• 1. SERVICE CONDITIONS

1.1 INTRODUCTION:

TKR College of Engineering & Technology is designed to serve as a Center for Academic Excellence in imparting Technical Education. The Institution is having recognition of All India Council of Technical Education and is affiliated to Jawaharlal Technological University, Hyderabad. It has been established by the TKR Education Society, which is a non- profit Society. The Governing Body is the supreme authority, under which various Institutions launched by the society will function. The Governing Body is responsible for the development and/or approval of the Institute programmes and for the policies under which the Institute operates. The Governing body of the Society considered that it is necessary to formulate the terms and conditions of service for regulating the various categories/levels of employees employed in their Institutions existing and that are going to be established. These conditions of service are well formulated, taking into consideration the various aspects and aspirations of the teaching and non-teaching staff. The principal objective is to attract persons with missionary zeal and to retain the well-qualified and talented staff in all disciplines, with the ultimate object of imparting high standard and quality education in the field of Engineering and Technology.

Having set the aforesaid goals, it is necessitated for the Institute to frame conditions of employment, which are clearly just and fair to the interest of both the employees and the Institute. These service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress and to put their best talents in the discharge of their responsibilities.

The Institute wishes to encourage its employees to improve their professional qualification on par with changing needs of the Engineering education and to grow in their abilities to serve the Institution. Likewise, it wishes to appropriately evaluate, recognize and reward superior performance. The following service conditions are framed with this in mind; however, these conditions and practices will be reviewed periodically and such changes will be made as experience indicates.

These service rules concern only regular employees who are employed on the rolls of the Institute/institutes and on continuing positions. Some persons may be employed on temporary/Adhoc/contractual/part-time basis for a specific purpose and/or for a specific period of time. Such employees are not covered under the provisions of these rules/policies outlined herein, beyond the extent set forth in their respective letters of appointment/agreement. This also does not apply to daily-rated/contract labour/workers.

The Management/Governing body of TKRCET, in exercise of powers conferred by the Articles of the Society, had made the following rules and regulations, for administration of the Institutions run under their control.

1.2 SHORT TITLE:

These regulations may be called as the TKRCET Service Rules.

1.3 APPLICABILITY:

They shall come into force (deemed to have come into force) with effect from 1st June 2017 and shall apply to all the regular employees of the Institute. Unless otherwise stated specifically, these rules and regulations shall not apply to persons employed on temporary or on adhoc basis or on contractual/on the rolls of subcontractors or daily-waged basis.

1.4 DEFINITIONS:

With these rules and regulations, unless the context otherwise requires:

(a) Society means TKR Educational registered with Registration of society of Government of Andhra Pradesh with Register No.6490/2001established on 24.09.2001.

(b) Management means the Governing Body of the Society, duly constituted under the specific byelaws of the Trust under which all these Institutions are established, which is a supreme authority. However, the overall Management and the day-to-day administration of the Society and its affiliated Institutions shall rest with the Secretary and with the Management Committee formed under the directions from the Governing Body of the Society and constituted as per the relevant provisions of the AICTE.

(c) Society and affiliated Institutions/Institute means andincludes:

(1) TKR Educational Society

(2) TKR College of Engineering and Technology (2002)

(3) Among other Institutions/centers of excellence that may be established at a later date etc.

(d) 'Employee' means a regular employee employed by TKR College of Engineering and Technology to discharge the duties of the Society or its affiliated organizations for teaching and non-teaching purposes on remuneration basis.

(e) 'Salary' means Basic Pay, Dearness Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to anemployee.

(f) 'Service' includes the period during which an employee is on duty as well as on leave duly authorized by the Management, but does not include any period during which an employee is absent without salary.

(g) Disciplinary Authority: The Secretary is the disciplinary authority for all the employees employed in the Institutions under the control of the Society. The Secretary may nominate any other person/employee to be the disciplinary authority for a certain class/category of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.

(h) Appellate Authority: Where the disciplinary authority is being exercised by the Secretary, the Management Committee along with the Secretary will constitute as Appellate Authority; in all other cases, the Secretary will be the Appellate Authority.

(i) Enquiry Officer: Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an Institution.

1.5 POWER TO IMPLEMENT AND TO AMEND THE RULES:

The power to implement or to amend the rules and regulations vests with the Management, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter and to repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time totime.

1.6 MANAGEMENT'S POWERS TO DELEGATE:

The Management means the Management Committee. It may delegate to the Secretary or to any officer or officers of the Society or institutions under their control, any or all its functions, wholly or partly, permanently or temporarily, and such officer or officers shall be the Management for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by the Management.

1.7 APPOINTMENTS, PROBATION & TERMINATION OF SERVICE:

1.7.1 CLASSIFICATION OF EMPLOYEES:

The employees will be classified as follows:

i) Teaching Staff

ii) Non-Teaching staff including administrative, supporting technical staff and non-technical employees.

They are further classified as:

a) Regular employee means the qualified person employed in a regular post and has successfully completed the probation for a period of two years and whose regular service has been confirmed in writing.

b) Probationary employee is a person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the HOD or Principal, who

recommends his/her service to confirm/extend probation or even for termination, if found not suitable.

c) Staff on contract: All the subordinate and secretarial staff members, lab assistants, supporting technical staff etc. fall in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not berenewed.

d) Temporary/Adhoc appointees: means employees who are employed for work which is essentially of temporary nature or who are employed in connection with the temporary increase in permanent work or are employed in a post of permanent or temporary employee or probationer who are temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies.

e) Apprentices Trainees: means persons engaged for training and who will be on stipend during the period. However, regularization of their services is purely at the discretion of the Institute.

f) Casuals means persons employed for work of a casual or occasional nature.

ii) The Management shall fix the number of posts in each INSTITUTION in all categories from time to time and also prescribe qualifications, mode of recruitment, and the scales of pay etc., to each category of posts, which may be reviewed and revised by the Management from time to time, depending upon the exigencies. The pay scales of the Teaching Staff are covered under AICTE scales. Hence, their payments will be fixed in the appropriate grades and scales depending upon qualifications, experience, exposure and merit etc., as applicable and as amended from time to time, except the staff recruited temporarily or on adhoc basis or on consolidated pay.

iii) Not withstanding anything contained in these rules and regulations, the Management may employ persons on a temporary/adhoc basis or on contract basis to different posts in the organization under their control on consolidated pay or on daily wages, wherever the necessity and circumstances sowarrant.

iv) For all the non-teaching staff, the terms and conditions with regard to pay etc.

1.8 EMPLOYMENT OF NEAR RELATIVES:

As a general rule, it is the policy of TKR Educational Society to avoid employment of two or more members of the same family or dose relations. Any exception to this policy must be approved by the Governing body and would normally be allowed only if another person equally well-qualified cannot be recruited.

1.9 AGE:

The age of a person at the time of his/her first appointment in the Organizations under the control of Management shall be at the discretion of the Management.

In case of Teaching Staff, other than the staff covered under the AICTE scales of pay, the Management may take decision basing on the qualification, experience etc. about the age of the person employed to the posts.

In other cases, 30 years Provided that the Management in deviation of the above, may also employ persons who possess even more than the age of 30 years, depending upon the qualifications, experience etc. possessed by them in the exigencies of service.

1.10 JOINING FORMALITIES:

At the time of joining, the new recruit would have to furnish the following to the Personnel Department:

- Joining Report
- Proof of Date of Birth
- Original Certificates supporting qualification/experience for verification with copies to be furnished.
- Two passport size photographs
- Names and addresses of two persons for contacting in case of any emergency.

1.11 COMMENCEMENT OF SERVICES:

Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which the employee reports to duty in an appointment covered by these regulationsat the place and time intimated to him/her by the Management, provided he/she reports in the forenoon; otherwise, his/her service shall commence from the following day. In the case of a batch of persons appointed as per the recommendation of a duly constituted selection committee, the seniority of persons will be as per the merit order in the proceedings of the selection committee.

1.12 PROBATION:

Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of two years and in case of employees on promotion/transfer appointed to higher posts shall be for a period of one year.

The probationary period shall stand automatically extended until confirmation orders or otherwise re issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month's notice to the other party or one month' salary in lieu there of.

1.13 RESIGNATION AND TERMINATION:

a) If an employee at any time after confirmation intends to resign, he/she shall give one month notice in writing. Similarly, the Management shall be competent at their

discretion to terminate the services of any employee by giving one month notice or one month salary in lieu of notice.

b) The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or by paying three months' salary in lieu thereof.

c) The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, -by giving one month notice or paying salary in lieu of notice.

1.14 RETIREMENT:

Every employee shall retire from service on attaining the age of superannuation, i.e., 70 years in case of teaching staff and 65 years of age in case of others. Provided that the Management, in the interest of the organizations under their Management, may extend the period of services of the employee concerned by such period as determined depending on the mental and physical condition of such an employee.

The employees in all categories of posts shall retire from services after attaining the age of superannuation w.e.f. the afternoon of the last day of the month in which their date of retirement falls.

The following guidelines may be laid down for seeking reemployment in the Institution after attaining the age of superannuation:

a) Whenever a regular teaching employee is going to attain 70 years and in case of a non- teaching employee, 65 years, the date of superannuation of such employee may be noticed one month in advance, after obtaining orders of the Secretary.

b) If such an employee desires to serve the Institution after superannuation, he/she may apply, in writing, to the Principal to continue him/her in the service.

c) On receipt of such an application, the Head of the Department concerned may be asked to offer his/her remarks on the mental and physical condition of the employee and whether there is a need to continue him/her in service, duly indicating the work load to be assigned to such an employee.

d) The Principal may offer his remarks and make his specific recommendation on the necessity and desirability or otherwise of continuing such an employee and indicating the terms and conditions of his/her re-appointment such as:

i) Tenure of appointment

ii) Consolidated salary to be paid per month. To arrive at the consolidated salary to be paid, the last pay drawn by the employee may be taken into account, which may be rounded off to the next hundred.

iii) Such employees are not entitled for any other leave except casual leave, unless specially permitted by the Management in specific cases.

1.15 WORKING HOURS HOLIDAYS VACATION:

The working timings of the employees are determined and notified by the Institute from time to time, based on the work service requirements, fulfillment of Institute's obligation to students and such other expediencies. The Institute will observe National Festival holidays as may be notified from time to time. Employees notified will be available for work on said holidays and those working on the holidays will be granted compensatory off (as per the convenience of the Institute).

The Institute will also observe vacation which will be notified from time to time.

1.16 ATTENDANCE AND PUNCTUALITY:

Each employee in the Institute has an important role in ensuring smooth and efficient handling of classroom and maintenance of discipline as well required for the smooth functioning of the Institute. They are, therefore, expected to be at their respective allotted places on time on each working day. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

1.17 PERSONAL RECORDS:

The employee records are kept within the Administration Department, which are used within the Institute only for bonafide reasons. As a policy, Administration Department ensures that the relevant employment-related information is maintained in strict confidence. Employee-related information is given to outsiders only if the Institute is satisfied with the validity of the request, or if it is required by law, or if the employee himself has requested that information to be supplied for reference purposes.

1.18 APPRAISALS:

There will be a system of annual performance appraisal of Institute's employees on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without being required to oral enquiries in different quarters. Obviously, the performance appraisal report will have an important bearing on the:

a) Promotion as well as sanction of increments

b) Confirmation of service.

c) In respect of Ad hoc appointees, for taking them to regular rolls.

d) Self-appraisal to appraise one's own on their goals/targets gives an opportunity to explain

What he/she has done and factors that helped and / or hindered his/her performance.

Regarding the probationers, this report is a must to confirm his/her services; hence periodical appraisal will be done and deficiencies will be brought to his/her notice for necessary rectification.

1.19 DISCIPLINE:

a) Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such action as may be taken against him/her. Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interests of the Institute and perform his/her duties with utmost integrity, honesty, devotion and diligence.

b) Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and others having dealings with the Institute.

c) Every employee shall strive to develop and impart such an education to the students of the Institute to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.

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1.20 LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Management from time to time, with utmost endeavor to promote the interest of the organization wherein he/she is working by showing courtesy and attention in all transactions.

1.21 EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT:

a) No employee shall apply for other employment or signify his/her willingness to accept such employment or office, whether stipendiary or otherwise. Without the prior written permission of the Management.

However, the Management may, at their discretion, permit an employee to apply for an outside post not more than twice a year.

b) No employee, whether on leave or in active service of the Institution shall undertake a part time job, which is likely to embarrass or influence him/her in discharge

of his/her official duties, for any consideration of cash or kind. However, an employee, with the written permission of the Management, may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

1.22 OBLIGATION TO MAINTAIN SECRECY:

Every employee shall maintain secrecy in regard to the affairs of the Institution and its constituents and shall not divulge directly any information of a confidential nature, either to a member of the public or of the Institution staff, unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.

1.23 ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION:

An employee shall not absent himself / herself from his/her duties without first obtaining the permission of the competent authority. In case of unavoidable circumstances, a message or a letter should be sent on the next working day, giving the reasons of his/her absence for the previous days. If the employee absents himself continuously for a period of 10 working days or more without any leave letter or communication, the employee shall be deemed to have deserted the post held by him/her from the date on which he/she abstained from duty.

1.24 PENALTIES:

1.24.1 **Minorpenalty**

1. Censure
2. Fine (may be imposed on the employees who are below the cadre)
3. Recovery from the salary, whole or any part of any loss caused to the Institution by negligence or breach of orders.
4. Withholding of increments
5. Suspension.

1.24.2 **MajorPenalties:**

1. Reduction in rank
2. Removal from service

1.25 PROCEDURE FOR IMPOSING PENALTY:

No order imposing a penalty specified at items b (1), b (2) i.e., Major penalties of Rule 25 shall be passed except after an enquiry is held as far as possible in the manner specified below.

In case of minor penalties as mentioned at items a (1-5) of Rule 25, a show cause notice may be issued calling for his/her explanation. After submission of explanation, a decision may be taken for imposing the punishment mentioned therein.

a) The disciplinary authority shall itself hold an enquiry either sou motto or on a direction from a higher authority and frame definite charges on the basis of allegations on which the enquiry is proposed to be held and a copy of the charge together with the statement of the allegations on which they are based shall be furnished to the employee.

b) The employee, after receipt of the above memo, shall submit his/her written explanation in defense within the time limit as specified in the charge memo.

c) On receipt of the written explanation or where no written statement is received within the specified time, the disciplinary authority may appoint an enquiry officer to enquire into the charges.

d) The enquiry officer shall give all reasonable opportunity in conformity with Natural Justice to the delinquent employee to defend his/her case and after conclusion of the enquiry, shall prepare a report on the findings on each of the charges, together with the reasons and submit the report to the disciplinary authority.

e) The disciplinary authority after examining the report received from the enquiry officer, shall give notice to the concerned delinquent employee, duly indicating the tentative decision proposed to be taken against him/her and calling upon to submit his/her representation, if any, in this regard with in the specified time thereon against the proposed action.

f) The disciplinary authority after examining the presentation received from the delinquent employer otherwise, shall decide the penalty to be imposed and issue orders accordingly.

g) If the employee is aggrieved with the penalty imposed upon, he/she may prefer an appeal with the appellant authority within 30 days of the receipt of the orders of punishment.

h) The appellant authority causing such enquiry as it deems fit and necessary, may pass orders either dismissing the appeal or allowing in full or part or modifying the punishment awarded.

i) The orders so passed by the appellant authority shall be final and binding on the delinquent employee as well as on the disciplinary authority.

All employees are automatically governed by the code of conduct or other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action. All employees of the Institute shall be governed by the leave rules and T.A. rules that are framed separately.

The decision of the Management Committee of the Institute regarding the interpretation of these rules and on any other point, which is not covered under these rules, shall be final and binding on the employees.

1.26 GRIEVANCES HANDLING PROCEDURE:

Employees may have grievances, which if not heard and resolved expeditiously, may lead to frustration and discontentment, affecting moral and Institute's interests. Hence, in order to maintain harmonious relations between the employees/staff and the Management of the Institution, it has been decided to formulate the following "Grievance Handling Procedure" in the Institution. Scope: This procedure deals with:

a) The complaints that can be covered under 'Grievance';

b) The constitution of Grievance Committee

c) The two-tier system for Grievance Handling and

d) The method of dealing with grievances.

Definition of 'Grievance': 'Grievance' would mean complaint affecting individual employee in respect of his/her wage, facilities, injustice, leave, transfer, extension, promotion, seniority and working conditions being meted out to him/her.

If the grievance is of general ability or of collective nature, it would fall outside the scope of this procedure. However, collective grievances of routine nature may be admitted at the discretion of Administrative Officer.

When the employee has taken up his/her grievance for redress under the procedure, a formal Conciliation and Legal Machinery shall not be resorted until all the steps enumerated in the procedure are exhausted.

• 2. LEAVE RULES

The Leave Rules shall apply to

a) All Regular employees of the Institution

b) Probationers

c) Trainees

d) For others as specified.

2.1 KINDS OF LEAVE:

The following kinds of leave may be granted to an employee:

a) Casual leave

b) Leave on medical ground

c) Maternity leave

d) Extraordinary leave

e) Compensatory leave

f) Special Casual leave

2.2 DEFINITIONS:

a) Half-pay leave means Leave on half-pay earned by employee in respect of the service with the institution. This can be availed as leave for improvements in qualifications or as sick leave on medical grounds.

b) Extraordinary leave means leave sanctioned under special circumstances without any pay and allowances.

c) 'Pay' means, for purposes of these rules, will be amount drawn monthly by an employee as pay, which has been sanctioned for the post held by him. It will also include special pay, personal pay or such other emoluments classified under the rules as pay.

d) 'Regular employee' is an employee who has satisfactorily completed his/her probation period.

2.3 CASUAL LEAVE:

a) Employee shall be eligible for casual leave for a period of 15 days in a calendar year and they will be entitled to casual leave on pro-rata basis.

b) The un-availed casual leave during the calendar year lapses at the end of calendar year.

c) Not more than 7 days' leave may be availed at a time. Leave shall not be prefixed or suffixed to joining time or any other kind of leave.

2.4 EARNED LEAVE (EL)(FOR TEACHING STAFF):

a) The maximum number of days an employee earns will be limited to 30 days for each calendar year, provided that the accumulation level of the same leave on his credit will be limited to 100 days. Over and above the accumulation, leave more than 100 days shall lapse automatically.

b) The teaching staff is eligible for vacation of 6 weeks if they have put In 2 years of service.

c) In case an employee (Teaching staff) has put in more than two years of service and has been called for duty during the vacation period. will earn leave for the days he worked as per the following procedure:

No. of days EL entitled = ((42–y)/42)X 30

Where 'y' is the no. of days of vacation availed

d) If the service is more than one year and less than 2 year the vacation that can be availed will be only 3 weeks

e) If the faculty member is not permitted to avail vacation in case of service more than 1 year and less than two years,

The entitled earned leave =((21-y)/21)X15 Where 'y' is the no. of days of vacation availed

f) If service is more than 6 months and less than one year he may be given one week of vacation.

g) Fraction of a day of earned leave amounting to more than half-a-day shall be treated as a full day and ignored if the fraction is half a day or less.

Earned leave shall not be granted ordinarily for less than 4 days at a time.

h) An employee who desires to avail earned leave shall apply in writing 7 days in advance of the day on which he proposes to proceed on leave.

i) However, the competent authority may waive this regulation on sufficient grounds at its discretion.

2.5 LEAVE ON MEDICAL GROUNDS / HALF PAY LEAVE (TEACHING STAFF):

All employees who have completed two years' service are eligible for 20 days of half-pay leave in a year on Medical ground, commutable to 10 days of leave with full pay.

i) In case of employees whose service is less than two years, they are eligible for 10 days of half-pay leave in a year on Medical ground, commutable to 5 days of leave with full pay.

ii) Service less than one year entails no half-pay leave benefit.

iii) He has to submit Medical Certificate if he avails more than 3 days at a time.

iv.) Half-pay leave/full pay leave can be clubbed with earned leave or vacation leave or any other leave.

2.6 MATERNITY LEAVE:

i) Maternity leave may be granted to married female permanent employees. Who have completed two years of service, for a period of not exceeding 2 months at a time during her confinement (both pre-natal and post-natal periods put together) and only for one occasion in the entire period of her service in the Institution. The payment for the maternity leave will be restricted to half-pay.

ii) The maternity leave. However, can be clubbed with earned leave or vacation leave or leave on medical grounds. The competent authority requires sufficient proof before granting such leave.

2.7 EXTRAORDINARY LEAVE (FOR TEACHINGSTAFF):

i) Extraordinary leave may be granted to an employee where no other leave is admissible to him at the discretion of the Management Committee for a period not exceeding one year at a time. Extension of such leave may be granted from time to time subject to the maximum one year at a stretch.

ii) Such extraordinary leave may be granted to an employee who has put in minimum service of at least 2 years.

iii) No pay and allowances will be paid during the period of extraordinary leave, and the period spent on such leave shall not be counted for increment and also the service will not qualify for the purpose of any other benefits.

iv) The Management may consider giving increments to the candidate if he/she is availing extraordinary leave without pay for further studies and if he/she earns the relevant degree for which he was granted extraordinary leave.

2.8 SPECIAL CASUAL LEAVE (FOR TEACHING STAFF):

a) If the AICTE regulations stipulate such leaves for the Teaching staff, such leaves may be considered on selective basis for acquiring latest techniques in teaching as well as in their subject and also going for invigilation, paper correction etc. purposes.

b) In the event the lecturer is invited to give special lectures by other institutions or invited to attend to valuation work by the JNT University, he/she may be given special leave of 6 days in a calendar year. However, longer leave may be given at the discretion of the Management.

2.9 COMPENSATORY LEAVE

At the discretion of the Head of the Institution, an employee may be granted compensatory leave for the holidays and Sundays on which they have been specially put on duty, provided such compensatory leave is availed within one month on which he has worked on holidays/Sundays.

2. 10 IN RESPECT OF NON-TEACHING STAFF, THE LEAVE ELIGIBILITY IS GIVEN AS UNDER:

a) Casual leave eligibility will be 15 days per Annum for all the regular and confirmed employees on pro rata basis. However, casual leave for the trainees /probationers Temporary employees may be restricted to 8 days per annum.

b) Sick leave / leave on Medical Ground' may be sanctioned up to 10 days per Annum on pro rata basis.

c) Earned leave: The regular employees, after completion of their probationary period, will be entitled for 15 days per annum, provided he puts in a minimum of 240 working days in the year. They are not entitled to vacation, other than the aforesaid kind, and number of leaves. The general conditions of leave regulations are common for all the categories of employees, except for entitlement and number of leaves.

2. 11 GENERAL CONDITIONS GOVERNING THE GRANT OF LEAVE:

The following regulations shall govern the grant of leave to an employee:

a) Leave of any kind cannot be claimed as a matter of right and may or may not be sanctioned as per discretion of the Management. When the exigencies of service so require, the competent authority may, at its discretion, refuse leave or revoke the leave of any description already granted or recall an employee from leave, except when the leave is applied for or availed on medical grounds and a certificate to that effect is produced to express inability to join back for duty.

Ordinarily, leave should be applied in advance with alternate arrangements made for the class work etc.

b) Leave applied for shall not be availed unless it has been specifically sanctioned, except where it is applied on the strength of medical checkup or under unforeseen circumstances to be specified in the leave application. However. Intimation has to be given in advance to Principal or Head concerned (even on Medical grounds) for necessary arrangement.

c) Absence without leave, whether it is in continuation of sanctioned leave or otherwise, entails forfeiture of his right to the service, unless otherwise ordered by the competent authority. Leave can be prefixed or suffixed to a holiday.

d) Leave ordinarily commences on the day succeeding the day on which employee is relieved and ends on the preceding day on which he returns to his/her duty.

e) Every employee shall furnish leave address while proceeding on leave and shall keep the institution informed of any subsequent change in the address.

f) An employee on leave cannot attend the duty before the expiry of the period of leave granted to him, unless so permitted or required by the competent authority.

g) During the leave period, an employee shall not engage himself/herself in any private business or private employment.

h) Intervening holidays/rest days during the period of leave shall be treated as leave, except casual leave.

i) However absences without leave or over – staying the sanctioned leave for more than ten consecutive days without sufficient grounds or proper / satisfactory explanation shall not be allowed.

2.12 SANCTIONING AUTHORITY:

The Head of the Institution is competent to sanction all the leaves to the employees working in the Institution except Extraordinary leave, in which case, the Secretary is the competent authority to sanction such leave.

The Secretary of the Institution is the competent authority to sanction all the leaves to the head of the Institute.

● 3. CODE OF CONDUCT FOR EMPLOYEES

3.1 PREAMBLE:

a) The Principal objective of the TKRCET is to disseminate knowledge and impart instruction to its students in different disciplines broadly classified as Technical Education. The college also aims at promoting Research and Development, consultation and such other professional activities.

b) TKRCET is one the Autonomous college. As such, if the normal work in the college is disturbed for some reason or the other, this college alone has to suffer the consequences. This has to be borne in mind by all the employees of the college namely the teaching staff, supporting staff, ministerial staff and class four staff.

c) Norms of conduct widely accepted in practice in academic institutions are given below for the guidance and strict adherence of the employees of TKRCET This document shall be referred to as "CODE OF CONDUCT for the employees of TKRCET.

3.2 CODE OF CONDUCT:

The employees, in the discharge of their duties and in their interactions and dealings with public, Government officials, students and their parents etc., shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes the image. Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral and ethical standards shall be fair, transparent and be perceived as such by others. Employees shall not engage themselves in any business activity or service relationship, which may detrimentally conflict with the interests of the Institute.

i) (a) All the staff must note that delivering lectures and conducting laboratory, drawing tutorial classes as per the approved schemes of instruction and almanac, and uniform coverage of syllabus in the prescribed time are their main duties which are considered sacrosanct. Failure to conduct the classes according to the scheduled timetable without prior information or alternate arrangements shall be considered as a serious dereliction of duty. Every lecturer/employee must at all times do justice to the students in thought, word and deed. Nothing should be done which adversely affects the programme of instruction, examination and assessment of students.

(b) Every college employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college, particularly in his relationships with the students. The Principal shall decide cases of infringement of this rule.

3.3. EXPLANATION:

In this rule or in any other rule in this document where the Principal or the Management is vested with the power of deciding an issue, such power shall be exercised after giving the employee concerned a reasonable opportunity to explain his case

ii) Conduct of External Examinations and Internal Examinations of the College, including invigilation, evaluation and assessment of the students form part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations: they shall attend to all connected work - as may be assigned by the persons in charge of such activities.

iii) (a) All employees shall be punctual to their duties and shall strictly adhere to the college timings.

(b) The supporting staff in the various laboratories shall be punctual, shall keep the laboratories open in a clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. The non-teaching staff should assist the teachers and students in all the academic works. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.

(c) All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time

iv) (a) Behavior towards superiors: No employee should use disrespectful language while speaking to superiors. They should give due respect to their superiors for their position, rank, Qualifications and knowledge.

(b) The teaching staff, supporting staff, ministerial staff and class IV employees has to strictly obey their superiors under whose control they are deployed to work.

(c) The Heads of Departments and person's in-charge of various administrative units are also expected to give clear, feasible instructions to the staff under their control.

(d) No employee should indulge in any derogatory loose talk against his or her colleagues, superiors, subordinates, students or members of management.

v) Employees should not resort to any agitation, which disrupts the normal work in the college. Every employee shall strive to the best of his ability to ensure that the College is not subjected to embarrassing situations in so far as compliance with the academic almanac is concerned. Protests, if any, may be lodged by submitting suitable representations to the Grievance Committee, and such other decent means. Such acts should, in no case impair the progress of the students.

vi) (a) It is important to note that the Management/Administration reposes trust in the employees of the College in the smooth functioning of classes and labs and all the work connected with the college and the University, No employee is expected to undertake any outside job.

b. Violation will be treated as breach of trust and will be dealt as such.

c. Inciting colleagues, fomenting unrest in the college campus, or any other activity, which pollutes the academic atmosphere in the college campus or undermines the prestige of the Management, shall constitute breach of trust and shall be dealt with under "Service Conditions" for appropriate punishment.

vii) The teachers are expected to deal kindly with the students as far as possible, within the framework of rules and without sacrificing discipline. They are expected to maintain attendance records up to date and report periodically as per the rules in force.

viii) Any action on the part of any employee, whether teachers or Supporting staff members or members of the ministerial staff or Class IV employees, which results in obstruction in the normal work and/or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the college in the eyes of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.

ix.) Instigating students to resort to any kind of agitation or to revolt against the administration/management of the college, shall be viewed as subversive activities and the employees indulging in such activities shall attract disciplinary proceedings against and shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.

a) Demonstration of 'loyalty to the College' by putting in sincere diligent ungrudging work, assisting the administration/management to tide over any difficult situations that may arise from time to time, by putting in extra hours of work when needed) by extending sincere cooperation to the administration of the College; attracts commendation from' the college authorities.

b) Employees of the College, if invited, shall attend all the College Functions, Seminars & Meetings.

x.) Excellent Teachers shall be recognized and honoured as such, based on objective norms and demonstrated skills.

xi.) Such of those teachers who exhibit initiative and drive by getting substantial grants for R&D work or for strengthening the infrastructure in the college will receive special commendations.

xii.) (a) Tuition: No College teacher shall engage himself in coaching privately any student for any remuneration.

(b) Private employment or work not connected with the College: No College employee shall, undertake any employment or accept any remunerative or honorary work or Consultancy not connected with the college.

xiii.) (a) Gifts: No College employee shall himself accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.

(b) Subscriptions: No College 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.

xv) (a) Communication of official Documents or Information :

It shall be the duty of every one of the employees to honor the confidence reposed in him by the College and not to divulge any information obtained by him in the course of his official duties to any unauthorized person or to make any improper use thereof. An employee connected with cxamina1 ion work. is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharge of his duties, to unauthorized persons.

(b) Discussion of Policy of Action of the College:

College employees shall not either in any document published by them or in any communication made by them, to the Press or in any Public utterance made by them, indulge in any public criticism of the college administration in such manner as is likely to undermine the dignity of the college employee and causes or is likely to cause embarrassment to the administration in its relations with its staff or the students of the College or the University or the Government or any other agency.

xvi.) Vindication of acts and character of the College Employees as such:

A College employee or any staff association shall not have recourse to the press under any circumstances. They shall not also approach any Court for redressal of grievances without first representing to the management.

• 4 ROLES AND RESPONSIBILITIES

4.1 FUNCTIONS OF PRINCIPAL

 To conduct the meetings of the Board of Governors as per the stipulated guidelines

 To hold Academic Council meetings as per the norms.

 To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.

 Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.

 He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.

 He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

a) **Academic Administration**:

I. On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by JNTU, AICTE, UGC, State Government and the Governing Body of the college.

II. Will be assisted by various Heads of the departments, Dean -Academic, Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.

III. Matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.

IV. In Admissions process, coordinator-admissions will assist the Principal.

V. In matters related to academic work, he will be assisted by the Dean-Academic, Chairman, Board of Studies and heads of the departments.

VI. An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.

VII. Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charge.

VIII. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.

IX. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.

X. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.

XI. In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of examinations of the college.

XII. In matters related to student attendance, drop outs, medical condonation Principal gets assistance from Dean Academic.

XIII. The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.

XIV. Principal shall also ensure quality assurance and he should be assisted by coordinator, IQAC.

XV. Shall monitor, evaluate research, development and consultancy activities. Dean, R&D, will assist the principal in this matter. He shall advise and guide the faculty members to get sponsored research projects from various funding agencies.

XVI. The principal should promote industry-institute interaction for better employability of the students.

XVII. Shall promote internal revenue generation (IRG) activities with the help of staff and students.

XVIII. Arrange finishing School for the students with the active association of Dean, campus relations.

XIX. Shall efforts to look after overall welfare of staff and students.

XX. For effective functioning of the college he shall build close rapport between staff, students and management.

XXI. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.

XXII. Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UGC, University, State Council of Technical Education, Department of Technical Education authorities.

XXIII. Shall involve faculty members at different levels for various institutional activities.

b) **General Administration**

On general administrative matters Principal shall be assisted by Dean-Academic, Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc.

I. Shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.

II. Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non-teaching staff.

III. Arrange performance appraisal of faculty and supporting staff.

IV. Shall have power to sanction HPL, ML, EOL up-to the level of Heads of departments, except himself.

V. Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc.) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.

VI. All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.

VII. Campus maintenance cell shall work under the instructions of Principal.

VIII. Directed to establish a HR Department to take care of several PRO activities of faculty, Staff and others.

c) **Financial Administration**

I. Principal is assisted by the Finance committee in financial administration.

II. Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.

III. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.

IV. All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.

V. Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.

VI. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.

VII. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

VIII. Shall countersign T.A bills.

IX. Shall have power to sanction advances and final withdrawal of EPF of the staff as applicable.

4.2. FINANCE OFFICER

The chief finance officer of the college shall play a key role in preparing the budget of the college. Entire staff of the accounts section works under his control. His duties will be clearly mentioned in the administrative manual of the college.

His functions also include:

I. Budget estimates relating to income from fees and other sources. Annual estimation of both recurring and non-recurring expenditure such as salary of teaching, non-teaching, supporting and other staff, purchase of equipment, general maintenance etc. and obtaining approval from the Governing Body.

II. Responsible for formulation of procedures and guidelines for various financial transactions pertaining to the college.

III. All the staff employed in the accounts section works under CFO/FO. CFO/FO shall monitor and supervises the activities of the staff under his/her control.

IV. Preparation of pay roll.

V. Verification of records, receipts and payments, income and expenditure, quarterly-budget control statements, statements related to cash and funds flow, and preparation of balance sheet.

VI. Budget estimates relating to the grant received/receivable from UGC, AICTE if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.

VII. Maintenance of accounts pertaining to sponsored research projects.

VIII. Maintenance of accounts of consultancy funds received through consultancy services offered by the staff/college.

IX. Smooth and effective conduct of annual audit by internal auditors as well as statutory auditors and necessary follow-up action.

X. Any other work related to the accounts assigned by the Board of Governors, Academic Council and the Principal.

4.3. RESPONSIBILITIES OF PROFESSORS, ASSOCIATE AND ASSISTANT PROFESSORS

4.3.1. PROFESSOR:

I. Teaching.

II. Development of Curriculum, developing learning resource material & Laboratory development.

III. Students Assessment & Evaluation including examination work.

IV. Participation in the Co-curricular & Extra-curricular Activities.

V. Student Guidance & Counselling.

VI. Helping the student in personal, ethical, moral and overall character development.

VII. Continuing Education Activities.

VIII. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.

IX. Self-development through upgrading qualification, experience & professional activities.

X. Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.

XI. Involving in the Academic and Administrative Management of the institution.

XII. Policy-Planning, Monitoring & Evaluation which are connected to the Department.

XIII. Promotional activities both at Departmental and institutional level.

XIV. Involving and Assisting the HOD in the Design and development of new programmes.

XV. Preparing project proposals for funding in areas of R & D Work.

XVI. Laboratory Development, Modernization, Expansion, etc.

XVII. Monitoring and Evaluation of academic and research activities.

XVIII. Participation in policy planning at the Regional/National level for development of technical education.

XIX. Develop, update and maintain MIS.

XX. Assisting the HOD in Planning and implementing Staff Development activities.

XXI. Maintain accountability, Conduct performance appraisal.

XXII. Guiding Research, any other work assigned by the Principal/Management from time to time.

4.3.2 ASSOCIATE PROFESSOR:

I. Teaching including laboratory work.

II. Evaluation including administering tests, invigilation during conduct of tests.

III. Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.

IV. Leading consultancy projects and extension services Curriculum development and developing resource materials.

V. Research activities and research guidance.

VI. Assisting in conduct of and organizing seminars/workshops/guest lecturers

VII. Development of the Curriculum and Learning Resource materials.

VIII. Any other work assigned by HOD/Principal /Management from time to time.

4.3.3. ASSISTANT PROFESSOR

I. Teaching including laboratory instruction and academic activities such as acting as Class review Committee member, invigilator, Lab In charge, Coordinator (Attendance), assistance in conduct of seminars, symposia, guest lecturers.

II. Students assessment and evaluation, aside from acting as paper setter.

III. Assisting in consultancy and R & D Activities.

IV. Developing resource material and laboratory development.

V. Co-curricular and extracurricular activities / student welfare activities.

VI. Assisting in departmental administration.

VII. Involvement in departmental / institutional developmental activities.

VIII. Be a member in such student welfare committees as Anti Ragging

Committee, Discipline Committee and a proctor.

IX. Shall attend to the work allotted by HOD/ Principal / Management from time to time,

helping in the cause of Academic development of the institute.

The functions, roles and responsibilities of other administrative functionaries, staff, librarian etc. are clearly spelt out in the administrative manual of the college. The functions of various non-statutory committees are given separately along with their composition.

4.4 ROLES & RESPONSIBILITIES OF DEAN ACADEMICS

Academic Dean occupy a unique place in the continuum of academic administrators, as the facilitating link among Department Chairpersons/School Directors, faculty members, staff, students and leadership. All activities and roles of the Dean is undertaken in light of furthering the best interests of the students of TKR College of Engineering & Technology.

Deans play five essential roles, serving as:

1. Academic leaders of colleges;

2. Representatives of their colleges to the rest of the University, especially University administer;

3. Representatives of leadership to their colleges;

4. Managers of college resources, and;

5. Representatives of the college and University to external bodies. These five roles remain constant even though specific responsibilities and duties may very according to the mission, size and complexity of the college.

The Deans responsibilities include, but are not limited to:

- Coordinating the development of and implementing the colleges Vision and Goals Statement;
- Leading college efforts toward achieving University goals;
- Developing a college budget;
- Managing the fiscal affairs of the college;
- Leading, and coordinating college strategic planning and curriculum development;
- Supervising, evaluating, and supporting Departments/Schools in a manner that promotes excellence in instruction, scholarly and creative productivity, and service at college;
- Leading and coordinating the governance of the college;
- Leading the processes of college administrator selection and overseeing the processes of faculty and staff selection and retention;
- Coordinating the professional development of college administrators and staff;
- Evaluating college administrators and staff in consultation with college faculty and staff;
- Evaluating Department Chairpersons/School Directors with Departmental/School faculty and staff;
- Reviewing, as part of the CFSC, the Departmental/School policies, procedures, and recommendations for appointment, salary, retention, tenure, and /or promotion of faculty, and ensuring that all ASPT policies are followed;
- Evaluating overall Departmental/School productivity in instruction, research, and service responsibilities;
- Providing recommendations to the provost regarding sabbaticals and other leaves for faculty and staff;
- Providing recommendations to the Provost on policies and procedures, especially in the academic area;
- Managing non-faculty college staff members;
- Developing, leading, and encouraging fundraising in support of the college's goals and the goals of its departments and programs, as well as outreach and public service efforts.

4.5. ROLES & RESPONSIBILITIES OF DIRECTOR OF EVALUATION/ CONTROLLER OF EXAMINATIONS

The Director of Evaluation shall be appointed by the Principal on the recommendations of a selection committee constituted for the purpose:

The Director of Evaluation shall be the responsible for the conduct of External Examinations and Internal Examinations of the college and declaration of their results. He shall discharge his functions under the superintendence, direction and guidance of the Principal. He shall be a full-time salaried officer and shall work directly under the directions and control of the Principal;

It shall be the responsibility of Director Evaluation.

I. To prepare and announce in advance the calendar ofexaminations;

II. To arrange for printing of questionpapers;

III. To arrange to get performance of the candidates at the examinations properly assessed, and process the results;

IV. To arrange for the timely publication of results of examinations and other tests;

V. To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices.

VI. To take disciplinary action where necessary against the candidates, paper- setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;

VII. To review from time to time, the results of university examinations andforward reports thereon to the Academic Council.

VIII. To process the results and communicate the same with the affiliating university to issue, necessary award lists.

The Director Evaluation shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.

4.6. ROLES & RESPONSIBILITIES OF DEAN STUDENT WELFARE

I. To arrange for congenial living environment in the campus including Hostels for the students.

II. To monitor day to day essential support required for academic and co-curricular activities of students.

III. To arrange for special care for the weaker and needy sections of students.

IV. To prepare plan and execute programmes for holistic development of the students.

V. To nominate student representatives to various bodies of the college in approval with Academic Council.

VI. To arrange to depute students to participate events/programmes outside the college

VII. To keep in touch with the guardians as and when required.

VIII. To arrange for maintenance of students' discipline in the college.

4.7. ROLES AND RESPONSIBILITIES OF HEAD OF THE DEPARTMENT

I. Responsible for all the academic affairs of the Department.

II. Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.

III. Reports to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipment, books & journals, maintenance etc.

IV. Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, during weekly/fortnightly meetings.

V. Looks after the matter related to R & D, Consultancy and Research Publications.

VI. Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.

VII. Responsible for mobilizing his/her Faculty Member for different research grants.

VIII. Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.

4.8. ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER:

I. Provides guidance to college administrative and management staff on all phases of budget development, preparation, monitoring and management; assist in projection of budget needs and provides data on current and prior years expenditures; assists the Dean in strategic planning for the college.

II. Maintains an effective oral and written communications process between college administrators and their staff and the Office of the Dean regarding fiscal and other matters.

III. Acts as a liaison between the college, accounting, purchasing, and payroll departments; ensures college compliance with University policy and procedures.

IV. Acts as a liaison with Human Resource Services to ensure that proper procedures are followed during the Faculty and Staff hiring process.

V. Administers processes for inventory control, disbursements, and staff continuing education programs.

VI. Prepares or supervises the preparation of financial and statistical reports.

VII. Evaluates administration of fiscal, inventory, and other systems developed to achieve institutional goals regarding internal controls, overall administrative efficiency, and fiscal policy compliance.

VIII. Develops and implements procedures within the college that support internal control regarding all phases of fiscal management including, but not limited to: budget preparation, assets control, expense authorization, and reconciliation of college accounts.

IX. Manages the Office of the Dean in their respective college.

X. Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

XI. Complies with all State and University policies. Other duties may be assigned.

4.9. ROLES AND RESPONSIBILITIES PHYSICAL DIRECTOR

I. To promote sports activities in the university.

II. To help schools/hostels in conducting in their sports meets.

III. To conduct annual sports competitions, presentation and arrange prize/certificates.

IV. To prepare agenda and convene meeting of the various sports clubs and University Sports Committee, and take consequential action thereon.

V. To purchase of sports equipment, articles etc.

VI. To supervise the work of junior and field staff and assign work to them.

VII. To coordinate with all other Section of the University and relevant outside sports agencies e.g. AIU, NSF, IOA etc.

VIII. To supervise the maintenance of all sports facilities.

IX. To make all necessary sport purchases and maintain all records.

X. To prepare annual reports on sports for inclusion in the annual report of the college.

Any other duties assigned from time to time.

4.10. ROLES & RESPONSIBILITIES OF CHIEF LIBRARIAN

I. To supervise and co ordinate the work of University Library system.

II. To provide instructions to new members in the use of the Library.

III. To plan book acquisition programme of the library and select books for order, especially in the area of social science.

IV. To work out exchange and gift arrangements with several hundred institutions in India and abroad.

V. To contribute to the educational function of the University by providing bibliographical guidance to research scholars of the University and Visiting Scholars from other Indian Universities.

VI. To develop programme of library management for improving the efficiency of the library. General correspondence relating to financial matters.

4.11. ROLES & RESPONSIBILITIES OF NCC OFFICER IN-CHARGE

I. To Conduct Registration for students.

II. To organize NCC Training camps as per the Authorized NCC Commandant.

III. To perform daily camps/parade practices.

IV. To prepare them for selections in 26th January- Republic Day; 15th August- Independence Day celebrations.

V. Preparing the candidates for NCC Certificate Examinations.

4.12. ROLES AND RESPONSIBILITIES OF NSS OFFICER IN-CHARGE:

I. He/She will plan NSS regular activities and special camping programme.

II. The Programme officer will ensure that NSS volunteers complete the prescribed hours in regular activities and participate in special camping programme as per requirements.

III. He/She will divide the NSS unit into different groups and assign the definite task and targets and projects to each group.

IV. He/She will supervise the work of NSS volunteers.

V. He/She will maintain the necessary records and registers prescribed by programme coordinator of the university.

VI. He/She will ensure that the basic aims of NSS programme i.e. personality development of NSS volunteers, interaction of the different classes of the society take place harmoniously and the NSS volunteers and community.

VII. He/She will be responsible for the equipment and stores purchased out of NSS funds. He/she will hand over the charge of NSS equipment and stores to his/her Successor at the end of his/her tenure.

VIII. He/She will submit the reports to the NSS regional centre periodically, programme coordinator, NSS state liaison officer.

IX. He/She will liaise with the officials of the department of NSS projects and activities.

4.13 ROLES AND RESPONSIBILITIES OF TECHNICAL STAFF

I. To assist the faculty, research scholars and students in their research work.

II. To provide technical assistance in their field.

III. To maintain and operate all types of sophisticated equipment and computers.

IV. To maintain the Lab/Computer Lab. for research work.

V. To handle Lab/Classroom/Auditorium, LCD, Projector, Computers audio visual equipment. Any other duties assigned from time to time.

● 5. PLANNING

5.1 HUMAN RESOURCE PLANNING:

i) The principal will obtain the information regarding the staff requirement from all the heads of the Departments and arrive at the number of faculty members required for the Departments. The principal will consider appointing a professor for heading the Department concern, besides the number of Associate Professors and Assistant Professors required by each Department in accordance with the teacher student ratio of 1:15.

ii) The principal shall assess the staff requirement for the subsequent academic year in the month of May every year.

iii) Principal will constitute the selection committee for recruitment in each Department, with the HOD, senior staff member and the Departments Advisors/experts as its members. University experts will be invited as per the university norms.

5.2 RECRUITMENT

The recruitment process is followed as per GOMS – 14.

5.4 ORIENTATION

i) Every teacher of the college shall be briefed about the college by the principal or his nominee on the day of his/her joining.

ii) The principal shall take/send him/her to the department of his/her work and introduce him/her to the Head of the Department in turn.

iii) The Head will brief him/her about the Department and will introduce the new incumbent to all the teaching and non-teaching members of his team.

iv) The HOD will take him/her round the campus, and explain to him/her the various code of conduct to be observed in availing the facilities in the college.

v) The HOD will also ensure that all the registration formalities, including submission of joining report etc. are fulfilled by obtaining the assistance of the office team.

vi) The HOD will introduce the new faculty member to the first class he/she is going to handle in every section of his assignment.

• 6. SALARIES AND INCENTIVES

6.1 POSITIONS AND PAY SCALES

i) The College will have the following positions in hierarchy in the teaching Departments

a) Principal

b) Professors

c) Associate Professors

d) Assistant Professors

ii) Besides, there shall be supporting staff like lab Assistants, Department Clerk and Department attendant in each Department.

iii) The college Office will have the following stages of hierarchy in administrative Department.

a) Administrative Officer, P.A to Principal.

b) Cashier, Accountant, Receptionist, Office Superintendent

c) Clerical Assistants, Office Assistants, Attenders.

iv) The scales of pay for various teaching positions will be as per AICTE norms as adopted by the management. The scales of pay for various non-teaching staff positions will be as per the state Govt. norms as approved by the Government.

6.2 YEARLY INCREMENTS

Staff members are eligible to the increments prescribed at the end of 12 months service in the institution.

6.3 STAFF BENEFITS:

i) All Faculties and Staff members are covered under group insurance policy.

6.4 INCENTIVES AND REWARDS:

Staff members are eligible for the following incentives and rewards, based on their performance, contribution with minimum 1 year of service at the institution.

i) Professional society life membership fee of 50% paid by the management for Faculties with minimum two years of service at the institution (Maximum one professional society membership per staff member). Others are provided with soft-loans, which can be recovered in easy installments from their monthly salaries.

ii) Summer/Winter Schools/Seminars/Conference – 50% Registration Fees and On Duty leave. This will not be applicable to the faculty members being paid by the host institution.

iii) Paper Publications in National Conferences- 50% Registration Fee, On-Duty leave.

iv) Paper publications in international conferences – 100% Registration Fees, On-Duty and Rs.1000/- Cash Reward once in a year.

v) Department-wise, yearly, BEST TEACHER AWARD: Rs.1000/- Cash Award, Non Teaching Staff: Rs. 500/-. and administrative staff: Rs. 500/-. Department wise long standing faculty (Faculty who completes more than five years). Rs.1000/- cash award, non-teaching staff Rs. 500/- once in a year.

6.5 ON-DUTY ASSIGNMENTS:

i) The College can permit any staff member to take special assignments with other colleges or industrial units, for specific period of time or to attend seminars or training programs.

ii) The period of absence due to such assignments shall be treated in the following manner.

a) Where the assignment is under arrangement between the college and the other unit, the staff will continue to receive the pay and perquisites from the college.

b) Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the college.

Under such circumstances, the Principal /Secretary shall decide the leave, based on current responsibilities and requirements in the college.

Where the staff is proceeding on a training program duty sponsored by the college, the entire period will be treated as on duty and he/she will be eligible for the pay and perquisites as though he had been working in the college during such period.

• 7. PROMOTIONS

7.1 PROMOTION POLICY

All promotions shall be considered on the basis of merit-cum-seniority basis from among the staff subject to the following conditions.

i) There shall be a vacancy existing at the higher cadre as per the AICTE prescribed staff pattern and cadre ratio.

ii) The staff member should have obtained the qualification prescribed by AICTE for consideration for the post.

iii) The staff member should have completed the years of service a prescribed as for consideration for the vacant post.

iv) Associate Professor: 5 years for M.E / M.Tech Graduates or 3 Years for Ph.D.

v) Professor: 5 years of service at AP Level.

Those who are promoted shall be put in the Scale of Pay applicable to that category.

•8. CONSULTANCY, R & D AND TEACHING ASSIGNMENTS

8.1 CONSULTING R & D.

i) The College encourages its teachers to take consultancy and R & D assignments within institution, with other institutions or industries appropriate to the teacher's competence.

ii) The teacher shall undertake such assignments.

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

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

iii) In either case the teacher shall take up the assignments obtaining the approval of the Principal in writing.

iv) The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignments.

v) The teacher shall also associate the other members of the faculty working on the assignments.

vi) The teacher shall levy such professional charge on the benefiting agency; However, the charges shall be shared with the college on the following basis.

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

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

c) Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, on approval of Principal.

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

8.2 SEMINARS/WORKSHOPS:

i) The College encourages its faculties to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.

ii) The Management provides additional 100% funds for any AICTE/ISTE funded programs and 50% funds for other programs organized by the Department (maximum of Rs. 50,000/- per Department)

●9. INCENTIVES – STUDENTS

9.1 STUDENTS – INCENTIVES AND REWARDS

The Management is pleased to announce the following incentives and rewards for students:

i) There will be a BEST-OUTGOING STUDENT AWARD.

ii) There will be an academic excellence award for the outgoing student in each discipline.

iii) For University Rank holder (1st position) Rs.3000/- cash award.

iv) 50% of professional society fees (annual) will be paid by management for students with 75% aggregate.

v) 100% Registration fee will be paid to the students who present papers in students conferences / seminars etc.

vi) Railway concession form will be issued to the students who present the papers.

vii) Free add-on skills programme to the students to improve communication skills.

viii) Sending the attendance appraisal letters to parents every month.

ix) 100% Fees concession to financially by poor students

x) Partial concession to hostel students who are financially poor as decided by the Principal & the Management.

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