



**SAI RAJESWARI INSTITUTE OF TECHNOLOGY**  
Lingapuram (V), Proddatur, Y S R District – 516 362, A.P.

# **SERVICE RULES, POLICIES & PROCEDURES**

June 2019

## **CONTENTS**

<b>Chapter</b>	<b>Part – A SERVICE RULES</b>	<b>Page</b>
1.	SERVICE RECORDS	3
2.	METHOD OF RECRUITMENT	6
3.	PROMOTIONS	17
4.	LEAVE RULES	18
5.	MEDICAL FACILITIES	22
6.	CONDUCT & DISCIPLINE	23
7.	SELF APPRAISAL REPORT	26
8.	APPEALS AND REVIEWS	27
<b>Part – B POLICIES</b>		
1.	FUNCTIONAL UNITS AND WORKING MECHANISM	28
2.	RESEARCH & DEVELOPMENT	31
<b>Part – C PROCEDURES</b>		
1.	PURCHASE AND SERVICING	32
2.	FILES TO BE MAINTAINED	34

**PART – A**  
**SERVICE RULES**  
**CHAPTER – I**  
**SERVICE RECORDS**

**I.1 Records of service**

1. Personal file for keeping the record of service of Staff shall be maintained by Administrative office in respect of each employee of the College.
2. All activities of an employee in his / her official position shall be recorded in this personal file, and each entry must be attested by the HOD/Principal.

**Service Conditions:**

- a. Every Staff member shall abide by the all service conditions stipulated by the management from time to time.
- b. Every employee of the College shall devote his/her whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work which is likely to interfere with the proper discharge of his/her duties.
- c. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the Institute, particularly in his / her relationship with the Principal, Faculty and Staff, Students and Visitors to the College.
- d. Not withstanding anything contained above, whenever any consultation work for any other organization is undertaken by the college, the Staff members of the institution are required to attend such works either with remunerative or otherwise.
- e. Any person appointed by the institution as Staff member of the institution, such Staff shall be placed on probation for a period of one year.
- f. The following original certificates should be verified at the time of joining the college.
  1. SSC Certificate
  2. Intermediate Certificate
  3. Graduation Original Degree Certificate
  4. Post Graduation Original Degree Certificate
  5. Experience Certificate
  6. Salary Certificate from previous Employer
  7. Relieving letter
  8. Any other.
- g. Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her superior. Staff shall attend the institution 10 minutes before regular commencement academic work and sign in the attendance register.
- h. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him/her.
- i. No member of the Staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the HOD/Principal.
- j. The services of the Staff member is discontinued by either side with one month notice or one month salary in lieu thereof. In case of approved probationers two months notice or two

## Service Rules and Regulations with effective from June - 2019

months' salary in lieu thereof. However no Staff member will be permitted to tender the resignation in the middle of the academic year. The concerned Staff member will be relieved from the duty only at the end of the Semester/ Academic year

- k. The principal has right to place any Staff member under suspension on the charges of misconduct.
- l. In a case where member of the teaching or non-teaching Staff commits any misconduct in discharge of his / her duties, the Principal is empowered to award punishment such as warning, censure, and withholdings of increment with or without cumulative effect after conducting an enquiry by a committee constituted for the purpose.
- m. The Secretary & Correspondent shall have the power to terminate the services of a member of the Staff of the college, for any of the following reasons:
  - i) Failure to exercise efficient supervision on the subordinate Faculty and staff
  - ii) Insubordination or disobedience to any lawful Order of his/her superior officer.
  - iii) Gross negligence in teaching or any other duty assigned.
  - iv) Any act involving moral turpitude punishable under the provisions of the IPC (Indian Penal Code)
  - v) Intemperate habits affecting the efficiency of the teaching work.
  - vi) Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her superior officer.
- n. In case of termination, no notice or salary in lieu of notice need be given or to pay salary in lieu thereof.
- o. Important terms/ Guidelines to the Staff members
  - i. For the development and progress of the college / department, all members of the Staff should work as a team and they should also maintain a cordial relationship with other departments.
  - ii. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
  - iii. Staff members should get prior permission from Management / Principal / Designated Authority to contact any outside agency or government departments for any matter related to the college.
  - iv. If a Staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 15 days from the date of drawing advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted against his / her salary.
  - v. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from the departments concerned.
  - vi. All the members of the Staff shall be governed by general rules / norms also practiced by college from time to time.

**CHAPTER – 2**

**METHOD OF RECRUITMENT**

**Classification of Services**

The following is the Classification of employees of the College, other than those employed on contract basis, adhoc basis or on daily wage basis.

<b>Class</b>	<b>Category</b>	<b>Designation of the post</b>
I	Category A	Principal: Professor
	Category B	Associate Professor/ Administrative Officer
II	Category A	Assistant Professor / Physical Director / Librarian
	Category B	Asst. Librarian / Library Assistant / Accounts Executive / Superintendent / Workshop Superintendent. System administrator.
III	Category A	Lab Assistant / Computer Programmer.
	Category B	Stenographer / Senior Assistant / Junior Assistant Data Entry Operator / Lab attender
IV	Category A	Attender / Office Sub-ordinate Sweeper: Scavenger.

**I. Recruitment Procedure :**

As per AICTE Norms the Student: Teacher Ratio is 1:20 for Under Graduate Courses and 1:15 for PG Courses

The Cadre ratio shall be 1:2:6 (Professors: Associate professor: Assistant Professor)

**Step – I**

- a) Recruitment is normally done in the month of April / May.
- b) Number of vacancies identified by Principal / Designated Authority based on student strength / resignations or termination of Staffmembers, to the management for approval / information.
- c) Vacancies are advertised in leading Telugu and English newspapers.
- d) Screening of applications is done by the respective Department Head.
- e) Short listed candidates are informed through call letters and over telephone by HR Department.
- f) At times, Walk-in interviews are also conducted for immediate postings.

**Step – 2**

**a. Composition of Selection Committee for the post of Assistant Professor / Associate Professor / Professor:**

1.	Secretary & Correspondent or his nominee	Chairman
2.	Principal	Convener
3.	Two subject experts from outside	Members
4.	Concerned HoD	Member

**b. Composition of Selection Committee for the Non-teaching posts:**

1.	Secretary & Correspondent	Chairman
2.	Principal	Convener
3.	Concerned Head of the Department of the College	Member

Note: However such teaching faculty shall appear before a regularly constituted Selection Committee in its next meeting.

- a. A written test will be conducted if necessary for the post of Asst. Professors and short listed candidates shall be called for personal interview and selection shall be on merit basis.
- b. Direct interview is conducted for senior posts by the Selection Committee.
- c. All the recruitments made will be sent to University for ratification.
- d. The Secretary & Correspondent will issue appointment orders to all the employees.
- e. All the Selected candidates are allowed a joining time of 15 days from the date of dispatch of orders. In case of any request from the selected candidates the date of joining may be extended at the discretion of the Principal / Secretary & Correspondent.

**NORMS**

**A. FACULTY NORMS - PRESCRIBED BY AICTE**

**B. E. / B. Tech**

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B. Tech & ME/ M. Tech in relevant branch with 1 <sup>st</sup> class or equivalent either in B.E / B. Tech or M.E / M. Tech.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Committee of Architecture shall also be considered valid.
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or Equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly Desirable.	
	Professor	Qualifications as above that is for the post of Associate Professor, Applicable.  Post PhD publications and guiding PhD students is highly Desirable.	Minimum of 10 years teaching / research /industrial experience of which at least 5 years should be at the level of Associate professor. Or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active Participation record in devising / designing, planning, executing, Analyzing, quality control, innovating, training, technical Books / research paper publications / IPR / patents, etc., as deemed fit by the expert members of the Selection Committee.

**Note:** Sanctioned students intake shall be considered for all (3) years for calculating Teacher: Student ratio.

**Service Rules and Regulations with effective from June - 2019**

**Principal / Director**

<b>Programme</b>	<b>Cadre</b>	<b>Qualification</b>	<b>Experience</b>
Engineering & Technology	Principal / Director	Qualifications as above that is for the post of Professor, as applicable Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years experience in teaching /Research / Industry out of which at least 3 years shall be at the level of Professor. or Minimum of 13 years Experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books /research paper publications / IPR/ patents record shall be required as deemed fit by the expert members of the Selection committee.  If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active Participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.
Humanities & Sciences	Assistant Professor	Good Academic record with First Class at M.Sc. level (for Science) or at M.A. level (for Humanities). OR Good Academic record with at least 55% marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an Indian University or an equivalent Degree from a Foreign University. Besides fulfilling these qualifications, candidates should have cleared the National Eligibility Test (NET) conducted by UGC, CSIR or similar test accredited by the UGC.	No minimum experience required
	Associate Professor	Good academic record with at least 55% marks or an equivalent CGPA at the Master's Degree level and Ph.D degree in the in the relevant subject.	5 Years experience in teaching and / or Research excluding the period spent for obtaining the degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curriculum.
	Professor	Good academic record with at least 55% marks or an equivalent CGPA at the Master's Degree level and Ph.D. in appropriate branch of Humanities and Sciences. Desirable: Post Doctoral work in appropriate branch of Humanities and Sciences.	Experience: 10 years experience of which at least 5 years should be at a senior level comparable to that of an Associate Professor in Postgraduate teaching, and/ or experience in research at the University / National level institutions, including experience of guiding research at Doctoral level.



## Service Rules and Regulations with effective from June - 2019

### M.E. /M. Tech

Faculty required 1:15 (Teacher: student ratio)

Cadre ratio 1:2 (Professor: Associate / Assistant Professor)

Qualifications as prescribed above

**Note:** Sanctioned students intake shall be considered for all 4 years in respect of UG and 2 Years in respect of PG programmes for calculating Teacher: Student ratio

### MBA

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
Management (MBA)	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Committee of Architecture shall also be considered valid.
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee. In case of Architecture, Professional Practice of 10 years as certified by the Committee of Architecture shall also be considered valid.

## 2.1 THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY

### General

1. The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
3. The work load of all the Staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

	<b>Cadre</b>	<b>Contact Hours</b>
1.	Principal	4 hours / week
2.	Dean / Professor	10 hours / week
3.	Associate Professor	14 hours / week
4.	Assistant Professor	18 hours/week

For the above stipulations, two tutorial hours / two laboratory / Drawing hours will be counted as One hour teaching.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department / Institution.

1. Faculty Members are expected to update their knowledge by attending seminars / workshops / conference, after obtaining necessary permission from the Principal / Management.
2. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
3. The Faculty must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his / her beneficial influence in building up the personality of students and he / she should associate himself / herself actively with such extra-curricular activities which he / she is interested in or assigned to him / her from time to time.
4. Groupism of any kind should absolutely be avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.

## **2.2 Department / Role of Faculty:**

The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

1. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
2. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
3. Each Department has to nominate faculty members for following Departmental responsibilities

Academic Coordinator	PG wing
Examination	Timetable
Training	Placement
Projects	Remedial Classes
Tutorial	Assignments
AV Classes	Seminars
Department Library	Attendance
Students Participation	Branch Association

4. Every Faculty Member must give seminar on some topic at least once in each semester in monthly meetings of R&D Committee.
5. Every Faculty Member should maintain student's attendance records very carefully on day to day basis and put up the same for signature by HOD / Principal as the case may be on the last working day of each month. Upload the attendance details **periodically** as per the guidelines issued by HOD.
6. The absentees roll number should be noted by the concerned teachers having second / third hour and handover the same to the Department clerk as soon as the classes / laboratory hours are over.
7. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternative arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternative arrangements suggested.
8. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
9. The Faculty Mentor / Counselor must update the register consisting the student's mentoring record regularly and put up for inspection by HOD / Principal as the case may be.

### **2.3 Class Room Teaching**

1. Once the subject is allotted the Faculty Member should prepare the Academic plan and lecture hour wise lesson plan in a prescribed format.
2. The Faculty Member should get the Academic plan, lesson plan approved by HOD and Principal well before the commencement of the classes. The softcopy of same should be made available on the Learning Management System

The Academic plan consists of Course objective, Timetable, Syllabus as per University, GATE and IES, Prerequisites of the course, Unit wise course outcome, Topics beyond the syllabus, List of Reference books, Information regarding Audio-Visual websites, Course related websites, e-books, journals, previous year university question papers, Assignment topics, Tutorial questions, seminar topics etc.

3. The faculty member should submit the Course file to the Department office at the end of the semester.

The Course file should contain Academic plan, hand outs, OHP sheets, PPT content, test /exam question papers, two model answer scripts for each test /exam, model Assignment and Tutorial sheets etc.

4. The faculty member should follow the general guidelines given below:

The Faculty Member's Teaching Diary must be regularly updated and put up for inspection by HOD / Principal as the case may be.

- The Faculty Member should refer to more books than textbooks and prepare his / her detailed lecture notes. These lecture notes are his / her aids. The Faculty Member should not dictate the notes in the class.
- The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- The Faculty Member should engage the full 60 minutes and should not leave the class early.
- The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 50 minutes and in the last 3 minutes conclude and say what we will see in the next class.
- The Faculty Member should cultivate to include humor in the lecture, to break the monotony.
- Should practice / rehearse the lecture well before going to the class.
- The Faculty Member should make use of OHP, Models, and PPT as teaching aids.
- The Faculty Member should encourage students asking doubts / questions.
- The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- The Faculty Member should take care of academically weak students and pay special attention to their needs in special classes.
- The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically weak student, objectionable behavior etc.

- The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- The Faculty member should regularly visit library and read the latest journals / magazines and keep abreast of latest advancements.
- The Faculty Member should make himself / herself available for clearance of doubts of students in specific time.
- The Faculty Member should motivate the students to bring out the creativity / originality
- **The assignments should be given to the students to enhance their peripheral knowledge.** Topics of the assignment should be chosen from the area beyond the syllabus. (Minimum one assignment should be given before every mid exam)

#### **2.4 Laboratory**

1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before the students conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students should be included in laboratory.
3. The lab observations /records must be corrected then and there or at least by next class.
4. The faculty should ensure proper lab manuals are prepared or updated well before the commencement of the semester in a format.
5. All the lab records should be handwritten and printouts may be attached wherever necessary.
6. The concerned faculty should not allow the students to do the next experiment if the record sheet of the previous experiment is found to be not corrected.

#### **2.5 Test / Exam**

1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
2. Invigilation duties will be allotted by Examination branch to all the faculty members (of all cadres) as per their availability for the same.
3. During invigilation, the Faculty Member should continuously move around. He / She should not sit in a place for a prolonged time. He / She should watch closely so that nobody does any malpractice in the exam / test.
4. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of mid exam / Model Examination).
5. The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Principal with remarks.
6. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

### **2.6 Skill Updation**

1. Management encourages faculty towards facilitating research oriented practices and better handling of projects through utilizing needed support. Faculty members should update their skills in a specific domain (s) by joining training program, refresher course etc. Management may support these efforts by partial / complete sponsorship or by providing OD / special leaves.
2. Faculty members can contribute their skill and knowledge with the students by initiating specialized training program through Training and Placement Cell.
3. They are expected to motivate students to work on in-house projects (micro, mini and major level). Management may offer a fellowship for outstanding projects once it is recommended by Department Advisory Committee.
4. Ex Committee projects and the Project Guides will be awarded after the successful execution of the project.
5. Outstanding projects of each department as decided by an expert in the concern branch will be published and are displayed in the R and D laboratory.

### **2.7 Remedial Classes**

After the announcement of the results of the first mid-semester exams, Department have to identify the students who require extra coaching. Faculty members should take remedial classes in their respective subjects to support these weak students to fare well in the subsequent exams.

### **2.8 Student – Faculty Rapport**

1. The Faculty Member should have a good control of students.
2. As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HOD.
3. The Faculty Member should act with tact and deal with insubordination by students maturely.
4. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.
5. The faculty mentor has to interact with the group of students (each group consists of maximum 20 students) assigned to him/her regularly and fill up the required data in the mentoring form given to them.

**CHAPTER – 3**

**PROMOTIONS**

**PROMOTIONS**

In respect of teaching positions promotions will be purely on the basis of the merit and Seniority duly following the norms of the AICTE and affiliating university, University communicated from time to time.

In respect of Non-Teaching positions promotions will be purely on the basis of the merit and Seniority duly following the norms of the State Government.

**CHAPTER – 4**  
**LEAVE RULES:**

- a. Leave cannot be claimed / availed as matter of right. The competent authority has the right to sanction leave or otherwise, based on exigencies of duties. When the exigencies of service so require or when the authority empowered to sanction the leave is convinced that the employee is playing truant, discretion to refuse leave or revoke leave of any description is reserved with the leave sanctioning authority. Ensuring conduct of scheduled class-work and examination shall be treated as exigencies of service.
- b. The teaching and non-teaching staffs are treated as vacation.
- c. In respect of each employee, a leave account will be maintained in the prescribed format.
- d. Willful absence from duty after expiry of a leave applied may be treated as misbehavior and dereliction of duty.
- e. An employee on leave or on vacation shall not take up any service or accept employment, including consultancy or draw any scholarship, without obtaining prior approval of the appointing authority.
- f. The Principal shall be the authority competent to grant all kinds of leave to all categories of employees except to himself. However, Principal may at his discretion delegate some of these powers to an officer of the College.
- g. In case of Principal, the Secretary & Correspondent shall be the authority to sanction leave.
- h. An employee is entitled for the following kinds of leave, subject to the conditions as stipulated under different kinds of leave, as detailed hereinafter:
  - i) Casual Leave
  - ii) Compensatory Leave
  - iii) Duty Leave
  - iv) Earned Leave
  - v) Maternity leave
  - vi) EOL (Extra Ordinary Leave/Leave on Loss of pay)

**I. Casual leave:**

- i) All the regular teaching & non-teaching employees of the College shall ordinarily be entitled to 15 days of Casual Leaves for calendar year i.e. from January to December.
- ii) Casual Leave for half-a-day can also be granted.
- iii) Normally not more than 2 days of Casual Leave can be availed in a month in respect of a regular employee. However, at the discretion of the Principal, with prior information by the employee and written permission from the Principal, Casual Leave in excess of two days in a month may be availed for valid reasons.
- iv) The Principal, at his discretion, may also permit Casual Leave to be suffixed, prefixed or slot in with other public holidays, provided that the total duration does not exceed 10 days. In case, the above stipulation of total absence of ten days is exceeded, the entire period shall be debited to the leave account other than CL to which the employee is eligible. Casual leave granted to a temporary teacher under probation shall not exceed 12 for the 1<sup>st</sup> year of service and in the subsequent year they are eligible for 15 days Casual leave.



- iv) In respect of teaching & non-teaching Faculty and staff, Casual Leave will be granted in proportion to the length of service put in by them.
- v) Leave Application for sanction of Casual Leave shall be submitted in prescribed format to the concerned HOD well in advance.
- vi) The applicant shall indicate the alternate arrangement for class-work / section works on his / her application form.
- vii) Further, the employee shall indicate his / her address during the leave period, contact phone number if any and in case he / she wants to leave the Head Quarters during the leave period, he / she shall also seek permission for leaving the Head Quarters besides indicating the address thereto.
- viii) a) Casual Leave shall not be availed by any employee without prior information and sanction by the sanctioning authority. However under situations of emergency, wherein the employee may not be in a position to inform in advance and take prior permission, he / she shall immediately after the return to duty, submit the leave application.
- b) Casual Leave will lapse at the end of every year.

**2. Compensatory casual leave (CCL):**

CCL will accrue for working on general / public holidays

- a. Not more than six days of such leave shall be accumulated
- b. CCL cannot be sanctioned for any remunerative works such as examinations of OU, CETS / GATE, etc., in other words CCL will be sanctioned only for non-remunerative works done during the holidays.
- c. Heads / Coordinators of respective Department and Head of Functional Units are not eligible for CCL
- d. No CCL can be granted for the pending work done during holidays
- e. The number of CCLs that can be availed during a calendar year should not exceed 6 days.
- f. The CCL title left un-availed if any, shall lapse after six months.

**Other Terms & Conditions to avail CCL:**

- i) For getting the work to be done during the holidays, prior approval of the Principal is to be obtained.
- ii) CCL should be availed only on prior sanction of Principal.
- iii) CCL should be availed only during non-instructional days.
- iv) CCL cannot be combined with any other leave including vacation except CL.
- v) CCL for half-a-day (1/2 day) is not permissible.

**3. “On Duty Leave” (OD):** Granted when deputed on office work, with prior permission

On Duty leave will be granted to faculty for a maximum number of 15 days in a calendar year for the following purposes:

i)	For attending Seminars, Conferences, Symposia, etc., Conducted by reputed institutions.	(5 days)
ii)	For delivering expert lecture on an invitation from reputed institutions.	
iii)	Examination work and spot valuation Work entrusted by University only will be considered for duty leave.	(10 days)
iv)	Laboratory examination work to be attended by the faculty at various other colleges	
v)	Meetings organized by Board of Studies (University)	

**Other Terms & Conditions to avail Duty Leave:**

- i) Attending Seminar, Conferences, Symposia, etc., is restricted to twice in an academic year, subject to a limit of five days in an academic year. Duty Leave, on request, will be considered by the Principal if the topic of the seminar is relevant to the specialization of applicant and on recommendations of HOD subject to alternate arrangements of class-work.
- ii) Duty Leave is restricted to 5 (five) days in an academic year for guest lectures. Further, not more than one faculty at a time in the Department will be permitted.
- iii) Refresher Courses / Orientation Programmes should be attended only during vacation period for which no Duty Leave will be granted. However, if the Refresher Courses / Orientation Programmes falls during the period other than the vacation period Duty Leave will be granted subject to the condition that the class work is not affected
- iv) Spot valuation work is restricted to three days per subject per semester and on submission of attendance report issued by the Controller of the Examinations / Chief of the spot valuation.
- v) Laboratory Examination Duty will be granted to the extent of the days attended as per the letter of invitation from the respective Heads of the Institutions and on submission of attendance certificate issued thereof. (for University exams only)

**4. Earned leave (EL) (Duty Leave):**

- i) All Staffmembers – teaching and non-teaching – earn 6 days EL per year of service.

**5. Maternity leave:**

- i) All women employees, irrespective of the cadre, and appointed on a regular basis on a time scale, including probationers, who have put in at least one year of regular service, are eligible for 120 days, and only for the first two pregnancies, and limited to the two living children. This leave is not debited to any leave account.  
During this leave period leave salary equal to half pay and allowances will be paid for first 90 days on rejoining duty. This leave will be granted on submission of medical certificate.

**6. Extra ordinary leave (EOL):**

Extraordinary Leave may be granted to an employee of the College in special circumstance given below:

- a. When no other leave is admissible under these regulations and leave is inevitable due illness or due to domestic reasons. During this period the employee is not entitled for pay and allowances.
- b. Extraordinary Leave beyond one month at a time shall not be sanctioned unless when it is supported by a Medical Certificate from the reputed hospitals or Medical Officer

**Vacation:**

**Vacation Leave For Teaching Staff**

Both teaching and non-teaching staff are eligible for vacation leave. The following is the eligibility criterion for vacation leave.

Employee status	Completed Service	Vacation Leave Eligibility
Faculty	Two academic Years	6 Weeks
	One academic Year	4 Weeks
	One Semester	2 Weeks
	Less than one semester	Nil
Non-Teaching Faculty and staff	Two Years	4 Weeks
	One Year	2 Weeks
	6 months	1 Weeks
	Less than 6 months	Nil

**Chapter V**

**MEDICAL FACILITIES**

The college is running a Medical Centre inside the campus and a Medical Assistant is appointed who is attending the Medical Centre. He /She takes care of the students and Staff for minor ailments. A Registered Medical Practitioner shall be visiting the Medical Centre twice a week on part time basis. On emergency, the medical practitioner will be called to the campus to attend to the patient. The expenses made by Institute (if any) against the treatment shall be paid back by concerned employee in stipulated period of time.

## Chapter VI

### CONDUCT & DISCIPLINE

#### 6.1 Conduct:

- a. An employee of the College shall devote his / her whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work which is likely to interfere with the proper discharge of his / her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.
- b. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the Institute, particularly in his / her relationship with the Principal, Faculty and staff, Students and Visitors to the College.
- c. No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the College.
- d. No Staff member of the College shall, engage himself / herself in coaching privately, students for any remuneration.
- e. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the College.
- f. No employee shall, except with the previous sanction of the Principal, own, wholly or in part, conduct or participate in editing or management of any news papers or other periodical publications.
- g. No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- h. No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his / her service or to any other matter, which tends to bring the College to disrepute, nor shall he / she resort to media with his / her grievances without following due process.
- i. An employee shall not, without the knowledge and approval of the Principal & management, have recourse to any organization / authority, court, or to the press for vindication of his / her grievances.

- j. The Governing Body in exercising the provisions of these regulations shall exercise the power, after giving the employee concerned, an opportunity to explain / defend his / her case.
- k. No employee may absent himself / herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he / she must explain the circumstances which were beyond his / her control before rejoining duty.
- l. Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his / her superior.
- m. No employee shall after reporting himself / herself for work, be found absent during the period of work assigned to him / her.
- n. Any employee of the College can give his representation to the Principal and if necessary to the management with written permission, shall not directly or indirectly approach / influence the members of the management, without the knowledge and permission of the Principal, in matters connected with his / her service or affairs of the College.
- o. While in Office, all members of the establishment must behave in a quiet and dignified manner. They must address other members of the establishment courteously. They must attend to their work and not waste their time. They must try to maintain perfect silence and if they have occasion to talk, they must do so in gentle voice, so as not to disturb others. They are particularly warned against the offence of divulging to outsiders or to other establishment, any information, (whether expressly marked confidential or not) that may have come to their knowledge in their official capacity. No employee shall, engage directly or indirectly in any trade or business.

## 6.2 Discipline:

The following penalties may, for sufficient reasons, be imposed upon the employees of the college namely;

Minor

- A) Warning/Censure
- B) Fine
- C) With holding of increment(s) without cumulative effect

Major:

- i. Withholding of increments with cumulative effect or promotion.
- ii. Reduction to a lower post or lower stage in the time scale.
- iii. Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence of orders
- iv. Suspension
- v. Compulsory retirement
- vi. Removal from service
- vii. Dismissal from service

- 6.2.1. Before imposing any of the minor penalties specified above, an employee shall be informed in writing on the allegations on which action is proposed to be taken and be given an opportunity of making a representation, but it shall not be necessary to hold an oral enquiry into such allegations.
- 6.2.2. No major penalty specified above, can be imposed on any employee of the college, except after an enquiry in which he / she has been informed of the charges against him / her and given a responsible opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him / her any such penalty, until he / she has been given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence adduced during such enquiry.
- 6.2.3. In case of teaching employees, the enquiry shall be made by a board of enquiry constituted for the purpose. The board shall be constituted by the governing body and shall consist of Principal, one Professor from other department and member(s) of the governing body. In the case of all other employees, the board shall be constituted by the Principal and it shall consist of three senior Faculty of the college.
- 6.2.4. Powers can be delegated by Secretary & Correspondent to Principal or by Principal to HOD or any other Staff member in writing for specific purpose and duration.
- 6.2.5. All disputes arising between the management and the employees shall have the jurisdiction of Proddatur.

### **6.3 Faculty Development Programme (FDP), Conference, Seminars & Workshops:**

Selected staff members will be sponsored by the management for the faculty development programmes, conferences, seminars and workshop. Any faculty member will be allowed for a maximum of two such programmes in a semester, if the programme period is within 5 days. If any such programmes is more than 5 days they will be allowed to attend only during their vacation period.

Allowances for presenting papers in Seminar/Conferences etc.

The regular teaching staff that are sponsored for presenting papers in seminars/ conferences are eligible to travel by II AC or equivalent by rail in addition to reimbursement of registration fee. No D.A is admissible. This facility is limited to once in an academic year i.e July – June.

Allowances for attending Seminars, Q.I.P courses, Refresher courses etc.

The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo Q.I.P courses, Refresher course etc are eligible to travel by sleeper class. No D.A is admissible. This provision is not extended when the organizing agency is meeting the T.A.

**Chapter – VII**

**SELF APPRAISAL REPORT**

1. All the Staff members are required to submit their Self Appraisal form at the end of every year in the prescribed format.
2. The Head of the Department shall write confidential report along with performance appraisal form for all Staff and submit to the Principal.



**Chapter – VIII**

**APPEALS AND REVIEWS**

The Staff members of the college may submit their appeals or grievances if any to the Principal / Secretary & Correspondent for review and redress. A Grievance Redressal Committee is constituted to which the Staff members can appeal.

**PART – B**  
**POLICIES**  
**Chapter – I**

**FUNCTIONAL UNITS AND WORKING MECHANISM**

The Governing Body	Strategic planning including policy direction, resource mobilization.
College Academic Committee. The principal, Head of the Departments Officers, in charge of functional units	Motivation, Coordination, Monitoring, Supervision and control
Teaching and Non Teaching staff having higher level of facilitation skills	Execution

**1.1) GOVERNING BODY**

The apex body i.e. Governing Body of the college will meet at least twice in a year to discuss various issues and aspects related to the development and administration of the college. It includes considering and approving the institution strategic plan which sets the academic aims and objectives of the institution and identifies the financial, physical and Faculty and staffing strategies. Governing body considers the recommendations of Department Advisory Committee (DAC) & College Academic Committee (CAC) and lay down the roadmap to achieve the goals of the institute.

**1.2) DEPARTMENT ADVISORY COMMITTEE**

**Role and composition of the Committee:**

1. To develop into an institute of repute by adopting qualitative methodology and best practices for students and teachers for their improvement in technical skills which, ultimately lead to transform the students into globally competent personalities.
2. The Committee consists of industry expert, Principal, HOD and senior professor in the department.

**Objective:**

The objective of the Advisory committee is to encourage students and faculties for their overall development by motivating them to participate in various workshops, training program, projects and Seminars.

**Functions of the Committee:**

1. Advise on priorities, directions, and new frontiers for education, research, and outreach.
2. Be informed about the program(s), its students, curriculum, services/supports, and activities and inform others.
3. Offer guidance to the College on existing and proposed academic programs and research.
4. Provide a connection to potential internships / training opportunities for students, employment opportunities for graduates, and to potential research for the faculty members.
5. Provide support and advice to program(s), assist in the development of new programs, and identify best practice standards.
6. Suggest strategies that might be employed to achieve the College's goals.
7. Assist College endeavors to obtain financial support for its initiatives and to identify research funding opportunities.

**Role of the Committee Members:**

- a. The members will give suggestions as to how to proceed on the "promotion of Academia and Industry interaction".
- b. To give "ideas and directions" for the development of the Department so that it can become an "Autonomous college" playing a "distinct and unique" role in its quest to become an institution of repute.
- c. To initiate innovative programs such that the career opportunities of students are enhanced. Any other programmes which the enlightened members wish to propose

**1.3) College Academic Committee (CAC):**

**Role of the Committee Members:**

1. College academic committee is formed to discuss the academic matters of the college.
2. Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect.
3. Members of the committee take the decisions regarding detention and Condonation of students

**1.4) Functional Units:**

Institute has established various functional units for smooth functioning of different tasks.

At the beginning of each Academic year, the College Academic Committee constitutes the committees for each unit under the leadership of senior professor as officer in charge. Each unit conducts its periodical meetings and empowered to take necessary decisions for effective functioning of the respective unit.

**List of functional Units & its Constitution**

<b>Name of the committee</b>		<b>Frequency of Meetings</b>
Academic Section		Once in a semester
Career Guidance, Entrepreneurship and Training & Placement Committee		Once in a semester
Training & Placement Committee		Quarterly
<b>Student Activity Centre:</b>		
1.	IEEE	Once in a year
2.	IETE	
3.	NSS	
4.	Sports Club	
5.	Cultural Club	
6.	News letter	
7.	All branch Associations	
8.	Alumni Association	
Central facilities-Monitoring committee		Before and at the end of the semester
1.Library		
2.Internet		
3.Canteen		
4.Water		
5.General Maintenance		
Faculty forum		Once in a semester
R&D Centre		Once in a month
Disciplinary committee		Once in a semester
Students welfare & Grievance Redressal Committee		Once in a semester

## CHAPTER – 2

### RESEARCH & DEVELOPMENT

#### R & D CENTRE – GUIDELINES

##### 2.1

To improve high-quality scientific research is an obligatory prerequisite to create successful applications. The objective of R&D initiatives undertaken includes building research careers, identify human potential and support them for building up the knowledge foundation and encourage for creating new applications. Now the focus is given more on promoting research programs and developing need based technologies. R&D Committee is supported by a number of R&D Committee Members and Students.

The overall objectives of the R&D committee are as follows.

- To oversee R&D activities in the institute
- To monitor research projects for ensuring its performance
- To improve high-quality scientific research ambience
- The Committee will meet once in a month. Staff members who are pursuing their PhD, post PhD research and heads of all the departments will be compulsory members of R&D centre and must attend the monthly presentation meet.

#### **Roles and responsibilities of the Committee members:**

The activities distributed among the different committee members are given as follows:

1. Consultancy
2. Seminar/workshop
3. Student members are responsible for working with the committee members (faculties) for successfully conducting workshops / seminars. They will also encourage other students to be engaged themselves in research work. They will also collect information about the ongoing project works from various students in the institution.

##### 2.2 **Academic Projects: Guidelines**

- A unified project proposal will be maintained for all the Departments of the Institute
- Faculty members will be encouraged towards better handling of projects through utilizing needed support
- Students will be motivated to work on in-house projects by providing fellowships and prizes for the best outcomes
- Two outstanding projects will be awarded in each category
- Top 10 projects of each Dept. will be displayed at in-house project exhibition
- Research oriented projects will be supported with required logistics

**PART – C**  
**PROCEDURES**

**CHAPTER – I**

**PURCHASES AND SERVICING**

**Purchase**

1. All purchases shall be within the budget allocation and proper sanction by the authorities competent
2. Department should fill up requisition form in the given prescribed format with details of requirement and suppliers (email id & contact no. is essential) and it should be submitted to purchase officer through HOD to principal's office.
3. Central store clerk should collect the quotations from respective suppliers and prepare comparative statement with the help of respective department.
4. The Stores Officer / Clerk shall maintain the following files at central store along with separate stock registers for consumable and non-consumable materials:
  - 1) Requisition from department
  - 2) Enquiry for quotations
  - 3) Comparative statements with quotations
  - 4) Purchase order
  - 5) Invoice (photocopy)
  - 6) Receipts (photocopy)
5. After verification by purchase officer, the proposal containing requisition and comparative statements should be put up in the meeting of purchase committee for final approval.
6. Purchase order should be prepared based on final approval and photocopy of the same should be sent to Administrative Officer/Accountant.
7. Files containing the copies of the following, should be maintained at Administrative office along with payment register:
  1. Purchase order
  2. Invoice & receipts
8. Central store clerk should receive the material. The same should be tested and verified by concerned HOD / Faculty in charge of the laboratory and certified that received equipments are in satisfactory condition
9. Respective entries should be made in central stock register and departmental stock register with all details
10. Department should maintain the separate utilization register (along with stationary items) for the consumable items procured in the department.
11. Central store clerk should fill up all the information in prescribed format on the backside of invoice (stamp) or on a note sheet paper attached with invoice (date, purchase order no., central stock register-page no., lab stock register page no. etc.).
12. Invoice should be submitted to purchase officer along with central store stock register.
13. Purchase officer should sign on the invoice and in central store register after verifying all the details.

14. Photocopy of the invoice should be maintained in a separate file at central store.
15. Original invoice should be submitted to Administrative Officer / Accountant.
16. Accountant should fill up all the details in payment register.
17. Purchase officer & Principal should sign in the payment register.
18. Accountant should send a photocopy of the receipt to the central store.

**Servicing or Repairing of the Equipment:**

1. The General Maintenance Committee shall advise the departments for up keeping the General Maintenance in the institution
2. Department should fill up required details in a prescribed format regarding repair or servicing work of computers, UPS, AC, Electrical wiring etc. and hand over the same to the System Administrator or General Administration and obtain their signature in the respective register that they have received the complaint
3. System Administrator should send the complaint to concerned technical Staff and get it rectified at earliest. After proper rectification of the complaint, they should obtain the signature of concerned HOD in the respective register.
4. For the servicing or repair work of any other equipment in any of the laboratories, the Department should fill up the details in a prescribed format with entry on a specific page of the concerned stock register. The format and stock register should be sent to the central store for further processing.
5. Purchase Officer should sign on the gate pass after verification of all the entries.
6. The person carrying the instrument should deposit the gate pass with security officer.
7. After the completion of the work, the instrument can be placed back in the concerned laboratory only after completion of respective entries in the central store.

**Requirement of stationery items:**

1. Department should fill up requisition form in a given prescribed format with details of requirement of stationary items and submit the same to the stationary store in charge with the signature of Administrative Officer
2. Administrative officer should verify the previous entries of the consumption of same items in utilization register (which has to be maintained by each Department) and sign on the requisition form.
3. After issuing the required material to the concerned Department, the stationary store in-charge should obtain the signature of concerned department clerk in the store register.

**CHAPTER – 2**

1. Department Assistant has to maintain the Department notice board neatly. Outdated Documents should be removed promptly and filed properly.
2. Any changes in the Time Table should be forwarded to principal.
3. Staff should utilize following booklets of various formats to appropriate work:
  - CL Application
  - OD Application
  - Early permission slip for students
  - Early/Late permission application for faculty
  - Faculty Evaluation sheet (for new candidates at the time of interview and demo)
  - Stationary indent
  - Indent for purchase / repair
  - Computer / General maintenance slip
  - Review of the syllabus coverage
  - Application for recommendation letter
  - Requirement of facilities
  - Faculty Appraisal format

If any program is going to be organized by the Dept., the Department Office should fill up the Requirement of facilities' format and submit the same to the Administrative Officer well in advance. No letterhead should be utilized in the Department office without permission of Principal / HOD.