



PBR VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE,
(Affiliated to JNTUA, Anantapuramu & Approved by AICTE, New Delhi)
KAVALI – 524201, NELLORE DT., ANDHRA PRADESH.



6.2.2:

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc

6-2-2

VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

Governing Body Members

S.NO	Composition
1	Sri Dodla Vidyadhara Kumar Reddy Chairman Visvodaya Technical Academy Chairman
2	Wg.Cdr.I P C Reddi Director, Visvodaya Technical Academy
3	Dr M.V. Bhaskar Reddy Professor, J B Degree College, Kavali
4	Dr. D Prathyusha Reddi Professor Dept of ECE, PBRVITS, Kavali
5	Sri I. Susmith Reddi Managing Director, Asia Pacific at Xiplink Location Hyderabad Area, India
6	Regional Officer SCRO, AICTE, Hyderabad Nominee of the AICTE- RO (Ex officio)
7	Dr C Subhas Vice Principal JNTUA College of Engineering, Kalikiri. Nominee of JNTUA
8	Regional Joint Director Of Technical Education, Tirupati Nominee of CTE Director of Technical Education,
9	Dr B. Konda Reddy Principal & Member Sectary
10	Dr K V Subbaiah, Professor, Dept of CSE, PBRVITS, KAVALI
11	Dr V V Sunil Kumar, Professor, Dept of CSE, PBRVITS, KAVALI

B.K. Reddy

Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.



PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE,
KAVALI - 524201 NELLORE DT. ANDHRA PRADESH
PHONE NO. 08626 243930 EMAIL: pbr_vits@rediffmail.com



ACADEMIC EXECUTIVE COMMITTEE

1	Dr B. Konda Reddy	Principal
2	Dr K V Subbaiah	Vice Principal
3	Dr V V Sunil Kumar	Vice Principal
4	Dr S Prakash	HOD Mechanical
5	Dr D S C Reddy	HOD CSE
6	Dr A Maheswara Rao	HOD ECE
7	Mr A Bhakthavachala	HOD EEE
8	Dr A Venkaiah	HOD MBA
9	Mr M Janardhan	HOD MCA
10	Mr P Eswaraiah	HOD I year

B. K. Reddy
Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.



PARVATHAREDDY BABUL REDDY VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE

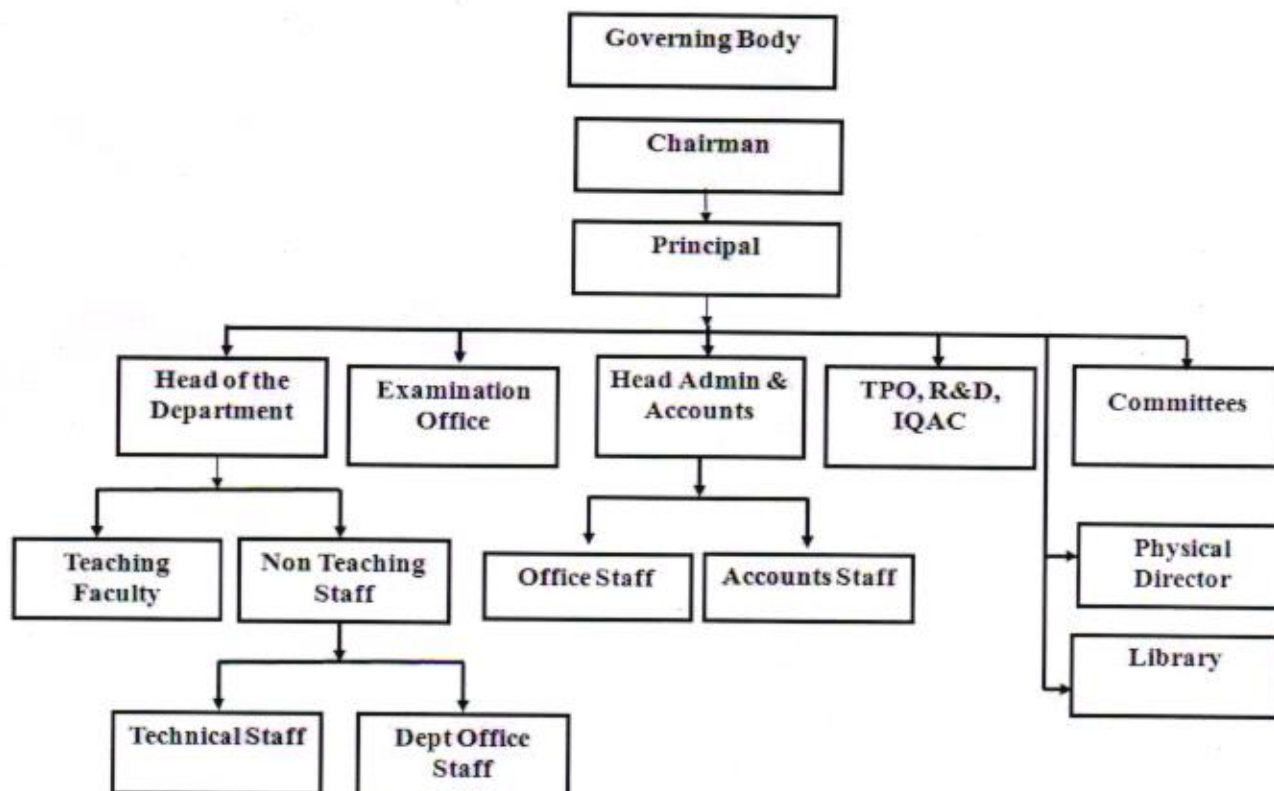
(Affiliated to J.N.T.U., Anantapur & Approved by AICTE, New Delhi, Accredited by NBA-AICTE)

KAVALI - 524 201, S.P.S.R. Nellore Dist., A.P., India. ☎ 08626 - 243930

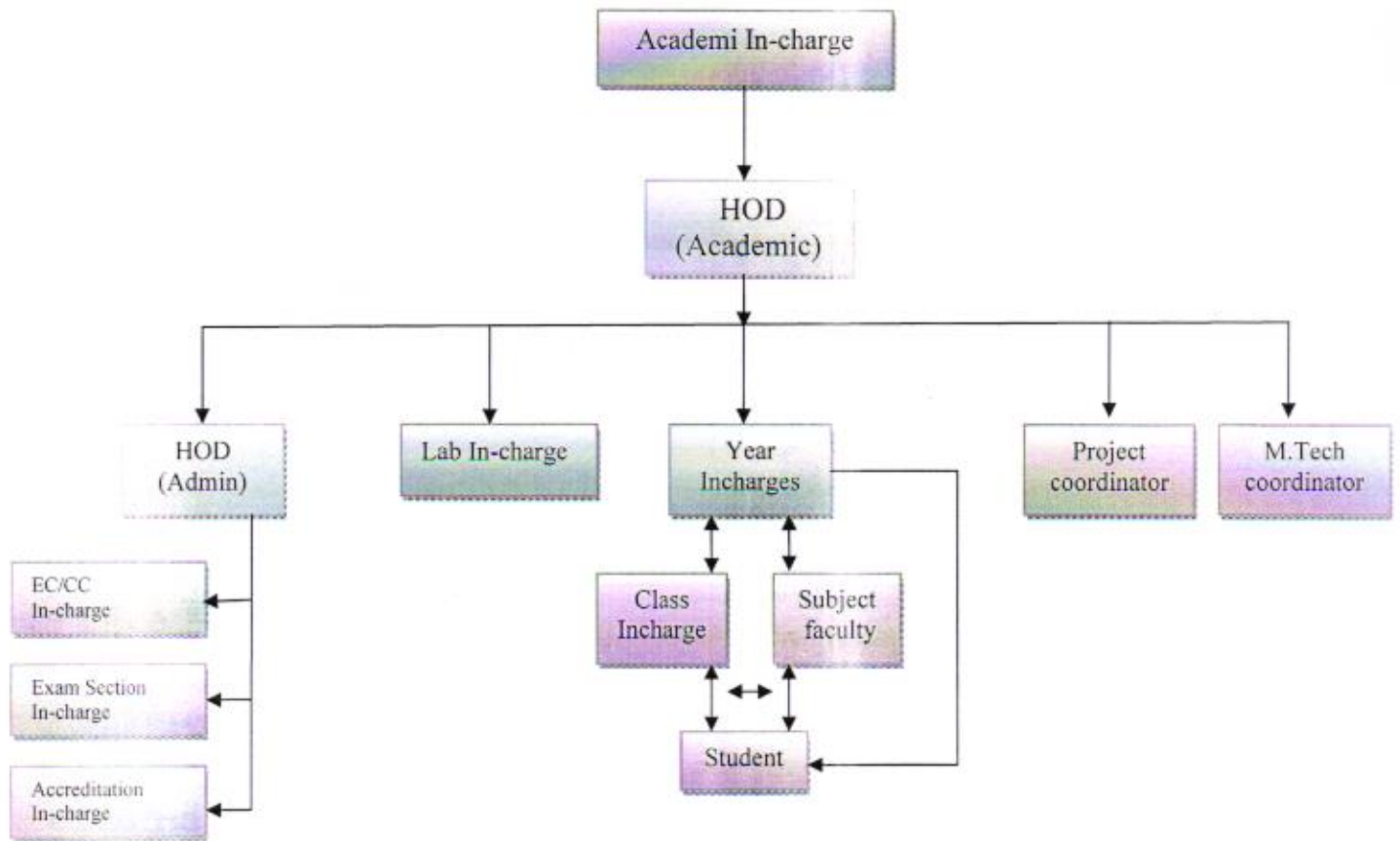


Late Dr. Dodla Ramachandra Reddy
Founder, Visvodaya.

ORGANIZATIONAL CHART



DEPARTMENT ORGANIZATION CHART



B.1

Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

RESPONSIBILITIES OF VARIOUS POSTS

PRINCIPAL

- General Administration
- Examination Section Works - with the assistance of Exam section i/c
 - Exams conduction (internal & external)
 - Spot valuation
 - Observer duties
- Scheduling & Conduction of
 - Functions & Programs (College day, Visvotsav, Technofest, Freshers' day, Farewell day, Hostel day etc.)
 - Activities like NSS & NCC
 - Club activities
 - Co curricular activities – with the assistance of HODs
 - Maintenance of Central Events Register
- Staff & Student discipline
- University related works & correspondence (with the assistance of the office Superintendent)
 - Regarding AICTE & JNTU
- University/AICTE Inspections
- Stock Taking at the end of the academic year
- General Works (With the Assistance of Office Staff)
 - Students:
 - Admission paper work
 - ID cards (will be issued by clerk – academic in-charge office)
 - Scholarships paper work
 - Certificates:
 - Bonafide, Study, Conduct, Course completion, Transfer certificates
 - Attestation of Xerox copies
 - Verification Letters
 - Bus/train passes – works regarding
 - Staff:
 - Staff Performance Assessments
 - Salary certificate / Service certificate for passport / Bank loan purposes
 - Leaves & Vacation Period



Principal

PARVATHAREDDY BABUL REDDY
 VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
 KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

ACADEMIC IN-CHARGE

- Staff Recruitments & Workload
- Student Feedback & Staff Appraisals
- Academic Schedules
- Academic Departments Functioning
- Accounts Section
- Budget Approval and subsequent purchases
- Original Certificates Safeguarding – Staff, Students & University related

VICE PRINCIPAL I

AIM of the Post: 1. To assist the Principal in all works & substitute for him in his absence.

VICE PRINCIPAL II

AIM of the Post: 1. To assist the Principal in all works & substitute for him in the absence of Vice-Principal I.
2. To fulfill the responsibilities of the Accreditation Officer & Staff Biometric I/C

ACCREDITATION OFFICER

AIM of the Post: 1. To maintain all paperwork in NBA/NAAC format with a view of applying for accreditation. (For both VITS & VEC)

- To work in coordination with both Principals
- Will guide the Dept. NAAC I/Cs & HODs and issue to them the required formats in which the records are to be maintained
- Will supervise the paperwork regularly & ensure that it is updated and filed as required for inspection regarding accreditation

STAFF BIOMETRIC I/C

AIM of the Post: 1. To monitor the biometric records of the teaching faculty

- To maintain the Leaves file
- Will scrutinize the print outs submitted daily by the Office Superintendent & file them after entering the remarks
- Will finalize the status of individual staff attendance at the end of the month & send a copy to the OS


Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

R&D DIRECTOR

AIM of the Post: 1. To develop & elevate the technical standards of the department
 2. To motivate & guide the faculty to go upgrade themselves technically
 3. To orient & guide the students towards developing practical knowledge

Regarding department standards

- Plan & organize faculty/student development programs such as Workshops, Guest Lectures, Student Certificate Courses, Paper presentations, Conferences etc.
- Identify Research projects with a potential for product development & scope for patents
- Identify Funding Organizations to finance the research projects

Regarding Faculty guidance

- Motivate & guide towards best teaching practices
- Encourage publishing papers, attending conferences & contributing to the identified research projects
- Provide guidance to effectively conduct student projects

Regarding Student Orientation & Guidance

- Chalk out a program to provide appropriate technical exposure to the student at different levels
- Motivate & guide the students to choose the relevant training programs at each stage
- Identify Industries with scope for student internships(internal or external) & provide guidance for the ensuing work

R&D CO-ORDINATOR

AIM of the Post: 1. To work in association with Director, R&D to facilitate smooth functioning of R&D activities

Regarding Projects on hand

- To discuss with each faculty about the requirements of the project being executed and to list all the components/equipment/systems required for R&D and initiate the procurement action
- To co-ordinate with each faculty and monitor the progress of the project as per given schedules and to discuss with Director, R&D on the progress of each project and identify the problems, if any
- To arrange a meeting for getting the solutions for the identified problem
- To prepare a consolidated status report on the projects for every fortnight

Regarding General Works

- To organize various R&D activities like Guest Lectures, Internal Seminars, Workshops, Training programs....etc
- Maintenance of all documentations related to the asset items (purchase register, stock register, copy of bills, purchase permissions etc) and R&D activity records.

Regarding Facilities

B. J. Reddy
Principal

12

PARVATHAREDDY BABUL REDDY

VISHVAKATA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

- To ensure that all the systems in R&D Lab are in operation with the softwares loaded.
- To ensure that the UPS system to all the PC's is available and the UPS performance is verified.

MTECH IN-CHARGE

M Tech In-Charge will work in coordination with the department M Tech coordinators and is expected to maintain all paperwork in order and updated for any sudden scrutiny. The M Tech In-Charge is therefore required to have a weekly check on all the regular paperwork.

AIM of the post:

- To maintain & update all related paperwork
- To schedule & conduct class work, internal exams and project viva voce
- To upload the relevant data to the university at the appropriate time

RESPONSIBILITIES:

1. Details of PG programs with sanctioned intakes
2. Admission Details- Student Lists / Roll Nos. etc- all files maintenance
3. Academic Schedules – prepared on the release of semester plan by university
4. Staff Work Allotments / Time Tables/ Staff course files
5. Attendance Paperwork
 - Registers – to be updated every week
 - Biometric Attendance Reports
 - Monthly Attendance Reports
6. Results
 - Internal Marks
 - Mid Exams bundles
 - External Exams Results
7. Exams Schedules- Internal & External, Condonation Lists
8. Projects Schedules, Guides Allotment, Attendance, Reviews/Internal Assessments & External Viva Voce Panel & Conduction, Project Reports
9. Reports to be uploaded to the University
 - Monthly Attendance
 - Internal Marks Reports
10. Correspondence with students through messages/phones via coordinators
11. Scheduling and monitoring the National Conferences in coordination with the HODs


Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

HEAD OF DEPARTMENT

- AIM of the Post:**
1. Overall accountability for the proper & effective working of the department
 2. To ensure responsible working of the staff

Responsibilities:**1. At the end of previous academic year:**

- a. Lab Stock taking & Report
- b. Compliance Reports- Budget, EC/CC Activities, QB
- c. Annual Budget Proposal
- d. Staff requirement/workload

2. During the semester:**Class Work:**

- a. Work Allotments & Time tables
- b. Lesson Plans
- c. Question Banks
- d. **Class work Conduction: With the assistance of Year i/cs / Class i/cs**
 - i. Ensure regular & smooth running of the classes as per time-tables
 - ii. Monitor Syllabus Coverage / Attendance Registers Maintenance
 - iii. Monitor Absentees & ensure presence in class
- e. Mids & Practical exams conductions, Marks submission
 - i. Ensure that staff are following the stipulated procedures
 - ii. Review Internal / External Practical exams marks before finalization in the presence of the Internal Exams i/c/ VP/ Respective faculty.
 - iii. Ensure marks submissions on time.
 - iv. Semester-wise submission of internal answer sheets / registers / Question Papers / External lab exam sheets –in the specified format

Laboratories: With the assistance of Laboratory i/c

- a. Lab requirements / manuals/ working / schedules
- b. Lab development proposals
- c. Lab DPR, Stock Register, Regular Stock taking every semester

Staff:

- a. Staff Regularity, Dress code, Leaves, Class work adjustments
- b. Staff meetings

Files / Registers etc maintenance

Department records to be maintained in accordance with the NBA format.
(Hard & Soft copies)

Students:

- a. Dress Code & Discipline
- b. Counseling- With the assistance of Year in-charges
- c. Feedback- Direct as well as through Year in-charges
- d. Student Projects- With the assistance of Project Coordinators

Co-Curricular: With the assistance of Extra- & Co-curricular Activities i/c

Plan & organize faculty/student development programs-
-Workshops, Guest Lectures, Paper presentations, Conferences, Educational Tours,


Principal

Student Certificate courses etc.

Ensure that all the in-charges are performing their duties effectively

For I Year, Branch I/C are appointed instead of Year I/Cs

YEAR IN-CHARGE (BRANCH I/C – For I Year)

- AIM of the Post:**
1. Regular interaction with students & **Student counseling** (to improve the overall performance of the individual student in particular & to improve the pass % & discipline in general, while reducing detentions due to attendance shortages & shortage of credits.)
 2. Regular class work monitoring

Responsibilities

1. Year in-charges are appointed for the batch at the beginning of the II Year & will continue to remain with the same batch till they pass out.
2. I Year branch in-charges will provide the student data recorded at the student entry level through I year.
3. Year in-charge will familiarize himself with all the students & identify their academic level. Also, they will introduce themselves to the parents of the allotted sections & let them know of our intentions right at the beginning of the II year

Direct Works

1. Maintaining the following records for the batch:
 - Student data base (VITS and VEC) – Roll no., Name, Address, Contact numbers, Parents contact numbers
 - Results
 - Counseling book ... etc.
 - Record of Students activities – participation in PPT contests/ sports/Workshops/ Co-curricular activities ...etc
 - Class in-charge daily reports & follow-up action for each semester
2. Provide the information regarding students of the section to the Class in-charge at the beginning of the academic year
3. **Informing the parents** regarding their ward's academic/discipline issues & following up on the same.
4. **Regular interaction with students (in addition to Class in-charges)**
 - Visit the class regularly & interact with ALL students.
 - Discuss general problems & solve them
 - Motivate the students towards co-curricular activities & development of communication skills
 - Help resolve Student issues – with the help of Class in-charge and HOD.
5. **Weekly interaction with faculty of the particular sections including class in-charges**
 - To discuss about the actions to be taken & implementation of the same for improvement of results
 - To follow up on student feedback regarding teaching/syllabus coverage

B. K. Reddy

Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

6. Discuss with HOD any stubborn problem for further actions.

Through Class in-charges

1. Year in-charge is expected to ensure that all the class in-charges are discharging their works effectively regarding the following
 - Follow-up & Counselling the students about
 - Attendance & Regularity
 - Slip Tests & Assignments performance
 - Result
 - Discipline issues
 - Record all the details of counselling
 - Post a daily report to the Year in-charge & HOD
 - Visit the class daily
 - Discuss general problems & solve
2. Ensure class work conduction/syllabus coverage as per time table
3. Weekly attendance register checking & maintenance

Through Class Representatives

1. Take action on any problem reported by CR in the absence of the class in-charge
2. Regular interaction with CR for general information.

CLASS IN-CHARGES

AIM of the Post: Class in-charges are appointed for a particular section at the beginning of each semester in order to ensure academic progress of the student.

Responsibilities

Receiving information

1. Receive the student data (upto previous semester) provided by the year in-charge
2. Visit their class randomly twice in a day and get the attendance report from CRs/LRs and take necessary actions on absentees.
3. Receiving of Assignment reports and slip tests marks reports from respective Subject faculty as per schedule and counsel the students based on reports
4. Take feedback on a regular basis regarding class work & syllabus coverage from students during interaction with them.

Counselling Action

5. Follow-up on the absentees details given by the CR daily & counsel each student personally

B.K. Reddy
Principal

16

6. Take action & counsel the students regarding their attendance & performance in slip tests & assignments
7. Guide the students in preparation for the MID and external exams
8. Counsel the students regarding any discipline issues.

Interaction with other staff dealing with the section

9. Follow-up on the availability of Q-banks for each subject.
10. Ensuring that slip tests & assignments are conducted as per schedule/directions & the staff correct the papers and give back to the students.

General

11. Class In-charges shall maintain the details of each student on
 - Previous Results
 - Attendance in the current semester
 - Slip tests /Assignment performance in the current semester
12. Discussing general issues in the class (about 10-15 min.) with students twice in a week, and taking necessary actions in association with Year i/c and HOD
13. Sanctioning of leaves for students and maintain a separate log/book for students counselling. So that we can understand that how many times the students are misbehaving. The student should take permission for Leave, Late coming, Early going,etc from Class i/c.
14. If any student is not following the instructions, it shall be brought to the notice of the year in-charge.
15. Submit a daily report (with actions taken) to the Year in-charge/HOD by 5:30pm without fail.

CLASS REPRESENTATIVES (CRS)

Responsibilities

Classroom duty

1. Observation of cleanness in class rooms
2. Verification of alignment of benches
3. Verification of functioning of Fans/Lights/LCD and intimate the same to Class teacher
4. Switch-OFF all fans, lights and LCD projector and close the door, before going to Labs
5. Ensure availability of some selected students during Break time in the class to avoid any untoward incidents.
6. Observation of discipline in class room

Academic

1. In the case of non-availability of faculty in class/labs, information must be given to Class-in-charge/Year in-charge / HOD.
2. Maintain the attendance information in each hour (i.e., No. of students absent and their Roll Numbers) - to update the class in-charge. Maintain a note book.

B.K. Reddy 17
Principal

3. Interact with class teacher and Year in-charge, at regular intervals
4. Report the difficulty of students, if any.

I YEAR DEPARTMENT IN-CHARGE

Responsibilities:

- Scrutinize & finalize the lesson plans
- Monitor syllabus coverage (in accordance with the lesson plans)
- Take responsibility to prepare & submit a common question bank for internal exams for each subject (as directed by the academic in-charge)
- Take feedback on staff performance from branch i/cs and initiate appropriate remedial actions.
- Coordinate lab activities.
- Take the responsibility to implement any decisions regarding department academic activities.
- Plan for department development.

DEPT. LABORATORY IN-CHARGE

AIM of the Post: 1. To ensure smooth & proper functioning of the labs
2. To elevate lab standards

Responsibilities:

- Keep all equipment in working condition
- Edit all the lab manuals to ensure clear & unambiguous direction to the students
- Supervise the conduction of labs & ensure that stipulated procedures are followed
- Ensure immediate correction/repairs on requests from staff
- Maintain proper ambience in the laboratories
- Purchase/ Replacement of equipment when necessary

DEPT. INTERNAL EXAMS IN-CHARGE

(Will be assisted by dept. exam section coordinator)

- Scrutiny of Question Banks (Essay-type as well as Bits) for each subject before submitting to exam cell for internal exams QP generation.
- Random scrutiny of answer sheets once the internal exams are conducted – to avoid any malpractices.
- Scrutiny of internal marks before they are entered by the staff online into the attendance management system-to avoid any indiscretions, partialities etc.
- Re-bundling of answer sheets as per University requirement & storing till submission at the end of the semester.(with the help of the dept. exam section coordinator)
- Scrutiny of lab marks- both internal as well as external- to avoid any indiscretions, partialities etc.
 - Any indiscrepancy in the marks allotted by the staff members must be submitted to the department internal marks committee by the internal exams in-charge & the suggested changes can be made with the approval of the committee.

B. K. Reddy 18
Principal

- Submission of internals answer sheets, labs exams sheets etc to the exam section at the end of the semester.

Note: In the absence of Dept. Internal Exams I/C, the HOD will oversee the above works.

STAFF (ACADEMIC)

Regarding C / W

- Prepare Lecture Schedules Carefully
 - Stick in Register: Front Cover inside : Syllabus Copy
Back Cover inside : Lecture Schedule duly attested by HOD.
- Follow the Lecture Schedule
- Prepare Lecture notes (for all units) & submit at the beginning of the semester.
- Go prepared to class. Should be able to take at least one extra hour on short notice.
- Follow the stipulated procedures regarding Class Room Instruction, Unit tests etc.
- Regarding **Attendance Registers**
 - Take to class regularly
 - Update attendance / daily log immediately after class & compare log with lecture schedule every week
 - Update daily the attendance/daily log etc. in the central attendance log-in provided to you by the central attendance office.
 - Enter mid marks on time
 - Let there be no over writings / Correction in register
 - **Get SIGNED by HOD, Regularly, Every week**
 - Keep ready for scrutiny by administration at any instant
- Maintain lab-Schedules meticulously along with required files / registers & ensure record correction / marks regularly before next lab.
- Maintain class – timing : 'IN' as well as 'OUT'

Regarding Leaves: In case of applying leave

- Adjust class work properly & enter in appropriate adjustments registers
- Preferably take extra classes before applying for leave or immediately after to cover up for the lost classes & catch up with the lecture schedule
- While applying leave on phone, first adjust the classes & then inform the concerned HOD as well as office. (to avoid 'A' in attendance registers)
- Use ELs with discretion

Regarding Mid-Exams/ Lab Externals

- Prepare a question bank for both essay type questions & bits – as directed & submit to the dept
- Discuss the answers / mode of answering etc. in the class
- Direct the students to answer all the QB questions & follow up on it.
- For **theory**: After the mid-exam, correct in **two days time**, give feed back to students & then, enter marks in register & submit the papers / marks memo to Department Internal Exams I/C.
- For **Labs**: Follow marks scheme as instructed by Internal Exams I/C. Consult Internal Exams I/C before finalizing.

B. I. Reddy

Principal

PARVATHAREDDY BABUL REDDY

VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI 524201, SPSR Nellore Dist. Andhra Pradesh.

- For Both: Once marks are finalized & entered in the overall marks sheets, **check carefully for any mistakes & sign the checked list. It is not the responsibility of the clerk.**

Submissions at the start of semester

- For each subject allotted, the course file must contain the following:
 - **Lecture Schedule** (including any tutorials, tests, seminars, revisions etc.)
 - Lecture Schedule must be submitted in the suggested format on the basis of the tentative schedule given
 - Lecture Schedule must be prepared by each staff member individually
 - Utmost care must be taken to prepare the Lecture Schedule such that the implementation of the same does not deviate much from it
 - The order of the units cannot be changed. It must be followed as given in the syllabus.
 - The first 2 units must be scheduled before 1 mid exam. However, if absolutely necessary, the order of these 2 units can be changed in this period.
 - **Lecture notes**-unit wise
 - **List of Books/Authors** followed
 - **Links to any websites** of interest related to the subject
 - **Question Banks (as instructed separately)** (Due importance may be attached to the Previous 5 years University Question Papers highlighting the FAQs)
 - **Assignment/ Seminars** schedule

Submissions at the end of semester

- For each class:
 - **Internal exams**
 - Internal marks submissions (for both theory subjects as well as labs)
 - Internal exams answer sheets for theory subjects, duly checked and signed by the concerned staff.
 - Internal exams answer sheets for lab subjects, duly checked and signed by the concerned staff along with the marks scheme.
 - **Attendance Registers**
 - Attendance Registers duly filled in, checked for all entries and signed by the concerned staff.

PROGRAMMER

- General
 - Work together as a **team**
 - Share all responsibilities **together**, not separately
 - Maintain cordial environment & do not engage in unnecessary discussions
 - If encountering any problem with co-programmers, inform immediately to CC i/c for further action
 - All programmers are placed under the direct supervision of the Computer labs i/c
 - Kindly co-operate for the smooth functioning of the labs
 - **Relationship with students must be strictly official. Partialities will not be tolerated**
- Labs Conduction
 - All programmers must be continuously present in the lab for the entire duration
 - Systems have to be **switched on at least 15 minutes** before the lab scheduled time
 - Students must be **seated as per their roll numbers**
 - When any student is absent, his seat must be left vacant

B.K. Reddy

Principal

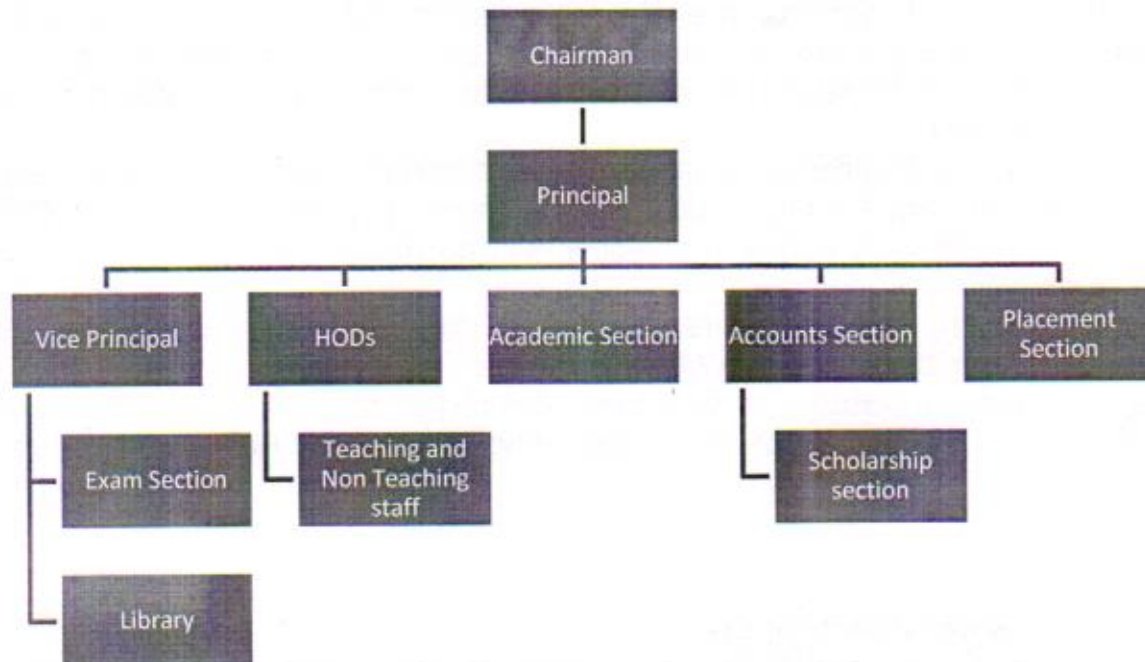
PBR VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE
Kavali-Nellore Dt. Pin-524201
H R Policy Handbook

TABLE OF CONTENTS

Chapter No	Description	
	Vision	1
	Mission	1
	Quality Policy	1
	Organization Chart	2
1	Planning	
	1.1 Human Resource Planning	6
	1.2 Recruitment	7
	1.3 Orientation	9
2	Salary, Incentives	
	2.1 Positions and Pay Scales	10
	2.2 Allowances	11
	2.3 Increments	11
	2.4 Incentives and Rewards	12
3	Leave Rules	
	3.1 General	14
	3.2 Casual Leave (CL) 15	
	3.3 Special Casual Leave (SCL) 15	
	3.4 Extra-Ordinary Leave (EOL) 15	
	3.5 Leave on Duty (OD) 16	
	3.6 Maternity Leave (ML) 16	
	3.7 Special Leave (SL) 16	
	3.8 Academic Leave (AL) 17	
4	Promotion Policy	19
5	Retirement 20	
	5.1. Retirement from Service	20
	5.2. Retirement Benefits	20
6	Discipline, Grievance and Redressal Procedure	
	6.1 Code of Conduct for Teachers	22
	6.2 Discipline	23
	6.3 Grievances and Redressal	24
7	Consultancy, R & D and teaching Assignments	
	7.1 Consultancy, R & D	26
	7.2 Teaching Assignments.	27
8	Incentives – Students	
	Annexure : Ethical Standards for Teachers	28

PBRVITS

ORGANIZATIONAL CHART



B. Parvathareddy

Principal

PARVATHAREDDY BABUL REDDY
VISHVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

1.2.1. (B) Non-Teaching Staff

- Department-wise requirement may be obtained well in advance before starting of every academic year.
- News paper advertisements in leading dailies inviting applications from qualified and competent persons are given.
- Received applications are scrutinized and short listed.
- Short listed candidates are informed to appear for an interview before selection committee.
- Appointment letters are sent to selected candidates after approval of relevant authorities.

1.2.1. (C) Selection Committees

- For Teaching faculty selection of candidates is based on the following procedure:

- Selection committee comprise:

For the Post of Principal:

- Management representative
- Two Professors (External)

For the Post of Professors:

- Principal
- Two subject experts not less than Professor rank
- HOD of respective department
- Management Representative

For the Post of Associate Professors/ Assistant Professors:

- HOD of respective department
- Management Representative
- Senior Faculty from the concerned department.

NONTEACHING:

- Principal/Nominee
- HOD of concerned department
- Senior Staff of concerned department

WALK-IN-INTERVIEWS

- In case the faculty requirement arises in the middle of the semester, the candidates kept in waiting list, if any, may be considered.
- In case if selected candidates including waiting list fail to turn up, such vacancies are filled up by giving another news paper advertisement calling for walk-in-interviews from qualified persons to appear for an interview before the selection committee consisting of

- Principal
- HOD concerned
- Management Representative


Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

CHAPTER-2

SALARY, INCENTIVES

2.1 POSITIONS AND PAY SCALES

2.1.1 The College will have the following positions of hierarchy in the teaching departments:

- Principal
- Special positions, including HOD
- Professors
- Associate Professors and
- Assistant Professors

2.1.2 In addition, each department shall have support staff like Lab assistants, programmers and department attendant.

2.1.3 The principal's Office will have the following positions of hierarchy in the administrative department.

- Superintendent
- Accountant,
- Secretary
- Clerical Assistants
- Office Assistants.

2.1.4 The Scales of pay for various teaching positions will be as per AICTE Norms and as detailed here under:

TEACHING FACULTY:

- Principal and special positions-pay as per AICTE norms commensurate with the qualification and experience.


Teaching faculty: VI pay scale

Professor :	Rs 37400 – 67000+ AGP 9000/10000
Associate Professor :	Rs 37400 – 67000+ AGP 8000/9000
Assistant Professor :	Rs 15600 – 39100+ AGP 6000/7000

NON-TEACHING POSTS:

Scales of Pay for non teaching positions shall be as per AP state Govt. norms and are as follows:

• Accounts Officer	Rs 19,050-530-45,850
• Administrative Officer	Rs.18,030-490-43,630
• Cashier/Accountant	Rs. 8,440-240-24,950
• Office Assistant	Rs. 7,520-220-20,110
• Lab Assistant	Rs. 7,100-200-18,520
• Technical Staff	Rs. 7,740-220-21,820
• Supporting Staff	Rs. 6,700-200-17,050


Principal
PARVATHAREDDY BABUL REDDY
MODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh

2.4.2 Guidelines/Conditions for award of cash incentives for research publications/books published:

To encourage faculty members to develop a flair for research, cash incentives are extended for research paper publications and books publishing. Principal is authorized to sanction the cash incentive awards. Publication may be considered for award of cash incentives subject to

- Publication in reputed journals (Paid journals are not eligible), on submission of the following:

- Copy of the acceptance letter from the editorial board of the journal.
- Copy of the comments made by experts on the work.
- Copy of the publications.
- Cash incentives of Rs. 5,000/- per paper published in international reputed journal and Rs. 2,000/- per paper in a reputed national journal.
- The incentive amount shall be equally distributed amongst all the authors employed with PBRVITS only if the paper is published.
- Impact factor should be preferably 0.5 or above and the faculty should submit the impact factor issued by the journal.
- Incentive of Rs. 5,000/- per book will be paid for publication of books by more than one author in printed form with reputed publishers. In case of more than one author the amount will be equally distributed amongst all the authors and employed with PBRVITS only.

2.4.3 Financial assistance for faculty attending the seminar/conference/workshop:

- Registration fee and TA/DA expenditure for participating in national/international conferences/ workshops.
- Faculty should present the paper in person.
- Lead author is only eligible for availing the facility. In case genuine difficulty, with prior approval other than lead author shall be permitted to avail the facility.
- Financial assistance is released on reimbursement basis on production of relevant receipts.
- Financial assistance should be claimed only from one organization.

sanctioned to women faculty. The quantum of casual leave admissible will be on prorata basis. CL may be granted for a period of not exceeding 3 days at a time including public or other holidays. The period of unutilized CL will be carried to the next calendar year.

3.2.2 CL should not be combined on both sides with any kind of other category leave or with vacation period.

3.2.3 Granting of CL requires advanced sanctioning and the incumbent has to make alternate arrangement for his/her workload during his/her intended leave period.

3.2.4 Employees may avail CL for half-day also.

3.3 SPECIAL CASUAL LEAVE (SCL):

Casual leave for a period of 6 days in a calendar year may be granted to a regular employee of PBRVITS on special circumstances.

3.4 LEAVE ON DUTY (OD)

Leave on Duty may be granted to faculty for academic Purposes such as attending conferences/ seminars/ workshops/ JNTUA exam-duty etc.

3.5 MATERNITY LEAVE:

3.5.1 Women employees of PBRVITS after completion of one year of service are eligible to avail maternity leave for 90 days.

3.5.2 This leave may also be granted in case of abortion or miscarriage for about two weeks on submission of a medical certificate.

3.5.3 Leave may also be granted in case of illness of a newly born baby for about six days.

3.5.4 This leave is not admissible in the case of those employees who have two or more surviving children.

3.6 ACADEMIC LEAVE

Study leave (Fulltime) is granted:

- To faculty with not less than 5 continuous years of service in the college to pursue PhD / post doctoral research.
- To Non Teaching staff possessing not less than 3 years of continuous service in the college to pursue Diploma / Degree courses.
- However the course pursued should be direct advantage to institute's interest.
- The employee on return should submit full report on the work done during study leave period.
- The employee availing study leave has to execute a bond agreeing to serve the institute for three years after the leave period is over.

CHAPTER-4

PROMOTION POLICY

4.1 All promotions shall be considered on merit-cum-seniority basis.

4.2 The principal shall appoint a committee for promotion purposes, in which he shall be the Chairman, with two Professors and one/two invited experts from Industries/other Institutions.

4.3 The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate seeking promotion, for any misconduct he/she committed during the service.

4.4 Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject, however, to the condition that he/she had completed the required years of service in the present position as prescribed below and should have obtained prescribed qualifications e.g.

- **Associate Professor:** 5 years of teaching/industry experience
- **Professor:** 5 years of service at Associate Professor Level.
- Academic performance and student feedback.

4.5 Those who are promoted shall be placed in the pay scale applicable to that category.

4.6 All decisions on promotions shall be taken up every year whenever faculty meets the norms PBRVITS.

Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

CHAPTER-6

DISCIPLINE GRIEVANCE AND REDRESSAL PROCEDURE

6.1 CODE OF CONDUCT FOR TEACHERS

6.1.1 Teachers should report at the classroom at the appropriate time without any exception.

6.1.2 Every teacher shall take attendance at the beginning of the teaching hour.

6.1.3 Every teacher shall close the Teaching work punctually at the end of the hour.

6.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take an appropriate action, which shall be: Taking correctional action if it is within his/her power, or reporting the matter to the HOD/Principal.

6.1.5 Every staff member shall attend all the departmental and institutional functions and should carry out responsibilities assigned with commitment to the best of their abilities.

6.1.6 Faculty and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the department and the college.

6.1.7 Faculty and Staff Members shall not receive gifts of any kind from the students or their parents.

6.1.8 Teachers shall maintain a respectable work conduct in terms of: i. Preparation for the particular day's classes, with latest information added to the earlier course content.

ii. Keeping ready all teaching aid material required for conducting the class in an orderly manner.

iii. Going according to lesson plan for the day and completing the syllabus for the semester without any backlogs.

iv. Follow up assignments and tests given to students, evaluating in time and giving feedback to the students.

v. Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.

vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

6.1.9 Teachers Shall Observe Good Personal Conduct in terms of:

i. Not using any abusive language towards students, fellow teachers, parents and other members of public.

ii. Not entering into quarrels, fights or any act of disrespectful nature.

iii. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.

6.3 GRIEVANCES AND REDRESSAL

6.3.1 The Principal shall constitute a Grievance and Redressal Committee to redress the grievances of the teaching and non-teaching staff.

6.3.2 The Grievances and Redressal Committee shall consist of minimum seven persons in the ranks of HOD, Principal/Director/Dean with one being nominated as member secretary/convenor.

6.3.3 The Principal shall announce the Constitution of the Committee with the names of members at the beginning of every academic year.

6.3.4 The Grievances and Redressal Committee shall:

1. Have a member secretary/convenor, to monitor the proceedings.
2. Meet once in a semester on a specified day and time.

6.3.5 Any teaching or non-teaching staff who has a grievance, he or she shall make a representation to the Committee.

6.3.6 The member Secretary or Convenor of the Grievances and Redressal Committee shall include such grievances as an item of the agenda for the next meeting, unless the seriousness of the grievances warrant a meeting to be commissioned immediately.

6.3.7 The Member-Secretary/Convenor shall record and maintain the minutes of the meetings.

6.3.8 Report on the grievances shall be submitted by the committee to the principal. The Chairman/Correspondent shall redress the grievances after due consideration to the extent possible.

Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

CHAPTER-7

CONSULTANCY, R & D AND TEACHING ASSIGNMENTS

7.1 CONSULTANCY, R & D

7.1.1 The College encourages its teachers to take up consultancy and R & D assignments within the Institution, with other Institutions or Industries appropriate to the teacher's competence.

7.1.2 The teacher shall undertake such assignments as

a) When the college is approached for such help and the college assigns such engagement to the particular teacher **or**

b) When the teacher himself/herself is approached by the outside agency for such help.

7.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.

7.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

7.1.5 The teacher shall also make other teachers associate in working on the assignments.

7.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis;

a. Where it is project or R & D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).

b. In all other cases like consultancy assignments, it shall be 70:30 (30% to College).

7.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately with due notification to the Principal/Chairman.

7.1.8 The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

7.2 TEACHING ASSIGNMENTS

7.2.1 The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:

7.2.2 A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

7.2.3 Unless approved by the Principal, a teaching staff member shall not take up any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

CHAPTER-8

INCENTIVES - STUDENTS

8.1 The Management is pleased to announce the following incentives and rewards for Students

- i. Merit Scholarships for the academic Toppers up to Rs.15,000.
- ii. Fee concession for economically backward meritorious students.
- iii. Free placement training to all the students is arranged by inviting experts College management meets all the expenditure incurred in this respect.
- iv. College also arranges brain empowering workshops conducted by eminent persons in the field to empower memory power of students free of cost.
- v. Free internet facility to all students.
- vi. Reimbursement of total expenditure to students for presenting papers in reputed institutions like IITs, NITs, BITS.
- vii. Students presenting papers in seminars / conferences / symposium are paid per author.
- viii. Free coaching is provided for the competitive exams like GATE, CAT etc.
- ix. The college provides the required financial assistance for participating in national/university level sports and games.
- x. Best out going student award and cash prize.
- xi. Subsidized food facility for all the students.

Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

ANNEXURE - I

ETHICAL STANDARDS FOR TEACHERS

A Teacher

1. Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
 - To respect parents, teachers, elders.
 - To express the love and affection to students.
 - To accept and extend due respect to every religion and social grouping.
 - To love the Nation and commit them to the endeavors to Her progress.
2. Shall have a sense of belonging to the Institution.
3. Shall assume total dedication and commitment to the teaching profession.
4. Shall always have an urge to excel in professional expertise.

A Teacher

1. Shall wear respectable attire, befitting the society's expectations.
2. Shall keep up immaculate personal hygiene at all times.
3. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
4. Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
5. Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.

A Teacher

1. Shall always listen to students with concern, whether it be in respect of doubts in the subject or it be relating to any personal help.
2. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

A Teacher

1. Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understand the system in a better manner.
2. Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help.
3. Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the college or of fellow teachers, students or any other member of society.

A Teacher

1. Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system.
2. Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.
3. Shall always be responsive to societal needs.

PBR VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE



I B.Tech.

Seats are classified as 1. Category A seats 2. Category B seats

Category A seats – 70% of the sanctioned intake are under this category and these seats are filled by EAMCET Convenor.

Category B seats – 30% of the sanctioned intake in each course are made by the competent authority of the Government of A.P. through on-line admission process.

Eligibility

1. A candidate should have completed 16 years of age as on 31st December of the Academic Year for which the admissions are being conducted.
2. NRI Candidates (sons and daughters of NRIs) – 5% – Eligibility: A pass in the qualifying examination with not less than 50% of marks in the prescribed group subjects or 50% aggregate marks in the qualifying examination or CGPA equivalent to 5 on a scale of 10.
3. The remaining seats shall be filled with candidates including from other States and Union Territories who have secured rank at AIEEE and secured not less than 45% of marks in the prescribed group subjects in the qualifying examination.
4. The seats remaining unfilled from (ii) & (iii) above shall be filled with eligible candidates on merit basis who have passed the qualifying examination (10+2) of the Board of Intermediate Education, A.P. with the prescribed group and obtained at least 45% marks in the prescribed group / 40% in case of candidates belonging to reserved categories and secured a rank at the Common Entrance Test.
5. The seats remaining unfilled from (ii), (iii) & (iv) above shall be filled with candidates on merit basis securing not less than 45% (40% in case of reserved categories) in the prescribed group subjects taken together / aggregate marks in the qualifying examination.

Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist, Andhrapradesh.

II B.Tech Lateral Entry

An additional 20% are admitted at IIB.Tech. level under lateral entry scheme based on ECET rank from diploma and B.Sc. streams.

I M.Tech

Admission for M.Tech. programmes in i) Power Electronics & Electric Drives ii) Control Systems iii) Digital Electronics and Communication Systems iv) Embedded Systems v) Computer Science and Engineering vi) Structural Engineering and vii) Machine Design as follows.

Seats are divided into two categories :

1. Category A seats – 70%
2. Category B seats – 30%

Category A seats are filled by the Convenor and Category B seats by the Institution.

I MBA AND MCA

Seats are divided into two categories :

1. Category A seats – 70%
2. Category B seats – 30%

Category A seats are filled by the ICET Convenor and Category B seats by the Institution following the guidelines stipulated by the State Government.

Eligibility

1. The candidate should have passed the qualifying examination (10+2+3) with Mathematics as one of the subjects in SSC.
2. Rank in the Common Entrance Test conducted by the State Agency.
3. For B Category, not less than 50% of aggregate marks or CGPA equivalent to "5" on a scale of "10" in the qualifying examination.

Principal
PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhra Pradesh.



PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE,
KAVALI - 524201 NELLORE DT. ANDHRA PRADESH
PHONE NO. 08626 243930 EMAIL: pbr_vits@rediffmail.com



PLACEMENT POLICY & GUIDELINES

The role of the Training and Placement Cell is of a facilitator and counselor for placement related activities. Training and Placement Cell provides 100% placement assistance to all the registered students as per the norms provided here.

Selection of Companies:

Companies will be invited and scheduled by the Placement Cell on the basis of the following parameters:

- a) Job profile and growth prospects.
- b) The package being offered by the company.
- c) Past record of recruitment.

Eligibility Criterion:

- a. Student should get an aggregate of 60% & above throughout from SSC onwards.
- b. Student should not have any backlog subjects in B.TECH, M.B.A, M.C.A & M.TECH.
- c. Student should secure a minimum of 60% score in internal marks and soft skill training and mentoring conducted in the institute.

A. GREEN ZONE CANDIDATES. Candidates who fulfill the above criteria will be treated as "GREEN ZONE", and the institute will put 100% efforts to place all the students who come under GREEN ZONE.

B. In RED ZONE Students with backlogs and less than 60% throughout in academics will be in RED ZONE. However, if a particular company allows students with one or two backlog subjects they will be allowed to attend those interviews as a special case only. Necessary placements assistance will be given.

RULES FOR PLACEMENT

1. The placement committee strictly enforces ONE STUDENT ONE JOB OFFER.
2. As soon as the student secures a Job, he/she will be out of the Placement Session **2018-19**
3. Students are given choice to choose the company for placement based on their specialization subject to all conditions mentioned above.
4. Once students have given the name for the interview and if they are not attending the interview, they will be blacklisted from attending the rest of the companies.
5. Once student is placed in a company of his/her choice, he/she cannot attend any other interview on campus. But it is their liberty to search for another better job by his own effort.


Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

6. Any students who withdraw deliberately in the midst of a selection process will be disqualified from placement for the rest of the year.
7. Unauthorized absence for the test/interview will lead to barring from placement.
8. Any student who doesn't want to participate (opt out) in the placement process should write a letter to the placement committee about the reason for withdrawal.
9. Students should be ready to attend any screening programme conducted by placement cell on the request of companies. Shortlisted students list only will be forwarded to companies.
10. Dress code - Students must be formally dressed whenever they participate in any sort of interaction with a company. Minimum formal clothes for men includes formal shirt and trousers with tie, and leather shoes. Minimum formal clothes for women include either a pair of Salwar-Kameez (no binge) or formal shirt and trousers with neck tie.
11. A student who applies and gets selected or shortlisted is bound to go through the entire selection process unless rejected mid way by the companies.
12. Placement season is an ongoing process which starts from August and may go up to May of the next year till the students are placed in various organizations.
13. Placement committee cannot/will not personally recommend to HR of any company for a job offer or placement. It fully lies on the capability of students to crack the selection process.
14. Once the students are placed in a company, they have to submit the photocopy of the offer letter with the placement officer for future reference.
15. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/Interviews, and produce the same when demanded by visiting team or TPC staff or their representatives. Candidates must also always carry 4 copies of their resume and 2 passport size photographs for the GD/Interview of a company.
16. Students should maintain discipline and decorum in every activity during the placement process.
17. Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.
18. It is compulsory for every student to attend the Pre-Placement Talk(PPT) of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company
19. Students are expected to maintain decorum in all interactions with company officials such as PPT, written exam and so on. Students should reach for PPT/Test/Group Discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.



Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.

20. Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.

21. Student misbehaving in any manner with staff of Training and Placement Cell will be debarred from Placement Session.

22. Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.

23. Student found adopting unfair means of any kind in placement procedure of any company the following policy will be adopted: • The student will be debarred from participating in recruitment process of that company and the next 10 companies he/she has applied to and/or shortlisted.

25. The students shall be prepared to attend off campus interviews being arranged by the Placement cell at Hyderabad, Bangalore, Chennai, Pune, Mumbai and Kochi or at any other place as situation demands at their own expenses.

26. Following contingencies may occur:

1. The company may want the selected candidate to complete entire course before joining. That would be the best alternative and supported by the institute in the interest of the company the student. Students will take full advantage and complete the course in full earnest.

3. Once any student take up a job with any company, it is mandatory for the student to work at least 12 months with recruiter to maintain the relationship of the institute and industry.

27. If market situation and job scenario necessitate a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

Placement Process

Placement at PBR VITS is student-driven. It is also important for students to be in touch with the Placement Office, for consultation and any specific individual issues.



Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhrapradesh.