

Staff Handbook



SR UNIVERSITY

Ananthasagar, Hasanparthy

Warangal, Telangana, India-506371

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1.1 Staff Handbook Purpose and Scope

Welcome to SR University; we wish you a successful journey. The SR University staff handbook serves as your guide to key policies, procedures, and resources. It is subject to updates, which will be communicated promptly. Please review its contents to effectively support your role. For inquiries, teaching staff should contact the Office of Dean (Faculty Affairs); non-teaching staff should contact the Office of Registrar.

1.2 University Overview

SR University (SRU), a State Private University in Warangal, Telangana, is spread on a 170-acre campus with approximately 11,000 students, 1,200 staff, and over 140 programs across five Schools. SRU has achieved notable recognition in the National Institutional Ranking Framework (NIRF), ranking 98th in Engineering for 2023 and 2024 as one of the youngest universities, and is positioned in the 101-150 band in the University category. Furthermore, all its undergraduate B. Tech programs (CSE, ECE, EEE, ME, and CE) are NBA Accredited under the Tier-I category.

Schools

The University offers a wide array of Undergraduate (UG), Postgraduate (PG) and PhD Programs.

The following are the schools under the University.

- a. School of Computer Science and Artificial Intelligence
- b. School of Engineering
- c. School of Business
- d. School of Agriculture
- e. School of Sciences and Humanities

We encourage you to explore SRU website to know more about these schools.

Centers

SRU features several Multidisciplinary Centers dedicated to fostering research, innovation, and entrepreneurship. These centers function as hubs for collaboration, creativity, and knowledge exchange, enabling faculty and students to explore cutting-edge ideas and address real-world challenges. The centers include:

- Center for Artificial Intelligence & Deep Learning (CAIDL)
- Center for Embedded Systems and IoT (CEIoT)
- Center for Materials and Manufacturing (CMM)
- Center for Emerging Energy Technologies (CEET)
- Center for Construction Methods & Materials (CCMM)
- Center for Creative Cognition (CCC)
- Nest for Entrepreneurship in Science & Technology (NEST)
- Collaboratory for Social Innovation (CSI)
- Center for Design (CoD)
- Center for Informetrics and Statistics (CIS)
- Center for Emerging Materials (CEM).

Comprehensive information regarding ongoing research projects, upcoming events, and industry collaborations is available on the university website. These centers are pivotal in driving research initiatives, promoting industry collaborations, and nurturing a culture of entrepreneurship.

Collaborations

SR University maintains over 120 industry and institutional collaborations, featuring partnerships with entities including Microsoft, Palo Alto Networks, Cyient, Siemens, ARM, and AWS. Foreign collaborations include agreements with the University of Melbourne, UMass Lowell, University of Central Missouri, University of Florida, University of New Haven, Saint Louis University, and the University of Missouri Columbia. An active member of CII and IUCEE, SRU is guided by a distinguished

international advisory board.

Research

SR University boasts over 5400 publications, 550 patents, and over ₹20 Crore in research funding from 50+ projects. SRU is recognized as a Scientific and Industrial Research Organisation (SIRO) by the Govt of India.

Innovative Programs

SR University offers a B. Tech Computer Science program in partnership with Microsoft. The B. Tech Artificial Intelligence program is delivered in collaboration with leading global universities (ranked in the Top 500) to provide students with valuable international exposure. The School of Agriculture conducts programs and research focusing on the latest techniques for holistic practices throughout the food chain.

Leadership and Legacy

SR Educational Society has 215 institutions with 50+ years of track record, with 1.5 Lac students and 7 Lac Alumni.

Placements

Campus hiring is conducted by over 240 recruiters, including Microsoft, Service Now, Amazon, CISCO, IBM, PwC, Synopsys, S&P Global, Accenture, Infosys, Wipro, TCS, Cognizant, HCL, Tech Mahindra etc., with a highest package of ₹51 LPA.

Staff Benefits:

SR University provides a comprehensive benefits package for its staff. Benefits include PF, Medical Insurance, Research Incentive (up to ₹1.1 Lakh/publication), Professional Allowance (₹1 Lakh/year), Seed Grant (up to ₹10 Lakh), Full-time PhD student hiring allowance (up to ₹28.8 Lakh/three years), 80% of consultancy profits, and annual appraisal allowance (up to ₹1.5 Lakh/year), alongside attractive growth and promotion opportunities.

1.3 University Vision and Mission

Vision

To accelerate the pace of transformation and advancement of the regional innovation ecosystem through academic excellence, industry relevance, and social responsibility.

Mission

- a. Produce technically competent, industry-ready, and socially conscious leaders.
- b. Engage in path-breaking research and disseminate the outcomes.
- c. Collaborate with Industry, Government, and non-profit organizations for the benefit of the community.

2.1 Classification of Employment

a. **Regular Staff:** A regular staff member is permanently employed. This includes individuals in permanent positions confirmed based on criteria, provided they meet performance standards and adhere to University Service Regulations. The appointing authority holds sole discretion for confirming staff during or after probation and may extend probation with appropriate terms.

b. **Fixed Term (Contractual) Staff:** Fixed Term (Contractual) staff are individuals appointed for a predetermined duration. Their employment terminates upon contract completion or as per contract clauses. Engagement terms are detailed in their offer letter.

c. **Part-Time Staff:** Part-time staff work fewer than standard hours, receive a fixed monthly salary, and are ineligible for benefits provided to full-time staff.

d. **Adjunct Faculty:** Adjunct Faculty are academic, or industry professionals appointed contractually to teach courses or perform collaborative research, sharing their expertise with faculty and students.

e. **Faculty of Practice:** Eligibility for Faculty of Practice (Assistant Professor of Practice/ Associate Professor of Practice/Professor of Practice) requires industry experts with proven expertise and significant professional experience. Consideration is given to experts from fields including engineering, science, technology, entrepreneurship, commerce, social sciences, media, literature, fine arts, community development, rural development, watershed development, organic farming, small green energy systems, municipal planning, community participation, gender budgeting/planning, inclusive tribal development, and public administration. Experience in civil services, armed forces, legal, or medical professions may also qualify candidates for specific areas.

f. **Other Categories:** This category includes Management Trainees, Full time PhD scholars, Graduate Trainees, and Undergraduate Interns. These are recent graduates or current students from SRU or other institutions with no prior work experience. They may assist various academic or administrative units or can work as teaching assistants. Performance is evaluated post-internship; satisfactory performance may lead to a university position offer.

2.2 How to Reach SR University Campus

The SR University campus is located at Ananthsagar, Hasanparthy, Hanamkonda, Telangana 506371. It is situated 14 km from Hanamkonda city, 16 km from Kazipet Railway Station, and 29 km from Warangal Railway Station. The campus is accessible via road, rail, and air. The nearest airport is Rajiv Gandhi International Airport in Hyderabad, approximately 140 km away, a journey of about 3 hours by road. Located on the Hanamkonda-Karimnagar highway, the campus is well-served by local transport, including buses and autorickshaws. TSRTC buses stop directly in front of the university, operating every 20 minutes in both directions. Detailed bus routes are available on the TSRTC website (telangana.gov.in). New faculty requiring arrival support should contact the Office of the Dean (Faculty Affairs), while non-teaching staff should contact the Office of the Registrar.

3.1 Modes of Recruitment

SR University utilizes various modes for staff recruitment:

- a. **Advertisement:** Positions are publicized via social media, newspapers, online job portals, professional networks, and the university website.
- b. **Internal Promotion:** SRU facilitates the promotion of existing staff, acknowledging their contributions and providing career advancement opportunities.
- c. **Networking and Referrals:** Suitable candidates are identified through recommendations from current staff or professional networks.
- d. **Direct Outreach:** The talent acquisition team proactively contacts exceptional candidates with proven track records to ascertain their interest in affiliation with SRU.
- e. **Campus Visits:** Interviews are conducted at esteemed institutions to access their talent pool and integrate expertise into the university.

3.2 Staff Recruitment Process

The staff recruitment process is designed to select highly qualified individuals who will contribute to the university's advancement. The process comprises the following stages:

- a. **Position Announcement:** The Dean of Faculty Affairs (for faculty positions) or the Registrar (for non-teaching positions) initiates this stage, typically each semester or as required. Announcements specifying position details are widely disseminated.
- b. **Application Review:** A screening committee evaluates applications and shortlists candidates based on relevant qualifications, experience, and skills.
- c. **Interviews and Presentations:** Shortlisted candidates participate in interviews (conducted in-person or online) and may be requested to deliver presentations to showcase their abilities.

d. Selection and Offer: The selection committee renders a final decision. A formal offer detailing terms and conditions is extended to the selected candidate.

e. Joining and Onboarding: Upon acceptance of the offer, the new staff member completes the requisite documentation and onboarding procedures. The process concludes with the formal induction of the new staff member into the SRU community.

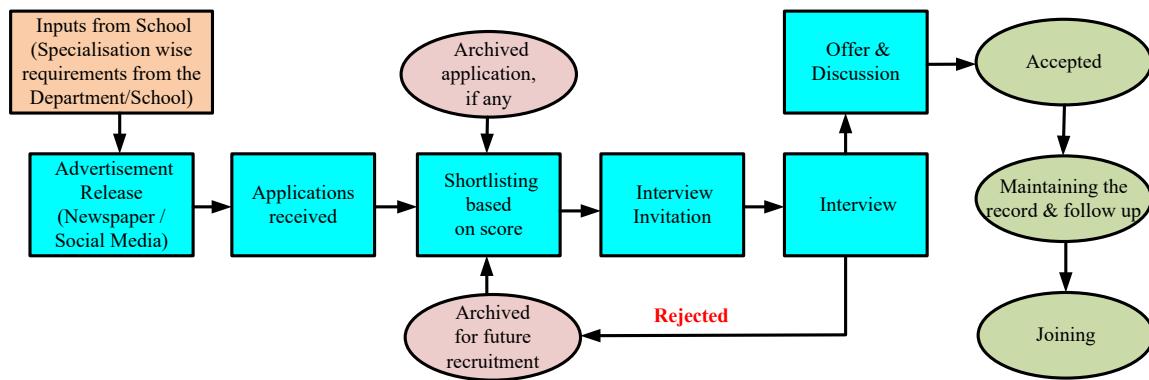


Figure-1: Block diagram of Staff Recruitment Process

3.3 Joining and Settling Down

New staff members joining SRU may email the Office of the Dean (Faculty Affairs) or the Registrar's Office to request accommodation at the Institute Guest House. Staff from distant locations are eligible for complimentary accommodation for up to four nights; standard per night charges apply thereafter. Information on local housing options can also be provided. A one-time airport or train station pickup service is available upon request. New staff are encouraged to join, preferably on a Monday.

3.4 On-boarding Policy (Induction Process)

The induction process familiarizes new staff with SRU's core values, vision, mission, key personnel, processes, and their designated roles. The Dean of Faculty Affairs or the Registrar provides new staff with an overview of SRU's history, values, operational timings, appraisal system, leave regulations, medical insurance, IT services, policies, and campus amenities. Staff are subsequently escorted to their respective department or unit and formally introduced to their head, team members, and other key personnel. A personal file is established for each staff member, which is updated throughout their employment with details pertaining to promotions, salary increments, and personal information. Upon cessation of employment, the file is augmented with resignation documents, final settlement particulars, the exit interview report, service certificate, leave records, and other pertinent information.

S.No	Item	Contact Person	Block & Room No.	Available Timings
1	Employee ID	J.Sambamurthy 9989899611	Block-I Room No: 1103	Monday 9.00 am – 12.00 pm
2	Group Medical Insurance Form			
3	Biometric Registration			
4	Inclusion in SRU WhatsApp Group	Ms. K. Sneha 9550467663	Block-I Room No: 1011	Monday 12.00 pm – 1.00 pm
5	Bank Account Opening Form	P. Sagar 9182714569	SRiX Room No: 7012	Monday 2.00 pm – 3.00 pm
6	SRU official email ID	V. Purnima 9966614130	Block-I Room No: 1103	Monday 9.00 am – 5.00 pm
7	Login Credentials for SRU portals			

	(www.sruniv.com & www.sraap.in)			
8	Professional Photograph for website			
9	Library Membership Registration	R. Sammi Reddy 9989734069	Block-I Ground Floor Library	Monday 9.00 am – 5.00 pm

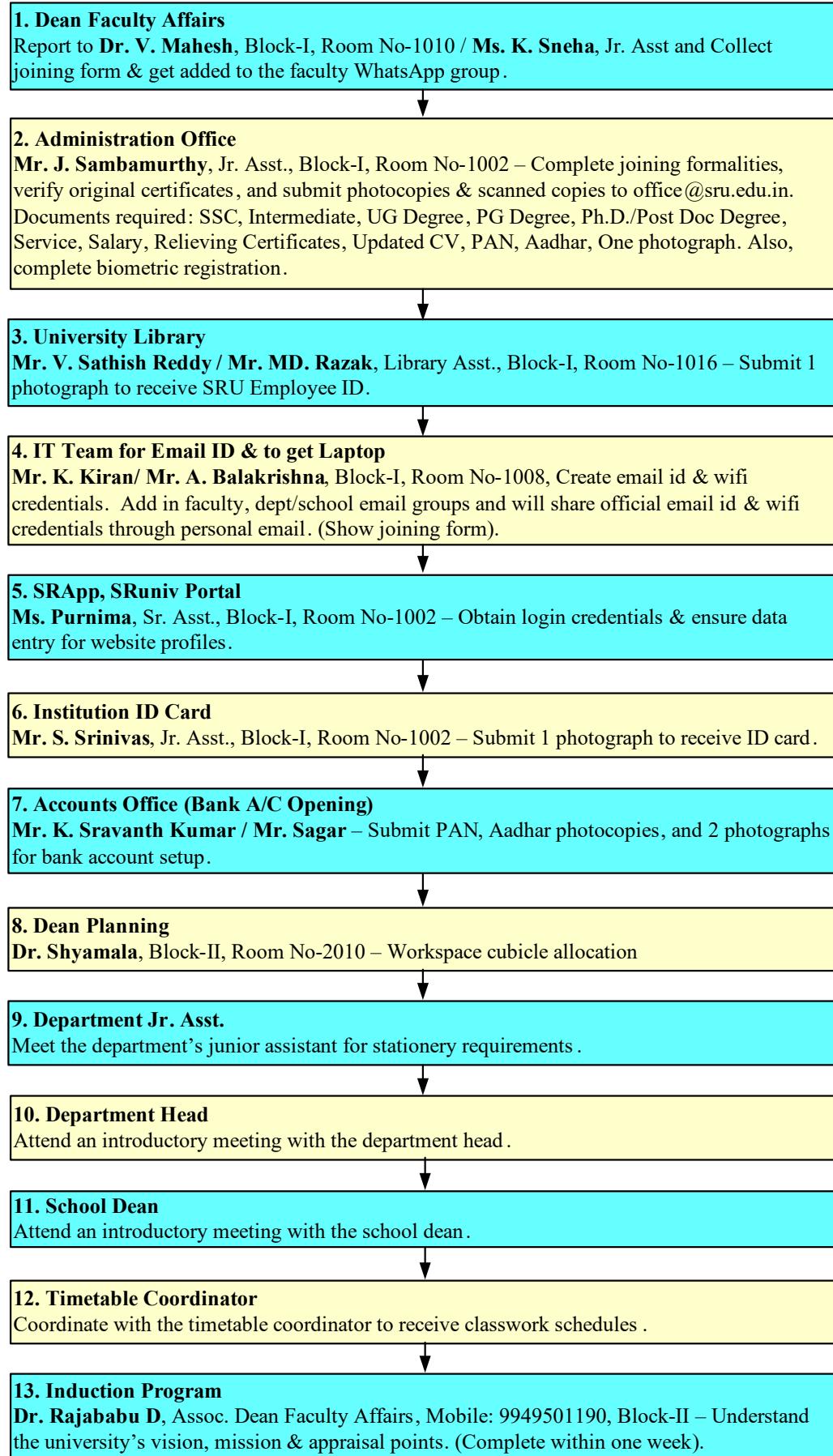


Figure-2: Flow chart of On-board process

3.5 Relocation Allowance

The University provides a relocation allowance to eligible staff upon request to cover the transportation of belongings. To claim this allowance, staff must submit original bills and supporting documents to the accounts section within one month of joining for reimbursement. Should a staff member depart prior to completing their probation period, they are required to repay a proportionate amount of the allowance corresponding to the unfulfilled duration. Exceptions may be granted with the approval of the Vice Chancellor.

3.6 Probation and Confirmation

The probationary period allows new staff to demonstrate their capabilities and suitability within SRU. Evaluation is conducted based on established criteria aligned with university expectations and the requirements of the specific position. Satisfactory performance results in confirmation as a permanent staff member. In instances where concerns arise, the university may extend the probation period, offering additional support for improvement. In cases of unsatisfactory performance, the university reserves the right to terminate services as stipulated in the offer letter terms, either during or at the conclusion of the probation period.

3.7 Academic Inbreeding

SR University promotes diversity and innovation by discouraging the immediate recruitment of its own PhD graduates into regular academic roles. Guidelines to mitigate academic inbreeding include:

- a. Avoiding the immediate hiring of SRU graduates for regular academic positions, with exceptions considered based on domain-specific demand.
- b. Requiring candidates who are SRU graduates to possess a minimum of two years of post-degree experience acquired elsewhere.
- c. Current employees pursuing a Ph.D. at university are exempt from these guidelines.

These policies are implemented to maintain a diverse academic environment that fosters fresh perspectives and intellectual growth.

3.8 Recruitment Policy after Retirement

SR University values the expertise of retired staff and may offer continued service based on institutional needs. Such individuals may be engaged for a term of one to three years, with the possibility of multiple extensions up to the age of 70. The standard extension duration is one year, necessitating annual reapplication. Decisions are made on a case-by-case basis, considering factors such as expertise, availability, health, willingness, and the specific needs of the university. Extensions are subject to the approval of the Vice Chancellor, who may consult an expert committee to assess candidates' credentials.

3.9 Teaching

Teaching constitutes a primary responsibility for faculty members. The Center for Experiential Learning (CEL) provides support for faculty development. Course information can be obtained from the Assistant Deans Academic of the department and is available on www.sraap.in. Faculty have academic freedom to innovate within established guidelines. The University emphasizes hands-on learning through practical sessions, laboratory work, and projects. Student feedback, collected twice per semester, is integral to faculty evaluation. Feedback is shared transparently with Heads, Deans and the Vice Chancellor to facilitate faculty counseling and improvement. Unsatisfactory feedback may result in actions consistent with SRU policies. The maximum faculty workload is 16 hours per week, equivalent to 224 hours per 14-week semester. Compensation for teaching hours exceeding 224 per semester will be provided as per approved university policy.

3.10 Workload Guidelines

Workload guidelines: Professor: 12 hrs; Associate Professor: 14 hrs; Assistant Professor: 16 hrs; Staff without research mandate: 20 hrs.

Reductions: Assistant Dean, Associate Dean/Director: 2 hours; Dean/Dept Head/Deputy Registrar: 4 hrs; Pro VC and Registrar: 8 Hrs. Workload reduced for strategic assignments/grants >₹50 Lac. Relaxations are contingent on overall workload/availability and cannot be claimed as a matter of right.

4.1 Group Medical Insurance

We offer a comprehensive Group Medical Insurance program for full-time staff and their eligible dependents. This policy provides essential medical coverage to reduce financial burdens and ensure access to quality healthcare. Coverage typically begins on the employment or enrollment date, subject to policy terms. The university pays premiums directly to the insurance company. Benefits are available according to the contract with the insurer.

Benefits of the Policy

The full-time staff members are covered under Group Health Insurance Policy. Family Size: Maximum of 4 members (Employee, Spouse, and a maximum of 2 children). Sum Insured – Rs. 5,00,000

Age Limits:

Relationship	Minimum Age of Entry	Maximum Age of Entry
Employee	18 Years	65 Years
Spouse	18 Years	65 years
Dependent Child	Day 1	25 Years
Medical Expenses Cover	Covered up to Sum Insured	
Pre-Hospitalisation	30 days	
Post-Hospitalisation	60 days	
Organ Donor Expenses	Covered up to Sum Insured	
Domiciliary Treatment	Covered up to Sum Insured	
Day Care Procedures	All Day Care Covered up to Sum Insured	
Road Ambulance Cover	Rs 2,000 per Hospitalisation	
30 Days Waiting period	Waived	
1 st Year Disease Waiting Period	Applicable	
Pre-Existing Disease Waiting Period	36 Months	
Maternity Cover	Not Applicable	
Pre and Post Natal Cover	Not Covered	
Baby Covered from Day 1	Not Covered	

Note: The terms and conditions of the policy are applicable for the academic year 2023-24 only and may change based on the vendor for 2025-26

4.2 Staff Club

The SRU Staff Club cultivates community among staff members. Membership is Automatic for all staff upon joining SRU; subscription fee is deducted from salary. Activities include social events, celebrations, cultural gatherings, and family-friendly outings. Staff Club Committee is composed of a President, Vice-President, Secretary, Treasurer, and Executive Members. This committee oversees administration and event planning. Representing both teaching and non-teaching staff, the committee is nominated or selected annually, assuming office on July 1st. Committee meetings are held quarterly to ensure the club remains dynamic. Members are encouraged to provide suggestions and participate in Club activities. Staff Club President is Dr. Santhosh Kumar Kamarapu, Contact No: 91336565626.

S.No	Range of Salary	Staff Club Membership Amount
1	Less than Rs. 50,000/-	Rs. 100/-
2	Rs. 50,000 to Rs. 1,00,000/-	Rs. 250/-

3	More than Rs. 1,00,000/-	Rs. 350/-
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4.3 Employee Children Scholarship

Tuition Fee Concession for children of employees attending SR Education Society Institutions, including SR University, is granted according to the respective institution's policy. Eligibility is contingent upon merit and seat availability, and adherence to the prevalent rules of the relevant SR Educational Society institution. This concession cannot be claimed as an entitlement and is subject to the specific eligibility conditions published for the relevant academic year.

4.4 Provident Fund

The Provident Fund (PF) constitutes a long-term savings scheme intended to provide financial security for staff and their families during post-employment years. Contributions are made by both the staff member and the employer, comprising a specified portion of the staff member's salary deposited into the PF account. Not all employees are covered under the PF scheme; eligibility is determined by the individual employee's offer letter.

4.5 Leave Travel Concession (LTC)

Leave Travel Concession (LTC) is an employee benefit facilitating travel for staff members and their families, intended for relaxation and rejuvenation. An LTC amount of up to ₹1 Lakh is payable once in a block of three years, subject to SRU policy on LTC. This benefit may be availed from the employee's SRTOP5 plus amount.

4.6 Medical facility and Emergency Medical Transport Facility

SRU provides an emergency medical transport (Ambulance) facility on campus. In the event of a medical emergency, immediately notify the nearest staff or security personnel. The ambulance will be dispatched immediately for transport to the nearest hospital. Keep emergency contact numbers readily accessible. A wellness center is available in Block-3 for routine medical needs, equipped with basic infrastructure and personnel for initial assistance in various medical situations. For emergencies, contact: Mr. Sai Kumar, Ambulance Driver: 7989738242; Mr. A. Ravi, Sr. Assistant: 9948649083 and Wellness centre: B.Pavani-6300390746

4.7 Support System Beyond Working Hours and Maintenance-Related Issues

SRU is committed to supporting staff undertaking research and teaching-related tasks outside regular working hours. Labs and the central library are accessible during extended periods. Refreshment facilities are also available. Prior information of staff working for extended hours enables ensuring access and operational building infrastructure (lighting, air conditioning, etc.). Faculty should inform respective block supervisors, whose contact numbers are provided below, ideally a few hours in advance of planned extended stays. Standing instructions can be provided for multiple days or extended durations. An Escalation Matrix is also available below for reference.

4.8 Maintenance-Related Issues

To ensure efficient handling of maintenance-related matters, SRU has appointed a designated maintenance In-Charge for each university block. Should staff encounter any maintenance issue, including building repairs, electrical or plumbing problems, equipment malfunction, or other physical infrastructure concerns, they may contact the designated Maintenance In-Charge for their block. The In-Charge is responsible for promptly addressing and coordinating maintenance requests or escalating matters to appropriate channels. Contact information for Maintenance In-Charges is provided below. This structured approach enables the university to address maintenance issues promptly, fostering a conducive and well-maintained work environment. An Escalation Matrix with supervisor contact numbers is available for reference.

Block 1	Block 2	Block 3	SRiX	Agriculture School
Mr. K. Thirupathi, Supervisor 8374970067	Ms. P. Rajamma, Supervisor 8465959651	Mr. S. Joginder, Supervisor 9652429412	Mr. D. Raji Reddy, Supervisor 6304733869	Mr. Y. Sudhakar, Supervisor 6281566857
Second Level Ms. J. Ramadevi, Jr. Assistant, 9963084035.				
Third Level Sridhar Reddy, Facilities Manager 9989293164				
Final Level Mr. A. Ravi, Sr. Assistant, 9948649083				

4.9 Open Door Policy

The university maintains an "Open Door Policy," encouraging staff members to submit suggestions, concerns, or feedback regarding university operations and progress. Under this policy, staff may approach any office bearer, including the Vice Chancellor, via various communication channels such as in-person meetings, emails, or scheduled appointments. The university considers open and transparent communication essential for fostering a collaborative and supportive work environment. Feedback is received constructively and positively, aimed at continuous improvement of university. Adhering to the organizational hierarchy is advisable when escalating concerns.

4.10 360-Degree Feedback

SRU implements a 360-degree feedback system to ensure a comprehensive and well-rounded approach to staff evaluation. This system collects input from multiple sources, including deans, faculty, peers, and students, providing a holistic performance assessment. By integrating diverse perspectives, the university aims for a fair and transparent evaluation. This feedback offers staff a comprehensive understanding of their strengths, areas for improvement, and contributions, promoting continuous growth through the utilization of constructive feedback. Peer feedback is collected once per semester. The peer feedback and suggestion mechanism foster a collegial environment, encouraging open dialogue and knowledge sharing among faculty. This process ultimately elevates teaching and learning quality as faculty refine pedagogical techniques, enriching the student educational experience.

4.11 Bachelor Staff Accommodation at University Hostels

The university offers limited shared accommodation for bachelor staff (male and female) in university hostels at a nominal charge of ₹15,000. Additionally, three meals per day are provided free of charge for resident staff. Hostel accommodations offer comfortable and convenient living spaces with essential amenities. Staff members willing to reside in hostels may serve as wardens, playing a crucial role in supporting students' personal growth, and coordinating emergency responses. This initiative aims to enhance staff work-life balance. Accommodation is subject to availability.

5.0 Prohibition of Private Tuitions / Holding an Office of Profit

All university staff members, including faculty and non-teaching staff, are prohibited from offering private tuition to SRU or external students. Engaging in private tutoring may lead to conflicts of interest and compromise the objectivity of staff roles. Staff must therefore refrain from such activities. Staff shall not engage in other business activities or hold offices of profit. Any such situation must be promptly reported to the university authorities. Non-compliance may result in disciplinary action.

6.0 Dress Code

The staff dress code at SRU aims to maintain a professional and respectful appearance, upholding university values and standards. Staff are expected to dress reflecting their roles as educators and professionals, fostering a positive atmosphere for students, colleagues, and visitors. The standard dress code is business casual: neat, clean attire suitable for a professional academic setting. Compliance is mandatory during working hours and official events.

On Monday and Tuesday, formal attire is mandatory. Business formal is also required for special events or visits by external dignitaries. On the occasions T-shirts, slippers, sandals and jeans are not allowed.

7.0 Gift Policy

Staff members are prohibited from accepting or offering gifts valued over ₹5,000. This limit ensures gifts remain symbolic and do not influence professional relationships or decisions. Gifts must be commensurate with the occasion, recipient's status, and relationship with SRU. Gifts/Mementos for visiting dignitaries, experts, examiners, delegates, representatives of other organizations, committee members, etc., should align with this policy. Staff must avoid gifts that could compromise their professional integrity or students' academic performance. If acceptance is unavoidable due to cultural norms or protocols, the staff member must disclose the gift to their reporting officer or appropriate authority. Gifts comprising educational or promotional material, or textbooks from publishers related to the staff member's expertise, are generally permissible. Modest gifts like prasadam or sweets from staff/students may be acceptable based on the occasion and context. On special occasions (marriages, birthdays, functions, retirement), staff may receive gifts from the university/staff club or colleagues, provided they adhere to approved SRU practices and the specified value limit.

8.0 Biometric Attendance

The university utilizes a biometric attendance system for accurate and efficient recording of staff attendance. Adherence to biometric procedures is mandatory for all staff, reflecting commitment to punctuality and professional responsibility. Attendance must be recorded at the commencement and conclusion of each working day. Absence from biometric records for any day requires approved leave. Issues or concerns regarding the system should be promptly reported to the relevant administrative authority. A limited number of faculty and staff may be permitted to register attendance twice daily (morning and afternoon sessions, with a minimum 7-hour gap), subject to VC's approval. Exemptions are based on the nature of responsibilities, research contributions, academic leadership, and the flexible requirements of key administrative/academic positions. Staff absent without prior notification and approved leave are subject to disciplinary action as per university policies.

9.0 Termination

Staff appointments are subject to termination due to non-performance or engagement in actions including, but not limited to: cheating; academic dishonesty; acceptance of bribes or illicit compensation; involvement in criminal cases adversely affecting professional standing or university reputation; engaging in anti-national activities violating national laws and principles; theft or misappropriation of university property, funds, or resources; sexual harassment or any form of harassment, discrimination, or misconduct as per university policies and applicable laws; or participation in illegal strikes, protests, or activities disrupting normal university functioning.

10.0 Conflict of Interest

SRU prioritizes transparency, ethics, and integrity. To maintain trust and fairness, staff must diligently identify and address potential conflicts of interest. Disclosure is required if a close relative is involved in purchasing decisions, tender processes, or job applications at SRU. Staff holding positions on PhD scholar research/evaluation committees for relatives must declare the relationship immediately to ensure unbiased decisions. Staff shall not suggest evaluators with whom the supervisor/PhD student has a conflict. Any conflict of interest with a student must be reported a priori, including personal relationships, financial interests, or other connections hindering fair treatment. Staff on interview panels with a conflict of interest concerning an applicant must recuse themselves or inform the panel chair for guidance. Reporting demonstrates accountability, reinforcing impartiality.

11.0 Examination Duties

Examination duties are an inherent part of the academic process. All staff are expected to participate in various examination-related activities. For invigilation during mid-semester and end-semester exams, the following guidelines apply:

Dean/Head: one duty; Professor: two duties; Associate Professor: three duties; Assistant Professor and full-time PhD scholars will be assigned eight duties. Non-teaching staff, including programmers, trainers, and designers, may be assigned up to eight duties. The Exam Coordinator must ensure at least one faculty member is assigned to each room. Course coordinators should ideally have invigilation duty during their course exam session. Course coordinators are required to arrive 30 minutes prior to distribute question paper bundles by room and collect answer sheets from invigilators post-exam from the exam point. Invigilators are responsible for handing over counted and sorted answer sheets to course coordinators. For summer and winter semesters, only instructors involved in those courses will be allocated invigilation duty.

When a course is handled by multiple faculty members, the answer scripts are shuffled prior to evaluation to maintain fairness and eliminate bias.

Answer scripts of mid-term and end semester are shown on a designated date and time for students in batches of 15, allowing them to discuss their performance with the instructor, who may revise marks if there is a mistake/oversight in checking.

12.1 Library Facilities

The university's Central Library serves as a comprehensive repository of knowledge, featuring an extensive collection of books, journals, e-books, e-journals, and multimedia resources. Staff members are provided with privileged access, facilitating their advancement in research, continuous learning, and professional development. To ensure accessibility and convenience, the library operates from 08:00 to 20:00 on working days and 10:00 to 16:00 on holidays (excluding festivals).

12.2 Parking

Vehicle entry permits (stickers) are issued by an authorized administrative officer or their staff to facilitate entry onto SR University premises without additional checks. Staff should contact the designated person to obtain a sticker for their vehicle, ensuring smooth entry and parking. A maximum of two stickers will be allotted per staff member. Only one sticker is allocated per vehicle. In the event of sticker loss or damage, SR University reserves the right to charge a fee for issuing a duplicate or additional sticker. The university designates specific parking areas for staff two-wheelers and four-wheelers. These areas are strategically located for accessibility and to minimize pedestrian disruption. Adherence to parking guidelines by staff is essential for maintaining a well-organized parking facility. Any issue, contact Security officer: K. Venkateshwar Rao-9618503127

12.3 Stationery Stores

A stationery store is located behind Block-I to support staff professional needs, office supplies and other essential stationary items. A standard stationery kit is provided to each faculty member at the commencement of every semester, available for collection from department/school administrative staff. For additional requirements, staff may utilize their professional allowance to procure stationery. Stationary store in charge details is G.Surender- 9966290920

12.4 Canteen & Refreshment Services

The University features a spacious, two-storeyed cafeteria located on the ground floor of SRiX Block. Equipped with modern facilities and maintaining a hygienic environment, it offers a diverse menu including breakfast, lunch, snacks, and beverages, available from 08:30 to 18:00 for staff and students. A wide variety of North-Indian and South-Indian cuisine is served. Managed by a professional catering service, it adheres to high standards of quality and hygiene. Three additional refreshment points are available across campus. A dedicated faculty discussion room is provided for the exchange of ideas

and discussions on research and teaching-learning processes. This room includes a self-service coffee/tea machine, offering an appropriate setting for inter-departmental/school faculty discussions.

13.1 Academic Calendar

The Academic Calendar delineates the start and end dates for each academic term (odd, even, and summer semesters), registration periods, examination weeks, grade submission deadlines, answer sheet evaluation deadlines, fees payment deadlines, course registration deadlines, working Saturdays, and inter-term breaks. It also lists significant activities, meetings, and events at departmental, school, and university levels, official university holidays. Both calendars are subject to change; modifications are communicated promptly via official channels. The Academic Calendar for the academic year 2024-25 is provided in Annexure XIV.

13.2 Course Plan

The Course Plan offers a comprehensive overview of the course syllabus, detailing topics, schedule of coverage, course outcomes, assessment methods, and recommended resources. Carefully designed to align with overall program outcomes, it ensures a structured and engaging student learning experience. The detailed format is enclosed as Annexure XI to the staff handbook. Staff members are encouraged to review relevant course plans for their disciplines for effective teaching learning process.

13.3 Summer Semester

The summer semester provides students with an opportunity to recover academic progress by completing missed or failed courses during the regular year, thus enabling them to stay on track for timely graduation. It also facilitates accelerated learning through additional credits, and the pursuit of minor/honors courses and allows participation in study abroad programs. Summer semester also offers an opportunity for grade improvement. Faculty compensation/appraisal marks during the summer semester are based on instructional hours per course. Compensation is also contingent upon student enrollment, as payment will not exceed the total receipts generated by an individual course.

14.0 No Plastic Usage

The university underscores its commitment to environmental sustainability through a "No Plastic Water Bottle Usage" policy across campus. Staff are encouraged to utilize reusable water bottles and access filtered water coolers on each floor to effectively minimize plastic waste. Exceptionally, plastic water bottles are permitted for the comfort and hygiene of visiting foreign dignitaries. All campus members are discouraged from using plastic bags to promote an environmentally friendly campus.

15.0 Mentoring Process

Faculty members are assigned to groups of students as mentees. Primary mentor responsibilities include establishing connection, building trust by actively listening to concerns, understanding aspirations, setting clear academic and personal goals; providing academic guidance (program requirements, course selection, career opportunities); guiding towards extracurriculars, counseling; regularly monitoring progress, offering feedback, maintaining confidentiality and respecting privacy. Faculty dedication is vital for nurturing students. Successful mentorship relies on regular one-on-one and group meetings. Mentoring and academic advising are significant faculty activities; one hour weekly is allocated for each. These designated hours must be publicly displayed each semester (cabin door or visible location). A Dean and Associate Dean of Mentoring oversees process review and improvement. Dean Mentoring also holds a special session every semester to motivate students with CGPA less than 6. Student mentor feedback is collected and shared transparently every semester. Mentors are expected to achieve a feedback rating exceeding 4 out of 5.

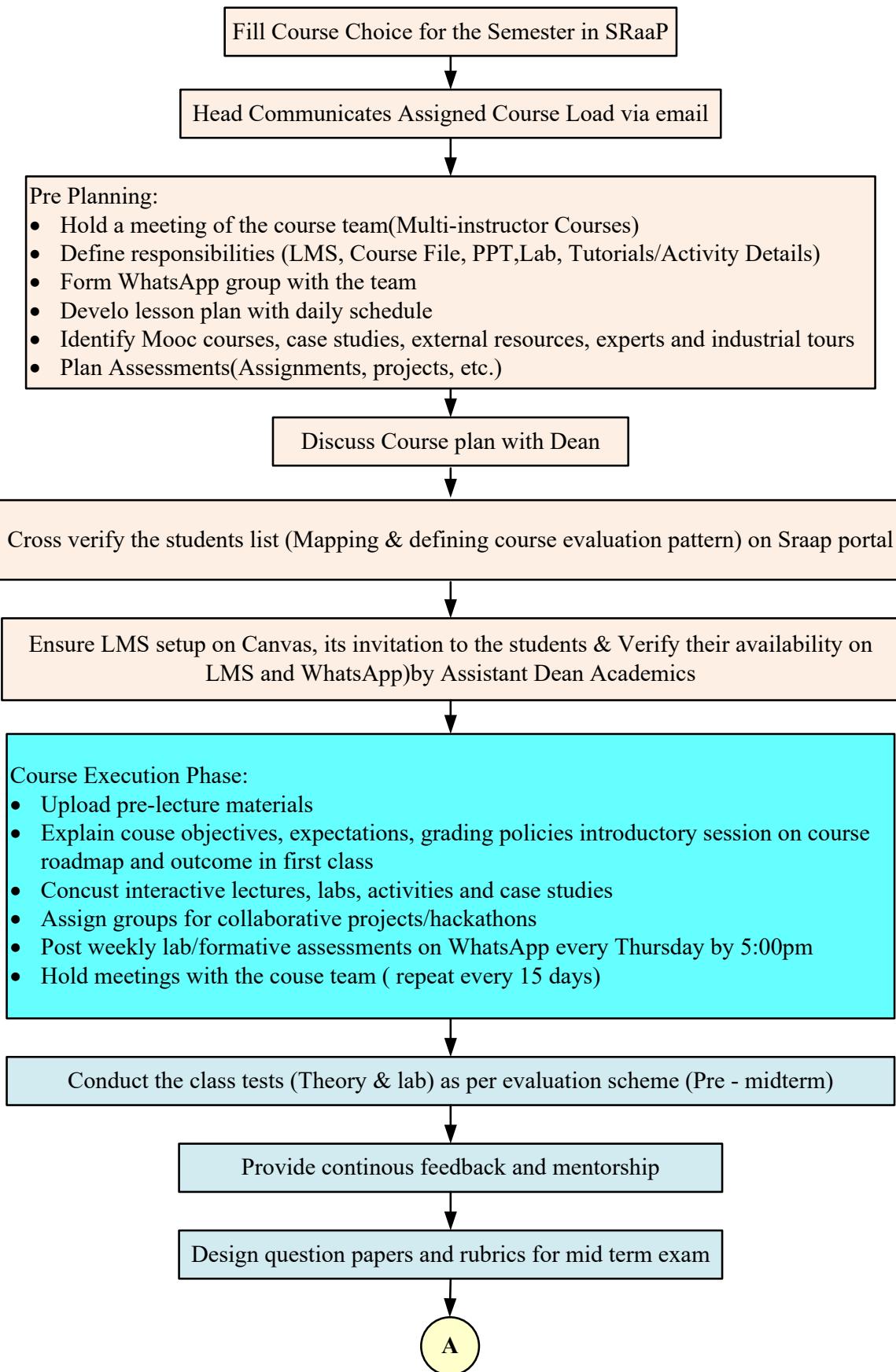


Figure-3: Course Evaluation Process

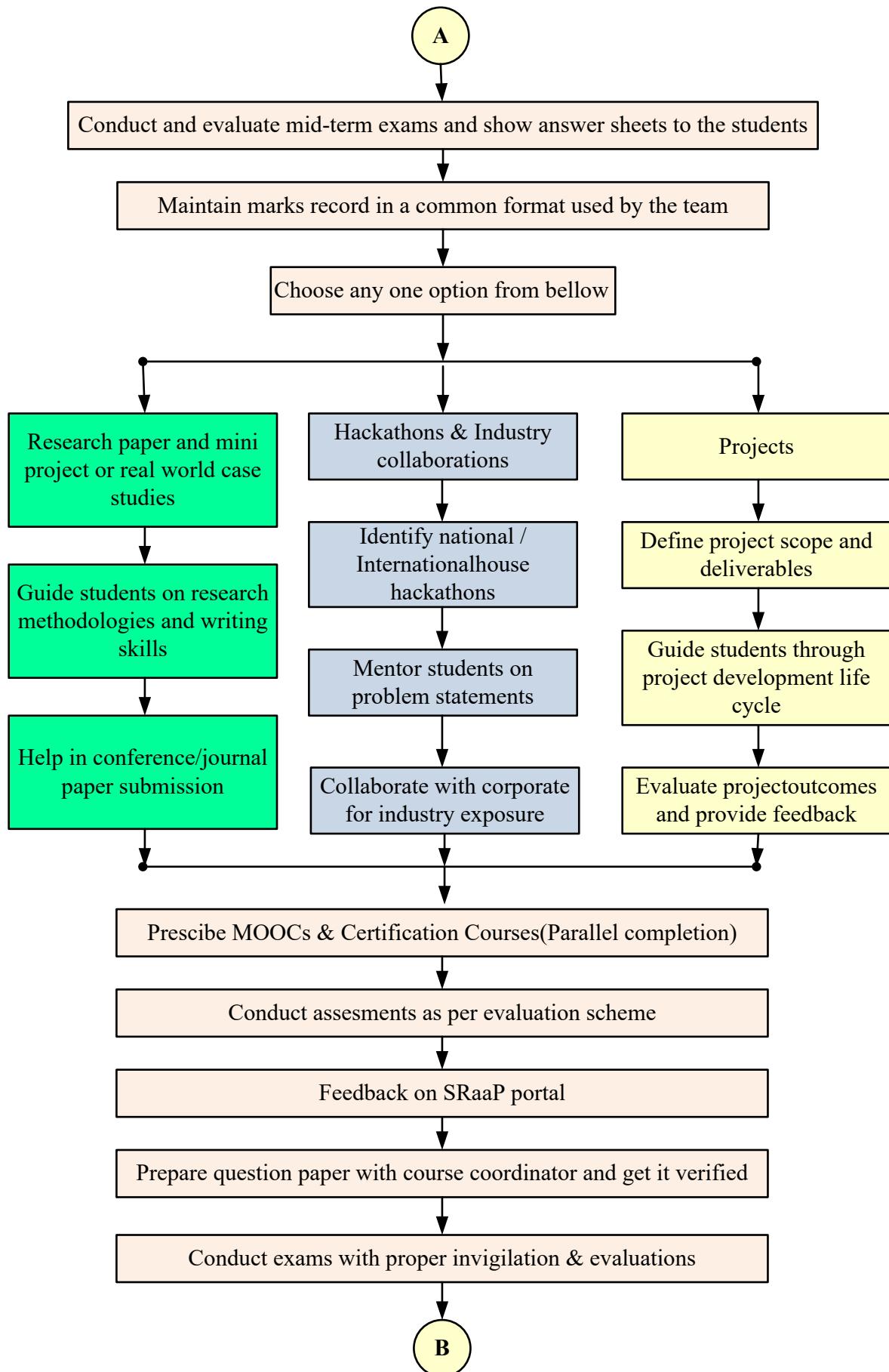


Figure-3: Course Evaluation Process

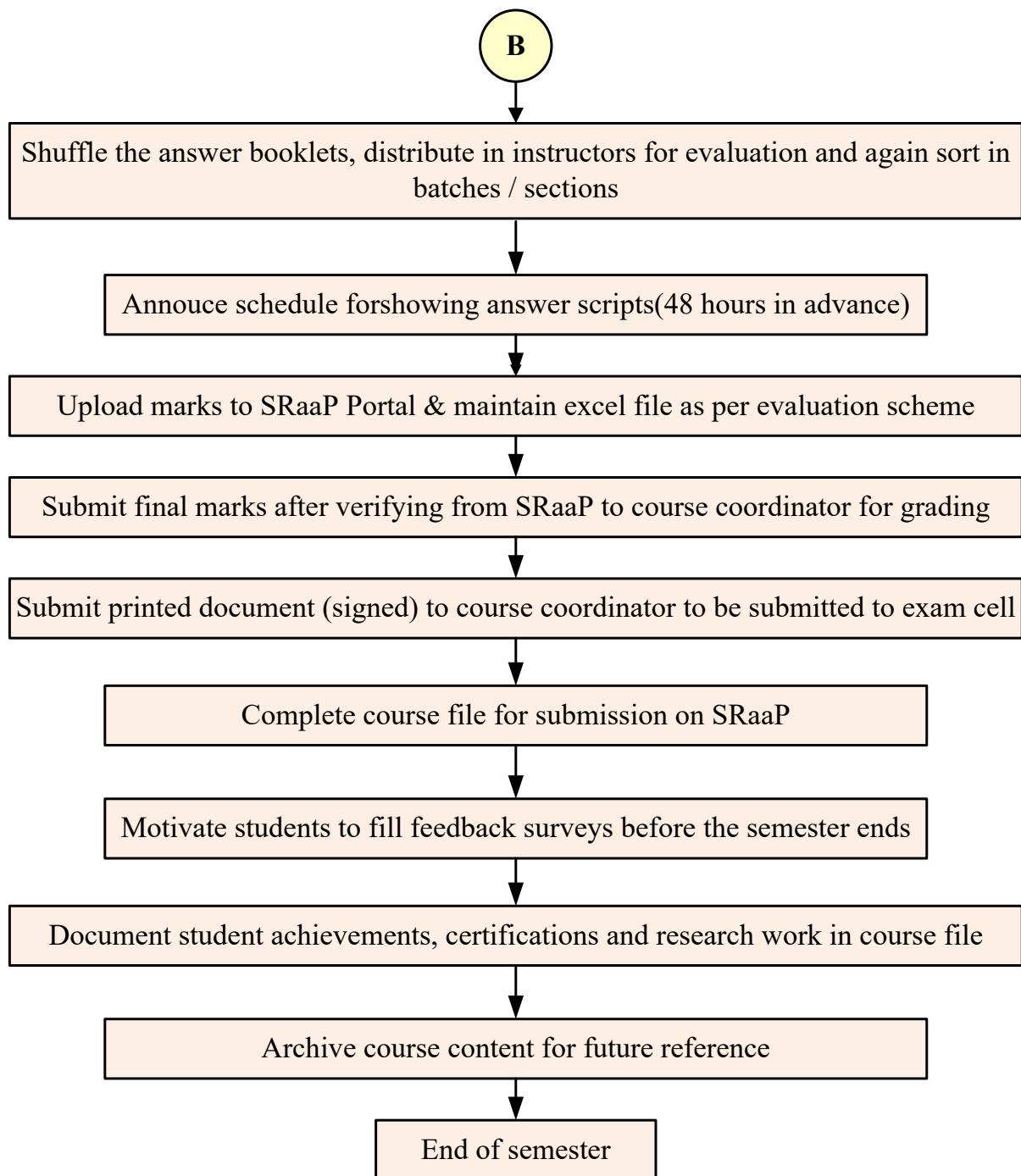


Figure-3: Course Evaluation Process

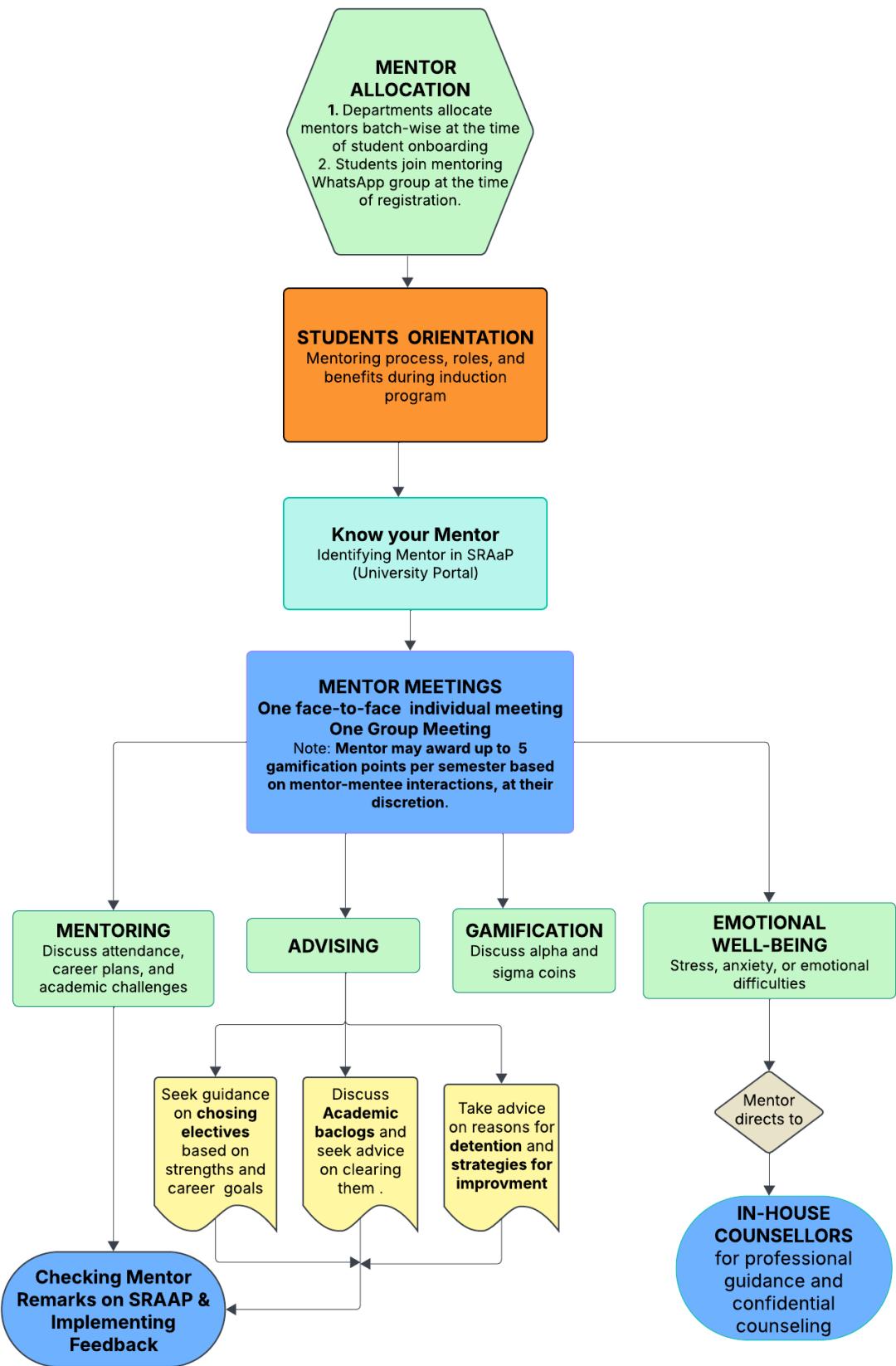


Figure-4: Flow Chart of Students Mentoring

16. Procedure for Obtaining No Objection Certificate (NOC) to apply for jobs

Staff members seeking external employment must submit a formal application for a No Objection Certificate (NOC) to the Registrar's Office. The application shall explicitly state the staff member's intent to apply for positions at other institutions or organizations. The university will issue the NOC, confirming that the university has no objection to their application of employment elsewhere.

17. Whistleblower Policy

Faculty and staff are encouraged to report cases of misconduct, supported by relevant proof, to the Office of the VC. The identity of whistleblowers will be kept confidential. Whistleblowers will be acknowledged for reporting misconduct that may impact the university's reputation. Reportable cases include misconduct in academics, research, financial dealings, or misuse of university resources.

18. University Designations

18.1 Chancellor

The Chancellor serves as the Head of the University, exercising general control over its affairs. The Chancellor presides over Governing Body meetings and the University convocation. Possessing extensive powers to oversee operations, the Chancellor appoints the Vice Chancellor in accordance with the University statute.

18.2 Pro Chancellor

The Pro Chancellor assists the Chancellor in discharging duties and performs the same functions as the Chancellor. The Pro Chancellor presides at the convocation in the Chancellor's absence.

18.3 Vice Chancellor

The Vice Chancellor serves as Chairman of the Academic Council and is the executive officer of the University. This role entails general supervision and administrative control, implementation of Board decisions, ensuring rule compliance, and authorizing staff leave and discipline. The Vice Chancellor convenes committees, leads appointments committees, and enters academic agreements with industry and other universities. Representing the University in various forums, panels, conferences, and events, the VC drives overall growth planning, strategic vision, and resource efficiency.

18.4 Pro Vice Chancellor

The Pro Vice Chancellor is responsible for managing key academic activities, including overseeing programs to maintain high standards, ensuring the smooth and fair conduct of examinations, and handling faculty recruitment. Pro Vice Chancellor coordinates accreditation processes in collaboration with departments and the Director, IQAC, to meet quality standards. Pro Vice Chancellor supports the Vice Chancellor in enhancing academics and contributing to the university's development.

18.5 Registrar

The Registrar safeguards university property, manages official communication, and records meeting minutes. Representing the university in legal matters and handling non-academic agreements, the Registrar also oversees accounts and building upkeep. Duties assigned by regulations, the Board, or the Vice Chancellor are also performed. As head of non-teaching staff, ensuring smooth operations encompassing admissions, enrollments, migration, transfers, scholarships, registrations, payments, and record-keeping. The Registrar contributes to rankings and accreditations as per management directives and liaises with local, district, and state administrations on legal, property, traffic, and civil issues. Furthermore, the Registrar facilitates collaborations with civil society for social initiatives.

18.6 Chief Finance and Accounts Officer

The Chief Finance and Accounts Officer generally supervises university funds and advises on financial policy. This role includes preparing annual accounts and the budget. The officer monitors cash, bank

balances, and investments, oversees revenue collection, oversees Audit process and advises on collection strategies. He ensures comprehensive regulatory compliance regarding financial matters.

18.7 School Dean

School Deans enhance their academic units' visibility, growth, and engagement within the university. They represent their school in forums and speaking events, cultivate Industry Collaborations, and represent SRU at student recruitment events. Deans also establish new chapters, societies, or professional bodies to foster student academic and professional development. They champion the school's strategic evolution and standing, creating an enabling environment aligned with university objectives, and ensure the implementation of decisions from academic and statutory bodies. Vice Chancellor may assign specific duties to Dean to have proper work distribution among different leadership positions at school and department levels.

18.8 Associate School Dean

The Associate School Dean significantly contributes to the school's academic and professional advancement. This includes anchoring industry MoUs for tangible outcomes and promoting international student mobility (inbound/outbound). They lead project and startup showcases and monitor/enhance content delivery with niche practices. The Associate Dean also releases a bi-semesterly school newsletter to inform the community of achievements and updates.

18.9 Department Head

The Department Head ensures effective management and continuous improvement within their academic unit. Responsibilities include preparing faculty workloads, coordinating departmental administration, and organizing statutory/periodic meetings. The Head also oversees class and lab activities (execution and quality), student orientation, recognition of top performers, and the efficient execution of the department's examination system.

18.10 Associate Head of the Department

The Associate Head supports the Department Head in academic and administrative duties, including faculty coordination, class and lab monitoring, exam execution, student orientation, and performance tracking. They help organize meetings, ensure documentation, and maintain teaching quality.

18.11 Director of Evaluation

The Director of Evaluation orchestrates the university's examination system, monitoring the process, forming flying squads as needed, and handling exam postponements or cancellations in emergencies. The Director can recommend cases to the UFM committee and is responsible for publishing exam results according to the academic calendar. Collaborating with the Registrar and other officers, the Director conducts the University Convocation by forming committees. The Director can propose exam process changes and oversees vendor selection and security for exam materials.

18.12 Controller of Examination (CoE)

The CoE manages all operational aspects of conducting exams, declaring results, and student evaluation documentation. This includes the exam date sheet, invigilation chart, seating plan, and attendance sheets. The CoE handles regular, supplementary, winter/summer, and makeup end-semester exams, as well as grade improvement processes. Maintaining backlog and detention lists and ensuring fairness and secrecy of exam documents are key responsibilities. The CoE also issues marksheets and transcripts and coordinates with the ERP system to align with university policies.

18.13 Dean Student Welfare

The Dean Student Welfare fosters students' social development into mature, ethical, and responsible individuals. This includes promoting grooming through clubs, sports, NSS, NCC, and extracurricular

activities. The Dean oversees medical and counseling services, educational tours, and the development of student bodies like student councils. Encouraging student chapters of national/international organizations (e.g., MUN) is also a key responsibility. Furthermore, the Dean maintains campus discipline, managing related processes and punishments.

18.14 Associate Dean Student Welfare

The Associate Dean of Student Welfare focuses on successfully organizing Sparkill and enhancing its visibility through publicity. Responsibilities include planning even/odd semester calendars for all university clubs and overseeing the selection of club presidents and executives. Maintaining oversight of club social media and meetings to ensure ethical, non-discriminatory, legal, and moral practices (per SRU policies) is crucial. The Associate Dean also collaborates with students on budgets and oversees timely bill submissions and fund disbursement according to university guidelines.

18.15 Assistant Dean Student Welfare

The Assistant Dean of Student Welfare oversees and facilitates the establishment of student bodies within school/department clubs, ensuring adherence to guidelines. This role involves developing yearly/semester-wise club activity calendars and providing discreet oversight, mentorship, and support to clubs. Managing financial aspects (clearances, sponsorships, budgets) for seamless event execution is key. Assistant Dean actively promotes collaboration among university clubs, events, and academic activities to enrich the student experience.

18.16 Associate Dean Alumni

The Associate Dean of Alumni establishes Alumni Chapters with designated office bearers to facilitate organized engagement. This includes coordinating annual alumni meets on campus and in key locations (e.g., Hyderabad, Bangalore, US) and actively adding new alumni to the database. Creating a single-window process for alumni official matters and developing an online mechanism for alumni contributions (including payments) are also key responsibilities, fostering sustained involvement.

18.17 Assistant Dean Alumni

The Assistant Dean Alumni meticulously maintains a comprehensive alumni database (phone numbers, designations, emails, company affiliations, addresses). This role involves strategically planning and executing alumni meets on and off campus and proactively engaging alumni through invitations for expert talks, internships, project mentoring, and evaluations. Sensitizing final-year students about alumni activities and creating/appointing office bearers for alumni chapters in locations with significant alumni presence are also key to fostering a thriving alumni community.

18.18 Director Sports

The Director of Sports leads the development and implementation of comprehensive sports programs catering to diverse student interests. Organizing participation in local, state, and national competitions to promote fitness, teamwork, and sportsmanship is central. Maintaining sports infrastructure, hiring staff, refining training programs with coaches, and seeking partnerships with sports organizations are also key duties. The Director organizes sports day, ensures safety and fair play, maintains infrastructure records, brands sports events, and minimizes disruption to the academic calendar.

18.19 Dean Academics

The Dean Academics oversees university academic regulations, environment, and proceedings. Key responsibilities include preparing and releasing the annual/semester academic calendar and the yearly Student Handbook. The Dean coordinates with the COE for UG result compilation, monitors UG student registration, and maintains overall academic documents and ambiance, balancing curricular and co-curricular activities. The Dean also collaborates with School Deans on new programs and ensures proper rules and distribution of academic medals and honors.

18.20 Associate Dean Academics

The Associate Dean Academics primarily maps credits and courses for incoming transfer students. This role involves testing and finalizing course registration counts for open/professional electives and other courses on the SRAaP platform. The Associate Dean also oversees the effective implementation of course mapping and manages course/elective changes through the SRAaP platform, ensuring accuracy and efficiency.

18.21 Assistant Dean Academics

The Assistant Dean of Academics streamlines undergraduate academic processes by ensuring timely completion and submission of UG course files by faculty, upholding standards. This includes facilitating the preparation and submission of UG course plans and overseeing curriculum completion for all UG courses before each semester. The Assistant Dean prepares and circulates the Peer Feedback Schedule, finalizes elective registrations based on student interest, and prepares the list of electives for the next semester, enhancing the student-centric academic program.

18.22 Dean PG Programs

The Dean of Postgraduate (PG) Programs manages and enhances PG academic experience. Responsibilities include preparing the PG Academic Calendar (in collaboration with Dean Academics), crafting the PG Handbook chapter, and coordinating with the COE for PG result compilation. The Dean also monitors PG student registration and maintains the overall academic environment for postgraduate learning and research.

18.23 Associate Dean PG Programs

The Associate Dean of Postgraduate Programs (PG) ensures the seamless functioning of PG academics. This includes mapping credits/courses for incoming PG transfer students and testing/finalizing course registration counts for electives on the SRAaP platform. The role also involves overseeing PG course mapping implementation and facilitating course/elective changes through SRAaP, ensuring an efficient academic experience aligned with academic excellence.

18.24 Assistant Dean PG Programs

The Assistant Dean PG maintains a comprehensive Master File of PG students (names, enrollment, contact details, batch, address). This role coordinates the preparation of the Master Courses timetable with Timetable Coordinators and manages the master curriculum and syllabus. Overseeing the Course Plan for master courses and supervising the submission of Course Files (including quality checks) are also key responsibilities, ensuring efficient PG program organization.

18.25 Dean Online Learning

The Dean of Online Learning advances the institution's online education by creating a comprehensive database of online courses. This role involves training/supporting faculty in developing quality video content for public sharing and establishing SRU branding guidelines for all online content. Managing licenses for online skilling portals, optimizing resource access, and maintaining a database of faculty/student online certifications (for branding) are also key responsibilities.

18.26 Associate Dean Specialization

The Coordinator of specialization strategically develops and executes a comprehensive, industry-aligned specialization curriculum (core/elective courses, programs). This includes overseeing hands-on projects and research, fostering industry partnerships for real-world exposure/internships, and organizing hackathons, certifications, competitions, workshops, seminars, and conferences. The role also involves vigilantly monitoring and assessing student performance in specialization courses.

18.27 Dean Mentoring

The Dean Mentoring provides strategic leadership and oversight for the institution's mentoring and advising framework. This includes designing/implementing effective mentor-mentee engagement policies, ensuring consistent application of mentoring standards, overseeing Associate Deans' work, and ensuring proper mentor-mentee mapping. The Dean promotes mentor training, developing resources, and analyzing feedback for continuous improvement, ultimately monitoring the mentoring system's impact on student development, retention, and success.

18.28 Associate Dean Mentoring

The Associate Dean of Mentoring & Advising establishes and maintains a master list of all mentors batchwise. This role involves keeping detailed records of mentor-mentee semester meetings, sharing relevant resources with mentors for skill enhancement, and overseeing mentor feedback/analysis for continuous improvement. Ensuring the efficiency of the Mentor-Mentee framework (proper mapping/alignment) to foster meaningful mentoring relationships is also a key responsibility.

18.29 Dean Faculty Affairs

The Dean Faculty Affairs enhances faculty-related operational efficiency and improvement. This includes managing recruitment and promotion processes (coordinating with HODs, shortlisting, interviews), ensuring smooth onboarding of new faculty (admin, travel), maintaining service records, facilitating temporary accommodation, and overseeing training for faculty with lower feedback. The Dean also reviews/updates faculty policies, suggests revisions, and ensures performance appraisal.

18.30 Associate Dean Faculty Affairs

The Associate Dean of Faculty Affairs oversees and conducts comprehensive induction programs for new faculty, covering SRU's Vision, Mission, Core values, and employment terms. Addressing faculty grievances and promoting well-being are integral. This role also involves reviewing self-appraisals and ensuring the timely implementation of the annual performance appraisal process.

18.31 Dean Research

The Dean of Research strategically plans for university research growth aligned with ranking agencies and the SRTOP5 vision. Responsibilities include overseeing patents, Ph.D. scholars, publications, grants, and consultancy. The Dean promotes quality, ethical, and socially impactful research with risk mitigation, supervises adjunct faculty engagement, and proactively plans/executes the growth of research tools, equipment, labs, and centers for maximum utility.

18.32 Dean Ph.D. Programs

The Dean (Research) provides strategic leadership for all Ph.D. activities, including developing/implementing Ph.D. program policies. The Dean guides Associate Deans in finalizing entrance exam syllabi and ensures smooth admissions, registration, and orientation processes.

18.33 Associate Dean Ph.D. Programs

The Associate Dean Research (Ph.D.) finalizes Ph.D. courses/syllabi across departments and ensures their upload to the SRU portal. This role manages the entire Ph.D. admission process (notification to results), oversees registration/orientation of new scholars, leads the thesis submission process (checking prerequisites/quality), and coordinates the final Ph.D. viva arrangements for evaluation.

18.34 Associate Dean Research (Patents)

The Associate Dean Research (Patents) conducts patent lifecycle and IPR workshops, oversees SRU's patent granting process, and fosters patent idea generation among students/faculty. This role resolves patent queries/disputes and strives to convert selected patents into industry-relevant products.

18.35 Associate Dean Research (Publications)

The Associate Dean of Research (Publications) orchestrates workshops to enhance faculty publication skills and fosters a supportive research environment. This includes meticulously tracking ongoing publications, disseminating information on new journal special issues, and regularly updating faculty on SCI/Scopus list changes and impact factors. The Associate Dean also mentors new faculty to initiate SCI publications, elevating the institution's scholarly contributions.

18.36 Associate Dean Research (Grants)

The Associate Dean of Research (Grants) fosters a robust research culture by conducting grant writing workshops and providing personalized mentorship to new faculty. This role involves disseminating information on new funding opportunities, meticulously tracking submitted/ongoing/completed projects, and executing targeted mechanisms for university-level grant proposal submissions.

18.37 Associate Dean of Research (Consultancy)

The Associate Dean of Research (Consultancy) fosters a vibrant consultancy culture by conducting seminars on attracting projects and mentoring new faculty in securing them. This role leads to the creation of a brochure/webpage showcasing strengths, tracks other institutions for potential leads, implements competitive strategies, and explores enabling accreditations like NABL to enhance the university's consultancy profile.

18.38 Associate Dean Research (International Rankings)

The Associate Dean of Research (International Rankings) positions the institution globally by meticulously preparing data for international rankings, strategically selecting impactful ones, and monitoring competitors to formulate a ranking roadmap. Post-ranking, this role supervises branding/compliance and proactively explores new international rankings.

18.39 Assistant Dean Research

The Assistant Dean of Research monitors Semester Progress Presentations (circulating schedules) organizes Ph.D. written exams/interviews (communicating schedules/venues) and finalizes experts for Comprehensive Vivas (notifying scholars of scope). This role also conducts Research Plan Presentations (sending notifications) and prepares impactful brochures/webpages to enhance department/school research visibility.

18.40 Dean Planning

The Dean of Planning strategically plans space allocation (labs, classrooms, seating for faculty/staff/Ph.D. scholars), upholds campus hygiene/aesthetics, upgrades campus elements (boards, nameplates, room aesthetics, notice boards), oversees the distribution/maintenance of essential resources (stationary, devices, furniture), and supervises food vendors.

18.41 Associate Dean Planning

The Associate Dean of Planning devises efficient security staff deployment plans, oversees mechanisms to prevent unwanted intrusions, implements a classified parking system, plans/executes yearly audits of capital items (reporting discrepancies), and manages the guest house.

18.42 Director Placement

The Director Placement sets the vision and strategy for student career support and placement, reaches out to potential recruiters to increase hiring, holds HR conclaves to enhance SRU's brand value for placements, engages new startups for internships/jobs, executes the entire placement process, modernizes placement rules, reports updates to align academics.

18.43 Assistant Dean Internships & Placements

The Assistant Dean of Internships & Placements prepares/releases the Placement brochure, compiles the eligible student list (including opt-outs), gathers feedback from visiting companies, maintains a real-time internship database (student/mentor details, evaluations), proactively visits companies for collaborations, and conducts regular sessions with students for feedback, and motivation.

18.44 Director International Affairs & Corporate Outreach (IACO)

The Director IACO reaches out to industry/corporates for new university partnerships aligned with strategic goals. This role handles meetings, visits, legal vetting/signing of MoUs, executes commitments, maintains records, ensures visibility through branding, manages student mobility with international partners (per MoUs), attends relevant events, monitors new trends, and maintains relationships with departments through Assistant Dean International Affairs.

18.45 Assistant Dean International

The Assistant Dean International champions international student aspirations/cultural integration within the department. This includes motivating SRU students to leverage international partnerships, coordinating with the International Affairs Office to establish new partnerships, acting as a liaison for international visitors, and planning sessions with international speakers on mobility topics to promote cross-cultural exchange and global awareness.

18.46 Associate Dean Innovation and Startups

The Associate Dean of Innovation and Startups drives the success of the Startup Expo, showcasing student innovations. This role fosters a robust startup ecosystem within SRU, actively engages with the Hyderabad startup ecosystem, facilitates student participation in startup competitions, and proactively applies for startup funding for SRU ventures.

18.47 Associate Dean of Regulations and Compliances

The Associate Dean of Regulations and Compliances conducts all statutory committee meetings. This includes managing membership updates, ensuring timely release of MoMs, overseeing meeting arrangements (ambiance, logistics, catering), managing travel/accommodation for external members, and ensuring meeting periodicity with timely invites, based on a comprehensive understanding of each committee's roles. He also keeps an eye on UGC and other regulatory bodies for any changes/updates in regulations.

18.48 Assistant Dean Admissions

The Assistant Dean of Admissions prepares the department/school Admissions brochure and impactful program presentations. This role develops a calendar for school outreach (SRU visits and visits to schools), ensures website accuracy for application/admission information, manages department branding, coordinates campus tours with admissions, and shares a list of faculty for parent advising, contributing to a seamless admissions process.

18.49 Director IQAC

The Director of the Internal Quality Assurance Cell (IQAC) leads the university towards academic excellence by guiding it to secure higher NAAC/NBA grades. This role establishes/oversees SOPs

university-wide, conducts comprehensive academic/administrative audits, and ensures the effective functioning/coordination of all IQAC members, fostering a collaborative environment.

18.50 Associate Director IQAC

The Associate Director of IQAC supports the Director by focusing on the operational aspects of quality assurance. This includes assisting with NAAC/NBA accreditations, contributing to strategy development/implementation, overseeing SOP execution/maintenance, participating in audit planning/execution, and collaborating with the Director in managing the IQAC team to achieve quality assurance and institutional excellence.

18.51 Director Marketing

The Director of Marketing directs and executes marketing strategy to enhance the university's brand. This involves overseeing comprehensive marketing campaigns, collaborating with stakeholders to identify target audiences and messaging, monitoring market trends/competitor analysis, and executing digital marketing/advertising strategies to optimize online presence.

18.52 NCC Officer

The NCC Officer manages the NCC program by increasing enrollment/participation and facilitating leadership development. This role enhances NCC visibility through community outreach, leads the university contingent for competitions, enforces safety protocols while promoting cadet well-being, and prepares cadets for key university events, minimizing disruption to the academic calendar.

18.53 NSS Officer

The NSS Officer invigorates NSS membership/engagement through strategic recruitment and implements impactful community service projects. This role enhances volunteer capabilities through skill development, fosters collaborations with local NGOs, prioritizes volunteer well-being, and prepares volunteers for key university events, minimizing disruption to the academic calendar.

18.54 Warden

The warden helps create a supportive "home away from home" with safety, security, and positive ambiance. This role fosters inclusivity/respect, bridges residents and authorities, leads the Hostel Student Committee (managing discipline, attendance, upkeep), supervises food/laundry services, and serves as the first point of contact in emergencies.

18.55 Assistant Dean Examinations

The Assistant Dean Examinations (Exam Coordinator) meticulously creates/distributes datasheets for mid-semester and makeup exams within the department/school. This role coordinates the development/circulation of seating plans, prepares attendance sheets, creates/circulates the invigilation schedule, and sets up exam points for smooth paper distribution/collection.

18.56 MoU/Industry/Partner University Coordinator

The MoU/Industry/Partner University Coordinator gains a comprehensive understanding of partner organizations (offerings, opportunities), actively engages with stakeholders for relationship growth, organizes events aligned with MoU plans, participates in relevant forums to broaden contacts, and works towards seamless integration of the partner ecosystem into the SRU system for mutual benefit.

18.57 Social Media Coordinator / Assistant Dean

The Social Media Coordinator manages departmental social media handles (security, access), sets/achieves follower targets, curates/posts high-quality content with proper tagging, motivates/assists faculty in creating engaging stories, ensures comprehensive coverage of

departmental activities, and collaborates with other handles for joint posts/content boosting to enhance online presence.

18.58 Associate Dean Project Showcase

The Associate Dean Project Showcase organizes a Project Expo showcasing top student projects to parents, industry experts, and stakeholders. This role fosters industry connections and promotes student professional growth by engaging throughout the semester to ensure high-quality projects for the event, aligned with the academic calendar's university-level showcase date.

18.59 Timetable Coordinator

The Timetable Coordinator collects faculty course preferences, prepares a Course Wise Load Sheet, calculates the department's Total Load, coordinates with other departments for shared courses, prepares the timetable based on subject allotment, enters the schedule into the software, and continuously updates the timetable due to faculty changes.

18.60 Research Coordinator / Assistant Dean

The Research Coordinator supports and promotes departmental/school research by assisting faculty/students in identifying opportunities, accessing funding, and organizing events. This role knows funding details, circulates timely calls, creates groups for large grants, arranges proposal writing masterclasses, and creates/maintains updated Google Scholar/Researcher ID pages (monthly) and SCI/Scopus journal lists (bi-annually).

18.61 Clubs Coordinator/ Assistant Dean

The Clubs Coordinator ensures the establishment of a Student Body for each club (yearly renewal), facilitates the creation of yearly/semester club activity calendars, provides continuous discreet oversight/mentorship/support to clubs, diligently manages financial aspects (clearances, sponsorships, budgets), and actively promotes collaboration among university clubs/events/academic activities.

18.62 Sports Coordinator/ Assistant Dean

The sports Coordinator manages sports activities, organizes events, manages facilities, encourages student/faculty participation for fitness and university representation, and coordinates with the university Sports Department as needed, minimizing disruption to the academic calendar.

18.63 Website Coordinator/Assistant Dean

The Website Coordinator maintains and updates departmental website content (achievements, events, faculty profiles), promptly communicates new achievements to the webmaster, and ensures adequate visibility for department clubs/chapters.

18.64 Library Coordinator/ Assistant Dean

The Library Coordinator addresses student/faculty library needs, serves as a liaison between departments and the library, recommends relevant books/journals, and resolves library-related issues, promoting academic excellence and supporting scholarly endeavors.

18.65 Associate Dean Sustainability

The Associate Dean of Sustainability leads university efforts to advance UN SDGs through academics, operations, and community engagement. This role integrates sustainability into curriculum/research/practices, develops policies for environmental stewardship/resource efficiency, identifies SDG-aligned opportunities (Climate Action, Quality Education, Clean Energy), fosters external partnerships, and promotes a culture of sustainability through awareness and engagement.

19.0 SRU Policies

SRU has implemented policies to foster a fair, transparent, and supportive academic and professional environment for all staff. Familiarity with these guidelines is crucial for a harmonious and successful academic journey.

Key university policies include:

- a) Leave Policy (Annexure-I): Defines various leave types: casual, medical, maternity, paternity, sabbatical.
- b) Travel Policy (Annexure-II): Outlines procedures for official travel (approval, reimbursement, safety).
- c) Leave Travel Concession (LTC) (Annexure-III): Offers travel benefits for personal rejuvenation.
- d) Teaching Staff Promotion Policy (Annexure-IV): Details criteria and procedures for career progression based on teaching, research, service, and professional development.
- e) **Plagiarism Policy (Annexure)**: Defines plagiarism, consequences of academic misconduct, and preventative measures, upholding academic integrity (**Refer students handbook**).
- f) Sexual Harassment Policy (Annexure-V): Establishes a zero-tolerance approach, outlines reporting procedures, and support for those affected, ensuring a safe and respectful workplace.
- g) Grievance Redressal Policy (Annexure-VI): Addresses and resolves workplace complaints, issues, or conflicts.
- h) **IT Resources Management Policy (Annexure)**: Ensures effective, secure, and responsible use of all digital infrastructure for academic, administrative, and research activities (**Refer students handbook**).
- i) Academic and Administrative Bodies of SRU (Annexure-VII): Describes the governing and decision-making entities responsible for academic excellence and efficient operations.
- j) Research Ethics Policy (Annexure-VIII): Mandates integrity, safety, and responsibility in research involving humans, animals, chemicals, and biological materials, requiring prior ethical approvals and adherence to standards. Non-compliance leads to disciplinary action.

All staff members are urged to read, understand, and comply with these policies to ensure a smooth and productive academic experience, reflecting our commitment to excellence and the pursuit of knowledge in the best interests of both staff and the university.

20.0 Recognition as Supervisors

The Vice-Chancellor accords recognition for guiding research work and holds the authority to relax conditions or withdraw supervisor status in special cases. Recognized supervisors may guide scholars at other institutions only with prior approval from the Dean Ph.D. and Vice-Chancellor, reported to the Academic Council.

Permanent SRU faculty (Professor/Associate Professor/Assistant Professor/Adjunct Faculty) with a Ph.D. and at least two Scopus-indexed research publications. This publication requirement may be relaxed for permanent faculty in disciplines with limited peer-reviewed journals, with documented reasons. A minimum of two years of research or teaching experience post-Ph.D. Merit-based exemptions may be considered and approved by the Vice-Chancellor, reported to the Academic Council.

20.1. Allocation of Supervisor(s)

An eligible Professor, Associate Professor, or Assistant Professor can supervise up to eight, six, or four Ph.D. scholars, respectively. The total number of Ph.D. scholars under a faculty member as a supervisor at any time cannot exceed these limits. Co-supervision counts as half a slot per scholar for each supervisor. The relevant DRC decides supervisor allocation based on the number of scholars per supervisor, available specializations, and the research interests/preferences of both supervisors and scholars. For interdisciplinary/multidisciplinary research, a co-supervisor from outside SRU may be

appointed if they are renowned in their field with SCIE publications (per JCR reports). The Vice-Chancellor may relax this if such experts are unavailable in specific disciplines/research areas. For formal institutional collaborations (based on MoUs), SRU may approve a faculty member as a Ph.D. supervisor for a scholar from the partner institution if eligibility requirements are met. If an SRU supervisor leaves the university before submission of thesis, they typically cannot continue supervising the scholar. However, the Vice-Chancellor may grant permission in special circumstances. Faculty members nearing retirement are not permitted to take on new scholars. Re-appointed retired faculty may continue as supervisors until the age of 70.

21.0 Code of Conduct

SRU staff members are expected to uphold the highest standards of professionalism, integrity, and ethical conduct, fostering a positive academic environment and mutual respect among colleagues, students, and the broader community.

Professionalism and Integrity:

- Treat all individuals with respect, fairness, and dignity.
- Adhere to academic standards and maintain research, teaching, and scholarly integrity.
- Maintain confidentiality and protect privacy.
- Avoid conflicts of interest and disclose potential ones.
- Comply with all applicable laws, regulations, and university policies.

Teaching and Mentoring:

- Create a supportive and inclusive learning environment.
- Demonstrate fairness in examinations and feedback.
- Encourage open dialogue and diverse perspectives.
- Guide and mentor students' academic and professional development.

Research and Scholarly Activities:

- Conduct research with integrity and transparency, adhering to ethical guidelines.
- Publish findings in reputable venues.
- Seek external research funding.
- Mentor and supervise students in research.

Collegiality and Collaboration:

- Respect colleagues' contributions, promote teamwork, and engage in constructive dialogue.
- Collaborate on interdisciplinary initiatives.
- Participate in university governance and support its mission.
- Encourage academic freedom and intellectual diversity.

Compliance with Policies and Regulations:

- Familiarize themselves with and adhere to university policies.
- Report potential policy violations or unethical behavior.
- Cooperate fully with investigations.

Failure to adhere to this Code of Conduct may result in disciplinary action. By abiding by this code, staff contribute to SRU's academic integrity, reputation, and success.

22.0 Sustainable Development Goals (SDGs)

SRU actively addresses the Sustainable Development Goals (SDGs) by integrating sustainability into its academic, operational, and research endeavors. The curriculum educates students to be advocates for sustainable practices. Campus-wide eco-friendly practices include renewable energy adoption and plastic-free initiatives. Sustainability is embedded in the academic curriculum, fostering awareness among students and faculty. The university collaborates with local communities to address societal challenges. By prioritizing sustainability and social/environmental responsibility, SRU significantly contributes to global SDG efforts for a more sustainable future.

- a. No Poverty
- b. Zero Hunger

- c. Good Health and Well Being
- d. Quality Education
- e. Gender Equality
- f. Clean Water and Sanitation
- g. Affordable and Clean Energy
- h. Decent Work and Economic Growth
- i. Industry, Innovation and Infrastructure
- j. Reduced Inequalities
- k. Sustainable Cities and Communities
- l. Responsible Consumption and Production
- m. Climate Action
- n. Life Below Water
- o. Life on Land
- p. Peace, Justice and Strong Institutions
- q. Partnerships for the Goals

23.0 SR Innovation Exchange (SRiX)

SR University hosts SRiX, a Technology Business Incubator sponsored by NSTEDB, DST, Govt of India. It has incubated 84 start-ups (8 women-led), collectively valued over ₹100 Crore. Prominent examples include Zithara Technologies, Hiltbrands Technologies, and VMS Healthcare Solutions. Recognized as a Startup Hub - TIDE 2.0 Centre by the Govt of India, SRU also attained the All India 1st Rank among private institutions in ARIIA 2020.

SR Innovation Exchange (SRiX) is a DST sponsored Technology Business Incubator. SRiX brings entrepreneurs, mentors, researchers, and academicians together to create an inspiring ecosystem to transform ideas into business entities. SRiX intends to be an active catalyst for the growth of the startup ecosystem and help Startups evolve & grow into mature businesses. It has state-of-the-art infrastructure consisting of Design & Rapid Prototyping facilities, Conference Halls/ Meeting Rooms, Video-conferencing facilities, Air-conditioned co-working spaces with Wi-Fi.

Support provided:

- a. Idea Valuation/ Validation, End-to-end product development support, Incubation and Acceleration Support
- b. Mentoring Support: Branding, marketing, Go-to-market, Business Expansion, Technology, and commercialization.
- c. Legal Support: Company incorporation and documentation, Intellectual Property (IP), Patenting, and Regulatory Compliance.
- d. Funding Support: Seed capital, Grants, Angel Investors, Venture Capitalists, investor connect.
- e. Financial Services: Accounting, Filings, Valuations etc.
- f. Connections & Networking: Mentors, investors, industry partners, Government, Higher Education institutions connections.
- g. Human Resources: Hiring of interns and fresh grad, team management, partners fit.

Staff members are encouraged to make full use of SRiX. The NEP envisages staff entering the startup world. Staff can Apply various funding programs., Make use of facilities and space, Promote staff-led student startups. Be mentors and subject matter experts for start-ups, Convert projects into start-ups, be speakers and panel members for events conducted in SRiX, Conduct workshops.

ANNEXURE - I
LEAVE POLICY

We recognize the importance of healthy work-life balance for our valued faculty members. Our Leave Policy is designed to support faculty in managing their personal and professional commitments while ensuring the smooth functioning of academic activities. This policy outlines various types of leaves available to faculty members and the procedures for requesting and availing them.

The aim of the policy is to establish a uniform procedure to be followed while availing leaves. The categorization of leave rules and norms has been organized into different sections of this document. A summarized table outlining the types of leaves and their eligibility is provided below:

APPLICABILITY

The duration of the yearly entitlement of leaves is from 1st July to 30th June of next year.

These regulations shall apply to all regular staff of the university, other than the following:

- a. Engaged on daily wages.
- b. Visiting/Adjunct faculty
- c. Engaged as Apprentices/Trainees/Interns; PhD Scholars and /or
- d. Whose terms of appointment do not include the benefit of leave.

S. No	Type of Leave	Eligibility		Purpose	Approving Authority
		Teaching staff	Non-Teaching staff		
1	Casual Leave	12 days/year (Including Late/Early permission)	12 days/year	Personal Needs	Reporting Officer
2	Vacation Leave	4 Weeks (can be taken only in weekly chunks; not in day chunks)	2-Weeks (can be taken only in weekly chunks; not in day chunks)	During semester break; defined vacation time	
3	Duty Leave	Max 10	Max 10	Professional/ Official Engagements	Pro VC for faculty and Registrar for Non-Teaching Staff Through Reporting officer
4	Maternity Leave	84 days (Extendable to 180 days. Additional days will be without pay)	84 days (Extendable to 180 days. Additional days will be without pay)	Maternity	
5	Paternity Leave	5 days	5 days	Paternity	
6	Medical Leave	6 days / year	6 days / year	Medical Needs	
7	Earned Leave	1/3 of the period during which faculty is working during vacation. (Max 180 days during the total)	4 days / year and 1/3 of the period during which staff are working during vacation. (Max 180 days during the total)	Personal / Medical Needs	

		service)	total service)		
8	Sabbatical Leave (SL)	Accumulates as 2 months per year of service and can be availed up to 2 years as per accumulation.	Accumulates as 2 months per year of service and can be availed up to 2 years as per accumulation.	Study/Research/ any other academic pursuit	Vice Chancellor through Reporting officer
9	Extraordinary Leave without Pay	15 days / year of service and it can be accumulated.	15 days / year of service and it can be accumulated.	For valid reasons	
10	Deputation /Lien	1-year lien for every 5 year and it can be accumulated	1-year lien for every 5 years and it can be accumulated	Deputation in Government ,Lien in Private organization	

1. CASUAL LEAVE

- a. The total casual leave granted to a faculty shall not exceed 12 days in an academic year.
- b. Casual leave cannot be combined with any other kind of leave.
- c. In case the staff member takes the Casual leave immediately before a holiday/weekend and immediately after the holiday/weekend then intervening days will also be considered as leave.
- d. No more than four casual leaves can be taken in one go.
- e. In the first year of service, one leave will be accumulated for every month of service.
- f. Any leftover casual leave days in a year will not be carried forward.

2. DUTY LEAVE

- i. Duty leave may be granted for:
 - a. Attending Orientation Programme, Refresher Course, Workshop, Conference, Symposia, Hackathon, Bootcamp, panel discussion and Seminar, as a delegate nominated by the university or with the permission of the university/college.
 - b. Delivering lectures in institutions and universities at the invitation.
 - c. For attending meetings in the UGC, DST, or any other funding agency, where a faculty is invited to present research proposals or to attend review meetings to share the progress of project.
 - d. For performing any other duty assigned by the university or for other professional engagement.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority.
- iii. Duty leave may be combined with earned leave, extraordinary leave, or casual leave.
- iv. Employee should see that the date and timings of duty leave have minimum disruption to the teaching duties and other important duties of the university.

3. EARNED LEAVE

In case the staff member takes the earned leave immediately before a holiday/weekend and immediately after the holiday/weekend then intervening days will also be considered as leave.

- a. **Faculty:** One-day leave is earned for 3 days working during vacation subject to maximum of 10 days per year. Without any pre-approval by Pro VC faculty member will not be able to claim any earned leave. Encashment of earned leave shall be allowed to a maximum of 60 days out of the credit accumulation of 180 days.
- b. **Non-Teaching Staff:** 4 days per year will be credited to staff account after completion of their probation period. One-day leave is earned for 3 days working during vacation subject to maximum of 10 days per year apart from the 4 days. Pre-Approval of the Registrar will be required for non-teaching staff earned leave entitlement and grant during vacations. Without such approval staff

member will not be able to claim any earned leave. The maximum accumulation allowed is 180 days for the entire duration of service. Encashment of earned leave shall be allowed to a maximum of 120 days out of the credit accumulation of 180 days.

4. MATERNITY LEAVE

- a. Maternity leave on full pay may be granted to a woman staff member for a period not exceeding 84 days, if she has completed a minimum of one year service. This includes intervening holidays or weekend if any.
- b. It can be availed for a maximum of two children in the entire career including the service before SRU at other institutions.
- c. In case of miscarriage or medical termination of pregnancy, a female member shall, on production of certificate by a relevant medical practitioner, be entitled to take leave for a period of one week immediately from the day of her miscarriage or medical termination of pregnancy. This will not be counted as a maternity leave for the purpose of point (b) above.
- d. Maternity leave may be combined with medical leave, earned leave, extraordinary leave, or casual leave.
- e. Maternity leave may be extended to 180 days. But these additional days apart from 84 days will be without pay leave.

5. PATERNITY LEAVE

Paternity leave of 5 days may be granted to staff, so that they can take care of the new extension to their family life. This includes intervening holidays or a weekend if any from the date of birth of the child.

6. EXTRAORDINARY LEAVE (EOL)

Extra-ordinary leave shall always be without pay and allowances and may be granted when no other kind of leave is admissible. Recommendation of VC is essential in the case of teaching faculty. EOL of a period of 15 days per year can be accumulated by a regular staff for each completed year of service. Faculty members are not allowed to work elsewhere or start a business for profit while availing EOL.

7. MEDICAL LEAVE

All teaching and non-teaching staff are eligible for six days of medical leave per year. The medical leave can be accumulated for the entire period of service. In case the staff takes the medical leave immediately before a holiday/weekend and immediately after the holiday/weekend then intervening days will also be considered as medical leave. One leave will become available for two months of service in the first year of service. For Medical leave of more than a day proper medical documents having Registered Doctor's prescription or hospital documentation should be submitted.

8. SABBATICAL LEAVE

Teaching staff at the University, after completing their probation period, will accumulate two months of Sabbatical leave per year without pay. However, this leave is limited to a maximum of two years in their entire career. The purpose of this leave is to allow teachers to engage in activities such as study, research, or other academic pursuits. By default, Sabbatical leave is without pay. It may be sponsored by an external entity.

If required, the university may send faculty on sabbatical leave with full-pay or half-pay that aim to enhance faculty skills and contribute to the University, and the higher education system. It may be also to consolidate partnerships with our partners.

9. DEPUTATION / LIEN

Faculty are eligible to avail 1-year lien for every 5 years of their service at SRU. This lien period may be utilized to take up leadership roles on deputation in Government Bodies like AICTE, UGC etc. In

exceptional cases, leave can also be provided to work for other private organizations on case-to-case basis. This would need approval of Vice Chancellor.

Note: Any type of leave is not a matter of right. In case staff member is found using the leave without any sound purpose, University has right to cancel leave. In case of urgent circumstances, University may ask the staff to immediately join the University while on leave. Half-day leaves are not allowed. The Vice Chancellor will be the final approval authority to sanction any leave under extraordinary circumstances.

10. LATE ARRIVAL / LEAVE EARLY

Staff can avail two hours late arrival to the campus or leave early twice a month, if there is no classwork. This must be informed at least one day prior to reporting officer and communicated in writing through official email. These two-hour slots may be combined as a single half day leave (once in a month). Any late arrival or early leaving reported in biometrics without preapproval will be considered as a full day leave. This is part of the casual leave quota.

11. VACATION LEAVE

Faculty and non-teaching staff should coordinate the timing of their vacation with their respective department heads or reporting officers to ensure minimal disruption to the day-to-day operations of the university. Vacation requests will be considered based on departmental workload and other scheduled requirements.

Joining from 1st August to 31st Dec 2025 – 3 weeks

Joining from 1st Jan 2025 to 31st March 2025 – 2 weeks

Joining from 1st April 2025 to 30th April 2025 – 1 weeks

Joining on or after 1st May- Nil

Staff should book their train/air reservations for vacations only after consulting Head/Dean to avoid any potential situation arising to cancel the reservation. University will not be responsible for such cancellations.

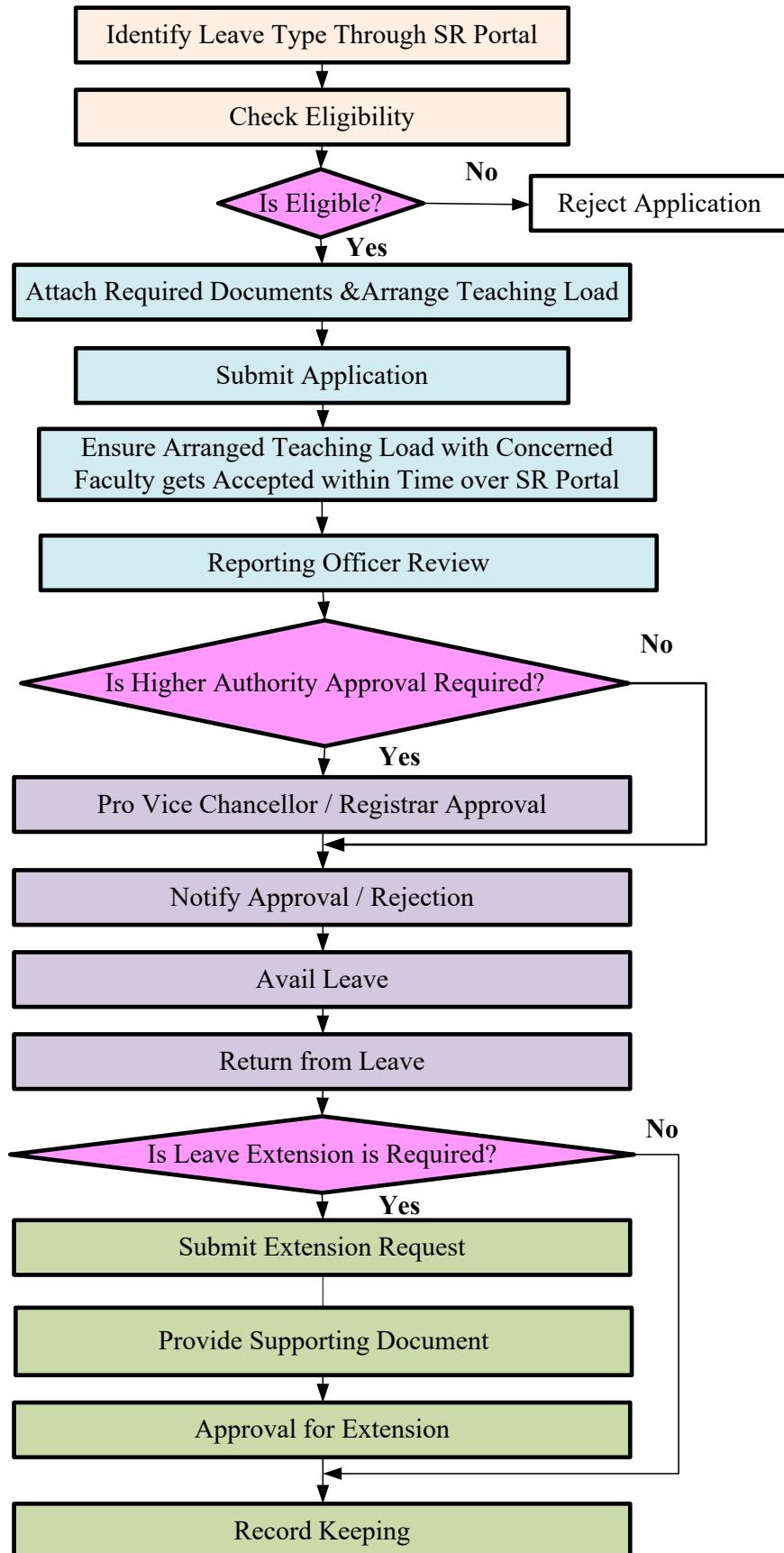


Figure-5: Leave Acceptance Process

ANNEXURE - II
TRAVEL POLICY

1. Objective

The policy is meant to make travel for work easier while still allowing for smooth operations. Expense reimbursements and other benefits associated with official business trips are spelled out in detail in the company's travel policy. This policy is applicable to all staff both at teaching and non-teaching including contract staff of SR University.

Guidelines

- a. Work travel should be as cost-effective, judicious, and efficient as possible without compromising compliance with policies, Code of Conduct, or the law.
- b. Conference calls, online meetings, and other forms of teleconferencing should be considered as alternatives to in-person meetings whenever possible.
- c. Trips, both domestic and international, should be planned as feasible to cut costs and staff member should select the most economical mode.
- d. Staff who need to make last-minute changes to their travel should notify them as soon as possible to avoid having to pay steep cancellation penalties.
- e. The staff should submit the approved travel expense claim form, along with supporting bills, to the accounts to settle the outstanding within 7 days from the date of completion of return journey.
- f. When staff pay expenses in foreign currencies, they will be reimbursed in INR at the actual exchange rate for the travel period. All expenses should be recorded on the relevant forms in INR, with the currency conversion rate. A foreign currency exchange receipt or a credit card billing statement should be submitted along with travel expense claim form.
- g. It is imperative for staff traveling for work to carry their photo identity cards and visiting cards with them, so that in case of an emergency, the university can be intimated immediately.
- h. Any facility, including frequent flyer points, may be used prudently to reduce the cost of travel.
- i. Any excess charges incurred in the form of airport tax or excess luggage on account of carrying SRU promotional materials, claims for reimbursement can be submitted with proper bills and rationale after approval from Reporting Manager.
- j. It should be noted that SRU will not reimburse the cost of personal trips.
- k. The charges for missed travel on scheduled date/ no show tickets will be debited from staff's account unless exempted by Vice Chancellor.
- l. Necessary advance for travel, hotel stay, food etc. should be requested from accounts in writing along with travel approval, 15 days in advance.
- m. Advance not settled within one month will be deducted from the staff's salary

2. Travel Entitlements and Reimbursements

2.1 Boarding and Lodging

- a. Staff are entitled to very clean, safe, and comfortable lodging while on official travel. Boarding and lodging covers stay, meals, laundry, communication, and other incidentals as approved by policy.
- b. Wherever possible staff should travel in group and share accommodation in twin sharing.
- c. Staff are free to choose the higher level of travel and stay above their entitlement. Expenses will be reimbursed only up to the entitlement or actual whichever is lower. However, if the staff choose to travel and stay at less than the entitlement then the reimbursement will be as per actuals.
- d. Staff must check-in and check-out as per the hotel policy to keep the expenses lowest possible.
- e. In case of sponsored visit there will not be any reimbursement provided. Staff are instructed to look for sponsorship/ funding as much as possible.
- f. No reimbursements will be made for alcoholic beverages, cigarettes, and other similar products. For any exemptions take prior approval of VC.
- g. University vehicle should be used for any travel purpose wherever applicable.
- h. If entertainment, dining, gift expense is needed for business promotion; It shall be approved by VC.
- i. For sabbatical and long leave travel policy is not applicable. Staff should look for low-cost

apartments or hostel facility.

2.2 Late Travel Policy

- This policy is applicable to woman staff only and includes commuting/ local travel from workplace/ any other location to home during domestic/international travel.
- Female staff should avoid travel between 8:00 pm and 7:00 am. If unavoidable, travel during the said hours should be undertaken using a cab provided by SRU from/ to airport/ workplace/ home.
- If required, SRU shall also provide hotel stay for additional day to female staff to avoid late night travel arrival between the said hours.

Any special exemptions required for specific circumstances may be taken in advance from VC.

2.3 Conveyance and other reimbursement Entitlement

Category		Description					
Category	Local Transport	Cost Permitted	Domestic travel	Accommodation per night without taxes		Meals and incidentals etc. per day	
				Metro cities	Non-metro cities	Metro cities	Non-metro cities
C1	Personal Four-wheeler, A/C taxi / EquivalentMode of Transport	₹16 per km+ Toll Tax or as per Actuals whichever is lower	Air (Business / Premier Economy), Train (AC – I / EC)	No limit, as per actuals			
C2	Personal Four-wheeler, A/C taxi	₹12 per km+ Toll Tax or as per Actuals whichever is lower	Air (Economy), Train (AC-II) /Chair Car AC Bus	Up to ₹5500 per night	Up to ₹3500 per night	Up to ₹2000 per day	Up to ₹1000 per day
C3	Bus, Auto, Local Train, Two-wheeler, Personal Four wheeler	For local travel ₹4 per kmfor two-wheeler / ₹8 per km for Auto 10 Rs per KM for personal four wheeler+ Toll Tax	Air (Economy) or Train (AC-III) or Chair Car or AC Bus	Up to ₹4000 per night	Up to ₹2500 per night	Up to ₹1500 per day	Up to ₹500 per day
C4	Bus / Train / Auto, Local Train /Two-wheeler	For local travel ₹4 per kmfor two-wheeler / ₹8 per km for Auto	Train (AC-III) or AC Bus	Up to ₹2500 per night	Up to ₹2000 per night	Up to ₹1000 per day	Up to ₹500 per day

ANNEXURE - III
LEAVE TRAVEL CONCESSION (LTC)

LTC is payable as per the terms of the offer letter to eligible teaching and non-teaching employees of the University. It cannot be availed in the first year of the service (Applicable after one year of PhD Completion date for non-PhD candidates). Policy is applicable from 1st July 2023 that means LTC can be availed after 1st July 2024 from SR TOP5 Plus.

General Rules:

The staff members are eligible for two hometown and one anywhere in India visit in the three-year block period.

- a. Advance intimation to the Registrar's office is a must before availing the LTC facility.
- b. LTC can be availed during Holidays and Vacation period only.
- c. Only the declared place of hometown must be visited if required. Any change in the declared place of visit should be intimated before the commencement of the journey.
- d. The claim should be submitted within one month from the date of completion of the journey.
- e. LTC payment will be as per the entitlement of mode of travel given in the travel rules of SR University. In case the employee travel in higher mode then claim can only be made for the entitled category. In case the employee travels in the lower category than entitlement then the lower category/mode will be considered.
- f. Original Bills and proper supporting documents will be required for reimbursement. In the absence of such documents account section may decline the reimbursement.
- g. Any bills submitted after one month of return from LTC travel will not be entertained.

ANNEXURE - IV
TEACHING STAFF PROMOTION POLICY

SRU has a well-defined promotion policy that provides transparency, fairness, and motivation for staff to excel in their teaching, research, and service activities. It provides a clear pathway for advancement, establishes performance expectations, and promotes a culture of continuous improvement and excellence. The key criteria considered in the promotion policy include (i) Qualifications (ii) Experience (iii) Research Contributions and (iv) Learning, Outreach, Visibility, Leadership, and Teaching.

Basic Pay	57,700/68,900/79,800	1,31,400	1,44,200	1,82,200
Minimum Qualification	Degree with at least 75% marks / PG with at least 55% marks and a Ph.D. Degree /NET (or) A PG degree (M.E., M. Tech.,) with at least 55% marks			
Experience	Assistant Professor Grade 11: 3 Years experience Assistant Professor Grade 12: 6 Years experience	A minimum of eight years' experience in teaching and/or research in a position equivalent to that of an Assistant Professor or above.	Minimum of ten years of teaching and/or research experience at the level of Assistant /Associate Professor of which at least three years should be at Associate Professor or equivalent.	10 Years Post PhD. 5 Years as Professor.
	Pre-PhD & Post PG experience is considered. Post doc experience is considered. Full-Time PhD Experience: 2 Years			

Note: Recruitment and promotions at all positions and grades is based on research contributions, including research grants, SCI/Scopus-indexed publications, patents, and PhDs guided. Rules can be relaxed for exceptional candidates by the VC in the interest of the SRU, wherever required.

For the Plagiarism policy, refer student's handbook.

ANNEXURE - V
SEXUAL HARASSMENT POLICY

SRU is committed to providing a safe and respectful environment for all members of its academic community, including staff members. This Sexual Harassment Policy aims to prevent and address any form of sexual harassment within the university setting. It applies to all staff members, staff, students, and visitors and reflects our commitment to fostering a culture of respect, dignity, and inclusiveness.

Any staff member who experiences or witnesses sexual harassment is strongly encouraged to report the incident promptly to the appropriate authorities. Reporting can be done through multiple channels, including:

- a. Head of the Department or Dean of the School
- b. Dean (Faculty Affairs)
- c. Women Empowerment Cell of the University

Reports can be made verbally or in writing and will be treated with confidentiality. The university is committed to conducting a thorough, impartial, and timely investigation of all complaints of sexual harassment.

If an investigation confirms that sexual harassment has occurred, appropriate disciplinary action will be taken against the perpetrator, which may include but is not limited to:

- a. Counseling
- b. Formal warning
- c. Suspension or Termination of employment
- d. Legal consequences

Prevention of Sexual Harassment in workplace

SRU adheres to the POSH act of UGC, recognizing that sexual harassment is more prevalent among female staff and students, Regulation 3 (d) of the UGC PoSH regulation mandates prompt action by Higher Educational University's in the wake of any such harassment, the full regulations are available at https://7203627_UGC_regulations-harassment.pdf, SRU and its staff members must adhere to these practices as mentioned thereof.

Health & Safety Policy

Staff, students, visitors, contractors, vendors, and everyone else associated with SRU can count on a risk-free setting and we are committed to providing one such environment inside the campus. We must all do our part to ensure the safety of our workplace, every stakeholder is expected to proactively prioritize their own and others' safety in the context of university-related activities. The University's health and safety procedures will always adhere to the highest standards of practice, with legal compliance serving as a prerequisite. The University is devoted to encouraging everyone involved to work together to build the expertise, information, and means necessary to keep communities safe and healthy. The University requires all contracted organizations to consult, collaborate, and coordinate with the University on all matters of health and safety when performing work at or for the University.

Diversity and Inclusiveness Policy

Overview & Objective

Recognizing and appreciating one another's unique qualities is at the heart of diversity. The promotion of human rights and freedom, founded on values like respect and decency, is inextricably tied to this. To encourage and use these distinctions to develop a productive and effective workforce, we must first recognize, value, and consider many ways in which individuals and groups contribute to the world.

SRU is an affirmative action, equal opportunity institution. What people can do for us is more important than where they come from. One of our guiding principles is "Respect for Diversity," which is also reflected in our Code of Conduct. People are the sole reason for our university's success. We expect every one of our staff to foster a culture of personal responsibility and a commitment to treating others with the respect and decency to which they are entitled. We are committed to fostering an inclusive and welcoming work environment where everyone can contribute to the university's success.

Purpose

It is important to us to hire people who share our values and are both qualified and driven. All our workers are given the same chances to learn and succeed in their careers. We respect their anonymity and won't stand for discrimination or harassment of any kind. By doing so, we can maintain a work environment free from discrimination and harassment while also upholding the dignity of each staff. Staff members are prohibited from engaging in any form of discrimination or harassment based on race, color, religion, origin, nationality, disability, gender, marital status, age, or sexual orientation.

Scope

All staff members and applicants are included in the scope of this Policy. Independent contractors, suppliers, other stakeholders, individuals working on SRU premises through temporary agencies, and any other persons or firms doing business with SR University are also subject to this policy's stipulations for selection and treatment. This anti-discrimination and equal-opportunity employment policy covers everything from hiring to firing, as well as every step in between, including recruitment, selection, promotion, demotion, training, transfer, termination, performance review, working conditions, pay and benefits, discipline, and policy application.

Regardless of a person's race, color, religion, nationality, disability, gender, marital status, age, or sexual orientation, SRU provides them with equal opportunity. Thus, it will guarantee:

- a. The first rule of the workplace is that all staff members are responsible for always treating one other with courtesy and consideration.
- b. The selection of staff at SRU will be made solely based on their qualifications and not based on any personal qualities or preferences.
- c. Opportunities for growth and advancement will be granted solely based on demonstrated performance, competencies, skills, talents, and potential, and will be consistent with and in line with the requirements of the University.
- d. The harassment or discrimination of any staff, student, or visitor at SR University is strictly prohibited.
- e. Any violations of this policy, including but not limited to discrimination, harassment, bullying, or victimization of other staff, as well as making false allegations, will result in an investigation and appropriate action.
- f. SRU promises to listen carefully to your concerns and address them fairly and squarely, also we commit that no opportunity will be denied to persons with disabilities and there will be no discrimination whatsoever.

To achieve excellent performance in an ideal work environment, diversity and inclusion at SRU means recruiting and retaining a diverse and inclusive workforce. SRU approach to diversity and inclusion goes beyond formal policies and procedures to foster an environment where staff members are encouraged to work together to achieve common goals.

Internal Complaints Committee (ICC):

The University shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:

- a. A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor, nominated by the Executive Authority; Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(o)).
- b. Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;”.
- c. Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority.
- d. Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure.
- e. one member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

- a. At least one-half of the total members of the ICC shall be women.
- b. Persons in senior administrative positions in the SRU, such as Vice- Chancellor, Pro-Chancellors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs to ensure autonomy of their functioning.
- c. The term of office of the members of the ICC shall be for a period of three years. SRU also employ a system whereby one-third of the members of the ICC may change every year.
- d. The Member appointed form amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.

ANNEXURE - VI **GRIEVANCE REDRESSAL**

A grievance redressal system is a process to address staff grievances, and it can be defined as a mechanism that enables staff to communicate their concerns to management. The grievance redressal system helps in resolving staff grievances in a formal manner which may be between staff members or between staff or management.

The grievance redressal system provides a fair and transparent process for resolving staff complaints. It ensures that all staff are treated equally and fairly, regardless of their position or seniority. The system is implemented through various policies and procedures designed to ensure that grievances are handled fairly and impartially, without bias towards anyone involved in the process.

The Grievance Redressal Committee shall consider all grievances submitted in writing by an individual member of SRU regarding employment/ association, working conditions, and any other alleged injustice done to a staff/student while discharging duties at SRU.

Scope:

- a. The Grievance Redressal Committee shall consider only individual grievances of the specific nature of staff of SRU raised individually by the concerned aggrieved staff.
- b. The Grievance Redressal Committee shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one staff member.
- c. After receiving any application, the Committee will decide on the merit of the case regarding the scope of further discussion.

Procedure, periodicity, and attendance at meetings:

- a. The Grievance Committee will meet as and when required. However, if necessary, it may meet more frequently at the instance of the Chairman or at the request of the other members to discuss the various issues received.
- b. At least three members of the Grievance Committee shall be present in a meeting.
- c. If a member of the Grievance Committee relates to the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- d. If the aggrieved person happens to be a member of the Grievance Committee, that person shall not participate in the deliberations as a member of the Committee when related representation is being considered.

Terms of Reference:

- a. The Grievance Redressal Committee shall consider all grievances submitted in writing by an individual staff of SRU regarding employment/ association, working conditions, and any other alleged injustice done to a staff / student while discharging duties at SRU.
- b. The Grievance Redressal Committee shall study the petition/ application and after looking into the relevant documents discuss it with those concerned and submit its recommendations and report to the Chairman as expeditiously as possible, but in any case, within three months of the date of petition/application.
- c. In case of any difficulties, the Grievance Committee shall have a discussion with the Vice Chancellor before a decision is taken.
- d. The Grievance Redressal Committee may mediate between the complainant and defendant against whom the complaint has been made if required.

- e. The Chairman, as far as possible, shall be guided by the advice of the Grievance Redressal Committee unless the recommendations of the Committee violate the basic rules and norms of SRU.
- f. Any deadlock shall be resolved by the Chairman.
- g. The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) after the recommendations are submitted to the Chairman by the Grievance Redressal Committee.

The procedure of Submitting Grievance

- a. The aggrieved member shall submit petition to the Chairman, Grievance Redressal Committee in a sealed envelope marked "confidential".
- b. On receipt of a petition the Grievance Redressal Committee will endeavor to send its recommendation to the Vice Chancellor within one month, if possible, but in any case, not beyond three months, for further action.
- c. In case of false and frivolous complaints (if proved), the Grievance Redressal Committee will recommend Vice Chancellor/ Disciplinary Authority to take appropriate action against the complainant.
- d. The Grievance Committee will meet as and when required. However, if necessary, it may meet more frequently at the instance of the Chairman or at the request of the other members to discuss the various issues received.
- e. At least three members of the Grievance Committee shall be present in a meeting.
- f. If a member of the Grievance Committee relates to the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- g. If the aggrieved person happens to be a member of the Grievance Committee, then that person shall not participate in the deliberations as a member of the Committee when related representation is being considered.

For the IT Resource Management Policy, Refer student handbook

ANNEXURE - VII

RESEARCH ETHICS POLICY

1. Introduction

This policy sets forth the ethical standards and procedures for conducting research at SR University. It is designed to promote integrity, safety, and responsibility in all research involving human participants, animals, chemicals, and biological materials. The University is committed to upholding national and international ethical standards in the pursuit of knowledge.

2. Scope

This policy applies to all researchers affiliated with SR University, including faculty, research scholars, UG/PG students, staff, and collaborators, across all campuses and research units.

3. General Principles

All research must adhere to the following overarching ethical principles:

- a. Respect for life and dignity
- b. Integrity and accountability
- c. Transparency and openness
- d. Justice and equity
- e. Scientific and social responsibility
- f. Compliance with laws, regulations, and institutional policies

4. Human Research Ethics

4.1 Oversight

Research involving human participants must be reviewed and approved by the **Institutional Human Ethics Committee (IHEC)** before initiation.

4.2 Ethical Requirements

- a. Obtain **informed consent** from participants.
- b. Ensure **voluntary participation** with the right to withdraw at any time.
- c. Maintain **privacy and confidentiality**.
- d. Conduct **risk-benefit analysis** to minimize harm.
- e. Apply **special protections** for vulnerable populations.

4.3 Documentation

All documents including consent forms, study protocols, participant information sheets, and reports must be maintained securely.

5. Animal Research Ethics

5.1 Oversight

The **Institutional Animal Ethics Committee (IAEC)** will review all research involving animals in accordance with national guidelines.

5.2 Ethical Requirements

- a. Use animals only when necessary and with appropriate justification.
- b. Apply the **3Rs principle**: Replacement, Reduction, and Refinement.
- c. Ensure humane treatment, appropriate housing, and veterinary care.
- d. Obtain approvals for all experimental procedures.
- e. Ensure proper training for personnel handling animals.

6. Chemical Ethics

6.1 Safe Handling and Use

- a. All chemical research must comply with safety standards established by the **Chemical Safety Committee**.
- b. Risk assessments and **Material Safety Data Sheets (MSDS)** must be reviewed before use.
- c. Proper **labelling, storage, and disposal** of chemicals is mandatory.

6.2 Training and Documentation

- a. Researchers must undergo chemical safety training.
- b. All incidents or exposures must be reported and investigated.
- c. Maintain a log of hazardous chemicals and their usage.

7. Biosafety and Bioethics

7.1 Oversight

Research involving genetically modified organisms (GMOs), infectious agents, or biological materials must be reviewed by the **Institutional Biosafety Committee (IBSC)**.

7.2 Containment and Controls

- a. Use appropriate biosafety levels (BSL) for labs based on risk assessments.
- b. Follow standard operating procedures (SOPs) for biological handling.
- c. Implement protocols for waste management and decontamination.

7.3 Ethical and Legal Compliance

- a. Research must comply with national biosafety laws and international conventions.
- b. Genetic engineering and synthetic biology work must be evaluated for dual-use risks and societal impacts.

8. Responsibilities of Researchers

- a. Seek all necessary approvals before initiating research.
- b. Conduct research with honesty, accuracy, and objectivity.
- c. Maintain detailed records and allow for audits or reviews.
- d. Report any adverse events or violations immediately.

9. Training and Awareness

The University will ensure regular training in research ethics, animal care, chemical safety, and biosafety. Attendance may be mandatory for certain categories of research.

10. Non-Compliance and Misconduct

Violations of this policy will result in disciplinary action, which may include suspension of research activities, funding withdrawal, or legal actions. Allegations of misconduct will be handled according to the University's Code of Conduct.

11. Policy Review and Updates

This policy will be reviewed every three years or as required by regulatory or institutional changes.

24. Guidelines for Daily Lecture Preparation

To ensure consistency, professionalism, and engagement in all daily lecture presentations, follow the instructions below when preparing your slides.

1. Department and School Information

- Replace with the correct Department and School names.

2. Cover Slide Customization

- Update with the appropriate: Course Code, Course Title, LRPC
- Type of Course (e.g., Core, Elective, Theory, Lab)

3. Unit and Lesson Overview

- Update the Unit number and name.
- List all lessons in the unit on the provided table.
- Highlight the current lesson (Here it is 4. Circular Motion) clearly.

4. Instructor Credentials

- Write your name and designation clearly on the title or instructor slide.

5. Content Slide Guidelines

- Add relevant slide titles.
- Include graphics, charts, derivations, diagrams, or tables as needed.
- Structure your content to flow logically with emphasis on clarity and understanding.

6. Theme and Color Standards

- Use the designated theme color - RGB: 24, 78, 145, HEX: 194E91
- Apply consistently to headings, highlights, and visuals.

7. Font Guidelines

- Use Aptos (Body) font, bold-faced, size 24 pt.
- Maintain uniform formatting across slides for a polished look.

8. Footer Standards

- The date and slide number will update automatically in the footer.
- Ensure these elements are clearly visible and unobtrusive.

9. Slide Count

- Ideally prepare 15-20 slides per lecture.
- The exact number may vary depending on the depth and type of lecture.
- Some sessions may require more or fewer slides; judgment based on content complexity and class dynamics.

10. Interactive and Visual Engagement

- Incorporate Animations for derivations, Short videos or simulations, Links to extra resources

11. Summary and Follow-Up

- End with a recap slide, Key points, Assignments or readings, Next lecture preview
- Remind students to check the LMS (Canvas) for resources.

25. Rubrics for Course File Evaluation

1. Timetable Parameters: Defined Format, Slots as per Guidelines (Max 2 Marks)
2. Syllabus with course outcomes Parameters: Defined Format, Adequate Hours, Current version of text and reference books (Max 2 Marks)
3. List of Students Parameters: Error free list with enrollment number and name (Max 2 Marks)
4. Course plan including CO-PO Mapping and Distribution of responsibilities in case of multiple instructors Parameters: Topic wise micro segregation of course plan in each lecture/Lab/Tutorial hour, Proper data of other components in course plan (Max Marks 5)
5. Mid Question paper and Make up Mid with COs and Solution Parameters: Judicious distribution of questions in terms of difficulty level and bloom taxonomy, error free and proper format (Max 5 Marks)
6. Industry Talk with details and photograph (Max 2 Marks)
7. Award list of Mid Exam and Analysis (Max 2 Marks)

8. Startup/Case Study discussion (Max 2 Marks)
9. All Continuous evaluation Sheets with details of evaluation criteria Parameters: Judicious distribution of questions in terms of difficulty level and bloom taxonomy, error free and proper format, Analysis (Max 5 Marks)
10. Steps taken for Advanced and Slow learners with details and record (Max 5 Marks)
11. Course material Parameter: 1 Point for each Topic/Lecture hour, Clarity and professionalism of the content in terms of impact and use of latest pedagogy $((50*L_Credit)/Total_Credits\ Marks)$
12. Lab Assignments/Activity questions with solutions wherever possible $(50*P_Credit)/Total_Credits\ Marks)$
13. Tutorial Assignments/Activity questions with solutions wherever possible $(50*T_Credit)/Total_Credits\ Marks)$
14. MOOCs Referred/Certifications Parameters: Relevance and latest; Job based Industry certifications (Max 5 Marks)
15. End Question paper and End up Mid with COs and Solution Parameters: Judicious distribution of questions in terms of difficulty level and bloom taxonomy, error free and proper format (Max 10 Marks)
16. Final Marks and Grade Sheet Parameters: Grading guidelines in terms of AVGP and Class Average; Timely Submission (Max 5 Marks)
17. Best/Innovative practices followed in the course in terms of Digital/AI Tools with proper justification and the benefits accrued in terms of student learning or feedback (Max 5 Marks)
18. Result Analysis including course attainment; Micro Level Suggestions for improvement in Syllabus, Course plan etc. (Max 5 Marks)

26. Mid Term and End Exam Question Paper Template:

SR UNIVERSITY

SCHOOL OF		DEPARTMENT OF	
Program Name:		Exam Type: Regular	
Course Coordinator Name			
Course Code		Course Title	
Year/Sem		Regulation	
Date of Exam		Time	
Duration	2 Hours	Max. Marks	

ANSWER ALL QUESTIONS

Q. No.	Question	Marks	CO

27. Assignment Template:

SR UNIVERSITY

SCHOOL OF Engineering		DEPARTMENT OF EEE	
Program Name: B.Tech		Assignment Type: Lab/Recitation	
Course Coordinator Name			
Instructor(s) Name			
Course Code		Course Title	
Year/Sem		Regulation	R20
Date and Day of Assignment		Time(s)	
Duration	_ Hours	Applicable to Batches	
Assignment Number: 01(Present assignment number)/12 (Total number of assignments)			
Q. No.	Question	Expected Time to complete	

28. National Education Policy (NEP) 2020 @ SR University

SR University is committed to implementing the National Education Policy (NEP) 2020, aligning its academic and administrative frameworks with the policy's vision to transform India's higher education landscape. Our efforts encompass multidisciplinary learning, skill development, research and innovation, and the integration of Indian Knowledge Systems (IKS), among others.

1. Multidisciplinary/Interdisciplinary Education:

- a. *Promotion of Multidisciplinary Learning:* We have adopted a multidisciplinary approach by offering minors across various departments, enabling students to pursue diverse academic interests beyond their major disciplines.
- b. *Credit Distribution across Disciplines:* Our credit distribution ensures balanced exposure to basic sciences, humanities, professional ethics, human values, and employability skills.
- c. *MOOCs and SWAYAM Integration:* In line with NEP's emphasis on self-learning, we have embraced online learning through platforms such as SWAYAM and other MOOC providers. Students are encouraged to enroll in online courses for academic credit transfer, promoting lifelong learning and academic flexibility.
- d. *Interdisciplinary Faculty Collaboration:* Faculty from different disciplines collaborate to guide students, fostering an environment that enhances problem-solving abilities through diverse perspectives.
- e. *Collaborative Internships and Social Innovation:* Embedded internships and the Collaborative Social Innovation (CSI) initiative provide experiential learning opportunities, converting activity points into academic credits.

2. Academic Bank of Credits (ABC):

- a. *ABC System Integration and Credit Transfer:* We have integrated the Academic Bank of Credits (ABC) system, facilitating regular credit uploads and guiding students in managing their ABC accounts.
- b. *Multi-entry/Exit Scheme Utilization:* Our modular program structures support the multi-entry and exit scheme, enhancing academic flexibility for employability, research, and innovation.
- c. *International Collaborations and Credit Recognition:* We have established national and international collaborations for joint, and twinning degree programs, ensuring credit transfer agreements are in place.
- d. *Credit Framework:* We have adopted the National Credit Framework, ensuring a flexible and comprehensive curriculum that caters to diverse learning needs.

3. Skill Development and Employability:

- a. *Skill Development Integration:* Our curriculum embeds skill development programs aligned with NEP 2020, ensuring students acquire industry-relevant skills through a multidisciplinary approach.
- b. *Personalized Learning Pathways:* Modular program structures provide personalized learning pathways, allowing students to choose courses that align with their career goals in entrepreneurship, innovation, or employment.
- c. *Experiential Learning & Industry Collaboration:* We strengthened experiential learning by increasing hands-on internships, industry collaborations, and project-based assignments.
- d. *Workshops and Emerging Field Training:* Regular workshops, training, and seminars on emerging fields such as AI, data analytics, clean energy, and sustainable development equip students with contemporary skills for future challenges.

4. Indian Knowledge Systems (IKS):

- a. *Integration of Indian Knowledge Systems (IKS):* We have expanded our curriculum by incorporating Indian Knowledge Systems (IKS) alongside modern online learning methods, enabling students to connect with their cultural heritage while addressing contemporary societal challenges.

- b. *Value-based Education:* Our curriculum includes mandatory courses on life skills, environmental sustainability, Sustainable Development Goals (SDGs), human values, and professional ethics. These are designed to nurture socially responsible and ethically grounded graduates who can contribute meaningfully to society.
- c. *Regional Language Support and Inclusivity:* Instruction in regional languages like Telugu is prioritized, offering remedial sessions, peer-mentor schemes, and faculty support to ensure students from diverse linguistic backgrounds grasp concepts effectively.
- d. *Flipped Learning Pedagogy:* We strengthened the use of flipped learning, providing video content in both Telugu and English, to enhance classroom time for discussions, concept application, and critical thinking.
- e. *Outreach and Accessibility Programs:* Outreach efforts extend to backward communities and rural villages, providing educational resources such as e-books and video lectures in regional languages, and promoting inclusivity and social innovation through IKS-based courses.

5. **Outcome-based education (OBE):**

- a. *Outcome-Based Curriculum Design:* All programs at SR University define clear Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs), aligned with industry and societal needs, to provide students with both academic knowledge and practical skills.
- b. *Continuous Assessment and Outcome Evaluation:* We implement continuous assessment methods that evaluate students based on their achievement of learning outcomes, focusing on theoretical and practical knowledge.
- c. *Experiential Learning Integration:* Experiential learning is emphasized through projects, internships, and industry collaborations, allowing students to apply their knowledge to solve complex and real-world challenges. We have appointed Professors of Practice to bridge the gap between academia and industry, bringing real-world experience into the classroom.
- d. *Outcome Mapping and Feedback Mechanism:* Advanced tools for outcome mapping and continuous feedback track student progress, promptly identify learning gaps, and create personalized educational pathways that align with students' career goals.
- e. *Faculty Training:* Our faculty members are encouraged to train under the Malviya Mission Teachers Training Program, enhancing their pedagogical skills and aligning with NEP 2020 objectives.

6. **Research and Innovation:**

- a. *Research Culture:* SR University fosters a robust research culture by encouraging interdisciplinary research projects and collaborations with national and international institutions.
- b. *Research & Innovation Centers:* We have established centers to support entrepreneurship, providing resources for start-ups and innovation management. Our R&D cell and department-level research centers actively engage in projects that address societal needs, contributing to the advancement of knowledge and innovation.
- c. *Research-Based Learning:* Research components are integrated into academic programs to promote hands-on, experiential learning.

7. **Global Standards and Best Practices:**

- a. *International Benchmarking:* Our curricula are aligned with the best global practices and international educational standards.
- b. *Global Collaborations:* We develop programs in partnership with foreign institutions to enhance global perspectives and regularly update teaching, learning, and assessment methods based on international trends and practices. These efforts ensure that our students are equipped to compete and collaborate on a global scale.

8. Governance and Institutional Reforms:

- a. *Stakeholder Engagement:* We actively involve students, faculty, parents, alumni, and industry partners in policy and practice development.
- b. *Enhanced Governance:* SR University has strengthened its governance structures to promote academic autonomy while ensuring accountability through regular reviews. Periodic audits are conducted to assess and improve governance and institutional effectiveness. A well-laid-out institutional development plan guides our strategic initiatives and continuous improvement efforts.

9. Student Support and Well-being:

- a. *Flexible Pathways:* We offer customizable academic pathways and career counseling to support individual student needs.
- b. *Inclusivity and Diversity:* Scholarships, mentorship, and remedial programs are provided to support students from marginalized communities.
- c. *Mental Health Services:* Comprehensive mental health and wellness programs, including counseling and wellness activities, are implemented to ensure student well-being.
- d. *Student Grievances:* Student grievances, including ragging, are addressed through a structured mentoring system and monitored through a dedicated portal, ensuring timely resolution and support.

10. Sustainability and Environmental Stewardship:

- a. *Green Campus Initiatives:* Sustainability is integrated into campus operations and educational programs, promoting environmental stewardship.
- b. *Environmental Education:* Environmental education is emphasized through curriculum and practical projects, encouraging students to engage in sustainable practices.
- c. *Partnerships for Sustainability:* Collaborations with environmental organizations enhance our sustainability efforts and student engagement in green practices.

ANNEXURE – VIII
THE ACADEMIC AND ADMINISTRATIVE BODIES OF SRU

I. Governing Body

Role of Governing Body: The University's Governing Body acts as its guiding force, overseeing and directing its overall functioning. It wields significant authority, reviewing decisions of other University bodies for adherence to regulations, approving budget and annual reports, and setting broad policies. While empowered to delegate specific tasks, its core roles remain ensuring compliance, shaping the direction, and safeguarding the University's well-being. With regular meetings and quorum requirements, the Governing Body ensures active and responsible stewardship, nurturing the University's growth and progress.

II. Board of Management

The Board of Management serves as the University's operational backbone, wielding substantial influence over its academic and administrative spheres. It shapes the academic landscape by recommending the establishment of divisions, departments, and teaching posts, ensuring qualified and competent faculty. Beyond shaping the instructional framework, the Board oversees staff, managing appointments, duties, and conditions of service, while fostering employee well-being through provident funds and associations. Its disciplinary mandate ensures professionalism and order, while grievance redressal empowers both staff and students. The Board plays a pivotal role in academic advancement by approving degrees and diplomas, managing examinations, and establishing scholarships and prizes. It acts as a financial steward, managing funds, investments, and accounts, and even securing additional resources through appeals and grants. From authorizing investments to maintaining proper records, the Board ensures sound financial health. Its administrative prowess extends to managing infrastructure, providing facilities, and establishing residences and hostels. The Board's control stretches beyond University-owned facilities, overseeing and recognizing hostels managed by other agencies. Its flexibility lies in its ability to delegate tasks and create committees, ensuring efficient execution of responsibilities. Ultimately, the Board's overarching goal is to ensure the smooth and efficient functioning of the University, leaving no stone unturned in fostering its academic and administrative excellence.

III. Academic Council

The Academic Council stands as the University's academic powerhouse, wielding significant influence over the very core of its teaching and learning activities. Its responsibilities encompass a broad spectrum, from shaping curricular landscapes by proposing departments and revising syllabi to fostering vibrant research atmospheres and recommending teaching positions. It acts as a bridge between departments and the University's management, reviewing proposals and advising them on matters like admissions, examinations, and even student welfare. Beyond curriculum and research, the Council delves into student experience, supervising libraries, recommending textbooks, and overseeing co-curricular activities. Its commitment to excellence extends to recognizing external degrees. Ultimately, the Council serves as the guardian of academic integrity, ensuring quality standards are upheld through periodic reviews and inspections. This diverse portfolio of responsibilities makes the Academic Council the beating heart of the University, a body dedicated to nurturing a dynamic and impactful learning environment.

The Academic Council reigns supreme over the University's academic landscape. It oversees policies, guiding methods of instruction, coordinating teaching across divisions, and driving research and standards. It fosters inter-departmental collaboration, establishing committees and acting on matters of general academic interest, be it at its own initiative or upon request. This Council crafts regulations for University life, from discipline and residence to admissions, scholarships, and fees. Led by the Vice Chancellor, the Council meets regularly, with quorum and voting procedures ensuring all voices are

heard. Every meeting's minutes are preserved and scrutinized, ensuring transparency and accountability. In essence, the Academic Council stands as the University's intellectual architect, shaping its academic terrain and setting the stage for continuous growth and innovation.

IV. Board of Studies

Every School/Centre/Department shall have a Board of studies consisting of all or less of the following members, namely:

- a. The Dean of the School/Director of Centre/HOD as Chairperson respectively.
- b. The Heads of Departments (for School).
- c. The Professors in the Departments in the School.
- d. One Associate and Assistant Professor, by rotation according to seniority, from each Department in the School.
- e. Two members elected by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge.
- f. Such other members, but not exceeding two, as may be specified in the Ordinances.

The Board of Studies serves as the academic engine within each department, fueling its instructional and research activities. Operating under the guidance of the Dean and Academic Council, it dives deep into the specifics of its subject, crafting its curriculum, recommending new courses, and tweaking existing ones to ensure relevance and dynamism. Beyond the classroom, the Board fosters a vibrant research environment, proposing the creation of research positions and nurturing promising projects. It acts as a hub for knowledge exchange, organizing lectures, seminars, and symposia to stimulate intellectual discourse. The Board plays a crucial role in shaping the future of doctoral studies, carefully considering Ph.D. applications and recommending research supervisors. Its commitment to excellence extends even further, allowing it to form sub-committees for specific tasks, maximizing its efficiency, and ensuring every aspect of the department's academic life receives dedicated attention. In essence, the Board of Studies serves as the department's academic architect, meticulously designing its curriculum, research landscape, and future trajectory, all within the broader framework set by the Dean and Academic Council.

V. Finance Committee

The Finance Committee shall be the principal financial body of the University within the meaning of Section 19, Sub Section(d) of the Telangana Act 11 of 2018, to take care of financial matters.

The Finance Committee stands as the University's vigilant financial guardian, meticulously safeguarding its monetary health and ensuring every rupee translates into academic excellence. Its core duty lies in scrutinizing the annual budget, analyzing income and resources to set prudent limits for both recurring and non-recurring expenditures. This careful analysis ensures long-term financial stability and prevents overspending. The Committee extends its expertise beyond budget oversight, acting as a financial advisor to the Board of Management. It actively offers its views and recommendations on all financial matters, be it at the Board's request, the Vice Chancellor's initiative, or its own proactive involvement. This collaborative approach ensures financial decisions are informed and strategic. The annual accounts and financial estimates prepared by the Finance Officer go through the Committee's rigorous scrutiny, with their comments and adjustments shaping the final document presented to the Board of Management. This thorough review guarantees transparency and accountability in how every penny is utilized. In essence, the Finance Committee stands as the University's financial backbone, its watchful eyes, and wise counsel, ensuring every action taken within its walls is fiscally responsible and contributes to the institution's long-term financial well-being, enabling it to thrive and grow.

VI. Examination Board Committee

Examination Board Committee is the statutory authority for conducting the Examinations and making policy decisions regarding organizing and holding examinations as well as improving the systems of examinations.

Examination Board Committee serves as the University's watchful guardian of academic integrity, ensuring fairness and accuracy in every test and evaluation. It meticulously oversees the entire examination process, from organization and moderation to tabulation and result declaration. Its commitment to reform extends beyond routine duties; it actively experiments with innovative approaches to assessment, constantly striving for improvement. The Board wields substantial authority, empowered to handle both regular duties and unexpected emergencies with efficiency and decisiveness. Discipline remains a cornerstone; a special committee investigates and addresses any malpractices with swiftness and due process, safeguarding the sanctity of evaluations. Financially, the Board crafts and submits budget estimates, ensuring responsible resource allocation for its crucial operations. Vigilance remains paramount; the Board implements strict measures to prevent any misconduct during examinations, upholding the highest standards of academic integrity. Ultimately, the Board serves as the bridge between students, faculty, and the University's academic standards, guaranteeing transparent and reliable assessments that pave the way for excellence in every field.

VII. Selection/Promotion Committees

There shall be Selection Committees for making recommendations to the Board of Management for appointment to the post of Professor, Associate Professor, Assistant Professor, Registrar, Chief Finance Officer, Controller of Examinations, Librarian and other members of staff etc.

The Selection Committee shall be constituted as per the extant UGC regulations on the subject and shall comprise:

Vice Chancellor - Chairman

Dean (of respective school)/Director of the respective center.

Head of respective Departments (if professor).

Subject Expert(s) as decided by the Vice Chancellor

- a. The Vice Chancellor shall convene and preside at the meeting of the Selection/ Promotion Committee.
- b. If the Board of Management is unable to accept the recommendations made by the Selection/Promotion Committee, it shall record its reasons and submit the case to the Chancellor for final orders.
- c. An authority of the University may appoint as many standing or special Committees as it may deem fit, and may appoint to such committees, persons who are not members of such authority.

The appointment of teachers at the University and other academic and administrative staff

- a. All teaching posts, namely those of Professors, Associate Professors, and Assistant Professors, shall be created by the Board of Management. Similarly, non-teaching staff positions shall also be created and defined by the Board of Management on the recommendations of the Vice Chancellor.
- b. Recommendations of Selection Committees will be forwarded by the Vice Chancellor to the Board of Management for approval as applicable.
- c. All appointments to teaching posts shall be approved by the Board of Management and reported during next meeting of the Governing Body.
- d. A Screening Committee consisting of three members, appointed by the Vice Chancellor, shall screen all the applications and prepare a summary of all the candidates satisfying the criteria as approved by the vacancy approving authority, and to be called for the interview. Also, a list of

candidates not shortlisted and not to be called for the interview shall also be prepared separately giving the reasons for the rejection.

e. Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.

f. Every Selection Committee shall consist of the Vice Chancellor who shall be the Chairman thereof. The selection Committee for making recommendation for appointment to a post specified in Column 1 of the Table below shall have as its members the persons specified in the corresponding entry in column 2 of the said Table.

Professor/ Associate Professor/ Assistant Professor	<ul style="list-style-type: none"> i. Dean of School/Director of center. ii. The Head of the Department concerned, (if he is Professor). iii. Two subject experts not connected with the University, nominated by the Vice Chancellor out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the faculty will be concerned.
Librarian	<ul style="list-style-type: none"> i. Chairman Library Committee ii. Two persons connected with the University, who have special knowledge of the subject or Library Science to be nominated by the Vice Chancellor.

a. For non-teaching staff the selection committees shall be approved by the Vice Chancellor, unless specified under statutes for respective appointment, by the Vice Chancellor.

b. The Selection Committee shall recommend to the Chancellor the names arranged in order of merit, if any, of the persons whom it considers suitable for the posts.

c. After the approval of the Selection Committee's recommendation by the Chancellor, appointment letters will be issued by the Registrar.

d. In addition to full-time teachers, the Vice Chancellor may also decide to engage teachers for a fixed term/part-time on a contractual basis for short durations.

VIII. IQAC Committee

The Internal Quality Assurance Cell (IQAC) serves as the University's internal engine for continuous improvement, diligently monitoring and nurturing its academic and administrative excellence. Its mandate is multifaceted, encompassing the setting of rigorous quality benchmarks for every facet of University life, from classroom teaching to administrative processes. The IQAC fosters a learner-centric environment, ensuring students are at the heart of every decision. It empowers faculty development, equipping them with the knowledge and technology needed for engaging and effective teaching. A key task involves gathering and analyzing feedback from all stakeholders – students, faculty, alumni, and employers – to identify areas for improvement and ensure all voices are heard. Transparency reigns supreme; the IQAC disseminates information on quality parameters, keeping everyone informed and engaged in the improvement process. To promote ongoing learning and exchange of best practices, the IQAC organizes workshops and seminars, both within the University and collaboratively with other institutions. Every activity and program aimed at quality enhancement is meticulously documented, creating a valuable repository of institutional knowledge. The IQAC acts as the central hub for coordinating all quality-related activities, ensuring a unified approach and optimal impact. To track progress and identify areas for further development, the IQAC conducts regular academic and administrative audits, followed by thorough follow-up actions.

IQAC is constituted under the Chairmanship of the Vice Chancellor with heads of important academic and administrative units and a few faculties and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC is as follows:

- a. Chairperson: Vice Chancellor
- b. A few senior administrative officers
- c. Three to eight faculty
- d. One member of the Management
- e. One/two nominees from local society, Students and Alumni
- f. One/two nominees from Employers /Industrialists/stakeholders
- g. One of the senior teachers as the coordinator/Director of the IQAC

IX. Admissions Committee

The admission committee is responsible for reviewing and evaluating applications from prospective students. Beyond just selecting students, the committee often provides guidance on admission policies, scholarship allocations, and outreach strategies to attract a wide range of applicants, ensuring a fair, inclusive, and holistic selection process.

X. Fee Fixation Committee

The Fee Fixation Committee is tasked with assessing the university's operational costs, market trends, and the economic backgrounds of the student population. Their responsibilities include setting tuition fees and scholarships. The committee must judiciously weigh the financial sustainability of the university against the affordability of education, ensuring that fees are reasonable and justified while also supporting the university's mission to provide high-quality education.

XI. Students Grievance Redressal Committee

The Students Grievance Redressal Committee is tasked with providing a fair and impartial hearing to grievances related to academic and non-academic matters. These may include issues related to course grades, harassment, discrimination, campus facilities, or administrative processes. The committee follows a structured procedure to investigate complaints, ensuring confidentiality and a non-retaliatory environment for the complainants. This committee plays a vital role in maintaining a positive and supportive educational environment, promoting student welfare, and upholding the principles of justice and fairness within the university community.

XII. Staff Grievance Redressal Committee

The Staff Grievance Redressal Committee provides a fair and confidential forum for staff to voice concerns and grievances. These may include issues related to the workplace environment, interpersonal conflicts, discrimination, or administrative policies. The committee's role involves carefully reviewing and investigating each grievance, ensuring that all parties involved are heard and that the concerns are addressed objectively and impartially. They are responsible for mediating solutions or making recommendations to the Vice Chancellor for action. By ensuring that staff grievances are handled effectively and respectfully, this committee contributes to maintaining a harmonious, respectful, and productive working environment within the university, fostering a sense of trust and fairness among the staff.

XIII. Prevention of Sexual Harassment Committee

The Prevention of Sexual Harassment Committee plays a critical role in ensuring a safe and respectful academic environment, free from sexual harassment. This committee is tasked with implementing and enforcing the university's policy against sexual harassment. Its responsibilities include creating awareness about sexual harassment through training programs, providing a confidential and supportive platform for individuals to report incidents, conducting thorough and impartial investigations into complaints, and recommending appropriate actions against offenders. The committee aims to prevent sexual harassment, address incidents effectively, and maintain a safe, inclusive university environment for all students, faculty, and staff.

XIV. Anti-Ragging Committee

The Anti-Ragging Committee in a university is a crucial entity established to combat and prevent the menace of ragging within the academic environment. Its primary role is to ensure a ragging-free campus by implementing strict anti-ragging policies, conducting awareness programs to educate students about the legal implications and moral wrongness of ragging, and establishing clear protocols for reporting and addressing ragging incidents. The committee is responsible for vigilantly monitoring activities within the university premises, conducting investigations into reported cases, and taking prompt and appropriate disciplinary action against those found guilty of ragging.

XV. Unfair Means Committee

The committee is set up to inquire about the alleged unfair means and practices by the students during any examinations (internal/external/practical).

XVI. University Research Committee

The University Research Committee plays a pivotal role in fostering and overseeing research activities within a university. This committee is responsible for setting research policies, prioritizing research areas, and ensuring compliance with ethical standards and regulatory requirements. The committee also plays a key role in assessing the impact and quality of the university's research output, facilitating knowledge transfer and commercialization of research findings when applicable. By providing strategic direction and support for research endeavors, the University Research Committee significantly contributes to the university's reputation, research excellence, and the advancement of knowledge in various fields.

XVII. Placements Committee

The Placements Committee in a university is instrumental in bridging the gap between students and potential employers, playing a key role in facilitating the successful transition of students from academic life to professional careers. This committee is responsible for organizing campus recruitment drives, maintaining relationships with industry partners, coordinating job fairs, workshops, and company presentations, and providing students with resources for career development, such as soft skills training, company-specific training, resume writing, and interview preparation. The committee also gathers and analyzes placement data to continually improve the effectiveness of their programs. By actively engaging with both students and employers, the Placements Committee aims to enhance employment opportunities for graduates, aligning the skills and ambitions of students with the needs of the job market.

XIII. Library Advisory Committee

The Library Advisory Committee plays a crucial role in guiding and enhancing the functioning of the university library to meet the evolving needs of the academic community. This committee is involved in assessing and recommending the acquisition of new materials, including books, journals, and digital resources, ensuring that the library's collection aligns with the curricular and research needs of the university. The committee also reviews and suggests improvements in library infrastructure and technology, advocates for library services within the university, and fosters a conducive environment for learning and research.

XIV. Proctorial Committee

The Proctorial Committee is a key entity responsible for maintaining discipline and upholding the code of conduct within the campus. This committee is tasked with enforcing rules and regulations pertaining to student behavior, ensuring a safe and conducive academic environment. They oversee the monitoring of student activities, handle cases of indiscipline, and mediate conflicts among students. The Proctorial Committee also plays a role in organizing awareness programs on various

issues like ragging, and adherence to campus norms. In cases of misconduct, the committee conducts investigations, holds disciplinary hearings, and recommends appropriate actions.

XV. IT Committee

The IT Committee plays a crucial role in overseeing the strategic planning and implementation of IT resources and policies across the campus. This committee evaluates and recommends hardware, software, and network systems, prioritizes IT projects, and addresses issues related to cybersecurity, data privacy, and digital accessibility. By staying abreast of emerging technologies and trends in higher education, the Information Technology Committee helps to enhance the overall educational experience and operational efficiency of the university.

XVI. University sports committee

The University Sports Committee plays a pivotal role in the development and management of sports activities within the university. Primarily, the committee is responsible for overseeing and coordinating all sports-related activities at the university, which includes organizing interdepartmental and intercollegiate competitions. They work to ensure that facilities are maintained and adequately equipped for various sports, and they often collaborate with university administration to allocate budgets and resources efficiently. The committee focuses on promoting physical well-being and a healthy lifestyle among students, fostering team spirit, and encouraging student participation in sports. This engagement not only enhances the campus life experience but also contributes to the holistic development of students by instilling values such as teamwork, discipline, and resilience.