



Dr.V.S.KRISHNA GOVT. DEGREE COLLEGE

(An Autonomous Institution Affiliated to Andhra University)

Reaccredited by NAAC with 'A' Grade(3rd Cycle)

District Resource Centre & Center for Research Studies
Maddilapalem, VISAKHAPATNAM 530 013, Andhra Pradesh



HR POLICY

Preamble:

Dr.V.S.Krishna Government Degree College (A), is located in Maddilapalem of Viskhapatnam city in 6.75 acres of land with 8225.8 sqmts. of built up area in three floors near the National Highway. The college has adequate infrastructure and equipment. The first two floors accommodate the undergraduate courses and the second floor accommodates the Post Graduate Courses. The West Block accommodates BA programme in the ground floor and first floor is under construction. The college has its own playground, a separate building for library, gymnasium and a hostel for girl students. The college has more than 80 teaching faculty and more than 40 support staff. To ensure the smooth functioning of the activities of the college, a Human Resource Policy has been constituted.

1. Classification of Human Resource:

Following are the classification of the staff of the college:

- 1.1. Administration: Principal, Vice-principal, Controllor of Examinations, Administrative Office Staff, Library Staff.
- 1.2. Academics: HoDs, Assist.Professor, Associate Professor, Professors, Librarian and Physical Director.
- 1.3 Maintenance and support: Systems administrator, Lab attenders and support staff.

2. Responsibilities

The responsibilities of various faculty positions are designed as per the norms of UGC and CCE,AP, in line with the vision and mission of the college.

2.1 Academic:

- 2.1.1 Class room teaching with ICT.
- 2.1.2 Lab instruction and demonstration with master readings.
- 2.1.3 Development of laboratory, curriculum and resource materials by using modern techniques
- 2.1.4 Student evaluation and assessment.
- 2.1.5 Participation in curricular and co-curricular activities.
- 2.1.6 Student guidance, counseling, personality and overall development.
- 2.1.7 To prepare, provide, generate and disseminate knowledge in the interest of students.

2.2 Research and Development:

- 2.2.1 R&D activities through projects and research guidance.
- 2.2.2 Potential search for opportunities to provide consultancy services.
- 2.2.3 Promotion of institute — industry interaction.
- 2.2.4 Promotion of Patent development and Inventions.

2.3 Administrative assistance:

- 2.3.1 Planning, designing and development of new programmes and promotional activities
- 2.3.2 Mobilizing resources for the institution.
- 2.3.3 Administration both at departmental and institutional levels.
- 2.3.4 Development, administration and management of institutional facilities.
- 2.3.5 Monitoring and evaluation of academic and research activities.
- 2.3.6 Maintain accountability.
- 2.3.7 Conduct performance appraisal

2.4 Extension Activity:

- 2.4.1 Guiding the students in overall character development.
- 2.4.2 Extension services by interacting with society / community through NSS, NCC, etc.
- 2.4.3 Providing technical support in areas of social relevance.
- 2.4.4 Providing non formal education for the benefit of the community.
- 2.4.5 Promotion of entrepreneurship and job creation.
- 2.4.6 Dissemination of knowledge

3. Recruitment of Staff

- 3.1 The recruitment of the teaching and non-teaching is done by the CCE,A.P. The recruitment of guest faculty is done by our college by following the due procedures prescribed by the CCE,A.P

4. Pay, Allowances and Increment:

- 4.1 Scales of Pay, allowances and other financial benefits for various categories of staff shall be fixed by the CCE.A.P.
- 4.2 Annual increments shall be sanctioned by the Principal.

5. Provident Fund:

- 5.1 The provident fund is provided to all the employees as per the A.P Government Rules and Regulations

6. Teaching and Learning Process:

All the faculty members have to plan their academic teaching schedules well in advance before commencement of the semester / year. The following are some of the contents of learning modules irrespective of the subjects:

- Lesson Plan
- Course files
- Self-Learning Materials
- Web downloads
- Lesson and Course material
- PPTs

7. Feedback Evaluation:

Once in every semester, the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a computerized structured format.

Absolute privacy and confidentiality is maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counseled, advised and trained to improve through an advisory committee consisting of Professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent performance through appreciation letters.

8. Faculty Self Appraisal

At the end of each academic year, the faculty shall evaluate themselves using prescribed Faculty Self-Appraisal form and it is evaluated by the principal.


PRINCIPAL
Dr. V.S. Krishna Govt. Degree College (A)
VISAKHAPATNAM