

SERVICE RULES



Lakireddy Bali Reddy College of Engineering
(Autonomous)
Mylavaram – 521230

Preamble:

The aim is to define and lay down terms and conditions of employment and to provide for functions, duties, conduct, discipline, remuneration and general benefits in Lakireddy Bali Reddy College of Engineering.

Applicability

The Service Rules shall be applicable to all employees of Lakireddy Bali Reddy College of Engineering.

Title

These Rules shall be called "Lakireddy Bali Reddy College of Engineering Service Rules".

Definitions:

Must be read as defined, without meaning anything repugnant to the subject or context;

1. **'College'** means Lakireddy Bali Reddy College of Engineering, Mylavaram.
2. **'Management'** means Lakireddy Bali Reddy Charitable trust represented by Charman, Honorary Chairman, Vice Chairman and its President.
3. **'Governing Body'** means Governing Body of the college constituted as per AICTE / UGC norms.
4. **'Chairman'** means Chairman of the Managing Committee / The Governing Body of the College.
5. **'President'** means President of the Lakireddy Bali Reddy Charitable trust.
6. **'University'** means JNTUK, Kakinada.
7. **'Principal'** means Principal of the college authorized by the Management to discharge the duties and responsibilities as defined by AICTE.
8. **'Employee'** means a person who is employed by the college including Principal.
9. **'Vacation'** means any recess in an academic year, which is a minimum of 10 days or more.
10. **'Vacation Staff'** means employees who are allowed to avail vacation. All other employees are deemed to be 'Non-Vacation Staff'.
11. **'Teaching Staff'** Comprises of the following categories:
 - (a) Principal
 - (b) Vice Principal
 - (c) Professor(s)
 - (d) Associate Professor(s)
 - (e) Assistant Professor(s)
 - (f) Librarian
 - (g) Physical Education Director

(h) Any other category of post declared as such by the Management

12. 'Non-Teaching Staff' comprises the following categories:-

- (a) Workshop Superintendent
- (b) Programmers, Assistant Programmers, Computer Operators, System Administrators, Assistant System Administrators.
- (c) Technicians and Laboratory Assistants
- (d) Foreman
- (e) Accounts Officer
- (f) Accountant
- (g) Cashier/Accounts Clerk
- (h) Office Receptionist/Telephone Operator
- (i) Electrician
- (j) Driver

Group IV employees / Contingent staff:

- (a) Attender/Watchman/Security/NMR (Nominal Muster Roll) Attenders
- (b) Gardener
- (c) Sweepers etc.

13. 'Competent Authority' – Chairman/ Honorary Chairman/Vice Chairman/ President in the case of Principal and, Principal, in the case of other employees.

14. 'Duty' - An employee (He/She) is said to be on duty for the purpose of service:-

- a) When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.
- b) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
- c) When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation courses, winter schools, quality improvement programs etc., duly permitted by competent authority, and
- d) When the employee is attending to the work assigned by the competent authority in the interest of College/Management.

15. 'Leave' means leave granted by competent authority to an employee to which he/she is eligible.

16. 'Pay' means basic pay in the time scale or basic pay with special pay/allowance as the case may be.

17. 'Year' means calendar year/ financial year / academic year as the case may be.

(A). TEACHING STAFF

I). DETAILS OF QUALIFICATIONS

Qualifications and Experience required at the Entry Level for various posts of the faculty in the college as mentioned below.

1. ASSISTANT PROFESSOR

(a) ENGINEERING AND TECHNOLOGY

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

Note: Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

(b) Management and H & S Eligibility (A or B):

A).

- (i) Master's degree with 55% marks (or an equivalent grade in a point- scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET.
- (iii) A Master's degree with 55% marks (or an equivalent grade in a point- scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university. ii. Besides fulfilling the above qualifications, the candidate must have cleared the

National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET.

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

B. The Ph.D degree is obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

2. ASSOCIATE PROFESSOR

(a) ENGINEERING AND TECHNOLOGY

- (i) Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- (ii) At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals/Scopus (UGC Care List Group-II).

AND

- (iii) Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

(b) Management and H & S Eligibility:

(i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.

AND

(ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

AND

(iii) A minimum of 8 years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry

AND

(iv) At least 7 research publications in the peer-reviewed or UGC-listed journals.

3. PROFESSOR

(a) ENGINEERING AND TECHNOLOGY

(i) Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

(ii) Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor

AND

(iii) At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals//Scopus (UGC Care List Group-II) and at least 2 successful Ph.D. guided as Supervisor / Co supervisor till the date of eligibility of promotion.

OR

(iv) At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals/Scopus (UGC Care List Group-II) till the date of eligibility of promotion.

(b) Management and H & S Eligibility (A or B):

A).

(i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high

quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals

- (ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

- B). An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

4. PRINCIPALS / DIRECTORS.

- a) Qualifications as above i.e. as applicable for the Post of Professor, Post Ph.D. publications and guiding Ph.D. students is highly desirable.
- b) Minimum of 10 years of experience in teaching /Research/industry out of which at least 3 years shall be at the level of Professor.

OR

Minimum of 13 years in Teaching and / or Research and /or Industry

- c) 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.
- d) If the experience in industry is considered, the same shall be at the Managerial Level equivalent to Professor, with a record of active participation at devising / designing, developing, analysing, planning, executing, quality control, innovating, training, technical books/ research paper publications /IPR/ Patents etc. as deemed fit by the expert members of the selection committee.
- e) Flair for Management and Leadership is essential.

II). RECRUITMENT POLICY

1. STAFF REQUIREMENT

- a) The strength of Teaching Staff shall be determined as per AICTE / UGC Norms.
- b) The strength of the Non-Teaching Staff shall be as per Andhra Pradesh State Government/ University Norms.

2. GENERAL GUIDELINES

- i. The rules prescribed for selection of employees from time to time as notified by AICTE/University/Government of Andhra Pradesh shall be followed.
- ii. A post shall be filled up either by direct recruitment through open advertisement or by promotion from amongst the qualified and eligible internal candidates, as directed by the Governing Body.

3. RECRUITMENT PROCEDURE

The college recruits staff twice in a year and on need basis. The recruitment committee consists of President of LBRCT, Principal/Vice-Principal, One external subject expert, respective HODs with two senior staff members.

i). Regular Faculty

- a) Department-wise faculty requirement is obtained well in advance before the commencement of every academic year
- b) Newspaper advertisement will be given in leading dailies to invite applications from qualified and competent persons.
- c) The received applications are scrutinized and shortlisted.
- d) Call letters sent to shortlisted candidates to appear for an interview before selection committee.
- e) The shortlisted applicants for the position of Assistant Professor may need to appear for the written test followed by presentation and personal interview.
- f) The shortlisted applicants for the posts of Associate Professors and Professors are required to attend for presentation and personal interview before recruitment committee.
- g) The selected candidates go through a HR interview with Principal and President of LBRCT.
- h) Appointment letters sent to selected candidates after approval of relevant authorities.
- i) The teaching staff appointed by the above committees are required to appear

for an interview before university selection committee to get their post ratified.

ii). Adjunct faculty/Visiting faculty/Professor of Practice

These appointments are made generally

- To strengthen the quality of Teaching & Learning process
- To start PG courses in Engineering disciplines
- To encourage, promote and nurture research and innovation bent-of-mind

iii). Compliance requirements of the employee at the time of joining:

The appointee should abide by the rules and regulations of College.

1. The appointee should submit a set of scanned copies of all the certificates
2. The appointee should submit the joining report accepting to render a minimum of one year of service and report to the respective HOD.
3. The appointee is on probation for a period of two years in case of starting cadre and one year in case of senior cadre.
4. If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in the regular post.
5. The management/Governing body upon the recommendation of the Principal for valid and sufficient reasons may extend the probation period of an employee for such period as may be found necessary or terminate his/her services after due notice. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.
6. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
7. The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.
8. The services of any candidate appointed on temporary/contract basis, can be terminated at any time without any notice and without assigning any reason thereof.

iv). Refresher course on Pedagogy:

All the fresh appointees (below 5 years of experience) shall undergo one-week orientation programme of which will focus on

- Creating awareness about the culture, norms, standards and expectations of college

- Acquainting the new appointee with the existing faculty of college and in particular with the respective department
- Facilitating the individuals with the syllabi, scheduling of sessions and other related matters

v). Pay Fixation Procedures:

a). Pay Scales:

- **Pay:** AICTE / UGC scales of pay as applicable from time to time shall be adopted for the posts classified as teaching staff.
- **Allowances:** Dearness, House rent and other allowances as per A.P. State Govt. rules as extended to all regular employees of the college by from time to time by the management.

b). Design of the Salary structure, Increments, Incentives & Allowance

1. The basic pay is calculated as per norms based on the designation to which the person is recruited.
2. Increments are calculated based on qualification and experience.
3. Regular Increments shall be sanctioned by the principal only on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proforma. In the case of HODs, Principal is the sanctioning authority. In the case of Principal, Chairman / president are the sanctioning authority. In the case of employee in the office and other supporting staff, Principal is the sanctioning authority as recommended by the Administration officer in the prescribed proforma. The management shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend oneself.
4. Additional increments will be sanctioned to the faculty upon qualification enhancement.
5. Incentives for faculty research publications in reputed national / international journals / conferences will be gives as per R&D policy of the institution

c). Performance Based Appraisal System (PBAS): A Performance Based Appraisal System is instituted which includes

- Teaching- learning & evaluation-related aspects (500)
- Co-curricular, extra-curricular, cultural, extension and professional development (200)
- Research and development activities (300)

d). Promotion Procedure: Promotion of staff members shall be considered based on the qualification, experience, R&D, consultancy, required API score, vacancy position in the department and satisfactory performance during the tenure.

IV). Faculty Skill Enhancement Program: Training needs of the faculty are continuously assessed by HODs. The consolidated list is sent to the IQAC Cell through the principal. Based on the recommendation of competent authority the training programme will be organized. Also, the staff are encouraged to attend various skill enhancement programmes conducted by reputed Institutions.

a). Deputation of Faculty to undergo Training

Financial assistance will be provided for the faculty to attend Seminar/Conference/Workshop as per Research Promotion Policy of the institution

b). Yoga and Meditation: The college has a yoga and meditation hall, where meditation is conducted at regular intervals to develop mental peace and inner strength in the individual staff.

c). Retreats: The college organizes a retreat once in a year to foster cooperation and brotherhood among the staff.

III). Leave Policy: The following categories of leaves are available for the staff members as per UGC/AICTE norms.

a). Casual Leave:

1. All employees of the College are entitled to 15 days of casual leave in a calendar year or proportionate to the period of the service during the year.
2. Facility of half day casual leave is available.
3. Casual leave can be availed with prior permission subject to work adjustment at the college.
4. Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays.

b). Special Casual Leave:

Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:

- a. To conduct examination of a university/College/Board Examination or any other similar body/institution
- b. To inspect academic institutions attached to a statutory board
- c. Special Casual leave up to a maximum period of 1 week may also be granted to an employee for his/her marriage
- d. Special Casual Leave up to a maximum period of 1 week may also be granted to an employee for any unfortunate incident or bereavement in the family.

c). Medical Leave:

- All staff shall be granted medical leave, not exceeding Two weeks.
- In case of any serious illness, hospitalization or medical complications, one more week may be sanctioned based on the recommendation of medical practitioner.

d). Extraordinary Leave:

(i) A permanent teacher may be granted extraordinary leave when;

- (a) No other leave is admissible; or
- (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:

- a. Leave taken on the basis of medical certificates;
- b. Cases where the Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
- c. Leave taken for pursuing higher studies; and
- d. Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in

conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.

(iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

e). Maternity Leave:

- Maternity leave may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career.
- Maternity leave may also be granted in case of miscarriage, including abortion, subjected to the condition that the total leave granted in respect of this to a women teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

f). Paternity Leave: Paternity leave of 15 days may be granted to male teachers during the conferment of their wife and such leave may be granted up to two children.

g). Duty Leave

Duty leave upto 30 days in an academic year may be granted for the following purposes:

- Attending FDPs/STTPs, conferences, seminars, Refresher Course, Research Methodology Workshop, Orientation Programme, PhD course work.
- Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Principal of the College.
- Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the College.
- The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion
- Duty leave may be combined with extraordinary leave or Casual leave

h). Study Leave: The Institution encourages qualification improvement of the faculty. The maximum number of faculty deputed is restricted to one member per department per year subject to the condition that:

- The study leave shall be granted to an entry-level appointee as Assistant Professor after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution.

- The study leave should be for a period of three years to pursue PhD program.
- The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- Management is the sanctioning authority for study leave on the recommendations of the Principal and the Head of the Department concerned.

i). Sabbatical Leave:

- i. The permanent, whole-time teachers of the college who have completed seven years of service as a Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the higher education system.
- ii. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- iii. A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.

j). Vacation Leave:

- The faculty who have completed two years of service can avail vacation of three weeks during the summer.
- The faculty who have completed less than two years and more than one year of service can avail vacation of two weeks during the summer.
- The faculty who have completed less than one year of service can avail vacation of one week during the summer.
- Vacation is sanctioned by the Principal subject to recommendation by the Heads of Department.

k). Reprisal: Leave availed without approval will be considered as unauthorized absence and attract disciplinary action.

IV). Allowances

a). Travel Allowance: Staff on official duty can avail TA as per the following guidelines.

1. The employee can receive an appropriate amount as travel advance on filling up the prescribed form for the purpose.
2. In case of travel by bus, the actual fare will be reimbursed on production of proof.
3. In case of travel by train, the actual expenditure incurred will be reimbursed subject to a maximum of II AC for Professors and III AC for Associate Professors & Assistant Professors.
4. If there is no bus/train transportation facility, a taxi can be hired on authorization by the Principal.
5. The employee on return from temporary duty should submit all the bills concerning the expenditure within two days.

b). Daily Allowance and Lodging charges: Staff on official duty can avail DA and lodging charges per day as per the following guidelines:

S.No.	Designation	DA (Rs.)	Lodging (Rs.)
1.	Professor	600	Actuals as per bill
2.	Associate Professor	450	600
3.	Assistant Professor	350	500

For the purpose of claiming D.A., the absence of the employee from the employees from the headquarters is reckoned i.e., the time between the officers left the headquarters and the time he returned to the headquarters shall be taken. For periods less than 24 hours absence the following rate are admissible:

Absence Less than 4 Hours	No D.A.
Absence more than 4 hours, but less than 8 hours	Half D.A
Absence more than 8 hours	Full D.A.

Note:

1. Regarding the interpretation of these rules and on any other point which is not covered under these rules, the decision of the Management of the College shall be final and such decisions shall as far as possible, be in the general interest of the employees.
2. The Management reserves the right to amend any of the above rules in the interest of the College without unduly affecting the general interest of the employees.

V). ROLES AND RESPONSIBILITIES

i). PRINCIPAL

- The Principal shall be the leader for the entire academic administration and create a congenial environment for learning. He shall ensure that quality education is imparted to the students and work towards the achievement of goals of the institution.
- The Principal being the Head of the Institution shall act as a bridge between the staff, students and the Management and shall report to the Management on all matters.
- The principal shall propose all proposals relating to administrative/academic and finance related issues and seek approval from the competent authority and monitor its implementation.
- The principal shall also act as a facilitator between the external agencies and the institution along with facilitating the stakeholders to provide necessary inputs for the overall growth of the institute.
- The principal shall ensure that proper address to the grievances of the students, staff and faculty members is done along with proper administrative and evaluation process.
- The principal shall conduct regular meetings with various statutory bodies/Committees in order to ensure proper functioning of the institution.
- To prepare all the reports and records required by various agencies like AICTE, UGC, MHRD, JNTUA, NAAC, NBA, NIRF Ranking and other ranking agencies.
- The principal shall take necessary actions in order to ensure that smooth and proper conduct of examinations.
- The principal shall prepare Strategic Plan for the institute from time to time and ensure that it is implemented properly to realize the long-term vision of the institution.

ii). VICE-PRINCIPAL

- The Vice-Principal shall assist the principal in academic and administrative activities.
- The Vice-Principal responsible for functioning of administrative office/Hostel/Security/Student Discipline/Transport
- The Vice-Principal shall assist the principal in facilitating JNTUK/NAAC/NBA inspection committees from time to time.

- The Vice-Principal shall look into the student admission process

iii). IQAC Director/Coordinator

- Coordinates the dissemination of information on various quality parameters of higher education
- Coordinates documentation of various programmes / activities leading to quality improvement
- Coordinates the quality-related activities of the institution
- Coordinates in preparation of the Annual Quality Assurance Report (AQAR)
- Coordinates the timely and efficient execution of the decisions of IQAC committee
- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Conducts Academic and Administrative audit once in a year
- Coordinates the ISO Audit
- Monitors the data submission to AICTE, AISHE, NIRF and national surveys
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Analyses the Data pertaining to various performance parameters and submits to the competent authority at regular intervals

iv). Dean (Academics)

- Monitors Curriculum revision, stakeholder interactions, Syllabus Coverage and calendar of events.
- Monitors Regularity of Students to classwork.
- Prepares Academic calendar in consultation with Principal and Controller of Examinations.
- Collects faculty feedback on Teaching-Learning.

- Facilitates to Conduct Academic audit twice in a semester.
- Data pertaining to various performance parameters will be analysed in coordination with IQAC.
- Analyses the Data pertaining to various performance parameters and submits to the competent authority at regular intervals

v). Dean (I&R)

- Builds and Maintains Industry Partnerships
- Monitors Placements activities with placement team
- Monitors Internships with Internship Coordinator
- Monitors Innovation, Incubation & Entrepreneurship cell activities
- Monitors the Higher (Foreign) Studies activities with the coordinator
- Conducts of Industry Academia Meet (IAM)
- Involves in curriculum preparation
- Analyses the Data pertaining to various performance parameters and submits to the competent authority at regular intervals

vi). Dean (R&D)

- Identifies the thrust areas of National/International significance and guide the faculty to prepare proposals for external research funding.
- Provides the necessary database regarding the R & D information to various departments
- Motivates and guides the students and faculty to publish papers in various International/National Journals and Conferences.
- Monitors the research activities of faculty and students on regular basis and provides necessary report for the sanction of incentives.
- Analyses the Data pertaining to various performance parameters and submits to the competent authority at regular intervals

vii). TRAINING AND PLACEMENT OFFICER

- Ensures that the students acquire internships in good companies and shall act as a link between the corporate world and the students.
- Ensures that proper training is being provided to the students in order to make them industry-ready.
- Facilitates and coordinate to ensure that the campus placements are being carried out in the campus of the college.

- Maintains a proper record of the various industries offering internships and other opportunities to the students.
- Coordinate with the Dean (I&R) and ensure that MOUs are being established with Industry for overall academic development.
- Analyses the Data pertaining to various performance parameters and submits to the competent authority at regular intervals

viii). HEAD OF DEPARTMENT (HOD)

- The Head of department is expected to provide strong academic leadership and ensure that the department reaches the highest level of excellence in all its activities.
- The HOD needs to ensure that the educational progress and welfare of the students are being taken care of in the department.
- To design the academic workload of the department (theory classes, practical classes, project supervision etc.) as per the norms indicated by the principal.
- To monitor the attendance of the students in classes and laboratories along with mentors and ensure that proper mentoring is done to the students with less attendance and good number of back-logs.
- The HOD needs to continuously encourage innovation, research and consultancy among the faculty of the department.
- Responsible for the conduct of various short term training programmes, guest lectures, workshops and conferences within the department.
- Provides in time the required information about the department to the College Office to comply with various agencies like JNTUK, NBA, NAAC, MHRD etc.
- Prepares the departmental budget as per the procedures and ensure that proper financial management is being done.
- To have regular meetings with staff of the department to ensure that proper academic progress is being carried out.
- Analyses the Data pertaining to various performance parameters and submits to the competent authority at regular intervals

ix). Controller of Examinations (CoE)

- He/she shall be responsible for the conduct of all examinations and it shall

be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.

- To exercise superintending control over the examination wing, including examination sections, examination confidential wing, examination stores, examination computer section and records.
- Takes decision on all matters related to examinations not falling within the powers of statutory officers of the university
- Makes necessary arrangements for the safe custody of office files connected with the conduct of examinations of the university, documents, certificates etc. by the officers under whom such documents are kept.
- Convenes meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.
- Keeps the minutes of the Boards of Examiners and all committees appointed by the said Boards.
- Takes special care to see that secrecy and confidentiality are kept in connection with all examinations conducted by the university.
- Exercises control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations.
- Analyses the Data pertaining to various performance parameters and submits to the competent authority at regular intervals

x). Faculty

- Comply with the college service rules and other norms.
- Reach the institution on time and be present during all working hours.
- Be present in the class at least 5 minutes before the commencement of class and engage the whole session.
- Follow college and departmental policies and procedures.
- Prepare lesson plan, in accordance with the academic calendar one week prior to the commencement of the classwork and ensure that it is posted

in the college website.

- Be courteous towards fellow faculty members, other staff, students and visitors.
- Maintain pleasant working environment which fosters collegiality and teamwork.
- Be at work place when required, this includes the vacation period or holidays when ever his/her presence is required.
- No leaves can be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities.
- Maintain the confidentiality of the information.
- No faculty should leave the institution in the middle of the academic year.

Work Load: The workload of a teacher should not be less than 36 hours a week, of which teaching contact hours should be as follows:

S.No	Activity	Hours per week		
		Professors/ HOD	Assoc. Professors	Asst. Professors
1	Contact Hours (Instruction)	12	14	18
2	Preparation, Assessment, Evaluation	4	10	12
3	Administration, Research, Guidance and Counselling Developmental Activities etc.	22	12	6
Total		36	36	36

The faculty should put in 36 hours of effective work per week. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

xi). Librarian: Librarian is responsible for equipping the library with resources and maintenance of the library as per AICTE norms. In discharge of his functions, he/she:

- Makes a list of Books both with titles and volumes for each course with the coordination of HODs and Teaching staff, get it approved by the Principal, purchase and position them in the library.
- Procures the Journals, Magazines and Newspapers regularly as required.
- Receives additional requirement of books from the departments and procure them as and when required.
- Maintains digital & fully automated library.

- Updates NPTEL Lectures and Material time to time.
- Prepares and submit returns on the happenings in the library to the principal.

xii). Physical Education Director: He is responsible for ensuring the general physical fitness of the students. To achieve this he:

- Conducts sports and games as per time table.
- Prepares the promising students to take part in inter university games and sports.
- Prepares the students to win prizes and get laurels to the institution.
- Data pertaining to various performance parameters will be analysed and submitted to the competent authority at regular intervals.

VI). Meeting Procedures: The following meetings are conducted at regular intervals under the chairmanship of the Principal/HoD/Coordinator.

i). Meeting with College Advisory Board(CAB) members: Meeting with CAB members is conducted once in a week to brief them about the latest developments in the college and also to get feedback from them regarding fulfilment of various targets set including the academic schedule. Minutes of the meeting shall be recorded and circulated among all the HOD's. Emergency meetings are organized whenever required.

ii). Intra Departmental Meeting: Each department conducts meetings once in a fortnight and maintains the minutes of the meeting. These meetings are conducted to monitor and take corrective action for effective functioning of the department.

iii). Faculty Meeting: Total faculty meeting is conducted once in a semester. The agenda of the meeting is circulated among the faculty at least two days in advance to enable the participants to come prepared for a fruitful discussion without loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for whenever required.

iv). Coordinators Meeting: The coordinators of various committees will meet quarterly and discuss the progress of various targets set by authorities and record the minutes of the meeting.

v). Report on Meetings: A brief and consolidated report of the meetings is sent to the IQAC to keep him informed about the happenings in the college.

(B). NON-TEACHING STAFF**I). Qualification:**

S.No	Category	Qualification & Experience
1.	Workshop Superintendent	B.E. / B.Tech. Mechanical / Civil Engineering with 10 years of experience in the relevant field
2.	System Administrator	B.E. / B.Tech. or equivalent in Computer Science with 5 to 6 years of experience in networking and system administration.
3.	Programmer	B.E. (CSE) / B.Tech. (CSE) / M.Sc.(Comp. Science) / MCA/M.Tech
4.	Foreman	B.Tech with 3 years experience or Diploma with 10 years experience
5.	Technician/ workshop Instructor	I.T.I. in the concerned trade & Apprenticeship.
6.	Lab Assistant	Diploma or ITI with 2 years of experience in the relevant field. In case of Physics & Chemistry, a degree in the respective discipline.
7.	Attendant	S.S.C
8.	Record Assistant	Intermediate
9.	Junior Asst./ Typist/Jr. Steno	Any Degree from University.
10.	Library Asst.	1st Class Diploma in Library Science.
11.	Senior Asst., Sr. Steno. & Asst. Librarian	Any Degree from University with 5 years experience.
12.	Computer Operator	Any Degree in Computers.
13.	Administrative Officer	Master Degree or Degree from any University.
14.	Accounts Officer	Masters Degree in Commerce
15.	Accountant	Bachelors Degree in Commerce

II). RECRUITMENT PROCEDURE

- a) The recruitment committee consists of Principal, respective HOD and senior faculty member.
- b) Department-wise requirement may be obtained well in advance before starting of every academic year.
- c) News paper advertisements in leading dailies inviting applications from qualified and competent persons are given.
- d) Received applications are scrutinized and short listed.
- e) Call letters are sent to short listed candidates to appear for an interview before selection committee.
- f) Appointment letters are sent to selected candidates after approval of relevant authorities.

III). Pay Scales and Allowances:

1. Pay: A.P. State Govt./University scales of pay as applicable from time to time shall be adopted to the posts classified as non-teaching staff.
2. Allowances: Dearness, House rent and other allowances as per A.P. State Govt. rates and rules as extended by management are adapted from time to time to all regular employees of the college.

IV). Compliance requirements of the technical support staff at the time of joining.

1. The appointee should abide by the rules and regulations of College.
2. The appointee should furnish the details such as bank Account No, PAN no, and deposit the relevant certificates in support of the qualification and experience.
3. The appointee should submit the joining report and sign an undertaking accepting to render a minimum of one year of service.

V). Awareness Programme: All the fresh appointees are introduced to the College and all the rules and regulations of the institution, Department, the conduct rules are explained by the concerned department head.

VI). Roles and Responsibilities:

a). Laboratory Staff

He / She shall assist the Laboratory in-charge in discharge of their duties like

1. Preparation of lab manuals.
2. Preparation of the lab requirements.
3. Maintenance of the lab equipment's and records i.e. quotation, purchase order, bills and stock registers. Assist the students in conducting the lab experiments.
4. Prepare the lab schedules and display on the lab notice boards.
5. Maintain the record of the equipment issued to the student.
6. Close all the windows and doors, and seal the lab before leaving.

b). Office Manager/Finance Manager

- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the College.
- Prepares the annual account, get if audited.
- Deals with banks and other financial institutions regarding loans etc.
- Responsible for filing the annual returns.

c). Accounts Officer/ Accountant: Prepares and maintains all the finance related records of the institute and execute the functions like

1. Fee collection
2. Bill payments
3. Salaries and acquittances.
4. Purchases
5. Sundry expenditures.
6. Liaison with banks and financial institutions for loans
7. Student scholarships
8. Individual income-tax assessments and advice.
9. DD payments for various government institutions

10. Any other finance related matters.

d).Office Assistant - Staff Related Functions

Maintain the records of:

1. Staff personal file
2. Staff attendance register
3. Staff leaves
4. Service register
5. Inward & outward files
6. And any other staff related activates.

e). Office Assistant – scholarship and liaison

Prepare and maintain the records of:

1. Eligible students for scholarships of various categories.
2. Submit and follow up with government agencies till the scholarship is materialized.
3. Disbursement of scholarship through cheques.
4. Submit acquittances to the government and follow up the renewals.

f). Front office assistant/Telephone operator

1. Present a good show of office, receive visitors and attend to their queries.
2. Receive the incoming calls and route them to the respective officers and help the officers in establishing phone connections to outside agencies through the intercom.

g). Electrician

1. Ensure Safety of all electrical installations by properly connecting and maintaining.
2. Attend to any emergency requirements like fuse off, power off etc. by taking appropriate action.

VII).Travel Allowance, Daily Allowance and Lodging charges: Staff on official duty can avail TA, DA and lodging charges per day as per the following guidelines:

S.No.	Designation	TA (Rs.)	DA (Rs.)	Lodging (Rs.)
1.	NON TEACHING STAFF	Non-AC Bus/2 nd class train	250	400

For the purpose of claiming D.A., the absence of the employee from the employees

from the headquarters is reckoned i.e., the time between the officers left the headquarters and the time he returned to the headquarters shall be taken. For periods less than 24 hours absence the following rate are admissible:

Absence Less than 4 Hours	No D.A.
Absence more than 4 hours, but less than 8 hours	Half D.A
Absence more than 8 hours	Full D.A.

(C). CODE OF CONDUCT

Every staff shall be governed by these rules and is liable for all consequences in the event of any breach of rules

1. No staff shall engage in strike or similar activities such as absence from work or neglect of duties etc.
2. Staff should maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the institute and management.
3. Staff should be on time to the institution and be present during all working hours. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities.
4. No staff can be a member of any political party and participate in political activities.
5. No staff shall divulge any information or make any statement, in writing or publishing via any media.
6. No staff can engage directly or indirectly in any trade, private tuition or undertake outside employment.
7. Any staff involved in legal proceedings of a court should keep the institution informed about the facts.
8. Any aggrieved staff should seek redressal through the grievance procedure of the institute.
9. No staff should play politics of any kind and causing embarrassment to the institution's prestige.
10. No staff should maintain groups and not interacting /communicating uniformly with all staff members.
11. No male staff members should interact and communicate closely with girl students.
12. Staff members, both male & female, has to maintain professional distance and should not indulge in affairs of any kind with one another.
13. Every staff should care, nurture and develop the young talents and devote time to every student,
14. The staff should inspire the young learners and motivate them towards their academic needs.

15. The staff should maintain healthy interaction with the students and pay attention to their personal and professional problems.
16. The staff should avoid carrying and attending to calls during class hours and also using cell phones while moving in corridors. This cautious behavior will ensure discipline among the youngsters too.
17. The staff should insist that all students get up and greet the teacher as and when the teacher enters the lecture hall as this training would help them develop good manners and enable them to greet the fellow staff members as and when they come across.
18. As students drift to chatting with friends very easily the staff should adopt lecturing in the classroom that holds the attention of varied strata of students, i.e. an average and good learner equally.
19. As theory and practical sessions are twin methods of teaching, the staff should always remain in the laboratory during practical sessions.
20. As students are prone to depressions, mental stress the staff should counsel them at frequent intervals and advise them to meet yoga trainer/professional counsellor.
21. As and when a unit nears completion the staff has to conduct tests to obtain feedback on the course material delivered. This will enhance teaching effectiveness.
22. The staff should update academic skills by attending to workshops, FDPs, research programmes, seminars and so on.
23. The staff should make use of ICT, NPTEL, and other online digital resources.
24. The staff should discharge official responsibilities as assigned by HOI/ HOD related to university / institute/department.

A). Disciplinary Action

1. Any employee is liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken based on the recommendation of the committee constituted by the Head of the Institution and after a reasonable opportunity will be given to the employee to defend himself/herself.
2. After establishing the misconduct of the employee one or more of the following disciplinary actions will be initiated.

- a. Issue of a Memo
 - b. Withholding increments/promotion
 - c. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
 - d. Suspension
 - e. Removal from service
3. The employee can be terminated without assigning any notice if found guilty of misconduct or negligence, threatening, absence from service without prior notice in writing and not obeying the management instructions.

B). Resignation Procedures:

1. No resignation will be accepted in middle of the academic year. If they do so, they need to give three months’ notice or refund three months’ pay.
2. The resignation shall come into force from the date of accepting the resignation or the date of submission of resignation by staff member, whichever is earlier.
3. The letter of resignation is to be forwarded through proper channel.
4. During the notice period no leaves will be sanctioned. If he/she is absent from the duties during the notice period, the notice period will be extended.
5. The staff should submit a No-Due Certificate in the appropriate proforma.
6. The college issues a “relieving letter” along with “service certificate”.

C). Superannuation

- The age of superannuation shall be sixty two years for staff as per the A.P. State government norms.

Policy History:

Version	Approved by	Implementation and Monitoring by
V5.0 (Revised)	19 th Meeting of GB conducted on 27-06-2025	Principal
V4.0(Revised)	13 th Meeting of GB conducted on 09-01-2021	
V3.0(Revised)	7 th Meeting of GB conducted on 29-07-2017	
V2.0(Revised)	1 st Meeting of GB conducted on 09-01-2011	
V1.0(Original)	Meeting of GB conducted on 15-02-2001	