



SR
UNIVERSITY

8.2.8 Process for Employees Appeal

(Page 122)



SR
UNIVERSITY



STAFF HANDBOOK

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SRU Staff Handbook	
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Message

Dear Staff Members,

It is with great pleasure and a sense of immense pride that I extend my warmest greetings to each of you. As we embark on this journey of excellence together, I want to emphasize the significance of your role in shaping the future of our university.

As a staff member, you are the driving force behind our academic pursuits, research endeavors, administration and the holistic development of our students. Your dedication, expertise, and passion for teaching and learning create an intellectually stimulating and enriching environment.

In this staff handbook, you will find essential information guiding you through various aspects of your career and university life at SR University.

As the university evolves and faces new challenges, I have complete faith in your ability to adapt, innovate, and lead. Your commitment to nurturing our students' talents, guiding them toward academic success, and inspiring them to become responsible global citizens is deeply appreciated.

Thank you for your dedication and unwavering commitment to our university's mission. I look forward to working alongside each of you as we continue to build a brighter future together.

A.Varada Reddy
Chancellor, SR University

TABLE OF CONTENTS

Message	3
1.2 University Overview- 11	
1.3 University Vision and Mission	12
Vision	12
Mission	12
2.1 Classification of Employment- 15	
2.2 Leadership Team & Officers @SRU- 16	
2.3 How to Reach SR University Campus- 18	
2.4 Warangal and its History - 18	
2.6 Schools - 22	
2.7 Centers- 22	
3.1 Modes of Recruitment- 25	
3.2 Staff Recruitment Process- 25	
3.3 Joining and Settling Down - 26	
3.4 On-boarding Policy (Induction Process)- 26	
3.5 Relocation Allowance- 28	
3.6 Probation and Confirmation- 28	
3.7: Academic Inbreeding 28	
3.8 Retirement Policy- 29	
3.9 Teaching at SRU- 30	
4.0 Staff Welfare & Support	33
4.1 Group Medical Insurance - 33	
4.2 Staff Club- 34	
4.3 Employee Children Scholarship - 34	
4.4 Gratuity - 35	
4.5 Provident Fund (PF)-35	
4.6 Leave Travel Concession (LTC) - 35	
4.7: Emergency Medical Transport Facility 35	
4.8 Support System Beyond Working Hours- 36	
4.9 Open Door Policy- 36	
4.10 360-Degree Feedback- 37	
4.11 Bachelor Staff Accommodation at University Hostels- 37	
5.0 Prohibition of Private Tuitions / Holding an Office of Profit	38
6.0 Dress Code	38
7.0 Gift Policy	41
8.0 Biometric Attendance	41
9.0 Termination	43
10.0 Conflict of Interest	43
11.0 Examination Duties	44
12.0 Faculty Responsibilities and Academic Contributions Beyond Teaching at SRU	45
13.0 Course File Assessment	46
14.0 Facilities & Amenities	46

14.1 Library Facilities-	46	
14.2 Maintenance-Related Issues-	47	
14.3 Parking -	47	
14.4 Stationery Stores-	48	
14.5 Canteen & Refreshment Services-	48	
15.0 Academic Support		48
15.1 Academic Calendar-	48	
15.2 Course Plan -	49	
15.3 Summer / Winter Semester-	49	
16.0 No Plastic Usage		50
17.0 Mentoring Process		51
18. Procedure for Obtaining No Objection Certificate (NOC)		53
20. Whistleblower policy-	53	
20.0 University Designations		54
20.1 Chancellor-	54	
20.2 Pro Chancellor-	54	
20.3 Vice Chancellor-	54	
20.4 Registrar-	55	
20.5 Chief Finance and Accounts Officer-	55	
20.6 School Dean-	55	
20.7 Associate School Dean-	55	
20.8 Department Head-	56	
20.9: Associate Head of the Department -	56	56
20.10 Director of Evaluation -	56	
20.11 Controller of Examination (CoE)-	56	
20.12 Dean Student Welfare-	57	
20.13 Associate Dean Student Welfare-	57	
20.14 Assistant Dean Student Welfare-	57	
20.15 Associate Dean Alumni-	57	
20.16 Assistant Dean Alumni-	58	
20.17 Director Sports-	58	
20.18 Dean Academics-	60	
20.19 Associate Dean Academics-	60	
20.20 Assistant Dean Academics-	60	
20.21 Dean PG Programs-	61	
20.22 Associate Dean (PG)-	61	
20.23 Assistant Dean PG-	61	
20.24 Associate Dean Online Learning-	61	
20.25 Specialization Coordinator-	62	
20.26 Associate Dean Mentoring & Advising-	62	
20.27 Dean Faculty Affairs-	62	
20.28 Associate Dean Faculty Affairs-	63	
20.29 Dean Research-	63	
20.30 Associate Dean Research (Ph.D.)-	63	
20.31 Associate Dean Research (Patents)-	63	
20.32: Associate Dean Research (Q1)	64	
20.33 Associate Dean Research (Publications)-	64	

20.34 Associate Dean Research (Grants)-	64	
20.35 Associate Dean of Research (Consultancy)-	65	
20.36 Associate Dean Research (International rankings)-	65	
20.37 Assistant Dean Research-	65	
20.38 Dean Planning-	65	
20.39 Associate Dean Planning-	66	
20.40 Director Placement-	66	
20.41 Assistant Dean Internships & Placements-	66	
20.42 Director International Affairs & Corporate Outreach (IACO)-	67	
20.43 Assistant Dean International-	67	
20.44 Associate Dean Innovation and Startups-	67	
20.45 Associate Dean Regulations and Compliances-	68	
20.46 Assistant Dean Admissions-	68	
20.47 Director IQAC-	68	
20.48 Associate Director IQAC-	68	
20.49 Director Marketing-	69	
20.50 NCC Officer-	69	
20.51 NSS Officer-	69	
20.52 Warden-	70	
20.53 Exam Coordinator-	70	
20.54 MoU/Industry/Partner University Coordinator-	70	
20.55 Social Media Coordinator-	70	
20.56: Project Showcase Coordinator -	71	
20.57 Timetable Coordinator-	71	
20.58 Research Coordinator-	71	
20.59 Clubs Coordinator-	71	
20.60 Sports Coordinator-	72	
20.61 Website Coordinator-	72	
20.62 Library Coordinator-	72	
21.0 SRU Policies		74
21.1 Vacation-		
22.0 Code of Conduct		76
23.0 Sustainable Development Goals (SDGs)		79
24.0 SR Innovation Exchange (SRiX)		81
ANNEXURES		84
ANNEXURE - I		85
RESEARCH INCENTIVE POLICY FOR FACULTY / ADJUNCT FACULTY / STAFF-	85	
ANNEXURE - II		89
SRTOP 5 ALLOWANCE -	89	
(Support for Research, Teaching, and Outreach Performance)-	89	
SRTOP 5 PLUS ALLOWANCE		91
(Support for Research, Teaching, and Outreach Performance – Plus allowance)-	91	
ANNEXURE - III		92
LEAVE POLICY-	92	
TRAVEL POLICY-	97	
ANNEXURE - V		101

<i>LEAVE TRAVEL CONCESSION (LTC)-</i>	101	
ANNEXURE - VI		102
<i>TEACHING STAFF PROMOTION POLICY -</i>	102	
ANNEXURE - VII		105
<i>PERFORMANCE APPRAISAL POLICY-</i>	105	
STAFF PERFORMANCE APPRAISAL		106
Annexure - VIII		112
<i>PLAGIARISM POLICY-</i>	112	
ANNEXURE - IX		118
<i>SEXUAL HARASSMENT POLICY-</i>	118	
ANNEXURE - X		122
<i>GRIEVANCE REDRESSAL -</i>	122	
ANNEXURE - XI		124
<i>IT RESOURCE MANAGEMENT POLICY</i>		124
ANNEXURE - XII		130
<i>The Academic and Administrative Bodies of SRU</i>		
ANNEXURE - XIII		158
<i>FORMATS</i>		
Course Code-Course Name		159
Course file Index for theory		159
COURSE PLAN		160
<i>Assignment Template-</i>	167	
<i>Course Name (Course code) -</i>	167	
<i>Question Paper Format-</i>	168	
<i>Course File Evaluation -</i>	169	
OFFER LETTER FORMAT-		170
CHECK LIST – JOINING FORMALITIES OF EMPLOYEE-		173
STAFF JOINING REPORT -		175
STAFF - NO DUES FORM-		177
ANNEXURE - XIV		189
Academic Calendar		189
<i>Academic Calendar -</i>	190	
<i>For Even Semester AY 2023-24 (January-July)-</i>	190	



Staff Handbook Purpose and Scope

The Staff handbook provides an overview of essential policies, procedures, and resources available to the staff at SR University. Please note that this staff handbook serves as a guide and reference for staff members.

This staff handbook is subject to periodic updates and revisions. Any changes to the policies and procedures will be communicated to staff members in a timely manner.

Please familiarize yourself with the contents of this handbook, as it serves as a valuable resource to support your role as a staff member at SR University. Should you have any questions or require further clarification, please reach out to the Office of Dean (Faculty Affairs) for teaching staff and the Office of Registrar for non-teaching staff.

Welcome to SR University, and we wish you a successful and fulfilling journey of excellence at SRU.

O1



1.2 University Overview

SR University (SRU) is a State Private University in Warangal, Telangana, spread over 150 acres of lush green campus having ~9000 students, ~900 staff, 140+ Programs across five Schools, namely Computer Science and Artificial Intelligence, Engineering, Business, Agriculture, Sciences and Humanities.

NIRF: One of the youngest universities to attain 98 NIRF Rank in Engineering in 2023 (91 in 2022) and is in 101-150 rank band in university category.

NBA: All UG programs (B. Tech CSE, ECE, EEE, ME & CE) are NBA Accredited in Tier-I category.

Startup Ecosystem: Hosts a Technology Business Incubator (SRiX) sponsored by NSTEDB, DST, Govt of India. Till now 84 Start-ups (8 women startups) incubated with total valuation of 100+ Crore. Prime names are Zithara Technologies, Hiltbrands Technologies and VMS Healthcare Solutions. Recognized as Startup Hub- TIDE 2.0 Centre by Govt of India. All India 1st Rank in Private in Atal Ranking of Institutions on Innovation Achievements (ARIIA20).

Collaborations: 60+ Industry collaborations including Microsoft, Palo Alto Networks, Cyient, Siemens, ARM, AWS among others and foreign collaborations with UMass Lowell, U Central Missouri, U of New Haven, Saint Louis Univ, U of Missouri Columbia. Active Member of CII and Indo Universal Collaboration in Engineering Education (IUCEE). Proud to have an international advisory board having stellar personalities to advise the University.

Research: 2000+ Publications, 200+ patents, 15+ Crores of Research funding from 50+ Projects. 10 Research Centers in futuristic domains. Recognized as Scientific and Industrial Research Organisation (SIRO)

by Govt of India.

Innovative Programs: One of the few institutions in the world running BTech Computer Science Program in partnership with Microsoft. BTech AI is being run in collaboration with some of the Top 500 Universities in the globe to give requisite foreign exposure to the students. The School of Agriculture runs programs experiment in latest techniques for holistic practices in the food chain.

Leadership and Legacy: SR Educational Society having 185 Educational institutions in South India with 45 years of track record, is run by its Chancellor Sri A. Varada Reddy, with 1 Lac students and 5 Lac Alumni.

Placements: Campus hiring by 200+ top recruiters including Amazon, CISCO, IBM, PwC, Synopsys, S&P Global, Accenture, Infosys, Wipro, TCS, Cognizant, HCL, Tech Mahindra etc. with highest package of 34.4 LPA.

SR University is committed to providing a comprehensive benefits package to its valuable staff members. SRU offers its staff members an array of benefits including PF, Gratuity, Medical Insurance, Research Incentive up to 1 Lac per publication and Professional Allowance of 1 Lac per year, Seed Grant up to 10 lac, Full-time PhD student hiring allowance up to 18 Lac for three years, 80% of the profit in the consultancy, and annual appraisal allowance of up to 1 Lac per year along with 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

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





02



2.1 Classification of Employment

(a) **Regular Staff:** A regular staff refers to an individual who has been hired on a permanent basis, including those appointed to fill permanent positions and confirmed as such based on specified criteria. If their performance meets the university's standards and they adhere to the University's Service Regulations, regular staff will continue to hold their positions until they reach the age of 60 years.

Staff members on probation should submit half-yearly performance appraisal forms to the Head of the department/Dean in the first two years. During or at the end of the probationary period, the appointing authority holds the sole power to confirm a staff member. They also have the authority to extend the probation period as necessary, with appropriate terms and conditions.

(b) **Fixed Term (Contractual) Staff:** Fixed Term (Contractual) staff refers to an individual who has been appointed for a predetermined duration, or whose employment can be terminated upon the completion of a specified contract or as per the contract clause. Their engagement terms are specifically mentioned in offer letter.

(c) **Casual Staff:** A Casual staff refers to an individual who is hired to meet unforeseen demands caused by unusual or seasonal workloads or for tasks of an intermittent nature. Their wages are fixed on a "daily" or "hourly" basis, and they do not have the entitlement to take leave or receive any other benefits typically provided to regular staff.

(d) **Part-Time Staff:** Part-time staff refers to an individual who works for fewer hours than the standard working hours, receiving a fixed monthly salary, and not eligible for the benefits given to full-time staff.

(e) **Adjunct Faculty:** Adjunct Faculty refers to academic / industry professionals who are appointed on a part-time or contractual basis to teach courses, perform collaborative research by sharing their knowledge, skills, and practical experience with faculty and students.

(f) **Faculty of Practice:** Industry experts who have proven expertise in their specific profession with significant experience will be eligible for Faculty of Practice (Associate Professor of Practice or Professor of Practice). Experts from demanding fields like engineering, science, technology, entrepreneurship, commerce, social sciences, media, literature, fine arts, community development, Panchayati raj, rural development, watershed development, water-harvesting, organic farming, small green energy systems, municipal planning, community participation, gender budgeting/planning, inclusive development of tribal and public administration etc. may be considered for Faculty of Practice position. For some of these areas experience in civil services, armed forces, legal profession, medical profession may also be considered.

(g) **Other Categories:** A Management Trainee/Graduate Trainee/Undergraduate Intern refers to candidates who have recently graduated/current students from SRU or other institutes who have no prior work experience. They may be required to aid in various academic or administrative units of the university. Their performance will be evaluated at the end of the internship period, and if deemed satisfactory, they will be offered a position within the university.

2.2 Leadership Team & Officers @SRU

Chancellor



Sri A. Varada Reddy is a pioneer in providing quality education and his efforts have transformed the lives of many youngsters. A man known for discipline and vision; Sri Varada Reddy has been serving the field of education since 1976. With his unstinted efforts, SR has become a trusted brand name in Telangana.

Under his leadership, 185 educational institutions, including schools, junior colleges, degree colleges and professional colleges across Telangana, Andhra Pradesh and Karnataka are fostering excellent standards of education to young minds, shaping them into intellectuals. Sri. Varada Reddy has defined quality consciousness coupled with ethical practices as the DNA of SR group.

Vice-chancellor



Prof. Deepak Garg is PhD in Computer Science with specialization in Efficient Algorithm Design. With 25 years of experience, he has worked as a Professor and Dean, School of Computer Science at Thapar Institute of Engineering and Technology, Patiala and Bennett University, Greater Noida. He is a Distinguished Professor in Artificial Intelligence and known as one of the top voices in the country on AI.

He is a regular Blogger in the Times of India with a nickname of "Breaking Shackles" and writes about Higher Education landscape and AI. He is on the Advisory Committee of AIRAWAT, Super Computing Mission of Govt of India to create a 1 Exaflop backbone infrastructure for the country. He has represented on various Committees at NAAC, NBA, UGC and AICTE. Working with Startup Founders is his passion, and he serves on the advisory board of Drishya AI, ByteXL and Global AI Hub. He is the only CAC ABET Commissioner from the country and

has served as PEV from last seven years. He has been in the Board of Governors of IEEE Education Society, USA. He served as Chair IEEE Computer Society, India Council and IEEE Education Society, India Council. He is on senate, Board of Studies of various institutions. He has 180 publications with 1900 Citations, h-index 22 and i10 index 50. He has published in top journals including IEEE and ACM transactions. He has guided 14 PhD students. His research area is Reinforcement Learning and Generative AI. He is Steering Committee Chair on Annual IEEE/Springer International Conference on Advance Computing that's running in its 14th year. He has received research grants to the tune of 10 million INR including Royal Academy of Engineering UK, DST, DBT, AICTE, DSCI etc. He has visited 20+ countries creating 100+ collaborations with Universities and Industry. He served as Director NVIDIA-BU Research Center on AI. He led the largest AI Ecosystem of the country known as leadingindia.ai skilling 1 million students with 700+ consortium collaborations. Prof. Garg has given 350+ talks across the country as keynote speaker and invited expert. He is on a mission to make SR University a model for private university in the country.

The other officers of the university include: -

1. Registrar
2. Chief Finance and Accounts Officer
3. Dean
4. Associate Dean
5. Director
6. Controller of Examination
7. Head of the Department
8. Such other officers as may be declared by the Statutes to be officers of the university.



2.3 How to Reach SR University Campus

The SR University campus is situated at Ananthsagar, Hasanparthy (M), Warangal, Telangana 506371. It is 14 kilometer from Hanumakonda which is the main city, 16 kilometer from Kazipet Railway Station (KZJ) and 29 kilometer from Warangal Railway Station.

The campus is well connected by road, rail, and air transport. The nearest airport is Rajiv Gandhi International Airport, Hyderabad, which is 3 hours drive from Warangal. We are situated on Warangal – Karimnagar highway which is well connected by local transport, including bus and autorickshaw. We have a separate bus stop in front of the university, which is served by TSRTC buses that ply once every twenty minutes in both directions. For extensive bus route information, please visit TSRTC (telangana.gov.in).

New joiners can contact the office of Dean faculty affairs for teaching staff and Office of Registrar for non-teaching staff for any support related to their arrival

2.4 Warangal and its History

SRU is situated in Warangal "ORUGALLU" or Ekashila Nagar, the name was given to the capital of the Kakatiya empire during that time. The fort was constructed with a single massive stone, hence the later designation of "Warangal." Pakhal Lake was built by the famous Kakatiya, Telugu ruler Ganapati Deva in the densest part of the forest to be used for farming in the future. About 3,000,000 acres are now being submerged by it. The Kakatiya kings had many plans in the works to improve people's lives in the future. They employed a wide range of engineering techniques; for example, the Ramappa temple was built on a lake, and the thousand pillar temples of Hanamkonda were built on the sandy ground; both have survived for a millennium. The Kakatiya dynasty, which ruled from 1163 to 1565, had its capital in Warangal. Fortresses, lakes, temples, and stone gates are only some of the Kakatiya dynasty's contributions to the city's status as a tourist hotspot. The state government of Telangana has placed the Kakatiya Kala Thoranam as the official emblem, and Warangal is often called the cultural capital of Telangana. Located in the state of Telangana, Warangal serves as the administrative center. With a population of around 10 Lac and an area of 406 km² (157 sq mi), it is the second-largest city in the state of Telangana. It is one of eleven cities in India to get funding from the Government of India's Heritage City Development and Augmentation Yojana program. It was also chosen as a smart city in the "fast-track competition," giving it access to additional funding from the Smart Cities Mission to enhance municipal infrastructure and industrial prospects.







2.5 Places to Visit in Warangal

- Ramappa Temple
- Laknavaram Lake
- Bhadrakali Temple
- Laknavaram Lake - suspension bridge
- Warangal Fort
- Khush Mahal
- Bhogatha Water falls

Warangal Tri-City refers to the metropolitan area that includes the cities of Kazipet, Hanamkonda, and Warangal. National Highway 163 links Hyderabad, Bhuvanagiri, Warangal, and Bhopalpatnam. Kazipet Junction and Warangal are two of the most important stops. Warangal is well connected to the metro city Hyderabad which is 180 km from the main city and well connected by rail and road. City is full of shopping areas, eateries, restaurants, and other places of entertainment. There are lot of schools for good educations of your children from primary to K12 level. City is also known as a medical hub and has ample facilities for any health-related issues. Residing in Tri-city fits the budget and there are houses available on rent for different requirements based on your budget.

2.6 Schools

The University has expanded its academic reach and now comprises several schools that offer a wide array of Undergraduate (UG), Postgraduate (PG) and PhD Programs. Each school provides high-quality education and fostering a conducive learning environment for our students.

The following are the schools under the University.

School of Computer Science and Artificial Intelligence

School of Engineering

School of Business

School of Sciences & Humanities

School of Agriculture

We encourage you to explore SRU website (www.sru.edu.in) to know about these schools.

2.7 Centers

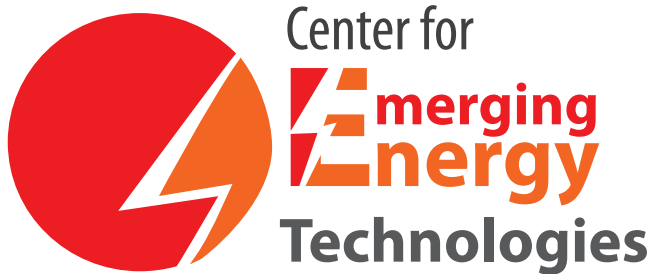
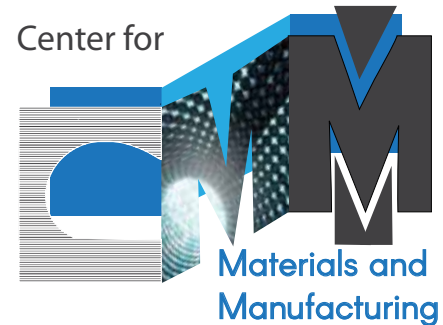
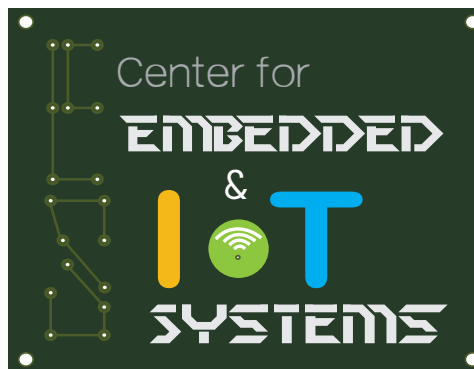
SRU hosts several Multidisciplinary Centers that foster research, innovation, and entrepreneurship. These centers serve as hubs for collaboration, creativity, and knowledge exchange. Centers enable faculty and students to explore cutting-edge ideas and address real-world challenges.

To explore the extensive opportunities and services offered by each Multidisciplinary Center, we invite faculty members to visit the SRU website.

- I. Center for Artificial Intelligence & Deep Learning (CAIDL)
- II. Center for Embedded Systems and IoT (CEIoT)
- III. Center for Materials and Manufacturing (CMM)
- IV. Center for Emerging Energy Technologies (CEET)
- V. Center for Construction Methods & Materials (CCMM)
- VI. Center for Creative Cognition (CCC)
- VII. Nest for Entrepreneurship in Science & Technology (NEST)
- VIII. Collaboratory for Social Innovation (CSI)
- IX. Center for Design (CoD)

On website, you will find comprehensive information about ongoing research projects, upcoming events, and collaborations with industry partners. These centers are pivotal in driving research initiatives, promoting industry collaborations, and nurturing a culture of entrepreneurship within our academic community.

We value the dedication and enthusiasm of our faculty in advancing knowledge and making a positive impact on society. By harnessing the collective expertise of our faculty and the resources available through these Multidisciplinary Centers, we aim to create a vibrant ecosystem that nurtures creativity, drives innovation, and empowers the next generation of problem solvers.



03



3.1 Modes of Recruitment

1. **Advertisement:** SRU advertises staff positions through various channels, such as newspapers, professional networks, and the university's official website.
2. **Internal Promotion:** In some cases, SRU may prefer to promote existing staff members to higher positions within the organization. Internal promotions recognize the contributions and expertise of current staff members and provide opportunities for career advancement.
3. **Networking and Referrals:** Staff positions are sometimes filled through networking and referrals. SRU may rely on recommendations from current staff members or professional networks to identify potential candidates who might be a good fit for the position.
4. **Direct Outreach:** The talent scouting team identifies exceptional candidates with a proven track record of success and initiates direct outreach to establish contact with them and gauge their interest in joining SRU.
5. **Online Portals:** SRU leverages prominent online portals like LinkedIn to post job openings and connect with a diverse pool of candidates ensuring a seamless and effective recruitment experience.
6. **Campus Visits:** SRU conducts campus interviews at reputed institutions to tap into the exceptional talent pool available at these institutions who bring a wealth of expertise to the university.

3.2 Staff Recruitment Process

The staff appointment process ensures the selection of highly qualified and experienced individuals who will contribute to the growth and development of our university. The staff appointment process is as follows.

1. **Position Announcement:** Every semester or whenever the need arises, Dean Faculty Affairs for faculty and Registrar for Non-teaching positions initiates the staff appointment process. The announcement includes essential information such as the position title, job description, department, qualifications required, and application procedure. This announcement may be advertised in newspapers and circulated through the university's website, professional networks, and relevant academic forums.
2. **Application Review:** Upon receiving applications, the screening committee in the respective department/unit reviews them thoroughly. The committee shortlists the candidates based on their qualifications, credentials, teaching experience, research contributions, relevant skill set and any additional requirements mentioned in the position announcement.
3. **Interviews and Presentations:** The shortlisted candidates are invited for interviews, which may include both in-person and online. These interviews evaluate the candidates' teaching abilities, research expertise, relevant domain skills, and communication skills. Additionally, candidates may be asked to deliver a research presentation, or a teaching demonstration, to showcase their abilities in a specific area.

4. Selection and Offer: Based on the interviews and presentations, the selection committee makes a final decision. The selected candidate is then extended a formal offer of appointment, which includes details regarding salary, benefits, start date, and any other relevant terms and conditions. The candidate is given a reasonable time to consider the offer and respond accordingly.
5. Joining and Onboarding: Upon accepting the offer, the appointed staff member completes the necessary paperwork and documentation to formalize their appointment. This may include providing proof of academic qualifications and completing any other university onboarding procedures.

The new staff member is welcomed into the SRU community.

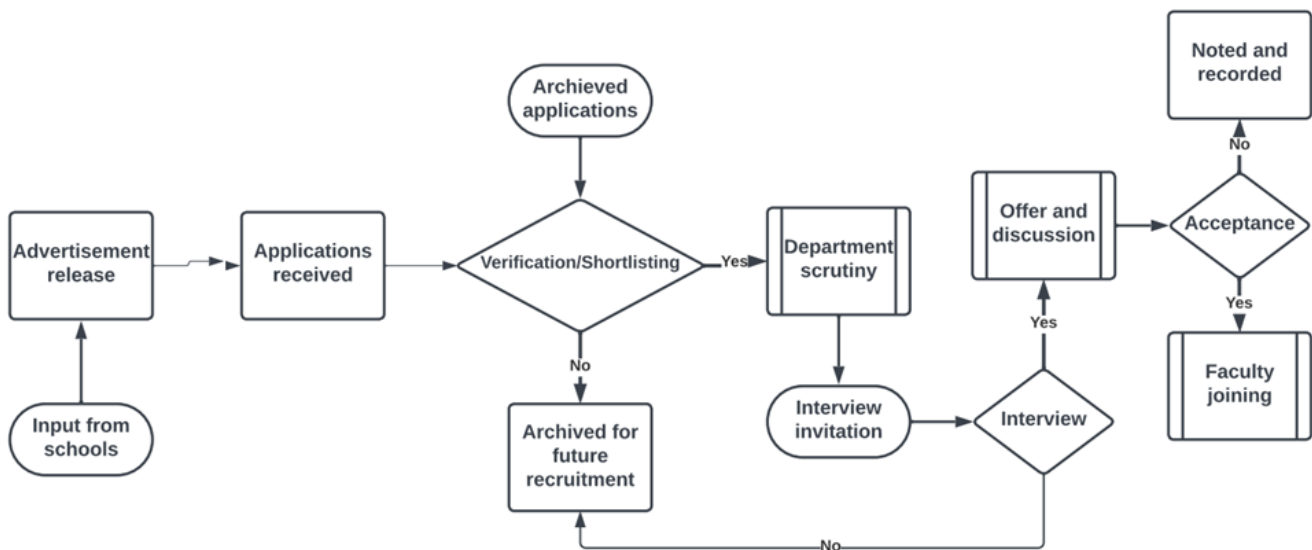


Figure: Staff Recruitment Process

3.3 Joining and Settling Down

Staff who have decided to join and visit SRU can email the Dean Faculty Affairs /Registrar’s office, requesting a room in the Institute Guest House. SRU allows prospective staff from far away to stay in a guest house for maximum of four nights. After that staff need to pay per night guest house charges. Staff may also get information from Dean (Faculty Affairs) office/Registrar office regarding help in looking for a house in nearby locations. One-time Airport and train station pickup and drop-off services are also available upon request. New incoming staff should plan to join preferably on Monday.

3.4 On-boarding Policy (Induction Process)

The purpose of this induction process is to introduce new staff members to the university by providing them with information about the SRU’s core values, vision, mission, key personnel, processes, and their own roles and responsibilities.

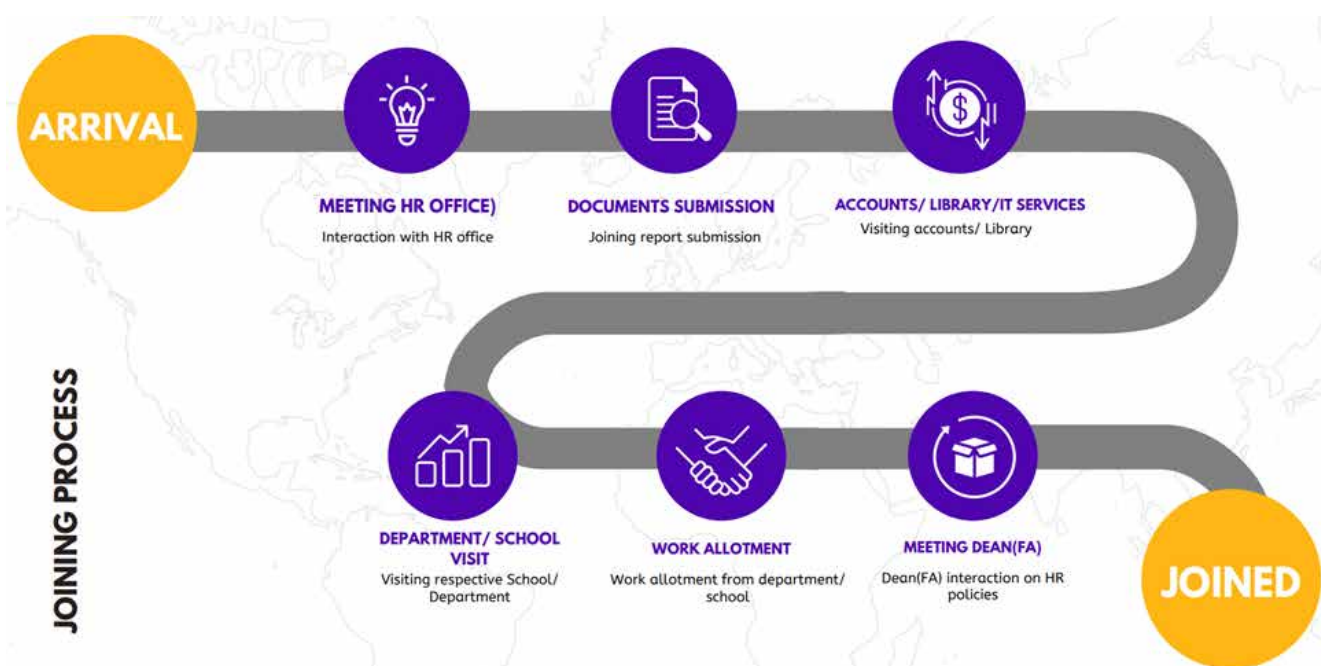


Figure: Staff Onboarding Process

The Dean Faculty Affairs/Registrar shall brief the new staff member about the history and core values of SRU, university timings, leave rules, medical insurance, IT services, various policies, and amenities available on the campus, etc. The staff member will be guided to their department/unit and introduced to the respective head, team members and other key functionaries.

On the day of joining:

The staff member is required to visit the Administration Section in the Main Building to fulfill the joining formalities. During this process, staff members are requested to submit/show the documents as indicated in the checklist of joining formalities of employee.

Upon your arrival on the joining day, you will receive the following joining kit.

S.No	Item	Contact Person	Block & Room No.	Available Timings
1	Employee ID	A. Kaladhar Senior Assistant 9908943774 (M)	Block-I Room No: 1103	Every Monday 9.00 am – 1.00 pm
2	Group Medical Insurance Form			
3	Inclusion in SRU WhatsApp Group			
4	Biometric Registration			
5	Bank Account Opening Form	K. Sravanth, HR Executive -Accounts 8142123037 (M)	Block-I Room No: 1103	Every Monday 2.00 pm – 3.00 pm

6	SRU official email ID			
7	Login Credentials for SRU portals (www.sruniv.com & www.sraap.in)	V. Purnima Senior Assistant 9966614130 (M)	Block-I Room No: 1103	Every Monday 2.00 pm – 3.00 pm
8	Professional Photograph for website			
9	Library Membership Registration	R. Sammireddy, Librarian 9989734069 (M)	Block-I Ground Floor University Library	Every Monday 3.00 pm – 4.00 pm

After submitting the documents as per the checklist, the joining formalities will be considered complete. A staff member’s personal file will be opened, and the specified joining documents will be filed as per the checklist. As the staff member advances in their career within the university, the file will be updated with additional documents such as letters related to promotions or salary increments, personal information etc.

On the exit of a staff member, the personal file will be updated with the staff member’s resignation letter, acceptance of resignation, final settlement details, exit interview report, service certificate, records of the staff’s accrued leaves, and other relevant information.

3.5 Relocation Allowance

The University offers a relocation allowance to staff members. Eligible staff members will get reimbursement of travel for themselves and their family as per entitlement given in SRU travel policy, as well as transportation of their belongings. However, specific cases may have exemptions with the approval of the Vice-chancellor. The maximum limit of the relocation amount is given in your offer letter, if any. Upon completing the joining formalities, staff members can submit their bills to claim this relocation allowance. Bills submitted after one month of joining will not be processed. The account section may deny the reimbursement in absence of the original and proper bills and supporting documents of travel and transport. It’s important to note that if a staff member accepts the relocation allowance but chooses to leave the University before serving the probation period, they are required to return the allowance proportionate to the leftover probation period.

3.6 Probation and Confirmation

During the probationary period, new staff members can demonstrate their abilities, potential, and overall fit within SRU community.

Evaluation Criteria: The probationary period evaluation will be based on established appraisal criteria that align with the expectations of the university and the specific position.

Confirmation as Permanent Staff member: If performance during the probationary period meets the established criteria and is found to be satisfactory, the staff member will be

confirmed as a permanent member at SR University through a confirmation letter.

Extending the Probationary Period: In certain cases, if there are concerns regarding the performance of a staff member during the probationary period, the university may consider extending the probationary period for a specific duration. During this extension, the staff member will be provided with additional support and guidance to address the identified areas of improvement. In specific cases, university may also ask the staff member to leave the university during or at the end of the probationary period based on the poor performance of the candidate and terminate the services as per the terms given in the offer letter.

3.7 Academic Inbreeding

SR University recognizes the importance of maintaining a diverse and inclusive academic environment that fosters fresh perspectives, intellectual growth, and innovation. To achieve this, the university discourages the immediate recruitment of its own postgraduates/Ph.D. scholars upon completion of their degree.

To avoid such academic inbreeding, the following guidelines are followed at SRU:

1. Immediate hiring of SRU candidates for regular academic roles after completing their master's or PhD is not preferred. There may be exceptions in specific areas/ Depts based on the demand-supply of staff in that domain area.
2. Candidates will be eligible for employment if they have a minimum of 2-years experience at another institute/university/organization, after completion of SRU degree.
3. These guidelines do not apply to candidates who are already working, whether on a regular or contract basis and are pursuing PG/Ph.D. within the university.

3.8 Retirement Policy

The retirement age for regular staff members at SR University is 60 years.

- SR University recognizes the valuable expertise and experience of retired staff members. As such, the university may offer the opportunity for retired staff members to continue their services based on the needs of the university. The concerned staff should apply at least six months before the retirement period for such extension. Extension may be given one year/two year/three years, depending upon the profile of the candidate. Multiple extensions up to the age of 70 years are permissible. Default extension duration will be one year and the staff need to apply for extension every year.
- The decision to continue the services of a retired staff member will be made on a case-by-case basis, taking into consideration factors such as the retired staff member's

expertise, availability, health, willingness to continue serving, and the specific needs of the university. The extension will be approved by the Vice-chancellor. The Vice-chancellor may take guidance of expert committee to gauge the credentials of the candidate for extension.

3.9 Teaching at SRU

Among the faculty's responsibilities at SRU, teaching is one of the primary responsibilities. Faculty members will be supported through our Center for Experiential Learning (CEL), which is active in faculty motivation and training. Our courteous administrators and unit heads will assist you with settling in as soon as possible.

Course information, including syllabi and regulations, is available with Assistant Dean Academic of each Dept/School and also on the university portal www.sraap.in. Within the framework and norms, staff is granted academic freedom to innovate in the teaching-learning process. To learn more about pedagogy and other relevant concepts, contact relevant officers of the university. It is the obligation of the respective faculty to manage the course to the satisfaction of the students; therefore, discussing various concerns linked to content delivery with another faculty will allow you to settle down swiftly. SRU believes in hands-on learning with a lot of focus on practical, lab work, experimentation, and projects. Student feedback is at the core of faculty evaluation and appraisal. We take the student feedback twice a semester to continuously improve the delivery system. Student feedback is shared with the faculty in a transparent manner. Deans / VC may counsel the faculty and discuss the outcomes of student feedback with them for continuous improvement. Extremely poor student feedback may trigger other suitable actions as per SRU policies.

A faculty member's maximum workload per week is 16 hours. The maximum number of teaching hours of a faculty member (irrespective of position or designation) in a semester of 14 weeks will be $14 \times 16 = 224$ hours. If a faculty member takes more than 224 teaching hours in a semester, he/she will be paid for the additional teaching hours taken in that semester.

Workload Guidelines:

In general, a Professor should take a minimum of 12 hours, an Associate professor 14 hours, and an Assistant Professor 16 hours. Any staff who does not have a research mandate should take a minimum of 20 hours. The Associate Dean and Director may be relaxed by 2 hours. The Dean and Head of the Department may be considered for 8 hours of workload. In the case of specific strategic assignments or grants of more than 1.0 crore, the workload may be relaxed with the approval of the Dean Faculty Affairs. All these relaxations are subject to overall workload and faculty availability, and can't be claimed as a matter of right.





4.0 Staff Welfare & Support

4.1 Group Medical Insurance

We understand the importance of maintaining the health and well-being of our valuable staff members. As part of our commitment to supporting the staff, we offer a comprehensive Group Medical Insurance program designed to provide you and your eligible dependents with essential medical coverage. This insurance policy has comprehensive benefits that aim to alleviate financial burdens associated with medical expenses, ensuring you have access to quality healthcare when you need it most.

All full-time staff members are eligible to enroll in the Group Medical Insurance plan. Coverage usually commences on the date of employment or enrollment and is subject to the terms and conditions of the insurance policy. The university will directly pay on your behalf to the insurance company. Benefits will be available as per the contract terms with the insurance firm.

Benefits of the Policy: The full-time staff members of the university are covered under HDFC ERGO Group Health Insurance Policy.

Family Size: Maximum of 4 members per family (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.

4.2 Staff Club

We recognize the importance of fostering a strong sense of community and companionship among our staff members. To promote social interaction, relaxation, and a supportive environment outside the academic realm, SRU has a vibrant Staff Club.

Purpose: The Staff Club aims to provide a platform for staff members to unwind, socialize, and engage in recreational activities in a relaxed and informal setting. It offers opportunities for personal and professional networking, promoting a sense of belonging and unity within the staff.

Membership: All staff members of SRU become members of the Staff Club immediately and automatically after joining the university. There is nominal subscription of (mention the amount) associated with membership which is deducted from the salary.

The Staff Club offers a range of facilities and activities designed to cater to the diverse interests of our staff members. These include:

- Regularly organized social events, celebrations, and cultural gatherings, to encourage staff interaction and promote a vibrant community spirit.
- Occasional family-friendly events, picnics, or outings to encourage staff members to bond with their families and create lasting memories.

Staff Club Committee: The Staff Club committee comprises the President, Vice-President, Secretary, Treasurer, and Executive Members who oversee the administration, planning, and organization of Staff Club activities. The committee collaborates with interested staff members to ensure a diverse and engaging calendar of events that aligns with the interests of the staff community. Staff Club Committee is nominated/selected every year, and the new Committee assumes office by 1st July every year. The nomination process starts from 1st June every year. There should be representations in the Staff Club from teaching and non-teaching staff. Staff Club Committee must meet formally every quarter to review and plan the activities.

Feedback and Suggestions: The Staff Club committee welcomes feedback, suggestions, and ideas from all staff members regarding activities, improvements, or new initiatives. Staff members are encouraged to actively participate in shaping the Staff Club's offerings and contribute to creating a vibrant and inclusive community.

For further information, including upcoming events and how to get involved, please contact following Staff Club committee members directly.

Staff Club President: Mr. B. Kaladhar - 9908943774

4.3 Employee Children Scholarship

Children Tuition Fee Concession in SR Education Society Institutions is provided up to Rs. 1.0 Lac, including SR University. It is based on merit and availability of seats and as per the prevalent rules of the relevant institution of SR Educational Society. It can not be claimed as a matter of right and depends on the eligibility conditions published for that academic year.

4.4 Gratuity

Gratuity is a financial benefit provided to staff as a gesture of appreciation for their long-term service to the university. Eligible staff, upon completing a minimum period of 5 years of service, are entitled to receive gratuity. The amount of gratuity is calculated based on the staff member's last drawn salary and the number of years of service completed. This benefit ensures the financial security and well-being of staff after their retirement or resignation. Gratuity is applicable from 1st July, 2023. That means it will accrue to staff members after 1st July, 2028 on completion of five years as per eligibility (Applicable after 5 years of PhD completion date for non-PhD candidates). It can not be claimed as a matter of right and depends upon the terms of your offer letter.

4.5 Provident Fund (PF)

The Provident Fund (PF) is a long-term savings scheme designed to provide financial security to staff and their families during their post-employment years. Both the staff member and the employer contribute a certain amount of the staff member's salary to the PF account. All employees are not covered under PF. It is as per the offer letter of the individual employee.

4.6 Leave Travel Concession (LTC)

Leave Travel Concession (LTC) is an employee benefit that allows staff members to travel with their families, providing an opportunity for relaxation and rejuvenation. LTC up to 1 Lac is payable once in a block of three years as per SRU policy regarding LTC. It cannot be availed in the first year of the service (Applicable after one year of PhD completion date for non-PhD candidates). If a staff member avails LTC but chooses to leave the University before serving the three-year block period, they are required to return the amount availed proportionate to the leftover period. Start date for LTC scheme is 1st July, 2023 that means it can be availed by eligible employees after 1st July, 2024. If anyone does not utilize LTC during a three-year block period, it will not be carried forward.

4.7 Emergency Medical Transport Facility

SRU provides an emergency medical transport (Ambulance) facility on campus. In case of a medical emergency on campus, immediately inform the nearest staff or security personnel, who will promptly contact the emergency response team. The ambulance will be made available immediately to transport to the nearest hospital. Always keep the emergency contact numbers provided handy for quick access. There is also a wellness center available in Block-3 for any day to day medical needs of the staff. It is fairly equipped with basic infrastructure and manpower to provide the initial help for different medical situations.

For emergency, contact

Mr. Sai Kumar, Ambulance Driver: +91-7989738242

Mr. Surender, Asst. Registrar +91-9177302052

4.8 Support System Beyond Working Hours

SRU is committed to supporting staff members in their research and teaching-related tasks beyond regular working hours. To facilitate a conducive environment for such activities, the university provides certain facilities for staff members who stay beyond their scheduled working hours. The laboratories and central library remain accessible during extended hours. Additionally, staff members will have access to refreshment facilities to cater to their needs during extended working hours. If the building administration is aware of staff staying beyond working hours, they can ensure access and working of building infrastructure, including lighting, Air Conditioning, etc., in the relevant areas. Faculty may reach out to the respective block supervisors whose contact numbers are given below. It will be good if he/she is informed at least few hours in advance in case you plan to stay for extended hours. You can also give a standing instruction if you plan to stay for multiple days/extended duration.

The Escalation Matrix with contact numbers of Supervisors for your reference.

Block 1	Block 2	Block 3	SRiX	School of Agriculture
Mr. Triupathi, Supervisor	Ms. Rajamma, Supervisor	Mr. Joginder, Supervisor	Mr. Raja Reddy, Supervisor	Mr. Sunil Jampala, Supervisor
8374970067	8465959651	9652429412	6304733869	9866001312
Second Level V. Suresh, Junior Assistant 7893577877				
Third Level Sridhar Reddy, Facilities Manager 9989293164				
Final Level T. Surender, Asst. Registrar 9177302052				

4.9 Open Door Policy

The university adheres to an "Open Door Policy," encouraging all staff members to voice their suggestions, concerns, or feedback regarding the university's operations and progress. Under this policy, staff can approach any office bearer, including the Vice-chancellor, through various means of communication, such as in-person meetings, emails, or scheduled appointments. The university recognizes that open and transparent communication is essential for fostering a collaborative and supportive work environment. The feedback will be received in a constructive and positive manner, with the aim of continuously improving the university's functioning and enhancing its overall progress.

4.10 360-Degree Feedback

The implementation of 360-degree feedback at SRU holds great importance in fostering a comprehensive and well-rounded approach to staff evaluation. This feedback system involves gathering input from multiple perspectives, including the dean, faculty, peers, and students, to provide a holistic assessment of an individual's performance. By incorporating feedback from various sources, the university aims to create a fair and transparent evaluation process that considers diverse viewpoints and insights. The 360-degree feedback enables staff members to receive a comprehensive understanding of their strengths, areas for improvement, and overall contributions to the university. Further, this feedback mechanism promotes a culture of continuous growth and development, as it encourages staff to leverage constructive feedback for professional advancement. Peer feedback is taken once in every semester.

The peer feedback and suggestion mechanism foster a supportive and collegial environment, encouraging open dialogue and knowledge sharing among faculty members. Ultimately, this process contributes to elevating the quality of teaching and learning at the university as faculty members continuously refine their pedagogical techniques based on constructive feedback, leading to a more enriching educational experience for students at SRU.

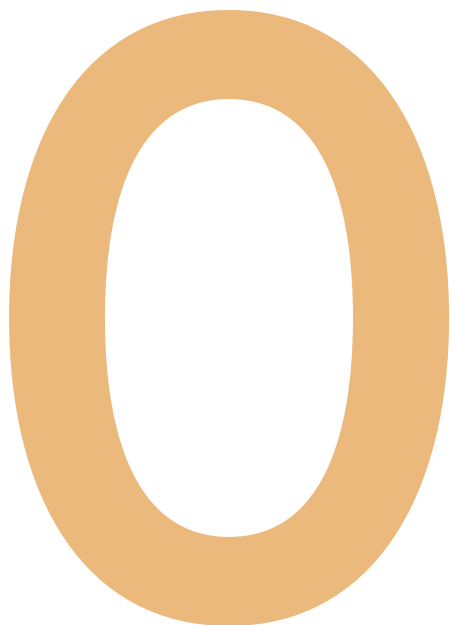
4.11 Bachelor Staff Accommodation at University Hostels

The university provides limited accommodation for bachelor staff (both male and female) on a shared basis at a nominal charge of Rs 10,000. The revised charges of Rs. 15,000 will be applicable w.e.f. 1st July 2024. Additionally, the university offers three time food free of cost for staff residing in hostels. The university hostels provide a comfortable and convenient living space, complete with essential amenities for a fulfilling residential experience.

The staff members who are willing to stay in hostels may also act as wardens of the respective hostels. Wardens will play a crucial role to support students in their academic pursuits, personal growth and well-being, and coordinating emergency responses.

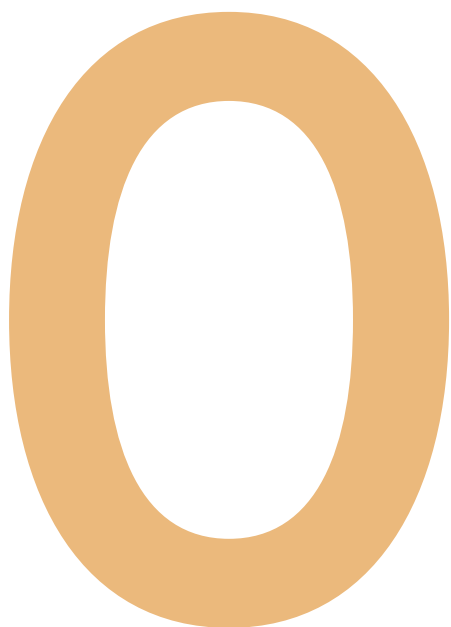
The university believes that this initiative will not only enhance the work-life balance of its valued staff but also contribute to a vibrant and inclusive community within the campus.

Note: The allotment of accommodation is subject to availability.



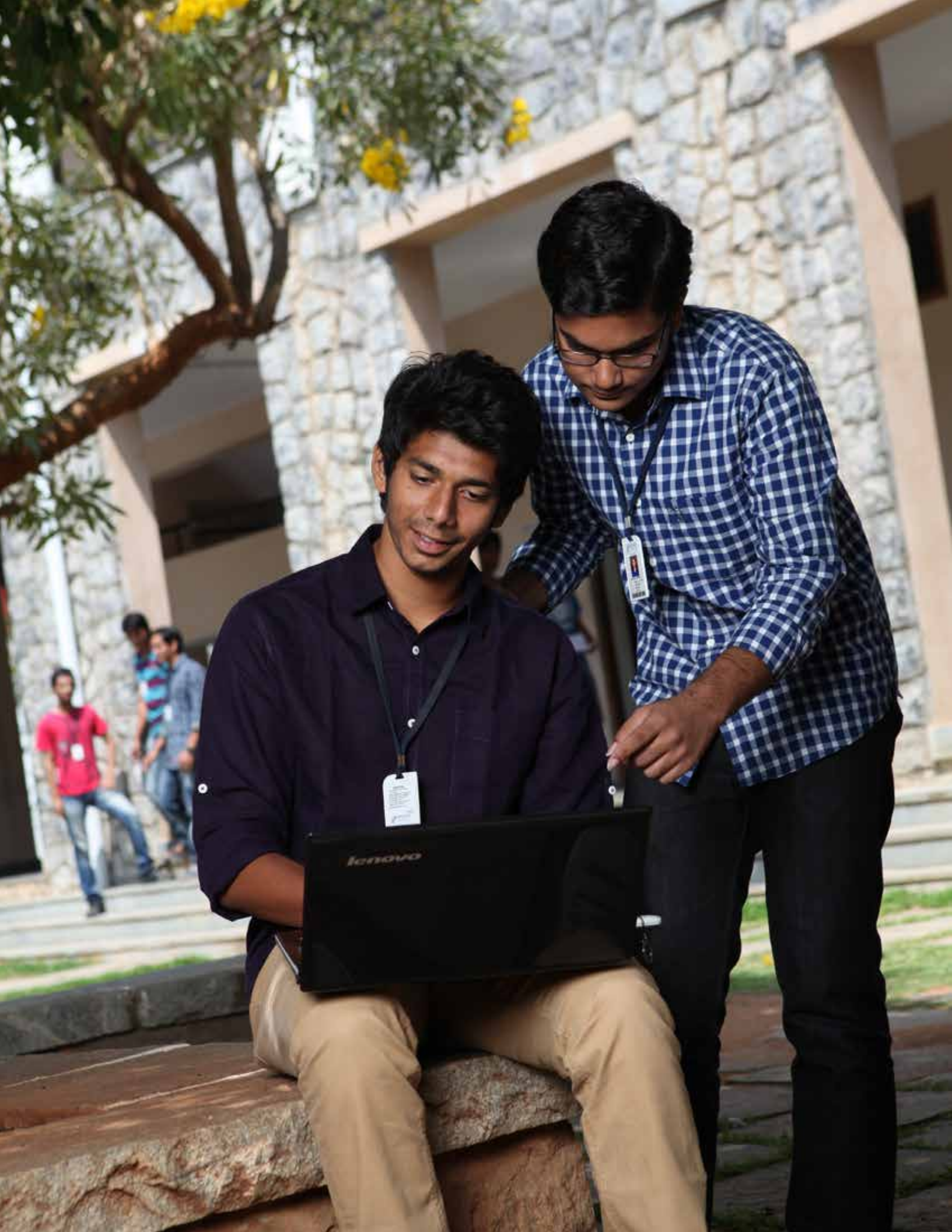
5.0 Prohibition of Private Tuitions / Holding an Office of Profit

All university staff members, including faculty and non-teaching staff, are prohibited from providing private tuition classes to SRU or external students. Offering private tuition to students may lead to conflicts of interest and compromise the objectivity of staff members' roles. Therefore, staff must refrain from engaging in private tutoring for students. Staff should not engage in any other business activities or hold offices of profit. If such a situation arises, it should be promptly brought to the attention of the university authorities. Staff failing to comply with this policy may result in disciplinary action.



6.0 Dress Code

The dress code for staff members at SRU is intended to maintain a professional and respectful appearance while upholding the values and standards of the university. Staff members are expected to dress in a manner that reflects their roles as educators and professionals while fostering a positive and welcoming atmosphere for students, colleagues, and visitors. The dress code is business casual, which means wearing neat and clean attire appropriate for a professional academic setting. Staff must present themselves in a manner that reflects the university's image and creates a sense of unity and professionalism among all members of the university community. Compliance with the dress code is required during working hours and official university events. On Friday, staff can dress in casual attire while ensuring their clothing choices remain appropriate for a professional setting. On special events or during visits by external dignitaries, business formal may be required on a case-to-case basis.





7.0 Gift Policy

Staff members are not permitted to accept or offer gifts with a value exceeding Rs. 5000. This limit ensures that gifts remain symbolic gestures and are not perceived as influencing professional relationships or decision-making processes. Gifts should be commensurate with the specific occasion, the recipient's status, and their relationship with SRU. Gifts/Mementos for visiting dignitaries/experts/examiners/delegates/representatives of other organizations/committee members etc. may be commensurate with this policy.

Staff members should avoid accepting gifts that may compromise their professional integrity and students' academic performance. In cases where acceptance is unavoidable due to cultural norms or protocols, the faculty member should disclose the gift to their reporting officer or appropriate authority. Gifts that consist of educational or promotional material, or textbooks from publishers related to the faculty member's field of expertise are generally acceptable. Sometime prasadam or sweets given by other members of the staff/students are acceptable based on the occasion and the person concerned.

On special occasions, such as marriages, birthdays, or any other specific functions, or at the time of retirement, faculty members may receive gifts from the university/staff club or colleagues. However, these gifts should be consistent with the SRU's approved practices and within the specified limit.

8.0 Biometric Attendance

The university has implemented a biometric attendance system to ensure accurate and efficient recording of staff members' attendance. All staff members are required to adhere to the biometric attendance procedures as part of their commitment to maintaining punctuality and professional responsibility. Biometric attendance is to be given at the start and end of the day. You must be on approved leave if your name is missing in the biometric records for any day. Any issues or concerns related to the biometric attendance system should be promptly reported to the appropriate administrative authority for resolution.

However, a few faculty and staff members may be allowed to register biometric attendance twice a day: once during the morning session and once during the afternoon session, ensuring a minimum gap of 7 hours between sessions in a day based on the Vice-chancellor's approval. The exemption will be based on the nature of their responsibilities, research contributions, academic leadership roles, and the understanding that they hold key administrative and academic positions that might require flexibility in their attendance reporting.

Staff found absent without prior information and approved leave will be liable for disciplinary action as per university policies.



9.0 Termination

The appointment of the staff may be subject to termination due to non-performance or if they engage in actions or behaviour amounting to cheating, academic dishonesty, acceptance of bribes or other forms of illicit compensation, involvement in criminal cases that adversely affect your professional standing or the reputation of the university, engaging in anti-national activities that violate the laws and principles of the country, theft or misappropriation of university property, funds, or resources, engaging in sexual harassment or any form of harassment, discrimination, or misconduct as per university policies and applicable laws, participation in illegal strikes, protests, or activities that disrupt the normal functioning of the university.

10.0 Conflict of Interest

SRU prioritizes transparency and upholds the highest standards of ethics and integrity. To maintain an environment of trust and fairness, it is imperative that all staff members diligently recognize and address any potential conflicts of interest. Specifically, if any employee's close relative is involved in purchasing, decisions, tender processes, or applying for a job at SRU, they are required to report this information promptly to the appropriate authorities.

If a staff member holds a position in the research committee of a Ph.D. scholar who is their relative, they are required to declare this relationship immediately. This disclosure is necessary to ensure that the staff member's involvement in any decisions related to the PhD scholar's research remains unbiased and free from any favoritism. Same applies to the suggestion of a panel for evaluation of phd thesis. Staff should not suggest any name where the supervisor/phd student has a conflict of interest with the evaluator.

Further, if a staff member has any conflict of interest with a student in the class, they must inform the relevant authorities apriori. This includes situations where the staff member has a personal relationship, financial interest, or any other connection that may hinder their ability to treat all students fairly and equally.

Also, if a staff is in the Interview board and has a conflict of interest with the applicant then the staff should either excuse themselves from the interview or inform the panel chair beforehand about the situation and ask for advice.

This measure is crucial to ensure impartiality and prevent any undue advantage or bias in decision-making processes. Reporting such instances demonstrates individual accountability and reinforces our commitment to fostering a culture of honesty and accountability throughout the university.



11.0 Examination Duties

Examination is inherent part of the academic process. All are supposed to participate in various activities related to examination. For Invigilation in mid semester exams, End semester exams following directions will be followed. The Dean/Head will be allocated one invigilation duty. Professors will have two invigilation duties, Associate Professors three, and Assistant Professors five. Assistant Professors without a PhD and full-time PhD scholars will be assigned eight invigilation duties. Non-teaching staff, including programmers, trainers, and designers, may be given up to eight invigilation duties. The Exam Coordinator should ensure that at least one faculty member is assigned to each room. All course coordinators should preferably have invigilation duties during the session when their course exam is scheduled. Course coordinators are required to arrive 30 minutes in advance to distribute room-wise bundles of question papers and also to collect the answer sheets from the

invigilators at the end of the exam. It is the duty of the invigilators to hand over the answer sheets to the course coordinators after counting and sorting them. In summer and winter semester only the instructors involved in summer and winter courses should be allocated invigilation duty.



12

12.0 Faculty Responsibilities and Academic Contributions Beyond Teaching at SRU

Minimum expectations from every faculty member, apart from teaching, are as follows: A faculty member is expected to plan their research so as to achieve at least two journal or conference publications, book chapters in Scopus/SCIE indexed sources every semester. Each faculty member is expected to file one patent and one funding application to a funding agency every semester. They are also expected to complete at least one industry/MOOC certification every semester. Organizing at least one workshop/Faculty Development Program (FDP)/conference/symposium annually is another requirement. Additionally,

faculty members are expected to invite at least one industry expert to campus each semester. Representing SRU at other forums or institutions as an invited speaker or panel expert at least once a year is also expected. Faculty members should mentor a batch of students and shoulder at least one departmental or university-level responsibility to contribute to the growth of the department or university.

13

13.0 Course File Assessment

The course file will be evaluated by a committee of experts constituted by the Vice-Chancellor. The evaluation will be based on the latest content coverage as per the course plan, the quality of course file formatting and its completion in all aspects, and adherence to the quality norms of question papers and assessment methods.

14.0 Facilities & Amenities

14.1 Library Facilities

The university central library is a vast repository of knowledge, featuring an extensive collection of books, journals, e-books, e-journals, and multimedia resources. Staff members have privileged access to these resources, empowering them with the tools they need for advancing in research, continuous learning, and professional development. To ensure accessibility and convenience, the library operates from 8:30 am to 8:30 pm, providing ample time for staff to utilize its resources effectively.

14



14.2 Maintenance-Related Issues

To ensure the efficient handling of maintenance-related matters, SRU has appointed a designated Maintenance In-Charge for every block within the university.

If the staff member encounters any maintenance-related issue, such as building repairs, electrical or plumbing problems, equipment malfunction, or any other physical infrastructure-related issues, they may approach the designated Maintenance In-Charge of the respective block. Their role is to address and coordinate maintenance requests promptly and efficiently or, if necessary, escalate the matter to the appropriate channels for further action.

The contact information of the Maintenance In-charge is given below. With this organized approach, the university aims to address maintenance-related issues promptly, providing a conducive and well-maintained work environment for all valued staff members.

The Escalation Matrix with contact numbers of Supervisors for your reference

Block 1	Block 2	Block 3	SRiX	School of Agriculture
Mr. Triupathi, Supervisor	Ms. Rajamma, Supervisor	Mr. Joginder, Supervisor	Mr. Raja Reddy, Supervisor	Mr. Sunil Jampala, Supervisor
8374970067	8465959651	9652429412	6304733869	9866001312
Second Level				
V. Suresh, Junior Assistant 7893577877				
Third Level				
Sridhar Reddy, Facilities Manager 9989293164				
Final Level				
T. Surender, Asst. Registrar 9177302052				

14.3 Parking

Admin officer or his staff issues the stickers for the vehicles that may be permitted to enter the SR University premises without additional checks. Reach out to relevant person for promptly getting the sticker for your vehicle to ensure smooth entry and parking. No more than two stickers will be allotted to any staff member. For one vehicle only one sticker will be allotted. In case of loss or damage of the sticker SR University reserves the right to charge a fee for issuing the duplicate/additional sticker. The university has designated specific parking areas to accommodate both the two-wheeler and four-wheeler parking needs for staff members. These designated parking spots have been strategically placed to ensure accessibility and minimize disruptions to pedestrian areas. The two wheelers and four wheelers of staff members should be parked in the parking area allotted near the checkpost. However people working in constuction, electrical, plambing, serveroom,

maintenance and planing are exempted. The cooperation of staff members in following this parking guideline is crucial to ensure a well-organized and convenient parking facility for everyone in our university.

14.4 Stationery Stores

To support the professional needs of staff, a stationery store is available behind Block-I. This store offers office supplies, including pens, pencils, notebooks, files, and other stationery essentials. However a fix set of stationary kit is given to every faculty at the start of every semester. It can be collected from the department/school administrative staff. For any excess requirements staff can use their professional allowance to buy the stationary.

14.5 Canteen & Refreshment Services

SR University has a spacious two-storeyed cafeteria is located on the ground floor of SRiX Block with modern equipment and a hygienic environment providing a diverse menu with a range of breakfast, lunch, snacks, and beverages. It is open for the staff & students from 8:30 AM to 6 PM. There is a wide variety of North-Indian and South-Indian cuisine, and the staff enjoys the healthy, nutritious food served at the cafeteria. It is managed by a professional catering service to maintain the standard and hygiene of the foods served. Three more refreshment options across the campus are provided. University also has a discussion room for the faculty for exchange of ideas and discussion about research and teaching learning processes. This discussion room also has Coffee/tea machine in the self service mode to provide an appropriate setting for the faculty from diverse backgrounds to come and discuss with their colleagues from other Depts/Schools.

15.0 Academic Support

15.1 Academic Calendar

The academic calendar outlines the start and end dates of each academic term, including the odd, even, and summer semesters. It also includes important dates such as registration periods, examination weeks, grade submission deadlines, answersheet evaluation deadlines, fees payment deadlines, course registration deadlines, working Saturdays and breaks between terms. It also mentions key activities, meetings, events at the Dept/School/University level.

Further, the holiday calendar specifies the dates of all official university holidays. These holidays may include national or regional public holidays and other significant events.

Staff members are expected to be aware of these holidays and are encouraged to plan their work schedules accordingly. All official university holidays are also mentioned in the academic calendar.

The academic calendar and holiday calendar are subject to change, and any modifications will be communicated to staff members in a timely manner through official university channels. It is the responsibility of all staff to stay informed about any updates or revisions to the calendars to avoid any scheduling conflicts or disruptions. The academic calendar for the academic year 2023-24 is available in the Annexure XIV.

15.2 Course Plan

The course plan provides a comprehensive overview of the course syllabus, including a breakdown of topics and schedule of coverage, course outcomes, assessment methods, and recommended resources. The course plan is carefully designed to align with the overall program outcomes and ensure a structured and engaging learning experience for students. The detailed format of the course plan is enclosed as Annexure - XIII to the staff handbook. Staff members are encouraged to familiarize themselves with the course plans relevant to their respective disciplines to effectively deliver the content and support student progress.

15.3 Summer / Winter Semester

The summer / winter semester offers students a chance to catch up on their academic progress by providing an extended period to complete courses they may have missed or failed during the regular academic year. This enables students to stay on track with their degree requirements and avoid delaying their graduation.

Summer semester also provides an opportunity for students to engage in accelerated learning by taking additional credits and pursuing minor/honor courses. Students can also opt for study abroad programs during the summer semester. Summer and winter semesters may also be used for grade improvement by the students.

During the summer semester, faculty members are compensated based on the hourly load of their teaching responsibilities. Payment for summer courses is calculated in proportion to the number of contact hours or instructional hours dedicated to each course. Compensation also depends on the number of students enrolled in the course as the university will not pay more than the total receipts of an individual course.





16.0 No Plastic Usage

The university emphasizes its commitment to environmental sustainability by adopting a “No Plastic Water Bottle Usage” policy throughout the campus. All staff members are encouraged to use reusable water bottles and utilize filtered water coolers on each floor of every block to effectively reduce plastic waste. However, to ensure the comfort and hygiene of foreign dignitaries during their visits, the usage of plastic water bottles is permitted in exceptional cases solely for their convenience. Everyone on campus is also discouraged from using plastic bags to the extent possible to make the campus environment friendly.



17.0 Mentoring Process

Faculty members are assigned a group of students as their mentees. The primary responsibilities of faculty mentors include:

- Reach out to their respective mentees to establish an initial connection. Provide contact information, and express their commitment to support and guide the students throughout their academic journey.
- Strive to build strong rapport and establish a trusting relationship with their mentees. They actively listen to the students' concerns, understand their aspirations, and create a supportive environment where mentees feel comfortable seeking advice and sharing experiences.
- Work collaboratively with their mentees to set clear and attainable academic and personal goals.
- Provide academic guidance to their mentees, helping them understand their program requirements, offering insights on course selection, and encouraging exploration of academic opportunities such as research projects and internships.
- Guide their mentees to extracurricular opportunities, counseling services if required, and other relevant resources that enhance the students' university experience.
- Regularly monitor the progress of their mentees toward their set goals. Offer feedback and acknowledgment for achievements while also identifying areas where additional assistance or interventions are required.
- Maintain strict confidentiality, respect their mentees' privacy, and build trust by ensuring all discussions are held in confidence.

The faculty's dedication to their role as mentors is vital in nurturing the academic and personal development of our students. The success of the mentorship relies on regular one-on-one meetings between faculty mentors and their mentees. The mentorship process at SRU fosters a collaborative and supportive learning environment, enabling students to achieve their fullest potential with the guidance of experienced faculty members.

Mentoring and academic advising are important activities for every faculty member. They should allocate one hour for mentoring students and one more hour for academic advising each week. This mentoring hour and advising hour should be publicly displayed every semester at their cabin door or wherever it is easily visible to the students. The university has an Associate Dean of Mentoring to continuously review and improve the mentoring process. Students are also supposed to give mentor feedback every semester and it is shared with all faculty in a transparent manner. Mentors are supposed to get more than 4 feedback out of 5.





18

18. Procedure for Obtaining No Objection Certificate (NOC)

The staff member interested in seeking employment elsewhere should submit a formal application for a No Objection Certificate (NOC) to the Registrar's Office. The application must clearly state the staff member's intention to apply for positions in other institutions or organizations.

The university administration will issue the NOC to the staff member, confirming that the university has no objections to their employment in another institution or organization.

19. Whistleblower policy

Faculty and staff are motivated to bring any cases of misconduct to the office of the Vice-Chancellor with relevant details and proof. Names of such whistle-blowers will be kept confidential and they will be adequately appreciated for bringing up such misconduct that has a cascading effect on the reputation of the university or draining the university financially. It may be cases of misconduct in academics, research, or financial dealings or misuse of resources of the university. All such whistle-blowers who bring up an actionable case will get 5 points in the appraisal system for each such case.



20.0 University Designations

20.1 Chancellor

The Chancellor is the Head of the University and exercises general control over its affairs. The Chancellor presides over meetings of the Governing Body and the University convocation. The Chancellor has a wide range of powers to oversee its operations. The Chancellor appoints the Vice Chancellor of the University as per the process defined in the statute of the University.

20.2 Pro Chancellor

The Pro-Chancellor shall assist the Chancellor in discharging his duties and perform the same duties as the chancellor and preside at the convocation in the absence of the Chancellor.

20.3 Vice Chancellor

The Vice-Chancellor is the chairman of the Academic Council. He is the principal executive officer of the University. He exercises general supervision and administrative control of the university, implements Board decisions, ensures compliance with rules, and authorizes staff leave and discipline. He can convene committees, lead appointments committees, and enter academic agreements with Industry and Universities. He is the face of the University and represents it in various forms, panels, conferences, and events. He drives the overall growth planning, strategic vision, and resource efficiency of the University.

20.4 Registrar

The Registrar safeguards university property, manages official communication, and prepares meeting minutes. The registrar represents the university in legal matters, handles non-academic agreements and oversees accounts and building upkeep. The registrar also performs duties assigned by regulations, the Board, or the Vice-Chancellor. The registrar is head of non-teaching staff and works as per the advice of the Vice Chancellor. Registrar helps in smooth operations, Student admissions, enrollments, migration and transfers, scholarships, registrations, payments, and record-keeping. The registrar also works for different rankings and accreditations as per the advice of management. Registrar also works with the local, district, and state administration for any law, property, traffic, or civil issues. The registrar also helps in collaborating with civil society for various social drives and functions.

20.5 Chief Finance and Accounts Officer

The Chief Finance and Accounts Officer exercises general supervision over its funds and provides valuable advice on financial policy. The preparation of annual accounts and the budget for the upcoming financial year falls within the purview of this role. The officer maintains a vigilant watch over cash, bank balances, and investments, while also overseeing the progress of revenue collection and advising on effective collection methods. Regular audits of university accounts, initiated by appointed auditors, are facilitated by the officer. Finally, the officer is tasked with ensuring comprehensive regulatory compliance with all authorities in matters pertaining to Accounts, Tax, and other finance-related aspects.

20.6 School Dean

The School Deans play a multifaceted role by contributing significantly to the visibility, growth, and engagement of their academic units within the larger university community. A vital role is to represent their respective school in various forums and panels, participating in speaking events. Their responsibilities extend to materializing Industry Collaborations for the school, forging partnerships that contribute to academic and research excellence. Additionally, the Deans are tasked with representing SRU in events related to the recruitment of prospective students, showcasing the unique offerings of the school. They also take the initiative to establish new chapters, societies, or professional bodies that enhance the academic and professional development of students within their schools and departments. Deans are torchbearers of the strategic evolution and standing of the school and create an enabling environment that aligns with university objectives. Dean should also see the implementation of the decisions of the academic council, Board of Management, and other statutory bodies.

20.7 Associate School Dean

The Associate School Dean through their diverse responsibilities contribute substantially to the academic and professional growth of the school and its community. The role encompasses anchoring all existing industry MoUs to yield tangible outcomes for the school and its stakeholders. They play a role in promoting international student mobility, overseeing both inbound and outbound initiatives to enhance global exposure for students. They lead the project showcase and startup showcase events, providing platforms for students to exhibit their innovative endeavors. Their role also involves monitoring and enhancing the quality of content delivery, incorporating niche and best practices to enrich the educational experience

of the students. Another integral aspect is the periodic release of the school newsletter, which serves as a bi-semesterly communication tool to keep the school community informed about achievements, updates, and noteworthy events.

20.8 Department Head

The Head of the department contributes significantly to the effective management and continuous improvement of their respective academic units. The Head is tasked with preparing faculty-wise workloads for the upcoming semester and sharing them with the timetable coordinator. Their role extends to the overall coordination and administration of the department, ensuring its smooth operation. This includes attending and organizing required statutory and periodic meetings. Additionally, the Head is responsible for overseeing class and lab activities within the department, monitoring both execution and quality. The Head is responsible for the orientation of the students, recognizing toppers, and efficient execution of the examination system in the department.

20.9 Associate Head of the Department

The Associate Head of the Department plays a crucial supportive role, primarily assisting in managing and improving the department alongside the Head. The Associate Head also oversees all the responsibilities of the Head in the absence of the Head. Associate Head is generally assigned specific duties to reduce the load of the Dept Head. Specific duties of the Associate head are assigned in consultation with the Head, School Dean, and Dean Faculty Affairs and can be reassigned periodically as per the requirements.

20.10 Director of Evaluation

The Director of Evaluation is the key person responsible for orchestrating the examination system of the University. Director Evaluation has the responsibility to monitor the exam process, create any flying squads as required, and postpone, or cancel the exam in emergency situations. Director Evaluation can recommend specific cases to the UFM committee for assessment and recommendations. Director Evaluation needs to take care of the publication of exam results as per the academic calendar of the University. Director Evaluation conducts the Convocation of the university in collaboration with the Registrar and other officers of the university by constituting appropriate committees. Director Evaluation can initiate suitable changes in the exam process after approval from the examination committee. Director Evaluation is responsible for vendor selection and security measures related to the answer sheet, Degrees, etc.

20.11 Controller of Examination (CoE)

CoE is responsible for all the operational requirements of conducting exams, declaring results, and documentation related to student evaluation. He is responsible for declaring the exam date sheet, Invigilation Chart, Seating plan, and Exam Attendance sheets. He takes care of Regular end-semester exams, Supplementary exams, Winter/Summer end-semester exams, makeup exams of end-semester exams, and the Grade improvement process. He is responsible for taking care of backlog lists, detention lists, and other such records. He needs to maintain the requisite fairness and secrecy related to exam documents. He also

issues marksheets and transcripts to the students as required. He coordinates with the ERP system to see that all the policies and procedures are taken care in the university IT system.

20.12 Dean Student Welfare

Dean Student Welfare takes care of everything outside the classroom that takes care of the social life of students and helps nurture them into mature, ethical, and responsible human being. He is supposed to promote student grooming through clubs, Sports, NSS, NCC, and other extra-curricular pursuits. He shall also look at medical and counselling services being provided to the students. He should be responsible for education and excursion tours for the students. He should see the development of student bodies like student councils. He should also strive to open various student chapters of national and international bodies on the campus like MUN etc. The Dean Student Welfare is also responsible for maintaining discipline on campus and takes care of the processes and punishment in case any indiscipline is reported.

20.13 Associate Dean Student Welfare

As the Associate Dean of Student Welfare, the primary focus is on ensuring the successful organization of Sparkill and enhancing its visibility through effective publicity. Responsibilities also include overseeing the planning of Even and Odd Semester Calendars for all University-level clubs, ensuring a well-organized and engaging schedule of events. This role extends to the selection of Club Presidents and executives, ensuring competent and responsible leadership. Maintaining vigilance over club social media handles and meetings is imperative, ensuring alignment with ethical, non-discriminatory, legal, and moral practices as per SRU policies. Additionally, the Associate Dean collaborates with students to create appropriate budgets and then oversees the timely submission of bills, ensuring efficient disbursement of funds in adherence to university policies and guidelines.

20.14 Assistant Dean Student Welfare

In the role of Assistant Dean of Student Welfare, the primary responsibilities involve overseeing and facilitating the establishment of student bodies within various School/Department clubs, ensuring strict adherence to established guidelines. The role requires the development of a comprehensive calendar for club activities on a yearly or semester-wise basis. Continuous oversight, mentorship, and support are provided discreetly to the clubs, ensuring their effective functioning. Financial aspects, including clearances, sponsorships, and event budgets, are meticulously managed to ensure the seamless execution of club events. The Assistant Dean actively promotes collaboration and coordination with other university clubs, events, and academic activities, fostering a cohesive and integrated student club ecosystem. The overarching objective is to enrich the student experience by creating a vibrant and well-organized extracurricular environment within the university.

20.15 Associate Dean Alumni

As the Associate Dean of Alumni, the core responsibilities involve establishing Alumni Chapters with designated office bearers such as President, Vice-President, Treasurer,

Secretary, and Joint Secretary to facilitate organized and effective alumni engagement. The role includes coordinating annual alumni meets both on campus and in key locations like Hyderabad, Bangalore, and the US, fostering a sense of community and connection. To maintain an updated alumni network, the Associate Dean actively adds new alumni to the database, ensuring a comprehensive and current record. The role extends to creating a streamlined single-window process for alumni to manage any official matters at SRU efficiently. Additionally, the Associate Dean works on developing an online mechanism to engage alumni in various contributions to SRU, including payments, fostering sustained and meaningful involvement from the alumni community.

20.16 Assistant Dean Alumni

In the role of Assistant Dean Alumni at SRU, the responsibilities involve the meticulous maintenance of a comprehensive database containing Alumni details, including phone numbers, designations, emails, company affiliations, and addresses. Strategic planning and execution of Alumni Meets, both on campus and at various locations as needed, aim to foster continued engagement and networking opportunities. Proactive engagement with Alumni includes invitations for expert talks, intern hiring, mentoring for projects, and evaluating project showcases. A key focus is on sensitizing final-year students about SRU's Alumni activities to encourage sustained attachment to the network post-graduation. Furthermore, the role extends to creating Alumni Chapters and appointing office bearers in locations with a substantial number of Alumni, promoting organized interactions and a thriving Alumni community.

20.17 Director Sports

In the capacity of the Director of Sports at SRU, the role entails taking a lead in fostering a vibrant and inclusive sports culture within the academic community. A key responsibility involves the development and implementation of comprehensive sports programs, strategically designed to address the diverse interests and abilities of students. The organization and participation in local, state, and national sports competitions is a central responsibility aimed at promoting physical fitness, teamwork, and sportsmanship among the student body. Maintaining the sports infrastructure of the university and hiring appropriate staff are also part of the duties of the Director Sports. Collaborative efforts with coaching staff play a crucial role in refining training programs to enhance the skill levels of students. Additionally, the role encompasses actively seeking and cultivating partnerships with local sports organizations and industry stakeholders, with the goal of providing students exposure to broader and enriching sporting experiences. Organizing sports day with a focus on visibility, professionalism, and greater involvement of the university community and its stakeholders is one more focus area for





Director Sports. A focus on safety and fair play underscores the responsibility for the effective management of sports facilities. The Director also maintains a record of sports infrastructure and also helps in branding various sports events. The Sports Director should see the minimum disruption to the academic calendar due to such activities.

20.18 Dean Academics

As Dean Academics is the overall custodian of the academic regulations, academic environment, and academic proceedings of the University. Firstly, there is the annual/semester-wise task of preparing and releasing the Academic Calendar, providing a structured timeline for the academic year including all major and important milestones for the students and faculty. Additionally, the Dean is responsible for crafting and releasing the Student Handbook each year, ensuring students have comprehensive information about the policies and procedures of the university. Coordination with the Controller of Examination (COE) is another vital responsibility of Dean Academics in managing the Undergraduate (UG) result compilation process. Monitoring the registration process for incoming UG students is also part of the duties of Dean Academics, ensuring a smooth onboarding experience. Lastly, the Dean plays a pivotal role in maintaining the overall academic documents and academic ambiance of the university, balancing curricular and co-curricular activities and fostering a conducive atmosphere for learning and growth. Dean Academics should work with School Deans to work on the start of new programs in the University. Dean Academics should also see the proper rules and distribution of academic medals and honors.

20.19 Associate Dean Academics

As the Associate Dean Academics, primary responsibilities include mapping credits and courses for incoming transfer students upon their admission to SRU. This involves a thorough evaluation of their academic background to ensure a seamless integration into our academic programs. Additionally, the role is tasked with testing and finalizing the course registration count for open electives, professional electives, and other courses in the SRAaP platform. The role extends to overseeing the effective implementation of course mapping and managing changes in courses/electives through the SRAaP platform, ensuring accuracy and efficiency in the academic processes.

20.20 Assistant Dean Academics

The Assistant Dean of Academics at SRU plays a pivotal role in ensuring the streamlined execution of undergraduate academic processes. This encompasses the timely completion and submission of UG course files for each semester by all faculty members, with a focus on upholding academic standards. Active facilitation of the preparation and timely submission of UG course plans contributes to the structured organization of the academic curriculum. Responsibilities also extend to overseeing the completion of curriculum preparation for all UG courses before the commencement of each semester, aligned with academic schedules. The preparation and circulation of the Peer Feedback Schedule in accordance with the academic calendar contribute to fostering a culture of constructive feedback among faculty members. Additionally, the finalization of elective registrations based on student interests for the current semester and the subsequent preparation of the list of electives for the next semester enhance the dynamic and student-centric nature of the academic program.

20.21 Dean PG Programs

As the Dean of Postgraduate (PG) Programs, the role involves several key responsibilities geared towards the effective management and enhancement of the postgraduate academic experience. Firstly, there is the annual task of preparing the Academic Calendar from the postgraduate perspective and work with Dean Academics to get those added to the university Academic Calendar, providing a structured timeline for the academic year. Additionally, the Dean PG is responsible for crafting and releasing the Postgraduate Handbook chapter, ensuring that it comprehensively addresses the unique regulations and requirements relevant to postgraduate students. Coordination with the Controller of Examination (COE) is another crucial responsibility of the Dean PG in managing the Postgraduate (PG) result compilation process. Monitoring the registration process for incoming PG students is also part of the duties, ensuring a seamless onboarding experience. Lastly, the Dean plays a pivotal role in maintaining the overall academic environment and ambiance for PG students, fostering an atmosphere conducive to advanced learning and research.

20.22 Associate Dean (PG)

The role of the Associate Dean of Postgraduate Programs (PG) is integral to the seamless functioning of postgraduate academic programs at SRU. Responsibilities encompass a comprehensive mapping of credits and courses for incoming PG transfer students, ensuring their smooth integration into the academic framework. Actively engaged in the testing of PG courses, the Associate Dean finalizes course registration counts for open electives and other components using the SRAaP platform. Furthermore, the role extends to overseeing the implementation of PG course mapping and facilitating changes in courses and electives through the SRAaP platform. This holistic approach ensures a well-structured and efficient academic experience for PG students at SRU, aligning with the institution's commitment to academic excellence and student success.

20.23 Assistant Dean PG

As the Assistant Dean PG, the core responsibilities involve maintaining a comprehensive Master File of students containing crucial details such as names, enrollment numbers, emails, phone numbers, parent contact details, batch information, and addresses. In collaboration with Timetable Coordinators, the preparation of the timetable for Master Courses is meticulously coordinated. Additionally, the PG Coordinator is tasked with keeping and managing the master curriculum and syllabus for the master courses. Overseeing the Course Plan for master courses is essential, ensuring alignment with academic objectives. Furthermore, the PG Coordinator supervises the submission of Course Files, conducting quality checks to ensure compliance with established standards and requirements. This role plays a pivotal part in the efficient organization and management of postgraduate programs at the institution.

20.24 Associate Dean Online Learning

The Associate Dean of Online Learning plays a pivotal role in advancing the institution's online education initiatives. Responsibilities include the creation of a comprehensive database of online courses tailored to each required area/course of the program, ensuring relevance and alignment. Additionally, the Associate Dean is tasked with training, enabling, and supporting faculty in developing high-quality video content suitable for public sharing.

Creating fundamental guidelines for SRU branding in all online content is essential to maintain a consistent and recognizable institutional identity. This role extends to managing licenses for online skilling portals, and optimizing access to educational resources. Keeping meticulous records, the Associate Dean maintains a database of online certifications achieved by faculty and students, contributing to branding efforts.

20.25 Specialization Coordinator

As the Coordinator of specialization within a department/school, the primary responsibilities encompass the strategic development and execution of a comprehensive specialization curriculum aligned with industry standards. This involves the design and implementation of core courses, elective courses, and educational programs aimed at equipping students with the requisite knowledge and skills in that specialization. The commitment extends to fostering a dynamic learning environment through the oversight of hands-on projects and research initiatives, providing students with practical experiences to reinforce theoretical understanding. Collaboration with industry partners is integral, involving the active pursuit of partnerships to expose students to real-world scenarios and internship opportunities. To ensure the ongoing relevance of offerings, the organization and coordination of hackathons, certifications, competitions, workshops, seminars, and conferences are undertaken, keeping students informed about the latest trends and advancements in the specialization. Additionally, a commitment to maintaining high academic standards is demonstrated through the vigilant monitoring and assessment of student performance in specialization courses, thereby promoting excellence in their educational journey.

20.26 Associate Dean Mentoring & Advising

As the Associate Dean of Mentoring & Advising, the primary responsibility is to establish and maintain a comprehensive master list of all mentors, categorized by batches, along with their contact details. Keeping detailed records of semester meetings between mentors and their mentees is crucial, ensuring effective communication and support. To enhance mentoring skills, the role involves sharing key short videos and resources with mentors, facilitating their continuous growth and development. The Associate Dean actively oversees mentor feedback and analysis, ensuring a constructive feedback loop for continuous improvement. Additionally, the role extends to ensuring the efficiency of the Mentor-Mentee framework, including proper mapping and alignment, to foster meaningful and impactful mentoring relationships within the academic community.

20.27 Dean Faculty Affairs

The Dean Faculty Affairs contributes significantly to the operational efficiency and continual improvement of faculty-related processes at SRU. The Dean plays a pivotal role in managing recruitment processes and the promotion process which involves coordinating with respective Heads of Departments to prepare candidate lists, shortlisting applicants, and facilitating interviews. The Dean also ensures the smooth onboarding of new faculty, handling administrative aspects such as sending interview call letters and organizing travel arrangements for subject experts. Administrative responsibilities extend to maintaining service records, updating the master file regularly, and facilitating temporary accommodations

for new faculty at the university guest house. Additionally, the Dean oversees the Continuing Education and Learning department's efforts to conduct training sessions for faculty with lower feedback scores. The role encompasses reviewing and updating faculty policies, suggesting revisions as necessary, and ensuring the timely implementation of the performance appraisal process.

20.28 Associate Dean Faculty Affairs

The role of the Associate Dean of Faculty Affairs at SRU entails overseeing and conducting comprehensive induction programs for newly recruited faculty, focusing on imparting an understanding of SRU's Vision, Mission, and Core values, as well as employment terms and conditions. Addressing faculty grievances and promoting the well-being of the academic community are integral aspects of this role. Commitment to performance management involves reviewing self-appraisals and ensuring the timely implementation of the annual appraisal process.

20.29 Dean Research

As Dean of Research, the role involves strategic planning for the research growth of the university, aligning with the parameters set by various ranking agencies and in pursuit of our vision of SRTOP5. His responsibilities include overseeing aspects related to patents, Ph.D. scholars, publications, grants, and consultancy. The role emphasizes the promotion of a framework for quality, ethical, and socially impactful research, with established guardrails to mitigate potential risks. Additionally, Dean Research supervises the work and engagement of adjunct faculty, ensuring their contributions align with the university's research objectives. Proactive planning for the growth of research tools, equipment, labs, and centers is a key responsibility, and executing these plans with an emphasis on maximum utility is paramount to fostering a thriving research environment.

20.30 Associate Dean Research (Ph.D.)

As the Associate Dean Research (Ph.D.) at SRU, the responsibilities encompass finalizing Ph.D. courses and syllabi across all departments, ensuring their accurate upload in the SR University portal (www.sruniv.com). Managing the entire Ph.D. admission process, from notification to result declaration, is crucial for the smooth conduct of these processes. Overseeing the registration and orientation of incoming Ph.D. scholars is an integral part of the role, contributing to a seamless integration into the research community. The Associate Dean actively leads the thesis submission process, meticulously checking all pre-requisites and quality parameters to maintain high academic standards. Additionally, the coordination and organization of the final Ph.D. viva, including making all necessary arrangements, are managed by the Associate Dean to ensure a comprehensive and rigorous evaluation process.

20.31 Associate Dean Research (Patents)

The role of Associate Dean Research (Patents) includes conducting workshops on the patent life cycle and Intellectual Property Rights (IPR) to enhance awareness and knowledge. Overseeing the ongoing patent granting process for SRU is essential to ensure a systematic and efficient approach to securing intellectual property. The Associate Dean actively fosters

an environment that encourages UG, PG, and Ph.D. scholars to generate and contribute new patent ideas. Resolving any patent-related queries or disputes at the faculty or university level is a vital aspect of the role, promoting a smooth and legally sound patenting process. Additionally, the Associate Dean strives to convert selected patents into industry-relevant products, bridging the gap between academia and industry by translating innovative ideas into practical applications.

20.32 Associate Dean Research (Q1)

The role of the Associate Dean of Research (Q1) is integral to fostering a research-driven environment within the institution. Responsibilities include conducting workshops aimed at enhancing faculty proficiency in producing high-impact Q1 level publications, thereby contributing to the scholarly excellence of the faculty. This position involves meticulous tracking and documentation of ongoing Q1 publications, ensuring a comprehensive and up-to-date record of faculty achievements. Additionally, the Associate Dean proactively communicates information about new special issues in Q1 journals, enabling faculty engagement with emerging research opportunities. Clear and frequent communication channels are established by the Associate Dean to relay any changes or additions to the Q1 list or impact factors, keeping the faculty informed and aligned with evolving standards. Furthermore, this role includes personal mentoring of new faculty members, guiding them through the process, and providing support to successfully initiate their Q1 publications.

20.33 Associate Dean Research (Publications)

In the capacity of Associate Dean of Research (Publications), the primary role involves orchestrating workshops to enhance faculty skills in crafting high-quality publications. The focus is on nurturing a supportive environment where faculty members feel at ease in producing impactful research. A key responsibility includes the meticulous tracking and documentation of ongoing publications, ensuring a comprehensive and up-to-date record of faculty achievements. Proactively, the Associate Dean disseminates information regarding new special issues in journals, fostering engagement with diverse research opportunities. The Associate Dean maintains regular communication channels, frequently updating faculty on any changes or additions to the SCI and Scopus lists or impact factors, thus ensuring their awareness of evolving standards. Moreover, the role extends to personally mentoring new faculty members, guiding, and supporting them through the process to successfully initiate their SCI publications, thereby contributing to the overall elevation of scholarly contributions within the institution.

20.34 Associate Dean Research (Grants)

The role of the Associate Dean of Research (Grants) is pivotal in fostering a robust research culture within the institution. This position involves conducting workshops aimed at enhancing faculty proficiency in grant writing, focusing on the understanding and implementation of best practices. Personalized mentorship is provided to new faculty members to guide them through the intricacies of grant writing, with the goal of successfully initiating their first grant proposals. Additionally, the Associate Dean takes a proactive approach by disseminating information about new calls for proposals to relevant departments, ensuring faculty members are well-informed about potential funding opportunities. A crucial aspect of this role is the meticulous tracking of submitted, ongoing, and completed projects, maintaining a comprehensive record of the university's research endeavors. The Associate

Dean also executes targeted mechanisms to submit grant proposals at the university level, contributing to the effective coordination and success of grant-funded initiatives.

20.35 Associate Dean of Research (Consultancy)

The role of the Associate Dean of Research (Consultancy) is pivotal in fostering a vibrant consultancy culture within the institution. This position involves conducting seminars for faculty to impart best practices aimed at attracting consultancy projects. A significant aspect of the role is providing personalized mentorship to new faculty members, guiding, and supporting them in securing consultancy projects. To enhance our visibility and outreach, the Associate Dean actively leads the creation of a comprehensive brochure and webpage, strategically showcasing individual and institutional strengths to attract potential consultancy collaborations. Furthermore, the role involves vigilant tracking of other institutions to identify potential consultancy sources and implement competitive strategies. In alignment with our commitment to excellence, the Associate Dean explores and implements enabling accreditations like NABL to enhance the university's profile and promote consultancy activities, contributing to the overall advancement of research and external engagement initiatives.

20.36 Associate Dean Research (International rankings)

The role of the Associate Dean of Research (International Rankings) is pivotal in positioning the institution on a global scale. This involves the meticulous preparation of data for submission to international rankings, emphasizing accuracy and relevance. A crucial aspect of the role is gaining an in-depth understanding of the significance and popularity of various international rankings, and strategically selecting the most impactful ones for application. To ensure competitive positioning, the Associate Dean actively monitors competitors and formulates a comprehensive ranking roadmap accordingly. Post-ranking achievements, the role extends to supervising the implementation of branding and compliance measures. Additionally, the Associate Dean takes a proactive approach by personally targeting and exploring new international rankings, contributing to the institution's continuous global recognition and prestige.

20.37 Assistant Dean Research

In the capacity of Assistant Dean of Research at SRU, responsibilities include the meticulous monitoring of Semester Progress Presentations, involving the circulation of schedules to each Ph.D. scholar and SRC member. Additionally, the role encompasses organizing written exams and interviews for Ph.D. applicants and ensuring clear communication of schedules and venues. The Assistant Dean actively manages and finalizes experts from different schools/departments for Comprehensive viva examinations, providing timely notifications to Ph.D. scholars regarding the scope of the comprehensive exam. Further duties involve conducting Research Plan Presentations and sending notifications to relevant stakeholders. To enhance the department/school's visibility, the Assistant Dean undertakes the preparation of impactful brochures and web pages, contributing to effective communication and promotion of research initiatives within the academic community.

20.38 Dean Planning

The Dean of Planning position involves a diverse set of responsibilities crucial for the efficient operation and improvement of the campus environment. This encompasses strategic planning

for space allocation including labs, classrooms, and seating arrangements for faculty, staff, and Ph.D. scholars in the upcoming semester and year. The role emphasizes a commitment to upholding the hygiene, cleanliness, and aesthetic standards of the campus to create a welcoming and visually appealing atmosphere. Additionally, the position involves upgrading campus elements such as boards, nameplates, room aesthetics, and notice boards to leave a positive and lasting impression on visitors. Further responsibilities include overseeing the distribution of stationary, devices, furniture, and accessories to staff and maintenance of essential resources to ensure a well-equipped setting for academic and administrative activities. The role also encompasses the supervision of food vendors on campus, with a continuous improvement focus to enhance their services and overall presentation.

20.39 Associate Dean Planning

As the Associate Dean of Planning, the primary focus is on devising an efficient plan for the optimal deployment and positioning of security staff throughout the campus, ensuring a safe and secure environment. Responsibilities include overseeing effective mechanisms to prevent the infiltration of unwanted substances, objects, individuals, and vehicles on campus, and contributing to the overall safety protocols. The role extends to implementing a well-managed and classified parking system for SRU, ensuring organized and accessible parking facilities. Additionally, the Associate Dean plans and executes yearly audits and verifications of laboratory equipment, furniture, and all other capital items, reporting any discrepancies to maintain accurate inventory records. Managing the guest house professionally, the role involves overseeing its upkeep and ensuring a high standard of service for guests, contributing to a positive and welcoming environment within the institution.

20.40 Director Placement

The key role of Director Placement is to set a vision and strategy for career support and placement of students of SRU. Director placement reaches out to potential recruiters to continuously improve and increase the number of companies engaging in hiring activities. Director placement engages in holding HR conclaves or other events that increase the brand value of SRU in terms of increasing future placements in high-value companies. Director placements reach out to new startups and other organizations for internships and jobs for SRU candidates. Director placements also help to fully execute the placement process from start to end including interviews, training, onboarding etc. Director placement also sees that placement rules of SRU are continuously modernized and adhered to by the students. Director placements report the updates to university schools and officials so as to align the academic activities. Director placement is also responsible for hosting all the visitors related to placements from various organizations.

20.41 Assistant Dean Internships & Placements

In the capacity of the Assistant Dean of Internships & Placements at SRU, responsibilities encompass the preparation and release of a Placement brochure, providing crucial information to prospective employers. The compilation of an eligible Students list from the 3rd and final year, inclusive of details regarding students who have opted out of placements, is meticulously managed by the Assistant Dean. Additionally, interactions with visiting companies to gather feedback, ensuring a continuous improvement process in the placement program. The creation and maintenance of a real-time database of students

involved in internships, including their names, mentor details, evaluations, and proactive visits to companies for potential collaborations, are systematically managed. Regular sessions with students are conducted, aiming to collect feedback, offer motivation, and encourage networking opportunities, thereby contributing to a dynamic and successful internship and placement program at SRU.

20.42 Director International Affairs & Corporate Outreach (IACO)

Director IACO is responsible for reaching out to Industry and Corporates for new partnerships with the University to meet the strategic goals of the university. The Director handles the meetings, visits, legal vetting of MoUs, signing of MoUs, and execution of commitments with all such existing and potential partners. The Director also maintains the record of all such activities and ensures visibility through branding activities. The Director is also responsible for the mobility of the students to various international partners as per the MoU clauses. Director attends various events related to international partners, foreign embassies, and higher education conclaves to connect with new partners. The Director needs to keep a watch on new trends in this space so as to respond quickly to new opportunities. The Director maintains active relationships with all departments through the Assistant Dean International Affairs.

20.43 Assistant Dean International

In the role of Assistant Dean International at SRU, the focus is on championing the aspirations and cultural integration of international students within the department. Responsibilities include motivating SRU students to apply for and leverage existing international partnerships, and fostering a global perspective. Proactive coordination with the International Affairs Office is undertaken to establish new partnerships, contributing to the expansion of international collaborations. Additionally, the role involves acting as a liaison for international visitors within the department, facilitating seamless interactions. Planning sessions with international speakers on topics related to international mobility further enriches the academic environment, promoting cross-cultural exchange and global awareness within the SRU community.

20.44 Associate Dean Innovation and Startups

As the Associate Dean of Innovation and Startups, the primary objective is to drive the success of the Project Expo/showcase event, serving as a platform to showcase the innovative projects developed by SRU students. Creating a robust ecosystem for startups at various stages of their lifecycle within SRU is a key responsibility, fostering an environment conducive to entrepreneurial initiatives. The role involves active engagement with the Startup Ecosystem of Hyderabad and other hubs, participating in relevant startup events, and establishing connections to enhance collaboration opportunities. Additionally, the Associate Dean facilitates the participation of SRU student teams in startup competitions, enabling them to showcase their entrepreneurial prowess. The role extends to the proactive application for startup funding by SRU and the submission of compelling proposals to secure financial support for innovative projects and ventures.

20.45 Associate Dean Regulations and Compliances

As the Associate Dean of Regulations and Compliances, the primary focus is on maintaining the efficiency and effectiveness of various regulatory committees within SRU. This involves ensuring seamless transitions in committee memberships by keeping all regulatory committees updated in the event of personnel changes. Timely release of Minutes of Meetings (MoM) is a critical responsibility, requiring coordination with respective individuals to disseminate accurate and comprehensive records promptly. Overseeing the overall arrangements for committee meetings, including the ambiance, logistics, and catering, is crucial to facilitating productive discussions. Additionally, the role extends to managing travel and accommodation logistics for external committee members participating in meetings. To uphold the integrity of each committee, the Associate Dean comprehensively understands the roles and functions of each, ensuring the periodicity of meetings is maintained, and meeting invites are promptly sent to relevant participants.

20.46 Assistant Dean Admissions

In the capacity of Assistant Dean Admissions at SRU, responsibilities encompass the meticulous preparation of an Admissions brochure for the department/school, providing essential information for prospective students. An impactful presentation is crafted to effectively promote the programs offered by the department/school, enhancing outreach efforts. A comprehensive calendar is developed to plan school outreach activities, encompassing both SRU campus visits and visits to schools. Ensuring the accuracy and currency of application and admission-related information on the website is a priority, including the rectification of any discrepancies. Further, the Assistant Dean is responsible for branding initiatives in the department, coordinates with the admission department for campus tours, and shares a list of faculty available for parent advising, contributing to a seamless and informative admissions process.

20.47 Director IQAC

The Director of the Internal Quality Assurance Cell (IQAC) plays a pivotal role in guiding a university towards achieving academic excellence. This responsibility involves leading the university to secure higher grades in accreditations from the National Assessment and Accreditation Council (NAAC) and the National Board of Accreditation (NBA), which are key indicators of educational quality and standards. The Director is also tasked with the critical function of establishing and overseeing Standard Operating Procedures (SOPs) throughout the university. These SOPs are essential for ensuring streamlined and efficient administrative and academic operations. Additionally, the Director is responsible for conducting comprehensive academic and administrative audits, which are integral for assessing and enhancing the institution's practices. A vital aspect of their role is to ensure the effective functioning and coordination of all IQAC members, fostering a collaborative environment that drives the university's commitment to quality and continuous improvement.

20.48 Associate Director IQAC

The role of the Associate Director of IQAC complements that of the Director, focusing on the operational aspects of quality assurance within the university. Their role is instrumental in assisting with the process of obtaining NAAC and NBA accreditations, contributing to the development and implementation of strategies that elevate the university's educational

standards. The Associate Director plays a key role in the execution and maintenance of Standard Operating Procedures (SOPs), ensuring their adherence and effectiveness across various departments. They are also involved in the planning and execution of academic and administrative audits, providing valuable insights for the continual refinement of institutional processes. Collaborating closely with the Director, the Associate Director helps in managing the IQAC team, ensuring that each member effectively contributes to the overarching goals of quality assurance and institutional excellence.

20.49 Director Marketing

The Director Marketing role involves directing and executing the overarching marketing strategy to enhance the university's brand presence and meet strategic objectives. A primary responsibility is to oversee the development of comprehensive marketing campaigns, strategically crafted to communicate the university's strengths, academic offerings, and unique value propositions. Collaboration with internal stakeholders and external partners plays a crucial role, aiming to identify target audiences and formulate targeted messaging to engage prospective students, alumni, and other key stakeholders. Rigorous monitoring of market trends and conducting competitive analyses are inherent responsibilities, contributing to informed decision-making in marketing initiatives. Executing digital marketing strategies, managing advertising campaigns, and optimizing online presence are pivotal components of this role.

20.50 NCC Officer

In the role of NCC Officer, the focus is on amplifying the NCC program by increasing enrollment and fostering active participation. Leadership development programs are diligently facilitated, maintaining elevated training standards for cadets. Initiatives are launched to enhance NCC's visibility and impact through community outreach within the university and the local community. The responsibility extends to preparing and leading the university's NCC contingent to success in inter-university and all-India competitions and events. The paramount importance of safety is upheld through the enforcement of protocols, concurrently promoting the physical and mental well-being of NCC cadets in all activities. Preparing NCC Cadets for participation in Republic Day, Independence Day and other important university events is part of the responsibility. Officer should see the minimum disruption to the academic calendar due to such activities.

20.51 NSS Officer

As an Officer National Service Scheme (NSS), the central focus revolves around invigorating NSS membership and engagement through strategic recruitment initiatives. There is a commitment to implementing community service projects that make a meaningful impact on the local community, emphasizing positive change and social responsibility. The enhancement of capabilities for NSS volunteers is actively facilitated through skill development programs, providing them with valuable tools and knowledge to contribute effectively to society. Collaborations with local non-governmental organizations (NGOs) and community groups are deemed essential, as efforts are made to strengthen partnerships to maximize the collective social impact. In addition to prioritizing the professional growth of volunteers, emphasis is placed on their well-being by ensuring a safe and inclusive environment during NSS activities. Preparing NSS volunteers for participation in Republic Day, Independence

Day and other important university events is part of the responsibility. Officer NSS should see the minimum disruption to the academic calendar due to such activities.

20.52 Warden

The warden is a guardian of hostel students and provides them a sense of home away from home. The warden makes the system to ensure safety, security, and a nice ambiance for the students to flourish in their personality. Warden fosters inclusivity, equity, and respect for each other in the young minds. Warden bridges the gap between residents and authorities, upholding values and shaping responsible citizens. The warden is also a leader of the Hostel Student Committee and takes care of discipline, attendance, and upkeep through the hostel staff. The warden also supervises food and laundry services to maintain requisite standards. The warden is also the first level of contact in case of emergency by students and parents.

20.53 Exam Coordinator

As the Exam Coordinator, the primary responsibilities involve the meticulous creation and distribution of datasheets for Mid-semester and Mid-semester make-up exams within the respective department/school. Coordinating the development and circulation of seating plans for students during these exams is essential to ensure an organized examination environment. The Exam Coordinator is also tasked with preparing attendance sheets for these exams, contributing to the accurate recording of student attendance. Additionally, the creation and circulation of the invigilation schedule for the respective department/school is a critical aspect of the role. Lastly, setting up exam points for the distribution and collection of exam papers during these exams is meticulously managed to facilitate a smooth examination process.

20.54 MoU/Industry/Partner University Coordinator

As the MoU/Industry/Partner University Coordinator, the core responsibilities encompass gaining a comprehensive understanding of the partner organization, including their offerings and potential opportunities for tangible outcomes such as student mobility, certifications, events, internships, and talks. Actively engaging with stakeholders is crucial for effective communication and relationship growth, involving dynamic interactions to foster collaborative efforts. The coordinator is responsible for organizing events and activities in alignment with the yearly plan outlined in the MoUs. Participation in various forums, webinars, and conferences is actively pursued to broaden contacts and strengthen relationships with partner organizations. Additionally, the coordinator works towards the seamless integration of the partner ecosystem into the SRU system, aligning processes and offerings for maximum collaboration and mutual benefit.

20.55 Social Media Coordinator

In the role of Social Media Coordinator, the primary responsibilities include managing departmental social media handles, ensuring the safety and security of passwords, privacy settings, and access permissions for posting. Setting semester-wise targets and actively working towards achieving follower goals is a key aspect of the position. The Social Media Coordinator is tasked with curating and posting high-quality content on each handle, incorporating proper tagging for increased visibility. Additionally, the role involves motivating

and assisting faculty members in creating engaging stories for social media posts and ensuring comprehensive coverage of departmental activities and functions. Collaborating with SR Univ handles or other club handles for joint posts or content boosting is actively pursued to enhance the overall online presence and engagement.

20.56 Project Showcase Coordinator: The Project showcase Coordinator is responsible for organizing a Project Expo, showcasing the best projects developed by students from various disciplines to parents, students, industry experts, and other stakeholders. This event celebrates students' achievements and fosters valuable connections with the industry, promoting opportunities for their professional growth. Coordinator has to get involved throughout the semester to get the outcome in terms of good projects in the showcase event. Project showcase event date for university level event is given in the academic calendar.

20.57 Timetable Coordinator

As the Timetable Coordinator, the primary responsibilities include collecting preferences from faculty for the courses in the upcoming semester. This involves preparing a Course Wise Load Sheet and calculating the Total Load of the department. Coordination with other departments is essential to address any courses to be exchanged or shared. Following the subject allotment from the Head, the Timetable Coordinator is responsible for the meticulous preparation of the timetable and entering the schedule into the designated software. Continuous updates to the timetable are crucial, especially in the event of faculty changes such as joining or leaving, ensuring an accurate and efficient schedule throughout the semester.

20.58 Research Coordinator

The Research Coordinator supports and promotes research activities within the department/school. They assist faculty and students in identifying research opportunities, accessing research funding, and organizing research related events and workshops. Research Coordinator will know the details of various opportunities for funding and grants. Timely communication about the active calls for funding will be circulated amongst the Department/School faculty. Specific groups will be created to submit big grants of large value and impact. Master classes will be arranged for faculty to write quality proposals that have more chances of acceptance.

The research coordinator will create and maintain the Google Scholar page and Researcher ID Page of the department, ensuring that they are updated by the 20th of every month. Further, he/she is responsible for circulating the updated list of SCI and Scopus Journals every six months.

20.59 Clubs Coordinator

In the role of Clubs Coordinator, the primary responsibilities include ensuring the establishment of a Student Body for each club in adherence to guidelines, with a renewal process undertaken every year. Facilitating the creation of a comprehensive yearly or semester-wise calendar for club activities is a key aspect of the role. The Clubs Coordinator

provides continuous oversight, mentorship, and support to the clubs, working discreetly in the background. Financial aspects, including clearances, sponsorships, and event budgets, are diligently managed to ensure the smooth execution of club events. Collaboration and coordination with other university clubs, events, and academic activities are actively promoted, fostering a cohesive and integrated university club ecosystem.

20.69 Sports Coordinator

The Sports Coordinator manages sports and athletic activities in the institution. They organize sports events, manage sports facilities, and encourage student participation in sports for physical fitness and overall development. The responsibilities include:

- To take part in various sports activities of the university.
- To see that more and more students and faculty take part and get selected in various teams and represent the university at various levels.
- To coordinate with the university Sports Department whenever required.

20.61 Website Coordinator

The Website Coordinator is responsible for maintaining and updating the Department content/achievements/upcoming events / faculty profiles on the university website. Any new achievements/publications/awards etc. will be promptly communicated to the webmaster. Department clubs/chapters will get adequate visibility on the website.

20.62 Library Coordinator

The Library Coordinator is responsible for meeting the needs of students and faculty concerning the university's library. They serve as a crucial link between the academic departments and the library, ensuring effective communication and understanding of specific requirements.

The coordinator actively contributes to the library's enrichment by recommending valuable books and journals that align with academic pursuits. Additionally, they are entrusted with resolving any other library-related issues, providing a conducive and efficient library experience for all. Through their dedication, the Library Coordinator plays a key role in promoting academic excellence and supporting the scholarly endeavors of the university community.





21.0 SRU Policies

SRU has implemented various policies aimed at promoting a conducive academic and professional environment. These policies are designed to ensure fairness, transparency, and the overall well-being of our staff members. It is essential that all staff members familiarize themselves with these policies to facilitate a harmonious and successful academic journey.

The following are some of the key policies introduced by our university:

- 1. Research Incentive Policy:** This policy aims to encourage and reward faculty members' research endeavors and contributions. It outlines the criteria for research incentives, grants, and other forms of support to facilitate impactful and innovative research projects (Annexure-I).
- 2. Support for Research, Teaching, and Outreach Performance (SRTOP5):** Our university acknowledges the importance of faculty development and growth. We offer support for faculty members' research projects, teaching excellence initiatives, and outreach efforts to engage with the broader community (Annexure-II).
- 3. Leave Policy:** The leave policy defines the different types of leaves available to staff members, such as casual leave, medical leave, maternity leave, paternity leave, and sabbatical leave (Annexure-III).
- 4. Travel Policy:** Our university's travel policy outlines the guidelines and procedures for staff members undertaking official trips, conferences, workshops, and research-related travel. It covers travel approval processes, reimbursement procedures, and travel safety measures (Annexure-IV).
- 5. Leave Travel Concession:** The Leave Travel Concession (LTC) policy offers staff members opportunities to avail travel benefits for personal vacations, helping to rejuvenate and recharge (Annexure-V).



- 6. Promotion Policy:** This policy outlines the criteria and procedures for staff members' career progression within the university. It sets forth the evaluation process for promotions based on teaching, research, service, and professional development (Annexure-VI).
- 7. Performance Appraisal Policy:** Our appraisal policy ensures fair and comprehensive evaluations of staff performance. It establishes the framework for regular performance appraisals, feedback mechanisms, and professional growth support (Annexure-VII).
- 8. Plagiarism Policy:** Our university is committed to upholding academic integrity. The plagiarism policy defines the university's stance on plagiarism, the consequences of academic misconduct, and measures to prevent and address plagiarism cases (Annexure-VIII).
- 9. Sexual Harassment Policy:** We are dedicated to fostering a safe and respectful working environment for all staff members. The sexual harassment policy outlines the university's zero-tolerance approach to harassment, the reporting procedures, and the support available to those affected (Annexure-IX).
- 10. Grievance Redressal Policy:** A grievance redressal policy for staff at SRU is to address and resolve any complaints, issues, or conflicts that may arise in the workplace (Annexure-X)

It is imperative that all staff members read, understand, and comply with these policies to ensure a smooth and productive academic experience. These policies have been formulated in the best interests of the staff and the university, and they reflect our commitment to excellence and the pursuit of knowledge.

For detailed information on each policy, including specific guidelines and procedures, staff members may refer to Annexures I to X.

21.1 Vacation

Faculty members are eligible to avail a maximum period of 4 weeks of vacation, while non-teaching staff are eligible for 2 weeks of vacation. 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. The vacation eligibility of the faculty is as below.

If the service at SRU by the end of the current academic year is:

- Above one year - 4 weeks vacation
- Above 6 months and less than one year – 3 weeks
- Above 3 months and less than 6 months – 2 weeks
- Less than 3 months – Nil

If a faculty member takes one week of vacation during winter, they can only avail the remaining eligible vacation period during summer. The winter vacation can be taken for a maximum period of one week. Vacation can be taken week-wise, from Monday to Friday, either in summer or winter. However, it cannot be taken on a day-to-day basis. If a faculty member takes only two or three days off, the entire week will be counted as vacation.

Faculty members who joined before 1st October of the current academic year are also eligible for the winter vacation, subject to approval from the Head and Dean, and upon submission of course files, grade sheets, and any other pending tasks related to their Department/School responsibilities. 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.

22.0 Code of Conduct

The staff members of SRU should be committed to upholding the highest standards of professionalism, integrity, and ethical conduct. This Code of Conduct outlines the expected behaviour and responsibilities of all staff members and serves as a guide for maintaining a positive academic environment and fostering mutual respect among colleagues, students, and the broader community.

1. Professionalism and Integrity: Staff members are expected to demonstrate professionalism and integrity in all aspects of their work. This includes:

- Treating all individuals with respect, fairness, and dignity, regardless of their background, race, gender, religion, or sexual orientation.
- Adhering to academic standards and maintaining the integrity of research, teaching, and scholarly activities.
- Maintaining confidentiality and protecting the privacy of students, colleagues, and

university information.

- Avoiding conflicts of interest and disclosing any potential conflicts that may arise in their professional roles.
- Complying with all applicable laws, regulations, and university policies

2. Teaching and Mentoring: Staff members have a responsibility to provide quality education, guidance, and mentorship to their students. This includes:

- Creating a supportive and inclusive learning environment that fosters intellectual growth, critical thinking, and academic excellence.
- Demonstrating fairness and impartiality in conducting examinations and evaluating student performance, and providing constructive feedback.
- Encouraging open and respectful dialogue, promoting diverse perspectives, and cultivating an atmosphere conducive to learning.
- Guiding and mentoring students in their academic and professional development, offering guidance and support as needed.

3. Research and Scholarly Activities: Staff members are expected to engage in research and scholarly activities that contribute to the advancement of knowledge. This includes:

- Conducting research with integrity, honesty, and transparency, adhering to ethical guidelines and best practices in their respective disciplines.
- Publishing research findings in reputable journals and presenting at conferences to contribute to the academic community.
- Seeking external funding and grants to support research endeavours and collaborations.
- Mentoring and supervising students in research activities, providing them with opportunities for intellectual growth and development.

4. Collegiality and Collaboration: Staff members should foster a collegial and collaborative environment within the university. This includes:

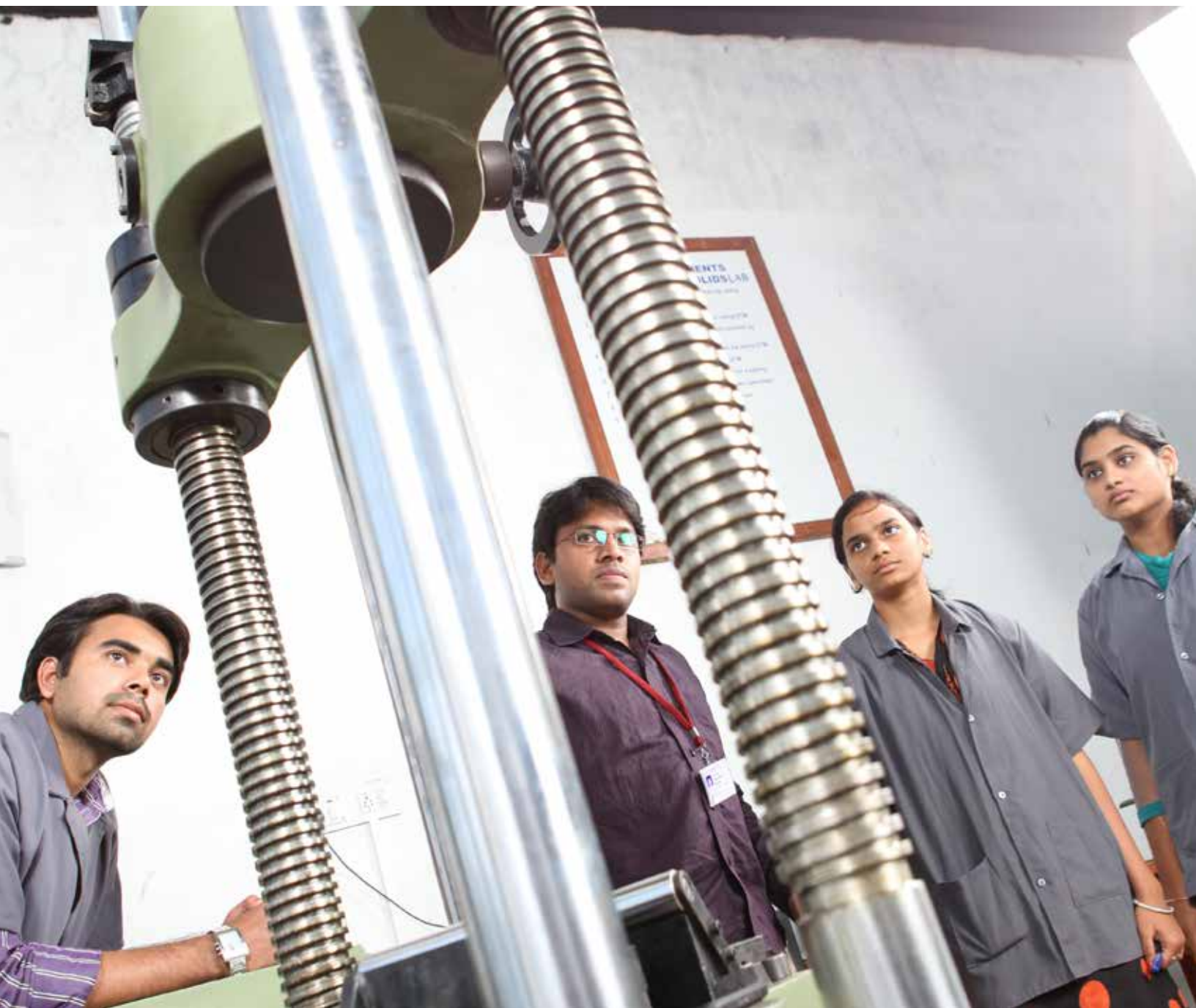
- Respecting the contributions and expertise of colleagues, promoting teamwork, and engaging in constructive dialogue.
- Collaborating with colleagues within and outside the department to promote interdisciplinary research and educational initiatives.
- Participating in departmental and university committees, contributing to shared governance, and supporting the university's mission and goals.
- Encouraging a culture of academic freedom, intellectual diversity, and open exchange of ideas.

5. Compliance with Policies and Regulations: Staff members are expected to comply with all university policies, regulations, and codes of conduct. This includes:

- Familiarizing themselves with and adhering to the policies and procedures outlined in the staff handbook and other relevant university documents.
- Reporting any potential violations of policies or unethical behaviour to the appropriate authorities.
- Cooperating fully with any investigations or inquiries related to alleged misconduct.

Failure to adhere to this Code of Conduct may result in disciplinary action, including but not limited to suspension, termination, or other appropriate measures.

By abiding by this code of conduct, staff members contribute to the overall academic integrity, reputation, and success of SRU.



23.0 Sustainable Development Goals (SDGs)

The university has taken significant strides in addressing the Sustainable Development Goals (SDGs) by integrating sustainability principles across its academic, operational, and research initiatives. Through its curriculum and courses, SRU educates and empowers students to become advocates for sustainable practices, equipping them with the knowledge and skills needed to tackle global challenges. Additionally, the university has implemented various eco-friendly practices on campus, such as adopting renewable energy sources, and no plastic usage. Further, SRU has integrated sustainability into its academic curriculum, fostering a culture of awareness and responsibility among students and faculty. The university also collaborates with local communities to tackle societal challenges. By fostering a culture of sustainability and emphasizing social and environmental responsibility, the university is making a substantial and positive impact on global efforts to attain the SDGs and create a more sustainable future. . For quick reference SDGs are mentioned below

1. No Poverty
2. Zero Hunger
3. Good Health and Well Being
4. Quality Education
5. Gender Equality
6. Clean Water and Sanitation
7. Affordable and Clean Energy
8. Decent Work and Economic Growth
9. Industry, Innovation and Infrastructure
10. Reduced Inequalities
11. Sustainable Cities and Communities
12. Responsible Consumption and Production
13. Climate Action
14. Life Below Water
15. Life on Land
16. Peace, Justice and Strong Institutions
17. Partnerships for the Goals







24.0 SR Innovation Exchange (SRiX)

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. state-of-the-art infrastructure consisting of:

1. Design & Rapid Prototyping facilities.
2. Conference Halls/ Meeting Rooms
3. Video-conferencing facilities
4. Air-conditioned co-working spaces with Wi-Fi.

Support provided:

1. Idea Valuation/ Validation





2. End-to-end product development support
3. Incubation and Acceleration Support
4. Mentoring Support: Branding, marketing, Go-to-market, Business Expansion, Technology, and commercialization.
5. Legal Support: Company incorporation and documentation, Intellectual Property (IP), Patenting, and Regulatory Compliance.
6. Funding Support: Seed capital, Grants, Angel Investors, Venture Capitalists, investor connect.
7. Financial Services: Accounting, Filings, Valuations etc.
8. Connections & Networking: Mentors, investors, industry partners, Government, Higher Education institutions connections.
9. Human Resources: Hiring of interns and fresh grad, team management, partners fit.

SRiX has a number of Government of India Funds for promotion of Start-ups.

1. TIDE 2.0 (TIDE EIR: Rs 4 lakhs per start-up & TIDE Grant: Rs 7 Lakhs per start-up)
2. NIDHI PRAYAS (up to Rs 10 lakhs prototyping grant per start-up)
3. NIDHI Seed Support System (SSS), up to Rs 50 Lakhs per start-up
4. DPIIT Start-up India Seed Fund Scheme (SISFS), up to Rs 20 lakhs grant & Rs 50 lakhs investment per start-up.



- a) Apply various funding programs.
- b) Make use of facilities and space.
- c) Promote staff-led student startups.
- d) Be mentors and subject matter experts for start-ups.
- e) Convert projects into start-ups.
- f) Be speakers and panel members for events conducted in SRiX.
- g) Conduct workshops.

ANNEXURES

ANNEXURE - I

RESEARCH INCENTIVE POLICY FOR FACULTY / ADJUNCT FACULTY / STAFF

The Research Incentive Policy is designed to:

- Motivate faculty members to pursue high-quality research, scholarly activities, and creative works that contribute to the advancement of knowledge and the academic community.
- Recognize and reward such members for their research achievements, publications, and other impactful contributions.
- Promote a vibrant research environment that attracts and retains talented scholars and enhances the university's overall research output.
- Foster interdisciplinary collaboration and encourage staff members to participate in national and international research initiatives.

Description	Quartile/ Indexing	Incentive
Book Authored or Edited from reputed Publishers	Scopus/SCIE/SSCI	25000
Journal/Conference papers (Quartile based on Scopus/SCIE)	Quartile 1 (SCIE) (IF>6.0) Journal	1,00,000
	Quartile 1 Journal	36000
	Quartile 2 Journal	15000
	Quartile 3 Journal	13500
	Quartile 4 Journal / Scopus Conference/ Book Chapter	12000
Patents (Utility only)	Published	12000
	Granted	36000
Consultancy	80% to PI and 20% to university after all expenses	
Citations (Scopus and SCI)	> 20 citations, Rs.250 per citation in current academic year	
External funding	10 % of the total fund received to PI and overheads to the university as per the norms of the funding agency	
Seed Money	If granted, the PI is not eligible for additional seed grant until the completion of granted seed grant and/or successful external funding of the completed project.	Up to 10,00,000

Guidelines:

1. Incentives will be released after indexing of the papers in respective archiving, patents in respective listing.
2. In case of multiple authors from SRU in books/chapters/publications/patents/funding it will be equally distributed among authors/investigators (UG/PG/PhD students/staff) subject to point 20.
3. Incentives will be added to SRTOP 5 Plus allowance/ disbursement in salary biennially.
4. Authors publishing 2 Q1 papers or receiving > 20 lac funding, will be allowed to register biometric attendance twice a day: once during the morning session and once during the afternoon session, ensuring a minimum gap of 4 hours between sessions in a day, for the remaining period of the academic session up to June 30.
5. Faculty will be eligible to claim incentives once they fulfill the minimum yearly requirement of research contributions (Rs. 45,000 worth publications / contribution).
6. Faculty should not submit more than three papers in a single conference. Additional papers will not be eligible for incentives or marks
7. Incentive for patents will be given only if the applicant is SR University, Warangal. Patent being a territorial right, other country patents/any other IPR will not be considered for incentive, however the concerned faculty is eligible for equivalent marks in annual appraisal. For patents also three SRU faculty/scholars/students will be eligible for incentives.
8. Affiliation for patent /publication should be SR University, Warangal, Telangana, 506371.
9. Paid journals/ non-Scopus conferences/non-Scopus journals strictly not recommended.
10. For PhD scholars, the minimum papers required for thesis submission will not be incentivised. Papers beyond that will incentivised as per policy.
11. In the case of seed money, if granted, the PI is not eligible for additional seed money until the completion of the project and or successful external funding. Faculty with seed funding is not supposed to leave the University before the completion of the project. If the faculty leaves in between, university may ask for return of the seed money grant from the faculty.
12. For consultancy projects, incentive will be provided only when the amount is received in the university account, and the project is completed phase-wise or completely.
13. Research incentives cannot be claimed as a matter of right and the decision of Dean (Research & Rankings) will be final.
14. If the published paper is retracted from the journal or removed from the archives,

the provided incentive and marks will also be retracted.

15. Faculty members should refrain from submitting articles to multiple journals simultaneously. Such practice will trigger disciplinary action.
16. Citations will be considered on 31st Dec and 31st May of every year to avoid operational overhead. Closure date for consideration of all incentives will be 31st May. Any activity or listing/indexing after 31st May will be considered in next academic year calculations.
17. It will be the responsibility of the faculty to inform the updates about any publications /research etc. in a timely manner.
18. In an academic year a maximum of 25 papers (Journals, conferences and book chapters combined) will be considered for incentive policy. If the number is more than 25, the best 25 papers based on incentive scheme will be taken into consideration. However, patents and books beyond 25 papers shall be considered. However, patents and books are independent of this count.
19. W.e.f January 1st 2024, if the position of the SRU author who is claiming for incentives is at 5th or more in the sequence of authors in the paper then, the incentive will be divided by the position of the author in the sequence (for this purpose, SRU and Non-SRU authors will not be differentiated for counting the position). In any case, not more than three SRU faculty can be incentivized for any publication.

If in a paper first three authors are from SRU, the incentive will be issued as per policy.

Example 1: SRUAuthor1, SRUAuthor2, SRUAuthor3, Author4, Author5, Author 6, Author 7, Article title, Journal name, Vol, Issue, pages.

Incentive Release: First three authors will get equal incentive

Example 2: SRUAuthor1, SRUAuthor2, Author3, Author4, SRUAuthor5, Author 6, Author 7, Article title, Journal name, Vol, Issue, pages.

Incentive Release: The fifth author will get the total incentive divided by 5, first two authors will get remaining amount divided among them equally

Example 3: Author1, Author2, SRUAuthor3, SRUAuthor4, SRUAuthor5, SRUAuthor6, SRUAuthor7, Article title, Journal name, Vol, Issue, pages.

Incentive Release: 5th author will get the amount divided by 5, and the remaining amount will be shared among SRUAuthor3 and SRUAuthor4. Authors 6 & 7 will not get any incentive.



Research incentive

SRU provides more opportunity for our faculty to perform active research through multiple modes. Once such mode is allowances from which a faculty can claim for his/ her research and academic expenses.

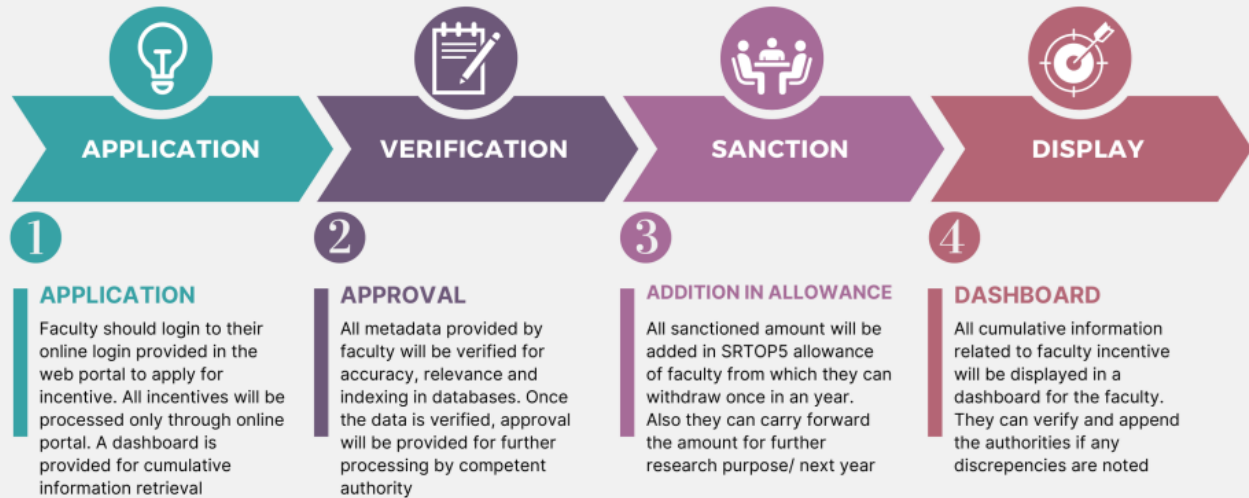


Figure: Research Incentives Approval Process

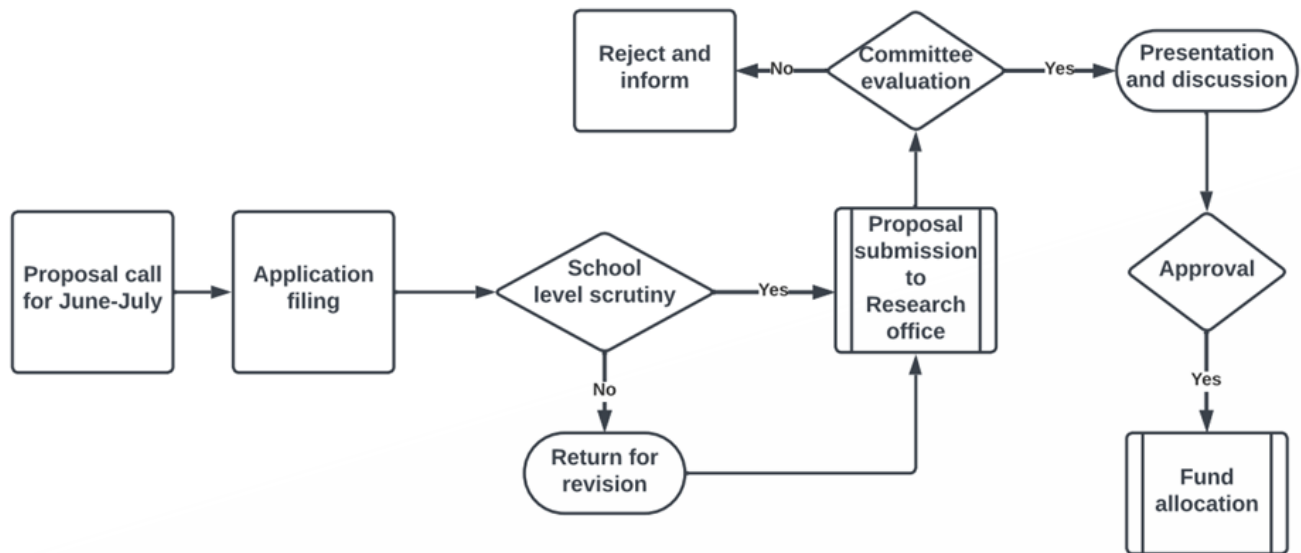


Figure: Seed Money Approval Process

ANNEXURE - II

SRTOP 5 ALLOWANCE

(Support for Research, Teaching, and Outreach Performance)

1. Policy is applicable from 01 July 2023. The amount available to PhD faculty is **Rs. 1,00,000** per year and to non-PhD faculty it is **Rs. 50,000** per year
2. Amount available to Non-Teaching staff is **Rs. 25,000** per year.
3. Yearly window starts from 1st July 2023 or the Date of joining (whichever is later).
4. Faculty can accumulate any leftover amount for a period of five years.
5. After 5 years amount starts again from Zero and so on.

STOP5 allowance is given proportionately based on the month in which a staff member joins the university. The details are provided in the table below

Quarter	Newly joined Non-PhD faculty	Non-PhD Faculty joined before July	Newly Joined PhD Faculty (Rs)
July – Sep	50000	50000 + 50000 (On completion of PhD)	100000
Oct – Dec	37500	50000 + 37500 (On completion of PhD)	75000
Jan – Mar	25000	50000 + 25000 (On completion of PhD)	50000
Apr - Jun	Nil	50000 + 0 (On completion of PhD)	Nil

Items admissible under SRTOP5 Allowance

- A. For Chairing of a Session/ keynote speaker/ presenting papers and posters/ Attending Advanced learning FDP/Workshop/Panel Discussion/Boot Camp/Hackathon/ Symposium/ Other institute visits/ Industrial visits/ Sabbatical/ leave-based internship or certification/Visits for Survey/Data Collection/sampling.
- B. For Journal additional page charges / APC (With Pre-Approval from Dean Research & Ranking)/ Development of resources including books, patents/ Application cost of patent/ Professional body membership like IEEE/ACM etc./ Research and teaching tools/ Consumable Items/ Teaching aids/ Computer peripherals/accessories/ Laptop or PC (Model and company will be fixed by IT team for uniformity and service purpose)
- C. Inviting peers/ researchers to university – To pay their travel and honorarium (Faculty need to justify the need of the visit and how it helps in SRTOP 5 mission).
- D. Case to case basis two or more faculty may be allowed to combine their SRTOP5 allowance in equal or different amounts for any joint effort to collaborate with external persons/entities.

Guidelines:

1. Non-consumable items purchased should be returned if the faculty leaves within two years of purchasing.
2. In case the faculty leaves the University at any point of time during the yearly window then the faculty is entitled to only the proportionate amount as per the service time.
3. Any deviation from the policy needs approval of VC.
4. OD will be available for all such visits with the Approval of Head.
5. It cannot be claimed as a matter of right and decision of Dean Research and Ranking and Dean Faculty Affairs should be final.
6. VC may approve an additional entitlement advance for SRTOP 5 from next year's allocation to the faculty if necessary.

Following documents should be submitted to claim the incentives/SRTOP5/SRTOP5+ allowance as applicable.

- i. Proof of presenting the paper/learnings in the respective departments for faculty/students after returning from the event.
- ii. Citation information sheet through approved databases (Scopus/ WOS).
- iii. Participation Certificate in case of conferences/Seminars/events.
- iv. Original Travel Tickets and other documents.
- v. Original Receipt of the Registration fee.
- vi. Consultancy receivable bills/expenses and relevant documents with details of consultancy.
- vii. Brief Report of the activity/event attended along with few photos as applicable.
- viii. Link of Full-length paper published in the proceedings of the Conferences/ Journal.
- ix. Relevant link/screenshot of the activity/publication by the individual in three social media handles.

SRTOP 5 PLUS ALLOWANCE

(Support for Research, Teaching, and Outreach Performance – Plus allowance)

1. Research incentives of faculty members will be added to this allowance.
2. It can be used for the following in addition to items listed at A, B, C and D in SRTOP Allowance.
3. It can be encashed after the probation period or biennially for the regular staff at the end of the appraisal cycle with the approval of Dean Research & Ranking. For candidates without PhD it can only be encashed after one year of completion of their PhD and after completion of the probation period and biennially only.
4. For visiting hometown with family once a year as per travel policy entitlement.
5. Faculty may also be requested to visit our partner/collaborator in and outside the country on a sabbatical visit.
6. Faculty can hire an intern/ research scholar/ junior assistant for performing research or academic support/ any other purpose with the Approval of Dean Research & Ranking.
7. The committee (Dean Research & Ranking, Dean Faculty Affairs, Registrar) can suggest complete or partial allowance recovery if a faculty member is misusing the allowance or engaging in unethical practices to use it.
8. It cannot be claimed as a matter of right and the decision of Dean Research and Ranking should be final.

ANNEXURE - III

LEAVE POLICY

At SRU, we recognize the importance of maintaining a 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 consistent and uniform procedure to be followed while applying, granting, and 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

Duration of 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:

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

1. CASUAL LEAVE

- i. The total casual leave granted to a faculty shall not exceed 12 days in an academic year.
- ii. Casual leave cannot be combined with any other kind of leave.
- iii. 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.
- iv. No more than four casual leaves can be taken in one go.
- v. In the first year of service, one leave will be accumulated for every month of service.
- vi. Any leftover casual leave days in a year will not be carried forward.

S. No	Type of Leave	Eligibility		Purpose	Approving Authority
		Teaching staff	Non-teaching staff		
1	Casual Leave	12 days/year	12 days/year	Personal Needs	Reporting Officer
2	Duty Leave	As per Requirement	As per Requirement	Professional/ Official Engagements	Reporting Officer
3	Earned Leave	1/3 of the period during which faculty is working during vacation. (Max 180 days during the total service)	4 days / year and 1/3 of the period during which staff is working during vacation. (Max 180 days during the total service)	Personal / Medical Needs	Earned Leave for faculty needs Pre-approval by VC and by Registrar for Non teaching through the 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	Reporting Officer. Extension needs Vice-chancellor approval
5	Paternity Leave	5 days	5 days	Paternity	Reporting Officer
6	Medical Leave	6 days / year	6 days / year	Medical Needs	Reporting Officer
7	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
8	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	Vice -chancellor through Reporting officer
9	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 Bodies, Lien in Private organizations	Vice-chancellor

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 of such institutions or universities.
 - (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 research project.
 - (d) For performing any other duty assigned to him/her by the university or for any other professional engagement.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- 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. Pre-Approval of Vice Chancellor will be required for earned leave entitlement and grant during vacations. Without any such approval 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 any 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, provided that she has completed a minimum of one year service. This includes intervening holidays or weekend if any.
- (b) It can be availed for 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 (ii) 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 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 VC is essential in 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.

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.

If required, the university may send faculty on sabbatical leave with full-pay or half-pay that aim to enhance faculty skills and contribution 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, lien can also be provided to work for other private organizations on case-to-case basis. This would need approval of Vice-Chancellor.

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.

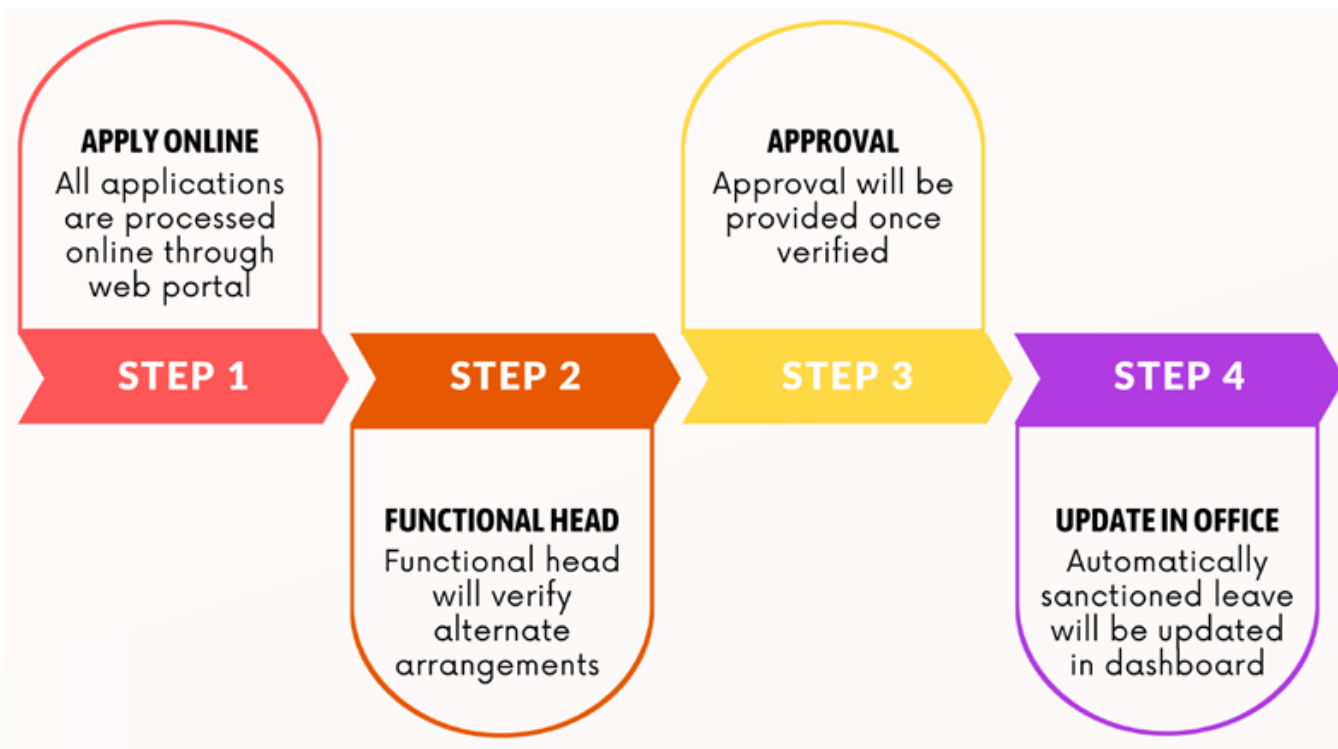


Figure: Leave Approval Process

10. Late Arrival / Leave Early

Staff can avail two hours of 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.

ANNEXURE - IV

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

1. Work travel should be as cost-effective, judicious, and efficient as possible without compromising compliance with policies, Code of Conduct, or the law.
2. Conference calls, online meetings, and other forms of teleconferencing should be considered as alternatives to in-person meetings whenever possible.
3. Trips, both domestic and international, should be planned as feasible to cut costs and staff member should select the most economical mode.
4. Staff who need to make last-minute changes to their travel should notify as soon as possible to avoid having to pay steep cancellation penalties.
5. The staff should submit the approved travel expense claim form, along with supporting bills, to the accounts post travel to settle the outstanding receivable within 7 days from the date of completion of return journey.
6. When staff pay for 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.
7. 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.
8. Any facility including frequent flyer points, if available with the staff may be used prudently to reduce the cost of travel.
9. 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.
10. It should be noted that SRU will not reimburse the cost of personal trips.
11. The charges for missed travel on scheduled date/ no show tickets will be debited from staff's account unless exempted by Vice-chancellor.
12. Necessary advance for travel, hotel stay, food etc. should be requested from accounts in writing along with travel approval, 15 days in advance.
13. Advance not settled within one month will be deducted from the staff's salary.

2. Travel Entitlements and Reimbursements

2.1 Boarding and Lodging

1. Staff is entitled to a very clean, safe, and comfortable lodging while they are on official travel.
2. Boarding and lodging covers stay, meals, laundry, communication, and other incidentals as approved by appropriate authorities.
3. As and where possible staff are encouraged to travel in group and share the accommodation in twin sharing basis.
4. Staff is 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 chooses to travel and stay at lower than the entitlement then the reimbursement will be as per actuals.
5. Staff must check-in and check-out as per the hotel policy to keep the expenses lowest possible.
6. In case of sponsored visit there will not be any reimbursement provided. Staff are instructed to look for sponsorship/ funding as much as possible.
7. No reimbursements will be made for alcoholic beverages, cigarettes, and other similar products. For any exemptions take prior approval of VC.
8. University vehicle should be used for any travel purpose wherever applicable.
9. If any entertainment, dining, gift expense is necessary for business promotion; It shall be approved by VC.
10. 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

1. This policy is applicable to woman staff only and includes commuting/ local travel from workplace/ any other location to home during domestic/ international travel.
2. Female staff should avoid travel between 8:00 pm and 7:00 am.
3. If unavoidable, travel during the said hours should be undertaken using a cab provided by SRU from/ to airport/ workplace/ home.
4. 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
C1	Chancellor / Pro-chancellor / Member BoG / Vice-chancellor
C2	Professor / Dean / Board of Management / Registrar/ Academic Council member/ External BoS Members/ Invited experts / CEO (SRiX) / Director (International Affairs / Placements/ Admissions) / HoDs / Librarian / CoE / Deputy Registrar.
C3	Assistant Professor / Associate Professor / Adjunct Faculty / Assistant Registrar / Purchase Officer / Admin Officer / Hostel Chief Warden / Warden
C4	Manager(s) / Associate Librarian / Lab staff / Any other staff /Anyone else

A. Domestic Travel

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 / Equivalent Mode of Transport	₹16 per km+ Toll Tax or as per Actuals whichever is lower	Air (Business / Premier Economy / Economy), Train (AC – I / EC) Based on Availability	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 ₹4500 per night	Up to ₹3000 per night	Up to ₹1500 per day	Up to ₹ 750 per day

C3	Bus, Auto, Local Train, Two-wheeler	For local travel ₹4 per km for two-wheeler / ₹5 per km for Auto	Air (Economy) or Train (AC-III) or Chair Car or AC Bus	Up to ₹ 3,000 per night	Up to ₹ 2,000 per night	Up to ₹1000 per day	Up to ₹ 500 per day
C4	Bus / Train / Auto, Local Train / Two-wheeler	For local travel ₹4 per km for two-wheeler / ₹5 per km for Auto	Train (AC-III) or AC Bus	Up to ₹2500 per night*	Up to ₹1500 per night	Up to ₹1000 per day	Up to ₹500 per day

Note: In case of C3 category, if the staff uses personal four-wheeler, they are eligible for actual diesel / petrol cost + toll tax. Staff members are eligible for reimbursement of travel expenditures upon submission of actual expenses. No advance amount will be paid

ANNEXURE - V

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.

General Rules:

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

- Advance intimation to Registrar's office is a must before availing the LTC facility.
- LTC can be availed during Holidays and Vacation period only.
- Only the declared place of hometown has to be visited if required. Any change in the declared place of visit should be intimated before the commencement of the journey.
- The claim should be submitted within one month from the date of completion of the return journey. 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 than the lower category/mode will be considered.
- Original Bills and proper supporting documents will be required for reimbursement. In the absence of such documents account section may decline the reimbursement.
- 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.

ANNEXURE - VI

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

	Asst Prof (Contract)	Asst Prof Level 11/10/2012	Associate Prof	Professor	Senior Professor	Distinguished Professor	Asst / Associate / Professor of Practice
Basic Pay	21600	57,700 / 68,900 / 79,800	131,400	144,200	182,200	200,000	Corresponding Scale
Minimum Qualification	PG Degree	PhD Degree and Minimum 60% or 6 CGPA in One of the UG/PG Degrees					UG, PG or PhD Degree with Min 60% or 6 CGPA in one of the Degrees
Publications	1 Scopus	2 /3/4 (SCI or SSCI)	5 SCI/ SSCI	10 SCI/ SSCI	15 SCI/ SSCI	20 SCI/ SSCI	NA
Grants	Desirable	Desirable	Min 5 Lac	Min 10 Lac	Min 15 Lac	Min 20 Lac	NA
Patent (Published)	Desirable	Desirable	1	2	3	4	NA
PhD Guided	Desirable	Desirable	1	2	3	4	NA
Experience	NA	NA	3 Years Post PhD	6 Years Post PhD. 2 Years as Associate.	10 Years Post PhD. 5 Years as Professor.	15 Years Post PhD. 8 Years as Professor.	NA/6 Years/ 10 Years in Industry
Learning, Outreach, Visibility, Leadership and Teaching	5 points	10/20/40 points	60 points	120 points	200 points	250 points	Corresponding points

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.

Guidelines:

1. 20 Points in Learning, Outreach, Visibility, and Leadership can be considered equivalent to 1 SCI and Vice Versa.
2. 1 SCI/SSCI can be compensated for 5 Scopus papers/ 5 Scopus Book Chapters/ 5 Scopus Conference Papers or Vice Versa.
3. 1 Ph.D. guided for Associate Professor post can be compensated with one granted patent or 3 SCI papers or 10 Lac of funding.
4. Q1 SCI may be considered equivalent to 2 SCI.
5. Five published patents/One patent granted can be considered equivalent to 1 SCI.
6. Archiving/Indexing at the time of selection will be considered.
7. At least one paper should be as first author (SCI/SSCI) or at least two papers as the first author for Scopus.
8. Any Paid Journal papers may be devalued or not considered at the discretion of the selection committee.
9. Post Doc experience will be considered.
10. Every 3 Lac of Funding can be considered equivalent to one SCI and Vice Versa.
11. 2 years of pre-PhD or PhD duration may be considered equivalent to one year of post-PhD experience for internal candidates joined before 1st July 2022.
12. 20 Points and its multiples in Education and Experience Criteria may be considered for placement in a higher grade/position.
13. Rules can be relaxed for exceptional candidates by the Vice-chancellor in the interest of the SRU, wherever required.
14. Promotion Committee will consist of the VC as Chairman, the Dean/Head of the Concerned School/Dept, the Dean of Faculty Affairs, and One external expert.

Education and Experience Criteria	Item	Score
PhD	QS Ranked Universities (1 – 100)	10
	QS Ranked Universities (101 – 1000)	6
	Top 20 NIRF Institution	10
	Top 100 NIRF Institution	4
	Other Centrally Funded Institutions	2
	Deemed / State Universities	2
Post Doc	QS Ranked Universities (1 – 100)	10
	QS Ranked Universities (101 – 1000)	6
	Top 20 NIRF Institution	10
	Top 100 NIRF Institution	4
	Other Centrally Funded Institutions	2
	Deemed / State Universities	2
% Marks in PG	>= 80%	2
% Marks in PG	>= 70% and <80%	1
% Marks in UG	>= 80%	2
% Marks in UG	>= 70% and <80%	1
% Marks in 10+2	>= 90%	2
% Marks in 10+2	>= 80% and <90%	1
% Marks in 10th	>= 90%	2
% Marks in 10th	>= 80% and <90%	1
Membership in Professional Bodies	National and International	1
Administrative Experience / Accreditation Work	Multiply by each year / No. of activities	1
Experience (Multiply by number of years)	QS Ranked Universities (1 – 100)	10
	QS Ranked Universities (101 – 1000)	6
	Top 20 NIRF Institutions	10
	Top 100 NIRF Institutions	4
	Other Centrally Funded Institutions	2
	Deemed / State Universities	2
	Autonomous / Affiliated College	1
	Industry	3
Others	1	

ANNEXURE - VII

PERFORMANCE APPRAISAL POLICY

Performance Appraisal Process

The performance appraisal process at SRU is designed to assess and recognize the achievements and contributions of staff members in the areas of (i) learning, outreach, visibility, leadership, (ii) mentoring, teaching, SRU responsibility, and (iii) research outcome. This comprehensive evaluation aims to provide staff members with valuable feedback, support their professional growth, and align their performance with the overall objectives of the university.

Appraisal Process: The performance appraisal process involves the following steps:

Teaching Staff:

1. **Self-Assessment:** Teaching staff are invited to provide a self-assessment report, reflecting on their achievements, challenges, and future goals in relation to the appraisal criteria.
2. **Student Feedback:** Student evaluations and feedback are taken into consideration to assess the staff teaching effectiveness and student engagement.
3. **Evaluation by School/Department/Functional Heads:** School/Department/Functional heads conduct evaluations based on the established criteria, considering factors such as leadership, SRU responsibility, and research outcome.
4. **Performance Review Meeting:** A formal meeting shall be held between the staff with Dean (Faculty Affairs) and the Vice-chancellor to discuss the appraisal outcome, provide constructive feedback, and collaboratively set goals for professional development.

Non-Teaching Staff:

1. **Self-Assessment:** Non-Teaching staff are invited to provide a self-assessment report, reflecting on their achievements, challenges, and future goals in relation to the appraisal criteria.
2. **Evaluation/Feedback by School/Department/Functional Head:** School/Department/Functional heads conduct evaluations based on the established criteria, considering factors such as performance, responsibilities, and professional competence.
3. **Performance Review Meeting:** A formal meeting is held between the staff with the Registrar and the Vice-chancellor to discuss the appraisal results, provide constructive feedback, and collaboratively set goals for professional development.

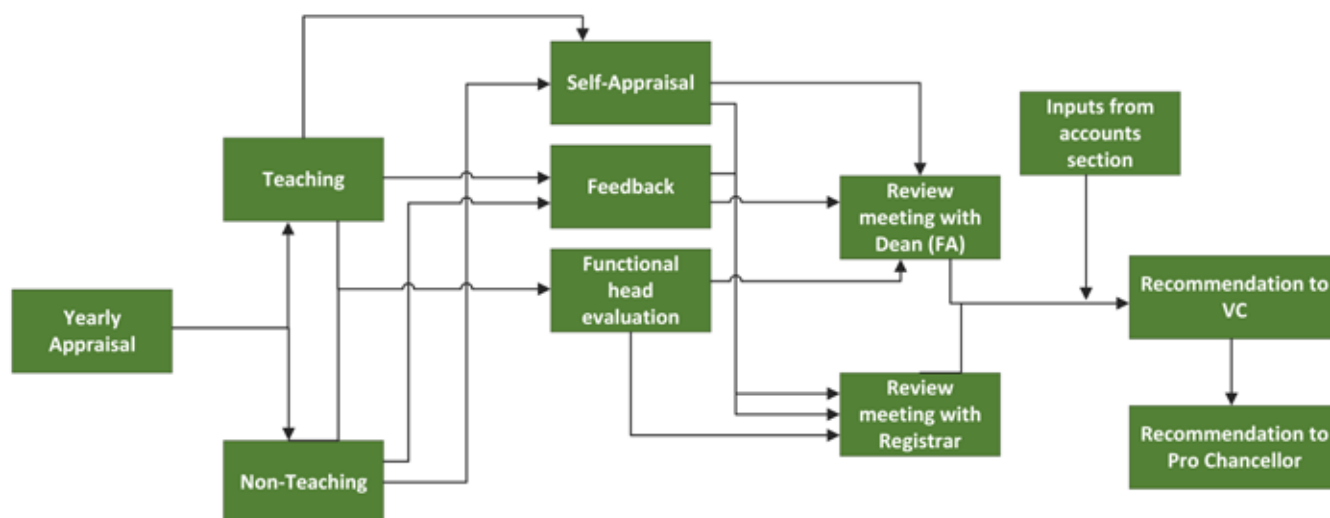


Figure: Staff Appraisal Process
STAFF PERFORMANCE APPRAISAL

Learning, Visibility, Leadership	Outreach,	Points	Comments
International Awards		100	Nobel, Turing, Field, Padma, Magsaysay, Pulitzer, UN, UNESCO, Bharat Ratna
Exceptional Recognition/Awards		5	By MHRD, AICTE, UGC, CSIR, DBT, ICMR, MCI, FNA, ICSSR, ICHR, PM, President
Award		1	Award by some Organization in a public event, Award from State Govt
Invited talk		1	Giving an Invited talk in FDP/Workshop/Special Event
Session Chair		1	Scopus Indexed International Conference
Editorial Board-Q1		1	Should be active fully for Current Academic year
Editorial Board- Q2, Q3, Q4		0.25	Should be active fully for Current Academic year
Attending FDP/Workshop outside SRU		0.1	Calculated on per day basis. Not more than 2 points in whole cycle.
Special Workshops for faculty conducted by SRU		0.1	Calculated on per day basis. Not more than 2 points in whole cycle.
Resource persons of workshops conducted for internal faculty		0.2 per hour	Considered if the number of participants is at least 20 (Pre-approval of Dean FA is required)
FDP conducted for external participants		1 per day	For multiple organizers to be divided as per their wish. Not more than three organizers from SRU.
Workshop conducted for external participants		1 per day	Multiple organizers divided as per their wish. Less than a day is considered. Not more than three organizers from SRU for a specific workshop.
Conference conducted		5	For multiple organizers to be divided as per their wish

Arranging an Invited talk	0.5	The person should be of potential value to SRU as a future collaborator. Only One person can claim from SRU for a specific talk.
Arranging an Industrial Tour	1	For multiple organizers to be divided as per their wish. Maximum Only persons can claim from SRU for a specific tour.
Arranging a Collaboration	1	With Industry/ Institution. For multiple organizers to be divided as per their wish. Only two persons can claim from SRU for a specific collaboration.
Arranging a Collaboration	5	Having commercial benefits or benefits in placement/admissions. For multiple organizers to be divided as per their wish. Only two persons can claim from SRU for a specific collaboration.
Member of BoS	0.5	Reputed Institutions
Member BoG, Academic Council	1	Reputed Institutions
Community Service, Societal or popular Initiative	0.5 to 5	To be determined by Dean Fac/Registrar as per impact on SRU Branding. For multiple organizers to be divided as per their wish. Maximum three persons can claim from SRU for a specific initiative.
Technology Transfer or Startup Launch	1 to 5	
Good Initiative to enhance student experience	0.5 to 5	To be determined by Dean Faculty for faculty/ Registrar for Non-Teaching
Certification for New Age Programs	2	To be determined by Dean/Registrar (20+ Hours MOOCs get 2)
Certification relevant to objectives of Dept	0.1 to 1	To be determined by Dean/Registrar (20+ Hours MOOCs get 1)
Media Story/Article in Popular Daily/Magazine	1	
Foreign Collaborations	1	For multiple organizers to be divided as per their wish. Maximum two persons can claim from SRU for a specific collaboration.
Post on social media Get > 1000 likes	1	Twitter/Facebook/LinkedIn/ Instagram; Related to Dept/School
Blog/Vlog	1	On 50 Likes
Teaching Videos of International Quality	1 to 5	worthy of being publicly available (Min 10 Hrs. of Length)
Course development (Min 10 hrs of length)	5	Swayam/NPTEL/Udemy/Coursera/Udacity etc.
Software/Product/Working Project Developed	1 to 10	To be determined by VC
Contribution to SRU Civil/ Electrical/Agriculture/ Placements works etc.	1 to 10	To be determined by VC

Attending Statutory Committee meetings of SRU	0.1	For each statutory committee meeting
Preparation of Agenda & Minutes of the Meeting of Statutory Committee Meeting	0.2	To be given to Ex-officio Secretary for each statutory committee meeting
Whistle-blowers who bring cases of misconduct in academics, research, or financial dealings or misuse of resources of the university to the notice of Vice-Chancellor	5	For each such case

Mentoring, Teaching, SRU Responsibility

Observes university values, Abides by univ regulations. Implements given tasks. Adheres to timelines, suggests solutions, behaves wisely and objectively, Works in the team, and communicates effectively. Friendly and respectful	Faculty 0-10 HoD/Dean/ Asso. Dean 0-10 Staff 0-20	To be given by Head of Dept/Dean of School; For Heads and above, half of it will come from faculty who are reporting to them and another half to be given by VC or Chancellor Nominee
Specific Department / University responsibility	0 - 10	Half of the score will be given based on feedback of the stakeholders and another half by VC/concerned Dean or Head
Mentoring as per the Mentoring Feedback	0 to 10	If the feedback is below 3.5 on a scale of 5, you receive zero points. For feedback between 3.5 and 4, you receive the same points. If the feedback is 4 or above, it is multiplied by 2.
Student feedback as per actual feedback	0 to 30	If the feedback is below 3.5 on a scale of 5, you receive zero points. For feedback between 3.5 and 4, you receive the same points. If the feedback is 4 or above, it is multiplied by 6.
CLO feedback	0 to 10	If the feedback is below 3.5 on a scale of 5, you receive zero points. For feedback between 3.5 and 4, you receive the same points. If the feedback is 4 or above, it is multiplied by 2.
Utilising Learning Management Systems (LMS) extensively for classroom teaching	2	Faculty can utilise LMS such as Canvas, Moodle, or Google Classroom
Course File Evaluation	2	For those faculty who get ≥ 90 marks out of 100

	1	For those who get ≥ 80 and < 90
	Nil	For those who get < 80
Research Outcome		
Seed Grant	1 per Lac	(First 2 SRU Authors will get full marks, remaining authors will get $1/n$ marks; n is Total number of Authors)
Scopus Book Chapter, Conference, Journal	1	
Grant/Funding for Projects/Events	1 per Lac	Can be split across years if it is a multiple year project
Consultancy funding	1 per lac	To be divided in case of Multiple people from SRU
ME student guided	1	To be divided in case of Co-Guides
PhD student guided	3	To be divided in case of Co-Guides
Book publication	1 to 5	(Based on reputation of publication and Scopus Indexing)
Patent published	1	(First 2 SRU Authors will get full marks for publications/Book chapter, remaining authors will get $1/n$ marks; n is Total number of Authors)
Patent granted	5	
SCI publication	1 to IF	Impact Factor/Cite Score

	Award	Increment
For Teaching		
For Top 20 faculty in the university	1 Lac each	10% (And biometric with seven hour gap for one year)
For Next 20 faculty in the university	50000 each	7.50% (And biometric with seven hour gap for for one semester)
For Next 20 faculty in the university	20000 each	6%
Next (except listed above or below)	Nil	3%
Lowest 20% of the faculty keeping apart last 20 faculty	Nil	0%
		For all the categories above, minimum of 70 points are required to become eligible
Lowest 20	Nil	-10% (Faculty should get minimum 70 points to avoid salary deduction)
For Top 20 in the research output		Load gets reduced by 4 Hrs. for one semester
For Non-Teaching		
For Top 10% of the persons as per assessment	20000 Each	7%
Next (except listed above or below)		3%
For lowest 30% of the persons apart from below 10%		0%
For lowest 10% of the persons apart from below 10%		-7%

*For any grievance related to points or where management discretion is required, a three-member team consisting of Concerned HoD (Dean in case of Schools), Dean Faculty and VC. If the issue belongs to HoD/Dean itself, then for that Registrar will take the place of that member.

Mission SRTOP5 Incentives	Total Score From 1st June 2023 to 31st Dec, 2028	
	Top 100 of faculty and staff	Average one month salary of this period. Those who have served less than this period, will get proportionate to their term in SRU provided they are in position till 31st Dec, 2028

For All these points to be accrued, the faculty member will require to share all the details with the relevant documents as applicable. Also, the faculty/Dept needs to post on three social media handles related to the points activity done. These Awards related to Annual Appraisal will immediately go to SRTOP5 Plus allowance and can be encashed at the end of Probation or at the end of biennial Cycle with the approval of Dean, Faculty or Dean Research & Ranking. For Non-Ph.D. candidates it can only be encashed after the completion one year of their PhD.

Faculty members will receive negative points in their appraisal for any negligence in fulfilling their responsibilities. The following are a few such activities, but are not limited to:

S.No	Activity	Points
1	Failure to enter marks on time as per the academic calendar or submit grades by the due date as per the academic calendar.	-2 per day
2	Going late to class or Skipping class without making alternative arrangements and without obtaining leave approval.	-2 for each instance
3	Incorrect entry of marks in SRAaP, resulting in erroneous grades or student complaints.	-4 for each instance
4	Not sending a formal email to all students at least 48 hours in advance to show answer scripts for mid-semester and end-semester exams as per guidelines.	-3 for each instance
5	Providing direct or indirect hints or access to exam questions, either partially or in full.	-10 for each instance
6	Intimidating students to provide specific feedback or pressuring them to complete feedback in their presence.	-5 for each instance
7	Granting attendance to students in absentia.	-2 for each instance
8	Formal Complaint by Reporting head of non-adherence to timelines or the work assigned (Dean FA to verify)	-2 for each instance
9	Not utilizing LMS for the courses taught	-1 per course
10	Course file evaluation score ≤ 50	-1 per course



Annexure - VIII

PLAGIARISM POLICY

1. Introduction

Research excellence in the areas of Science and Technology, the Humanities, and Social Responsibilities is a goal at SR University (SRU). We demonstrate our dedication to interdisciplinary study by continuing to conduct both applied and fundamental studies of lasting significance. By adhering to the strictest scholarly norms, SRU encourages study across all its primary and interdisciplinary fields. Data recording, analysis, and utilization are emphasized. Staff and students at SRU are encouraged to engage in critical thinking. Advancing scientific understanding for future generations requires going beyond what is taught in schools and what is published in academic journals. The institution's philosophy is predicated on the idea that creating research methods to expand knowledge and developing the full person is essential to fostering a culture of research. SRU will take necessary steps to adapt the best practices and protocols to promote research integrity among its students and faculties through all possible measures.

SRU acknowledges that the free exchange of ideas is essential to academic endeavours, as it is often only through discussion with others that one can completely process information or crystallize an elusive concept. Consequently, students are commonly motivated to engage in dialogues with their teachers and peers regarding their courses, research, and even homework. These types of discussions and debates represent, in some respects, the essence of academic life. Nonetheless, it is essential for all academics to explicitly acknowledge when they have relied on or incorporated the work of others.

2. Plagiarism definition

According to SR University, plagiarism is "to offer work or ideas from another source as one's own, with or without authorization of the source author(s), directly by verbatim copying or by usage of any AI software" (i.e., with or without permission from the original author). In certain cases, authorization might be provided for the usage of other sources through written permission may not be considered as plagiarism.

Self-plagiarism a form of plagiarism, can also be committed by reusing one's own work which is published in a source without proper citation to that source. It is considered plagiarism in educational content to use someone else's idea or phrase without properly attributing the source of the work. It makes no difference if the source is an accomplished writer, another pupil, a web page without distinguished authorship, a website that sells research papers, or anyone else as well, whether done knowingly or unintentionally, claiming credit for someone else's work is considered as a form of academic theft and is despicable in all educational environments.

An act of "plagiarism" is any use of words or concepts from another writer without giving proper credit to them. Plagiarism is the unacknowledged use of another author's words, ideas, or structure in one's own work, whether those words, ideas, or structure are published or not.

Misrepresentation: Research and publications are misunderstood; there has been fabrication and distortion of research material published in book chapters, journals, and conference proceedings.

Redundant submission: Not getting permission from your teacher before submitting work that has been submitted in whole or in significant part for another class or course that is already used for academic purposes.

2.1 Forms of plagiarism

Verbatim: Quotations must be marked with quotation marks or indentation and fully cited. The reader must know which parts are your own and which are borrowed.

Cut and paste: This type is defined when a person copies and paste the content from sources including internet, the list of sources must include references to Internet-derived information. Since Internet content is less likely to have been peer-reviewed, it should be carefully assessed.

Paraphrasing: Without proper citation, replicating someone else's work by altering a few words and rearranging the sequence in which they appear or by closely following the framework of their argument to develop another related content.

Collusion: This can include things like working together on a project without permission, failing to properly credit third-party assistance, or failing to adhere to guidelines for working in groups. You should know exactly how much teamwork is allowed and what responsibilities fall solely on one's shoulders.

Inaccurate citation: Always use the standard format for citations in the area, one works in. Author should cite the sources not only at the end of the paper (in a bibliography), but also within the text itself (in a footnote). Also, one shouldn't include books, articles, or websites in the bibliography or references that you didn't consult.

Failure to acknowledge assistance: One should provide proper credit to any source who helped you while creating your work, whether they are classmates, lab assistants, or anyone else.

Auto-plagiarism (Identical submission): One must not develop or submit an assessment related work that is already submitted either in partial or full, for a course or for any other qualification, from this university or other, electronically or manually.

3. Academic Integrity Committee (AIC)

3.1 Composition: SR University will have its own Academic Integrity Committee, made up of the following members:

- i. Chairman – Dean (Research & Ranking)
- ii. Vice-chairman - (Faculty Affairs)
- iii. Member – One Professor
- iv. Member – One Professor/ Associate Professor
- v. Advocate member – One faculty well versed with the concept of plagiarism, identification methods, and interpretation.

Two years shall be the term of office for all members of the Committee. Three of the five members (including the Chairman) constitute a quorum for meeting.

3.2 Role and Responsibilities of the Academic Integrity Committee

The AIC shall act as a single point of contact for any issues related to academic integrity.

- i. The AIC shall also investigate cases of plagiarism and other ethical issues that may arise with reference to the policies of SRU.
- ii. The AIC shall have the power to review any of the recommendations provided by department committees.
- iii. The AIC shall duly investigate and prepare a detailed report with due recommendations on penalties imposed and submit it to Vice-chancellor within a period of 30 days from the date of filing of complaint/ proceedings. A copy of which may also be maintained with AIC.

4. School Academic Integrity Committee (SAIC)

4.1 Composition: There shall be a School Academic Integrity Committee (SAIC) with the composition as given below:

- i. Chairman – Department Head/Dean
- ii. Member – A senior academician recommended by Dean Research from another department.
- iii. Department member- Professor by rotation of one year.
- iv. Advocate member – One staff who is well versed with the concept of plagiarism, identification methods and interpretation.

Each member's term will last for one year. Two members (including the Chairman) are needed to hold a meeting.

4.2 Role and Responsibilities of the School Academic Integrity Committee (SAIC)

- i. When making its determination on the plagiarism claim against the student, instructor, researcher, or staff member, the SAIC shall adhere to the principles of natural justice.
- ii. The SAIC shall have the full power to verify any integrity issues in the department and recommend penalties.
- iii. The AIC shall duly investigate and prepare a detailed report with due recommendations on penalties imposed and submit it to AIC within a period of 30 days from the date of filing of complaint/ proceedings. A copy of which may also be maintained with SAIC.

The policy's applicability is not limited to graduate and doctorate degree; it might be expanded to cover bachelor's and even associate degrees as well.

5. Procedure for Plagiarism Check for Masters/ PhD Thesis

- (a) Scholars who meet the University's PhD thesis submission requirements are eligible to submit. The Scholar and Supervisor should declare that the material is their original work and plagiarism-free, as per PhD requirements. SRU strongly discourage plagiarised content submission in any form.
- (b) Supervisor may also verify that there is no copyright violation in the document.
- (c) Supervisor of the scholar should verify that there is no plagiarism in the document and recommend it to the research office.
- (d) Submission of the thesis in the final version is the responsibility of the supervisor.
- (e) Once the file is submitted, the research office will verify the same using standard plagiarism software (Turnitin/ iThenticate) and inform the supervisor with the outcome and level of similarity present.

Dean(Research & Ranking) shall evaluate the report and act as follows.

- (a) In the case of Level 0, the thesis will be passed on as per the regulations.
- (b) In the case of Level 1, the scholar/ student will be asked to revise and resubmit within 30 days.
- (c) In the case of Level 2 and 3 – Necessary action will be taken and will recommend penalty as per regulations and UGC norms.

6. Procedure for Plagiarism Check (Articles and book chapters)

Any author who wishes to submit the paper can submit the pdf version of the final paper to the research office for plagiarism verification. It may be a conference paper/ book chapter/ book content/ journal article or an unfinished manuscript.

The research office will be in charge for the verification of plagiarism and integrity issues, if any.

- (A) Research office will then be responsible for checking the document and will report the author/ scholar/ student with the report within the stipulated time (2 days).
- (B) The above-mentioned process is not applicable for thesis and dissertation submissions for which the supervisor is responsible.

7. Penalties

Only after all possible appeals have been exhausted and the individual in question has been given enough time to defend himself or herself in a fair or transparent manner disciplinary measures be taken against an individual enrolled in a master's or Research program, or a researcher, staff member, or staff member of the University, for academic misconduct. Any benefit of the doubt should be issued in favour of the student/scholar/ staff.

7.1 Suggested penalties for integrity issues

Academic Integrity Committee (AIC) shall impose a penalty considering the severity of the Plagiarism.

- a. **Level 0:** Similarities up to 10% - Single source plagiarism, if less than 1% no penalty.
- b. **Level 1:** Similarities above 10% to 20% - Scholar/ student will be asked to revise and resubmit within 30 days, S/he will be provided with only one chance to revise.
- c. **Level 2:** Similarities above 20% - Punishment as per the regulations will be initiated, and the student/scholar will be barred for one year from submitting any document for academic purposes. Such a student/scholar may also be asked to forgo registration of the program.

Penalty on repeated offense: Such a student will face the consequences for the next level of plagiarism committed. In the event of severe plagiarism, the corresponding penalties must be enforced.

Penalty in the case where the degree/credit has already been obtained: If plagiarism is reported and prima facie shown after the degree (Masters/PhD) or credit (in appraisal) has been issued, the University will invalidate the degree or credit. The degree/award will be put on hold until the beneficiary can explain the reported misbehaviour.

The AIC recommends and the Vice-Chancellor approves the action as mentioned below.

- The thesis will be withdrawn from all the repositories it was submitted.
- A show cause notice will be issued to the scholar and the supervisor.
- Disciplinary action may be initiated against the supervisor within the rules of the university.
- If the student does not cooperate, employer, if any will be contacted and informed about the outcome of the action duly.
- University is entitled to cancel the degree/award/credit given for the course as per the ordinances.

7.2 Penalties in Case of Plagiarism in Academic and Research Publications

- **Level 0:** Similarities up to 10% - The author may be asked to revise, but no penalty, single-source plagiarism should be less than 1%.
- **Level 1:** Similarities above 10% to 20%- Paper should be withdrawn immediately.
- **Level 2:** Similarities above 20% - Paper should be withdrawn immediately, one annual increment will be cut, and not allowed to supervise any candidate for a period of two years.

Penalty on repeated plagiarism - Such an author will face the consequences for the next level of plagiarism committed. In the event of severe plagiarism, the corresponding penalties must be enforced.

8. Failure to acknowledge technical assistance.

Every author must explicitly acknowledge any assistance that contributed to the creation of their work, including advice from classmates, laboratory technicians, and other external sources. This need not apply to the help provided by your instructor or supervisor, or to standard proofreading, but it is necessary to acknowledge other guidance that results in substantial content or approach changes. No penalty is given for this violation, but the author may be asked to provide acknowledgment duly when an issue rises. SRU strongly urge its faculties and scholars to acknowledge all possible sources and support they received.

9. Use of content created by professional agencies or other individuals.

SRU authors are strongly discouraged from using professional/paid support and should neither use expert agencies in the production of their work nor submit material that has been written for them, even with the author's permission. It is essential to your intellectual training and development that you conduct independent investigations. This kind of violation if found guilty will be punishable equivalent to Level 3 similarity.

10. Exceptional Reference

In all other cases not covered by the above-mentioned regulations, the matter shall be referred to the Vice-Chancellor for consideration.

The above rules and regulations are applicable w.e.f. 2023-24 academic year.

ANNEXURE - IX

SEXUAL HARASSMENT POLICY

SRU is committed to provide 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 inclusivity.

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:

- Head of the Department or Dean of the School
- Dean (Faculty Affairs)
- 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:

- Counseling
- Formal warning
- Suspension or Termination of employment
- Legal consequences

IX 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 SR University can count on a risk-free setting and we are committed to provide 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:

- The first rule of the workplace is that all staff members are responsible for always treating one other with courtesy and consideration.
- The selection of staff at SRU will be made solely based on their qualifications and not based on any personal qualities or preferences.
- 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.
- The harassment or discrimination of any staff, student, or visitor at SR University is strictly prohibited.
- 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.
- 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):

1. 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);

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;”.

- (b) 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;
 - (c) 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;
 - (d) 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.
2. At least one-half of the total members of the ICC shall be women.
 3. 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 in order to ensure autonomy of their functioning.
 4. 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.
 5. The Member appointed from 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 - X

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 either 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:

- The Grievance Redressal Committee shall consider only individual grievances of the specific nature of staff of SRU raised individually by the concerned aggrieved staff.
- 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.
- 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:

- 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.
- At least three members of the Grievance Committee shall be present in a meeting.
- 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.
- 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:

- 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.
- 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.

- In case of any difficulties, the Grievance Committee shall have a discussion with the Vice-chancellor before a decision is taken.
- The Grievance Redressal Committee may mediate between the complainant and defendant against whom the complaint has been made if required.
- 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.
- Any deadlock shall be resolved by the Chairman.
- 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

- The aggrieved member shall submit petition to the Chairman, Grievance Redressal Committee in a sealed envelope marked “confidential”.
- 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.
- 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.
- 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.
- At least three members of the Grievance Committee shall be present in a meeting.
- 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.
- 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.

ANNEXURE - XI

IT RESOURCE MANAGEMENT POLICY

Introduction

SR University (SRU) acknowledges the crucial significance of information technology in fulfilling the University's objectives and carrying out administrative tasks. Additionally, SRU recognizes the need to safeguard information in various formats within an academic setting. Every SRU Information Resources user is responsible for ensuring the resources are utilized to advance the university's teaching, learning, research, and administration objectives. This policy outlines the University's overarching plans and obligations for safeguarding the Confidentiality, Reliability, Integrity, and Availability of the information assets that the University accesses, creates, manages, and/or controls. The IT Policy applies to all individuals affiliated with SRU, including teachers, scholars, associates, staff, students, and anybody else who uses IT resources, whether personally owned or owned by the University. This policy covers the access, transmission, and storage of many forms of connected information.

Scope and objective

The policy aims to encompass all individuals who utilize the IT resources, whether affiliated with the university or not. This includes University teachers, administrative staff, higher authorities, students, guests, and any other individuals using the IT resources, whether personal or owned by the University. The university's IT policy aims to uphold the integrity, security, lawfulness, and suitable usage of its information technology infrastructure, which is in place to support its mission in teaching, learning, research, and administration. This policy outlines the university's methods and responsibilities for safeguarding the confidentiality, integrity, reliability, and availability of the information assets that the university accesses, creates, manages, and controls. The policy covers various information assets, such as data, information systems, computers, network devices, intellectual property, papers, and verbally given information.

Definition of Information Technology Resources

IT Resources encompass University-owned assets and those utilized by the University through licensing or contractual agreements. This includes, but is not limited to, information stored on various electronic media, computer hardware and software, paper documents, computer networks, and telephone systems. Information Technology Resources encompass many assets, such as personal computers, servers, wireless networks, and other devices intentionally linked to the University's owned IT resources (excluding temporary legitimate access through the World Wide Web). All other materials accessible via the internet or intranet, both within and beyond the university campus, offered by the university for the benefit of its stakeholders, are also included in these resources.

Protection of IT Information

The primary obligation of the Custodian is to protect legally restricted information from disclosure or unauthorized access by anyone who does not have a valid need to access

the information to comply with legal requirements or carry out essential University duties. Authorization is required for the transmission of legally prohibited information outside of SRU.

Information Policy

The information policy establishes the criteria for identifying sensitive information within the organization and prescribes the appropriate measures for safeguarding such information. The policy encompasses all data within the firm as an asset. Every employee is accountable for safeguarding confidential information that they acquire. Data can exist in either physical documents or digital formats. Both factors have been considered.

IT Hardware Installation Policy

The SRU network user community should take specific care when installing their computers or peripherals to minimize the inconvenience caused by service interruptions resulting from hardware failures. The “primary” user is the one with the computer installed in their room/ cabin and primarily uses it. If a laptop has numerous users, none of whom hold the designation of “primary” user, the department Head must establish an arrangement and assign a person responsible for ensuring compliance. When relocating a computer or a laptop, it is necessary to inform the Computer Centre/IT department at SRU in writing beforehand. The internet unit records computer-identifying names and their accompanying IP addresses. Computer identification names adhere to the pattern of combining a shortened building name and room number. If any deviation is detected in a computer system not included in the records held by the internet unit, the network connection will be stopped. The user will be notified of this through email or phone if their identity can be determined. The connection will be reinstated once the end user fulfills the compliance requirements and notifies the CC in writing or by email. It is essential for individual users to create backups of their crucial data regularly. Viral infections frequently destroy data stored on an individual’s computer. The IT Team, SRU, will be responsible for the maintenance of Computer Systems.

Software Installation and Licensing Policy

Individual departments/projects must ensure that all computer purchases include licensed software, such as the operating system, anti-virus software, and appropriate application software. In adherence to the country’s anti-piracy legislation, the IT policy of SRU prohibits the installation of any pirated or illegal software on university-owned computers and computers connected to the university campus network. If any such occurrences occur, the university will hold the department or individual accountable for any pirated software installed on the computers in their respective rooms. All purchases related to IT operations of SRU is controlled centrally by IT team and it shall pass through the same at any point of time for convenience in operation.

Database (of e-Governance) Use Policy

This Policy pertains to the databases managed by the university administration as part of the university’s e-Governance. Data is an essential and valuable resource for the University, as it provides helpful information. The usage of it must be safeguarded, even in cases where the data may not be deemed confidential. SRU has specific protocols for database construction and information access, as well as a broader policy on data accessibility. Collectively, these policies delineate the university’s strategy for the accessibility and utilization of this

academic resource. The general policy guidelines are as follows: a) The data stored in the University's Database, which includes information gathered by departments or individual faculty and staff, is intended solely for internal use inside the university. b) The data resources required to fulfill one's official responsibilities/rights are determined by one's role and function. The university provides access to information and data in accordance with its data access policies, which are determined by its obligations and rights. c) Personal identifiable information and personal data must not be shared with external individuals or organizations, including government agencies, surveys, and other data requests. Kindly direct all such requests to the Office of the University Registrar. d) The Registrar's Office of the University is responsible for managing requests for information from courts, attorneys, and other relevant parties. Kindly direct all inquiries from law enforcement agencies to the Office of the Registrar for appropriate handling. The act of altering the database by the department or an individual user is considered a breach of the IT policy. Tampering includes actions such as altering or deleting data items or software components through unauthorized means. Intentionally changing or removing data items or software components with hidden purposes, even by individuals or departments with authorization. Deliberately causing a database, hardware, or system software crash with malicious intent, resulting in the destruction of the entire or a portion of the database. Attempting to breach the security of the Database servers. Any act of manipulating data, whether committed by a university member or an external individual, will lead to disciplinary measures taken by the university authorities against the perpetrator. If the situation pertains to unlawful activities, law enforcement agencies may intervene. Violation of any such act, if found, will be suitably dealt with proper action as per university norms.

Role of IT team

IT and its related support services are controlled by the IT team of SRU and its system administrators, including networking, equipment used, and services offered, including internet connection to individual end users. The System Manager is responsible for implementing the IT policy approved by the Vice-Chancellor. The IT team is tasked with upkeep the computer systems and peripherals held by the university, which are either covered by a warranty or an annual maintenance contract. CC is responsible for maintaining and upgrading the university website following the policy. CC may receive complaints from Departments or any administrative unit if specific computer systems are producing network-related issues. CC is solely responsible for resolving hardware issues and problems relating to the operating system and any other application software legitimately acquired by the university and installed by the corporation. CC and its service engineers should refrain from promoting the installation of any unlawful software on consumers' computer systems. They should abstain rigorously from fulfilling such requests. When the Computer Centre or authorized service engineers reformat the computer systems and re-install the operating system and other application software, it is important to ensure that the same hostname, IP address, network mask, and gateway are assigned as before. In addition, applying all the fixes and the newest service pack after installing the operating system is necessary. Regarding anti-virus software, service engineers must ensure that the most up-to-date engine and pattern files are obtained from the internet.

Open-source and free-to-use software policy

SRU strongly recommends the usage of open-source software for any IT operations by

its stakeholders. Open-source software is “software that can be freely used, changed, and shared (in modified or unmodified form) by anyone” (<http://opensource.org/>) and is distributed under a license approved by the Open Source Initiative. Usage of any such software/ tools does not require prior approval from IT operations and can be decided by the concerned deans of respective schools. SRU supports using free and open-source software for its business operations whenever open-source solutions meet business needs. For any operation process, we urge that priority should be given to open-source software/ tools; if no option is available, the concerned authority may recommend a proprietary tool/ software. When feasible, internally developed software can be made available under an Open Source License approved by the Open Source Initiative.

Network (Intranet & Internet) Use Policy

The University provides network connectivity, known as “The Network,” which can be accessed through an authenticated network access connection, a Virtual Private Network (VPN) connection, or any similar arrangements. The University IT Policy regulates the usage of this network. The IT Team of SRU is accountable for the continuous upkeep and assistance of the Network, excluding local applications. Any issues with the University’s network should be promptly reported to the Computer Centre. Any Centre, department, Section, or other entity may access the University network using a valid user account (Net Access ID) to verify their affiliation with the university. The Computer Centre will issue the user account upon completion and submission of the designated application form to the Computer Centre. Upon receiving a user account for accessing the university’s computer systems, network, mail and web services, and other technological facilities, the account holder becomes individually responsible and accountable to the university for all actions using that user account. Therefore, it is recommended that consumers take appropriate precautions. The CC must allocate every computer (PC/Server) linked to the university network an IP address. The allocation of IP addresses to each building is determined using a systematic approach. Therefore, each computer that is connected to the network from that specific building will only receive an IP address from the designated address pool. In addition, each network port in the room where the computer will be attached will be internally linked to that specific IP address. This ensures that no unauthorized person can use that IP address from any other location. Whenever a new computer is placed at a certain location, the user can obtain the application form for IP address allocation, complete it, and obtain the IP address from the CC. An IP address assigned to a certain computer system should not be utilized on any other computer, even if the same individual owns that other computer and will be linked to the same port. Computers are assigned IP addresses, but ports are not. Each computer should get its IP address individually by completing a dedicated request form. Any alteration of the above-mentioned protocols shall be done only with proper and prior approval.

Information resource users are required to safeguard (i) the integrity of information resources, (ii) the privacy of electronic information, and (iv) their online identity from unauthorized use. Users must also respect the rights of other users of information resources, honor all copyrights and licenses, and abstain from attempting to obtain unlawful access. It is imperative that users desist from attempting to obtain unapproved access to information resources or from providing illegal access. In addition to being against university policy, attempts to obtain unauthorized access to a system or another person’s information may also be illegal, exposing the user to penalties. Authorized system administrators can still

access information resources, but only for valid operational reasons.

Authorized system administrators are still permitted to access information resources, but only with the minimal amount of access necessary to achieve a valid operational goal. (1) Prohibition of Identity Sharing It is against university policy to share an online identity (user ID, password, or other authenticator, like a token or certificate). (2) Data That Belongs to Other People Without the express consent of other users, users are not permitted to knowingly search for, divulge information about, copy, or alter data files, programs, passwords, or other digital materials that belong to other users. (3) Misuse of Computer Rights It is forbidden for users of information resources to gain unauthorized access to computers, computer software, computer data, or computer networks or to allow others to do so purposefully.

E-mail Account Use Policy

To enhance the effective dissemination of vital information to instructors, staff, students, and SRU administration, it is advisable to use the university's email services for official university communication and for academic and other authorized reasons. Utilizing e-mail for formal communications can streamline sending messages and documents to the campus and broader communities, as well as to specific user groups and individuals. Formal University communications refer to official notifications sent by the University to faculty, staff, and students. These communications may encompass administrative content, such as human resources information, policy messages, general University messages, official announcements, and so on. In order to receive these notifications, it is crucial to maintain the e-mail address's activity by constantly utilizing it. To obtain the university's email account, users should contact the CC and apply in the prescribed proforma to receive their email account and default password. Users must acknowledge that utilizing the email service implies their consent to adhere to the following policies:

- a) The facility should primarily be utilized for academic and official reasons, with personal use being minimal.
- b) No internal and official communication may be made using personal emails; if mandatory, a cc should be done to the official email address.
- c) Engaging in illegal or commercial activities using the facility is a clear violation of the university's IT policy and may result in the revocation of access to the site. Illegal use encompasses activities such as unauthorized and illicit reproduction or dissemination of software and the transmission of unsolicited mass email messages. And the production of menacing, tormenting, offensive, indecent, or deceptive messages/images.
- d) Users should avoid opening emails or attachments from unfamiliar and dubious sources. Regardless of the source's familiarity, if an email contains any suspicious or doubtful attachments, the user should refer to the Information Technology Policy of the SRU. Ensuring the security of the user's computer is of utmost importance, as these messages may have viruses capable of causing significant harm to precious computer data.
- e) Users should set up messaging software (such as Outlook or any suitable email client) on their primary computer. This will allow them to regularly download emails from their mailbox onto their machine, freeing up disk space on the server. The user is responsible for maintaining a backup of incoming and outgoing emails from their account.

- f) Each individual is ultimately responsible for ensuring their e-mail account remains free from any infractions of the university's email usage policy.
- g) Spamming/ spoofing through official email addresses is banned, and any stakeholder indulging in such practices will be punished as per applicable university norms.
- h) Any email address provided, the university solely owns its content, and no stakeholder can claim rights for the content held or transmitted at any time.

Breach of IT Policy

Users are strongly advised to remain watchful and promptly report any suspected breaches of this Policy to the System Manager at the IT team of SR University or to the Registrar of SRU. Any violation/ breach, if noted, will be dealt with as per the university norms, and the Registrar is solely responsible for any necessary action related to IT policy violations that happen inside/ outside the SRU campus.

ANNEXURE - XII

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.

S. No	Composition	Member	Role
1	Chancellor	Sri. A. Varada Reddy	Chairperson
2	Vice-Chancellor	Prof. Deepak Garg	Member
3	Spl. Chief Secretary / Principal Secretary / Secretary to the Government In-charge of Higher Education Department	Ms. Vakati Karuna, IAS Secretary to Government TS Higher Education	Government Nominee
4	Two members nominated by the Sponsoring Body who are eminent people of standing in the fields of Industry, Academia, Management, Finance or Law	Prof. Sridhar Condoor Department Chair, SoSAE Saint Louis University, USA Sri. Velagapudi Rajender Vice President, CYIENT, Hyderabad	Members
5	Two members of the Sponsoring Body	Ms. Sumathi Reddy Member, Sri Rajeshwara Educational Society Ms. Sadhana Reddy Member, Sri Rajeshwara Educational Society	Members
6	Registrar	Dr. R. Archana Reddy	Ex-officio Secretary

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 residencies 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.

S. No	Composition	Member	Role
1	Vice-Chancellor	Prof. Deepak Garg	Chairperson
2	Two eminent persons from the field of Management, Finance & Law, Science and Technology and Humanities & Social Sciences or such other subjects, who are not the members of the Governing Body, to be nominated by the Sponsoring Body	Prof. Susheel Mittal Vice Chancellor IKGPTU Jalandhar, Punjab Dr. S. Pavan Kumar Professor & Head, Dept. of Business Management, NIT Surathkal	Members
3	One expert from industry nominated by the Chancellor	Mr. Navindra Goel Sr. Director, Electronic Arts	Member
4	Two members of the Sponsoring Body	Mr. A. Madhukar Reddy Pro-chancellor, SR University Ms. Sadhana Reddy Member, Sri Rajeshwara Educational Society	Members
5	Three persons from amongst the Deans / Heads of Departments of the University (by rotation every year)	Prof. V. Mahesh Dean, Faculty Affairs Prof. Shivani Goel Professor, Department of CS&AI Prof. G. Shyamala Dean, Planning	Members
6	Registrar	Dr. R. Archana Reddy	Ex-officio Secretary

III. Academic Council

Role of 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 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.

S. No	Composition	Proposed Member	Role
1	Vice Chancellor	Prof. Deepak Garg	Chairperson
2	Dean, Faculty Affairs Dean, Research & Ranking Dean, SW Dean, Planning Dean, PG Programs Dean, SoCSAI Dean, Academics Dean, SoA Dean, SoE Dean, SoSH Assoc. Dean, SoB	Prof. V. Mahesh Prof. R. Gobinath Dr. A.V.V. Sudhakar Prof. G. Shyamala Prof. Ajayan John Prof. Indrajeet Gupta Prof. K. Vijay Kumar Prof. G. Bhupal Raj Prof. Ram RagothamRao Deshmukh Dr. E. Purushotham Dr. N. Suman Kumar	Members (Ex-Officio)

3	All Head of Academic Departments	Prof. K. Poongodi Prof. M. Sheshikala Prof. Sandip Bhattacharya Dr. Md. Irfan Dr. Pankaj Kumar Dr. M. Rajya Laxmi Dr. B. Ravindar Mr. A. Sudarshanam Dr. N. HimaVarshini Dr. Anima Ghosh	Members (Ex-Officio)
4	Two Professors, One Associate, and one Assistant Professor, other than Heads of Departments by rotation	Prof. P. V. Rajashekar Dr. Mangipudi Partha Sarathi Dr. A. Siva Krishna Reddy Dr. M. Mohana Keerthi	Members
5	Two distinguished academicians to be nominated by the Vice Chancellor based on their special knowledge in educational progress and development	Prof. K. Ramakrishna, Professor & Dean, Quality, KL University Prof. Ketan Kotecha Director, Symbiosis Institute of Technology	Members
6	Two Industry professionals to be nominated by the Vice-Chancellor	Mr. Jigar Halani Director - Solution Architect & Engg. NVIDIA Mr. Rahul Agarwalla SENSEAI	Members
7	Registrar	Dr. R. Archana Reddy	Ex-officio Secretary

IV. Board of Studies

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

The Dean of the School/Director of Centre/HOD as Chairperson respectively;

The Heads of Departments (for School);

The Professors in the Departments in the School;

One Associate and Assistant Professor, by rotation according to seniority, from each Department in the School;

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;

Such other members, but not exceeding two, as may be specified in the Ordinances;

Role of Board of Studies: 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 the financial matters.

S. No	Composition	Member	Role
1	Vice-Chancellor	Prof. Deepak Garg	Chairperson
2	Deans of Faculties as represented in the Governing Body	Prof. V. Mahesh Dean, Faculty Affairs Prof. Shivani Goel Prof., Department of CS&AI	Ex-Officio Members
3	Two nominees of the Sponsoring Body as represented in the Governing Body	Mr. A. Madhukar Reddy Pro-chancellor, SR University Ms. Sadhana Reddy Member, Sri Rajeshwara Educational Society	Members
4	Registrar	Dr. R. Archana Reddy	Member
5	Chief Finance Officer	Mr. P. Raghuveer	Ex-officio Secretary

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. Board of Examinations

The Board of Examinations 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.

The Board of Examinations 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.

S. No	Composition	Member	Role
1	Vice Chancellor	Prof. Deepak Garg	Chairperson
2	Director of Evaluation	Prof. C. V. Guru Rao	Vice-Chairperson
3	Dean, Faculty Affairs Dean, Research & Ranking Dean, Planning Dean, Student Welfare Dean, PG Programs Dean, SoCSAI Dean, Academics Dean, SoA Dean, SoE Dean, SoSH Assoc. Dean, SoB	Prof. V. Mahesh Prof. R. Gobinath Prof. G. Shyamala Prof. A.V.V Sudhakar Prof. Ajayan John Prof. Indrajeet Gupta Prof. K. Vijay Kumar Prof. G. Bhupal Raj Prof. Ram Rao R Deshmukh Dr. E. Purushotham Dr Suman Kumar	Members
4	Head, CE Head, CS&AI Head, ECE Head, EEE Head, ME Head, Business Head, Mathematics Head, Agriculture Head, English Head, Physics	Prof. K. Poongodi Prof. M. Sheshikala Prof. Sandip Bhattacharya Dr. Md. Irfan Dr. Pankaj Kumar Dr. M. Rajya Laxmi Dr. B. Ravindar Mr. A. Sudarshanam Dr. N. HimaVarshini Dr. Anima Ghosh	Members
5	Associate & Assistant Dean – Academics	Dr. K Sreedhar Dr. Nigitha D Dr. Srikanth Velpula Dr. Subodh Kumar Mr. S. Srinivas Mr. Ch. Sandeep Dr. V. Nagendram Dr. Kafila	Members
6	Registrar	Dr. R. Archana Reddy	Member
7	Controller of Examinations	Dr. G. Swamy Reddy	Secretary (Ex-officio)

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 the 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

The Vice-Chancellor shall convene and preside at the meeting of the Selection/ Promotion Committee.

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.

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 of the University and other academic and administrative staff

1. 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.
2. Recommendations of Selection Committees will be forwarded by the Vice-Chancellor to the Board of Management for approval as applicable.
3. All appointments to teaching posts shall be approved by the Board of Management and reported during next meeting of the Governing Body.
4. 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.
5. Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.

6. 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	(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	Chairman Library Committee Two persons connected with the University, who have special knowledge of the subject or Library Science to be nominated by the Vice Chancellor.

7. 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.
8. 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.
9. After the approval of the Selection Committee's recommendation by the Chancellor, appointment letters will be issued by the Registrar.
10. 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:

Chairperson: Vice-Chancellor

A few senior administrative officers

Three to eight faculty

One member of the Management

One/two nominees from local society, Students and Alumni

One/two nominees from Employers /Industrialists/stakeholders

One of the senior teachers as the coordinator/Director of the IQAC

S. No	Composition	Member	Department	Role
1	Vice-Chancellor	Prof. Deepak Garg	CS&AI	Chairperson
2	Pro-Chancellor	Mr. A. Madhukar Reddy		Members (Ex-Officio)
3	Registrar	Prof. R. Archana Reddy	CS&AI(M)	
4	Dean - Faculty Affairs	Prof. V. Mahesh	ME	
5	Dean - Planning	Prof. G. Shyamala	CE	
6	Dean - Student Welfare	Prof. A.V.V. Sudhakar	EEE	
7	Assoc. Dean-Faculty Affairs	Dr. Ch. Rajendra Prasad	ECE	
8	Assoc. Dean-Academics	Dr. K. Sreedhar	ECE	
9	Assoc. Dean – Regulations and Compliances	Dr. P. Pramod Kumar	CS&AI	
10	Assoc. Head-School of Agriculture	Dr. M. Mohana Keerthi	Agriculture	
11	Faculty	Dr. D. Ramesh Babu Dr. Puneet Sharma Dr. C. Balarama Krishna Dr. N. Praveena Dr. Mohammed Ali Shaik Mr. P. Satish Kumar	Business CS&AI CS&AI(M) ME CS&AI ME	Members

12	External	Sri. Bala Shoury Reddy	Bala Vikasa Social Service Society Warangal	Member
13	Student	K. Prince Vijay Santhosh (2103A54045)	CS&AI	Member
14	Parent	Dr. T. Bheem Rao	Department of Zoology, KDC, Hanamkonda	Member
15	Alumni	Parupally Sindhu	Amazon, Hyderabad	Member
16	Director-IQAC	Prof. P. V. Raja Shekar	Physics	Secretary (Ex-officio)
	Assoc. Director-IQAC	Dr. G. Ravi Kiran	Mathematics	

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.

S. No	Composition	Proposed Member	Department	Role
1	Vice Chancellor	Prof. Deepak Garg	CS&AI	Chairperson
2	Dean, Faculty Affairs	Prof. V. Mahesh	ME	Members (Ex-Officio)
	Dean, Research & Ranking	Prof. R. Gobinath	CE	
	Dean, SW	Dr. A.V.V. Sudhakar	EEE	
	Dean, Planning	Prof. G. Shyamala	CE	
	Dean, PG Programs	Prof. Ajayan John	ECE	
	Dean, SoCSAI	Prof. Indrajeet Gupta	CS&AI	
	Dean, Academics	Prof. K. Vijay Kumar	CS&AI	
	Dean, SoA	Prof. G. Bhupal Raj	Agriculture	
	Dean, SoE	Prof. Ram Ragotham Rao Deshmukh	EEE	
	Dean, SoSH	Dr. E. Purushotham	Physics	
Assoc. Dean, SoB	Dr. N. Suman Kumar	Business		

3	Head, CE Head, CS&AI Head, ECE Head, EEE Head, ME Head, Business Head, Mathematics Head, Agriculture Head, English Head, Physics	Prof. K. Poongodi Prof. M. Sheshikala Prof. Sandip Bhattacharya Dr. Md. Irfan Dr. Pankaj Kumar Dr. M. Rajya Laxmi. Dr. B. Ravindar Mr. A. Sudarshanam Dr. N. HimaVarshini Dr. Anima Ghosh	CE CS&AI ECE EEE ME Business CS&AI(M) Agriculture English Physics	Members (Ex-Officio)
4	Admissions	T. Sheshagiri Rao Mr. K. Shashank Dr. Nafis Uddin Khan Dr. Ravi Shankar Dr. Sykam Surendra Varma Dr. Srikanth Velpula Mr. G. Swamy Yadav Mr. Ch. Suchith Kumar Mr. Sardar Parminder Singh	Admission Section Admission Section CS&AI ECE ME EEE CE Agriculture Business	Members
5	Registrar	Dr. R. Archana Reddy	CS&AI(M)	Member
6	Director Admissions	Mr. B. Sharath Kumar	Administrative	Secretary (Ex-officio)

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.

S. No	Composition	Member	Role
1	Vice Chancellor	Prof. Deepak Garg	Chairperson
2	Pro-Chancellor	Mr. A. Madhukar Reddy	Member

3	Dean, Faculty Affairs Dean, SoCSAI Dean, SoA Dean, SoE Dean, SoSH Dean, Student Welfare Assoc. Dean, SoB	Prof. V. Mahesh Prof. Indrajeet Gupta Prof. G. Bhupal Raj Prof. Ram R Rao Deshmukh Dr. E. Purushotham Prof. A.V.V Sudhakar Dr. N. Suman Kumar	Members
4	Registrar	Prof. R. Archana Reddy	Member
5	Director Admissions	Mr. B. Sharath Kumar	Secretary (Ex-officio)

XI. Examination Board Committee

The Examination Committee plays a pivotal role in the academic assessment process, ensuring the integrity, fairness, and standardization of examinations across the university. The committee establishes guidelines for question paper setting, monitors the evaluation process, and sometimes handles the moderation of marks to maintain consistency. Additionally, the committee is instrumental in addressing issues related to exam malpractice, handling grievances regarding examination processes, and implementing changes in response to academic needs.

S. No	Composition	Proposed Member	Role
1	Vice Chancellor	Prof. Deepak Garg	Chairperson
2	Director of Evaluation	Prof. C. V. Guru Rao	Vice-Chairperson
3	Dean, Faculty Affairs Dean, Research & Ranking Dean, SW Dean, Planning Dean, PG Programs Dean, SoCSAI Dean, Academics Dean, SoA Dean, SoE Dean, SoSH Assoc. Dean, SoB	Prof. V. Mahesh Prof. R. Gobinath Dr. A.V.V. Sudhakar Prof. G. Shyamala Prof. Ajayan John Prof. Indrajeet Gupta Prof. K. Vijay Kumar Prof. G. Bhupal Raj Prof. Ram Ragotham Rao Deshmukh Dr. E. Purushotham Dr. N. Suman Kumar	Members

4	Head, CE Head, CS&AI Head, ECE Head, EEE Head, ME Head, Business Head, Mathematics Head, Agriculture Head, English Head, Physics	Prof. K. Poongodi Prof. M. Sheshikala Prof. Sandip Bhattacharya Dr. Md. Irfan Dr. Pankaj Kumar Dr. M. Rajya Laxmi Dr. B. Ravindar Mr. A. Sudarshanam Dr. N. HimaVarshini Dr. Anima Ghosh	Members
5	Associate & Assistant Dean – Academics	Dr. K Sreedhar Dr. Nigitha D Dr. Srikanth Velpula Dr. Subodh Kumar Mr. S. Srinivas Mr. Ch. Sandeep Dr. V. Nagendram Dr. Kafila	Members
6	Registrar	Dr. R. Archana Reddy	Member
7	Controller of Examinations	Dr. G. Swamy Reddy	Secretary (Ex-officio)

XII. 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.

S. No	Composition	Proposed Member	Department	Role
1	Dean, SOCS&AI	Prof. Indrajeet Gupta	CS&AI	Chairperson
2	Faculty	Mr. G. Sriker Reddy Mr. D.Ramesh Babu Dr. Boda Somraj Dr. R. Viajaya Prakash Dr. Puneet Sharma Mr. A. Rajeshwar Rao Dr. D. Rajababu Mr. A. Chandra Mouli	Agriculture Business Agriculture CS&AI CS&AI ECE EEE EEE	Member
3	Student	B. Shiva Krishna (2103A51390) A. Sreeja (2205A21L01) E Kamalakar (2302B07168) G. Arun Kumar (2301A61031) Badhsha (2205A41079)	CS&AI EEE Business Agriculture ECE	Member
4	Assoc. Dean, SW	Ms. T. Vinuthna	English	Secretary (Ex-officio)

XIII. Staff Grievance Redressal Committee

The Staff Grievance Redressal Committee is dedicated to providing 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.

S. No	Composition	Proposed Member	Department	Role
1	Dean, Faculty Affairs	Dr Mahesh V	ME	Chairperson
2	Faculty	Ms. T. Vinuthna Dr. D. Nigitha Dr. A.V.V. Sudhakar Dr. Vinod Kumar Venkiteswaran Dr. P. Praveen Dr. Subhajit Das Dr. B. Vijay Kumar Dr. Sumit Kumar Gupta	English CE EEE ME CS&AI CS&AI Agriculture ECE	Members
3	Assoc. Dean, Faculty Affairs	Dr. Ch. Rajendra Prasad	ECE	Secretary (Ex-officio)

XIV. 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.

S. No	Composition	Proposed Member	Department	Role
1	Associate Dean, SoCS&AI	Prof. M. Sheshikala	CS&AI	Chairperson
2	Faculty	Dr. K. Rajesh Kumar Dr. E. Purushotham Dr. Nigitha Dr. N. Praveena Devi Ms. B. Sathyavani Dr. Nageena Parveen Dr. K. Deepa Dr. Arpita Baronia Dr. T. Suhasini Ms. Pooja Srivastav Mr. T. Surendar Ms. Anitha Akula	CE Physics CE ME EEE ECE CS&AI CS&AI MBA Agriculture/ Admin CS&AI	Members
3	Student	Ms. Veligeti Pravalika Ms. Banda Sirini Ms. Panugothu Anitha		Members
4	External	Mr. P. Sudhakar, President/forum for better, Warangal		Member
5	Head, English	Dr. Nallala Hima Varshini	English	Ex-officio Secretary

XV. 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.

S. No	Composition	Proposed Member	Designation	Department	Role
1	Internal	Dr. K. Raj Kumar	Assoc. Professor	ECE	Chairperson
2	External	Circle Inspector, Hasanparthy Sri. B. Chandramouli, NGO			Member
3	Faculty	Mr. G. Sriker Reddy Dr. G. Bhupal Raj Dr. Syed Nageena Parveen Mr. T. Surendar Mr. G. Nageshwar Rao	Asst. Professor Professor Asst. Professor Asst. Registrar Jr. Asst.	Agriculture Agriculture ECE Admin Admin	Members
4	Parents	Dr. Patti Vinshnuvardhan Reddy Ms. Vishali S			Members
5	Internal	Mr. T.Hari Babu Mr. R. Vijay Kumar Dr. P. Sreenivas Dr. Ravindar K	NCC Trainer Incharge, Students Discipline PD Asst. PD		Members

5	Security Officers	Mr. K.V. Venkateshwar Rao Mr. Tajuddin			Members
6	Students	Ms. Preethika Mandal Mr. Gandrathi Mahesh Poojitha Chandana Ajith	III Year	CS&AI	Members
7	Assoc. Dean, SW	Ms. T. Vinuthna	Asst. Prof	English	Secretary (Ex-officio)

XVI. 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).

S. No	Composition	Proposed Member	Department	Role
1	Director of Evaluation	Dr. C.V. Guru Rao	CS&AI	Chairperson
2	Faculty	Dr. P. Pramod Kumar Dr. Rupesh Mishra Mr. MD. G Mortuja Dr. Arun Sekar Dr. Srinu Banothu	CS&AI CS&AI CS&AI(M) ECE Agriculture	Members (Ex-Officio)
3	Controller of Examination	Dr. G. Swamy Reddy	Mathematics	Secretary (Ex-officio)

XVII. 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.

S. No	Composition	Proposed Member	Department	Role
1	Vice Chancellor	Prof. Deepak Garg		Chairperson
2	Dean Research & Ranking	Dr. R. Gobinath	CE	Vice-Chairperson
3	Dean, Faculty Affairs Dean, Planning Dean, Student Welfare Dean, PG Programs Dean, SoCSAI Dean, Academics Dean, SoA Dean, SoE Dean, SoSH Assoc. Dean, SoB	Prof. V. Mahesh Prof. G. Shyamala Prof. A.V.V Sudhakar Prof. Ajayan John Prof. Indrajeet Gupta Prof. K. Vijay Kumar Prof. G. Bhupal Raj Prof. Ram R Rao Deshmukh Dr. E. Purushotham Dr Suman Kumar	ME CE EEE ECE CS&AI CS&AI Agriculture EEE Physics Business	Members (Ex-officio)
4	Associate Dean – Research	Dr. P. Chandrashaker Reddy Dr. Shaik Vaseem Akram Dr. G Thirumalarao Dr. T. Soujanya	CS&AI ECE Physics Agriculture	Members (Ex-officio)
5	Assistant Dean – Research	Dr. Sachidananda Sen Dr. Bohra Nithin Kumar Dr. Ratnesh Ranjan Dr. Jalla Vamshi Dr. G. Gurunadham Dr. P. Teja	EEE ME CS&AI Agriculture Business Humanities	Members (Ex-officio)
6	Assoc. Dean, Research	Dr. Debajyoty Banik	CS&AI	Secretary (Ex-officio)

XVIII. 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.

S. No	Composition	Proposed Member	Role
1	Dean, SCS&AI	Dr Indrajeet Gupta	Chairperson
2	Dean, Faculty Affairs Dean, Research & Ranking Dean, Planning Dean, Student Welfare Dean, PG Programs Dean, SoCSAI Dean, Academics Dean, SoA Dean, SoE Dean, SoSH Assoc. Dean, SoB	Prof. V. Mahesh Prof. R. Gobinath Prof. G. Shyamala Prof. A.V.V Sudhakar Prof. Ajayan John Prof. Indrajeet Gupta Prof. K. Vijay Kumar Prof. G. Bhupal Raj Prof. Ram R Rao Deshmukh Dr. E. Purushotham Dr Suman Kumar	Ex-Officio Members
3	Head, CE Head, CS&AI Head, ECE Head, EEE Head, ME Head, Business Head, Mathematics Head, Agriculture Head, English Head, Physics	Prof. K. Poongodi Prof. M. Sheshikala Prof. Sandip Bhattacharya Dr. Md. Irfan Dr. Pankaj Kumar Dr. M. Rajya Laxmi Dr. B. Ravindar Mr. A. Sudarshanam Dr. N. HimaVarshini Dr. Anima Ghosh	Members (Ex-officio)

4	Assistant Dean – Placements & Internship	Mr. G. Swamy Yadav Dr. Chidurala Sai Prakash Dr. Vinod Kumar Venkiteswaran Mr. Y. Srikanth Dr. ELN Kiran Kumar Mr. Karthik H.P Dr. R. Ramesh	Members (Ex-officio)
5	Associate Director, Placements	Gurcharan Singh	Secretary (Ex-officio)

XIX. 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. research missions.

S. No	Composition	Proposed Member	Department	Role
1	Dean, Student Welfare	Dr. A.V.V. Sudhakar	EEE	Chairperson
2	Members	Prof. P. Murthi Dr. D. Rajababu Dr. P. Sammaiah Dr. J. Bhavana Mr. K. Devender Mr. Y. Srikanth Dr. M. Susruth Dr. Pandit Vaibhav Bhagwan Mr.G. Rajeshwar Reddy	CE EEE ME CS&AI Physics ECE Business Agriculture Purchase Officer	Members (Ex-Officio)
3	University Librarian	Mr. R. Sammi Reddy	University Librarian	Secretary (Ex-Officio)

XX. 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.

S. No	Composition	Proposed Member	Department	Role
1	Dean, Student Welfare	Dr. A.V.V. Sudhakar	EEE	Chairperson
2	Asst. Dean, Student Welfare	Dr. K. Rajesh Kumar Dr. Venkataramana Dr. N. Praveena Devi Dr. Sumit Kumar Gupta Mr. Radhakrishnan P Ms. Mutha Sravya Dr. P. Venkata Purna Kumari	CE EEE ME ECE CS&AI Agriculture Business	Members (Ex-Officio)
3	Assoc. Dean, SW	Mr. G. Sriker Reddy Ms. T. Vinuthna	Agriculture English	Secretary (Ex-Officio)

XXI. 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.

S. No	Composition	Proposed Member	Department	Role
1	Faculty	Dr. T. Sampath Kumar	CS&AI	Chairperson
2	Dean, SoCSAI Dean, SoE Dean, SoA Dean, SoSH Assoc. Dean, SoB	Prof. Indrajeet Gupta Prof. Ram RagothamRao Deshmukh Prof. G. Bhupal Raj Dr. E. Purushotham Dr Suman Kumar	CS&AI EEE Agriculture Physics Business	Members (Ex-officio)

3	IT Technician	Mr. E. Manikanta Mr. A. Bala Krishna Mr. E. Srinivas Mr. G. Raju	CS&AI CS&AI CS&AI CS&AI	Members
4	Faculty	Mr. Kiran Kalathuru	CS&AI	Secretary (Ex-officio)

XXII. 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.

S. No	Composition	Proposed Member	Role
1	Dean, SW	Dr. A.V.V. Sudhakar	Chairperson
2	Dean, Faculty Affairs Dean, Research & Ranking Dean, Planning Dean, PG Programs Dean, SoCSAI Dean, Academics Dean, SoA Dean, SoE Dean, SoSH Assoc. Dean, SoB	Prof. V. Mahesh Prof. R. Gobinath Prof. G. Shyamala Prof. Ajayan John Prof. Indrajeet Gupta Prof. K. Vijay Kumar Prof. G. Bhupal Raj Prof. Ram Ragotham Rao Deshmukh Dr. E. Purushotham Dr Suman Kumar	Members (Ex-Officio)

3	Head, CE Head, CS&AI Head, ECE Head, EEE Head, ME Head, Business Head, Mathematics Head, Agriculture Head, English Head, Physics	Prof. K. Poongodi Prof. M. Sheshikala Prof. Sandip Bhattacharya Dr. Md. Irfan Dr. Pankaj Kumar Dr. M. Rajya Laxmi Dr. B. Ravindar Mr. A. Sudarshanam Dr. N. Hima Varshini Dr. Anima Ghosh	Members (Ex-officio)
4	Athletic Coach Volley Ball Coach Football Coach Basket Ball Coach Kho Kho Coach Kho Kho Coach Athletic Coach Martial Arts Trainer Yoga Teacher Yoga Teacher Music Teacher Fitness Trainer	Mr. K. Sammaiah Mr. K. Sathish Mr. Mohmad Rasheed Mr. D. Ravi Mr. B. Janaki Ramudu Ms. Palnati Madhavi Ms. Kaleshwarapu Amulya Mr. Emmadi Sanjeev Kumar Mr. Poshala Srinivas Ms. K. Lavanya Ms. Aakarapu Padmavath Mr. P. Shanker	Members
5	Physical Director	Dr. P. Sreenivas	Secretary (Ex-officio)







ANNEXURE - XIII
FORMATS

Department of _____

Course Code-Course Name

Course file Index for theory

S.No.	Contents
1	Time table
2	Syllabus with course outcomes
3	Course plan including CO-PO Mapping and Distribution of responsibilities in case of multiple instructors
4	List of Students
5	Any Continuous evaluation/Assessment like Quiz paper, Project Names, Seminar topics etc (whatever applicable)
6	Mid Question paper with Cos
7	Solution of Mid Semester question paper
8	Award list of Mid Exam with Question wise marks
9	Analysis of Mid Exam
10	Analysis of continuous assessment marks and action taken
11	Steps taken for advanced and slow learners
12	Best/Innovative practices followed in the course
13	Lab and Tutorial Assignments/Activity questions with Cos.
14	Assessment methodology and Rubrics for assignment
15	Content beyond the curriculum like Industry Lecture, Certifications, Startup activity, Case Studies, Hackathons, Role Play etc.
16	End Exam question paper
17	Solution of End Semester question paper
18	Course material
19	Handouts if any
20	Final Marks and Grade Sheet
21	Result Analysis including course attainment

Department of _____

COURSE PLAN			
Name of the Program and specialization	BTECH/ _____		
Course Title			
Course Code		No. of Credits:	L: T: P:
Semester/Year	I/II	Course Level : UG/PG/PhD	
Course Instructors	1. _____		
	2. _____		
	3. _____		
Name of Course Coordinator) (if, applicable)			
Official E-mail		Mobile	
School		Department	
Course Type	Core Course/Prof. Elective/Open Elective/Lab/Integrated Course/Others		
1. COURSE SUMMARY (Importance of the course need to be mentioned here)			
2. COURSE-SPECIFIC LEARNING OUTCOMES (CO)			
At the end of this course, students will be able to:			

Course Articulation Matrix														
PO/PSO	PO	PO	PO	PO	PO	PO	PO	PO	PO	PO	PO	PO	PSO	PSO
CO	1	2	3	4	5	6	7	8	9	10	11	12	1	2
CO1														
CO2														
CO3														
Mapping Target Level														
3. DETAILED SYLLABUS														
UNIT-I														
UNIT-II														
UNIT-III														
UNIT-IV														
UNIT-V														
4. STUDIO WORK/LABORATORY EXPERIMENTS/FIELD WORKS:														
5. TEXTBOOKS														
S.No.	Authors	Title of the book						Publisher		Edition		Year		
1														
2														
Note: Two Text books of latest Edition														

6. REFERENCE BOOKS:

S.No.	Authors	Title of the book	Publisher	Edition	Year
1					
2					

Note: Max Two Reference books

7. MOOC COURSES/ONLINE LEARNING RESOURCES (Reference to the Course):

--

8. Lecture Wise Plan

No.	Content Planned	Duration
1	For every topic, subtopics must be added	Duration must be added for all topics and subtopics
2		
3		
4		
5		
6	Atleast two buffer slots need to be added	
7		
8		
9		
10		
.		
.		
.		

9. Tutorial Wise Plan

No.	Content Planned	Duration
1		
2		

3		
4		
5		
6		
7		
.		
.		
.		
.		

10. Lab Wise Plan (14 Weeks with two buffer slots)

No.	Content Planned	Duration
1		
2		
3		
4		
5		
6		
.		
.		
.		

11. Evaluation Components

Components of Course Evaluation	Marks

(Components of course evaluation can be Mid term evaluation, End term examination, Continuous lab evaluation, Lab exam, Quiz, Continuous tutorial evaluation, Assignment, certification, project/Hackathon, viva, seminar etc)

12. Topics beyond syllabus/advanced topics to fill the gaps in the syllabus - to meet industry/profession requirements

13. Proposed Industry Talks:

--

14. Start-ups related to the Course:

--

15. Certification Mapping:

--

16. Software/Tools Used:

--

17. Hardware/Devices Used:

--

18. Proposed Case Studies:

--

20. Advanced Research Topics:

--

20. Attendance Policy

--

21. Academic Dishonesty & Plagiarism

--

22. Instructor Responsible for Lecture PPTs Preparation

--

23. Instructor Responsible for Preparation of Lab Assignments:

--

24. Instructor Responsible for Preparation of Tutorial Sheet:

--

25. Any Other Instructor wise Responsibility:

--



ASSIGNMENT TEMPLATE

Course name (Course code)

Name of the program :

School/Department name :

Name of the Faculty :

Date:

Duration of Assignment:

Max. Marks:

Assignment Week No.

Assignment Title:

Mode of submission:

Guidelines for giving assignments:

1. (marks) (Time required to Complete) (CO)

(Course outcome must be mentioned for each assignment questions)

QUESTION PAPER FORMAT

Program Name: BTECH		Exam Type: (Regular/Supplementary/Makeup)	
Department of.....			
Course Code		Course Title	
Year/Sem		Faculty Name	
Duration	2 Hours	Max. Marks	
Q.No	Question test	Marks	CO
1			
2			
3			
4			

Guidelines for the preparation of question paper

- Approved syllabus must be followed.
- Number of questions and its marks can be decided by the course coordinator.
- **No choices should be given in question paper.**
- **Ensure that evaluation scheme mentioned in the course plan (For maximum marks) is followed in the question paper.**
- **Question paper pattern can be decided by the course coordinator.**
- **Blooms taxonomy must be followed in the question paper.**
- All the units must be covered in question paper uniformly.
- Use the given template for the preparation of the question paper. If needed add sections by copying rows from the template.
- CO: Fill-up appropriate COs (Course Outcomes) for each question as it is vital for further marks analysis.
- All question paper setters are requested to keep the paper strictly confidential till the time of the exam.
- The Question paper should be such that a candidate of decided ability and good preparation in that course can reasonably be expected to answer completely within the allotted time.
- Ensure that the questions are balanced in terms of syllabus coverage, marks and time taken to answer each question.

COURSE FILE EVALUATION

S.No.	Contents	Marks
1	Time table Parameters: Defined Format, Slots as per Guidelines	1
2	Syllabus with course outcomes Parameters: Defined Format, Adequate Hours, Current version of text and reference books	1
3	List of Students Parameters: Error free list with enrollment number and name	1
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	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	5
6	Industry Talk with details and photograph	1
7	Award list of Mid Exam and Analysis	1
8	Startup/Case Study discussion	1
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	3
10	Steps taken for Advanced and Slow learners with details and record	3
11	Lab and Tutorial Assignments/Activity questions with solutions wherever possible	12
12	MOOCs Referred/Certifications Parameters: Relevance and latest; Job based Industry certifications	5
12	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	10
13	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	36
14	Final Marks and Grade Sheet Parameters: Grading guidelines in terms of AVGP and Class Average; Timely Submission	5
15	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	5
16	Result Analysis including course attainment; Micro Level Suggestions for improvement in Syllabus, Course plan; Minutes of four monthly Course instructor meetings	5
	Total	100

OFFER LETTER FORMAT

DD.MM.YYYY

Name & Address

Dear _____,

We are delighted to extend our warmest welcome to you in the SRU family and are excited to have you join our esteemed university.

1. Your appointment will be governed by the University statute, policies, service rules and regulations in force and as amended from time to time. In addition to that your services in the SR University are subject to the following terms and conditions:
2. **Position and Department:** You are appointed as _____ in the School of _____. You will report to the Dean of the School, or any other authorized personnel designated by the university. You may be assigned additional position/responsibility as required for the holistic growth of the University. In future as part of the expansion of SR Education Society, you may be transferred to other Campus of SR University.
3. **Appointment Date and Duration:** Your appointment will be effective from your date of joining. This appointment is subject to a probation period of 2 years. After due assessment and evaluation at the end of each semester, your appointment may be converted to regular appointment through a formal letter during or at the end of the probationary period. In case of non-satisfactory or poor performance your probation period may be extended, or your services may be terminated by giving one month notice period or payment of basic pay of a month.
4. **Medical Fitness:** As a condition of your employment, you are required to submit a medical certificate from a qualified medical practitioner certifying your fitness to perform the duties and responsibilities associated with the position. It is your responsibility and duty to inform the University, if you have any history of illness/health issue/physical disability that may hamper efficiency of your job profile or a known issue that may aggravate in future. Any known minor issues related to speech, hearing and vision should be reported, even if as per your assessment they may not cause any hindrance in your performance of duty. You should duly inform if you have any special needs in terms of access, infrastructure, furniture, or technology tools due to your handicap to deliver the outcomes of your services at the University
5. **Legal Status:** You are duty bound to inform the University, if you have any legal case going in the Courts of India or Abroad. You should also inform in case you are in any marital or other dispute that may have bearing on your relocation, performance of duties or continuous association with the University.
6. **Culture and Values:** You will be expected to work in the team spirit with your colleagues and be diligent in all your dealings. We will expect you to communicate effectively, be respectful with all stakeholders of the University. adhere to University values, following timelines of the tasks, suggesting and experimenting innovative ways to do things.

- 7. Salary and Benefits:** Your salary will be as per the salary structure and pay scale defined by the University from time to time. University has liberal promotion and growth guidelines in terms of position and compensation. You will be entitled to other benefits and allowances as per the university's norms, shown in the Annexure, subject to applicable performance evaluation, research output, annual appraisals, deductions and GOI tax regulations.
- 8. Working Hours:** The University follows a 5-day workweek (Monday to Friday). The standard working hours will be 9:00 AM to 5:00 PM. Every first Saturday of the month is a working day. Please note that the work schedule may vary depending on the department and job requirements. University has the right to advise your availability at any time or day in case of events, Committee visits and other special situations.
- 9. Leave and Holidays:** You will be entitled to avail casual leave and medical leave as per the university's leave policy. You will also be eligible for university-approved holidays and vacation leave. Please refer to the staff handbook for detailed information regarding various types of leave and their entitlements.
- 10. Research and Scholarly Activities:** You are expected to engage in research, scholarly activities, and other professional development pursuits. You will have access to the necessary resources and support provided by the university to facilitate your research and academic endeavours. University offers best incentives for various research related outcomes. University has provision for Seed Grant and Professional Development Allowance for the overall growth of your career.
- 11. Intellectual Property Rights:** Intellectual Property Rights (IPR) resulting from your academic, research and scholarly activities shall be governed by the university's IPR policies and regulations. Please familiarize yourself with these policies to ensure compliance.
- 12. Confidentiality:** As a SRU employee, you will have access to sensitive and confidential information. It is expected that you will maintain the highest level of confidentiality and comply with university policies regarding data protection and security.
- 13. Code of Conduct and Ethics:** You are expected to adhere to the highest standards of professional conduct and ethics in all your interactions within the university and with external stakeholders. Please refer to the staff handbook to familiarize yourself with the university's code of conduct and ethics related policies and always maintain professional integrity.
- 14. Retirement Age:** The retirement age for all SRU employees is 60 unless stated otherwise in the offer letter. However, the university has the option to extend the employment period beyond the retirement age based on mutual agreement or exceptional circumstances on case-to-case basis. This will be governed by the applicable laws and regulations at that time.
- 15. Resignation During the Probationary Period:** If you decide to resign during the probationary period, a notice period of one month or payment of basic pay equivalent to the shortfall is required. Similarly, the university may end your services with a notice period of one month or the payment of one month of basic pay; during the probation period without assigning any reason.
- 16. Resignation After the probation Period:** If you choose to resign after the probationary period, a notice period of three months is required. This notice period ensures a smooth transition for your responsibilities and minimizes disruptions to students and departmental operations. For any shortfall in the notice period, you are supposed to pay an equivalent amount of your basic pay in proportionate to the shortfall. University may also end your services due to any reason with a notice period of three months or the payment of the equivalent amount of your basic pay.
- 17. Termination:** Your appointment may be subject to termination if you engage in actions

or behaviour amounting to cheating, academic dishonesty, acceptance of bribes or other forms of illicit compensation, involvement in criminal cases that adversely affect your professional standing or the reputation of the university, engaging in anti-national activities that violate the laws and principles of the country, theft or misappropriation of university property, funds, or resources, engaging in sexual harassment or any form of harassment, discrimination, or misconduct as per university policies and applicable laws, participation in illegal strikes, protests, or activities that disrupt the normal functioning of the university.

- 18. Special Circumstances:** If you are unable to fulfil your work responsibilities due to an unexpected mis-happening, such as a severe illness, accident, or other unforeseen events, then the University may decide to give you an unpaid leave, reassignment of your job as per your ability to work, termination of employment by giving three months' notice period or the basic pay thereof (One month notice period or equivalent basic pay in case of probationary period). University decision will be final in this regard.
- 19. Jurisdiction:** Your terms and conditions of this appointment letter and your services with the University shall be governed by and interpreted in accordance with the laws of the country and subject to the exclusive jurisdiction of Courts of Warangal. Any dispute arising out of or in connection with this appointment shall be subject to the exclusive jurisdiction of the courts of Warangal.
- 20. Required Documentation:** This offer letter is subject to successful verification to the credentials given in your application/ CV. Please ensure that you complete all the necessary paperwork, including the submission of identification documents, educational certificates, certificates/relieving letter related to your previous employers, proof of credentials given in your resume and any other requested forms. This information is crucial for the completion of your personnel file and payroll processing. In case any information submitted by you is found to be incorrect/false, the University reserves the right to rescind the offer letter/ terminate your services.
- 21. Amendments to Terms and Conditions:** These terms and conditions are subject to modification or amendment by the university from time to time. Any changes will be communicated to you in writing/email, and you will be required to comply with the revised terms and conditions.
- 22. Validity of the offer letter:** offer letter is valid for 7 days from the date of issue (Until 5.00 PM dated _____); once you accept the offer, it is valid till your date of joining. You should send a signed copy of the acceptance of the offer letter or send an email stating the acceptance of the offer. You should join the University on or before _____. Any change in the joining date should be officially approved by the University in written based on your request.
- 23. Induction and Joining Support:** University may provide campus guest house facility for few days based on availability to outstation candidates to give them time to search for accommodation. Dean, Faculty Affairs will arrange a formal induction and introduction within the first week of your joining.

We once again congratulate you on your appointment and look forward to your contributions to SR University. Should you have any questions or require further clarification, please do not hesitate to contact Dean, Faculty Affairs at dean.fa@sru.edu.in.

Registrar
SR University,
Warangal, India



CHECK LIST – JOINING FORMALITIES OF EMPLOYEE

Name of the Employee:		Employee ID:			
Designation:		Date of Joining:			
Department:		Contact No:			Personal email id:
		1. _____ (M)			
		2. _____ (Res)			
S.No	Nature of Document	Submission Status			
		Contact Person	Yes/No	Remarks (If any)	Signature
Documents to be submitted at the time of joining					
1	Signed copy of employment terms & conditions				
2	Joining Report				
3	Original study & experience certificates for verification				
4	Scanned copies of original educational & experience certificates, Aadhar card, PAN card, Salary certificate (or) Last drawn pay slip and Relieving Orders (If applicable)				
5	Photocopies of educational & experience certificates, Aadhar card & PAN card, Salary certificate (or) Last drawn pay slip and Relieving Orders (If applicable)				
6	Passport size photographs (2 No)				
7	Any other document as required by the Registrar's office				
Verification of original study & experience certificates					
8	10 th Certificate / Marksheet				
9	12 th Certificate / Marksheet				
10	UG Certificate / Marksheets				
11	PG Certificate / Marksheets				
12	Ph.D Certificate				
13	Post-Doctoral (if any)				
14	Experience certificates (If applicable)				

Other formalities			
15	Professional photo for website		
16	Biometric registration		
17	Bank account opening form		
18	Certificate of medical fitness		
19	Group medical insurance form		
Signature of Employee:		Perma- nent Address:	
Date:			



STAFF JOINING REPORT

Date: _____

The Registrar,

Ref: Offer Letter No: _____, dated _____.

I wish to submit that I am reporting for duty today i.e., on _____

(date) as _____ (designation) in the school /

department of _____

Thanking you

Yours faithfully

(Name of the Candidate)



LETTER OF RESIGNATION

(Date of Resignation)

To
The Registrar
SR University
Warangal

Dear Sir/Madam,

I, _____ hereby resign from the position of

in the department/school of _____. I am currently working as a regular/probationary employee, and therefore, my last working day will be _____ as per my offer letter.

The reason for my resignation is _____

_____.

Include any additional points you wish to convey (Optional)

Sincerely,

[Signature]

Name of the staff

Accepted / Rejected

Accepted / Rejected

Approved/ Not Approved

[Head of the Department]

[Dean of the School]

[Registrar]



STAFF - NO DUES FORM

Dr/Mr/Ms _____, _____ (designation) in the department of _____ is scheduled to be relieved of his/her duties on _____ (FN/AN). The following departments/sections may please inform the administrative section immediately but not later than _____, whether Dr/Mr/Ms _____ has anything to account for with regard to money, material, scripts, equipment etc., to their respective departments /

S.No	School / Department / Section	Person Incharge	No Dues / Dues (Amount or material or scripts or Equipment)	Signature
1	ID Card	Registrar Office		
2	Official Mobile/SIM			
3	Transport			
4	Removal of contact in official university WhatsApp groups			
5	Laptop/Computer accessories	IT Department		
6	Closure of university email account address			
7	Removal of credentials in SRAAP	Director, SDDL		
8	Central Library	Librarian		
9	Accounts	Assistant Registrar, Accounts		
10		Accounts Officer, Accounts Department		
11	Handing over the charge of assigned responsibilities and the relevant documents	Head of the Department		
12	Completion of the course delivery course file			
13	Department Laboratories			
14	Exit Survey	Dean (Faculty Affairs)		

BASIC INFRASTRUCTURE REQUEST FORM

Date & Time:	
Requester's Name & Designation:	
Employee ID:	
Department & Room No. / Location:	
Priority:	Low / Medium / High
Description of the basic infrastructure needed (including the details of the items, quantity, approximate budget, etc.):	
Approval of the Dean / Head with Date:	
Approval of the Registrar with Date:	
Remarks (if any):	
Verified & Confirmed by Administrative Officer with Date:	

BUS TRANSPORTATION REQUEST FORM (APPROVAL / CANCELLATION)

Date & Time:	
Employee Category:	Teaching / Non-teaching
Name & Designation:	
Employee ID:	
Department & School:	
House Address:	
Bus Stop / Landmark:	
Preferred Bus No. / Route:	
Date from which the facility will be availed / cancelled:	
Submission by the Employee with Date:	
Approval of the Registrar with Date:	



DEPARTMENT OF _____
SCHOOL OF _____

Cir. No.:

Date:

CIRCULAR

A meeting shall be convened with (all the faculty members) on (date & time) at (venue). Hence, all are requested to make it convenient to attend the same.

Agenda:

- 1.
- 2.
3. Any other item with the permission of the chair

CHAIRMAN

Enclosures (if any):

- 1.
- 2.
- 3.

Copy to

1. Members concerned
- 2.

DEPARTMENT OF _____
SCHOOL OF _____

Meeting of Minutes of the (broad purpose / agenda) held on (date & time) at (venue).

Members Present:

S.No	Name	Designation	Role	Signature
1			Chairman	
2			Secretary / Co-ordinator /member	
3			Member	
4				
5				

The chairman welcomed all the members. The following agenda items were discussed during the meeting and the resolutions taken by the members were listed below.

S.No	Agenda Item	Resolutions

The meeting concluded with a note of thanks to all the members.

CHAIRMAN

Enclosures (if any):

- 1.
- 2.

Copy to

1. Members concerned
- 2.



DEPARTMENT OF _____

SCHOOL OF _____

COURSE PREFERENCE BY FACULTY (AY: 2023-24; SEM: I / II)

S.No.	Faculty Name	Designation	Course preferences mentioning year & semester				
			Option 1	Option 2	Option 3	Option 4	Option 5
1							
2							
3							
4							
5							

OUTCOME REPORT OF AN EVENT

(CONFERENCE/WORKSHOP/FDP/SEMINAR/WEBINAR/LECTURE/VISIT/___)

Date & Time	
Department & School:	
Title of the Event / Place of Visit:	
Date(s) & Timings: (enclose brochure)	
Name(s) of the Resource Person / Place of Visit: (enclose profiles)	
Topic(s) Covered in the Event / Places Visited:	
Sponsorship (if any):	
Objectives:	
Number of Participants:	Faculty: Students: Others:
Detailed Report (session-wise):	
Outcomes of the Event / Visit:	
Feedback: (enclose a detailed analysis)	
Date & Time	

Budget Report (if any): (enclose a detailed budget)	
Press & Social Media Postings:	
Photographs:	
Co-ordinator(s) of the Event/Visit: (with contact details)	
Submission by the Main Co-ordinator with Date:	
Remarks (if any):	
Approval of the Dean / Head with Date:	
Verified by the Registrar with Date:	
Number of Participants:	
Detailed Report (session-wise):	
Outcomes of the Event / Visit:	
Feedback: (enclose a detailed analysis)	
Date & Time	

PROPOSAL TO ORGANIZE AN EVENT

(CONFERENCE / WORKSHOP / FDP / SEMINAR / WEBINAR / LECTURE / VISIT / ___)

Date & Time	
Department & School:	
Title of the Event / Place of Visit:	
Date(s) & Timings: (enclose brochure)	
Name(s) of the Resource Person / Place of Visit: (enclose profiles)	
Importance of the Topic(s) of the Event / Place of Visit:	
Objectives:	
Expected Outcomes:	
Target Participants:	Faculty / Students / Others _____
Expected Number of Participants:	
Registration Fee (if any):	
Sponsorship (if any):	
Budget Requirements (if any): (enclose a detailed budget)	
Other Requirements (if any):	
Co-ordinator(s) of the Event/Visit: (with contact details)	
Submission by the Main Co-ordinator with Date:	
Date & Time	

Submission by the Main Co-ordinator with Date:	
Approval of the Dean / Head with Date:	
Status of the Proposal:	Approved / Needs Modification / Rejected
Remarks (if any):	
Approval of the Registrar with Date:	

SUMMER VACATION FORM

Date & Time	
Employee Category:	Teaching / Non-teaching
Employee ID:	
Department / School:	
Date of Joining SRU:	
Number of Eligible Days for Vacation:	
Objectives: Vacation Slot (from-to) & Number of Days:	
House Address:	
Mobile Number:	
Alternate Mobile Number during the Vacation:	
Submission by the Employee with Date:	
Approval of the Reporting Officer with Date:	
Remarks (if any):	
Verified & Confirmed by Registrar with Date:	

WORK ORDER REQUEST FORM

Date & Time	
Requester's Name & Designation:	Teaching / Non-teaching
Department & Room No. / Location:	
Priority:	
Description of the work order (including the electrical, computer, carpentry, plumbing works, materials needed, other repairs, etc.):	
Approval of the Dean / Head with Date:	
Approval of the Registrar with Date:	
Remarks (if any):	
Verified & Confirmed by Administrative Officer with Date:	

ANNEXURE - XIV
ACADEMIC
CALENDAR

SR University
Academic Calendar
For Even Semester AY 2023-24 (January-July)
Applicable to UG, PG & Ph.D For all years

Date	Day	Description	For UG & PG Students	For PhD Scholars	For Faculty
08-01-2024	Mon	Teaching Day	UG & PG Orientation	Ph.D Scholars course registration and Orientation; Reporting of new Ph.D. Scholars to SRU	To Attend Orientation; To Cross Check the Students and Subject Mapping As per the Time Table in SRAAP; Course Coordinators of Courses with Multiple Instructors to have meeting of all instructors to discuss Course Plan and Responsibilities; Logins and student lists to be Created in LMS;
09-01-2024	Tues	Teaching Day	Commencement of 1st Spell of instructions		Commencement of 1st Spell of instructions; Syllabus to be shared with Students
10-01-2024	Wednes	Teaching Day			
11-01-2024	Thurs	Teaching Day	Last date for course registration with Rs. 500 fine (can be added as fine for delay in course registration)	PhD Scholars Course Registration with 1000 Rs Fine	
12-01-2024	Fri	Teaching Day	2 Hr Slot Available for Club Activities	Last day for reporting of new Ph.D. Scholars to SRU; After this 5000 Rs Fine	
13-01-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
14-01-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break

15-01-2024	Mon	Sankranthi Holiday	Sankranthi Holiday	Sankranthi Holiday	Sankranthi Holiday
16-01-2024	Tues	Teaching Day		New Ph.D scholars Orientation and Course Registration	
17-01-2024	Wednes	Teaching Day	Last date for course registration with Rs. 1000 fine (can be added as fine for delay in course registration)	Commencement of 1st Spell of Instructions for new Ph.D Scholars	
18-01-2024	Thurs	Teaching Day	Batch Representative Meetings with Deans As per Schedule		
19-01-2024	Fri	Teaching Day	Batch Representative Meetings with Deans As per Schedule; 2 Hr Slot Available for Club Activities		Department/School Monthly Meeting
20-01-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
21-01-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
22-01-2024	Mon	Teaching Day	Last day for Under Graduate & Post Graduate Semester Fee payment without fine		Board of Exams Meeting; Grievance Redressal Committee Meeting (Faculty); Redressal Committee Meeting (Students); Internal Complaints Committee Meeting; Finance Committee Meeting; Admissions Committee Meeting; Fee Fixation Committee, Anti-Ragging Committee;
23-01-2024	Tues	Teaching Day		Last Day to submit Monthly PhD Fellowship Form	IQAC Committee Meeting; Unfair Means Committee; POSH Committee; University Research Committee; Academic Council Meeting

24-01-2024	Wednes	Non Instructional Day	Last date for course registration with Rs. 2000 fine (after this Rs. 5000); SPARKRILL (Tech and Cultural Fest)	SPARKRILL (Tech and Cultural Fest)	SPARKRILL (Tech and Cultural Fest)
25-01-2024	Thurs	Non Instructional Day	SPARKRILL (Tech and Cultural Fest)	SPARKRILL (Tech and Cultural Fest)	SPARKRILL (Tech and Cultural Fest)
26-01-2024	Fri	Republic Day Holiday	SPARKRILL (Tech and Cultural Fest)	Republic Day Holiday	SPARKRILL (Tech and Cultural Fest)
27-01-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
28-01-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
29-01-2024	Mon	Teaching Day	Last day for Under Graduate & Post Graduate Semester Fee payment with Rs. 500 fine	last day for submission of Monthly Ph.D Progress report	Board of Management Meeting; Peer Feedback Activity of your Colleagues
30-01-2024	Tues	Teaching Day			Peer Feedback Activity of your Colleagues
31-01-2024	Wednes	Teaching Day	First Review for Final Year Students for Major Project/Industry Internship/Startup/R&D Project		Peer Feedback Activity of your Colleagues; Last Day to Submit the Progress Report of Your PhD Students by Supervisor; Data Day to Update Monthly Appraisal Data in the Portal
01-02-2024	Thurs	Teaching Day			Peer Feedback Activity of your Colleagues
02-02-2024	Fri	Teaching Day	2 Hr Slot Available for Club Activities		Peer Feedback Activity of your Colleagues
03-02-2024	Satur	Non Instructional Day	Weekend Break	Working day for Full Time PhD Scholars; Supervisor allocation for new Ph.D Scholars	Working day for faculty; Presentations by Faculty to Attract New PhD Scholars For Supervision
04-02-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break

05-02-2024	Mon	Teaching Day	Last day for Under Graduate & Post Graduate Semester Fee payment with 1000 Rs fine		IQAC Audit of the Departments as per Schedule
06-02-2024	Tues	Teaching Day			IQAC Audit of the Departments as per Schedule
07-02-2024	Wednes	Teaching Day		New Ph.D scholars Research specific Course start	IQAC Audit of the Departments as per Schedule
08-02-2024	Thurs	Teaching Day			
09-02-2024	Fri	Teaching Day	2 Hr Slot Available for Club Activities		
10-02-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break/Alumni Meet
11-02-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
12-02-2024	Mon	Teaching Day	Last day for Under Graduate & Post Graduate Semester Fee payment with 1250 Rs fine		Industrial Tour for Select Students as per Schedule
13-02-2024	Tues	Teaching Day			Industrial Tour for Select Students as per Schedule
14-02-2024	Wednes	Teaching Day			Industrial Tour for Select Students as per Schedule
15-02-2024	Thurs	Teaching Day			Industrial Tour for Select Students as per Schedule
16-02-2024	Fri	Teaching Day	2 Hr Slot Available for Club Activities		Industrial Tour for Select Students as per Schedule
17-02-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break/Alumni Meet
18-02-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break

19-02-2024	Mon	Teaching Day	Last day for Under Graduate & Post Graduate Semester Fee payment with 1500 Rs fine (After this 5000)		
20-02-2024	Tues	Teaching Day			
21-02-2024	Wednes	Teaching Day	Mid-Term Feedback		
22-02-2024	Thurs	Teaching Day			Release of Mid Term Feedback
23-02-2024	Fri	Teaching Day	2 Hr Slot Available for Club Activities	Last Day to submit Monthly PhD Fellowship Form	Department/School Monthly Meeting
24-02-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break/Alumni Meet
25-02-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
26-02-2024	Mon	Teaching Day	Mid-Term Exam	Mid-Term Exam (As required)	
27-02-2024	Tues	Teaching Day	Mid-Term Exam		
28-02-2024	Wednes	Teaching Day	Mid-Term Exam	last day for submission of Monthly Ph.D Progress report	
29-02-2024	Thurs	Teaching Day	Mid-Term Exam		Last Day to Submit the Progress Report of Your PhD Students by Supervisor; Data Day to Update Monthly Appraisal Data in the Portal
01-03-2024	Fri	Teaching Day	Mid-Term Exam	Publication Sprint for PhD Scholars	

02-03-2024	Satur	Non Instructional Day	Weekend Break	Working Day for Full Time PhD Scholars	Presentations by Deans/Associate Deans regarding the Progress of their Respective Work to Faculty
03-03-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
04-03-2024	Mon	Teaching Day	2nd Spell of Instruction starts		Send Email to Students Regarding Venue and Time for Showing Mis Sem Answer Sheets
05-03-2024	Tues	Teaching Day	Hostel Night for Hostellers as per schedule		
06-03-2024	Wednes	Teaching Day	To See Checked Answer Sheets of Mid Sem Exam as Per Schedule Declared by Instructor		To Show Checked Answer Sheets of Mid Sem Exam to Students
07-03-2024	Thurs	Teaching Day	To See Checked Answer Sheets of Mid Sem Exam as Per Schedule Declared by Instructor		To Show Checked Answer Sheets of Mid Sem Exam to Students
08-03-2024	Fri	Maha Shivratri Holiday	Maha Shivratri Holiday	Maha Shivratri Holiday	Maha Shivratri Holiday
09-03-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
10-03-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
11-03-2024	Mon	Teaching Day	Mid term Make up test		
12-03-2024	Tues	Teaching Day	Mid term Make up test		International Students Day
13-03-2024	Wednes	Teaching Day	Mid term Make up test		Last Day to Enter Mid-Sem Marks in SRAAP
14-03-2024	Thurs	Teaching Day	Mid term Make up test		
15-03-2024	Fri	Teaching Day	Mid term Make up test; 2 Hr Slot Available for Club Activities		Parent Teacher -Meet;

16-03-2024	Satur	Convocation	Convocation	Convocation	Convocation
17-03-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
18-03-2024	Mon	Teaching Day	To See Checked Answer Sheets of Mid Sem make up Exam as Per Schedule Declared by Instructor		To Show Checked Answer Sheets of Mid Sem make up Exam at declared Venue and Time
19-03-2024	Tues	Teaching Day			Last Day to Enter Mid-Sem Make Up Marks in SRAAP
20-03-2024	Wednes	Non Instructional Day	Sports day	Sports day	Sports day
21-03-2024	Thurs	Teaching Day			
22-03-2024	Fri	Teaching Day	2 Hr Slot Available for Club Activities	Last Day to submit Monthly PhD Fellowship Form	Department/School Monthly Meeting
23-03-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
24-03-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
25-03-2024	Mon	Holi Holiday	Holi Holiday	Holi Holiday	Holi Holiday
26-03-2024	Tues	Teaching Day		last day for submission of Monthly Ph.D Progress report	
27-03-2024	Wednes	Teaching Day	Second Review for Final Year Students for Major Project/Industry Internship/Startup/R&D Project		
28-03-2024	Thurs	Teaching Day			Ph.D Admission Notification for next semester, Last Day to Submit the Progress Report of Your PhD Students by Supervisor; Data Day to Update Monthly Appraisal Data in the Portal

29-03-2024	Fri	Good Friday Holiday	Good Friday Holiday	Good Friday Holiday	Good Friday Holiday
30-03-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
31-03-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
01-04-2024	Mon	Teaching Day		SRC meeting for semester progress report	SRC meeting of scholars for the semester progress report
02-04-2024	Tues	Teaching Day		SRC meeting for semester progress report	SRC meeting of scholars for the semester progress report
03-04-2024	Wednes	Teaching Day		SRC meeting for semester progress report	SRC meeting of scholars for the semester progress report
04-04-2024	Thurs	Teaching Day		SRC meeting for semester progress report	SRC meeting of scholars for the semester progress report
05-04-2024	Fri	Babu Jagjivan Ram Holiday	Babu Jagjivan Ram Holiday	Babu Jagjivan Ram Holiday	Babu Jagjivan Ram Holiday
06-04-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
07-04-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
08-04-2024	Mon	Holiday	Holiday; 13 April 2024 Working for Compensating this day	Holiday; 13 April 2024 Working for Compensating this day	Holiday; 13 April 2024 Working for Compensating this day
09-04-2024	Tues	Ugadi Holiday	Ugadi Holiday	Ugadi Holiday	Ugadi Holiday
10-04-2024	Wednes	Id Ul Fitr Holiday	Id Ul Fitr Holiday	Id Ul Fitr Holiday	Id Ul Fitr Holiday
11-04-2024	Thurs	Teaching Day			
12-04-2024	Fri	Teaching Day	2 Hr Slot Available for Club Activities; Night Hackathon for the Students as per Schedule		

13-04-2024	Satur	Teaching Day	Working day for Students and Faculty. Monday timetables will be followed	Working day for Scholars and Faculty. Monday timetables will be followed	Working day for Students and Faculty. Monday timetables will be followed
14-04-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
15-04-2024	Mon	Teaching Day			
16-04-2024	Tues	Teaching Day			
17-04-2024	Wednes	Srirama Navami Holiday	Srirama Navami Holiday	Srirama Navami Holiday	Srirama Navami Holiday
18-04-2024	Thurs	Teaching Day			
19-04-2024	Fri	Teaching Day	2 Hr Slot Available for Club Activities; Night Hackathon for the Students as per Schedule		Department/School Monthly Meeting
20-04-2024	Satur	Non Instructional Day	Weekend Break	In lieu of 6th April Working day for PhD Scholars	In lieu of 6th April Working day for faculty; Family Day; Best Cabin/Faculty Room Competition; Best Lab Competition; Faculty Competitions
21-04-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
22-04-2024	Mon	Teaching Day	Project Showcase Finalists to be announced		
23-04-2024	Tues	Teaching Day			
24-04-2024	Wednes	Teaching Day	Startup Showcase Finalists to be announced		
25-04-2024	Thurs	Teaching Day		Last Day to submit Monthly PhD Fellowship Form	

26-04-2024	Fri	Teaching Day	2 Hr Slot Available for Club Activities; Night Hackathon as per Schedule	Last day for submission of Monthly Ph.D Progress report	Board of Studies Meeting
27-04-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
28-04-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
29-04-2024	Mon	Teaching Day			
30-04-2024	Tues	Teaching Day	Final Evaluation for Final Year Students for Major Project/Industry Internship/Startup/ R&D Project		Last Day to Submit the Progress Report of Your PhD Students by Supervisor; Data Day to Update Monthly Appraisal Data in the Portal
01-05-2024	Wednes	Teaching Day	Final Evaluation for Final Year Students for Major Project/Industry Internship/Startup/ R&D Project	Social Media Day to publish insightful blogs/ posts on their handles by PhD Scholars	
02-05-2024	Thurs	Teaching Day	Final Evaluation for Final Year Students for Major Project/Industry Internship/Startup/ R&D Project		
03-05-2024	Fri	Teaching Day	Project Showcase		Project Showcase
04-05-2024	Satur	Non Instructional Day	Weekend Break	Working Day for Full Time PhD Scholars	Working day for faculty; Full day Workshop on SRU Policies and Tools
05-05-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
06-05-2024	Mon	Teaching Day	Startup Expo Showcase		Last Day to Submit Detention List to Office of Head of Dept; Startup Expo Showcase

07-05-2024	Tues	Teaching Day	Last date of Instruction; End Term Feedback. Mentor Feedback and CLO Feedback filling day		Last Day to Submit Detention List by Heads to Dean Academic and Registrar
08-05-2024	Wednes	Buffer Classes/ Teaching	Practical/ Lab Exam		End Term feedback; Mentor Feedback and CLO Feedback to be released
09-05-2024	Thurs	Buffer Classes	Practical/ Lab Exam		
10-05-2024	Fri	Buffer Classes	Practical/ Lab Exam		
11-05-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
12-05-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
13-05-2024	Mon	End Term Exam	End Term Exam Start	End Term Exam	
14-05-2024	Tues	End Term Exam		End Term Exam	
15-05-2024	Wednes	End Term Exam		End Term Exam	
16-05-2024	Thurs	End Term Exam			
17-05-2024	Fri	End Term Exam			Department/School Monthly Meeting
18-05-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
19-05-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
20-05-2024	Mon	End Term Exam	supplementary and End Term Make-Up Registrations Start		Send Email to Students Regarding Venue and Time for Showing Mid Sem Answer Sheets
21-05-2024	Tues	Meetings with Mentor			Faculty Advising
22-05-2024	Wednes				Release of Odd Semester Academic Calender; Showing of End Semester answer sheets by instrcutors as per schedule

23-05-2024	Thurs		Summer Term Registration start		Last day of showing of answer sheets of Even Semester
24-05-2024	Fri		Checking End semester answer sheets from instrcutors as per schedule; supplementary and End Term Make-Up Registrations with 1000 Rs Fine	Last Day to submit Monthly PhD Fellowship Form	Last day of entering the Marks and Grading
25-05-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
26-05-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
27-05-2024	Mon	supplementary and End Term Make-Up Exam	supplementary and End Term Make-Up Exam Start; supplementary and End Term Make-Up Registrations wit 2000 Rs Fine (After this 5000) Summer Vacation for students; Last day to check answer sheets of Even Semester as per schedule		Summer Vacation for Faculty by rotation as per guidelines after approval; End Semester Result declaration
28-05-2024	Tues	supplementary and End Term Make-Up Exam	supplementary and End Term Make-Up Exam		
29-05-2024	Wednes	supplementary and End Term Make-Up Exam	supplementary and End Term Make-Up Exam		

30-05-2024	Thurs	supplementary and End Term Make-Up Exam	supplementary and End Term Make-Up Exam		Last Day to Submit the Progress Report of Your PhD Students by Supervisor; Data Day to Update Monthly Appraisal Data in the Portal
31-05-2024	Fri	supplementary and End Term Make-Up Exam	End Semester Result declaration; Summer Term Registration with 1000 Rs Fine		Last Day of the Academic Year to enter the appraisal Data for 2023-24
01-06-2024	Satur	Non Instructional Day	Weekend Break	Working Day for Full Time PhD Scholars	Working day for faculty; Course Analysis Presentations
02-06-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
03-06-2024	Mon				Last Day to Show Answer Sheets of supplementary and End Term Make-Up Exams
04-06-2024	Tues	Teaching Day Summer Sem	Summer Term for Backlogs and Grade Improvement Start		Summer Term for Backlogs and Grade Improvement Classes Commence; Last Day to Enter Marks and Grading of supplementary and End Term Make-Up Exams
05-06-2024	Wednes	Teaching Day Summer Sem	Summer Term for Backlogs and Grade Improvement Registration with 2000 Rs Fine (After this 5000 Rs)		Result Declaration of supplementary and End Term Make-Up Exams
06-06-2024	Thurs	Teaching Day Summer Sem			Last day for New Ph.D Applications acceptance
07-06-2024	Fri	Teaching Day Summer Sem			
08-06-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
09-06-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break

10-06-2024	Mon	Teaching Day Summer Sem			
11-06-2024	Tues	Teaching Day Summer Sem			Formal Email to New PhD Students for Test and Interview to be sent
12-06-2024	Wednes	Teaching Day Summer Sem			
13-06-2024	Thurs	Teaching Day Summer Sem			last day to submit course Files of the current semester
14-06-2024	Fri	Teaching Day Summer Sem			
15-06-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
16-06-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
17-06-2024	Mon	Bakrid Holiday	Bakrid Holiday	Bakrid Holiday	Bakrid Holiday
18-06-2024	Tues	Teaching Day Summer Sem			Ph.D Admission Written test and Interview
19-06-2024	Wednes	Teaching Day Summer Sem		Make-Up or Repeat SRC Meeting of the Scholars for Semester Progress Monitoring	Make-Up or Repeat SRC Meeting of the Scholars for Semester Progress Monitoring
20-06-2024	Thurs	Teaching Day Summer Sem			
21-06-2024	Fri	Teaching Day Summer Sem			Department/School Monthly Meeting
22-06-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
23-06-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
24-06-2024	Mon	Teaching Day Summer Sem			Ph.D admission Results declaration
25-06-2024	Tues	Teaching Day Summer Sem		Last Day to submit Monthly PhD Fellowship Form	Workload finalization for next semester

26-06-2024	Wednes	Teaching Day Summer Sem		Last day for submission of Monthly Ph.D Progress report	
27-06-2024	Thurs	Teaching Day Summer Sem			
28-06-2024	Fri	Teaching Day Summer Sem			Last Day to Submit the Progress Report of Your PhD Students by Supervisor; Data Day to Update Monthly Appraisal Data in the Portal
29-06-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
30-06-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
01-07-2024	Mon	Teaching Day Summer Sem			
02-07-2024	Tues	Teaching Day Summer Sem			
03-07-2024	Wednes	Teaching Day Summer Sem			
04-07-2024	Thurs	Teaching Day Summer Sem			
05-07-2024	Fri	Teaching Day Summer Sem			
06-07-2024	Satur	Non Instructional Day	Weekend Break	Working Day for Full Time PhD Scholars	Working day for faculty; Technical Workshops for Faculty
07-07-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
08-07-2024	Mon	Teaching Day Summer Sem			
09-07-2024	Tues	Teaching Day Summer Sem			
10-07-2024	Wednes	Teaching Day Summer Sem	Teaching Feedback of Summer Term		

11-07-2024	Thurs	Teaching Day Summer Sem			Release of Summer Term Feedback
12-07-2024	Fri	Teaching Day Summer Sem	Last Day of Instruction of Summer Term		In the First Half Submit the Detention List to Head of Dept; In the 2nd Half Head Submits Detention List of Summer Term to Dean Academic and Registrar
13-07-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
14-07-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
15-07-2024	Mon	Summer Term Exam	Summer Term Exam start; Odd semester course registration and fee payment Starts		
16-07-2024	Tues	Summer Term Exam			
17-07-2024	Wednes	Muharram Holiday	Muharram Holiday	Muharram Holiday	Muharram Holiday
18-07-2024	Thurs	Summer Term Exam	Last day for Odd semester course registration and fee payment with a fine of Rs 500		
19-07-2024	Fri	Summer Term Exam	last day to submit course plan for the upcoming odd semester		Faculty Vacation by rotation ends
20-07-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
21-07-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break

22-07-2024	Mon	Summer Term Exam	Summer Term Exam End; Last day for Odd semester course registration and fee payment for UG and PG Students with a fine of Rs 1000.		Department/School Monthly Meeting
23-07-2024	Tues				Time tables publishing for Next Semester; Last Date to Submit Course plan for Next Semester Courses
24-07-2024	Wednes		Day to Check Marked Answer Sheets of End Semester Exam of Summer Term	Last day for submission of Monthly Ph.D Progress report	Day to Show Answer Sheets of Summer Term to students; Last day for faculty-course mapping in SRAAP for Odd Semester
25-07-2024	Thurs			Last Day to submit Monthly PhD Fellowship Form	Day to Enter Marks of Summer Term; Day to do grading of Summer Term
26-07-2024	Fri		Last day for Odd semester course registration and fee payment for UG and PG Students with a fine of Rs 2000 (after this fine is Rs. 5000)		Result Declaration for Summer Term; Last Day to Submit the Progress Report of Your PhD Students by Supervisor; Data Day to Update Monthly Appraisal Data in the Portal
27-07-2024	Satur	Weekend Break	Weekend Break	Weekend Break	Weekend Break
28-07-2024	Sun	Weekend Break	Weekend Break	Weekend Break	Weekend Break
29-07-2024	Mon	Commencement of Odd Semester for the academic year 2024-25			



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