastructure, including buildings, roads, and utilities.
 - Ensure timely repair and upkeep of facilities.
 - Coordinate with vendors for facility management services.
- Security Staff
 - Ensure the safety and security of university premises, staff, and students.
 - Monitor entry points and manage visitor records.
 - Respond to emergencies and coordinate with local authorities if required.
- Transport Staff
 - Manage university transport services, including vehicles and routes.
 - Ensure timely maintenance of vehicles.
 - Ensure compliance with transport regulations.

3.2.3. Leave Rules

❖ General Principles

The following general principles shall govern the grant of Leave to the employees:

- Leave cannot be claimed as a right.
- Except in an emergency, leave must be applied for in advance through the proper channel in the prescribed form.
- Except where otherwise provided for, Leave can be availed only after a competent authority has sanctioned it.
- Depending upon the exigencies of services, the leave sanctioning authority may:
 - Refuse, postpone, revoke, or reduce leave of any type,
 - Recall any member of staff from leave before it is wholly availed.
 - Permit an employee, if they so request, to rejoin duties before the expiry of the leave period.
- An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted. In such cases, the respective Competent Authority reserves the right to sanction, modify, or grant leave.
- Except in the case of casual leave, every employee must furnish, before the

leave sanctioning authority, the address during the period of leave with telephone number, if any, before proceeding on leave. Regularly, the application for seeking leave should be put up in advance for sanctioning. Still, in case of an emergency, it may be considered on intimation through various modes of communication, on a case-by- case basis.

- Absence in excess of the sanctioned leave may be treated as leave without pay. In special cases, the management reserves the right to sanction or reject it specially.
- In case of an employee who is already on leave and wants to extend the period of leave, he may submit an application or communication for his need before the expiry of the initial sanction leave. The Competent Authority shall reserve the right of sanction.

❖ Casual Leaves (CL)

- Every employee, including Research Associate, JRF, SRF, Research Scholars, and Project assistant, is eligible for 15 days of Casual Leave in an academic year commencing from 1 July to 30 June of the following year.
- Casual leaves not availed shall not be carried over to the next academic year. It means the Casual Leave shall not be accumulated.
- Casual Leave can be sanctioned for half a day also.
- Casual Leave can be combined with public holidays and Compensatory Casual Leave, but not with any other kind of leave or vacation.
- The total period of absence on Casual Leave at a time, with or without a combination of public holidays and Compensatory Casual Leave, shall not exceed 7 days.
- Casual Leave cannot be claimed as a matter of right. It cannot be availed without obtaining prior sanction.
- Sanction of Casual Leave shall be subject to work adjustment.
- Casual leave for any employee shall be sanctioned by the corresponding reporting authority/Head,/in charge. In case of RA/JRF/SRF/Research Scholars/Project Assistant, the leave forms are forwarded by the Principal Investigator/Supervisor and approved by the Head of the Department.

❖ Earned Leave (EL)

- The faculty and staff who are eligible for vacation are entitled to 05 days of earned leave. Other faculty & staff (non-vacation) of the university shall be credited with 15 days of earned leave on 1 January of every year and with 15 days of earned leave on 1 July every year. Faculty and staff are eligible for earned leave on completion of two years of service prospectively from the beginning of the third year, i.e., their service from the third year only will be counted for the sanction of earned leave.

❖ Half Pay Leave (HPL)

- Every faculty & staff member is entitled to 20 days Half-pay leave on medical grounds, with the facility to commute up to 10 days with full pay. However, those who have less than two years of service and those who are appointed on a time- bound / ad hoc basis for one academic year are not entitled to this leave.

- It is clarified that this kind of leave has to be claimed if any employee falls sick. Their application has to be submitted along with a certificate issued by Rany Medical Practitioner not below the rank of Assistant Civil Surgeon, and the same to be countersigned by the Campus Medical Doctor, if any. It is further clarified that staff would be entitled to half-pay leave with effect from the completion of two years of service.
 - Faculty and staff are eligible for medical leave on completion of two years of service prospectively from the beginning of the third year, i.e., their service from the third year only will be counted for the sanction of medical leave.
- ❖ Maternity Leave (ML)
- All confirmed lady staff members (faculty & staff) are entitled to Maternity Leave to the extent of two months (60 days) with pay and allowances. Any leave on these grounds beyond two months will be without pay and allowances. Such Maternity Leave will be granted twice in the service. In case of Maternity Leave falling during vacation / Mid-term break, the leave under this provision will be for the period of two months, less the number of days of vacation/break in which maternity occurred.
- ❖ Compensatory Casual Leave (CCL)
- Administrative and Technical staff who are required to work on a public holiday or Sunday for a minimum period of four hours shall be entitled to compensatory leave. Such compensatory leave must be availed within the same calendar year with the prior approval of the Head of the Department. Compensatory leave shall not be applicable when the work is assigned with remuneration
- ❖ Special Casual Leave (SCL)
- Suppose any staff member attends any Seminar / Workshop / Refresher/course/conference or other academic works (lab examiner, paper evaluator) as a sponsored candidate of the university. In that case, such a period will be treated as Special Casual Leave, subject to a maximum of 10 days in a year.
- ❖ Extra-Ordinary Leave (Study Leave)
- Extraordinary Leave may be granted for a maximum period of two years to employees for personal reasons or academic pursuits such as higher studies, at the sole discretion of the competent authority. Such leave shall be without / with pay and allowances. Any application for leave on account of higher studies will be considered only after the submission of a bond stating that the employee agrees to serve the University for a minimum period of three years after acquiring the higher qualification. Failing this, the employee shall be liable to pay **compensation** to the institution equivalent to three months' salary.
- ❖ Vacation
- All teaching and non-teaching staff members, who are eligible for vacation for a period of 6 weeks, excluding the Vice Chancellor, Pro Vice Chancellor, Registrar, Library, and Administrative staff.
 - However, vacation does not imply that the staff member is automatically on holiday or ceases to have responsibilities towards the institution. No staff

member is permitted to leave the headquarters during the vacation period without obtaining prior written permission from the Vice Chancellor. Such permission must be sought in writing, clearly stating the reason and providing a contact address. The Vice

- Chancellor reserves the right to cancel any vacation already granted in case of an emergency or urgent institutional requirement.
- While availing the vacation, the teaching staff & non-teaching members shall have to be present either on the last working day of the academic year or on the reopening day.

❖ Holidays

- At the beginning of each calendar year, the university releases a list of holidays for that calendar year. Vice Chancellor is the authority to cancel any holiday listed or alter the holiday in contrast to the holiday in the list provided at the beginning of the calendar year. All Sundays are holidays and all Saturdays are half-days.

❖ Working Hours

- The university working hours are 9.00 a.m. to 5.00 p.m. from Monday to Friday and 9.00 a.m. to 1.00 p.m. on all Saturdays.

❖ On Duty (OD) Leave

All the faculty & staff can avail themselves of On Duty Leave (OD) with a limit of 5 days per year. However, this restriction does not apply to campus recruitment, industry interaction, collaboration work, admission work, etc. They can be permitted to go on OD for the following:

- Visits to industries / other institutions to participate in official meetings to discuss collaborations or research projects, and internships, etc.
- OD can be combined with Casual Leave, Compensatory Casual Leave, and Earned Leave, with prior approval of the competent authority and without any financial commitment for the period of leave.
- Any outside work entrusted by the university Authorities.
- Vice Chancellor is the sanctioning authority for sanctioning OD to Pro Vice Chancellor, Registrar, Finance Officer, Directors, Deans, and Heads of Departments. Registrar shall be the competent authority to sanction OD to all faculty and staff members (other than Deans & HoDs).

❖ Leave Eligibility During Notice Period

- Employees serving notice period shall be available for handing over duties and completion of administrative formalities.
- Casual Leave (CL) and Earned Leave (EL) during notice period shall ordinarily not be permitted except under unavoidable circumstances.
- Medical Leave on genuine grounds may be considered, subject to the submission of a valid medical certificate and approval by the Medical Officer of the University or any other doctor authorized by the University.
- Any leave availed during notice period may result in corresponding extension of the relieving date, as decided by the University.

3.2.4. Leave Sanctioning Authority

S. No.	Nature of Leave	Category of Employee	Leave Sanctioning Authority
1.	Casual Leave / Earned Leave / Special Casual Leave/ On duty / Half pay Leave / Maternity leave / Extra- Ordinary leave (Study Leave)	Pro Vice Chancellor / Director / Registrar / Dean / HoDs / Controller of Examinations	Vice Chancellor
2.	Casual Leave / Earned Leave / Special casual leave /	All faculty & staff	Head of the Department
3.	On Duty Leave	All faculty & staff	Head of the Department / Registrar
4.	Half pay Leave / Maternity leave	All faculty & staff	Registrar, on the recommendation of the Head of the Department
5.	Extra-Ordinary leave (Study Leave)	All faculty & staff	Vice Chancellor
6.	CCL	Non-Teaching & Technical Staff	Head of the Department
7.	Vacation	All the eligible employees of the university	Vice Chancellor (as per Academic Calendar)

3.3. Performance Management & Appraisal

3.3.1. Pay Scales & Allowances

❖ Scales of Pay

- The scales of pay as suggested by the UGC / AICTE or any other regulatory bodies as applicable shall apply to faculty Librarians and Physical Directors of the university, subject to the adoption by the Executive Council.
- With respect to other categories of posts which are not covered by UGC / AICTE, including all categories of staff, the scales of pay and allowances shall be applicable as fixed or revised by the E C from time to time.
- The number of posts in each cadre and their pay scales and allowances shall be as per the norms of UGC / AICTE any other regulatory bodies as applicable.

❖ Drawl of Pay

- A university employee shall be entitled to draw the pay and allowances attached to the post to which he/she is appointed with effect from the date he/she assumes charge of the post if such charge is assumed in the forenoon. If the charge is assumed in the afternoon, the assumption of the charge shall be

deemed to have taken place in the forenoon of the following day.

- An employee shall cease to draw the pay and allowances from the day he/she relinquishes the charge, if the charge is relinquished in the forenoon. If the charge is relinquished in the afternoon, the relinquishment of the charge shall be deemed to have taken place in the forenoon of the following day.

❖ Pay Fixation

- Normally, appointments shall be made on the minimum basic pay of the grade to which the appointment is made, provided that the respective Selection Committee, under special circumstances, may recommend the grant of advance increments in individual cases, where candidates possess additional academic qualifications, experience, and/or research credentials in the relevant field of value to the university.
- In deserving cases, the competent authority is empowered to fix the initial pay at a stage higher than the minimum of the pay in the scale attached to it.
- Salary Disbursement
 - Salaries are credited directly to employees' savings accounts in Canara Bank.

3.3.2. Increments / Promotions based on PBAS (Performance Based Appraisal System)

Annual increments and any other pay enhancements, including Dearness Allowance (DA) or any special pay, shall be granted based on the Performance Based Appraisal System (PBAS) followed by the University, as recommended by the Head of the concerned Department/Dean of the School and approved by the Vice-Chancellor.

The **PBAS evaluation** shall be conducted on a 1000-point scale covering Curricular, Co-curricular, Research & Development, and Administrative activities, with the maximum weightage allocated and minimum qualifying scores prescribed for each criteria / parameter varies depending on the faculty cadre.

The PBAS format shall be updated periodically in accordance with the expectations of regulatory bodies and stakeholders. The evaluation process shall be carried out in two stages. In stage one, the University Faculty Assessment Committee (UFAC) constituted by the Vice-Chancellor, will examine the duly filled-in appraisal forms along with supporting documentary evidence submitted by the faculty members at the end of each academic year. These forms are also scrutinized meticulously by a committee comprising Deans of schools in stage two and submitted to Vice-Chancellor for the approval and later put up for the Executive Council (EC) meeting for ratification.

If the final score falls below the prescribed minimum level, the faculty member shall be issued a warning in the first year for improvement. If the deficiency continues in the second consecutive year, the increment, DA, or any other pay enhancement shall be withheld until the faculty member attains the required minimum score. Once the faculty attains minimum score he / she has to submit the proofs to the HR office through the concern of Head of the Department and Dean.

A relaxation period of two (2) years shall be granted to newly appointed faculty members without prior teaching experience to fulfill the PBAS requirements. For faculty members with prior teaching experience, a relaxation period of one (1) year shall be allowed across all cadres.

❖ **Drawing of Increment**

- Increment shall fall due on the first day of the month in which the employee completes twelve months from the date of his first appointment or from the date on which his last annual Increment accrued or on the date of promotion, as the case may be.
- Increments shall ordinarily be drawn as a matter of course unless the employee has reached the maximum pay scale, or it is withheld as a disciplinary measure, or it is withheld if the faculty fails to obtain a minimum required score in yearly performance appraisals.
- Probation shall not be a bar to increments, and annual increments may be granted to the employees of the university appointed on probation, after the completion of one year's satisfactory service.

❖ **Service for Increment**

- Duty in a post, except for the period spent on extraordinary leave without pay, counts for increments in the time scale.

❖ **Power to withhold Increment**

- The appointing authority is empowered to withhold an increment of any employee of the university as a disciplinary measure, or it is withheld if the faculty fails to obtain a minimum required score in yearly performance appraisals. In such order withholding the increment, the appointing authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

❖ **Review and Career Advancement Scheme / Promotion to Higher Cadre**

- Periodic reviews will be conducted for all faculty members of the University to enhance their performance and professional growth.
- Under the Career Advancement Scheme (CAS), applications shall be invited from eligible faculty members for review and up gradation of their service. The selection and promotion under CAS shall be carried out by a duly constituted Selection Committee as per the UGC/AICTE guidelines and recommendations. As per the norms mentioned by UGC/AICTE with respect to qualifications, experience, number of years of service in the present cadre, number and quality of research publications, funded research projects, PBAS scores over the past 3–5 years, performance in the interview, and confidential reports from the respective HOD.
- Re-fixation of Pay on Transfer from one scale of pay to another
- When an employee of the university is revised from one scale of pay to another on revision of the scale or otherwise, his initial pay in the revised scale shall be fixed at the stage of the scale which is equal to or next above his pay in the previous scale.

3.3.3. Continuous Learning and Career Advancement

- The University encourages all staff to pursue continuous professional development for career enhancement actively. The institution supports participation in a wide range of programs such as training sessions, faculty development programs (FDPs), workshops, conferences, seminars, and mentorship initiatives. These opportunities are designed to enhance technical skills, soft skills, and leadership capabilities, which are essential for professional growth and recognition.

❖ Encouraging Higher Education

- Faculty members are encouraged to pursue Ph. D. programs to enhance their career opportunities. The University fosters a culture that respects and supports employees' aspirations for growth while emphasizing the importance of hard work, commitment, and integrity. The equation is simple:

$$\text{Hard Work} + \text{Commitment} + \text{Contribution} = \text{Growth}$$

Fostering a Positive Work Culture

- Heads of Departments (HODs), Deans, and other officials play a critical role in creating a positive and supportive environment. This culture not only motivates and retains talented employees but also ensures that those who lack commitment or show dishonesty are appropriately counseled or dealt with.

❖ Role of the HOD

- HODs play a pivotal role in building and nurturing their teams. They are responsible for fostering an environment conducive to faculty development and career growth.

❖ Non-Teaching Staff Development

- The university also emphasizes the importance of professional growth for non-teaching staff. The university provides opportunities for staff to participate in various training programs and skill-building workshops aimed at improving job performance and operational efficiency. Non-teaching staff members are encouraged to pursue industry-specific certifications, leadership development programs, and cross-functional training to expand their expertise and take on more significant responsibilities within the organization.

3.3.4. Staff Welfare Activities

❖ Health Benefits to Staff of the University and its Constituent Schools / Institutes

- The university has made provisions for free medical services and concessional treatment for its employees and their family members at the Pinnamaneni Siddhartha Institute of Medical Sciences and Research Foundation, run by the same sponsoring society.

❖ Employees' Provident Fund (EPF)

- The University provides coverage under the Employees' Provident Fund (EPF) scheme in accordance with applicable statutory regulations. Both the employer and employee contribute to the fund as prescribed by law, ensuring long-term financial security and retirement benefits for staff members. The EPF scheme promotes disciplined savings and provides financial stability after retirement or in the event of unforeseen circumstances.

❖ Employees' State Insurance (ESI)

- Eligible employees are covered under the Employees' State Insurance (ESI) scheme as per statutory provisions. This scheme offers medical care and cash benefits during sickness, maternity, disability, or employment-related injury. Through ESI, the University ensures that employees and their dependents have access to essential healthcare and social security protection.

❖ Group Savings Linked Insurance Scheme (GSLIC)

- The University extends the benefit of the Group Savings Linked Insurance Scheme (GSLIC) to its eligible employees to provide financial protection and savings support. Under this scheme, employees receive life insurance coverage along with a savings component, offering financial assistance to the employee or their nominee in the event of untimely demise, while also encouraging systematic savings.

❖ Gratuity

- Gratuity benefits are provided to eligible employees in accordance with the provisions of the Payment of Gratuity Act and applicable regulations. This benefit serves as a token of appreciation for long and continuous service and provides financial support to employees upon retirement, resignation (subject to eligibility criteria), or in unforeseen circumstances.

❖ Health Insurance

- The University contributes 33% of the premium amount for a health insurance policy of ₹1,00,000/- per year for Non-Teaching Staff. The policy covers hospitalization expenses and other specified medical treatments, thereby reducing the financial burden arising from medical emergencies and promoting the overall well-being of staff members.

❖ Accident Insurance (₹10 Lakhs Coverage)

- To safeguard employees against unforeseen incidents, the University provides a Group Personal Accident Insurance policy with coverage of ₹10 lakhs. This policy offers financial compensation in cases of accidental injury, disability, or death, thereby ensuring additional financial security and peace of mind for employees and their families.

❖ Employees Cooperative Society

- The Employees' Cooperative Society was established to provide low-interest loans, foster financial stability, and reduce the burden of high-interest borrowing. It was open to all employees and promoted a culture of savings through nominal contributions while offering accessible financial assistance for needs such as education, healthcare, or emergencies. With transparent policies and fair governance, the initiative enhanced employee morale, supported long-term financial planning, and strengthened a sense of community and mutual support within the organization.

❖ Laptop Subsidy

- In support of academic and administrative efficiency, the University offers a laptop subsidy scheme to eligible faculty members. This initiative aims to facilitate access to modern technology, enhance productivity, and support teaching, research, and administrative responsibilities through financial assistance toward the purchase of laptops.

❖ Free Gym Facility

- The University promotes health and wellness by providing free access to on-campus gym facilities for its staff. This initiative encourages a healthy lifestyle, stress management, and physical fitness, contributing to improved morale, productivity, and overall well-being of employees.

❖ Transport Facility

- The university provides transportation for employees commuting from a long distance.

❖ Staff Recreation Club

- The Staff Recreation Club at the university promotes camaraderie and well-being among employees by organizing recreational activities, cultural events, and sports programs. It serves as a platform for relaxation and team-building, fostering a positive and inclusive work environment.

3.4. Grievance Redressal Cell (GRC)

3.4.1. Grievance Redressal Policy

- The University is committed to fostering a safe, equitable, and conducive environment for learning and work. To uphold these values, the university has established a comprehensive and effective mechanism for addressing the grievances of staff. The Grievance Redressal Cell (GRC) operates under UGC/AICTE guidelines to ensure grievances are addressed efficiently and judiciously.

3.4.2. Purpose and Scope

- The GRC aims to provide a systematic approach to resolving grievances, fostering harmonious relationships among faculty and staff, and ensuring a platform for stakeholders to voice concerns without fear of discrimination or retaliation. The policy encompasses all staff associated with the institution.

❖ Objectives

- To ensure fair, impartial, and consistent grievance resolution mechanisms.
- To promote a respectful and collaborative academic environment.
- To safeguard stakeholders' dignity and foster accountability and mutual respect.
- To maintain confidentiality, objectivity, and promptness in grievance handling.
- To address grievances within specified timelines, respecting the rights of all parties.

❖ Procedures

- Grievances may be submitted online (Google Forms, Mail) or offline (complaint box, in person).
- Specialized committees, such as the Internal Complaints Committee (ICC) and Equal Opportunities Cell (EOC), address specific grievances like sexual harassment & discrimination.
- Regular monthly reviews ensure timely and effective grievance redressal.

❖ Compliance

- University adheres strictly to UGC regulations, including zero tolerance for harassment, ensuring swift action and fair resolution of grievances. This policy demonstrates Siddhartha's commitment to nurturing a supportive and inclusive academic community, empowering stakeholders to voice concerns and fostering trust and collaboration.

3.4.3. Prevention of Sexual Harassment and Promotion of Equality of Opportunity

❖ Internal Complaint Committee (IIC)

- In a progressive society, increasing participation of women in education and employment necessitates a secure and equitable environment. However, societal challenges, including regressive attitudes and misuse of authority, continue to pose threats to individuals' dignity and freedom.
- The university views sexual harassment as a grave offense and has implemented a structured code of conduct to address allegations. The institution ensures strict confidentiality, fair inquiry processes, and compliance with UGC - mandated reporting obligations.

❖ Role of the Equal Opportunities Cell (EOC)

- Aligned with UGC/AICTE guidelines, the Equal Opportunities Cell at the university promotes inclusivity and addresses inequality by:
- Organizing sensitization programs to create awareness on discrimination and inclusivity.
- Monitoring grievances related to inequality and marginalization.
- Ensuring fair access to resources and opportunities for all students, including those from marginalized or disadvantaged backgrounds.
- Upholding diversity and fairness across the campus community.

3.4.4. Grievance Redressal Cell: Constitution

- The Grievance Redressal Cell serves as a structured mechanism to address and resolve grievances of faculty, and staff fairly and transparently. It ensures the timely redressal of complaints while upholding the principles of natural justice and fostering a safe, inclusive institutional environment.

3.5. Code of Conduct

3.5.1. Principles

This Code has been formulated to clearly articulate the University's policy regarding the professional and personal conduct expected of its staff. It is designed to uphold and advance the University's mission while reinforcing its core values, which include:

- Responsibility and service through leadership in the community
- Quality and sustainability in addressing the needs of stakeholders
- Merit, equity, and diversity within the student body
- Integrity, professionalism, and collegiality among staff
- Lifelong engagement and meaningful connections with alumni
- These values are intended to guide staff conduct in promoting and safeguarding:

- The freedom to pursue critical and open inquiry in a responsible manner
- Respect for ideas and ideals
- Tolerance, honesty, ethical behavior, and mutual respect
- An understanding and responsiveness to the needs of those we serve, Responsibility and service through leadership in the community.

3.5.2. Core Values of the Institution

Siddhartha University develops its institutional culture by practicing the following core values:

❖ Commitment

❖ I/We will

- Dedicated to meeting the needs of the communities we serve.
- Share the vision and mission of the University.
- Focus on student needs.
- Please respond to the changing needs of our region and nation.
- Create new programs and services to meet stakeholder needs.
- Continuously evaluate and improve programs, services, systems, and policies.
- Develop a shared decision-making process.

❖ Respect

❖ I/We will

- Recognize the expertise of all members of the University and encourage individual contributions.
- Include stakeholders in the decision-making.
- Treat people with dignity.
- Promote trust through fair treatment.
- Recognize and support employee contributions.

❖ Excellence

❖ I/We will

- Strive to pursue higher standards.
- Exhibit quality in staffing.
- Promote continuous improvement.
- Anticipate needs and respond accordingly.
- Encourage creativity and innovation.
- Utilize systems that promote student and employee success.
- Encourage decision-making at the level of implementation.
- Encourage interdepartmental collaboration.

❖ Accountability

❖ I/We will

- Assume responsibility for our actions
- Take responsibility for professional growth.
- Continuously evaluate and improve our systems.
- Establish and communicate goals and objectives.
- Ensure our work adds value to the University.
- Demonstrate social responsibility.

❖ Diversity

❖ I/We will

- Take opportunities for nurturing a common bond.
- Employ a workforce that reflects the society.
- Ensure fair and equal access for all.
- Recognize, appreciate, and celebrate diversity.
- Implement learning activities through diverse topics in the classroom.
- Seek and consider multiple points of view.

❖ Cultural Competence

- Students should experience cultural activities as they grow in their appreciation for the diversity of ideas and people, both inside and outside the classroom.

❖ Learning Environment

- An outstanding physical infrastructure, along with a culture of excellence in all of our endeavors, provides an environment in which our students and faculty can thrive personally and intellectually.

❖ Community

- We value and respect as our greatest asset the students, faculty, and staff, as well as the people connected to us through ties to our region and nation. People are the focus of our institution.
- Collegiality: We believe in processes of shared decision-making based on productive, synergistic interactions among our students, faculty, and staff.
- Partnerships: We are dedicated to promoting outreach activities, community education, and partnerships with surrounding entities. We believe in collaborating with the citizens of our region, the state, and the nation.
- Safe and Healthy Environment: We promote a safe, healthy, and sustainable environment where our community members can flourish personally and socially to improve their environment.
- Service: We believe in sharing our academic and cultural resources and expertise with the public, educational institutions, and cultural centers. We work to enable students to integrate into the larger world and promote a commitment to public service through experiential education. Faculty and staff serve our state and local constituents by sharing their energy, talents, and experience.

❖ Integrity

- We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students, thus fostering individuals who will have the skills, knowledge, and ability to engage positively with a diverse and changing world.
- Ethics: We believe in acting with honesty, courage, and trustworthiness.
- Respect: We support a community and climate of respect and thoughtfulness among students, faculty, and staff.
- Responsibility: We commit to being responsible and accountable in our operations at all levels of the institution, including continuous assessment of our academic programs.

3.5.3. Application of the Code

- ❖ This Code applies to all university staff (Teaching and Non-teaching). They are required to comply with the obligations set out in this Code and act in a way that the university upholds its values. All are required to comply with the Code in respect of their activities relating to the university and/or its staff or students.

❖ Personal and Professional Behaviour

- In performing their duties and responsibilities, staff must ensure that the values and policies of the University guide their behavior and conduct.
 - All staff members must:
- Maintain and develop knowledge and understanding of their area of expertise or professional field;
- Exercise their best professional and ethical judgment and carry out their duties and functions with integrity and objectivity;
- Act fairly and reasonably, and treat students, staff, visitors to the university, and members of the public with respect, impartiality, courtesy, and sensitivity;
- Avoid conflicts of interest.
- Maintain a co-operative and collaborative approach to working relationships; and
- Comply with all applicable legislation, industrial instruments, professional codes of conduct or practice, and university policies, including in relation to
 - The conduct of research
 - Confidentiality and privacy of information
 - Equal opportunity
 - Health and safety policies and practices
 - Efficient and effective use of university resources, including information communication and technology resources, and
 - Protection of the university's interests in intellectual property arising from its teaching and research.

❖ **University Timings and Regularity**

- All employees shall adhere to the prescribed working hours, attendance regulations, and biometric attendance system of the University.
- Employees shall report to duty on time, follow prescribed lunch break timings, and shall not leave the workplace during working hours without prior approval.
- Attendance, late coming, early departure, and working hours shall be monitored through the biometric attendance system and may be linked to salary processing.
- Any unauthorized absence, shortfall in attendance, late coming, early departure, or violation of prescribed timings may result in salary deduction and disciplinary action as per University rules.
- Departments shall maintain attendance and late – coming records for monitoring and compliance purposes.
- The university reserves the right to issue instructions regarding attendance and biometric compliance from time to time.

❖ **Acceptance of Gifts and Benefits**

- Staff members must not solicit or accept gifts or benefits - either for themselves or on behalf of others—that could directly or indirectly compromise or influence them in their official capacity within the University, or that might appear to do so.
- Any offers of bribes must be promptly reported to their immediate superior. Staff shall not engage in private tutoring or any form of gainful employment outside the scope of their official duties.

❖ **Use and Security of Official Information**

All Staff members must:

- Please maintain the integrity, confidentiality, and privacy of university records and information to which they have access in the course of their employment
- Take all reasonable precautions to prevent unauthorized access to, or misuse of, university records and information, and

Staff members must not:

- Disclose, or offer to supply, confidential records or information,
- Access or use information, including information on electronic systems and hardcopy files, other than for an authorized purpose, or
- Destroy, or authorize the destruction of university records other than in accordance with university policy.

❖ **Use of University Resources**

Staff members must:

- Use all university resources in an efficient manner and for university purposes only.

- The university mail, telephones (including mobile phones), facsimile machines, email, and internet are provided for university use. Excessive and/or unauthorized personal use of any of these facilities can lead to the university taking disciplinary action against a staff member.
- Staff should be aware that the communication resources must be used to carry out the functions of the university.
- ❖ Equity of Access and Prevention of Discrimination
 - Staff members must not engage in any form of harassment or discrimination against students, fellow staff, campus visitors, or members of the public.
- ❖
- ❖ Work Health and Safety
- ❖ While at work or performing duties or functions for the university, staff must
 - Take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts or omissions at work; and
 - Cooperate with the university to ensure compliance with all relevant health and safety laws.
 - Staff and affiliates must take care not to put themselves or other university community members at risk or reduce their ability to carry out their duties through the misuse of alcohol or drugs. Under no circumstances should staff or affiliates attend for duty under the influence of alcohol or drugs. Smoking tobacco is banned on the university premises.
- ❖
- ❖ The faculty and staff should maintain the proper dress code.
 - Gents - Formal Pants and Shirt with tuck (T-shirts and Jeans are not allowed)
 - Ladies – Saree / Chudidhar (Jeans, and Pants are not allowed)
 - Parking : Four / two wheeler vehicles are to be parked in the allotted parking area.
 - ID Cards: Faculty and staff are required to wear their ID cards visibly at all times while on campus, including upon entry.
- ❖ General Aspects of Conduct

Integrity and Behaviours:
- ❖ Every employee must always
 - Be honest and act with integrity.
 - Fulfill their duties diligently.
 - Behave in a way that reflects well on the University.
 - Following Orders:
 - Employees must obey their superiors' orders and directions.
- ❖ Courtesy:
 - Employees should be polite and respectful in their interactions with colleagues, students, and the public.

❖ Misconduct

Without limiting what constitutes "misconduct," the following acts of omission and commission are considered misconduct:

- Theft, fraud, or dishonesty involving University activities or property.
- Providing false information about name, age, father's name, qualifications, or previous employment either during hiring or while employed.
- Acting in a way that harms the University's interests.
- Deliberate disobedience or refusal to follow lawful and reasonable orders from superiors.
- Unauthorized absence from work or extending approved leave without valid reasons or proper explanation for more than five consecutive days.
- Habitually arriving late or irregularly, or wilfully being absent from duty.
- Neglecting work or performing duties negligently, including malingering or slowing down work.
- Causing damage to any University property.
- Engaging in drunken, disorderly, indecent behaviour on University premises or elsewhere related to employment.
- Gambling on University premises.
- Smoking is prohibited on University premises.
- Collecting money within or outside University premises without permission.
- Committing a criminal offense involving moral turpitude.
- Leaving the assigned workplace without permission or a valid reason.
- Aiding or attempting to aid misconduct.
- Unauthorized use or occupation of University quarters, land, or property.
- Assaulting or intimidating any University employee or student.
- Initiating or inciting others to strike work against laws or University rules.
- Violating any applicable laws, conduct rules, or University orders.
- Sending anonymous letters, appeals, or representations to unauthorized authorities.
- Distributing handbills, pamphlets, or posters on University premises without prior approval.
- Refusing to work on holidays, Sundays, or during University emergencies.
- Forcibly detaining University employees.
- Participating actively in meetings or demonstrations organized by political parties.
- Applying for outside employment, fellowships, etc., without prior approval from the competent authority.

Note: The above instances of misconduct are illustrative and not exhaustive.

❖ General Disciplinary Control

Employees of the University (Regular, Time bound and Adhoc) basis, are bound by the University's internal discipline rules. Any violation of these rules will be dealt with seriously.

❖ Employees' Obligation to Promote the University's Interests

- Every employee must serve the University honestly, faithfully, and strive to promote its interests to the best of their ability.

❖ Liability to Abide by Rules

- Every employee must comply with and adhere to University rules, as well as follow all orders and directives given during the course of their duties by the authorities overseeing them.

❖ Participation in Strikes, Demonstrations, or Similar Activities

- No employee shall participate in strikes, incite others to strike, or engage in activities that could bring disrepute to the University. Similarly, employees must not participate in demonstrations that incite illegal activities.

❖ Engagement with Media

- Employees must not own or manage any newspaper or publication without prior approval.
- They should not publish letters or articles, or participate in radio/TV discussions without permission, especially if it may lead to controversy or embarrassment for the University.
- Employees are allowed to write books or engage in literary, scientific, managerial, or artistic work that does not interfere with their duties.

❖ Criticism of the University

- Employees should refrain from publicly criticizing the University administration in a manner that could embarrass it or affect its relations with staff, students, faculty, or the public, including different community members.

❖ Obligation to Maintain Secrecy

- No employee shall, while in service or after retirement, resignation, or discharge, communicate any document or information to unauthorized persons except in accordance with any general or special order of the Vice-Chancellor or in good faith performance of their duties.

❖ Private Trade or Business

- An employee must devote their full time to the service of the University and not engage in any trade, business, or other work that may interfere with their duties without written permission from the competent authority.
- Employees may pursue further studies with prior sanction from the competent authority, provided it does not interfere with their duties.

❖ Taking Part in Politics and Elections

- No employee shall engage in political activities or be associated with any political party or organization.

- Employees must not aid or assist in any political movement or activity unless they obtain permission from the E C and take appropriate leave.
- ❖ Misleading Students & Faculty
 - No employee shall, by speech or otherwise, mislead students and faculty into activities deemed objectionable by the Vice-Chancellor.
- ❖ Raising Subscriptions
 - No employee shall, without prior approval from the competent authority, solicit or participate in raising any subscription or financial assistance for any purpose, except for routine farewell or felicitation functions related to the University.
- ❖ Influencing Superior Authorities

No employee shall attempt to influence any superior officer or member of any University authority to further their interests concerning their service in the University.
- ❖ Bigamous Marriage
 - No employee shall enter into or contract a marriage with a person who has a living spouse.
 - No employee, having a living spouse, shall enter into or contract a marriage with any other person.
- ❖ Foreign National
 - If an employee marries or has married a person who is not of Indian nationality, they must promptly inform the University.
 - Consumption of Intoxicating Drinks and Drugs
 - Employees must strictly adhere to any laws related to intoxicating drinks or drugs in any area they may be in.
 - Employees must not be under the influence of any intoxicating drink or drug during their duties.
 - Employees must refrain from consuming intoxicating drinks or drugs in public places and must not appear in public in a state of intoxication.
- ❖ Absence from Duty and Punctuality
 - An employee must not be absent from duties without prior permission from the competent authority.
 - An employee who is absent without leave or overstay their leave will not normally be entitled to pay any allowances during such absence or overstay and will be subject to disciplinary action.
 - However, the competent authority may treat such absence or overstay as leave, provided a written explanation is given and it is shown that the absence or overstay was due to circumstances beyond the employee's control.
- ❖ Money Lending or Borrowing, Insolvency and Habitual Indebtedness
 - No employee shall engage in the business of money lending or borrowing.

- Employees must manage their private affairs to avoid habitual indebtedness or insolvency. If an employee is at risk of arrest for debts, becomes insolvent, or has most of their assets attached, they may face disciplinary action.
- Employees must immediately report any legal proceedings related to insolvency or indebtedness to the University and may face disciplinary action at the discretion of the competent authority.

❖ Criminal Proceedings

- Employees involved in any criminal proceedings must immediately inform the competent authority of the facts, regardless of whether they have been released on bail.
- Employees detained in police custody for more than 48 hours must inform the competent authority and not return to work without written permission from the competent authority.

❖ Attendance at Meetings

- Employees appointed as members of a University Committee must attend all committee meetings.
- If unable to attend a meeting for unavoidable reasons, employees must inform the Chairman of the Committee in advance, stating the reason for their absence.

❖ Representations

- Employees wishing to make a claim or seek redressal of a grievance must forward their representation through the proper channel to the competent authority. They should not send copies to higher authorities unless the claim is rejected, relief is refused, or the matter is delayed by more than 15 days.

❖ Official Communication Protocol

- All employees (Regular, Time Bound, Adhoc) must maintain professionalism, respect, and integrity in every form of communication, whether internal or external. No employee shall issue letters, statements, or correspondence, written, verbal, or electronic, on behalf of the University without prior approval from the Head of the Department or other designated authority. Any communication containing derogatory, defamatory, or disrespectful remarks about the University, its departments, employees, or systems is strictly prohibited. Breach of this rule will invite disciplinary action. Employees must also ensure that no action on their part causes harm to the property, reputation, or functioning of the University.

❖ Breach of Conduct Rules

- Any breach of the above conduct rules or other University rules by an employee will be treated as "misconduct" and will result in disciplinary action and penalties.

❖ Suspension

- An employee of the University may be placed under suspension pending investigation or inquiry into serious charges, where such suspension is necessary in the interest of the University.
- An employee detained in custody, whether on criminal charges or otherwise,

for a period exceeding 48 hours shall be deemed to have been suspended from the date of detention. The Registrar shall issue a suspension order with the Vice- Chancellor's approval, and the employee will remain suspended until further notice.

- A suspension order may be revoked at any time by the authority that issued it.

❖ Treatment of the Period of Suspension

- When an employee under suspension is reinstated, the competent authority may grant the following pay and allowances for the suspension period:
- Suppose the employee is exonerated and no penalties are awarded. In that case, they are entitled to full pay and allowances they would have received if not suspended, minus the subsistence allowance already paid.
- If not exonerated, the competent authority will decide the proportion of pay and allowances.
- The period of suspension may be treated as time spent on duty if directed by the competent authority. Otherwise, it will not be considered as time spent on duty.
- If an employee under suspension is dismissed or removed from service, the period of suspension will be treated as such.
- During the period of suspension, the subsistence allowance and other admissible benefits shall be regulated and determined by the Vice-Chancellor.
- In cases where the charges against an employee are proved, the pay and other emoluments shall be fixed and decided by the Vice-Chancellor.

❖ Punishment

- Any violation of the university's rules and regulations will be treated as a serious offense and will be subject to disciplinary action based on the recommendation of the authorities concerned. The decision of the Vice Chancellor is final and binding for the imposition of punishment on teaching and non-teaching staff who violate university rules and regulations, which may lead to termination from services.

❖ Applicability

- All rules and regulations of the University shall be applicable to all employees, including those who were appointed under Velagapudi Ramakrishna Siddhartha Engineering College prior to its declaration as Siddhartha Academy of Higher Education (An Institution Deemed to be University under Section 3 of the UGC Act, 1956) under the General Category by the Ministry of Education, Government of India.

IV. RESEARCH, DEVELOPMENT AND CONSULTANCY



IV. RESEARCH , DEVELOPMENT & CONSULTANCY

Preamble

The Research and Development (R&D) Policy at **Siddhartha Academy of Higher Education (Deemed to be University)** has been crafted in alignment with the **National Education Policy NEP-2020**, which emphasizes the critical role of research and innovation in fostering a knowledge-driven society. In today's globalized world, the need for research-intensive institutions is more pronounced than ever, as they serve as hubs of creativity, innovation, and societal advancement.

This R&D Policy aims to build a robust research ecosystem that supports faculty, students, and research scholars in their pursuit of knowledge and innovation. By encouraging interdisciplinary research, industry collaboration, and technology transfer, the policy aligns with NEP's vision to transform higher education institutions into centers of high-quality research that contribute to the nation's socio-economic development. In line with NEP's emphasis on developing India as a global knowledge superpower, Siddhartha University is committed to addressing regional, national, and global challenges through impactful research initiatives.

The policy outlines structured mechanisms for fostering innovation, securing research funding, and establishing partnerships with industries and research institutions worldwide. It provides guidelines for responsible research practices, ensuring ethical compliance and a framework for intellectual property management. By nurturing a vibrant culture of inquiry, **Siddhartha University** seeks to empower its researchers to contribute to the national and global knowledge economy, address pressing societal challenges, and drive sustainable development.

Vision

To be a Centre of Excellence in Education, Innovation and Research with Global presence in Arts, Science, Technology, Medicine, Management, Legal and Social Studies in enriching the frontier areas of National and International Importance.

Mission

- To create a transformative educational experience for students focused on problem solving skills, communication abilities, and interpersonal relations and leadership.
- To cultivate a vibrant university community for attracting and retaining diverse, world-class talent creating a collaborative environment open to the free exchange of ideas where research, creativity, innovation and entrepreneurship can flourish and ensuring individuals to achieve their full potential.
- To impact society in a pragmatic manner regionally, nationally, and globally by engaging with industry, outstanding national and international universities and research organizations.
- To be a global University that nurtures excellence in education and innovation for creating a knowledgeable society.

Objectives

I. Encouraging Innovation and Research Excellence

To create a dynamic research environment that encourages innovation and excellence across all disciplines, empowering faculty, students, and scholars to engage in impactful research. This vision aligns with NEP 2020, promoting creativity, critical thinking, and knowledge creation within higher education.

Key Initiatives:

- ❖ **Promoting High-Quality Research:** Encourage the publication of research in high-impact journals, securing patents, and achieving national and international recognition.
- **Supporting Cutting-Edge Research Infrastructure:** Provide advanced laboratories, computing resources, and technical support to enable researchers to conduct world-class research.
- **Rewarding Research Excellence:** Establish awards and incentives for outstanding research contributions to recognize and motivate faculty, students, and research scholars who demonstrate research excellence and innovation.

II. Fostering Interdisciplinary Collaboration

- ❖ **To foster a collaborative research culture** where diverse disciplines work together to address complex, real-world problems and generate innovative solutions, aligning with NEP 2020's vision of promoting cross-disciplinary learning and research.

Key Initiatives:

- **Establishing Collaborative Research Centers:** Create interdisciplinary research centers focused on priority areas such as sustainability, artificial intelligence, healthcare, and digital transformation.
- **Encouraging Cross-Departmental Projects:** Support projects that bring together faculty and students from different departments to leverage diverse expertise and perspectives.
- **Facilitating Partnerships Beyond Academia:** Partner with industry, government bodies, and non-governmental organizations to bring practical insights into academic research and enhance its applicability to society.

III. Aligning with National and Global Research Priorities

- ❖ **To direct research efforts** toward national priorities and global challenges, thereby contributing to the socio-economic development of India and sustainable growth worldwide. This objective aligns with the NEP 2020's vision of transforming India into a global knowledge leader and promoting research that addresses critical areas such as healthcare, climate change, clean energy, and digital innovation.

Key Initiatives:

- **Focusing on Priority Research Areas:** Prioritize research in fields highlighted by national and international bodies, including sustainable development, clean energy, biotechnology, cybersecurity, and rural development.
- **Promoting Research for Societal Impact:** Encourage research projects that address pressing societal issues, with an emphasis on outcomes that can be translated into public policy or community-based solutions.
- **Engaging with Government and Global Funding Opportunities:** Actively pursue research grants from national agencies (like DST, DBT and UGC) and international organizations to support projects that align with India's development goals and the United Nations Sustainable Development Goals (SDGs).
- **Addressing Local and Regional Needs:** Conduct region-specific research to address local challenges, such as water management, agricultural advancements, and rural healthcare, supporting NEP 2020's goal of addressing the diverse needs of India's communities.

4.1. Governance

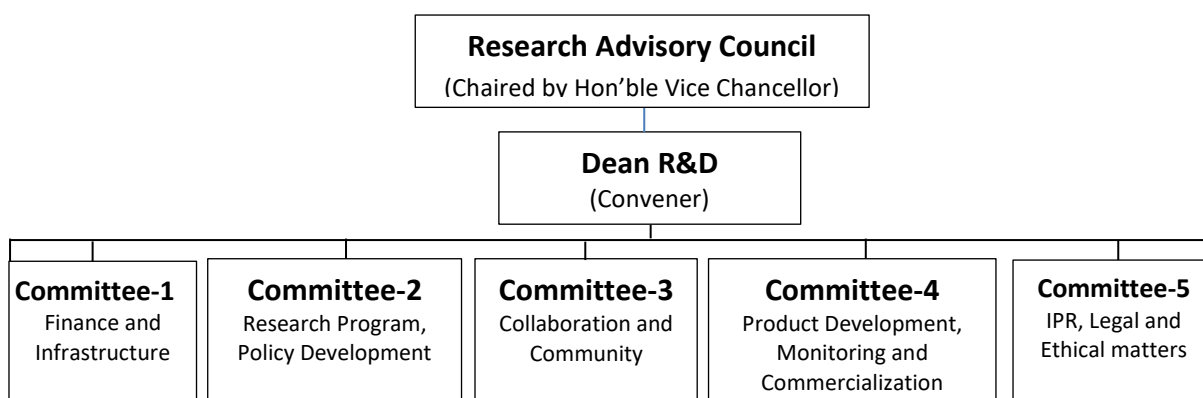
4.1.1 Role of the R&D Cell

The R&D Cell at Siddhartha Academy of Higher Education (Deemed to be University) is central to the implementation, monitoring, and continuous improvement of the R&D policy. The R&D Cell is headed by the Vice Chancellor / Pro Vice Chancellor or his / her nominee as the apex body of R&D Cell. The Dean nominated by Vice Chancellor among the distinguished researchers from the university, will head various committees to drive the governance. The cell ensures alignment of research activities with the University's strategic goals and oversees the **ethical, financial, and operational** aspects of research initiatives.

❖ **Key responsibilities of the R&D Cell include:**

- Formulating and updating research policies to meet University goals and comply with national standards.
- Approving and evaluating research proposals for quality, relevance, and feasibility.
- Overseeing the allocation of internal funding (Seed Grant) and resources to support research activities.
- Monitoring progress of ongoing projects and providing guidance for successful project execution.
- Recognizing and rewarding outstanding research achievements by faculty, students, and research scholars.

The R&D Cell also plays a critical role in fostering interdisciplinary collaboration, promoting a culture of innovation, and encouraging participation in external funding and partnership opportunities. The composition of the University's Research and Development Cell (RDC) is meticulously structured in accordance with UGC guidelines (as depicted schematically below).



4.1.2. Roles of Department Heads and Faculty Researchers

The roles of department heads and faculty researchers are vital to achieving the research objectives of University. Each department head is responsible for promoting a strong research culture within their department, supporting faculty, students, and research scholars in their research endeavours, and ensuring alignment with the University's strategic research priorities.

❖ **Department Heads:**

- Act as facilitators of research within their respective departments, encouraging faculty and students to undertake meaningful research projects.
- Coordinate with the R&D Cell to manage departmental research activities, ensure policy compliance, and support interdisciplinary initiatives.
- Organize departmental seminars, workshops, and training sessions to enhance research skills and knowledge.

❖ **Faculty Researchers:**

- Lead and conduct research projects, mentor students and research scholars, and actively seek external funding and collaboration opportunities.
- Contribute to the institution's research output through publications, presentations, patents, and innovations.
- Ensure ethical and responsible research practices, and collaborate with other faculty members for interdisciplinary research projects when appropriate.

4.1.3. Institutional Support Mechanisms

Siddhartha Academy of Higher Education (Deemed to be University) is committed to providing comprehensive support mechanisms that enable and enhance research consultancy, innovation and intellectual capital. The institution recognizes that a robust support system is essential for faculty, students, and research scholars to achieve research excellence. Key support mechanisms include:

- **Research Centres of Excellence:** Relevant efforts are made by each department to excel in one focused area and get recognized as 'Center of Excellence'. The University supports in this process through research funds. The institution encourages both Unitary and Hub and Spoke Model Multi specialization Centres as far as the Sponsored Centres of Excellence are concerned. Permissible infrastructural and such other support systems are arranged / offered for the purposeful running of the said centres.
- **Research by Seed Funding:** Seed funding is a system where faculty members are provided with initial financial support by the University to kick-start their research. It's the concept to offer a fundamental hand-holding in research in order that the young faculty expand their proposal and obtain funded projects.
- **Training and Capacity Building:** Organizing workshops, seminars, and training programs to enhance research skills, including grant writing, data analysis, and advanced, research methodologies.
- **Collaboration and Networking Support:** Facilitating connections with industry, government, and other academic institutions to encourage collaboration, knowledge sharing, and the translation of research into practical applications.
- **Administrative and Technical Support:** Providing dedicated administrative and technical assistance for project management, reporting, and compliance to ease the logistical burden on researchers.

4.1.4. Ph.D. Programme Regulations

Ph.D. admissions and R&D policy, candidates must meet eligibility criteria, appear for the SRCAT exam, and undergo a personal interview, with selection based on SRCAT exam score, PG degree marks, research proposal, and interview.

- Preference may be given to candidates with valid GATE score for selection.
- A valid SRCAT score is mandatory for both full-time and part-time admissions.
- The candidates with valid score in UGC NET / APSET / APRCET are exempted from SRCAT (Siddhartha Research Common Admission Test).
- If case of any candidate working in government recognized R&D institutions at Scientist Level with minimum two years of experience, the candidate may be exempted from SRCAT based on the recommendations of Vice Chancellor.
- The University Ph.D. programme regulations is given in Appendix - II.

4.2. Research Thrust Areas

Siddhartha Academy of Higher Education (Deemed to be University) is dedicated to advancing knowledge across a range of core research domains that align with the expertise and academic strengths of its departments. These domains serve as foundational pillars for the institution's research activities and include:

- **Engineering and Technology:** Research in traditional engineering fields such as Civil, Mechanical, Electrical, and Electronics Engineering, focusing on areas such as structural engineering, materials science, energy systems, automation, and smart technologies.
- **Computer Science and Information Technology:** Studies in Artificial Intelligence, Machine Learning, Data Science, Cyber Security, Software Engineering, and Network Systems that address contemporary digital challenges and drive technological progress.
- **Sciences and Applied Mathematics:** Fundamental and applied research in physics, chemistry, and mathematics, contributing to advancements in theoretical understanding as well as practical applications in engineering and technology.
- **Humanities and Management:** Research in areas such as human-centered design, communication studies, sustainable development, organizational behavior, and management practices that contribute to societal well-being and effective industry practices.

In addition to its core research domains, the University places a strong emphasis on emerging areas of priority that address critical and evolving challenges in the national and global context. These areas represent high-impact fields where interdisciplinary collaboration and innovative solutions are essential. Key emerging areas of focus include Artificial Intelligence and Machine Learning, Cyber Security and Data Privacy, Sustainable and Renewable Energy, Healthcare and Biomedical Engineering, Smart Infrastructure and Urban Development, Internet of Things (IoT) and Advanced Connectivity etc.,

By prioritizing these emerging areas, the University seeks to position itself at the forefront of transformative research that addresses pressing global challenges and meets the future demands of society.

4.3. Metrics and Evaluation Criteria

4.3.1. Overview of Evaluation Metrics

The R&D policy at Siddhartha Academy of Higher Education (deemed to be University) establishes clear metrics and evaluation criteria to assess the quality, impact, and productivity of research efforts across the University. These metrics guide researchers in aligning their work with University's goals and support transparent,

objective evaluations that reward excellence. The metrics cover a range of areas, including publications, patenting, funding, interdisciplinary work, societal impact, and infrastructure development.

4.3.2. Performance Based Appraisal System (PBAS)

Performance-Based Appraisal System (PBAS) is an open, formal, and systematic procedure designed to improve organizational effectiveness in response to the ever-changing higher education scenario in India. In addition, PBAS records help assess the caliber of faculty members for further recognition and encouragement.

PBAS enables employees to understand their roles, thereby fostering commitment towards achieving both personal and institutional goals.

The structured Appraisal Format is considered by the Head and the Employer of the institution while sanctioning faculty increments and promotions, as applicable, in each academic year. The Head of the Institution defines departmental targets and faculty goals in alignment with the University's vision and the requirements of regulatory bodies every academic year.

The appraisal system evaluates performance on a scale of 1,000 points. The weightage assigned to various parameters depends on the faculty cadre. For example:

Curricular activities: 350 to 600 points

Co-curricular activities: 100 to 150 points

Research & Development (R&D): 150 to 300 points

Administrative and Extra-curricular activities: 100 to 200 points

4.3.3. Publication and Patenting Metrics

Publications and patents are critical indicators of research productivity and innovation. Metrics in this category include :

- **Publication Quality:** Emphasis on publishing in high-impact journals and reputable conferences. Metrics may include impact factor, citation count, and journal rankings.
- **Patents Filed and Granted:** Recognizing researchers who secure patents, with additional weight given to those that lead to industry applications.
- **Research Awards and Citations:** Acknowledging highly cited papers, prestigious research awards, and recognitions by academic and professional bodies.

4.3.4. Funding Acquisition and Industry Collaboration

Securing external funding and fostering industry partnerships are vital for sustaining impactful research. Metrics include:

- **External Grants and Sponsorships:** Amount of external funding obtained through competitive grants and industry sponsorships.
- **Industry Partnerships:** The number and quality of collaborative projects with industry, with a focus on those that result in practical applications and technology transfer.
- **Funding Diversity and Repeat Collaborations:** Encouraging a diverse funding portfolio and long-term partnerships with multiple organizations.

4.3.5. Interdisciplinary and International Collaboration

Interdisciplinary and global collaborations enrich research and extend its impact. Metrics in this area include :

- **Collaborative Publications:** Number of research publications co-authored with researchers from other departments or institutions, both nationally and internationally.
- **Interdisciplinary Projects:** Active participation in projects that span multiple academic fields and departments.
- **International Research Partnerships:** Formal collaborations with international universities and research institutions.

4.3.6. Student Involvement in Research

Engaging students and research scholars in research fosters innovation and prepares the next generation of researchers. Metrics include :

- **Student Research Participation:** Number of students and research scholars involved in research projects, internships, and assistantships.
- **Student Co-authored Publications:** Recognizing student contributions to research publications and conference presentations.
- **Mentorship and Training Opportunities:** Availability and effectiveness of mentorship programs for student researchers.

4.3.7. Societal and Policy Impact Metrics

Research that addresses societal challenges and influences policy is essential to University's mission. Evaluation criteria include :

- **Social Impact Projects:** Research that contributes to solving real-world societal problems, particularly in areas aligned with national and global priorities.
- **Policy Contributions:** Research that has informed or shaped policy decisions, including contributions to government or public reports and advisory roles.
- **Community Engagement:** Projects involving direct interaction with or benefits to local communities, NGOs, or public health initiatives.

4.3.8. Infrastructure and Capacity Building

Developing research infrastructure and capacity is critical to sustaining a high-quality research environment. Metrics include :

- **Infrastructure Development:** Investments in research labs, facilities, and advanced technology to support cutting-edge research.
- **Training and Skill Development Programs:** Offering workshops, seminars, and training sessions to build researchers' skills in advanced methodologies and tools.
- **Resource Accessibility:** Evaluation of the accessibility and adequacy of resources provided to faculty, students, and research scholars.

Through these metrics and evaluation criteria, Siddhartha University aims to foster a vibrant and impactful research culture, rewarding high-quality work and encouraging on-going improvement and collaboration across all areas of research.

4.4. Research Recognition

4.4.1. Scoring Breakdown and Point Allocation

The scoring and point allocation system provides a structured method for evaluating research activities, ensuring transparency and consistency in recognizing outstanding research efforts. Each research metric is assigned a specific weight based on its significance and impact on the overall goals of Siddhartha Academy of Higher Education, an institution Deemed to be University. Researchers are awarded points for their achievements, and these points contribute to their overall research performance score.

- ❖ **Publication and Patents (25%)**
 - Quality of journals and conferences (15 points)
 - Number of patents filed and granted (10 points)
- ❖ **Funding Acquisition and Industry Collaboration (20%)**
 - External funding secured (15 points)
 - Industry collaborations (5 points)
- ❖ **Interdisciplinary and International Collaboration (15%)**
 - Interdisciplinary projects and publications (10 points)
 - International collaborations and partnerships (5 points)
- ❖ **Student Involvement in Research (15%)**
 - Number of students and research scholars involved (10 points)
 - Co-authored publications by students (5 points)
- ❖ **Societal and Policy Impact (15%)**
 - Social impact projects (10 points)
 - Contributions to policy and community engagement (5 points)
- ❖ **Infrastructure and Capacity Building (10%)**
 - Research infrastructure development (5 points)
 - Training and skill development programs (5 points)

4.4.2. Research Excellence Awards

The Research Excellence Awards are presented annually to honor exceptional research performance in various categories. These awards aim to motivate and celebrate ground breaking research that contributes to the institution's goals of innovation, societal impact, and academic excellence.

Categories for the Research Excellence Awards may include:

- **Best Researcher of the Year:** Awarded to a faculty member with the highest research score across all metrics, recognizing their overall contributions to research excellence.
- **Outstanding Student Researcher:** Awarded to a student or research scholar whose research has demonstrated exceptional quality, innovation, and societal impact.

These awards are designed to provide public recognition for outstanding research, encourage continuous improvement, and inspire others to engage in high-quality research.

4.4.3. Annual Recognition Programs

In addition to the Research Excellence Awards, University organizes annual recognition programs to celebrate the achievements of faculty, students, and research scholars. These programs serve as a platform for acknowledging research accomplishments, fostering a sense of community, and motivating individuals to maintain high research standards.

Recognition programs may include :

- **Research Achievement Ceremonies:** A formal event to highlight key research achievements, such as significant publications, patents, and industry collaborations.
- **Student and Faculty Research Showcases:** Events where students, faculty, and research scholars present their research projects, allowing for peer-to-peer learning and feedback.
- **Workshops and Seminars:** Hosting workshops and seminars that highlight best practices in research, featuring prominent speakers and successful researchers as role models.

Through these recognition programs, University aims to build a culture of research excellence and ensure that outstanding contributions are celebrated across the academic community.

4.5. Funding and Resources

4.5.1. Institutional Funding Support (Seed Money)

Siddhartha Academy of Higher Education (Deemed to be University) provides seed funding to support the initiation of promising research projects. Seed money aims to help researchers develop their ideas into full-scale research initiatives by covering initial expenses such as project design, data collection, and early-stage prototyping. This funding serves as a catalyst for innovation and encourages researchers to explore new research directions with the potential for significant impact.

❖ Key features of the Institutional Funding Support

- **Eligibility:** Open to faculty members, students, and research scholars who propose innovative, high-potential research projects that align with the strategic objectives of the University.
- **Amount:** Seed funding is provided on a case-by-case basis, with minimum one lakh and a maximum funding limit determined by the project's scope and research goals.
- **Project Duration:** Typically awarded for projects in the initial stages (up to 1 year), with possible extensions depending on progress and outcomes.
- **Usage:** Funds can be used for project-related expenses, including equipment, materials, software, and data acquisition.

This support is designed to help researchers establish a solid foundation for their projects, allowing them to seek larger external funding once initial results are obtained.

4.5.2. External Grant Opportunities

External grants are a critical source of funding for advancing high-impact research at the University. The schools actively support researchers in applying for national and international funding opportunities from government agencies, private foundations, industry partnerships, and research councils.

❖ Key features of External Grant Opportunities

- **Government Grants:** Faculty and researchers are encouraged to apply for funding from national bodies such as the Department of Science and Technology (DST), Ministry of Human Resource Development (MHRD), and other central and state government initiatives focused on scientific research and innovation.
- **Industry Partnerships:** Collaboration with industry players can lead to significant funding opportunities for applied research projects, particularly in emerging technologies such as artificial intelligence, robotics, and sustainable energy.
- **International Grants:** Researchers are also encouraged to apply for global funding opportunities, including those from organizations such as the World Bank, United Nations, European Union, and international research foundations, to promote cross-border collaboration and knowledge exchange.
- **Collaborative Grants:** University supports interdisciplinary research teams in securing collaborative funding from consortiums and joint initiatives with other academic institutions, industries, and government entities.

4.5.3. Research Infrastructure Development

Research infrastructure is a vital enabler of high-quality research, and University is committed to building and maintaining state-of-the-art facilities and resources. The development and expansion of research infrastructure are aimed at providing faculty, students, and research scholars with the tools and environment necessary for conducting cutting-edge research.

❖ Key components of Research Infrastructure Development include:

- **Laboratories and Equipment:** Investment in advanced laboratories equipped with the latest tools and technologies to support diverse research activities in areas such as engineering, technology, health sciences, and humanities.
- **Digital and Computational Resources:** High-performance computing clusters, data storage, and software licenses are made available to researchers working with complex data, simulations, and artificial intelligence models.
- **Research Spaces:** Establishment of dedicated research spaces such as innovation hubs, maker labs, and collaborative workspaces to encourage interdisciplinary and cross-functional interactions among researchers.
- **Access to External Resources:** Collaborates with external research institutions and libraries to provide researchers with access to global research databases, journals, and repositories, ensuring they stay connected to the latest developments in their fields.

By investing in research infrastructure, the University ensures that its faculty, students, and research scholars have the necessary environment and tools to excel in their work, fostering innovation and enabling impactful research outcomes.

4.6. Intellectual Property Rights (IPR) and Patents

4.6.1. IPR Policy Overview

Intellectual Property Rights (IPR) play a crucial role in safeguarding the innovations and research outcomes produced at Siddhartha Academy of Higher Education (Deemed to be University). The institution is committed to fostering a research environment where faculty, students, and research scholars are encouraged to innovate and protect their intellectual creations. The IPR policy aims to provide clear guidelines on the protection, management, and commercialization of intellectual property generated through research.

❖ **Key objectives of the IPR policy include:**

- **Protection of Innovations:** Ensuring that the intellectual property generated through research is protected through patents, copyrights, trademarks, or trade secrets, as appropriate.
- **Encouraging Innovation and Creativity:** Promoting a culture of innovation by ensuring that researchers understand the importance of IPR in safeguarding their inventions and discoveries.
- **Collaboration and Licensing:** Facilitating the transfer of technology and knowledge through collaborations with industries, government bodies, and academic institutions, enabling commercialization of research outputs.
- **Fair Benefit Sharing:** Establishing a fair mechanism for benefit-sharing from commercialization among the researchers, the institution, and other stakeholders involved in the research process.

The IPR policy ensures that researchers have a clear understanding of the ownership rights of intellectual property, the procedures for filing patents, and how commercialization of innovations can occur. The policy also outlines how the institution will support researchers in protecting and capitalizing on their intellectual property.

4.6.2. Guidelines for Patenting and Commercialization

The guidelines for patenting and commercialization are designed to help researchers navigate the process of protecting and capitalizing on their inventions. These guidelines ensure that the process is systematic, transparent, and supportive of both academic and industry needs.

❖ **Key guidelines for patenting and commercialization include**

- **Disclosure of Inventions:** To initiate the patenting and commercialization process, researchers must disclose any new invention or innovative idea to the institution's Intellectual Property Rights (IPR) office as early as possible. The disclosure should contain comprehensive details, including
 - **Description of Novelty:** A clear, detailed explanation highlighting what makes the invention unique compared to existing technologies or methods.
 - **Potential Applications:** Information on how the invention can be applied in practical settings, such as industry, healthcare, or other sectors.
 - **Supporting Research Data:** Experimental results, studies, or analysis that validate the novelty and feasibility of the invention.
- **Patent Filing Process:** The patent filing process at University is facilitated by the IQAC Cell, which supports researchers through each step.

- Any innovation by student or faculty is to be encouraged towards patent.
- The institute should create awareness about IPR among faculty, researchers and students from time to time.
- A thorough scrutiny is to be carried out both at department and institute level IPR committee before applying for patent.
- Incorporating Institutional affiliation is mandatory for submission of Patent claims/proposals either to Indian offices or to overseas establishments/registries
- The University will bear all the expenses for filing application.
- If the patent is commercialized, the sharing of earning is to be done between the researcher and the University.
- The institute IPR policy will be placed in the University website
- **Ownership and Rights:** The ownership of patents generated through research at the University typically belongs to the institution. The policy governing ownership specifies the following :
 - **Institutional Resources Utilization:** When researchers use institutional facilities, funding, or resources to develop an invention, University retains ownership of the resulting IP.
 - **Independent Inventions:** If an invention is developed independently by a researcher without the use of institutional resources, the researcher may retain ownership, as specified by the IPR policy.
- **Commercialization Support:** The institution provides comprehensive support to researchers aiming to commercialize their inventions
 - **Industry Partnerships:** University actively encourages partnerships with industries, helping bridge the gap between academic research and market needs. These partnerships facilitate licensing agreements that can lead to successful commercialization.
 - **Startups:** Researchers with commercially viable ideas can receive support to establish startups or spin-offs. The University provides resources such as mentorship, access to incubation facilities, and guidance on securing funding. This support ecosystem empowers researchers to develop their innovations into successful enterprises.
- **Confidentiality and Non-Disclosure Agreements (NDAs):** Protecting intellectual property is crucial during commercialization discussions. Researchers must adhere to the following protocols.
 - **Confidentiality Agreements:** Any discussions related to potential commercialization should be protected by confidentiality agreements to ensure that proprietary information is not disclosed prematurely.
 - **Non-Disclosure Agreements (NDAs):** Before engaging with external partners or sharing details about the invention, NDAs must be signed to secure the IP and prevent unauthorized use or dissemination.
- **Revenue Sharing:** Revenue generated from the commercialization of intellectual property is shared between University and the inventors involved. The revenue-sharing structure is outlined in the IPR policy, ensuring that:

- **Benefit Sharing:** Researchers receive a fair share of the financial benefits from licensing or commercialization.
- **Pre-Determined Distribution Formula:** The exact revenue distribution is detailed in the formal agreement between the institution and the inventors. This model incentivizes researchers to pursue innovative projects and contribute to the commercialization process.
- **Patents and Publications:** It is essential for researchers to file for patent protection before publicly disclosing any findings that could lead to a patentable invention. Public disclosure, such as publishing research results in journals or presenting at conferences, can compromise the novelty required for patentability. To balance the need for academic publishing and IP protection, University advises:
 - **File Patents Before Publication:** Researchers should coordinate with the IPR office to file patent applications before publishing their research findings.
 - **Strategic Timing:** By timing the patent filing to coincide with planned publications, researchers can ensure that their work is protected while also fulfilling academic obligations.
- **IPR Training and Awareness:** To enhance the understanding of intellectual property rights and the importance of protecting innovations, Siddhartha University conducts regular training and awareness programs.
 - **Workshops and Seminars:** Faculty, students, and research scholars are encouraged to participate in workshops focused on IP fundamentals, patent filing processes, and commercialization strategies.
 - **Educational Programs:** Integrating IP awareness into the curriculum helps build a culture of innovation and ensures that all researchers are well-versed in protecting their work.

4.7. Consultancy Guidelines

4.7.1. Consultancy Policy Overview

Siddhartha Academy of Higher Education (Deemed to be University) encourages faculty members, research scholars, and students to engage in consultancy activities that not only enhance the institution's visibility but also provide solutions to real-world problems faced by industries, government bodies, and non-governmental organizations. The consultancy services offered by the faculty and research team are expected to be aligned with the expertise available at the institution, thus fostering both academic and industry collaboration.

❖ The primary objective of the Consultancy Policy is to:

- **Leverage Institutional Expertise:** Utilize the knowledge, skills, and research expertise of faculty, students, and research scholars to provide consulting services in various domains, contributing to innovation and problem-solving for external stakeholders.
- **Foster Industry-Academia Collaboration:** Strengthen partnerships with industries, government agencies, and other organizations to promote applied research and transfer of knowledge.
- **Generate Revenue:** Create a sustainable stream of income for the institution and incentivize researchers for their contributions to consultancy projects.

- **Enhance Professional Development:** Provide faculty, students, and research scholars with opportunities to apply their academic knowledge in solving real-world problems, thereby enhancing their professional growth.

4.7.2 Criteria for Consultancy Projects

To ensure that consultancy projects are conducted with the highest standards of professionalism and ethical responsibility, Siddhartha University has outlined the following criteria for undertaking consultancy services.

- **Relevance to Expertise:** Consultancy projects should align with the expertise available within the faculty, students, and research scholars. Faculty members must ensure that they have the required knowledge and skills to undertake the project effectively.
- **Institutional Benefit:** Consultancy projects should bring value to the institution, whether through direct financial revenue, research collaboration opportunities, or enhancing the institution's reputation in the industry.
- **Ethical and Legal Considerations:** Consultancy work must adhere to all applicable ethical, legal, and regulatory guidelines. This includes compliance with intellectual property rights, non-disclosure agreements (NDAs), and confidentiality clauses in the case of sensitive or proprietary information.
- **Project Duration and Scope:** Consultancy projects should be clearly defined with specific deliverables, timelines, and outcomes. The scope of work should be well-articulated to ensure that both the client and consultant have a mutual understanding of the project goals.
- **Client Relationship:** Consultancy services may be provided to a variety of external stakeholders, including industries, government agencies, and private enterprises. The institution will ensure that all projects have formal contracts, including terms and conditions, mutually agreed upon by the institution and the client.
- **Interdisciplinary Collaboration:** Interdisciplinary teams may be formed for consultancy projects to bring diverse expertise to address complex problems. Collaborative projects that integrate multiple departments or disciplines will be encouraged to enhance the scope and impact of consultancy services.

4.7.3. Revenue Sharing and Incentives

To incentivize and promote consultancy engagement, Siddhartha University has established a revenue-sharing model that ensures fair compensation for faculty, students, and research scholars involved in consultancy projects. Key components of the revenue-sharing and incentives scheme include:

❖ Revenue Distribution:

- A percentage of the income generated from the consultancy project will be allocated to the individual faculty members or research scholars involved in the project. This share will be determined based on the level of contribution and involvement in the project.
- The remaining revenue will be shared between the department, the institution, and the central research fund to support further research activities and infrastructure development.

❖ Incentives for Faculty, Students, and Research Scholars

- Faculty members, research scholars, and students will receive financial incentives based on the revenue generated by their participation in the consultancy projects. These incentives may include direct payments, research grants, or funding for further professional development.
- Faculty members and research scholars are encouraged to engage students in consultancy projects as part of their academic learning experience. Students who contribute meaningfully to consultancy projects may receive stipends, internships, or certificates of participation.

❖ **Support for Further Research**

- A portion of the revenue generated through consultancy projects will be reinvested in supporting future research initiatives, including funding for new projects, the purchase of equipment, or the development of research infrastructure.

❖ **Recognition and Career Advancement**

- Faculty, research scholars, and students who engage in high-impact consultancy work may receive institutional recognition in the form of awards, certificates, or public acknowledgment of their contributions. This recognition can play a significant role in career advancement, academic reputation, and professional growth.

❖ **Sustainability of Consultancy Projects**

- Consultancy projects that demonstrate significant impact and long-term potential may be developed into full-scale partnerships or collaborations. Such projects may be continued in the form of contracts, research grants, or industry-academia collaborations that provide on-going revenue streams for the institution.

4.8. Documentation and Reporting Guidelines

4.8.1. Reporting Requirements for Departments and Individuals

To ensure effective tracking, transparency, and accountability of research activities, Siddhartha Academy of Higher Education (Deemed to be University) establishes clear reporting requirements for departments, faculty, students, and research scholars. These reports provide a comprehensive overview of research progress, resource utilization, and outcomes, allowing the institution to assess the alignment of research projects with institutional goals and priorities.

❖ **Departmental Reports**

- **Frequency:** Departments are required to submit biannual reports (every six months) outlining the research activities conducted, progress of on-going projects, funding secured, publications, patents, and any industry collaborations.
- **Content:** The report should include a summary of the research objectives, milestones achieved, challenges faced, and any significant outputs or innovations. A financial breakdown of how funds were utilized should also be provided.
- **Responsible Parties:** The Head of the Department (HOD) will compile and submit the report with inputs from faculty members, research scholars, and students.

❖ **Individual Researcher Reports**

- **Frequency:** Researchers (faculty, students, and research scholars) are required to submit an annual report summarizing their research activities for the year.

- **Content:** The individual report should detail the research outcomes, including publications, patents, conference presentations, collaborations, and any societal or policy impact. Researchers must also include a self-assessment of their progress towards the research objectives, challenges encountered, and future directions.
- **Responsible Parties:** Individual researchers are responsible for preparing and submitting their reports to their respective department heads and the R&D committee.

❖ **Annual Institutional Research Report**

- **Frequency:** An annual report will be prepared by the R&D committee, aggregating the departmental and individual reports.
- **Content:** This report will provide an overview of the institution's research activities, highlighting key achievements, funding secured, inter-departmental collaborations, and overall research output. The report will also identify areas for improvement and future research priorities.

4.8.2. Record-Keeping and Performance Tracking

Accurate and consistent record-keeping is essential for maintaining the integrity of research and enabling performance tracking. Siddhartha University emphasizes proper documentation of all research-related activities and the establishment of a systematic mechanism for monitoring performance.

❖ **Research Project Documentation**

- Each research project must maintain a detailed record, including project proposals, funding agreements, progress reports, publications, and any patents or intellectual property generated. These records must be submitted to the department head and R&D committee for evaluation.
- Projects should also document any industry partnerships, collaboration agreements, and external funding sources.

❖ **Performance Tracking System**

- **Digital Research Database:** Siddhartha University will implement a centralized digital platform to track and monitor all research activities. This database will store data on ongoing projects, funding, publications, patents, and collaboration details. Researchers will be required to update their project status regularly.
- **Researcher Performance Tracking:** Researchers will be evaluated based on their adherence to milestones, quality of outputs, and their contribution to the institution's strategic research goals. A point-based system, as outlined in the Scoring and Recognition section, will be used to assess the performance of faculty, students, and research scholars.
- **Evaluation and Feedback:** The R&D committee will regularly review the progress of projects based on the documentation and performance metrics. Feedback will be provided to help researchers overcome challenges and improve the outcomes of their research activities.

4.9. Research Monitoring and Review

4.9.1. Review by the R&D Cell

To ensure the alignment of research activities with University goals and to maintain high standards of research output, the R&D Cell conducts a bi-annual review of research publications, ongoing research projects, initiatives, patents and performance. These reviews serve as a platform to assess the progress, quality, and impact of research across the institution.

❖ Key components of the bi-annual review process include:

- **Review Schedule:** The R&D Cell conducts reviews every six months, following the submission of departmental and individual research reports. These reviews are scheduled to provide timely feedback and ensure that research projects remain on track.
- **Assessment Criteria:** The reviews will focus on key performance indicators such as :
 - Achievement of research milestones
 - Quality of research outputs (publications, patents, and prototypes)
 - Funding utilization and industry collaborations
 - Student and research scholar involvement in projects
 - Societal impact and contribution to policy
 - Adherence to timelines and project goals

❖ **Review Process**

- **Presentation:** Department heads and individual researchers will present a summary of their research progress, outcomes, and any challenges faced.
- **Panel Evaluation:** The R&D Cell, along with external experts if needed, will evaluate the presentation based on the established metrics and provide constructive feedback.
- **Recommendations:** Based on the review, the committee will offer recommendations for improvement, suggest new directions for research, and identify additional resources or support needed to enhance research productivity and impact.

❖ **Outcome Documentation:** The results of the bi-annual review will be documented and communicated to the concerned departments and researchers. This report will include an evaluation of the performance, recommendations for improvement, and any follow-up actions required.

4.9.2. Feedback and Improvement Processes

The feedback and improvement processes are designed to create a continuous cycle of growth and excellence in research activities. Regular feedback allows researchers to reflect on their work, improve their methodologies, and achieve better outcomes. This process is an integral part of maintaining a dynamic and responsive research environment.

❖ Key elements of the feedback and improvement processes include :

- **Feedback Mechanisms:**

- **From the R&D Cell:** After each bi-annual review, the R&D Cell will provide detailed feedback to departments, faculty members, and researchers. The feedback will cover areas of strength as well as areas requiring improvement, with specific recommendations for addressing challenges and optimizing research strategies.
- **Peer-to-Peer Feedback:** Researchers are encouraged to engage in peer reviews and collaborative discussions within and across departments. This peer-driven feedback process promotes knowledge sharing, enhances collaboration, and fosters a culture of collective improvement.
- **Performance Analysis and Adjustments**
 - **Annual Performance Review:** At the end of each academic year, individual researchers will receive a comprehensive performance review based on their research achievements, publication records, funding success, and contributions to interdisciplinary and international collaborations. This review helps identify areas for professional development and improvement.
 - **Goal Setting:** The R&D Cell and department heads will work with individual researchers to set realistic and achievable goals for the following year. These goals will be aligned with both the researcher's interests and the institution's strategic research priorities.
 - **Continuous Support:** Researchers who are facing challenges in meeting their targets will receive support in the form of additional resources, mentoring, or training. For example, researchers may be offered workshops on writing competitive grant proposals, or support for engaging in high-impact collaborations.
- **Adapting to Changing Needs:** The feedback process is designed to be flexible and responsive to the evolving needs of the research community. As new research priorities emerge whether due to technological advancements, industry trends, or societal needs the University will revise its feedback and improvement strategies to align with these changes.
- **Documentation of Progress:** All feedback and improvement activities will be documented in individual and departmental records. These records will provide a transparent track record of research progress, challenges, and the actions taken to address them.

4.10. Integrity and Ethics

4.10.1. Ethical Research Conduct

At Siddhartha academy of Higher Education (Deemed to be University), ethical conduct in research is of paramount importance. All research activities undertaken by faculty members, students, and research scholars must adhere to the highest standards of ethical responsibility. Ethical research practices not only ensure the credibility and integrity of research findings but also contribute to the overall advancement of knowledge in a manner that is responsible and beneficial to society.

❖ Key principles of ethical research conduct include

- **Honesty and Integrity:** Researchers must maintain honesty and integrity in all aspects of their research, including the design, data collection, analysis, and reporting. Fabrication, falsification, or misrepresentation of research results is strictly prohibited.

- **Respect for Human and Animal Subjects:** Any research involving human participants or animals must be conducted with the utmost respect for their well-being, dignity, and rights. All research involving human subjects must be reviewed and approved by the institutional ethics committee to ensure compliance with ethical standards.
- **Informed Consent:** For research involving human subjects, informed consent must be obtained from participants prior to their involvement. Researchers should provide participants with clear information about the study's purpose, procedures, risks, and benefits.
- **Confidentiality and Privacy:** Researchers must protect the confidentiality and privacy of participants and research data. Sensitive information should only be disclosed when necessary and with proper consent, ensuring compliance with data protection laws.
- **Avoiding Conflicts of Interest:** Researchers must disclose any potential conflicts of interest that may compromise the objectivity or credibility of the research. This includes financial interests, personal relationships, or professional biases that may influence research outcomes.
- **Plagiarism Prevention:** Plagiarism, including the use of others' ideas, data, or text without proper attribution, is strictly prohibited. Researchers are expected to acknowledge the sources of all materials and ideas used in their work.
- **Fair Collaboration:** Collaborative research should be conducted in a spirit of fairness, with equal acknowledgment of the contributions of all researchers. Authorship credit should be assigned based on substantial intellectual contributions to the research.
- **Environmental and Social Responsibility:** Researchers should consider the potential environmental and societal impacts of their research. Efforts should be made to ensure that research contributes positively to society, reduces harm, and adheres to sustainability principles.

4.11. Capacity Building and Training Programs

4.11.1. Workshops, Seminars, and Training

At Siddhartha University, capacity building is a cornerstone of fostering a vibrant and sustainable research ecosystem. The institution is committed to providing its faculty, students, and research scholars with ample opportunities to enhance their skills, stay updated with the latest research trends, and foster professional development. A variety of workshops, seminars, and training programs are organized to facilitate continuous learning and skill enhancement.

❖ Key components of workshops, seminars, and training programs include:

- **Research Skill Development:** The institution organizes specialized workshops and training sessions to help faculty, students, and research scholars build essential research skills such as literature review, research methodology, data analysis, and academic writing. These workshops are tailored to address different research areas and levels of expertise.
- **Emerging Research Areas:** Seminars and conferences are conducted to familiarize participants with emerging trends in technology, engineering, and interdisciplinary fields. These events bring in experts from academia, industry,

and government sectors to present cutting-edge research, share knowledge, and foster collaborative discussions.

- **Collaboration with Industry and Academia:** The university promotes industry-academia collaboration by hosting guest lectures, seminars, and symposia with experts and practitioners from leading industries. These events not only enhance research collaboration but also provide insight into real-world applications of academic research.
- **Research Funding and Grant Writing:** Regular workshops are conducted to educate faculty and research scholars on the processes and strategies for applying for research grants, including how to write competitive proposals and navigate funding mechanisms from governmental and non-governmental sources.
- **Technology and Tools Training:** Research scholars and faculty are trained in using advanced research tools, data analytics software, simulation tools, and high-performance computing (HPC) systems. These training programs help improve efficiency and the quality of research outputs.
- **Conferences and Networking Opportunities:** The institution encourages participation in national and international conferences by organizing internal events that align with these global discussions. Researchers are also provided with the opportunity to present their work and network with experts in their fields, gaining exposure and feedback from the academic and professional communities.
- **Advanced Research Training:** Faculty members are provided with opportunities to pursue advanced research training through specialized courses, online programs, and workshops that allow them to upgrade their knowledge and skills in their specific areas of interest.
- **Collaborative Research Programs:** The institution encourages faculty to participate in collaborative research initiatives both within and outside the institution. This may involve partnerships with industry, other academic institutions, and government research bodies. Faculty members are also supported in seeking interdisciplinary research collaborations to broaden their expertise and research impact.
- **Mentorship Programs:** Senior faculty members provide mentorship to junior faculty, research scholars, and students. This initiative is designed to foster a supportive research culture, where experienced faculty guide others in navigating the complexities of research, publishing, and securing funding.
- **Research Leadership Development:** Aimed at faculty members with leadership potential, these initiatives focus on developing skills necessary for taking on leadership roles within the research domain, such as leading research groups, managing large projects, and guiding interdisciplinary teams. This is achieved through leadership seminars, management workshops, and exposure to best practices in research administration.
- **Academic Publishing and Presentation:** Training sessions and workshops on academic writing, manuscript preparation, and publication in high-impact journals are held to help faculty members enhance their academic writing skills and increase their research visibility in top-tier journals. Faculty are also encouraged to present their research at national and international conferences, which are vital for establishing academic credibility and recognition.

- **Research Collaboration and Funding Opportunities:** Faculty development programs focus on helping faculty identify and apply for research funding opportunities from national and international funding agencies. The institution also organizes sessions that explore the strategies for building strong research proposals and cultivating long-term relationships with funding bodies.
- **Teaching and Research Integration:** Faculty development initiatives emphasize the integration of teaching and research. Faculty are encouraged to involve students in research projects and use research findings in their teaching, thereby creating a research-driven learning environment.
- **Work-Life Balance and Well-Being:** Recognizing the challenges faced by faculty in balancing research, teaching, and personal responsibilities, the institution provides programs to promote faculty well-being. These include stress management workshops, wellness programs, and flexible work arrangements to foster a healthy and productive work-life balance.

Through these workshops, seminars, and faculty development initiatives, University aims to create an environment that encourages continuous learning, professional growth, and collaboration, ultimately enhancing the overall research capacity and impact of the institution.

4.12. Policy Implementation and Amendments

4.12.1. Implementation

The effective execution of the R&D policy at Siddhartha University is vital for achieving the institution's research goals. The rollout will be done in a systematic and step-by-step approach, ensuring that all stakeholders' faculty, students, and research scholar are well-informed, properly trained, and fully aligned with the updated policy framework. The implementation is as follows:

❖ Initial Awareness and Communication

- Ensure that all faculty members, research scholars, and students are informed about the R&D policy, its objectives, scope, and guidelines.
- Distribute the policy document to all faculty members, research scholars, and students.
- Conduct orientation sessions and workshops to explain key policy provisions and implementation steps.
- Create a dedicated webpage or portal for easy access to the policy and related resources.

4.12.2. Procedure for Policy Review and Amendments

To ensure that the R&D policy remains relevant, effective, and aligned with the evolving research landscape, University will undertake periodic reviews and updates. This process will involve multiple stakeholders and will be conducted in a transparent and structured manner.

❖ The procedure for policy review and amendments is as follows:

- An annual review of the R&D policy will be conducted by the R&D Cell. During this review, the committee will assess the effectiveness of the policy in achieving its objectives and identify areas for improvement.
- A formal feedback mechanism will be put in place for faculty, students, and research scholars to submit suggestions or concerns regarding the R&D

policy. This could be in the form of surveys, focus group discussions, or direct feedback to the R&D Cell.

- Based on the findings from the annual review and feedback from stakeholders, the R&D Committee will propose amendments or updates to the policy. These proposals will be discussed with relevant stakeholders, including faculty, department heads, and senior management.
- Once the amendments have been discussed and finalized, they will be submitted to the university's governing body for approval. After approval, the revised policy will be communicated to all stakeholders, and the implementation of the amendments will follow.

4.13. Conclusion

4.13.1. Summary of Policy Benefits

The R&D policy at Siddhartha academy of Higher Education (Deemed to be University) is designed to foster a dynamic and sustainable research ecosystem that benefits all stakeholders, including faculty, students, and research scholars. The policy offers a structured framework to support high-quality research, innovation, and collaboration across various disciplines. Key benefits of the policy include :

- **Enhanced Research Excellence:** The policy encourages rigorous research practices, interdisciplinary collaboration, and the pursuit of innovative solutions to address real-world challenges. It provides clear guidelines for measuring and rewarding research excellence, ensuring that faculty and students are motivated to produce high-impact, high-quality research.
- **Fostering Innovation and Industry Collaboration:** By prioritizing industry-academia partnerships, the policy creates opportunities for research scholars and faculty to collaborate with industries, government agencies, and international organizations. These partnerships help translate academic research into practical applications, fostering innovation and economic development.
- **Capacity Building and Professional Development:** The policy supports continuous learning and skill enhancement through capacity-building initiatives, workshops, seminars, and faculty development programs. These efforts ensure that researchers stay updated with the latest methodologies, technologies, and research trends, enhancing their professional growth.
- **Focus on Ethical Research Practices:** A strong emphasis on ethical research conduct and compliance with institutional and regulatory standards ensures that the research carried out at the institution maintains integrity, transparency, and respect for participants' rights. This focus on ethics contributes to the credibility and trustworthiness of the institution's research output.
- **Comprehensive Support for Research Funding:** The policy outlines clear mechanisms for securing both internal and external funding, including seed money for research initiatives and guidance on grant applications. This financial support enables researchers to explore new ideas and execute high-quality research projects.
- **Recognition and Motivation for Researchers:** Through a structured scoring and recognition system, the policy ensures that outstanding contributions in research are acknowledged and rewarded. Research excellence awards and annual recognition programs provide the motivation for researchers to

continue pushing the boundaries of knowledge.

4.13.2. Encouragement for Active Participation

The success of this policy relies on the active participation of all faculty, research scholars, and students. Each stakeholder plays a crucial role in driving research initiatives, creating a collaborative research environment, and contributing to the institution's reputation for excellence.

- **For Faculty:** Faculty members are encouraged to lead research initiatives, engage in collaborative projects, and contribute to the mentoring of research scholars. Their leadership and active involvement will set the tone for the research culture within the institution.
- **For Research Scholars and Students:** Research scholars and students are integral to the implementation of the policy. Their participation in research projects, capacity-building programs, and collaborative initiatives will not only enrich their academic experiences but also contribute to the broader research agenda of the institution.
- **For All Stakeholders:** Collaboration and communication between faculty, research scholars, industry partners, and governmental agencies are critical. By fostering a spirit of cooperation and knowledge exchange, the University aims to create a thriving research ecosystem that drives innovation and impacts society positively.

The institution encourages all members of its academic community to actively contribute to the success of the R&D policy, ensuring that the goals set forth are achieved and that the college continues to play a leading role in research and development at national and global levels.

4.14. Appendices

4.14.1. Glossary of Terms

The following glossary defines key terms used in the R&D policy to ensure clarity and consistency throughout the document

- **Research & Development (R&D):** A systematic process of investigating new knowledge, technologies, or methodologies with the aim of advancing scientific, technological, and academic understanding, leading to innovation and societal benefits.
- **Intellectual Property Rights (IPR):** Legal rights granted to individuals or organizations for their creations, inventions, or innovations, allowing them to control the use, distribution, and commercialization of their intellectual work.
- **Seed Money:** Initial financial support provided by the institution to faculty and research scholars to kickstart research projects, pilot studies, or exploratory investigations.
- **Industry-Academia Collaboration:** Partnerships between academic institutions and industries aimed at advancing research, innovation, and technology transfer through joint research projects, internships, and other collaborative efforts.
- **Impact Factor:** A measure used to evaluate the significance of a research journal, based on the number of times its articles are cited by other researchers within a given time period.

- **Ethical Research Conduct:** The adherence to accepted ethical standards in research, including honesty, integrity, and respect for human and animal subjects, as well as compliance with legal and institutional regulations.
- **Interdisciplinary Collaboration:** Research that integrates knowledge, methods, and perspectives from multiple academic disciplines to address complex problems or explore new areas of investigation.
- **Patent:** A legal right granted to an inventor or organization that prevents others from making, using, or selling their invention without permission.
- **Grant Writing:** The process of preparing a formal proposal to secure research funding from external sources, such as government agencies, industry, or non-profit organizations.
- **Research Metrics:** Quantitative measures used to assess the output, quality, and impact of research activities, including publications, patents, citations, and funding.
- **Collaboration Metrics:** Indicators that evaluate the extent of research collaboration within the institution and with external partners, including industry, academic institutions, and international collaborators.

4.14.2. Templates for Documentation and Reporting

The following templates will be used to standardize documentation and reporting related to research activities. These templates help maintain consistency and ensure that all necessary information is captured accurately.

- **Research Project Proposal Template:** A standard format for submitting research proposals, including sections for objectives, methodology, expected outcomes, and required funding.
- **Research Progress Report Template:** A template to report on the status of ongoing research projects, including milestones achieved, challenges encountered, and updates on objectives.
- **Seed Funding Application Template:** A format for applying for seed funding, detailing the project's scope, objectives, and resource requirements.
- **Publication Incentives Template:** A standardized form for reporting research publications, including journal name, impact factor, publication date, and citation count.
- **Patent Application Template:** A format for applying patent application with innovation details, novelty with detail report.
- **Research Collaboration Agreement Template:** A document to formalize collaborations between the University and external organizations, including terms of engagement, resource sharing, and intellectual property agreements.
- **Ethical Compliance Form:** A document that ensures all research activities comply with institutional and national ethical standards, including human or animal subject consent.

4.14.3. Contact Information for R&D Cell:

For queries, clarifications, or further guidance regarding the R&D policy, stakeholders can reach out to the R&D Cell using the following contact information: University Website – Research (<https://www.vrsiddhartha.ac.in/r-and-d/>)

V. ADMISSIONS



V. ADMISSIONS

Preamble

The University's admission policy is committed to maintaining high standards and promoting academic excellence across a diverse range of programs, including Engineering, Management, Arts and Commerce, Science, and Law at the undergraduate, postgraduate, and research levels. The policy is designed to attract and admit talented and motivated students who demonstrate academic potential and a passion for learning. Through a transparent, merit-based selection process, the University ensures that admissions are conducted fairly and equitably, while also upholding the institution's mission to foster innovation, critical thinking, and a culture of research and scholarship. Special consideration is given to national diversity, inclusivity, and the provision of opportunities for deserving candidates through various scholarships and reservation policies.

Objectives

- Ensure merit-based selection, admit students based on academic performance, entrance test scores (if applicable), and relevant UGC criteria.
- Promote inclusivity and access by providing fair opportunities to students from diverse backgrounds, ensuring reservations.
- Maintain transparency and fairness by implementing a well-documented, transparent admission procedure with clear eligibility and selection guidelines.
- Encourage research and innovation by selecting candidates with the potential to contribute to research, innovation, and academic growth.

5.1. University Schools & Courses

The University has established various specialized schools to offer a wide range of programs in Engineering, Management, Arts and Commerce, Science, and Law at the undergraduate, postgraduate, and research levels. Each school provides a focused and comprehensive education in its respective field, fostering interdisciplinary collaboration and excellence. The Executive Council shall be the executive authority of the University and shall have the power to establish and maintain the University Schools.

The School of Engineering emphasizes cutting-edge technology and innovation, while the School of Management focuses on developing future leaders with strong analytical and strategic skills. The Schools of Arts & Commerce and Sciences are committed to advancing knowledge through rigorous academic and research programs, cultivating creativity, critical thinking, and scientific inquiry. The School of Law offers a comprehensive legal education that prepares students for a wide range of careers in law and policy. Together, these schools aim to create a dynamic academic ecosystem that supports holistic student development and contributes to societal progress.

5.1.1. Velagapudi Ramakrishna Siddhartha School of Engineering

The School of Engineering plays a pivotal role in the University by delivering high-quality education and fostering innovation across undergraduate, postgraduate, and research programs. At the undergraduate level, it provides a strong foundation in engineering principles and hands-on experience through practical training and projects. Postgraduate programs are designed to advance specialized knowledge and equip students with the skills needed to address complex engineering challenges. The school

also emphasizes cutting-edge research, encouraging both students and faculty to engage in multidisciplinary projects that contribute to technological advancements and address real-world problems. By integrating academic rigor with practical application, the School of Engineering aims to produce skilled engineers who are prepared to make significant contributions to industry, academia, and society.

The School of Engineering is offering undergraduate, postgraduate, and research programmes.

5.1.2. School of Management

The School of Management at the University plays a crucial role in developing future leaders and innovators through its comprehensive postgraduate and research programs. At the postgraduate level, the school focuses on imparting advanced knowledge in business and management, emphasizing strategic thinking, leadership, and practical problem-solving skills. Students are prepared to navigate the complexities of the global business environment through rigorous coursework, case studies, and industry interactions. At the research level, the school fosters a culture of inquiry and scholarship, encouraging scholars to explore contemporary management challenges, contribute to academic knowledge, and provide insights that drive effective decision-making and policy development. Overall, the School of Management is dedicated to shaping professionals who are capable of making meaningful and sustainable impacts in the world of business and beyond.

The School of Management is offering postgraduate and research programmes and shall provide degree/certificate programmes, as may be approved by the Executive Council from time to time.

5.1.3. School of Arts & Commerce

The School of Arts and Commerce at the University is dedicated to nurturing creativity, critical thinking, and a deep understanding of societal dynamics through its undergraduate programs. At the undergraduate level, the school provides a broad-based education in disciplines such as humanities, social sciences, and commerce, equipping students with analytical and communication skills essential for diverse career paths. By promoting interdisciplinary learning and research, the School of Arts and Commerce makes a significant contribution to cultural enrichment and economic understanding. The School of Arts & Commerce shall provide instruction for B.A., B. Com. examinations and other degree/certificate programmes as may be approved by the Executive Council from time to time.

5.1.4. School of Science

The School of Science is integral to the University's mission of promoting scientific literacy, discovery, and innovation. At the undergraduate level, it provides students with a strong foundation in fundamental sciences, emphasizing both theoretical understanding and practical laboratory experience. Postgraduate programs are designed to deepen scientific knowledge and specialize in advanced areas, preparing students for professional careers or further academic pursuits. The school also plays a critical role in research, encouraging cutting-edge investigations and interdisciplinary projects that address global scientific challenges. Through collaboration, rigorous academic training, and research excellence, the School of Science equips students and researchers to make significant contributions to scientific advancement and societal progress.

The School of Science shall provide instruction for B. Sc and MCA degree examinations and other degree/certificate programmes as may be approved by the Executive Council from time to time.

5.1.5. School of Law

The School of Law at the University plays a vital role in shaping legal professionals and scholars through its comprehensive postgraduate programs. Postgraduate programs offer advanced study in specialized areas of law, preparing students for leadership roles in the legal profession, academia, or public policy. The school also fosters a strong research culture, encouraging in-depth studies that address contemporary legal challenges, contribute to legal scholarship, and inform legislative and judicial developments. Through a commitment to excellence in teaching, research, and advocacy, the School of Law equips students to make meaningful contributions to society and uphold the principles of justice.

The School of Law shall provide instruction for the Master of Laws degree examinations and other degree/certificate programmes as may be approved by the Executive Council from time to time.

5.2. Admission Policy & Committee: Roles and Responsibilities

5.2.1. Admission Policy

To ensure admission of students based on their performance in the entrance examinations, identifying their academic competence and potentialities of high quality to play their role in the process of nation-building and social reconstruction in a meaningful manner.

To promote a multicultural feel by admitting students from diverse national and linguistic backgrounds, with special emphasis on encouraging students hailing from different socio-economic sections.

Merit is being given the topmost priority in student admissions. Admission criteria are clearly laid out and made available on the University website in a transparent manner, well ahead of the admissions schedule.

The Admissions Advisory Committee is constituted with the Vice Chancellor as Chairman to decide policy matters on admission and to frame guidelines from time to time.

5.2.2. Admissions Governance

❖ Admissions Advisory Committee (Policy Oversight)

- Chaired by the Vice Chancellor
- Decides policy matters
- Frames guidelines

❖ Policy Formation

- Establish criteria for merit-based admissions
- Frame guidelines for a transparent admission process

❖ Diversity and Representation

- Develop mechanisms to encourage multicultural representation
- Include provisions for socio-economic inclusivity

❖ Implementation

- Publish admission policies and criteria on the University website
- Conduct entrance exams and assess performance

❖ Review and Oversight

- The Admissions Advisory Committee evaluates and revises policies as necessary.
- Ensure adherence to guidelines during the admission cycle.

Key Features of Admission Policy

Feature	Description
Transparency	Admission criteria are accessible on the University website well ahead of the admissions schedule.
Merit Priority	Focus on entrance exam performance and academic merit.
Inclusivity	Special emphasis on diverse linguistic, national, and socio-economic backgrounds.
Governance by Advisory Committee	Policy decisions are overseen by a committee chaired by the Vice Chancellor.

5.2.3. Admissions Advisory Committee (AAC)

The composition of the Committee shall be as follows:

Position	Role
Vice Chancellor	Chairman
Pro Vice Chancellor	Member
Registrar	Member
Secretary, SAGTE	Member
Dean, V. R. School of Engineering	Members
Dean, Industry Relations, Training & Placements	Members
Dean, Schools of MLSAC	Members
Head, Department of MCA	Member
Manager, Accounts	Member
Deputy Registrar	Member
Dean, Admissions	Convener

The Committee is vested with the authority to frame policies about admissions, such as admission tests, intake, admission procedure, fee structure, scholarships, etc. The Admissions Committee will implement these policies. The Committee shall meet at least twice in a year or as and when required.

5.2.4. Functions of Admissions Advisory Committee (AAC)

The following are some of the important functions and their descriptions of the AAC, and the Committee is empowered to co-opt additional faculty/staff members as needed to oversee the admission process / promotional activities.

Function	Description
Preparation of Admission Brochure	Ensure clear rules and regulations are detailed in the brochure.
Finalization of Registration Forms	Approve forms for admission to various programs.
Admission Test Modalities	Devise the procedures for conducting admission tests.
Fee Structure Finalization	proposes fee structures for all programs for approval by the Finance Committee.
Test Center Finalization	Determine the locations for conducting entrance exams.
Guidelines for Conducting Examinations	Provide instructions for chief superintendents, observers, invigilators, and technical experts.
Remuneration Fixation	Set payment for paper setters, examiners, and staff involved in examinations.
The budget proposal	proposes annual budgets for admissions and promotional activities.
Scheduling	Fix schedules for entrance examinations, admission tests, and promotional activities.
Modalities Decision	Decide on the methods for conducting entrance examinations.
Advisory Role	Review and provide advice on any other admission-related matters.

5.3. Admission Process

❖ Guideline Formation

- Establish eligibility criteria, intake capacity, and reservation policies.

❖ Admission Test Preparation

- Revise the question bank, finalize test dates and centers, and issue notifications for Registration.

❖ Registration of CETs

- Arrangement for online Registration.
- Issue hall tickets to eligible candidates.

❖ Test and Result Processing

- Conduct the admission test and process results.
- Prepare and publish the rank/score.

❖ Counselling and Admissions

- Invite candidates for counselling sessions.
- Schedule reporting dates and issue admission letters.

❖ Closure and Reporting

- Set closing dates for admissions.
- Generate and dispatch detailed reports on admissions, including profile analysis.

5.3.1. Common Admission Tests

The University conducts various Common Admission Tests to ensure a fair and merit-based selection process for its undergraduate, postgraduate, and research programs across multiple disciplines. These tests are tailored to assess the specific knowledge and skills required for programs in Engineering, Management, & Science. The entrance exam for Engineering is in line with Entrance Examination conducted by National / State Level. The entrance examination for MBA/ MCA includes assessments of Arithmetic, Logic, Reasoning, and General Knowledge. While the entrance exam for Ph. D. is based on subject-specific relevant to each field of study. By using a standardized testing mechanism, the University maintains high academic standards and ensures that only the most qualified and motivated candidates are admitted into its diverse academic programs.

ADMISSION TEST	PROGRAMME
Siddhartha Engineering Entrance Examination (SEEE)	B. Tech.
Siddhartha Postgraduate Common Admission Test (SPCAT)	MBA / MCA
Siddhartha Research Common Admission Test (SRCAT)	Ph. D.

5.3.2 Admission Category:

- Admissions into Undergraduate (UG) and Postgraduate (PG) programs are conducted as per the approved norms of the Deemed-to-be University, which may be revised from time to time. The sanctioned seats in all programs are classified into Category A and Category B at the first-year level. There are no Category B seats for Lateral Entry students at the second year level. The allocation of seats under Category B is up to 10% of the total sanctioned intake, with the remaining seats falling under Category A.
- Eligibility criteria for admission to all the courses shall be equally applied to Category A & B seats.
- If any unfilled seats in Category B are converted into Category A.
- Counselling for admission for both Category A and B seats shall be conducted as per the specified schedule.

5.3.3. Siddhartha Engineering Entrance Examination (SEEE) for admission to B. Tech (Regular -Four Year Course)

Eligibility criteria for appearing in SEEE (Siddhartha Engineering Entrance Examination):

- Candidates must be at least 17 years old and must have passed Intermediate with Mathematics, Physics, and Chemistry, or an equivalent qualification, with a minimum of 50% aggregate marks.

5.3.4. Eligibility criteria for admission into B. Tech (Regular):

- Candidates qualified in / JEE (Mains) / SEEE / APEAPCET with a minimum 50% aggregate marks in the 10+2 or its equivalent are eligible for admission.
- If any seats remain unfilled, such seats shall be filled on a merit basis with candidates securing not less than 50% aggregate marks in the qualifying examination (10+2) or its equivalent.

5.3.5. Lateral Entry in B.Tech

Eligibility criteria for admission into B. Tech (Lateral Entry):

- Admissions to the Lateral Entry Second Year Undergraduate Degree (B.Tech) course(s) are offered up to a maximum of 10% of the "Approved Intake," which will be over and above (supernumerary) the "Approved Intake," plus any unfilled vacancies from the first year, as per AICTE norms from time to time. A candidate with a diploma in the appropriate branch of engineering, having at least 50% marks and a rank in the ECET entrance examination conducted by the A.P. State Government, is eligible for admission.
- If any seats remain unfilled, such seats shall be filled on a merit basis with candidates securing not less than 50% marks in the Diploma Examination (10+3) or its equivalent.

5.3.6. Eligibility criteria for admission into M. Tech:

- Should have passed an undergraduate B.Tech course in the respective engineering departments with at least 50% marks or its equivalent Degree from any university recognized by UGC.
- Admission will be based on GATE Score / APPGECET with at least 50% marks in B.Tech or its equivalent Degree from any university recognized by UGC.
- If any seats remain unfilled, such seats shall be filled on a merit basis with candidates securing not less than 50% marks in B.Tech or its equivalent Degree from any university recognized by UGC.

5.3.7. Siddhartha Postgraduate Common Admission Test (SPCAT) for admission to MBA / MCA:

Eligibility criteria for appearing in SPCAT - MBA / MCA:

- Candidates should have passed a 3 - or 4-year degree course in any stream conducted by a recognized university, or an equivalent degree examination in the 10+2+3 or 10+2+4 pattern, as recognized by the University Grants Commission (UGC), with a minimum of 50% aggregate marks.

5.3.8 Eligibility criteria for admission into MBA:

- Candidates qualified in SPCAT / APICET with a minimum 50% aggregate marks in a Degree of 3 or 4 years duration or its equivalent Degree, and also based on group discussion & personal interview performance.
- If any seats remain unfilled, such seats shall be filled on a merit basis with candidates securing not less than 50% marks in a Degree of 3 or 4 years duration or its equivalent Degree, and also based on group discussion & personal interview performance.

5.3.9 Eligibility criteria for admission into MCA:

- Should have passed a degree of 3- or 4-year duration with "Mathematics" as one of the subjects at the Intermediate or Degree level for admission into the MCA course.
- Candidates qualified in SPCAT / APICET with a minimum 50% aggregate marks in a Degree of 3 or 4 years duration or its equivalent Degree.
- If any seats remain unfilled, such seats shall be filled on a merit basis with candidates securing not less than 50% marks in a Degree of 3 or 4 years duration or its equivalent Degree.

5.3.10. Eligibility criteria for admission into B.Com :

- Candidates must attain an age of 17 years and pass in 10+2 or its equivalent with a minimum 50% aggregate to be eligible.

5.3.11. Eligibility criteria for admission into B.Sc :

- Candidates must attain an age of 17 years and pass in 10+2 or its equivalent (Mathematics, Physics, and Chemistry) with a minimum 50% aggregate to be eligible.

5.3.12. Eligibility criteria for admission into 2-year LLM:

- Should have studied and passed a 3 or 5 year LLB Degree or 10+2+3+3 / 10+2+5 pattern in any stream conducted by the Universities or their equivalent Examination as recognized by UGC (University Grants Commission).
- 50% aggregate in LLB (3-year or 5-year), No age bar for admission.

5.3.13. Siddhartha Research Common Admission Test (SRCAT) – Ph.D.

- All the candidates who are eligible for the Ph. D. programme should register for the entrance examination/admission through the prescribed URL <https://admissions.vrsiddhartha.ac.in>

❖ Admission Categories

- Full-Time Category
- Part-Time Category

❖ Full-Time Category:

- Candidates admitted under this category are required to work on campus throughout the research program. They will receive a fellowship for a period of three years, in accordance with the norms.
- Candidates with an excellent academic record and sponsored by the institutions/research organizations/industry can also join the doctoral Programme.

❖ Part-Time Category:

- Candidates with an excellent academic record and self-financed will be eligible under this category.
- Sponsored candidates working in institutions/research organizations/industry are eligible without a fellowship. They have to fulfill the norms of the University to complete the Ph.D program.

❖ Eligibility Criteria

➤ Ph. D. in Engineering

- Candidates with a Master's in Engineering / Technology with 10+2+4+2 pattern of studies or M.S. by Research / Integrated M.Tech Programme in Engineering in 10+2+5 pattern of studies with a minimum of 55% aggregate marks either in their Bachelor's or Master's Program.
- Candidates with MCA & M. Tech (CSE / IT) / M. Sc. (Mathematics / Computer Science) with a minimum of 55% aggregate marks either in their MCA / M.Sc. or M. Tech are eligible for Ph.D in Computer Science and Allied Engineering.
- A valid SRCAT score (Siddhartha Research Common Admission Test) conducted by Siddhartha Academy of Higher Education(Deemed to be University) is mandatory for both full-time and part-time admissions, followed by an interview.

➤ Ph. D. in Mathematics / Physics / Chemistry / English / Social Science / Management

- 10+2+3 + 2 or equivalent in Sciences/Humanities/Management.
- The candidates under the above category are admitted to the part-time program and are not eligible for a fellowship.
- Candidates with a minimum of 55% aggregate marks in their Bachelor's or Master's in the relevant discipline.
- A valid SRCAT score is mandatory for both full-time and part-time admissions.

All the Full-Time Ph.D. Scholars will receive a Fellowship for a period of 3 years as per the norms.

5.4. Admission Guidelines

To decide policy matters on admission and to frame guidelines from time to time, the “Admissions Advisory Committee” is constituted with the Vice Chancellor as Chairman and the Dean of Admissions as Convener. Merit is being given the top priority in student admissions. Admission criteria are laid out and made available on the university website in a transparent manner well ahead of the admissions schedule.

5.4.1. Admission Notification

The institution publishes admission notifications for various programs of study in daily newspapers/university website 60 days before the commencement of admissions. Interested candidates can visit the University website or the link for information on admission procedures, scholarships, and entrance tests required for admission into the programs offered by the University.

5.4.2. Prospectus and Registration

Details such as intake, reservation policy, admission process, fee structure, scholarships, faculty resources, infrastructure facilities, and placement records are all made available through the University's website.

In addition, the complete information regarding registration, scholarships, the admission procedure, and placement details is provided in multiple ways.

- Print and Electronic Media
- Social Media Networks

- Posters and Leaflets
- The details of eligibility criteria, percentage of marks required in the qualifying examination, age limit, entrance test pattern, test centres, important dates, registration fee, instructions for registration, scholarships, admission procedure, and admission modes for different programs offered by the University are provided in the prospectus and on the University website.
- Attested copies of the required eligibility documents must be uploaded with the registration forms.
- The University reserves the right to accept or reject any registration if a deficiency is found in the eligibility criteria or in the information provided in the registration form. If the eligibility document(s) of a candidate is/are not found genuine at any point in time, the marks obtained in the entrance test conducted by the University is /are liable to be cancelled without any liability on the part of the University, and the entire fee paid will be forfeited.

5.4.3. Entrance Examination

Entrance examinations are conducted at various centers across India, as determined each year by the "Admissions Advisory Committee" to facilitate admissions to different programs of study. The University reserves the right to change or cancel any examination center without providing a reason. Additional details and modalities of the entrance test can be found on the University website/prospectus.

5.4.4. Counseling Procedure

- On successful completion of the admission test, results are intimated to the students through SMS and e-mail. The results are also made available on the university website for the benefit of the students. The counseling schedule will be displayed on the university website.
- As per the counseling schedule, necessary arrangements are made on the university premises for the allotment of seats. Once the students and their parents reach the university campus with all the required details, they are guided to the counseling hall.
- Change of date or time of counseling is generally not permissible. If a candidate fails to appear personally for counseling on the date and time specified, they will forfeit their candidature for the allotment of a seat on that day. However, they are eligible to appear for subsequent counseling depending on the availability of seats.
- The candidates should produce the required original documents, along with one set of photocopies, when reporting for counseling. Candidates will not be allowed to participate in the counseling process without these documents.

5.4.5. Spot Admissions

After the completion of all phases of counseling, any remaining vacancies will be filled through Spot Admissions. The notification will be issued and placed on the Notice Boards / the University website / Newspaper. Only candidates who have not yet taken admission will be allowed to participate in spot admissions. Vacancies will first be filled with candidates who have secured a rank in the common entrance test for the concerned course. If any vacancies remain even after that candidates who have passed the qualifying examination with a minimum of 50% marks will be considered.

❖ Additional Admission Guidelines

5.4.6. Reservation Policy

- Reservation guidelines are followed in alignment with the UGC regulations and directives.

5.4.7. Scholarship Policy

❖ Eligibility for Scholarships:

- Scholarships are offered based on merit across all programs.
- Scholarships are limited to 30% of the intake in respective courses and are granted on a first-come, first-served basis for the programmes approved by the Executive Council from time to time.

❖ Continuation of Scholarships:

- Scholarships will be continued in subsequent years only if the students maintain a minimum of 75% attendance & 7.5 CGPA without backlogs.

5.4.8. Discontinuance or Cancellation of Admission

Refund Policy: In case of cancellation of admission

- The admission fee is non-refundable.
- The tuition fee will be refunded to the candidate in accordance with UGC guidelines.

5.4.9. Fee Payment Policy

- Students must pay the full fee for the odd semester before the commencement of classwork.
- Students must pay the full fee for the even semester before the last date prescribed for payment of the odd semester examination fee.
- Failure to pay the fee within the stipulated time will lead to removal of the candidates name in the roll list.

5.5. Student Code of Conduct

5.5.1. Purpose and Vision

The University Student Code of Conduct establishes a framework that promotes academic excellence, personal integrity, and community responsibility. This Code aims to create a safe, inclusive, and supportive learning environment where all students are held accountable for their actions. It reflects the University's core values of respect, civility, diversity, opportunity, and inclusiveness. By adhering to this Code, students contribute to a thriving campus culture. Non-compliance may result in disciplinary actions. The full Code is available on the University website.

5.5.2. Jurisdiction

The University has jurisdiction over the conduct of all enrolled students on campus, including University-related activities. This encompasses incidents such as ragging, sexual harassment, physical assault, and the use or possession of prohibited substances. Misconduct on campus will be assessed based on the severity of the incident, potential harm, involvement of University members, and whether it is part of a broader pattern.

5.5.3. Core Values

The University is committed to providing a safe and academically rigorous environment.

❖ **Our core values ensure a respectful and collaborative community:**

- Uphold high academic standards and intellectual rigor.
- Promote intellectual freedom and social responsibility.
- Commit to ethical behavior.
- Foster tolerance, honesty, and respect.
- Pursue open inquiry.

❖ **Student Expectations**

➤ ***General Conduct: Students are expected to:***

- Act with integrity and honesty in all actions.
- Communicate respectfully in all interactions.
- Foster a collaborative campus environment.
- Respect the property and rights of others.
- Follow instructions from University staff and prioritize safety.
- Provide a disciplinary undertaking upon admission.

➤ ***Academic Conduct: Students are expected to:***

- Stay informed by reading official communications (websites, notices).
- Uphold honesty in academic work, including assessments and submissions.
- Avoid actions that create unfair academic advantages or disadvantages.
- Use University resources responsibly for academic purposes.

➤ ***Interpersonal Relationships: Students are expected to:***

- Treat all members of the University community with dignity and respect.
- Foster cooperative relationships with peers, staff, and faculty.
- Respect the privacy of others and refrain from discrimination or harassment.

❖ **Prohibited Conduct**

➤ ***To maintain a safe environment, the following behaviors are strictly prohibited:***

- Assault, harassment, bullying, or intimidation.
- Endangering health or safety.
- Stealing or misusing property.
- Disrupting academic or extracurricular activities.
- Unauthorized use of University facilities or resources.
- Engaging in disorderly conduct or possessing weapons or explosives.
- Smoking, consuming alcohol, or using illegal drugs on campus.
- Misuse of social media or unauthorized recording/distribution of content.

- Participation in illegal activities or strikes.
- Unauthorized entry of outsiders into campus areas; students must not bring outsiders without prior permission from the authorities.
- Organizing or participating in politically sponsored activities without authorization.
- Acting in a derogatory manner towards women will result in disciplinary action.
- Accepting membership in banned religious or terrorist groups.
- Failing to carry a photo ID on campus when requested by authorities.
- Using mobile phones in classrooms or examination halls.
- Disturbing classes while moving through corridors; students must move quietly.
- Loitering is not permitted.
- Not cooperating with the administration in maintaining cleanliness on campus.
- Storing or possessing firearms or other weapons.
- Organizing meetings without permission from the competent authority.
- Collecting money without permission from the competent authority.
- Theft or abuse of University computers and electronic resources; unauthorized entry into restricted areas is prohibited.
- Rash driving that causes inconvenience to others.
- Distributing unauthorized notices; possession of obscene materials is prohibited.
- Hacking University websites or servers.

5.5.4. Student Welfare and Safety

❖ Anti-Ragging Policy

The University enforces a strict zero-tolerance policy against ragging in compliance with UGC Regulations (2009). Ragging is defined as any act that causes physical or emotional harm, discomfort, or distress to any student. All students and their guardians must submit an affidavit at the time of admission, pledging not to engage in ragging. Violators may face severe disciplinary actions, including suspension from classes, revocation of scholarships, exclusion from exams, or expulsion from the University. In serious cases, an FIR may be filed with local authorities within 24 hours. The Anti-Ragging Committee investigates complaints related to ragging.

❖ Eagle Club

The Eagle Club (Elite Anti-Narcotics Group for Law Enforcement) has been established at the University in collaboration with the Andhra Pradesh Government's initiative to combat substance abuse. The club aims to promote a drug-free academic environment through awareness campaigns, workshops, and strict enforcement of anti-drug policies. By working with law enforcement agencies, health professionals, and counseling services, the club educates students about the dangers of narcotics and alcohol abuse. It actively identifies, monitors, and reports drug-related concerns while

providing a safe space for students to discuss related issues. The Eagle Club encourages peer-led initiatives and upholds confidentiality to ensure a secure, healthy, and responsible campus atmosphere.

❖ **Sexual Harassment Policy**

The University adheres to the Sexual Harassment (Prevention, Prohibition & Redressal) Act 2013. Sexual harassment includes behaviors such as sexual assault and unwanted touching. Any employee or student who feels harassed must submit a written complaint within 10 days to a member of the Anti-Sexual Harassment Committee. The Committee ensures confidentiality while investigating complaints.

❖ **Prevention of Discrimination and Grievance Redressal Policy**

The University is committed to a fair, transparent, and timely resolution of discrimination complaints based on caste, gender, race, disability, and other factors. The Anti-Discrimination Committee, constituted under UGC (Grievance Redressal) Regulations, 2019, addresses complaints, particularly those faced by SC/ST individuals and other marginalized communities. It impartially reviews grievances, investigates cases, recommends corrective actions, ensures compliance, and conducts awareness programs to foster inclusivity and equality.

❖ **OBC Committee**

This Committee ensures the welfare and fair representation of OBC students and staff. It monitors reservation policies, addresses grievances, and organizes awareness programs. The Committee also provides mentoring and counselling support to promote inclusivity and social justice.

❖ **SC / ST Committee**

The SC / ST Committee is intended to plan, coordinate, and look after the welfare and capacity enhancement of the students and staff who belong to those sections. The Committee acts as the facilitation unit for the welfare of those sections, and its purpose is to ensure that any difficulties faced by the students of those sections are addressed, allowing them to access all activities and facilities without exception. The Committee shall conform to the UGC guidelines 1998 regarding the matter. It shall take into cognizance all the enactments, rules, and regulations promulgated and stipulated by the relevant Government bodies from time to time.

❖ **Minority Committee**

This Committee promotes the welfare and representation of minority communities. It ensures equitable access, oversees enrolment, and supports students through scholarships, mentoring, and awareness initiatives.

❖ **Internal Complaints Committee (ICC) for Women**

In compliance with national guidelines regarding sexual harassment against women in workplaces, the University has established an Internal Complaints Committee (ICC) to address complaints involving female students and staff. The Committee meets regularly to discuss grievances raised by female members of the University community.

5.5.5. Disciplinary Actions

❖ **Violations of the Student Code of Conduct may result in:**

- Written warnings or reprimands.
- Probation or restriction of access to University facilities.

- A fine equal to three times the replacement value for damage to University property plus 25% of that amount.
- Suspension or expulsion from the University, depending on severity.
- Change of hostels or expulsion from hostels.
- Referral to a Malpractice Enquiry Committee for exam-related violations.

The Disciplinary Action Committee investigates offenses related to violations of this Code. This Committee may consist of faculty members, student representatives, and administrative staff. The Grievance Appeal Committee will manage appeals related to academic matters.

5.5.6. Complaint Mechanism

❖ Students can report concerns regarding violations through various channels:

- **Online Reporting:** A dedicated portal on the University website for submitting complaints.
- **In-Person Reporting:** Direct reporting at the student welfare office through designated grievance officers.

All complaints will be handled confidentially to protect complainants from retaliation.

❖ Adoption Dissemination Amendment

This Code will take effect following formal adoption by the Executive Council (EC) through resolution. Upon adoption, it will be publicly displayed in key locations across the University, including academic departments and hostels. The Code will also be available on the University website; all students will be notified accordingly.

The University reserves the right to amend any provisions of this Code; amendments will only become effective after formal approval by the EC through resolution.

VI. EXAMINATION & EVALUATION



VI. EXAMINATION & EVALUATION

Preamble

Siddhartha Academy of Higher Education comprises several Schools and Departments for diverse disciplines of studies. It takes into due account the needs of the Undergraduate, Postgraduate students, and Research Scholars at all stages, including Teaching, Learning, and Evaluation.

Evaluation is a pivotal and confidential process to assess a student's progression. The collective assessment in the form of University Examinations plays a critical part in the evaluation. The Examination and Evaluation of university deals with rules and regulations about examinations of the university, taking into cognizance of the prevalent rules and regulations of statutory bodies.

Objectives

- This Examination and Evaluation manual is a set of rules, regulations, and guidelines to be followed by all examination-related matters of the university. The Manual aims to stream line and smoothen the examination system of University to maintain promptness and credibility in the conduct of examinations, valuation of answer scripts, and publication of results.
- The Manual's provisions include planning and conducting examinations, evaluation of answer scripts, and publication of results for various examinations as per the rules and academic regulations of Undergraduate, Postgraduate, and Research programmes framed and approved by statutory Bodies.
- The Manual also furnishes details of the roles and responsibilities of different personnel involved in the SAHE Deemed to be University examination process. The objective of the Examination and Evaluation Manual is to ensure a uniform, consistent and unbiased approach to carrying out examinations-related works across all disciplines of the University. It is believed that the Manual shall be a useful guide for the effective, efficient, and lawful conduct of examinations of different programmes at the University.
- The academic regulations and Specific provisions approved by the Academic Council on recommendations of the Board of Studies (BoS) shall prevail and be deemed to be made under the provisions of this Manual.

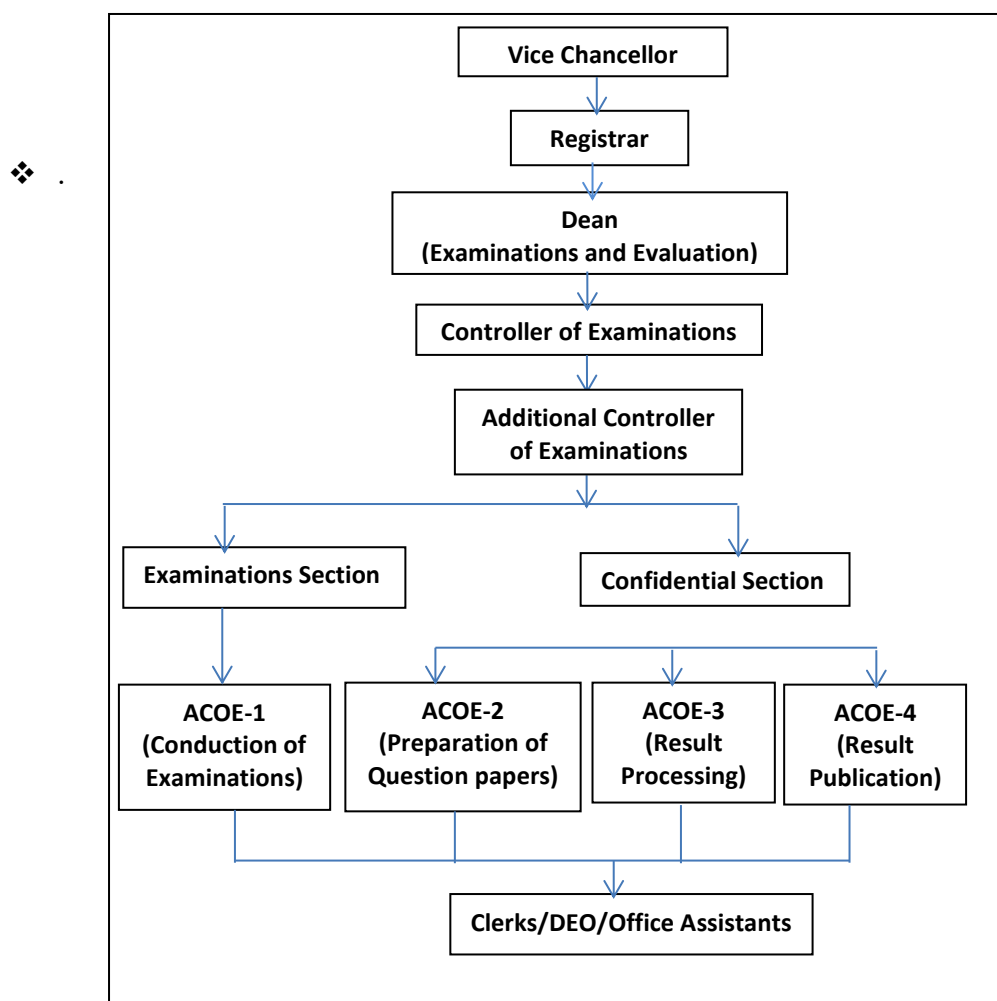
6.1. Powers and Functioning of Functionaries

6.1.1. Functioning of the Examination Section.

The Examination and Evaluation system of SAHE–Deemed to be University is bifurcated into two sections for the convenient and efficient management of examination processes.

- Confidential section with the responsibility of evaluation, publication and display of results
- Examination section with the responsibility of conduction of Summative Assessments and address the student grievances

6.1.2. Organization Chart of the Examination and Evaluation System



Apart from central examination system, every department has departmental examination committee comprising of HOD and Examination Coordinators for Continuous Assessment.

6.1.3. Automation

The Examination process is automated by CAMP X Software.

6.1.4. Duties and Responsibilities of Dean-Examinations and Evaluation

The Dean of Examinations is the administrative officer responsible for the effective, smooth, and orderly conduct of semester-end examinations, result finalization, and announcements, in accordance with the university policies, directives, regulations, and plans. He or she is tasked

with conducting periodic reviews of the examination process to ensure its effectiveness. The responsibilities of the Dean-Examinations and Evaluation include the following:

- Overall Monitoring of Examination related activities.
- Conduction of meetings with Examination and Confidential section personnel.
- Finalization of punishments for suspected malpractices cases through SMP committee.
- Surprise visits during Continuous / Summative Assessments.
- Appointment of observers and squads for Summative Assessments.
- Approval for Scribe & extra time for writing examinations as per norms.
- Anti plagiarism check for UG/ PG/Ph.D project documents/thesis.

6.1.5. Duties and Responsibilities of the Controller of Examinations

The CoE is responsible for conducting all University Examinations, with duties and responsibilities that include the following

- Over all in charge of all matters relating to the conduct of examinations and shall ensure that the calendar of events is strictly adhered to.
- Be responsible for the adherence to the rules and regulations for all the courses of study and the scheme of examinations relating to the various courses.
- To maintain same registration number till the completion of the program thereafter also.
- Ensure the issue of notifications inviting applications from the candidates for the examinations, sufficiently well in advance of the date of the scheduled commencement of theory examinations as published in the academic calendar.
- Arrange to prepare the detailed timetables of all Summative Assessment and notify the same at least two weeks before the commencement of examinations.
- Confirm whether the chief superintendent, invigilators, observers and examination support system. etc., have been detailed in the schedule.
- Arrange to conduct Ph.D. course work examinations, including their final viva-voce examination as per the regulations of research program.
- Maintain confidentiality in the examination process and also ensure sanctity in the examinations conducted.
- Shall collect student's details from the academic section/department at least 30 days in advance of the commencement of examinations and verify the following:-
 - Scheme and subject(s) of the examination for which the candidate is appearing.
 - Checking the registration number on the application and also on the list of the candidates; the amount of fee paid, date of payment, and whether paid in full to cover the course(s) offered, including the carry-over subjects.

- Checking the continuous assessment marks and attendance details received from the HODs/ Deans and eligibility of the candidate for appearing in the examination, detention, etc.
- Preparation of the examination hall tickets and arranges to distribute them online to the eligible candidates well in advance.
- Shall make arrangements for question paper setting and printing as per university guidelines.
- Shall arrange for printing and supply of main answer scripts, additional answer scripts and various other forms to the examination halls at the appropriate time.
- Shall issue orders of appointment to the chief evaluator and other examiners for valuation of theory papers/ thesis/dissertation, from among the approved panel of eligible examiners and reviewers, as approved by the vice-chancellor.
- Shall direct the concerned to ensure the question paper is set as per the prescribed syllabus.
- Shall be responsible for the proper receipt and maintenance of grade cards and valued answer scripts. The valued answer scripts shall be preserved as per the document retention and scheduled policy of the university.
- On completion of university examination in each session, shall convene the meeting of the results declaration. The Results Declaration Committee shall scrutinize the results in each course, programme wise.
- Shall arrange for the declaration of results within two weeks from the last day of the conduct of examinations of the course concerned, on approval of the Vice-Chancellor.
- Shall arrange for issuing the statement of marks to the respective Departments.
- Shall with-hold the results on the orders of the Vice Chancellor, in case of pending disciplinary cases or any other reasons.
- Shall arrange for revaluation of valued answer scripts, as per the eligibility when applied by the student/candidate(s) as per the approved procedure.
- Shall organize the computerized work relating to Convocation as enumerated under:-
 - Preparation of the list of eligible candidates for Convocation, for every School/Department/Programme /year-wise.
 - Scrutiny of applications for conferring Degree (UG/PG/PhD) in-propria persona and in-absentia, separately.
 - Preparation/printing of presentation lists, School/Department/Programme-wise, year-wise, in-propria persona, and in-absentia separately.
 - Preparation of lists of recipients of medals.
 - Shall issue duplicate Grade card/Degree certificate when applied for by a candidate on ascertaining the genuineness of the case.
- Shall propose/recommend periodically enhanced rates of remuneration, TA and DA payable to the external Question paper setters and the examiners, etc., to the Vice-Chancellor for approval.
- Shall be responsible for Entrance Examinations related works to various programmes of the university.

- Shall carry out any other duties assigned by the Vice-Chancellor.

6.1.6. Responsibilities of the Additional Controller of Examinations

The duties and responsibilities of the Additional Controller of Examinations shall include the following:-

- Shall assist the CoE in the implementation of policies laid down for the smooth functioning of the office of the CoE.
- Maintain and periodically update the records of academic profile of the panel of examiners
- Maintain the question banks. Shall receive the questions from the paper setters/examiners, edit and update the question bank, course/ programme-wise.
- Help in planning the schedule of theory and practical/oral examinations for various programmes.
- maintain the statistics of the university examination results course-wise /programme-wise after the conclusion of each examination session.
- Shall in the absence of the CoE, function as the CoE in charge.
- Shall also carry out any other duties assigned by the Vice-Chancellor.

6.1.7. Responsibilities of the Assistant Controllers of Examination

The duties and responsibilities of the other Assistant Controllers include the following

- Shall assist the COE/Additional COE in confidential work and conduction of Summative Assessment Examinations.
- Help COE in Moderate and printing of question papers as per the required number.
- Seal and distribute question papers and handing over to exam section.
- Process and publish the results.
- Verify the curriculum structures and model papers sent by the departments.
- Verify the continuous assessment marks sent by the departments.
- Verify the certificates and marks sent by the departments for self-learning elective Courses.
- Verify the marks memos and grade cards, CMM, provisional and final consolidated reports of the students.

6.2. Conduct of Examinations

6.2.1. Academic calendar

Dean Academics in consultation with other functionaries of the university prepare the academic calendar before commencement of the academic year and communicate to all the concerned to inform the academic program and various examinations scheduled to be conducted in the various programs of the university. The academic calendar was approved by the academic council of the University. Based on the approved academic calendar, COE will prepare a time-table for events to be conducted for theory and lab examinations.

6.2.2. Types of Examination

Evaluation of all courses shall be done in two parts, namely Continuous and Summative Assessments CA, and SA

❖ Continuous Assessment (CA)

- The CA for theory/lab courses shall be conducted in the form of examinations, quizzes, assignments, seminars, term papers, etc as per academic calendar. The assessment pattern should be as per academic regulation. Candidates absent for CA assessment on valid reasons, special tests are conducted as per the University guidelines.

❖ Summative Assessment (SA)

- The SA as per programme requirements shall be conducted for all programmes offered by the schools of the university. The SA shall be conducted as per the examination schedule prescribed in academic calendar.

6.2.3. Registration and preparation of candidates List (GALLIES) for examination

- A Fee notification regarding the time schedule for payment of examination fee is notified by the COE. The Examination fee details shall be provided in a structured manner for theory/ practical/ viva-voce/ project-work etc. Examination forms can be downloaded from the website.
- Examination registration forms are processed by the examination section. Forms submitted after the due date shall be accepted only if due penalty/ fine applicable for late submission has been paid along with the fees.
- Eligible candidates list are prepared for summative assessment and communicated to COE. All eligible candidates can download hall tickets from the website.
- Revaluation registration can be done through online from university website/ Campx portal.

6.2.4. Examination Planning and Preparation

The scheduling of all Continuous Assessment for theory /Lab components shall be conducted by the concerned schools as per the academic calendar. The concerned School-Dean sends the list of internal and external examiners for summative assessment of lab component to the examination section in advance of the scheduled commencement of the examinations.

Time table and schedule for summative assessments will be notified by COE. The Time tables shall be posted on the University website 10 days before the commencement of the examinations.

Candidate -specific OMRs are generated for candidates from the database as per the registered candidates. Answer books will be printed, verified and sealed with day wise and session wise and are stored in secured place under the control of ACOE-Examinations. Seating arrangement in the examination halls follows jumbling pattern with combination of different branches.

6.2.5. Empanelment of appointment of invigilators/Observers

The HOD prepares the faculty list for invigilators, which is approved by the concerned Dean and communicated in advance to the COE, with one invigilator assigned randomly for every 20 candidates. COE appoints senior faculty as squad members or observers on a rotational basis.

6.2.6. Duties and Responsibilities of the Invigilators

- The invigilators shall report to the ACOE-Examination Office at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/ sessions of examinations at the Control room of the examination section. The invigilator should affix his signature in the duty attendance sheet of the session and collect the examination materials consisting of answer books, nominal roll list, absentees statement allocated to the examination hall.
- On allocation of the examination hall at the Control room, the invigilator shall go to the examination hall allotted at least 10 minutes in advance before the commencement of the examination.
- All the invigilators must remain in the examination hall for the entire period of examination. Invigilators are advised to keep constant vigilance on the examinees in the hall.
- The invigilators should deposit their **mobile phones** in the exam section, and should not carry mobile phones to the examination hall.
- The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination. The invigilators shall announce to the candidates to leave the books, papers and other reference materials etc., outside the examination hall.
- Invigilators shall ensure that any undesired materials brought by the candidates are left outside the room at his own risk.
- The invigilators should warn the candidates about the possession of Mobile phones, digital equipments and other electronic gadgets except a simple wrist watch and nonscientific calculator.
- If any student has not brought his/ her hall ticket and Identity Card, the matter shall be brought to the notice of the ACOE-Examinations for issuing provisional permission after the candidate gives due undertaking in exceptional circumstances after verifying the identity of the candidate and verification in the Candidate List.
- No candidate is allowed to enter the examination hall after the first 30 minutes for whatever the reason.
- The invigilator shall distribute the Answer Booklets ten minutes before the commencement of examination, only to those candidates, who are having hall tickets and University identity cards.
- The invigilator shall distribute the question papers to the candidates seated in the examination hall only at the stipulated starting time of the exam.

- The invigilators shall affix his signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on admit card and also ensuring that the Candidate has written the correct Register number, Programme, Subject of examination, date of exam etc in relevant fields of the First page of the Answer Booklet including proper shading of the OMR region with ink. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the hall.
- The invigilator should announce the candidates to count the number of pages in answer booklet and should ensure all candidates get answer booklet with stipulated number of pages as per university norm.
- If any booklet having mismatch in number of pages will be replaced with new booklet
- The invigilators shall mark the absentees only after the first 30 minutes of commencement of the examination. A consolidated statement of the number of candidates present, absent and the absentees register numbers shall be prepared.
- The invigilators should NOT allow any candidate who arrives later than 30 minutes into the examination hall. No extra time shall be given at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.
- The invigilators should NOT allow any candidate to leave examination hall for any purpose within the first half an hour of the commencement of the examination. Candidates are allowed to leave the examination hall only after 90 minutes of the commencement of examination.
- After half an hour of the commencement of the examination, the spare Answer Booklets shall be returned to the examination section Control Room along with the Consolidated Attendance Statement for the examination Hall.
- The invigilators shall NOT accept the Answer Booklet of any examinee without ensuring that, it bears his/ her University Register number, other information asked on the title page of the Answer Booklets and that the blank pages in the Answer Booklet are crossed out by the examinee with pen.
- The invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets & other relevant material. Code books are permitted, however they were endorsed by the concerned head of the department.
- All the invigilators are expected to remain in the hall for the entire duration of the examination. In the eventuality that the invigilator must leave the room in order to clarify a question or other emergency, it shall be made sure that there is at least one invigilator present in the hall. Such absences must be kept to a minimum.
- The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to go to the toilet in the first half an hour and the last 30 minutes.

- The invigilator should alert the examinees for every half an hour about the time remaining for the examination session.
- The invigilators shall ensure that there is no communication among the candidates in the examination hall. The invigilators shall not allow the candidate to use unfair means in the examination hall. Smoking, chewing tobacco/ pan etc. is strictly prohibited in the examination hall while the examination is in progress.
- The invigilator should report to the COE, the cases of insolent, indecent, undisciplined and undignified behavior of candidates.
- While making rounds of the examination hall, if the invigilator notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/ geometry box / scale, he/ she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the COE/ACOE-Examination. He should not allow the candidate to leave the examination hall.
- The invigilator should not tamper with the Answer Booklets issued to the candidates for any reason whatsoever.
- Malpractices are recorded in the appropriate form along with a statement from the candidate in the presence of the COE/ACOE-Exams. The ACOE should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the ACOE in the presence of the invigilator(s) on duty, at the time of occurrence or detection of the incident or immediately thereafter.
- The invigilators shall arrange the written Answer Booklets returned by the candidates at the end of the examination in proper order for each subject and program and tally the same with the attendance of the candidates. He/ she shall be responsible for the safe possession of all Answer Booklets until it is handed over to the Answer-booklets receiving staff in the Control Room. The receiving staff shall receive the Answer-booklets after due verification and tally with the attendance.
- The invigilator shall not leave the Examination section premises until he / she personally hands over the Answer Booklets at the Control Room to the designated staff and return the examination relevant materials of the examination session in his possession.
- When any candidate feels extremely sick/ distressed, the invigilator may request the concerned authorities to make arrangements to escort the sick candidate to the nearest Hospital with necessary transport arrangement with the help of the supporting staff of the examination section.
- Answer Booklets Confiscated due to unfair and malpractice of the candidates shall be handed over separately without mixing them with the regular answer booklets.
- Any negligence of duty on the part of the invigilator is recorded and the ACOE-Examinations shall initiate necessary action as per the provisions of the examination

regulations and report the same to the COE immediately. COE initiates actions against such invigilators and forward the issue to the registrar.

6.2.7 Role of observers /Squad members

The COE shall appoint and communicate his/her appointment order in sufficient advance of the commencement of examinations. Each summative assessment shall have one or more observers as per the number of candidates appearing for examinations.

- Two categories of observers are appointed to monitor the examination process.
 - Senior faculty of the university
 - Senior faculty of other college-preferably from Reputed Institutions.
- The primary purpose of appointing observers is to monitor the conduct of examinations on the scheduled day and to submit a confidential report to the Controller of Examinations.
- The internal observers shall receive the question paper bundles from the ACOE–Examinations fifteen minutes prior to the commencement of the examination. They shall arrange the question papers in order, subject-wise/branch-wise, and hand them over to the respective invigilators in sealed covers five minutes before the commencement of the examination.
- The external observers go around the examination halls along with internal observers for detecting mal practices by physical verification (If necessary)
- One woman observer is appointed for frisking the girl candidates.
- The Internal observers shall be responsible for the proper and smooth conduct of examinations. He/ She shall take all necessary action before, during and after the examination for the smooth conduct of examination and dispatch of answer-booklets promptly to the office of the confidential section.
- The internal observers shall arrange to prepare a ‘Session Report’ of the candidates present during the examination consisting of registered number of candidates present, absent and SMP cases if any.

6.2.8. Practical/ Project Examinations

- COE notify the schedule for conduct of Practical/ viva-voce assessments before/after commencement of theory component assessments.
- Detailed time table of the Practical assessment component shall be announced by the Head of the Department with approval of Dean of Concerned school and same will be communicated to the examination section.
- The Dean of Concerned Schools shall appoint examiners for Practical assessments for different courses/ subjects from the panel of examiners submitted by the respective departments.
- The HOD of the concerned department shall be responsible for the conduct of the practical/ viva-voce assessment(s) in the respective departments.

- Candidates shall be in possession of Hall Tickets on all the days of Practical assessments. In the event of non-possession or loss of Hall Tickets the HOD is empowered to permit the Candidate to appear in the assessment with duplicate hall tickets and after verifying the identity of the candidate.
- Practical answer scripts after the practical component assessment shall be packed in separate covers and sent to the Confidential section office after completion of all the Practical assessments.
- Marks allotted by the examiners for the practical and viva-voce assessment shall be entered in words and figures in prescribed format and enclosed in covers prescribed for the same and sent to Confidential section within a day after completion of the exam.

6.2.9. Documentation of Assessment Reports

- The following records are consolidated, packed and sent to the Office of the Confidential section after each session/ day of the summative assessment from the control room of the examination section.
 - Attendance Statements and attendance summary statements of Candidates sorted branch-wise/ subject-wise
 - Answer scripts packing list for each bundle.
 - Instances of Malpractice/ Misconduct related materials
 - All the Reports/ Records of the examination held on the session/ day shall be packed safely and stored in the record room of examination section
- The person in-charge of the receipt and safe-keeping of answer scripts after the assessment shall receive those bundles from examination centre(s), check for the integrity of the packing. He/ She shall then arrange to keep them safely and securely till taken up for further processing.

6.3. Maintenance of Examination Discipline –Malpractices

Any candidate who tries to get undue advantage in the performance, trying to help another or derive the same through unfair means at an examination is punishable.

- Scale of punishment to defaulters who indulge in malpractice cases at the Continuous Assessment and Summative Assessment shall be uniform and binding on all the students in all the schools.
- Two Malpractice Enquiry Committees in the university to separately handle malpractice cases in continuous/summative assessments.
- The Academic/ Executive Council of the University have approved malpractice guidelines and punishments, which are communicated to students and displayed at key locations within the campus. The guidelines and punishments are also published on the University website.

6.3.1. Malpractice Enquiry Committee for Summative Assessment (University level)

This committee investigates the malpractice cases/ unfair Means/ indiscipline reported during the summative assessments.

The composition of the MEC shall consist of the following:

- Dean Examinations and Evaluation (Chairperson)
- Dean from Concerned school (Convener)
- Dean Student's Welfare (Member)
- Controller of Examinations (Member)
- Professor/Associate Professor(Woman) to be nominated by the VC (Member)
- Subject expert from the concerned Department (Member) nominated by concerned school dean.
- Legal expert from the school of Law (Member) nominated by concerned school dean.

6.3.2. MEC Powers and Functioning

- The tenure of a person appointed to the MEC, except a subject expert shall be a maximum of three academic years counted from the date of appointment. The quorum of the committee shall be four out of seven members.
- The MEC committee follow the guidelines for the scale of punishments approved in the Academic / Executive Concil.
- In addition to the core components of the MEC, the CoE may invite the HoD of the concerned department or Program coordinator for further assistance.
- All decisions taken by the MEC shall be by a simple majority. The decision of the committee shall be forwarded to Vice-Chancellor for necessary action.
- If any member leaves /resign from the university a new faculty will be nominated by the Chairperson of the committee.

6.3.3. Departmental Malpractice Enquiry Committee for Continuous Assessments (Department level)

The Departmental Malpractice Enquiry Committee (DMEC) is constituted by Dean of the Concerned Schools. The Main functioning of the DMEC is to enquire the malpractice cases /unfair Means/indiscipline reported during the Continuous Assessments at departmental level.

The Committee consists of the following:

- I Year (Engineering), All years of B.Com. , B.Sc.
 - Dean –Concerned school (Chair Person)
 - HOD-Concerned Dept
 - Professor of the Department (Member)
 - Associate Professor of the Department (Member)
 - Subject expert (Member)
- II/III/IV Year (UG Engineering), All years of PG-M.Tech, MCA,MBA
 - HOD (Convener)
 - Program Coordinator (Member)
 - Professor of the Department (Member)
 - Associate Professor of the Department) (Member)
 - Subject expert (Member)

6.3.4. DMEC Powers And Functioning

- The tenure of a person appointed to DMEC, except a subject expert shall be a maximum of three academic years counted from the date of appointment.
- The DMEC committee follows the guidelines for the scale of punishments approved in the Academic/ Executive council.
- In addition to the core components of the DMEC, the HOD may invite any faculty for further assistance .
- All decisions taken by the DMEC shall be by a simple majority. The decision of the committee shall be forwarded to Dean concerned school for necessary action.
- If any member leaves /resign from the university a new faculty will be nominated by the Chairperson of the committee

6.3.5. Procedure followed for award of punishment for Malpractice cases in Summative Assessments

The following procedure is followed in the case of Malpractice cases booked during the Summative Assessments.

- Details of Malpractice case consisting of Answer Book, Invigilator's statement, Student's statement, Proof of Malpractice are submitted to the Controller of Examinations.
- Controller of Examinations refers the Malpractice cases to the Malpractice Enquiry Committee (MEC).
- Based on the University Guidelines, the Malpractice Enquiry Committee recommends the punishment and submits the same to the Vice Chancellor for approval. All decisions taken by the MEC shall be by a simple majority.
- After approval, Controller of Examinations implements and informs the students regarding punishments awarded.



6.3.6. Procedure followed for award of punishment for Malpractice cases in Continuous Assessments

- The Departmental Coordinator of examinations who have reasons to suspect misconduct on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with the HOD immediately, carrying all the material evidence available, together with the answer book and the written explanation of the candidate and statement of the invigilator.
- The scale of punishment shall be decided by conducting an enquiry in DMEC, strictly adhering to the enclosed guidelines and scale of punishments of the University.
- The malpractice cases report should be filed in the department and a copy of the report to be forwarded to the Dean Examinations and Evaluation for information.
- Departmental Coordinator of examinations will inform the student regarding punishments awarded.

Punishments for Malpractice

- In case of any malpractice during continuous/summative assessments, punishments will be awarded to students as per the guidelines of the university.

6.4. Paper Setting and Processing of Question Papers

- ❖ 6.4.1. Paper Setting: Question Papers for all programmes will be set as per the approved guidelines of the university.
- ❖ 6.4.2. Printing & Packing. Question papers will be printed and packed as per approved guidelines of the university.

6.5. Valuation Procedures

6.5.1. Evaluation of Answer Scripts

Answer scripts shall be evaluated in accordance with the approved university guidelines applicable to all programmes.

6.5.2. Scrutiny of Answer Scripts

Answer scripts shall be scrutinized as per the approved procedures and guidelines prescribed by the university.

6.5.3. Grafting and Moderation

Grafting shall be applicable to both UG and PG courses, in line with the approved guidelines of the university examination system.

6.5.4. Procedure for Revaluation

- ❖ Revaluation is applicable only to the Undergraduate programmes of the university, in accordance with the approved university guidelines.

6.6. Processing and Declaration of Results

6.6.1. Declaration of Results

- The Marks are converted into grades, and SGPA and CGPA shall be computed as per the approved regulations.
- Grafting and moderation are implemented in relevant cases as per the approved norms of the University.
- A tabulated result statement, along with GPA is generated.
- A meeting of the Results Declaration Committee is held.

The Result Declaration committee (RDC) shall be appointed by the Vice-Chancellor with following members:

- Pro Vice-Chancellor or the Nominee of the Vice-Chancellor in case the Pro Vice chancellor is not available (Chairperson)
- Dean Examination and Evaluation (Convener)
- Controller of Examinations (Member)
- Dean of the concerned School (Member)
- Dean Academics (Member)

RDC POWERS AND FUNCTIONING

- The COE shall arrange the presentation of the results with branch and subject wise comparing with the previous Summative Assessments.
- COE presents the data of Grafting implemented in relevant cases as per Norms
- COE presents tabulated results and result analyses by branch wise /subject wise
- Relevant resolutions are passed by the committee for the declaration of results
- Resolutions of the meeting are to be approved by vice chancellor.
- COE Presents the revaluation dates for the failed candidates
If any member leaves / resign from the university, a new faculty will be nominated by the Chairperson of the committee.
- Relevant resolutions of RDC are recorded.
- Results are placed in the college website- www.vrsiddhartha.ac.in and CAMPX digital app.
- Statement of grades is arranged for students within 15 days from the date of declaration of results.

6.6.2. Analysis of Results

- The declared results copy will be sent to individual departments.
- Course wise Result analysis will be done by concerned Result Analysis Committee.

❖ Result Analysis Committee (RAC)

The Result analysis Committee functions at the Departmental level. Result Analyses Committee (RAC) shall consist of following:

- Dean Concerned School (Chairperson for I year programmes of UG)
- HOD (Convener) For II/III/IV year UG courses / All PG Courses.
- All HODS of First year (Members) for I year UG courses
- Program Coordinator (Member) for II year UG courses/All PG courses
- Course Coordinators of the respective semester (Member)

❖ RAC Powers and Functioning

- Scrutinize the results for each course
- Analyze the results subject wise
- Compare the results with previous semester
- Address the grievances of candidates related to revaluation as per the university examination Norms.
- The committee must list the reasons why there is a decrease /decline in the percentage of pass.
- Relevant resolutions of RAC are recorded. A copy of the Minutes of meeting to be forwarded to COE.
- If any member leaves / resign from the university a new faculty will be nominated by the Chairperson of the committee.

6.6.3. Provision for Revaluation

- Students are allowed to apply for revaluation as per the procedure prescribed .
- Revaluation procedure is done as per the approved university norms.

6.6.4. Preparation of Result Statistics

The COE shall prepare and publish the result statistics on the university website as per AQAR/NIRF/AISHE/NAAC/NAD-DigiLocker formats under various heads, overall pass–fail percentage, course-wise, programme-wise, theory–practical–project-wise, Gender-wise etc.,

6.7. Certificate and Grade Card

6.7.1. Provisional Certificate

- After successful completion of the course and credit requirements as specified in the programme curriculum, a provisional certificate shall be issued to eligible students by the CoE after approval of academic council.
- Application for the provisional certificate has to be submitted in the prescribed form and shall be accompanied by the document proving the remittance of the prescribed fee. All applications for provisional certificates shall be addressed to the CoE.

6.7.2. Migration Certificate

Candidates who have undergone a programme of study in university and secured admission to courses of study in other Universities, shall be issued a Migration Certificate if they apply for the same in the prescribed format with the prescribed fee.

6.7.3. Issue of Duplicate Certificates

- If the Grade Cards, CMM, PC, TC, Migration Certificate issued to a candidate has been irrecoverably lost, a duplicate Grade card/ other certificates may be obtained from the University by submitting the application along with the necessary supporting documents like police verification report proof, notary as mentioned in the application form and payment of the prescribed fee.
- However, if the candidate lost only Grade cards less than four (04), the same may be issued without the submission of a police complaint, subject to payment of the prescribed fee.

6.7.4. Corrections in Certificates and Grade Card

If any typographical error(s) in a grade card/certificate issued to a candidate has occurred due to clerical mistakes while preparing the same, a fresh grade card/certificate shall be issued without charging any fee, subject to the condition that the candidates submit a written request within one month from the date of issue of the same and surrendering of the defective grade card/certificate.

Any other corrections in the entries in the certificates and grade card are not permissible except in the case of corrections in the name of the candidate necessitated as a result of any disparity with the name entered in the qualifying certificate of the previous examination passed or change of name allowed by the university after the issue of the certificate/grade card.

6.7.5. Cancellation of Grade card

If the grade card issued to a candidate is later found out/reported to be wrong either in the entries of grades or in the details of subjects recorded in the grade card, the defective grade card shall be cancelled and afresh grade cards shall be issued to the candidate.

If the fault is reported by the candidate or by the institute where the candidate had Studied/studying, the records in the section may be checked and if any correction in the records becomes necessary to rectify the mistake, immediate action may be taken to rectify the mistake and issue a fresh grade card to the candidate.

The COE shall issue orders for cancellation of the grade card and it will be recorded.

6.7.6. Attestation of Certificates and Grade Card

The CoE is the authority to attest to the documents issued by the University. Candidates have to pay the prescribed fee and apply in the prescribed format for attestation of documents.

In the case of certificates and grade cards, the verification has to be done by the examination section. The document received in the section for attestation shall be thoroughly scrutinized by the concerned section staff to ensure that all the entries in the documents are the same as those in the records maintained in the section.

6.7.7. Verification of Genuineness of Certificates and Grade card

If the application for verification of genuineness of the certificate is submitted by the candidate or by his/her representative or private agencies, the prescribed fee shall be paid for issuing the certificate.

If the request for verification is from other universities, foreign embassies, educational agencies or other government agencies, no fee shall be levied for issuing certificates of genuineness.

6.7.8. Procedure for Rank /Medal Certificates

The grades obtained by a student based on his/her merit in the examination shall be considered for the award of medals, prizes and ranking of students. The student passed with improvement/ backlog examination(s) or with grace marks shall not be taken into account for any award of medal/prizes/rank.

6.7.9. Transcript of Grade card and Certificates

A transcript is a consolidated document carrying a complete academic record of the student of all semesters indicating CGPA and grades of all courses.

Based on the grades earned, a grade card shall be issued to all the registered students after every academic semester. The grade certificate shall display the course details (code, title, number of credits, grades, and letter grade) along with SGPA of that semester and CGPA earned until that semester.

6.7.10. Degree Certificate

All applications for Degree shall be made in the prescribed form available on the University Website. The filled-in applications shall be sent to the CoE as mentioned in the instructions given in the application form along with the prescribed fee.

The candidates applying for the current annual convocation can receive their degree certificates either in person or in absentia.

6.7.11. Convocation

- The university shall adopt the following procedures for conducting the annual convocation
- Convocation for the purpose of conferring degrees, and other distinctions of the university, shall be held every year on a date fixed by the vice-chancellor in consultation with the chancellor.
- Notice shall be given to recipients of degrees and certificates by the registrar, not less than three weeks from the date of convocation.
- The guidelines and procedures of the University Convocation are notified by the Registrar.

6.8. Remuneration for Examination Works

1. The remuneration and TA/DA claimed by external examiners such as paper setters/ evaluators will be paid as per the approved norms in the Finance Committee/ Executive Council.
2. The teaching/ Non teaching Staff of the university who were involved in the examination process will be paid remuneration as per the approved norms in the Finance Committee/ Executive Council.

6.9. Grievances

6.9.1. Change of Name in the certificates

- The examination system of the University shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the University rules and regulations.
- Name Change of the Candidate during study - A student who is currently enrolled may change or alter his/ her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the Dean of Concerned School.
- The change of name in the records of the University may be sanctioned on any one of the grounds such as Marriage (women), Adoption, Assuming a new name by any person which has been notified by the order of the Central Govt. or a State Govt.
- A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name, shall present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name.
- Students should send this application through proper channel displayed in the Office.

- Appropriate Documents are required for change in name along with application form
- To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her birth certificate/ Secondary School Certificate/ other Government record such as Passport.
- Any errors in the Name of candidates printed in the Marks statement/ Certificate/ Hall Ticket may be brought to the notice of COE for necessary correction with appropriate evidence copy of the SSC or its equivalent (on which candidate's eligibility is finalized).

6.9.2. Improvement of Continuous Assessment Marks

A student who fails in a theory or laboratory course due to not having sufficient marks in the Continuous Assessment (CA) shall be eligible to apply for improvement of CA marks. This provision shall be applicable to all programs, in accordance with the guidelines approved by the University.

6.9.3. Guidelines for betterment / improvement of Class / CGPA

- A Candidate, after becoming eligible for the award of the Degree, may reappear for the External Examination in any of the theory courses as and when conducted, for the purpose of improving the CGPA and the class. But this reappearance shall be within a period of two academic years after becoming eligible for the award of the Degree.
- However, this facility shall not be availed of by a candidate who has taken the Provisional Certificate.
- Separate grade card shall be issued to the candidate after incorporating the betterment marks in each semester. The grade card already issued shall be returned by the candidate.
- A consolidated grade card shall be issued to the candidate indicating the aggregate CGPA along with the Provisional Certificate.

6.9.4. Guidelines and Procedure to be followed for Disabled Candidates

The facility of Scribe may be allowed to any person for who has disability of 40% or more if so desired by the person. As per the UGC and promote and facilitate inclusive education, Section 17 of Department of empowerment of persons with disabilities (RPwD Act, 2016) guidelines are strictly implemented.

- **Eligibility to be a Scribe**

The scribe must be a bonafide Indian citizen with an Aadhar card. They must also have a minimum qualification of SSC/Matriculation and be at least one academic level below the candidate. The scribe should not be a friend or relative of the candidate, and they should not have a physical disability that prevents them from writing.

- **Declaration**

The candidate and scribe must both provide a signed undertaking with the scribe's passport-sized photograph. The candidate must declare that they are using the scribe at their own cost and risk.

- **Compensation**

Candidates with disabilities are eligible for 20 minutes of compensatory time for each hour of the exam, whether or not they use a scribe.

- **Disqualification**

Candidates who use a scribe without meeting the eligibility guidelines will be disqualified from the examination process.

- **Multiple candidates**

A scribe cannot assist more than one candidate at the same exam.

- **Medical certificate**

The candidate must provide an original medical certificate from the government that verifies their disability.

❖ The following documents to be submitted to COE at least two days before the scheduling of the examination

- Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
- Photo of the student / candidate highlighting the inability to appear for the examination.
- The Particulars of proposed scribe i.e., name, address, qualifications, photo and present occupation.
- A letter from the scribe stating that he / she is willing to act as scribe.
- A copy of the certificate of scribe's qualification along with recent photograph duly attested by the head of the institution.

COE approves that he /she personally verify regarding qualification of the scribe as per norms and provide a separate room and invigilator for all examinations of the candidate.

The students can also send their grievances to COE to his/her email address [coe_vrsec @ vrsiddhartha.ac.in](mailto:coe_vrsec@vrsiddhartha.ac.in).

6.9.4. Academic bank of Credits (ABC)

1. Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey.
2. It is Mandatory for all the students admitted in SAHE-Deemed to be university to have an ABC ID as guided by UGC and the examination department.
3. The APAAR ID acts as a link to DigiLocker, an online repository, where students securely store essential documents like exam results. Linked to the **Academic Bank of Credits (ABC)** via the APAAR ID, it receives academic credits from institutions through the National Academic Depository.

4. Siddhartha Academy of Higher Education-Deemed to be university create ABC identification numbers of all the candidates admitted and upload the grades and credits to the ABC format regularly.

6.10. EXAMINATION AUDIT

Efforts shall be made to audit critical processes in the entire examination system by appropriate/ designated team of academicians drawn from the faculty from reputed institutions and ISO internal and external auditing.

- Efforts shall be made to audit the evaluation of Continuous Assessment and Summative Assessment on a regular basis. Marks awarded with high, average and low shall be randomly sampled for such process. The analysis of awarded marks are thoroughly evaluated for academic auditing.
- Efforts shall be made to evaluate the Continuous Assessment and Summative Assessment for CO-PO mapping for the purpose of PO attainment values in outcome based education model.

6.11. POWERS TO MODIFY

The University reserves the right for addition, deletion or modification on any of the clauses mentioned in the manual.

- Notwithstanding anything contained in this manual, the Vice chancellor can take an appropriate decision in emergency situations.

VII. STUDENT SERVICES



VII. STUDENT SERVICES

Preamble

The Student Services at **Siddhartha Academy of Higher Education (an institution deemed to be a University)** aim to seamlessly integrate students' academic and co-curricular pursuits, fostering a holistic learning environment that connects out-of-class experiences with the University's academic objectives. The University focuses on aligning students' intellectual, leadership, and community service aspirations with their future goals.

Objectives

- Developing students as responsible leaders while encouraging active participation in non-leadership roles.
- Encouraging the application of knowledge in innovative and creative ways.
- Promoting experimentation with new ideas, identities, and skill sets.
- Building resiliency and resourcefulness in students.
- Fostering collaboration and cultivating an appreciation for diversity.
- Inspiring service-oriented mindsets to contribute to the betterment of the global community.

7.1. Professional Development and Mentorship Initiatives

7.1.1. Career Development and Placement Assistance

The Department of Industry Relations, Training & Placements at the University is dedicated to equipping students with the skills necessary for successful careers through various training programs and placement initiatives.

❖ **Placement Process:** The placement process includes:

- **Global Certifications Preparation:** PEGA, Salesforce, ServiceNow, SAP
- **Aptitude Preparation:** Training for essential aptitude tests.
- **Technical Preparation:**
 - Programming languages like C, C++, Python, and Java
 - Core Engineering subjects
- **Mock Interviews:** Practice sessions to enhance interviewing skills in HR & Technical areas.
- **Group Discussions:** Participation to showcase teamwork and communication abilities.

❖ **Internship Opportunities:** Students can undertake internships as structured below :

- **Duration:** A minimum internship of three weeks is required, approved by the respective department head. Additionally, students can opt for six months of industrial training during the 8th semester after completing the necessary coursework.
- **Industry Exposure:** Internships provide valuable insights into industry practices and enhance employability by equipping students with relevant skills.

- **Internships:** Many students secure internships with a stipend at leading companies, including Google, typically lasting from six months to one year, often leading to direct job placements.

The Department strengthens industry-academia connections through regular interactions with industry leaders.

❖ **Comprehensive Training Programs:**

The Department offers a range of training sessions, including:

- **Personality Development:** Programs designed to boost interpersonal skills and self-confidence.
- **Soft Skills Training:** Focuses on enhancing communication, teamwork, leadership, and problem-solving skills.
- **Industrial Visits:** Opportunities to gain insights from real-world operations.
- **Orientation Programs:** Sessions that prepare students for workplace expectations.
- **Personal Counseling:** Guidance to help students navigate their career paths effectively.

❖ **Objectives of the Department**

- **Enhance Employability:** Increases job placement opportunities for students.
- **Skill Development:** Focuses on essential communication skills and personal grooming.
- **Professional Counseling:** Support students in their career growth.

❖ **Career Guidance Support:**

The Industry Relations, Training & Placements provides continuous support through:

- **Workshops and Seminars:** Sessions with industry experts discussing career options and necessary skills.
- **Individual Counseling:** Tailored guidance to help students identify their strengths and career interests.
- **Networking Opportunities:** Facilitation of connections with alumni and industry professionals.

❖ ***Additionally, the department assists students by:***

- Researching career information online and through local networking.
- Advising students on aligning their college programs with career interests.
- Providing job skills training, job search assessments, application information, interview skills, and resume writing assistance.
- Planning Career Fairs, Seminars, and Workshops.
- Assisting with Non-Pell (non-federal financial aid) Work Study opportunities.

Through these initiatives, the University prepares its students for rewarding careers while promoting personal and professional development. The emphasis on soft skills ensures that graduates are well-equipped to meet the demands of the job market.

7.1.2. Mentorship Support System

The university has established a mentorship support system to provide essential guidance to students. Each faculty member mentors a group of 20–30 students, fostering effective communication that supports academic success and personal growth.

❖ **Mentoring Process: Responsibilities of Mentors**

- **Monitor Progress:** Mentors track attendance and academic performance while notifying parents about absence when needed.
- **Address Issues:** Students can discuss classroom concerns with their mentors, who will escalate issues for resolution.
- **Engage with Parents:** Mid-semester letters update parents on academic progress; parent-teacher meetings facilitate discussions about student development.

❖ **Key Features of the Mentoring System**

- **Structured Pairing:** Students are matched with experienced mentors who provide both academic and personal support.
- **Communication Platform:** WhatsApp groups facilitate easy communication about attendance and discipline.
- **Regular Meetings:** Weekly sessions check progress and address any issues.

❖ **Preparing Students for Effective Learning**

❖ The mentoring program equips students with essential tools for success.

- **Academic Support:** Solutions for language barriers, exam anxiety, and concentration problems.
- **Socio-Economic Guidance:** Mentors help find scholarships while encouraging resilience.

❖ **Benefits of Mentoring**

❖ ***For Students:***

- Improved academic performance and overall well-being.
- Increased self-confidence and readiness for careers.

For Institutions:

- Higher retention rates and greater student satisfaction.

The mentoring system at the University plays a key role in supporting student development. By providing personalized assistance, it boosts academic success and prepares students for future careers.

7.2. Scholarships and Financial Aid

❖ **Management and Purpose**

The University Student Scholarship Wing oversees the distribution of scholarships and financial aid aimed at promoting academic excellence while encouraging discipline within the student community.

❖ **Eligibility Criteria**

- Scholarships are awarded based on academic performance.

- Students must maintain a minimum CGPA of 7.5 along with at least 75% attendance.

❖ **Financial Support Programs**

- Merit-Based Scholarships based on percentage of marks/CGPA along with performance in entrance exams (SEE / JEE Mains / AP EAPCET, etc.).

❖ **Special Scholarships**

- The Siddhartha Academy of General and Technical Education (SAGTE) provides scholarships specifically aimed at students from Andhra Pradesh who achieve a high percentage of marks/CGPA in their Intermediate or Degree courses while ranking in All India Entrance Examinations aimed at those entering first-year UG/PG courses in National Level Educational Institutions.
- The Siddhartha Sahaya Alumni Scholarships program identifies and selects meritorious and economically disadvantaged students in their first year of the Engineering program. Each student receives support for living expenses, which continues for four years. This initiative benefits over 130 students, helping them pursue their education without financial strain.
- The North South Foundation (NSF) Merit Scholarship is designed for meritorious students who have achieved rank below 4000 in the EAPCET/below 85000 in JEE/below 1500 POLYCET, and those who are from economically disadvantaged backgrounds. This scholarship aims to support students pursuing professional courses, including engineering, by providing financial assistance based on merit and financial need.

7.3. Library Services

The university's library features an extensive collection, including a diverse array of scientific and technical periodicals. It subscribes to numerous national journals, magazines, and a significant selection of e-journals from reputable sources such as IEEE, IEEE Proceedings, Elsevier, ASCE, Knimbus, J-GATE Engineering, N-List, and DELNET- IESTC. The library operates under an open access system that encourages users to explore freely. A Book Bank facility is available for SC/ST students, and a library management system is facilitated through Libsys-10-cloud, which includes an Open Public Access Catalogue (OPAC).

❖ **Textbook and Digital Library Resources**

- **Comprehensive Collection:** The library stocks standard textbooks and reference materials across all academic fields, ensuring multiple copies of essential books are available for students without requiring budget approval for acquisitions.
- **Digital Access:** Students and staff can utilize a variety of digital resources, including NPTEL video lessons, e-books, old question papers, and e-journals through intranet services. Remote access is also available for off-campus use.
- **Specialized Collections:** The library offers subscriptions to both national and international journals in electronic and print formats.

❖ **Library Features**

- The library is equipped with fire alarms and CCTV security systems.
- It includes a comfortable reading area with suitable furnishings.

- The Central Library subscribes to various technical journals and general magazines as well as e-learning resources initiated by the Government of India. An intranet server is available for all databases.

❖ **Monitoring and Feedback**

- The Library Advisory Committee ensures the continuous improvement of library services through regular feedback, budget allocation, and policy updates.

Through these comprehensive services and resources, the University's library plays a vital role in supporting the academic endeavors of its students and faculty.

7.4. State-of-the-Art Laboratories

University features advanced laboratories equipped with the latest technologies to meet the evolving demands of both industry and academia. These facilities provide students with essential hands-on experiences that effectively connect theoretical concepts to practical applications.

❖ **Features of Laboratories**

- **Modern Equipment:** The laboratories are outfitted with cutting-edge tools that comply with current industry standards across various fields, including Engineering and Science. They include setups such as CAD/CAM systems for Mechanical Engineering and AI and cybersecurity tools for Computer Science, ensuring students develop vital skills for their future careers.
- **Safe Environment:** Safety is a top priority in these laboratories. Strict protocols are enforced, with qualified personnel supervising all activities, allowing students to focus on their work without safety concerns.
- **Collaborative Spaces:** The layout encourages teamwork and interdisciplinary collaboration, fostering creativity and communication among students from diverse disciplines.
- **Accessible Resources:** The laboratories are open during extended hours, enabling students to engage in academic projects and research beyond regular class schedules. This accessibility promotes innovation and enhances the overall learning experience. Overall, the University's laboratories support academic excellence while preparing students to thrive in competitive professional environments by equipping them with practical skills.

❖ **Centers of Excellence (CoEs)**

- The University has established several Centers of Excellence (CoEs) in Departments such as Civil Engineering (CE), Computer Science Engineering (CSE), Electronics and Communication Engineering (ECE), Electrical and Electronics Engineering (EEE), Electronics and Instrumentation Engineering (EIE), and Mechanical Engineering (ME). These centers focus on advanced research and skill development while fostering collaboration with industry leaders to enhance the educational experience.

❖ **Industry Partnerships**

- Collaborations with major companies like IBM, Oracle, CISCO, Apple, National Instruments, Dassault Systèmes, and BOSCH have led to the creation of collaborative labs that provide students access to industry-standard tools and technologies. This integration of academic learning with practical application

prepares students for the demands of the modern workforce, equipping them with the skills necessary to excel in their chosen fields.

7.5. Student Clubs and Innovation Initiatives

7.5.1. Student Clubs

The University is committed to the holistic development of its students by providing vibrant platforms for creativity, intellectual engagement, and technical innovation. The University encourages participation in a variety of clubs that cater to diverse interests, helping students develop leadership skills and foster a sense of community. These clubs enhance academic pursuits, allowing students to explore their passions while promoting personal growth and teamwork.

❖ Cultural Club

- **Objectives:** Promote self-expression through the arts, encourage appreciation for diverse cultures, and organize talent showcases.
- **Activities:** Host an annual cultural fest, celebrate cultural days, and conduct workshops.

❖ Literary Club

- **Objectives:** Improve communication and writing abilities, nurture a love for literature, and provide a space for creative expression.
- **Activities:** Organize writing competitions, debates, public speaking events, and author interactions.

❖ Reader's Club

- **Objectives:** Foster a love for reading as a means of self-development, expose students to various genres, and create a community of readers.
- **Activities:** Conduct monthly book discussions, host “Meet the Author” sessions, and collaborate with local bookstores.

❖ Technical Clubs

- **Objectives:** Encourage curiosity in technology and innovation, provide practical learning experiences, and promote collaborative projects.
- **Activities:** Offer workshops on emerging technologies, host hackathons and coding competitions, and arrange guest lectures by industry professionals.

Clubs at the University play a vital role in shaping well-rounded individuals. By engaging in these activities, students not only pursue their interests but also acquire important skills that prepare them for success in their personal and professional lives. The University encourages all students to actively participate in club activities to maximize their growth and enrichment opportunities.

7.5.2. Institution's Innovation Council (IIC)

Established in 2018 by the Ministry of Education (MoE) in collaboration with AICTE, the Institution's Innovation Council (IIC) aims to foster a culture of innovation and support the startup ecosystem within educational institutions.

❖ Objectives

- **Encourage Innovation:** Promote creativity and innovative thinking among students and faculty.

- **Support Start-ups:** Provide financial assistance for student startups, including proof of concept and commercialization.
- **Enhance Skills:** Improve cognitive abilities, particularly in technology fields.
- **Implement Activities:** Execute various innovation initiatives as outlined by the Central MIC.

❖ **Functions**

The IIC engages students and faculty in activities to create a vibrant innovation ecosystem.

- **Idea Scouting:** Support for presenting ideas at the pre-incubation stage.
- **Workshops and Seminars:** Networking events with entrepreneurs and professionals.
- **Networking Opportunities:** Connections with peers and national organizations.
- **Innovation Portal:** Showcase innovative projects online.
- **Competitions:** Encourage participation in hackathons and contests.
- **Boot Camps:** Conduct boot camps to refine ideas and promote startups.

❖ **Benefits**

Participation in the IIC offers:

- Access to innovation-related initiatives and competitions organized by MHRD.
- Mentorship from industry professionals.
- Resources for developing prototypes.
- Opportunities to experiment with new technologies.

The IIC is committed to recognizing innovations and sharing success stories that inspire creativity among students.

7.6. Cultivating Resilience and Well-Being

In today's fast-paced world, students face various challenges as they transition into higher education. To support them, the University emphasizes value education through orientation programmes, including Universal Human Values, for newly enrolled students. These programmes aim to enhance emotional well-being and establish a strong foundation for academic and personal success.

❖ **Key Objectives**

Primary objectives are to:

- **Facilitate Smooth Transition:** Help students adapt to the academic environment.
- **Instill Universal Human Values:** Promote empathy, respect, and understanding.
- **Encourage Self-Reflection:** Assist students in recognizing their aspirations.
- **Promote Well-Being:** Provide effective stress management strategies.
- **Foster Community Harmony:** Create a sense of belonging.
- **Cultivate a Value-Driven Perspective:** Empower meaningful societal contributions.

❖ Activities Included

Programmes feature:

- **Interactive Sessions:** Introducing Universal Human Values.
- **Self-Exploration Workshops:** Identifying personal goals and growth areas.
- **Stress Management Techniques:** Offering strategies for academic pressures.
- **Group Activities:** Encouraging collaboration and empathy.
- **Introduction to Institutional Values:** Familiarizing students with the University's mission.

❖ Importance of Value Education

Value Education is crucial for developing ethical and socially responsible individuals. It encompasses core values such as Honesty, respect, responsibility, empathy, and integrity, guiding character development and decision-making. By integrating value education into their curriculum, the University prepares students for academic success and meaningful contributions to society while promoting inclusivity.

7.7. Health and Wellness Support Services

7.7.1. Health and Wellness

The university emphasizes the health and well-being of its students and staff through comprehensive healthcare services and wellness programs.

- **Healthcare Facilities:** The Health Centre provides easy access to medical care, enabling students to focus on their studies and personal growth. Facilities include a well-equipped medical dispensary, First Aid Kits in hostels and departments, sick rooms for recovery, and 24/7 emergency services.
- **Wellness Programs:** In addition to healthcare, the University offers wellness initiatives, health camps, awareness seminars, and counseling services to promote mental and physical health. Students can readily access medical support through faculty members and the dispensary.
- **Counseling Services:** Psychological counseling is available for students facing stress or personal challenges, supporting their mental well-being.

7.7.2. Sports and Physical Fitness

The University prioritizes sports and physical fitness by offering a comprehensive range of facilities and programs to foster an active lifestyle among students.

- **Multiple Indoor Stadium:** A state-of-the-art facility featuring a spacious gymnasium, Y.V. Rao Siddhartha Indoor Stadium, for sports such as Basketball, Volleyball, Table tennis, Badminton, Shuttle, Chess, Squash, Billiards, and Boxing. A Badminton court is also available in the girls' hostel.
- **Outdoor Sports Facilities:** Extensive playgrounds for Football, Cricket, Basketball, and Volleyball, along with two cricket net practice arenas with Astro Turf. Facilities also cater to athletics, including Long jump, High jump, Shot put, Discus throw, badminton, Kabaddi, Kho-Kho, and a standard 400-meter track with eight lanes.
- **Gym:** A well-equipped gym promoting physical fitness with cardio and strength training equipment, complemented by additional facilities available in both the boys' and girls' hostels.

- **Sports Programs and Competitions:** The Department of Physical Education organizes various games and sports events and tournaments, allowing students to represent the University in team selection trials for sports like Hockey, Basketball, Netball, Kabaddi(men), and Volleyball(men)—Archery, Football, Cricket, Kho-Kho, Rifle shooting, Gymnastics, Power lifting, and Swimming. Participation extends to national and international tournaments.
- **Commitment to Sports Development:** Approximately 10 acres of land are dedicated to playing fields. The University hosts inter-University zonal tournaments on campus and conducts intramural events throughout the year to keep athletes motivated and competition-ready.

This robust infrastructure ensures holistic development and active engagement for students.

7.7.3. Cafeteria Services

The University's cafeteria is spacious and well-maintained, providing nutritious food options throughout the day to accommodate various dietary needs.

❖ Cafeteria Features

- **Diverse Menu:** A selection of vegetarian and non-vegetarian meals, snacks, and beverages.
- **Hygiene Standards:** Strict adherence to food safety protocols with regular monitoring.
- **Balanced Nutrition:** Healthy meals including vegetarian, vegan, and gluten-free options.
- **Affordable Prices:** Meals are priced reasonably to ensure accessibility for all students.
- **Comfortable Environment:** A relaxing dining area with indoor seating.

The cafeteria serves as a hub for students to socialize, unwind, and recharge between classes, fostering a sense of community on campus. Through these health services and facilities, the University supports both physical health and social interaction among its students.

7.8. Hostel Services

The university provides a supportive living environment with separate hostels for boys and girls, ensuring safety and privacy for all students. The University is dedicated to offering 100% accommodation for girls' students, with facilities specifically designed to meet their needs.

❖ *Key features include:*

- **Accommodation Choices:** A variety of rooms are available, including air-conditioned and non-AC options with shared accommodations. Each room is furnished with ergonomic furniture to enhance comfort.
- **Community Engagement:** Living on campus fosters connections among students from diverse backgrounds, enhancing communication skills and providing leadership opportunities. Regular review meetings allow students to express concerns and share feedback.
- **Amenities Provided:** Hostels are equipped with modern amenities such as a digital library with internet access, indoor and outdoor sports facilities,

continuous Wi-Fi, backup generators, first aid facilities, and a dining hall serving nutritious meals prepared under strict hygiene standards.

The University is committed to creating a safe, comfortable, and enriching environment that promotes personal development while cultivating a sense of community among its students.

7.9. Leadership Development and Community Services

7.9.1. National Service Scheme (NSS)

The National Service Scheme (NSS), launched by the Government of India in 1969, is a nationwide initiative aimed at involving students in community service and nation-building activities. The program focuses on developing leadership skills, nurturing social responsibility, and encouraging civic engagement among youth. It operates under the guiding motto “**Not Me, But You**”, emphasizing selfless service and community welfare.

At the University, the NSS unit actively enrolls volunteers each year to participate in a wide range of service-oriented projects. These include blood donation drives, AIDS awareness campaigns, flood relief operations, traffic regulation management, and cleanliness initiatives. The University's NSS unit has earned recognition for its outstanding contributions, including a gold medal from the Hon'ble Governor of Andhra Pradesh for excellence in blood donation efforts.

❖ Benefits of NSS Participation

- **Skill Development and Recognition:** Enhances leadership, teamwork, and communication skills while providing valuable volunteer experience. Participants receive certificates and awards for their contributions.
- **Social Responsibility and Community Engagement:** Encourages direct involvement in addressing societal challenges, fostering empathy and selflessness.
- **Networking and Holistic Growth:** Promotes connections with diverse individuals and supports national integration among students from various backgrounds.

Through NSS at the University, students gain meaningful experiences that contribute to their personal growth and have a positive impact on society, while also enhancing their career prospects.

7.9.2. National Cadet Corps (NCC)

University is home to the 1 (Andhra) EME COY NCC Unit, which enrolls 100 cadets annually. This unit provides basic training and engages in various service activities. Cadets have excelled in competitions, winning awards in drill, national integration, English fluency, dance, and cultural events. Established under the NCC Act of 1948, the National Cadet Corps focuses on developing character and leadership among young students, guided by its motto: “**Unity and Discipline.**”

❖ Objectives and Core Values of NCC

- **Character Development:** To instill values such as comradeship, discipline, a secular outlook, adventure, sportsmanship, and selfless service among youth.
- **Leadership Training:** To cultivate organized and motivated youth who can lead in various fields and serve the nation.
- **Career Promotion:** To inspire youth to consider careers in the Armed Forces.

❖ Core Values

- Obeying with a smile
- Punctuality
- Hard work without complaints, Honesty.

The program fosters qualities like courage, comradeship, discipline, leadership, a secular outlook, adventure, sportsmanship, and selfless service to prepare youth as responsible citizens.

❖ Functions of NCC

- **Cadet Enrolment:** Open to both male and female students.
- **On-Campus Training:** Conducted within the University.
- **Outdoor Camps:** Provide practical training experiences.
- **Holistic Development:** Emphasizes overall personality growth.
- **Community Service:** Engages in initiatives that promote social responsibility.

The unit also assists cadets in completing the 'B' and 'C' Certificate Courses available for B.Tech students. It is the only EME COY unit in Vijayawada and offers free training for competitive examinations aimed at government jobs. Through its initiatives, the NCC at the University plays a vital role in shaping future leaders by providing valuable training and opportunities for personal development.

7.10.Transport and Banking Services

7.10.1.Transport Services

❖ Bus Services

The university provides bus services for both students and staff, facilitating easy commuting.

- The fleet accommodates high capacity, ensuring comfortable travel experiences for all users.
- Located on the National Highway, public transport (APSRTC) buses are also accessible. Dedicated buses are provided for students commuting from over 50 km away and nearby rural villages, ensuring reliable transportation options.

❖ Safety and Security

- Safety and Security are our top priorities. The well-being of students and faculty is paramount, with all necessary measures implemented to ensure a secure travel experience.

7.10.2. Banking Services

The university offers a wide range of banking services through a dedicated Canara Bank branch on campus, specifically tailored to address the financial needs of its students. The on-campus facilities include a fully operational bank branch that provides standard banking services, 24/7 ATM access for easy cash withdrawals, transaction support for seamless fee payments and demand drafts, as well as student-friendly options such as specialized loans and account opening services.


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(Deemed to be University)
Vijayawada-520 007



SIDDHARTHA

ACADEMY OF HIGHER EDUCATION

An Institution **Deemed to be University**

(Under Section 3 of UGC Act, 1956)

(Sponsored by Siddhartha Academy of General & Technical Education), Vijayawada, A.P.

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