

**DR.K.V. SUBBA REDDY INSTITUTE OF PHARMACY**  
**(Sponsored by Vaibhav Educational Society)**  
**Affiliated to JNTU Ananthapur**



**SERVICE RULES**



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### **Institute Vision**

To impart Pharmaceutical Education of National distinction for Innovation, Creation and Excellence and transform the Students into Humane Pharmacists who will be ready to take up any responsibility of Research and Entrepreneurship to save the world from the diseases and Pandemics.

### **Institute Mission**

- To introduce the ideology of Pharmaceutical Sciences
- To provide suitable environment to nurture Research, Innovation, Creativity Excellence and Knowledge simultaneously.
- To develop professionals through innovative pedagogy focusing on individual growth, discipline, integrity, ethics and social responsibility.
- To foster Industry-Institution partnership leading to firsthand experience, skill development and entrepreneurship.

## **Quality Policy**

We at Dr. K. V. SubbaReddy Institute of Pharmacy, endeavour to uphold excellence in all spheres by adopting best practices in effort and effect.



## Pre-amble

### I. Pre-amble

1. The service Rules shall be called as "Dr. K. V. Subba Reddy Institute of Pharmacy (DRKVSRIIP) Service Rules" and shall supersede all the existing service rules.
2. They shall be deemed to have come into effect and shall apply to all the employees of the College as per the date of their joining.
3. These service rules have been framed in conformity with the Human Resources Policy of DRKVSRIIP. While they are meant to protect the interests of the organization; at the same time they will also act as a measure of welfare and guide the staff members in their day to day interaction and maintaining cordial relationship with the organization. DRKVSRIIP strongly believes that the individual's growth indirectly helps in the organizational growth also. DRKVSRIIP strives to achieve the aim of retaining the employees with the organization for longer periods, so that they contribute to the growth of the organization and grow with the organization.

## Definitions of Important Words

### Definitions

1. '**College**' means Dr. K. V. Subba Reddy Institute of Pharmacy (DRKVSRIIP).
2. '**Management**' means The Management Committee of the College constituted as per AICTE Norms.
3. '**Governing Body**' means the Governing Body of the College constituted as per AICTE Norms.
4. '**Chairman**' means the Chairman of the Managing Committee / The Governing Body of the College.
5. '**Secretary**' means "The Secretary of the College".
6. '**University**' means Jawaharlal Nehru Technological University, Ananthapuramu.
7. '**Principal**' means "The Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever may be his/her designation, otherwise".
8. '**Employee**' means a person who is employed by the College including Principal but excluding those who are engaged on part time basis or on daily wages.
9. '**Vacation**' means any recess in the middle or at the end of an Academic Year, which is for a minimum period of 10 days and beyond.
10. '**Vacation Staff**' means Employees who are allowed to avail vacation. All other employees are deemed to be 'Non-Vacation Staff'.



11. '**Competent Authority**' - Chairman/Secretary in the case of Principal and Principal in the case of other employees.

12. '**Duty**' an employee (He/She) is said to be on duty for the purpose of service benefits:-

- (i) 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.
- (ii) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the Competent Authority.
- (iii) When the employee is attending Conferences, Seminars, Summer Schools, Workshops, Re-fresher Courses, Orientation Courses, Winter Schools, Quality Improvement Programs etc., duly permitted by Competent Authority, and
- (iv) When the employee is attending to the work assigned by the Competent Authority in the interest of the College/Management.

13. '**Leave**' means Leave granted by Competent Authority to an employee to which he/she is eligible.

14. '**Pay**' means Basic Pay in the time scale or Basic Pay with Special Pay/Allowances as applicable.

15. '**Year**' means Calendar year/Financial Year/Academic Year as the case may be.

16. '**Teaching Staff**' Comprises of the following categories:

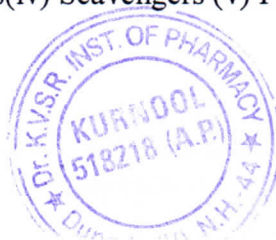
- (a) Principal
- (b) Vice Principal
- (c) Professor(s)
- (d) Associate Professor(s)
- (e) Assistant Professor(s)
- (f) Any other category of post declared as such by the Management

17. '**Technical Staff**' Comprises of the following categories:-

- (a) Programmers, Assistant Programmers, Computer Operators, System Administrators, Assistant System Administrators.
- (b) Technicians and Laboratory Assistants

18. '**Non-Teaching Academic Staff**' means those staff who are categorized as follows:-

- a) Librarian, Assistant Librarian
- b) Office Staff
  - (i) Administrative Officer (ii) Superintendent (iii) Senior Assistant (iv) Junior Assistant (v) PA to Principal (vi) Typist (vii) Record Assistant (viii) Attender (ix) Vehicle Drivers
- c) Contingent Staff
  - (i) Watchman/Security/NMR (Nominal Muster Roll) Attenders
  - (ii) Gardener/ Mali (iii) Sweepers (iv) Scavengers (v) Plumber
  - (vi) Electrician (vii) Carpenter



## **Designations In Respect Of Teachers**

1. There shall be only three designations in respect of teaching staff in the college namely Assistant Professors, Associate Professors, and Professors.
2. There shall not be any change in the designations of Library personnel and Physical Director i.e. College Librarian, Assistant librarian.

## **Details of Qualifications Required at Entry Level for Various Posts**

Qualifications and Experience required at the Entry Level for various posts in DRKVSRIIP

### **1. ASSISTANT PROFESSOR**

- As per latest norms of AICTE and PCI, New Delhi, the minimum qualification required for appointment of Asst. Prof/Lecturers for various UG & PG programs is as under PHARMACY
- M.Pharmacy. in relevant branch with First class or equivalent either in B.Pharmacy & M.Pharmacy

### **2. ASSOCIATE PROFESSOR — FOR ENGINEERING AND PHARMACY AS WELL AS MANAGEMENT**

- a) Qualification as above i.e. as applicable for the Post of Assistant Professor, and Ph.D. or equivalent in the appropriate discipline.
- b) Post Ph.D. publications and guiding Ph.D. students is highly desirable.
- c) Minimum of 5 years of experience in Teaching / Research/ Industry of which 2 years post Ph.D. experience is desirable.

### **3. PROFESSOR**

1. Qualifications as above i.e. as applicable for the post of Associate Professor.
2. Post Ph.D. publications and guiding Ph.D. students is highly desirable.
3. Minimum of 10 years Teaching / Research / Industrial experience of which at least 5 years should be at the level of Associate professor.

OR

Minimum of 13 years of experience in teaching and /or Research and /or industry

4. 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.



5. If the experience in the Industry is considered, the same shall be at Managerial level equivalent to Associate professor with a record of active participation in devising / designing / planning, executing, analysing, quality control, innovating, training, technical books / research paper publications / IPR / Patents etc. As deemed fit by the expert members of the Selection committee.

#### **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.

### **Selection and Appointment of Staff**

#### **RECRUITMENT / SELECTION OF TEACHING / NON TEACHING / ACADEMIC / TECHNICAL AND ADMINISTRATIVE STAFF**

##### **Introduction:**

In order to maintain full scale of staff as per the norms and also to have a mix of well qualified and experienced staff in the institution, keeping in view the guidelines issued by the Society, it has been decided to adopt the following policy for recruitment of staff both teaching and other categories..

##### **1. STAFF STRENGTH**

a. The Strength of Teaching Staff shall be as per AICTE / UGC Norms.

b. 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.

The recruitment may be

- a. Bi-annual by a local selection committee.
- b. Continuous Process.
- c. Selection / Ratification by the University.

### **3. QUALIFICATIONS AND EXPERIENCE, TEACHING AND NON-TEACHING STAFF**

The qualifications, age, experience etc., shall be as per AICTE/ UGC Norms in respect of Teaching Staff

### **4. SELECTION OF ASSISTANT PROFESSORS**

The Selection Committee for the post of Assistant Professors shall have the following composition.

- (i) Chairperson of the Governing Body of the college or his / her nominee from among the members of the Governing Body to be the Chairperson of the Selection committee.
- (ii) The Principal / Director of the College.
- (iii) Head of the Department of the concerned subject in the College.
- (iv) Two Nominees of the Chancellor or Vice Chancellor or Acting Vice -Chancellor of the Affiliating University of whom one should be a subject expert.
- (v) Two experts in the subject, not connected with the college to be nominated by the Chairperson of the Governing Body of the College out of a panel of five names recommended by the Vice-Chancellor or Acting Vice-Chancellor from the list of experts in the subject approved by the relevant statutory body of the University concerned.
- (vi) An academician representing SC/ST/OBC/Minority/Women/ Differently abled categories; if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the members of the above selection committee does not belong to these communities.

### **5. SELECTION OF ASSOCIATE PROFESSORS**

The Selection Committee for the post of Associate Professors in the College shall have the following composition.

1. The Chairperson of the Governing Body of the College or his / her nominee, from among the members of the Governing Body to be designated to be the Chairperson of the Selection Committee.





2. The Principal / Director of the college.
3. The head of the Department of the College from the concerned subject.
4. Two representatives of the University to be nominated by the Chancellor, Vice-Chancellor (VC) or Acting Vice-Chancellor. One of them will be the Dean of the College Development Council or equivalent position in the University and the other must be an expert in the concerned subject.
5. Two experts in the concerned subject and not connected with the college to be nominated by the Chairperson of the Governing Body of the College out of a panel of Five names recommended by the VC from the list of experts in the subject approved by the relevant statutory body of the University concerned.
6. An Academician representing SC/ST/OBC/Minority/Women/ Differently —abled categories, if any of the candidates representing these categories is an applicant, to be nominated by the VC, if any of the members of the above selection committee does not belong to that category.

## 6. SELECTION OF PROFESSORS

The composition of the Selection Committee for the post of Professor in DRKVSRIIP shall be similar in composition as that for the Post of Associate professor set out in the above clause.

## 7. PRINCIPAL COLLEGE / DIRECTOR

The selection committee for the post of Principal / Director shall have the following composition.

- i. Chairperson of the Governing Body of the college as the Chairperson.
- ii. Two members of the Governing Body of the College to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- iii. One nominee of VC of the University, who shall be an expert in Higher Education.
- iv. Three experts consisting of the Principal / Director of a College, Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of six experts approved by the relevant statutory body of the University concerned.
- v. An Academician representing SC/ST/OBC/Minority/Women/ Differently-able categories, if any of the candidates representing these categories is the applicant, to be nominated by the VC/Principal, if any of the members of the selection committee does not belong to that category.

## 8. APPOINTMENT

The Management is the competent authority to appoint any employee. The Management or Principal on behalf of the Management shall issue the appointment orders. The Management/Governing Body may in special circumstances appoint persons by invitation/deputation/contract basis year after year up to a maximum period of Five Years or up to the maximum age of Sixty Five Years.



- i. All the staff recruited will be initially on Ad-hoc basis for first one year on a contract.
- ii. All the Teaching Staff will be exposed to the University selection Committee for ratification. Ratified staff will be appointed on permanent basis with AICTE Pay Scales.
- iii. Faculty who are not recommended for appointment by the University Selection Committee will continue to serve in the college on temporary basis and two more chances will be given to appear and get Selected / Ratified by the University Selection Committee.
- iv. Faculty who are not recommended for appointment as Assistant Professors will be given an opportunity to opt for lower/non-teaching appointment.
- v. Non-Teaching Staff will be appointed on permanent basis after assessing their performance after completion of one year and on the recommendation of the Head of the Department.

## 9. PROBATION

- i. The initial appointment to posts in the college shall ordinarily be made on probation for a period of Two Years. Persons appointed to a higher post by Promotion/Selection shall be on probation for a period of One Year only in a continuous period of Two Years.
- ii. 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.
- iii. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.
- iv. After confirmation, the appointee shall hold the office till the age of superannuation which shall ordinarily be Sixty Five Years in the case of Teaching Staff and Fifty Eight Years in respect of Non-teaching Staff unless otherwise found unsuitable to discharge his / her regular duties.
- v. 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.
- vi. Any application of the employee seeking employment elsewhere shall not be forwarded during the probation period.
- vii. The rules governing probation shall not apply to appointments made on Temporary/Contract/Contingent Basis.
- viii. The service of any candidate appointed on Temporary/Contract Basis, can be terminated at any time without any notice and without assigning any reason thereof.

## 10. ORIENTATION OF STAFF



- i. Every staff member appointed in the college shall be given a brief introduction about the college by the principal on the day of his/her joining and briefed about the HR policies of the college and the Group.
- ii. The HOD of the respective department also shall brief the candidate / new incumbent and introduce her / him to all the staff members of the team.
- iii. The HOD will also ensure that all the registration/arrival and reporting formalities, including submission of joining report etc. are completed by obtaining the assistance of the office team.

## 11. SENIORITY

In the case two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them as per the order of merit fixed by the selection committee or as per the time and date of joining.

### Submission of Original Copies of Certificates

Submission of original copies of certificates of all the qualifying examinations is a pre-requisite for appointment in DRKVSRIIP.

- i. As such on the first day of reporting for duty in DRKVSRIIP the staff member (s) will be required to submit the original copies of certificates of all the qualifying examinations including experience / Service with the previous employer if the member had indicated as such in the Bio-Data Sheet. These certificates will be required for check by various inspecting agencies such as JNTUA, Task Force of the State Govt., the NBA as well as by AICTE apart from Chairman of the Governing Body.
- ii. Staff member will not be permitted to submit either laminated copies or colour Xerox copies which will be considered as fake and the staff member will have to face the consequences for the act.

In the normal circumstances the staff will be required to submit the following certificates.

- i. 10<sup>th</sup> class pass Certificate (BOSE)
- ii. Intermediate (BOIE) / Diploma Certificate.
- iii. Bachelor Degree Certificate (Original Degree)
- iv. Post Graduate Degree Certificate.  
(In respect of fresh candidates the Provisional Certificate will be accepted only up to one year from the year of Passing and after this date the staff members will invariably be REQUIRED to submit the original degree certificate).
- v. M. Phil. / Ph. D.
- vi. Experience certificate from the previous employer.
- vii. Salary certificate from the previous employer.
- viii. Relieving order issued by the previous employer.
- ix. 3 Passport size Photographs
- x. Two sets each of the Pan Card and Aadhar Card.



## **Release of / Payment of Monthly Salaries**

The Monthly salary of staff will be released / paid as below.

- i. Contingent Staff—Only in CASH duly signed by them on the salary statement.
- ii. Teaching And Non-Teaching Academic as well as Administrative and other Technical staff, by cheque crediting the salary amounts directly to the staff member's account in the Bank.
- iii. For this purpose every staff member will be required to open a Savings bank account for Credit of salary by the bank in which the college bank account is maintained and not in any other bank as the salaries will be released through a combined cheque for all the staff of a particular college and the bankers will be advised to credit the amounts to the individual's account.
- iv. Individual cheques will be issued only as a matter of exception for the first month in case the staff member has not been able to open the bank account and furnish the account number to the Admin office.
- v. Opening of Bank account will be the sole responsibility of the staff member by submitting all the requisite and mandatory documents to the bankers. However the Admin office will help the staff by furnishing a confirmation to the Bankers that he or she is employed with the college and the appointment formalities are in progress.

## **Pay and Allowances and Grant of Annual and Other Increments**

### **Pay:**

As per AICTE Scales as applicable from time to time shall be adapted to the posts classified as Teaching Staff. Andhra Pradesh State Government/University scales of pay as applicable from time to time shall be adapted to the posts classified as Non-Teaching Staff.

### **Allowances:**

Dearness, House Rent and other Allowances as per A.P. State Government rates and rules as extended by Management are adapted from time to time to all regular employees of the College.

### **Sanction of Increments:**

❖ Increments shall be sanctioned by the Principal of DRKVSRIP on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed pro-forma. In the case of HOD also Principal is the Sanctioning Authority. In the case of Principal, Chairman/Secretary is the Sanctioning Authority. In the case of employee in the Office and other Supporting Staff, Principal is the Sanctioning Authority as recommended by the Manager/Admin Officer in the prescribed pro-forma.

❖ The Management shall have the Authority to withhold an Increment for a certain period not exceeding one Year as a disciplinary measure for sufficient and valid reasons and after the employee has been given a fair opportunity to defend himself/herself.

### **Grant of Advance Increments in Certain Cases**



University/College Staff Selection Committee is the Competent Authority to recommend advance increment to the candidates selected based on their qualification / specialization and experience.

## **Promotions and Procedures for Grant of Promotions.**

### **PROMOTION POLICY**

- i. All promotions shall be considered on the basis of merit.
- ii. The Principal shall appoint a committee for considering the candidates for promotion. Principal as the chairman with two Professors and experts invited from the Industry / other institutions.
- iii. The committee shall consider promotions of Teaching Staff to the next higher position on the basis of the guidelines issued by the AICTE subject to the condition that there has not been any disciplinary action against the staff.
- iv. Under the normal circumstances seniority will be the basis for promotion to the next higher post /position, subject to however, that he /she had completed the required number of years in the present position as prescribed by AICTE and has the prescribed qualifications.
- v. Those who are promoted will be fitted in to the appropriate Pay scale.
- vi. All promotions shall be considered during the month of June every year.

## **Leave Rules for Staff**

General Norms to be followed for granting various leaves for Faculty and Staff on various grounds.

- i. The rules shall be applied to all the teaching and Non-teaching employees of the college.
- ii. A leave account shall be maintained for each employee in an appropriate form.
- iii. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the emergency of service demands.
- iv. The sanctioning authority may recall any employees to duty before the expiry of his/her leave.
- v. Unauthorized absence from duty may be treated as misbehavior inviting disciplinary action.
- vi. An employee on leave shall not take up any service or accept any other employment.
- vii. Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner.
- viii. The Principal shall be the authority competent to grant leave to all the employees, in case of the Principal, the Chairman/Secretary shall be the authority to sanction leave.



### **CASUAL LEAVE:**

"Casual Leave is a concession to be absent from duty for a short period without such absence being treated as regular leave. The maximum number of days of Casual Leave that may be availed by an employee in a calendar year is 12 or proportionate to the service put in by an employee during the year of his initial employment. Casual Leave may be granted combining with the public holidays or Sundays subject to the condition that the total period of absence does not exceed 8 days at a time. Casual Leave for half a day may be granted for the morning or afternoon session. Teachers can be granted casual leave for half day also.

### **SPECIAL CASUAL LEAVE:**

An employee is eligible for special casual leave not exceeding 6 days for the purpose of undergoing Family Planning Operation. He/she is required to produce proof of having undergone the operation for regularizing the leave availed.

### **VACATION:**

Every Academic Year only one spell of vacation (summer) will be given. A total number of 30 days will be given as vacation. In case they are retained one day leave will be considered for every 3 days of work. However the Non-Teaching will be given 15 days of vacation.

### **HALF PAY LEAVE:**

- i. Every employee will be entitled to half-pay leave of 10 days for every completed year of service with facility to commute the leave to full pay and allowances on medical grounds.
- ii. Employees appointed on Ad-hoc/Contract/Contingent basis are not entitled to Half Pay Leave.

### **MATERNITY LEAVE:**

All women employees who have completed the period of probation are entitled to Maternity Leave not exceeding 90 days with full pay. They are entitled to Maternity Leave only twice during their service.

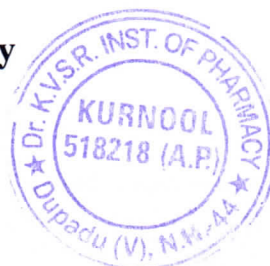
### **STUDY LEAVE:**

Based on the requirements of the individual departments and the recommendations of the Principal, Governing Body may grant study leave to one Teaching Staff member per year for higher studies.

### **ACADEMIC LEAVE (OD):**

Academic leave may be granted to a faculty for attending university related works like Examiner / spot/ Observer etc. subjected to a maximum of 12 days per year.

## **Incentives to the Faculty**



**Guidelines for the award of Cash Incentives for Research Publications and Research Activities along with sharing of revenue for Consultancy services (As approved in GB meeting held on 03/06/2016)**

**RESEARCH PUBLICATIONS**

The following are the guidelines for sanctioning of cash incentives to the faculty for publishing research papers in various National and International Journals and Conferences with effect from 03/06/2016.

**International Journals:**

Any International Journal by title will be treated as International Journal in true sense, if it has a minimum age of five years and has a policy of announcing the Impact factor. This criterion will be relaxed if the Journal is published by reputed societies like Sciencedirect, Web of science, Royalsociety of Chemistry, Elsevier, Springer etc.

1. If the paper is published in Sciencedirect or Elsevier or Wiley Interscience (or any journal equivalent to these journals), then the cash incentive of Rs. 5000/- will be sanctioned for publishing the paper in this type of journal.
2. If the International Journal is peer- reviewed, containing ISSN number, making basic comments of reviewers available to authors and also the journal is brought out in the form of hard copy, then the cash incentive of Rs. 2500/- will be sanctioned for publishing the paper in this type of journal.
3. If the International Journal is peer-reviewed, containing ISSN number, not making the basic comments of reviewers available to authors and also the journal is brought out in the form of hard copy, then the cash incentive of Rs. 1000/- will be sanctioned for publishing the paper in this type of journal.

**International Conferences:**

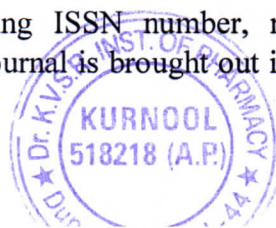
Any International Conference by title will be treated as International Conference in true sense, if it is organized by reputed societies like Sciencedirect, Web of science, Royalsociety of Chemistry, Elsevier, Springer etc.

1. If the International Conference is organized by any reputed societies or any reputed institutes (like NIPERs, BHU, IITs etc.) then the cash incentive of Rs. 2000/- will be sanctioned for publishing the paper in this type of conference.
2. If the International Conference is organized by any reputed organizations like Deemed universities or Private organizations then the cash incentive of Rs. 1000/- will be sanctioned for publishing the paper in this type of conference.

**National Journals:**

Any National Journal by title will be treated as National Journal in true sense, if it has a minimum age of five years and has a policy of announcing the Impact factor. This criterion will be relaxed if the Journal is published by reputed societies like Scopus, Web of Science etc.

1. If the National Journal is peer- reviewed, containing ISSN number, making basic comments of reviewers available to authors and also the journal is brought out in the form of



hard copy, then the cash incentive of Rs. 1500/- will be sanctioned for publishing the paper in this type of journal.

2. If the National Journal is peer- reviewed, containing ISSN number, not making the basic comments of reviewers available to authors and also the journal is brought out in the form of hard copy, then the cash incentive of Rs. 1000/- will be sanctioned for publishing the paper in this type of journal.

### **National Conferences:**

1. If the National Conference is organized by any reputed societies or any reputed institutes (like NIPERs, BHU, IITs etc) then the cash incentive of Rs 1000/- will be sanctioned for publishing the paper in this type of conference.

2. If the National Conference is organized by any reputed organizations like Deemed universities or Private organizations then the cash incentive of Rs 500/- will be sanctioned for publishing the paper in this type of conference.

### **General Information:**

- i. Any claim for monetary incentives for publishing a research paper must be accompanied by two hard copies of published paper along with the reviewers' comments if available.
- ii. Any publication with more than three authors is not eligible for the grant of incentives.
- iii. The faculty is informed to ensure that the paper contains the name of the college in the author's affiliation.

### **CONSULTANCY ACTIVITIES**

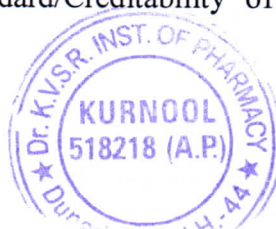
The College has advocated the policy of the consultancy amount to be shared between the institute and the faculty, staff involved in the consultancy work. The faculty and staff involved in delivering the consultancy services will get 70% of the revenue and 30% will go to the institute for the physical resources. This policy is made to encourage the faculty participation in consultancy.

### **DEPUTATION OF FACULTY TO TRAINING**

Providing assistance for the faculty to attend Seminar/Conference/Workshop (As approved in GB meeting)

#### **Conditions for Sanction of Financial Assistance**

- i. The faculty member attending the conference should compulsorily present the paper and should be a regular employee of the college.
- ii. If there are more than one author for a paper, only one author will be eligible for financial assistance.
- iii. The faculty can avail the financial assistance twice in an academic year on successful production of vouchers regarding registration fee and travel tickets.
- iv. Further the financial assistance to a Conference/Workshop is subject to review by Head R & D in order to review the Standard/Creditability of the Conference.





S.No	Details	National/International Conferences/ Workshops/Seminars in India	National/International Conferences/Workshops/Seminars Abroad
1	Registration Fee	Based on the recommendation of Head R&D following the publication guidelines.	Based on the recommendation of Head R&D following the publication guidelines.
2	Travel Allowance	Assistance to the extent of To & Fro First Class / 2 Tier AC or Rs. 4,000/- whichever is lower.	Assistance to the extent of 50% of actual fare by Economy class by Air India/ any other airline or Rs. 20,000/- whichever is lower.
3	Daily Allowance	Rs. 1500/- per day	US \$ 40 per day for duration of Conference or Rs. 10,000/- whichever is lower
4	Local Allowance	Rs. 100 per day subject to maximum of Rs. 200/-	US \$5 per day or Rs. 500/- whichever is lower.
5	The Maximum financial assistance limit will be Rs. 50,000/- including Registration fee, Travelling Allowance and Daily Allowance.		

### Awards / Incentives for Students and Staff Members and Students

- Students who secure 1<sup>st</sup> place in class (University Exam) will be awarded with Merit Certificates.
- Students having 100% attendance in each academic year will be awarded with Merit Certificates.
- Staff Members producing 100% in the Theory Subjects during the University Examinations, will be awarded with appreciation certificates.
- Staff Members who continue rendering their services to the Institution for a consecutive period of 10 years and 15 years will be awarded with appreciation certificates.
- Cash Prizes for Academic performance by the students:

Students obtaining University First Rank in any branch	Rs. 1, 00, 000/-
Students securing any of the University Ranks from 2nd to 20th in any branch	Rs. 25,000/-
For students securing any of the University Ranks from 21st to 50th in any branch	Rs. 10,000/-
For students securing Highest Mark in any of the theory subjects in University Exam	Rs. 5,000/-

Cash Prizes for Staff Members for result oriented Performances:

For subject Teachers of all Theory subjects of a class for producing 100% result in all subjects for the same class	Rs. 1, 00, 000/- (to be shared within those who handled the class)
For subject Teachers of Theory producing 100% pass in the	Rs. 5,000/- per



subjects handled by them	subject
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vi. Others:

- a. Publishing papers in high indexed International Journals - Rs. 3000/-
- b. Publishing books - Rs. 5000/-
- c. Best Department in UG and PG. – Rs. 10000/-
- d. Best outgoing student in UG and PG. – Rs. 5000/-
- e. Best alumni - Rs. 5000/-

### Resignations by the Staff and Relieving

Release, Discharge and Resignations by Staff—Procedure.

#### 1. Resignation by Staff

a) Staff members who resign when the academic session is on (July-May) are required to give three months' notice. In case the college can make any alternative arrangements, these staff may be relieved any time during the notice period without any monetary loss. In case of college failing to make any alternate arrangements or services of such staff member are found to be essential they will be relieved at the end of academic session i.e. April/May. Generally, resignations are not entertained during the academic session. In case staff members who want to be relieved immediately or without three months' notice they will be required to forego an amount equivalent to one month's salary plus salary for summer vacation (vacation availed at the end of last academic year) in case of all Teaching & Non-Teaching staff other than H&S staff and three months' salary in case of H&S staff which includes salary for summer vacation also.

b) Management may also advise all the surplus to requirement staff of a particular branch if a course has been closed or the Intake has been reduced, without any prejudice to their previous academic performance to submit their resignations and relieve them.

#### 2. Release and Relieving from duties of Staff by The Management

Staff members may be relieved of their appointment or discharged from the service on the following grounds:-

- i. **Performance:** Based on the feedback from the students, Annual Performance Report & all-round performance in the Department / College, Staff may be relieved on One Month's notice from the institution / Management side.
- ii. **Discipline:** Staff member involved in any sort of indiscipline activities may be discharged/released from the service after having carried out proper inquiry and based on the recommendations of the Disciplinary Committee, with due notice and in severe cases Prima facie he / she may be relieved immediately.
- iii. **Irregularity in attendance:** In case any staff member is found to be irregular and on long absence without any intimation / permission and neglects the classes / duties, such staff member may be relieved / discharged from service subject to



depositing amounts equivalent of One Month's salary plus salary for the period of Summer Vacation.

## **Conduct Rules for all Categories of Staff**

### **NORMS RELATED TO FACULTY**

#### **RULES/REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF TEACHING FACULTY (As approved in GB Meeting held on 03/06/2016)**

All the faculty shall follow the rules/responsibilities at all times. Non-compliance or Non-adherence to the rules/regulations will be treated as negligence of duties and suitable disciplinary action will be taken against such staff members

### **GENERAL RULES**

- i. The Faculty need to come to the college on time and stay within the campus during the working hours of the College.
- ii. The faculty shall carry out the various responsibilities being assigned to him/her with respect to teaching/research/consultancy with honesty and in unbiased manner with total commitment.
- iii. The faculty members need to conduct themselves in a professional and cooperative manner and take necessary precautions to protect the equipment and facilities of the College.
- iv. Attend and participate actively in meetings called by the HOD, Dean and Principal and also take up additional duties and responsibilities prescribed by the Principal/Management apart from Academic and Examination duties.
- v. The faculty at the level of Professor/Associate Professor are expected to undertake Research/Consultancy activities in addition to teaching.
- vi. The faculty need to wear a decent and formal dress.
- vii. The faculty shall not engage in private tuitions outside the College.
- viii. The faculty shall complete the evaluation work of Internal Examinations and External Examinations (if appointed) on priority without prejudice to the normal functioning of the College.
- ix. An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof.
- x. A faculty deputed/permitted for an assignment outside the college, needs to submit the proof of attendance after reporting back to the college.

### **BEHAVIORAL**

- i. The faculty members need to exhibit high standard of ethical behaviour and need to conduct them-selves in a very professional manner.



- ii. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College
- iii. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
- iv. The faculty shall not indulge in rude behaviour/comment against superiors, verbal attacks which are threatening, abusive in nature or go beyond fair and professional conduct.
- v. The faculty shall not involve in authorized activities leading to personal financial benefits

### **ACADEMIC**

- i. The faculty shall conduct the class work as per the schedule assigned to them.
- ii. To maintain a record of course file and lesson plan for the courses handled by them.
- iii. To make the students participate in various professional body activities and apply innovative ideas during class room teaching and practical sessions.
- iv. The faculty shall share information, enable the students work on projects and make them reflect on learning done in internships thus improving the teaching and learning process.

### **CLASSROOM MANAGEMENT**

- i. The faculty shall prepare well in advance for the class and stay focussed for the entire duration of the class.
- ii. The faculty needs to be present at the class at least 5 minutes prior to the commencement of the class.
- iii. The faculty needs to ensure that the attendance is marked within the first ten minutes of the class. A student coming late to the class after ten minutes can only avail the benefit of lecture but not the attendance.
- iv. The faculty shall allot the first 5 minutes of the class in reminding the concepts Discussed in the previous class in order to enable the student get connected with the subject.
- v. The faculty shall encourage the students to ask doubts in the class in order to improve two way communications.
- vi. The faculty shall involve in audio visual learning wherever possible and make power point presentations along with conventional black board teaching depending on necessity.
- vii. The faculty shall provide real time examples for the students in order to make them understand better.

### **COUNSELOR/MENTOR**

- i. The faculty appointed as mentor for a particular batch of students shall advise/counsel the students on all academic issues and act as friend, philosopher and guide.



- ii. The mentor shall keep the parents duly informed about the wards progress in academics and general behaviour all the time.
- iii. The mentor shall bring to the notice of HOD the issue of irregular students who are having less attendance, more number of backlogs so as to counsel them and put them on right track.
- iv. The mentor shall be in constant touch with the students and guide them through their difficulties in academics and other problem related areas.

## **ROLES AND RESPONSIBILITIES OF OFFICIALS IN VARIOUS ACADEMIC POSITIONS (As approved in GB meeting held on 03/06/2016)**

### **PRINCIPAL**

- i. 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.
- ii. 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.
- iii. Being the Member Secretary he/she shall propose all proposals relating to administrative/academic and finance related issues and seek approval along with ensuring its proper implementation.
- iv. 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.
- v. 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.
- vi. He/she shall conduct regular meetings among various committees/bodies in order to ensure proper working of the institution.
- vii. To prepare all the reports and records required by various agencies like AICTE, UGC, MHRD, JNTUA, NAAC, and NBA and ensure that they are submitted properly in time.
- viii. The Principal shall take necessary actions in order to ensure that smooth and proper conduct of ex-aminations is being carried out.
- ix. The Principal shall prepare Strategic plan for the institute from time to time and ensure that it is implemented properly

### **VICE PRINCIPAL**

- i. The Vice-Principal shall assist the principal in ensuring that the curriculum set by the affiliating university is being properly met
- ii. Ensure that the proper implementation of Teaching Learning process is being carried out in an ordered manner.
- iii. The Vice-Principal shall counsel the faculty based on the feedback given by the students and ensure that the faculty improve their performance.
- iv. The Vice-Principal shall assist the Principal in facilitating JNTUA/NAAC/NBA inspection committees from time to time.



- v. The Vice-Principal shall also ensure that registration of the students for various courses in each semester is being carried out in an ordered manner.

#### **TRAINING AND PLACEMENT OFFICER**

- i. The Training and Placement Officer shall ensure that the students acquire internships in good companies and shall act as a link between the corporate world and the students.
- ii. He shall ensure that proper training is being provided to the students in order to make them industry-ready.
- iii. He shall facilitate and coordinate to ensure that the campus placements are being carried out in the campus of the college.
- iv. He shall maintain a proper record of the various industries offering internships and other opportunities to the students.
- v. He shall coordinate with the Dean and ensure that MOUs are being established with Industry for overall academic development.

#### **R&D HEAD**

- i. The Dean R&D should identify the thrust areas of National/International significance and guide the faculty to prepare proposals for external research funding.
- ii. He shall provide the necessary database regarding the R & D information to various departments
- iii. He shall motivate and guide the students and faculty to publish papers in various International/National Journals and Conferences.
- iv. He shall monitor the research activities of faculty and students on regular basis and provide necessary report for the sanction of incentives.

#### **HEAD OF DEPARTMENT (HOD)**

- i. 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.
- ii. The HOD needs to ensure that the educational progress and welfare of the students are being taken care of in the department.
- iii. To design the academic work load of the department (theory classes, practical classes, project supervision etc.) as per the norms indicated by the Principal.
- iv. 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.
- v. The HOD needs to continuously encourage innovation, research and consultancy among the faculty of the department.
- vi. Responsible for the conduct of various short term training programmes, guest lectures, workshops and conferences within the department.
- vii. Provide in time the required information about the department to the College Office in order to comply with various agencies like JNTUA, NBA, NAAC, MHRD etc.



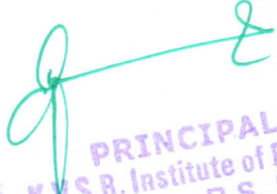
- viii. Prepare the departmental budget as per the procedures and ensure that proper financial management is being done.
- ix. To have regular meetings with staff of the department to ensure that proper academic progress is being carried out.

### **Provisions of Disciplinary Action against Staff**

#### **Disciplinary Action:**

- a) All employees are liable to disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties:-
- i. Withholding of Increments/Promotion
  - ii. Recovery from his salary whole or in part of any pecuniary loss caused to the College due to negligence of duty or breach of orders/rules.
  - iii. Suspension
  - iv. Removal from service
  - v. Dismissal from service
- c) If the competent authority feels it necessary to constitute an enquiry as part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members - HODs is from among senior faculty members.
- d) An employee can appeal against any punishment imposed upon him/her by the competent authority to the management/ governing body as the case may be.



  
PRINCIPAL  
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