

# HUMAN RESOURCES MANUAL



## **SRINIVASA INSTITUTE OF ENGINEERING AND TECHNOLOGY**

(Approved by AICTE, New Delhi) (Affiliated to JNTUK, Kakinada)

An ISO 9001:2008 Certified Institution & Awarded 'A' Grade by A.P. Knowledge Mission

NH-216, K.Ch.Pudi (P.O), CHEYYERU (V), AMALAPURAM, E.G.Dt, -533 216, A.P. INDIA.

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**SRINIVASA**

**INSTITUTE OF ENGINEERING AND TECHNOLOGY,**

Approved by AICTE, Affiliated to JNTUK, Kakinada

NH-216, Cheyyeru (V) K.Ch.Pudi (P.O.), Near Mummidivaram, Amalapuram-533216.

EAST GODAVARI DISTRICT, ANDHRA PRADESH

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# Human Resources Policy Handbook (2016-17)

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## **Vision:**

To develop the institution into a world class destination for technological education and research.

## **Mission:**

- Impart high quality, industry relevant, career oriented, engineering education to rural students, to translate our vision into a reality.
- Provide the best of instructional and institutional infrastructure facilities.
- To have strategic linkages with industry and other institutions.
- To mould students to meet the challenges of life with ethics, courage and conviction

## **1.1 GOALS - SHORT TERM:**

- 1) Achieving academic excellence by 100% Pass in the University Examination.
- 2) Enabling scholarly vibrant environment for learning, teaching, research and development for students and staff for their personal and professional growth.
- 3) Helping students to excel in communication, inter-personal and entrepreneur skills.
- 4) Helping students to foster and develop qualities of leadership, inter-personnel and problem solving skills to face the professional and personal challenges in life.
- 5) Inculcating the qualities of integrity, honesty, loyalty and patriotism among students.
- 6) Stimulating a desire among students and faculties to make full use of infrastructural facilities and expertise within themselves to serve the society and the nation.
- 7) Fostering a harmonious, cordial and tripartite relationship among the management, faculty and students for their respective growth and for establishing a

congenial academic environment in the college.

8) Achieving 100% Placements for Students.

9) Quality Assurance through AICTE-NBA Accreditation in 2018.

10) Enabling ISO 9001:2018 Quality Certification towards quality procedures and systems.

## **1.2 GOALS - LONG TERM:**

1) To foster academic and research collaboration with foreign institutions of repute.

2) To evolve as an Autonomous Institution.

3) To evolve into a Center par Excellence in Engineering and Technology by undertaking nationally and inter-nationally acknowledged research and development works.

4) To evolve as a Deemed University.

## ABOUT THE INSTITUTION

Srinivasa Institute of Engineering & Technology, promoted by Sri Saraswathi Educational Society, was started in the year 2009 with a vision to empower students to become technologically vibrant, innovative and emotionally mature and to train them to face challenges of the quality-conscious and globalised world economy.

The College is situated about 10Km. away from Amalapuram in East Godavari District beside NH-214 which connects Amalapuram and Kakinada.

The Institute is established on a verdant 10.02 acre campus of sylvan calmness provided by coconut groves around it; In such surroundings, conducive to academic pursuit, the college has built up accommodation of 17,000 Sq.m. Since its inception in 2009, the college has made rapid progress and development, not only in terms of augmentation in staff and student intake, but also in updating the infrastructure on the campus to cater to the increasing and changing needs of a modern technical institute.



## GOVERNING BODY

S.NO.	NAME	DESIGNATION	POSITION
1	Sri.S.V.S.S.Ramachandra Raju	Chairman	Chairman, Sri Saraswathi Educational Society,
2	Sri D.V.N.S.Varma	Member	Secretary & Correspondent, Sri Saraswathi Educational Society
3	Sri M. V. S. S. Rama Chandra Raju	Member	Sri Saraswathi Educational Society
4	Smt. L. Seshu Kumari	Member	Sr. HR Professional, Nagarjuna Fertilizers & Chemicals Limited & ITC Ltd.,
5	Sri D. Ranga Raju	Member	Industrialist, Vice-Chairman & Mg. Director, Vijayanagar, Biotech Ltd.
6	Dr. D. R. Prasada Raju	Member	Sri Saraswathi Educational Society, Former Director, Dept. of Science & Technology, Govt. of India, New Delhi
7	Prof. G.S.N Raju	Member	Educationalist, Eminent Academician , Former Vice Chancellor- Andhra University, Visakhapatnam
8	Dr. D. Ranga Raju	Member Secretary	Principal, Srinivasa Institute of Engineering & Technology
9	Dr. Ch.Sai Babu	Member	University Nominee, Professor and Registrar, JNTUK, Kakinada
10	Sri. A .William Carry	Member	CTE Nominee, Principal, Dr.BRA. GMR. Polytechnic College, Rajahmundry
11	Dr. R. J. Mathew	Member	Faculty nominee, Professor, Department of CSE, Srinivasa Institute of Engineering & Technology
12	Sri A.V.S.S. Varma	Member	Faculty nominee, Associate Professor, Department of ECE, Srinivasa Institute of Engineering & Technology
13	---	Member	AICTE Nominee C/o. S.C.R.O., Hyderabad.

## Chairman



Sri S.V.S.S. Raju, former Provident Fund Commissioner of Andhra Pradesh, has held senior positions in the Government and is known for his association with many educational institutions and philanthropic activities. He served as a Member of the Executive Council of Andhra University, Visakhapatnam and is on the Board of Directors of Raghu Engineering College. Sri Raju brings with him his vast administrative experience and vision in guiding institutions of higher learning.

## Secretary & correspondent

Sri D.V.N.S. Varma, a builder and promoter, is known for the landmark buildings he has constructed in Amalapuram. It is his vision to provide quality engineering education that has propelled him to establish SIET with the single-minded objective to



nurture the abundant pool of talent available in this region. Under his pragmatic guidance and his relentless efforts the institute is achieving overall excellence.





## **Principal**

Dr. D. Ranga Raju assumed charge as Principal of this Institution on 02-10-2015. He obtained his Ph.D. from I.I.T. Kharagpur in Pipe Line Transportation of Solids. He worked for 35 years in various positions in S.R.K.R. Engineering College,

starting from lecturer to the position of Head of Mechanical Engineering Department and finally to Principal since 1-6-2006. He contributed for the NBA accreditation of S.R.K.R. Engineering College for three consecutive times.

## **COURSES OFFERED**

### **PG – M.Tech (2 years course)**

<b>BRANCH</b>	<b>SPECIALIZATION</b>	<b>PRESENT INTAKE</b>
Electronics and Communication Engineering	VLSI	24
Computer Science Engineering	CSE	24
Mechanical Engineering	Machine Design	24
Civil Engineering	Structural Engineering	24

### **UG – B.Tech (4 years course)**

<b>BRANCH</b>	<b>PRESENT INTAKE</b>
Civil Engineering	60
Electrical and Electronics Engineering	60
Mechanical Engineering	120
Electronics and Communication Engineering	120
Computer Science Engineering	120

## **INFRASTRUCTURE & FACILITIES**

- The college has multi-storied blocks for classroom teaching, staff rooms, laboratories, library and seminar hall.
- Well qualified, experienced and efficient teaching faculty to teach effectively and motivate the students to face the challenges in their career.
- The college stands for discipline, dedicated teaching and committed management.
- Well equipped laboratories with state of art advanced equipment.
- Department-wise Seminar halls to excel in academic activities.
- E-class rooms equipped with LCD, OHP etc.
- Departmental Libraries with sufficient number of books to serve the need of its students.
- Self-equipped computing facilities in all departments.
- Department wise Professional Societies for improvement of overall academic personality.
- A Charitable trust is instituted in the college to uplift the really deserving poor students, who need financial support to pursue their studies.

## **CYBER CORNER**

- Computer center with latest version of computers and consisting of several higher end servers offering various development platforms.
- Microsoft Dream Spark (MSDN) license with Microsoft
- There are more than 500 systems with high speed configuration supported by necessary accessories and are set in LAN and provided with UPS support.
- All the software that are need for the students not only the syllabus point of view but also for their overall development of computer skills are available in labs.

## **ENGLISH LANGUAGE AND COMMUNICATION SKILLS LAB**

English is an international language. Hence English is the only medium of communication within in the premises of SIET. It is mandatory for all the Students, Staff to converse in English.

To equip the students to communicate effectively and to face modern day challenges, the lab is equipped with a state of art server and accessories with required software. A Well established A/C Laboratory with high quality software from M/s K-Van Solutions Multimedia Language Lab., Hyderabad is being used to develop LSRW skills of the students. Experienced and efficient Faculty to train the students in communication skills are employed. Special care is being taken for the rural students. Many CDs for mastering English vocabulary, grammar, spellings and composition, learning to speak English are available in this laboratory

## **AMENITIES**

To offer perfect ambiance for academic pursuits, the college is provided with all the required facilities including.

- Three Generators for backup power supply of 75KV,62.5KV and 20KV
- High speed internet (Wifi) of 20 mbps with Complete Firewall Protection(Quick Heal)
- All departments interconnected by LAN
- Digital Library providing access to international journals
- Language Lab with K-VAN Software
- Air- conditioned Computer Centres
- Air-conditioned Seminar Halls
- Canteen with 200 seating capacity
- Dedicated Transport – College runs its own fleet of buses from various important locations Ravulapalem, Razole, Sakinetipalli, Kakinada, Amalapuram etc
- Waiting halls for boys & Girls separately
- Departmental stores
- Photocopy Machine (Xerox) and STD kiosk
- Health Center
- Gymnasium

## ADMISSION CRITERIA

Admission for 70% of the seats for B.Tech and M.Tech courses are made by the A.P State Govt., based on the rank obtained by the candidates in the corresponding Common Entrance Test (EAMCET in the case of B.Tech and GATE/PGECET in the case of M.Tech) and the rule of reservation.

The remaining 30% of the seats are filled up by the College management, as per the Rules of the A.P. state Government.

Diploma admissions are through POLYCET.

### Fee Payment:

Students of senior classes i.e., (II, III, IV year B.Tech) have to pay the tuition fee before the stipulated date;

- ❖ A Grace period of 10days will be given.
- ❖ From 11<sup>th</sup> day to 30<sup>th</sup> day a fine of Rs.25/- per day will be Levied
- ❖ After 30<sup>th</sup> day his/her name will be stuck off from rolls.
- ❖ Then Readmission fee of Rs. 250/- and a fine of Rs.50/- per day has to be paid.

## LIBRARY

A well-organized and well-equipped Digital Library remains open to the academic and professional needs of the students. To cater to the needs of students and faculty, the central library is provided with 23,839 Volumes and 2786 titles covering core subjects as well as general subjects. A good collection of titles is earmarked as reference books. A spacious reading room in the library accommodates 156 readers at a time. The library subscribes to many national and international technical journals like IETE, CSI, Indian academy of sciences, NISCAIR, i-Manager, Claro besides a good number of periodicals and magazines to acquire knowledge of latest trends. The students and the faculty members are encouraged to exploit the valuable resources provided through DELNET. A centralized Digital Library with 18 terminals and 24 x 7 internet facilities is made available to students. Books on general English, Communication skills, GRE, TOEFL, GATE, Personality Development, Managerial skills etc. are also procured in good numbers.

### **Working Hours:**

All working days: 8:00 AM to 8:00 PM and on Sundays and Holidays 9:30 AM to 1:00 PM

The issues counter functions between 8:00 AM and 5:30 PM on all working days

### **Library Cards:**

1. The number of library cards provided to the students and faculty are given below:  
All students : 4 Cards each  
All faculty members : 6 Cards
2. All members shall obtain their library cards only on producing their ID cards.
3. Library cards are not transferable.
4. Only one book shall be borrowed on each card.
5. Members are responsible for safety and security of the books borrowed by them.
6. ID cards along with Library Cards should be produced to borrow the books.
7. All the members should return all the books at the end of each academic year
8. Faculty while getting relieved from the college on resignation or for any other reason shall obtain “NO DUES” certificate from the library after returning all the books borrowed by them and surrendering all the library cards to the library.
9. Students after their course completion shall also obtain “NO DUES” certificate from the library after returning all the books borrowed by them and surrendering all the library cards to the librarian.
10. Loss of Library Cards shall be reported by the members to the Librarian immediately in writing and Duplicate Cards will be issued on payment of Rs.100/- per card and the member only will be solely responsible for the misuse of the lost cards.

### **Loss of books:**

1. Loss of books, if any shall be reported to the librarian immediately and the borrower shall be permitted to provide the replacement with good copy of similar book only on obtaining the permission from the Head of the Institution.
2. If the borrower fails to replace the lost book within the time fixed, thrice the cost of the book and the over due charges will be levied.

## **CAREER GUIDANCE, TRAINING AND PLACEMENT CELL**

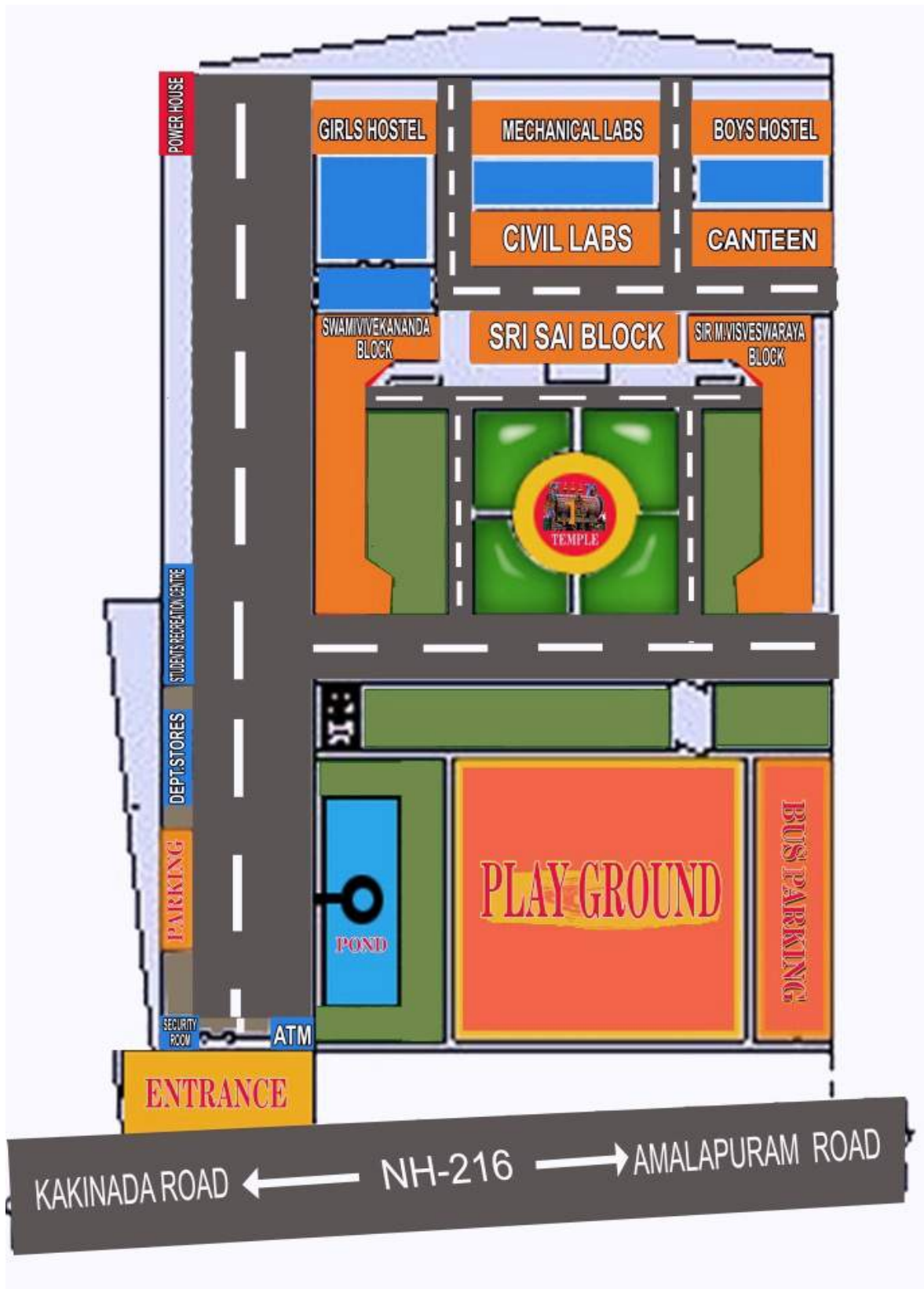
The **Career Guidance, Training And Placement Cell** is functioning actively with various industries of repute and arranges campus interviews for the students of pre-final / final year. Through this cell, the students are informed of various job opportunities and are guided to prepare for interviews. The cell organizes various training programs in association with industries. In house dedicated team of trainers for training the students is provided. Mock tests are being conducted for final year students of all branches to train them to face the interviews with the confidence. The college has MOUs with reputed training organization to enhance the employability of students.

**Career Guidance, Training And Placement Cell** is working under the guidance of Incharge Placement officer. It collects the data from the students of their choice and provides statistical data that how many are interested to pursue higher studies in India or abroad and software industry. Special attention is giving to the **GATE exam** preparation in view of high job potential in PSU (Public Sector Units).

Every registered student is required to attend training classes organized in the college by interna/external faculty members. Such classes/tests may be conducted beyond the college hours on working days and also on holidays. Therefore, the candidates must be willing to stretch themselves to get the desired benefits.

The students will not be eligible to participate in the campus placement, though they satisfy the minimum requirements of the companies, if they do not maintain at least 75% attendance in this training programme.

# MASTER PLAN









## HUMAN RESOURCE PLANNING

- 1.1.1 The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- 1.1.2 He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- 1.1.3 He will consider appointing a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the teacher student ratio prescribed herein.
- 1.1.4 The teacher student ratio shall be **1:15** and for this purpose the Principal shall also be included in counting the number of teachers.
- 1.1.5 The minimum contact hours during the week for each category shall be maintained as follows:
- |                      |    |
|----------------------|----|
| Principal            | 4  |
| Professors           | 8  |
| Associate Professors | 12 |
| Assistant Professors | 16 |
- 1.1.6 He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

# RECRUITMENT

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 1.2.2 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
  - 1.2.2.1 Advertisement in the Newspapers
  - 1.2.2.2 Files maintained for storing the unsolicited applications
  - 1.2.2.3 Campus recruitment
  - 1.2.2.4 District or Special Employment Exchanges
- 1.2.3 The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- 1.2.4 The committee shall short list the candidates in the following processes:
  - 1.2.4.1 Personal Interviews
  - 1.2.4.2 Aptitude tests, including class room demonstrations
- 1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who in turn Interview the candidates and decide on the appointment.
- 1.2.6 An Offer of appointment shall be released by the Principal in the Form 1 appended to this manual.
- 1.2.7 M.E/M.Tech 1<sup>st</sup> Class Graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. M.Sc. /MA with additional M. Phil Qualification, 1<sup>st</sup> Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept.
- 1.2.8 Ph.D with 1<sup>st</sup> Class in B.E/B.Tech or M.E/M.Tech with five years of teaching/industry/research experience or M.E/M.Tech from Industry/Profession with minimum five years of research experience is eligible for appointment as **Associate Professor**.
- 1.2.9 Ph.D with 1<sup>st</sup> Class in B.E/B.Tech or M.E/M.Tech with ten years teaching(out of which 5years as Associate Professor) / Industry/ Research experience or M.E/M.Tech from Industry/Profession with minimum ten years of research experience is eligible for appointment as **Professor**.
- 1.2.10 Cadre requirements are amended as per the AICTE/UGC guidelines from time to time.

## **ORIENTATION**

- 1.3.1 Every teacher appointed in the college shall be given a brief introduction about the college by the principal on the day of his/her joining.
- 1.3.2 The Principal shall take him/her to the department of his/her work and introduced to the head of the department.
- 1.3.3 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 1.3.4 He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the college.
- 1.3.5 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the office team.
- 1.3.6 The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.



## **POSITIONS AND PAY SCALES**

- 2.1.1 The College will have the following positions of hierarchy in the teaching departments:
- a. Professors
  - b. Associate Professors and
  - c. Assistant Professors
- 2.1.2 In addition, each department shall have support staff like Lab Assistants, Department Clerk and Department Attendant.
- 2.1.3 The College Office will have the following positions of hierarchy in the administrative department.
- a. Administrative Officer and Financial Officer,
  - b. Junior Accountant, Personal Assistant to Principal, Office Superintendent, Steno and Cashier.
  - c. Computer Assistants.
- 2.1.4 The Scales of pay for various teaching positions will be as follows:
- a. Principal and Special Positions....Pay as per AICTE norms, commensurate with the qualifications and experience
  - b. Professor - Rs 37,400 –67,000 +AGP 10,000
  - c. Associate Professor Rs 37,400 –67,000 +AGP 9,000
  - d. Assistant Professor Rs 15,600 –39,100 +AGP 6,000

2.1.5 Scales of pay for non teaching positions shall be as follows:

- |                       |                           |
|-----------------------|---------------------------|
| a. AO                 | Rs 4000 – 250 - 6000      |
| b. Cashier/Accountant | Rs 3000 – 250 - 5000      |
| c. Clerical Assistant | Rs 2000 – 250 – 4000      |
| d. Office Assistant   | Rs 1500 – 125 – 3000      |
| e. LAB Assistant      | Rs 2500/2000 – 250 – 4000 |

## **DEARNESS ALLOWANCE**

2.2.1 In addition to the Basic Salary, a monthly HRA shall be extended to Teaching Faculties

2.2.2 Management can also decide other allowances for Professor, Principal and Special posts.

## **ANNUAL INCREMENTS**

2.2.3 Staff members are eligible to the increments prescribed at the end of 12 months service in the institution. The increments will be affected in the month of September.



## LEAVE

### 3.1 Leave rules

3.1.1 All employees of the institute on regular rolls and also on contract are eligible for applying casual leave.

3.1.2 Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.

3.1.3 Casual leave will be admissible to an employee of the college for a period of one year is given below

	December to May	June to November	Total
Freshers joined in the institute	6	6	12
More than one year experience ( in SIET or any other college)	7	7	14
Ratified teachers	8	8	16

If any employee joins the college in the middle of the calendar year, the quantum of casual leave admissible to him/her will be on prorata basis.

3.1.4 Casual leave cannot be carried forward to the next year or next semester.

3.1.5 Only two leaves will be sanctioned per month. However in case of urgency half of the available CLs will be sanctioned ( Ex: If available CLs are 6...only 3 CLs will be sanctioned.)

3.1.6 Casual leave can be prefixed or suffixed to public holidays provided that the total period of absence does not exceed 5 days at a time. In case it exceeds, then all the days including the public holidays will be treated as leave without pay.

- 3.1.7 Casual leave required can be availed on prior sanction and the employee has to make alternative arrangements for his/her work.
- 3.1.8 Availing leaves by informing over phone in case of urgency is permitted only when alternate arrangements for the class work/invigilation duty are made and the same should be informed to the HOD and SMS to the principal.
- 3.1.9 Casual leave should not be combined with any kind of regular leave such as vacation, medical leave etc.
- 3.1.10 More than one CL will be sanctioned only at the discretion of principal.
- 3.1.11 Availing any kind of leave without prior permission will be treated as loss of pay.
- 3.1.12 Three late comings will be treated as one CL.
- 3.1.13 Unauthorized absence from duty may be treated as misbehavior which leads disciplinary action.
- 3.1.14 An employee cannot return to duty before the expiry of leave sanctioned to him/her unless he/she is permitted by the competent authority to do so.
- 3.1.15 The principal shall be the competent authority to grant leave to all employees. In the absence of principal, In charge principal, A.O will be the authority to sanction leave.

## **3.2 Casual Leave**

- 3.2.1. The staff will be eligible for casual leave on proportionality basis
- 3.2.2. Casual leave cannot be carried forward to the next semester.

## **3.3 Study Leave**

- 3.3.1. The teaching staff of the college can be granted leave for advancement of their education, in India or abroad.
- 3.3.2. The teacher who is going on leave as aforesaid will have lien on employment, and is eligible for 50% (Full-time) or 100% (Part-time) pay during such leave of absence.
- 3.3.3. The teacher will sign an agreement with the college specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Chairman/Correspondent on case to case basis.
- 3.3.4. The Management, at its discretion will extend assistance towards higher education fees, as interest free loan or as 100% assistance.
- 3.3.5. Staff members availing facilities for full time study need to sign agreements with the management to serve the institution for five years, along with sureties. In case of breach of agreement, staff member has to repay the fees and salary availed along with bank interest.



- 3.3.6. Staff members availing facilities for part time study need to sign agreements with the management to serve the Institution for three years, along with sureties. In case of breach of agreement, staff member has to repay the fees amount availed along with bank interest.
- 3.3.7. Staff members undergoing part time programs can have flexi-timing and On-Duties. They can't leave the Institution during the program tenure and have to serve minimum one year after completion of higher education. In case of any pre-mature departure, they have to repay amount equivalent to the number of on-duty days.
- 3.3.8. Higher educational programs need to be completed in the stipulated time of two or three years.

### 3.4 On duty assignments

- 3.4.1. 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.
- 3.4.2. 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/Chairman/ Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the College.

- c. Where the Staff is proceeding on a training programme duly 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 has been working in the College during such period.

#### 3.4.3 Faculty Summer Vacations

- 1. Less than one Year of service : 1 week
- 2. More than one year of service :2 weeks

This leave is completely at the discretion of principal (Considering the academic calendar)

#### **3.4.4 Maternity Leave (ML)**

The Institute sanctions maternity leave for 12 weeks, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays. Maternity leave shall be limited to an employee's first two confinements only and it will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.



## PROMOTION POLICY

### **Preamble**

This policy governs the promotions for faculty so as to ensure high quality teaching and institutional commitment.

### **Eligibility**

The eligibility criteria to promote employees from Assistant Professor to Associate Professor, and Associate Professor to Professor are as follows

- PhD Qualification
- 5 years in the current position
- Prescribed research output
- Acceptable teaching feedback
- Demonstrated academic administration

There is a promotion committee, which consists of the following members such as chairman, principal, HOD concerned and two external members in the relevant discipline. The promotion committee members conduct a formal interview and promote employees on the basis of the academic achievements of the latter.



## **RETIREMENT**

### **5.1. Retirement from Service**

- 5.1.1. All teaching and Non teaching staff shall retire on completing the age of superannuation, which is 62 for teaching and 60 non-teaching.
- 5.1.2. When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1<sup>st</sup> of May of the succeeding year.
- 5.1.3. The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- 5.1.4. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- 5.1.5. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

### **5.2. Retirement benefits**

- 5.2.1. All employees who are coming under the purview of the Employees' Provident Fund legislation shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
- 5.2.2. The College shall contribute 12% of the pay subject to the ceiling of Rs 1800/- per person, towards the Employer's contribution to the EPF Scheme.
- 5.2.3. The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme
- 5.2.4. The College shall remit both the contributions as stated above to the EPF Scheme authorities.

- 5.2.5. The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- 5.2.6. The College shall endeavour to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.
- 5.2.7. The College shall also pay to the employee the following benefits at the time of his/retirement:
- a. Gratuity, if any, payable under Payment of Gratuity legislation
  - b. Arrears of Salary, if any, payable.

# 6

## **DISCIPLINE AND GRIEVANCE PROCEDURE**

### **6.1 Code of Conduct for Teaching Staff**

- 6.1.1 Teachers shall be at the allotted classroom at least five minutes before the class time without any exception.
- 6.1.2 Every teacher shall take attendance at the beginning of the teaching hour.
- 6.1.3 Every teacher shall close the period punctually at the end of the period.
- 6.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
- Taking correctional action if it is within his/her power, or
  - Reporting the matter to the HOD and Principal
- 6.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 6.1.6 Teaching and Non-Teaching staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.
- 6.1.7 Teaching and Non-Teaching Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- 6.1.8 Teachers shall maintain a respectable work conduct in terms of:
- i. Preparation for the particular day's Classes, with latest information added to earlier course content.
  - ii. Keeping all teaching aid material required for conducting the class in an orderly manner.

- iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

6.1.9 Teachers shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public
- Not entering into quarrels, fights or any act of disreputable nature
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity
- Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution

6.1.10 Faculty Members shall conform to the Ethical Standards of a teacher as described in 6.1.11

6.1.11 **A Teacher**

- Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
  - To respect Parents, Teachers, Elders
  - To express the love of Brotherhood to fellow Students
  - To accept and extend due respect to every Religion and Social Grouping
  - To love the Nation and commit their endeavors to her progress
- Shall have a sense of belonging to the Institution
- Shall assume total dedication to the teaching profession
- Shall always have an urge to excel in professional expertise
- Shall wear a respectable attire, befitting the society's expectations
- Shall keep up immaculate personal hygiene at all times
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expression

- Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- Shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow teachers, students or any other member of society
- Shall always accept the entity of fellow teachers, honour their sentiments and respect their value system
- Shall always Endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities

6.1.12 All the teaching staff members have to sign white entering and leaving duty in the attendance registers available at principal's office and is mandatory.

6.1.13 All the teaching staff have to sign 2 times in the register.

1. Reporting late by more than 10 minutes to duty will be marked as LC.
2. Reporting late by more than half an hour to duty will be marked as absent/CL

6.1.14 Teachers should not leave the campus without obtaining prior permission from the Principal and one hour permission sanctioned by Principal is to be submitted at the security (1Hour permission).

6.1.15 Unauthorized departure without permission will be treated as absent/LOP.

6.1.16 More than three permissions of one hour duration will lead to deduction of half day CL.

## 6.2 Code of conduct for Non teaching staff

6.2.1 All the non teaching staff members are to follow the timings as given below.

Positions	Reporting time	College leaving time
Attenders	7:30 A.M.	5:30 P.M.
Sweepers	7:30 A.M.	5:30 P.M.
Floor In charges	7:30 A.M.	5:30 P.M.
Lab staff	As per shift	As per shift and ensure that the rooms are closed and power is switched off.
Office staff	8:00 A.M.	5:30 P.M.



Security(In 3 Shifts)	I Shift : 6:00AM – 2:00PM
	II Shift : 2:00AM – 10:00PM
	III Shift :10:00PM – 6:00AM
	General Shift : 7:30AM – 5:30PM

6.2.2 Reporting after the scheduled duty time will be marked as LC.

- One office staff should be present at 8:00 A.M.
- One office staff should be present on Sunday by taking leave on a weekday.
- Two attenders should report at 7 A.M. every day.
- Attenders should open the HOD rooms, class rooms and administrative building in the morning and to close in the evening.

6.2.3 Lab staff should collect the keys from office room to open the lab and deposit keys in office after the college work is completed. All HODs should entrust the work to lab staff and ensure that the labs are closed before they leave the campus.

## 6.3 DISCIPLINARY PROCEDURE

6.3.1 Any teacher who is violating the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.

6.3.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, any one can report in writing to the Principal.

6.3.3 The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.

6.3.4 If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

6.3.5 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

6.3.6 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

6.3.7 The course of action for disciplining a teacher shall be under the following categories:

- a. Memo and Censure.
- b. Warning in writing, with recovery of money, where financial loss is involved in the act

- c. Suspension from work without remuneration
  - d. Dismissal or discharge from service
  - e. Any staff member receiving more than two memos or warnings will be given punishments mentioned in c or d
- 6.3.8 Where the punishment proposed is in the categories c or d under Section 6.2.7, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- 6.3.9 The Principal shall report the proceedings periodically to the Chairman/Correspondent.

## **6.4 GRIEVANCE REDRESSAL PROCEDURE**

- 6.4.1. The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- 6.4.2 The Grievance Committee shall be composed with three persons in the ranks of Heads of the Departments, Principal/Senior Teachers and Principal.
- 6.4.3 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- 6.4.4 The grievance committee shall:
- Have a member secretary, to monitor the proceedings
  - Meet once in every week on a stipulated day and time
- 6.4.5 Any teaching or non-teaching staff having a grievance, shall make a representation to the Committee.
- 6.4.6 The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- 6.4.7 The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
- 6.4.8 The Member-Secretary shall record and maintain the minutes the meetings.



## **CONSULTANCY, R&D AND TEACHING ASSIGNMENTS**

### **7.1 Consultancy, R&D**

- 7.1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.
- 7.1.2 The teacher shall undertake such assignments
- When the College is approached for such help and the College assigns such engagement to the particular teacher or
  - When the teacher himself/herself is approached by the outside agency for such help.
- 7.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal in writing.
- 7.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 7.1.5 The teacher shall also associate other members of the faculty in working on the assignments.
- 7.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
- a) Where it is 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 80:20 (20% to College).
- 7.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman/ Correspondent.
- 7.1.8 The Project Co-Ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

## **7.2 Teaching assignments**

- 7.2.1. The college permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- 7.2.2. A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- 7.2.3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

# 8

## **INHOUSE R&D AND SEMINARS/ WORKSHOPS**

### **8.1 In-house R&D**

- 8.1.1. The College encourages the Teachers to undertake department-wise R&D Activities along with Students and other Staff Members.
- 8.1.2. Each Department is given annual sanction of fund in a year, towards in-house R&D activities.
- 8.1.3 Staff members can submit their proposals through the HEAD of the Department and can avail a maximum of Rs 5000/- per project, towards developing a prototype or model.

### **8.2 Seminars/Workshops**

- 8.2.1 The College encourages its teachers to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.
- 8.2.2 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 25000 per Department).
- 8.2.3 The college encourages the faculty to publish research papers and to attend seminars and workshops by providing 100% registration and TA allowance.



## **INCENTIVES – STUDENTS AND REWARDS**

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

- 9.1.1.1 Student securing 1<sup>st</sup> and 2<sup>nd</sup> ranks in a semester, Rs 500/- and Rs 300/- Cash awards and additional library tokens (But have to get minimum 80% Marks).
- 9.1.1.2 Students achieving/maintaining 1<sup>st</sup> and 2<sup>nd</sup> ranks are eligible for 25% FEE WAIVER during the subsequent year (But have to maintain minimum 80% Marks).
- 9.1.1.3 For any University Rank holder (Top 3 Positions), 50% Fees will be refunded. For Others (4 to 10 Positions), 25% Fees will be refunded.
- 9.1.1.4 There will be a BEST-OUTGOING STUDENT AWARD
- 9.1.1.5 There will be BEST STUDENT AWARD (Department-wise).
- 9.1.1.6 50% of Professional Society Fees (annual) will be paid for Students with 80% aggregate.
- 9.1.1.7 There will be free personality development, entrepreneur-ship, ethics, and communications skills, computing skills and placement specific programs for Students.
- 9.1.1.8 There will be free and subsidized add-on skills programs as per Industries Requirements.

## Student development

To enrich the learning experience of the students and to develop their overall personality, a holistic approach is adopted by providing a wide variety of platforms, which serve as launching pads to take off into ambitious careers.

### Co-curricular activities

1. **Technical forums:** Each department of engineering has an actively functioning students Association. They conduct seminars on technical topics, quizzes, lectures by eminent experts from the academics & industry.
2. **Educational tours:** The students are being sent on short educational tours (one day trip) at the third and fourth year stages to witness technology in action.
3. ISTE students Chapter
4. IETE students Chapter
5. Computer Society of India (CSI)
6. Energy Club
7. Painting and photography club
8. Model club

### Extracurricular activities

1. **Games & Sports:** The College has a four-acre play ground for outdoor games. Facilities for indoor games like Table Tennis are available on campus.
2. **Vivekananda Study Circle:** This service organization is working with the objectives of universal brotherhood, selfless service to the society and inculcating noble values in youth.
3. **Bhuvana Vijayam:** This literary and cultural association provides a platform to the students to exhibit their talents in the fields of culture and literature.
4. **Center for Awareness and Discussion:** This center is working with the objective of familiarizing the students with current topics through group discussions and quizzes.

# 10

## **ROLES AND RESPONSIBILITIES**

### **10.1 Roles and Responsibilities of Heads of the Departments (HODs)**

- 10.1.1 Monitoring of the class work/ laboratory.
- 10.1.2 Monitoring of the regularity of the students and contacting the parents.
- 10.1.3 Daily absent roll nos to be sent to the Principal's office (enter in ECAP and absent sheet available in faculty room) in order to send SMS to the parents.
- 10.1.4 Monitoring of conduct of tests/assignments. Weekly report on tests is conducted.
- 10.1.5 Conducting association activities.
- 10.1.6 Conducting and Monitoring of GATE/Training and placement activities
- 10.1.7 Dispatch of attendance and progress reports after every mid examinations.
- 10.1.8 To record any correspondence made with the parents either through a letter or phone.
- 10.1.9 Forwarding of staff CLs/class work arrangement and any other letters to Principal
- 10.1.10 Maintaining the counseling files and monitoring the counseling of students
- 10.1.11 Heads of the departments meeting with the principal will be conducted every week to discuss academic matters.
- 10.1.12 Monthly attendance report to be submitted to the principal
- 10.1.13 Monitoring progress of syllabus coverage by examining lesson plan of the faculty every month and also affix signature in attendance registers and to be sent to the principal
- 10.1.14 Maintaining all the department files.
- 10.1.15 To ensure that the work is equally divided among all the faculty members drafted for theory, lab and other departmental/college work.
- 10.1.16 To ensure that faculty and staff follow the dress code and wear ID card.
- 10.1.17 To exhort the students to come to the college in decent dress.



## **10.2 Roles and Responsibilities of class teachers**

- 10.2.1 He/she has to monitor the class work regularly as per the time table.
- 10.2.2 Any hour not engaged is to be adjusted by making alternative arrangement by getting proper information from the respective Class Representative (CR) and the same to be informed to the HOD.
- 10.2.3 Monitoring the daily attendance sheet and ECAP every day. At the end of every month, he/she has to submit cumulative attendance report and is required to verify with the Master Attendance Register in ECAP
- 10.2.4 Identifying the students absenting for more than 3 consecutive classes and informing to the HOD and to contact parents.
- 10.2.5 Monitoring the curricular activities such as conducting seminars, soft skill programme etc.
- 10.2.6 Ensure counseling of all students in the class by respective counselors.
- 10.2.7 Sending the students to On-line examinations according to the on-line exam time table.
- 10.2.8 Finalization of Internal Descriptive Examination marks and forwarding the same to Examination Section through concerned HOD.
- 10.2.9 To look after the class room ambience and report to housekeeping In-charge for necessary action.
- 10.2.10 Monitoring of student dress code and to maintain overall discipline in the class room.

## **10.3 Roles and Responsibilities of Counselors**

- 10.3.1 Counselors should ensure that all students are attending counseling regularly. Absentees if any are to be brought to the notice of HOD/Principal immediately.
- 10.3.2 In case any student is absent "A" should be marked in student's signature column followed by counselor's signature in appropriate place.
- 10.3.3 Attendance, quiz marks and University examination marks are to be entered by counselors or as per HOD instructions, with the information available from office, examination section and departments.
- 10.3.4 Any difficulties expressed by the students relating to subjects are to be brought to the notice of the HOD/Principal.
- 10.3.5 Dates on which progress report sent are also to be entered.
- 10.3.6 All the counseling records are to be maintained and required to report to the parents.
- 10.3.7 Counseling records will be verified by the HOD/Principal once in a month. Accordingly counselors should ensure completion of counseling records in time.

## 10.4 Roles and Responsibilities of Students

- 10.4.1 To maintain dignity, decency, order, calmness both in the campus and outside the campus.
- 10.4.2 To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period. To obey the instructions of the teacher in the class rooms.
- 10.4.3 To maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories.
- 10.4.4 To be attentive in the class and to bring calculators, charts and data hand books every day.
- 10.4.5 To park the vehicles in the Parking place provided and to note that parking the vehicles at any other place is strictly prohibited.
- 10.4.6 To wear identity card inside the campus
- 10.4.7 To inculcate the habit of looking into Notice boards of the college/ department every day.
- 10.4.8 To attend each and every counselling session convened by their mentors and feel free to explain their difficulties.
- 10.4.9 The College reserves the right to contact parents /guardians of students regarding their discipline, regularity in attending classes, default in payment of fees, poor performance / failure in Examinations or any other matter of concern.
- 10.4.10 To note that in all discipline matters, the decision taken by the Principal is final and will be binding on all the students involved.
- 10.4.11 To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance every month.
- 10.4.12 To inform changes in the address if any of their parents/guardians to the College office.
- 10.4.13 To maintain silence in the Library
- 10.4.14 Not to form any formal and informal groups on the basis of caste, community and religion.
- 10.4.15 The office bearers of the students associations are generally nominated on the basis of merit in the University Examinations.
- 10.4.16 No elections are permitted in the college.
- 10.4.17 Not to be in the Canteen or at any public place during working hours of the college.
- 10.4.18 To note that teasing women and committing nuisance in the campus, in college grounds and or at any programmes are strictly prohibited.
- 10.4.19 To note that any violence on the campus, destruction of college property, manhandling of staff or any other person in the college campus or the authorities of the college and misbehavior with students will be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period etc.

- 10.4.20 To note that ragging in any form, within or outside educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished upto imprisonment as laid down in the said Act.
- 10.4.21 To note that defacing of the campus buildings and walls by sticking bills, posters or by writing is prohibited.
- 10.4.22 To note that all types of malpractices and unfair means in the examination hall including assault on invigilators, misbehaviour in the examination hall and impersonation are punishable offences.
- 10.4.23 Class Representatives must attend the meetings convened by the Principal and inform the decisions taken in the CRs meetings to their respective classmates.

#### **Student attendance requirements**

- 10.4.24 A student has to put in a minimum of 75% of attendance in aggregate of all the subjects in all semesters.
- 10.4.25 Condonation of shortage of attendance in aggregate up to 10% (i.e., above 65% and below 75%) shall be referred to the Vice- chancellor, JNTU along with recommendations of the College Academic Council on genuine valid grounds with supporting evidence.
- 10.4.26 Shortage of attendance below 65% in aggregate shall in no case be condoned and the student will be detained in that semester. The detained student should repeat the semester as and when offered next.

## **10.5 Roles and responsibilities of parents**

- 10.5.1 Parents /Guardians are advised to see that their wards attend regularly to the classes. They are expected to do their part in enforcing regularity and discipline.
- 10.5.2 The Parents should be very cautious regarding the regularity of students as it is observed that some' students are leaving their homes saying that they are going to college, but they are not attending the classes and return to home in the evening as if they have attended the college.
- 10.5.3 Parents are advised to go through the Information Booklet as well as Syllabus Book supplied to the candidates for more information regarding rules of Attendance and Promotion.
- 10.5.4 The progress of the students is tested by class tests. The results of these tests and percentage of attendance are communicated to the parents by means of monthly reports. The parents are advised to inform the Principal's Office regarding the change, if any in their address / Phone Numbers. The parents / guardians of the students are advised to take necessary steps to improve their wards performance.
- 10.5.5 Parents should co-operate with the management and administration in their attempts to improve the conduct and progress of the students.

- 10.5.6 As internal marks are very important and play great role in the university examination results, parents are advised not to plan for any private functions or programmes on the scheduled / declared dates of tests and examinations.
- 10.5.7 Parents are advised to make an enquiry about the progress of their children either by personally meeting the HOD concerned or by talking to them over telephone.

## **10.6 Rules and Regulations to the hostellers**

- 10.6.1 Rooms are allotted by the Deputy Warden.
- 10.6.2 Hostel membership will be terminated at the end of each academic year. Re-admission is necessary at the beginning of the subsecutive academic year.
- 10.6.3 All amounts due to the hostel are to be paid at the beginning of the academic year.
- 10.6.4 Girl /Boy students must be in their Hostel rooms by 6:00PM.
- 10.6.5 Roll calls will be taken by the wardens at 6:30 PM and 9 PM.
- 10.6.6 **Study hours are compulsory from 8.30 PM to 10.30PM.** During this period students should stay in their respective rooms and study.
- 10.6.7 No student is allowed to stay in the hostel during class hours without a written permission from the Principal / Deputy Warden. They should leave the hostel in time to attend the classes for the day.
- 10.6.8 Only parents have allowed to meet their ward in visitors gallery only and are not permitted into the student's hostel room. No other visitors are allowed.
- 10.6.9 Students should not go home on their own decision except with specific permission from HOD/Warden/ Principal.
- 10.6.10 Students are responsible for furniture and fixtures in the rooms. Any damage caused is to be borne by all the inmates of that particular room.
- 10.6.11 The students have to maintain the hostel neatly and cleanly and extend their cooperation in the maintenance of the hostel block and its surroundings.
- 10.6.12 The students have to take care of their belongings with proper lock and key arrangement.
- 10.6.13 Students should avail only one permission in a month to go home with permission
- 10.6.14 Hostel students should wear ID card when they are inside the college campus or dining hall.
- 10.6.15 Students must refrain from entering their day-scholar friends in their rooms.
- 10.6.16 Students are advised to represent their problems, if any, to the Deputy Warden.

## CLASS COMMITTEE & VARIOUS COMMITTEES

### Class Committee:

Every class shall have a class committee consisting of class teacher student class representative, one Boy student and one Girl student with the objective of improving the teaching learning process. The functions of the class committee include;

- ❖ Clarifying the regulations of the degree programme and the details of rules therein
- ❖ Analyzing the performance of the students of the class.
- ❖ Identifying the academically weak students, if any and providing some additional help or guidance or coaching to such weak students

The class committee for a class under a particular branch is constituted by the principal with the help of HOD concerned.

HOD of the department is the chair person of the class committee

The first meeting of the class committee shall be held within one week from the date of commencement of the semester/year.

Class committee will meet generally once in a fortnight. During these meetings the students members express their opinions and give suggestions to improve the effectiveness of the teaching – learning process.

### Various Committees:

**Faculty in charges is allotted for each committee to act as convener**

Sl. No.	Name of the Committee	Coordinator Name
1	Academic Advisory Body	Dr. D.Ranga Raju
2	College Academic Committee	Dr. D.Ranga Raju
3	Student Counseling / Grievances Redressal Committee (College Level)	Dr. D.Ranga Raju
4	Purchase/Stores	Dr. D.Ranga Raju
5	Public Relations, Press & Media, Publication Committee	K.Sri Rama Krishna
6	R&D, Consultancy	Dr. R.J.Mathew

7	Internal Training (Managerial/ Soft / Communications skills, etc)	M.Sankar
8	Career Guidance, Training & Placements Cell	B.Arun Kumar
9	Hostel Committee	Dr. D.Ranga Raju
10	Canteen Committee /House-Keeping/Hygiene/Sanitation	G.Nageswara Rao
11	Right to information cell	Dr. D.Ranga Raju
12	Electrical/Computer Network Maintenance committee	G.Nageswara Rao
13	Faculty/Staff Grievance	Dr. R.J.Mathew
14	Student Counseling / Grievances Redressal Committee in the Dept.(2 members for Each	HOD
15	NSS Committee	M.Venkateswara Rao
16	Social Welfare (BC/SC/ST)	G.Satti babu
17	Sports & Games	K.Sandeep
18	Transport Committee	A.Veerraju
19	Arts/Cultural committee	A.V.C.Janaki Ramayya
20	General Maintenance Committee	G.Nageswara Rao
21	Department Associations committee	G.Ravi Kumar
22	Examinations/Time-Table/Admissions	Dr. R.J.Mathew
23	Library	K.V.Ramana Murthy
24	Industry Institute Partnership Cell	K.V.Ramana Murthy
25	EDC	K.V.Ramana Murthy
26	Website/ICT/Internet Committee	N.Santosh Kumar
27	Alumni Coordination Committee	M.Rama Krishna Raju
28	Internal Quality Assurance Cell	Dr. R.J.Mathew
29	Women Empowerment cell	Y.Yesu jyothi

30	Professional Societies activities committee	G.Ravi Kumar
31	Health centre Committee	Dr.D.Santha Kumari

## ANTI RAGGING COMMITTEE

Ragging in all its forms and names is banned on the campus of SRINIVASA Institute of Engineering and Technology. Any student of this college who is found indulging in this heinous act will be punished as per the anti-ragging Act 1997 of Andhra Pradesh. All measures are taken by the college to curb this evil practice.

An Anti Ragging committee is constituted. The members of this committee shall deliberate and suggest measures to be taken the college to prevent and eradicate ragging. The committee shall also review the situation from time to time and suggest suitable measures to curb ragging.

Student and parents are requested to help the college to eradicate this menace of ragging by giving information about incidents of ragging.

### Prohibition of Ragging in Educational Institutions Act 26 of 1997

The nature of punishment awarded to the students indulging in ragging activities is given below. Ragging is an uncivilized activity and hence is strictly prohibited in all Educational Institutions. Ragging is a cognizable offence, punishable under act 26 of 1997 (Andhra Pradesh prohibition of Ragging Act) promulgated by A.P. Legislative Assembly.

### SALIENT FEATURES

**Ragging within or outside any educational institution is prohibited. Ragging means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a student.**

S. No	Nature of Ragging	Punishment
1	Teasing Embarrassing & Humiliation	Imprisonment up to 6months or fine up to Rs. 1,000/- or both.
2	Assaulting or using Criminal force or Criminal intimidation	Imprisonment up to 1 year or fine up to Rs. 2,000/- or both
3	Wrongfully Restraining or confining Or causing hurt	Imprisonment up to 2 years or fine upto Rs. 5,000/- or both
4	Causing grievous hurt, Kidnapping or rape or Committing unnatural offence	Imprisonment up to 5 years or fine upto Rs. 10,000/- or both
5	Causing death or Abetting suicide	Imprisonment up to 10 years or fine upto Rs. 50,000/- or both

**NOTE:**

1. A student convicted of any of the above offences will be dismissed from the College.
2. A student imprisoned for more than six months for any of the above of fences will not be admitted in any other college.
3. A student against whom there is prima facie evidence of ragging in any form will be suspended form the College immediately.
4. The full text of Act 26 is placed in the College Library for reference.

**Emergency Phone Numbers:**

Toll Free No : 1800-180-5522  
Police Control Room : 100  
Crime Stopper : 1090



**Annexure 1**  
**Interview Application Form**

**SRINIVASA**  
**INSTITUTE OF ENGINEERING & TECHNOLOGY**  
(Approved by AICTE, New Delhi & affiliated to JNTUK, Kakinada)  
(An ISO 9001-2008 Certified Institution)  
**NH-216, CHEYERU (V), AMALAPURAM-533216**

E-mail: sietamp@gmail.com Website: www.sriniet.edu.in

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**APPLICATION FOR FACULTY SELECTION**

For the Post of :	<b>AFFIX YOUR PASS PORT SIZE PHOTO</b>
Department :	

Name (Surname First) :			
Father's Name :	Occupation:		
Mother's Name :	Gender: M/F	Aadhar No:	
Date of Birth :	PAN No:	Category : OC/SC/ST/BC	
Religion :	Marital Status: Single/Married		

Address for Correspondence	Contact No. & E-mail Id

**Educational Qualifications:**

Course	Specialization	Period of Study		Name of the Institute/ College and place	University	Percentage of Marks
		From year	To year			
Ph.D.						
P.G						
U.G						
Inter/ Diploma						
S.S.C						

**Performance in Competitive Exams**

Test	POLYCET/ECET	EAMCET/JEE/AIEEE	GATE	UGC NET/ CSIR NET/ APSET/Others
Rank/Score				

**Teaching Experience Details:**

Institution	Designation	Period of Service		No. of Years	Responsibilities
		From year	To year		
1.					
2.					
3.					
4.					
		Total Service			

**Subjects taught :**

**Industrial Experience Details :**

Organization	Designation	Period of Service	Responsibilities
1.			
2.			

**Details of Membership of Professional Bodies :**

**Publication Details: International :**

**National :**

**Any Achievements and other information :**

**Place :**

**Date :**

**SIGNATURE OF THE CANDIDATE**

## Annexure 2

### Superannuation Notice:

To

Dear Prof./Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on.....and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30, ....

The College places on record the services rendered by you for ...yrs and ...months, and we wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully,

**Principal**

Annexure 3

OFFER LETTER FORMAT

**SRINIVASA  
INSTITUTE OF ENGINEERING &  
TECHNOLOGY**

(AFFILIATED TO JNTUK, KAKINADA) (RECOGNISED BY ALL INDIA COUNCIL FOR TECH.EDN., NEWDELHI)  
An ISO 9001:2008 Certified Institution  
NH-216, K.Ch.PUDI (P.O), CHEYYERU(V), AMALAPURAM, E.G.Dist., A.P., INDIA : PIN 533 216

Ref: SIET/Offer/Faculty/

DATE:

**TO,**

**Name:**

Address

Phone No.

Email id:

**OFFER LETTER**

With reference to the interview had on....., this is to inform you that you have been selected as Professor/Associate/Assistant Professor in ..... Department and you have to report on or before .....

**PRINCIPAL**