

KSHATRIYA COLLEGE OF ENGINEERING

(Affiliated to JNTU Hyderabad, Approved by AICTE, New Delhi)

ARMOOR, NIZAMABAD DIST. TS.

Sponsored by Pandit Deendayal Upadhyay Educational Society

SERVICE RULES & REGULATIONS

1. THE INSTITUTION:

- I. The College is managed by the Governing Body of Pandit Deendayal Upadhyay Educational Society. It is having perpetual succession and a common seal and shall sue and be sued by the Secretary and Correspondent of the college within the by laws of the Society.
- II. The Society Governing Body of Pandit Deendayal Upadhyay Educational Society is to act as Trustee of Kshatriya College of Engineering to manage any property, legacy endowment bequest or gift for purpose of education or otherwise in furtherance of the work and welfare of the college and to invest any funds representing the same in accordance with the provisions of AICTE and JNTUH regulations.
- III. The college is conducting professional courses in Diploma, Undergraduate and Post Graduation in Engineering, Post Graduation in Management MBA which are recognized by All India Council for Technical Education, New Delhi and are affiliated to Jawaharlal Nehru Technological University, Hyderabad. The Diploma courses are affiliated to State Board of Technical Education and Training, Hyderabad.
- IV. The Society is running other colleges namely Kshatriya College of Engineering (2nd Shift Polytechnic), Kshatriya Junior College, Armoor Town and Kshatriya School which are having individual barricades and titles, no infrastructure is shared.

1.1 FORMATION OF GOVERNING BODY FOR THE COLLEGE

The Structure of the Governing Body of the College shall consist of the following persons as per the AICTE and JNTUH guidelines. Governing Body of the college meets to discuss various issues and aspects related to the development of the college. It includes considering and approving the institution strategic plan which sets the academic aims and objectives of the institution and identifies the financial, physical and staffing strategies. The term of the governing body shall be two years unless otherwise specified or till further formation of the Governing Body.

- 1. Chairman:** Nominated by the Society
- 2. Member:** Nominee of the Society
- 3. Member:** Nominee of the Society
- 4. Member:** One from Industrialist/technologist/educationist out of the 5 names of panel approved by the Chairman of the Society.
- 5. Member:** Nominee of the Govt. of Telangana State – Director of Technical Education.

6. **Member:** An Industrialist/technologist/educationist to be nominated by the Govt. of Telangana State Government.
7. **Member:** Nominee of the affiliating university JNTU Hyderabad, Kukatpally.
8. **Member:** Nominee of AICTE New Delhi.
9. **Member:** One Regular staff Kshatriya College of Engineering at the level of Professor of to be nominated by the Principal
10. **Member:** One Regular staff Kshatriya College of Engineering at the level of Assistant Professor to be nominated by the Principal.
11. **Member Secretary:** Principal, Kshatriya college of Engineering (Ex-officio).

The Governing Body of the college meets to discuss various issues and aspects related to the development of the college. It includes considering and approving the institution strategic plan which sets the academic aims and objectives of the institution and identifies the financial, physical and staffing strategies. The committee should meet at least twice in academic year.

2. SERVICE CONDITIONS

2.1 Employee Classification of the College:

The employees of the College consist of Teaching, Non-teaching and Technical-staff. The college selection committee shall appoint the Teaching Staff, Non-teaching and Technical Staff as per the guidelines of the institution and in accordance to the AICTE/ JNTUH norms.

The Secretary and Correspondent or the Principal shall appoint teaching, non-teaching and technical staff as and when necessary as per the requirement either on regular basis or temporarily or outsourcing depending on the institute requirement and they have to report to the Principal

2.2 Service Conditions for the Staff:

- I. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- II. Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal / Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.
- III. Every employee of the College shall devote his whole time to the service of the College and shall not engage himself directly or indirectly in any business or any other work which may interfere in the proper discharge of his duties in the college.
- IV. Faculty should not engage in any part-time activities, outside the college hours without the prior permission of the Management.
- V. Any staff member, on the appointment shall be on probation for a period of two year.

- VI. All the teaching staff shall be paid AICTE scale of pay and other allowances as per College norms.
- VII. Attested copies of following certificates should be submitted at the time of joining the college.
 - a. SSC Certificate
 - b. Intermediate Certificate
 - c. Under Graduation Degree Certificate
 - d. Post Graduation Degree Certificate
 - e. Ph.D Certificate
 - f. Genuine certificates of UG, PG and PhD.
 - g. Service Certificates from previous Employer
 - h. Relieving letter from previous Employer
 - i. Aadhar and PAN Cards
 - j. Any other.
- VIII. Staff member should sign in attendance register every day and also record in the bio-metric attendance system, 15 minutes before the commencement of regular first hour and at the end of the working hours for the day.
- IX. Staff member should be available in the college premises during the entire period of office hours, on all working days. Prior intimation is necessary to avail leave.
- X. If a staff member on any kind of leave has to be out of station, he/she should intimate the Principal/Designated Authority his/her exact outstation address and phone numbers in his/her leave application.
- XI. No member of the staff shall apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the Principal/Management and such application should be routed through the Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse to forward such applications based on the period of service if any agreed upon to serve in this college.
- XII. A member of the staff shall have his/her service terminated by giving one month notice or salary in lieu thereof, in case of temporary appointment or during the probationary period. In case of regular service, three months notice or salary in lieu of the notice period must be deposited. However, no staff member will be permitted to tender the resignation in the middle of the academic session. After receiving the notice well in advance (before one/three months-whichever is applicable) the concerned staff member will be relieved from the duty only at the end of the academic session. However, in case he/she get a job in Govt/Foreign may relieved.
- XIII. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
- XIV. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in the discharge of his/her duties, the Principal has got discretion to award punishment such as warning, censure, and withholdings of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal.
- XV. The Chairman/Principal shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
 - a. Misconduct and willful negligence of duty;
 - b. Gross insubordination;

- c. Participation in any criminal offence involving moral turpitude
- d. Underperformance
- e. Indulging in indiscipline activities or any activities violating the institution's rules and regulations applicable at the time of service.
- f. If it came to even after appointment that the faculty has been recruited with fake qualification certificates.
- g. Not been ratified by the affiliating university

XVI. Important Guidelines-

- a. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- b. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- c. Staff members should get prior permission from Management/Principal/ Designated Authority to contact any outside agency or government departments for any matter related to the college.
- d. If a staff member draws advance from the college to meet financial expenses for college event such as conducting workshops, conferences, purchasing equipment etc, he/she shall settle the account within 30 days from the date of completion of work for which advance was drawn failing which the advance shall be adjusted against his salary.
- e. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOCs Form from the departments concerned and No Dues Form should be filled and taken signature from respective departments.
- f. All the members of the staff shall be governed by general rules/norms also practiced by the college from time to time.

3. STAFF RECRUITMENT

The guidelines stipulated as per GO MS No. 14 of Govt. of Telangana State and as per clause 11(d) of JNTUH University Affiliation Procedure and Regulations – 2019-20, shall be followed for selection of teachers in affiliated colleges.

3.1 Procedure of recruitment.

- a. Recruitment is normally done twice in a year during May and November or whenever necessary.
- b. Number of vacancies is notified by Principal/Designated Authority based on student strength/resignations or terminations of staff members, to the management for approval/information.
- c. Vacancies are advertised in leading Telugu/English newspapers.
- d. Screening of applications is done by the respective Head of the Department.
- e. Shortlisted candidates are informed through call letters/telephone/email by College Office.
- f. For immediate requirement walk-in interviews are also conducted.

- g. Selection committee constituted as per the rules and regulations of the AICTE/JNTUH.
- h. The qualifications and experience and other norms like API score for the teaching faculty shall be as per the AICTE/JNTUH norms.
- i. The teaching staff selection process shall be done ratification by affiliating university through Selection Committee Minutes (SCM). It is the mandatory that all the faculty to be ratify by the SCM, if any faculty not been ratified their services may be terminated from the college.
- j. The committee consists of Colleges Secretary and Correspondent, Principal, Two university nominees and two subject experts. In the committee at least one member shall be from BC/SC/ST/Minority/Women.
- k. Based on the SCM list, Principal shall issue ratified orders to individual faculty members.
- l. The appointment orders shall be issued by the Secretary and Correspondent to all the selected faculty.
- m. Recruitment of Principal shall be done as per the AICTE/JNTUH norms.

3.2 PROMOTION AND INCREMENTS

3.2.1 Promotion Policy:

The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness.

- a. All promotions shall be subject to attaining required qualification, experience and API Score.
- b. The promotion of an employee is purely based on the merit cum seniority basis.
- c. Career Advancement Scheme interviews shall be conducted once in every year. The norms that are followed in CAS shall be as per JNTUH.

3.2.2 Increment policy:

- a. The institution follows an Annual Increment Cycle i.e. once in a year.
- b. Employees are eligible for the increment along with the annual appraisal subject to his/her performance.
- c. Ad-hoc increment can also be applied subject to the Management discretion.

3.2.3 Appreciation Policy:

The institution has constituted an Appreciation Policy to encourage faculty for their Competencies extended in designing the students' career graph.

- a. The Institute appreciates the faculty for outstanding performance in the curricular/co-curricular/extra-curricular activities.
- b. The institute appreciates the faculty who got rewards/honors/prizes/medals by the Government/NGOs/any other organizations/for their contribution in R&D / Academics /Social Service.

3.2.4 Employee Welfare Policy:

KSHATRIYA COLLEGE OF ENGINEERING welfare policy is to ensure the benefits, facilities given to the employees to work in a better environment. It helps to develop and implement conventional working environment and other facilities. KSHATRIYA COLLEGE OF ENGINEERING extends the following facilities to its employees.

- a. PF (for eligible staff)

- b. Transport facility
- c. Maternity leave to female employees
- d. Paternity leave for employee
- e. Family planning leave only once in his employment
- f. Sick Leaves
- g. Early Permission
- h. Accidental insurance
- i. Financial Assistance to undertake Research
- j. Special leaves to Research scholars
- k. Facilitating OD to Faculty for participation in Training/ Seminar/Workshop/R&D/Pursuing PhD candidates.

4. LEAVE RULES

4.1 Leave Rules

- a. Leave shall not be claimed as a matter of right.
- b. A member of the staff shall not normally on any pretence absent from duties without prior permission of his / her superior officer authorized to give permission.
- c. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- d. All teaching faculty should maintain at least 75% of Biometric attendance in every month during academic year.
- e. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority at the earliest and a Medical Certificate shall be produced at the time of joining after leave and the same should be uploaded in JNTUH Academic Audit Cell faculty portal and also should send the hard copy to the Registrar, JNTUH.
- f. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
- g. In case of emergency work related to college or university, the principal / designated authority reserves all rights to cancel the leave.

4.2 Casual Leave (CL):

- a. All employees are eligible for 15 days of casual leave per calendar year. It may be recalculated from time to time.
- b. At a time not more than three days excluding holidays shall be allowed. Carryover of lapsed CL for next year is not permissible.
- c. Permission for a short period of absence not exceeding one hour on any working day may be granted at the discretion of the designated authority subjected to a maximum of 2 hours per month.
- d. Permission to leave the campus early / report late for duty is given to the staff subject to the total duration of 2 hours per month. They should apply for permission in advance.
- e. Staff who is going on leave should make an alternative arrangement for their regular duties on the days of their absence, which should be duly signed by the substitute staff member and concerned HOD.

4.3 Vacation Leave:

Vacation to all the staff shall be as per the affiliating university of JNTUH.

4.4 Leave with Loss of Pay:

- a. Any leave availed in excess of the prescribed limit shall be deemed to be leave on Loss of Pay (LOP). If the quantum of LOP is more than six days in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave are provided. The decision of the Principal / Designated Authority shall be final in such cases.
- b. In case of break in service, the date of increment shall be changed accordingly.
- c. If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will be considered as a Break-in-Service.
- d. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break in Service and to that effect, the next increment will be delayed by the amount of breaking period.

4.5 Maternity Leave Rules:

- a. The Institute permits Maternity leave of 12 weeks for all eligible female staff, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.
- b. All confirmed female employees are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration. In all circumstances the female employee should serve the institution continuously at least **six months** to avail Maternity leave.
- c. Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 4 to 6 weeks may be availed.
- d. The employee shall inform the Principal at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.
- e. Maternity leave will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

4.6 Paternity Leave:

- a. All male employees of new father to be are eligible for 10 day of paternity leave only two times in his life time of employment.
- b. To become eligible to avail the paternity leave, the employee must have been working in this institute at least of 26 weeks of regular service.

4.7 On-Duty Leave:

- a. On-duty will be granted when staff members are required to go out on official duties or to participate in conferences, seminars, workshops etc., by prior and proper adjustment of workload and after approval by the Principal/Designated Authority.
- b. The Number of days on OD is limited to 14 for a year; the excess days shall be deducted from other eligible leave at the credit of the staff.

- c. The Number of days on OD related to University Spot evaluation, Observer and External examiner duties are not restricted.
- d. Faculty member are allowed to avail maximum to the extent of 6 days for examination related work for universities other than JNTUH.
- e. Application for OD to attend seminar/conference including paper presentation should be submitted to Principal through concerned HOD.

4.8. SPECIAL LEAVE: All the staff members are eligible for 13 days special leave in the case of death of his/her father/mother/spouse/children.

5. MEDICAL FACILITIES

A Registered Medical Practitioner shall be visiting the Medical Centre four times a week on part-time basis. He /She take care of the students and staff for minor ailments. On emergency, the medical practitioner will be called to the campus to attend to the patient. The college provides an exclusive vehicle for the purpose of taking the patients when needed to the multi-specialty hospital at Karimnagar for treatment. The expenses made by Institute (if any) against the treatment shall be paid back by the concerned employee in a stipulated period of time.

6. CONDUCT AND DISCIPLINE

All the staff of Kshatriya College of Engineering should work for the growth of the institution and they should be always with cordial relation with co staff, students, parents of the students and outside people. Teaching is a noble profession; every teacher should keep in mind while performing his duties.

6.1 CONDUCT:

- a. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- b. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose supervision or control, he/she is placed.
- c. Every employee shall extend the utmost courtesy and attention to all persons with whom he/she has to deal in with the course of his/her duties.
- d. Every employee shall endeavor to promote the interest of the college and shall not act in any manner prejudicial thereto.
- e. No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement activity.
- f. No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government.
- g. No employee shall engage directly or indirectly in any business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain the prior permission of the authority.

- h. An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- i. Every employee shall maintain the strictest secrecy regarding the college's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the college staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- j. An employee of the College shall not, without the prior permission of the Chairman, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.
- k. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the college, except with the prior permission of the authority.

6.2 DISCIPLINE

- a. All employees are required to attend college dressed formally with I.D card issued by the college during the course of their duties.
- b. Faculty not attending the class as per time table will be viewed seriously and if necessary action shall be taken.
- c. Employee's general conduct and behavior are expected to be that of becoming a good faculty.
- d. All staff should give Biometric attendance daily twice as per the instructions, and they put up 75% of biometric as prescribed by the JNTUH. If any faculty couldn't maintain his/her services deemed to be terminated unless otherwise if there is any genuine reason and acceptable situation by the Principal/Management/JNTUH.
- e. Punctuality and regularity are essential for the faculty.
- f. One has to be obedient to the superiors and follow the instructions issued by them from time to time.
- g. Faculty behavior should be good with colleagues, if found any faculty misbehaving may be taken action of terminating from the services
- h. The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him or contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- i. If any Staff found doing money transactions with the students his/her services may be terminated without notice period.
- j. If any male staff indulging in misbehavior with female staff/students his services shall be terminated without notice period.
- k. If any staff favoring student in the examination room awarding marks shall be terminated without notice period.
- l. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention /

conviction by an order of college authority and shall remain under suspension until further orders.

- m. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

6.3 SELF APPRAISAL REPORT OF TEACHING FACULTY:

- a. All the staff members are required to submit their Self Appraisal Report at the end of every academic year in the prescribed format.
- b. The Head of the institution shall write a confidential report for all staff and submit to the Principal for approval.

7. ACADEMIC GOVERNING STRUCTURE

For smooth conducting and discharging duties the College Academic Governing structure consisting of College Academic Council (CAC), Department Academic Committee (DAC) and Female Grievance Redressal Committee for staff and students, SC/ST Committee, etc to chalks out a roadmap to achieve the goals of the institute. The meeting of committee will be conducted in every semester or whenever necessary.

7.1 COLLEGE ACADEMIC COMMITTEE (CAC):

College academic council is formed to discuss the academic matters of the college. Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect.

The Principal of the College shall be the Convener of its Academic Committee, and the Chairman for all the meetings of the Committee.

i. COMPOSITION

The College Academic Committee (CAC) shall have a minimum of seven members with at least one female faculty, Principal shall be the Chairman. The constitution of the CAC will be as follows:

- a. Principal of the College – Chairperson
- b. All Heads of the departments
- c. Two other senior faculty members of the college
- d. Officers' In-Charge of Academic / Examination Section / Placement Cell.

ii. CAC MEETINGS

The College Academic Committee meeting shall be convened frequently, not less than four times a academic year and the interval between two consecutive meetings should not be more than three months.

iii. FUNCTIONS Of CAC

- a) To review the academic and other related activities of the college
- b) To review the students and faculty development Programmes
- c) To visualize and formulate perspective plans for the development and growth of the college
- d) To formulate Master Plan for campus development, facilitating the implementation of the provision of the perspective plan
- e) To draw new schemes of development for the college

- f) To plan for resource mobilization through industry interaction, consultancy and extra-mural funding
- g) To promote research and extension activities in the college campus
- h) To promote teaching innovations and student placement Programmes
- i) To plan for sustaining the quality of education, quality improvement and accreditation of the college
- j) To recommend schemes to promote participation of academic departments in community development activities in the region
- k) To consider such other activities for furtherance of academic excellence
- l) To review students attendance/malpractices in examinations.
- m) To oversee the internal examinations / evaluation / recording
- n) The committee will meet twice in a semester (before the commencement of each semester and in the middle of semester)

7.2 GRIEVANCES REDRESSAL COMMITTEE:

7.2.1 Composition

The composition of the complaints cum grievance redress committee shall be:

- a. Headed by a Senior Faculty Member as nominated by the Principal.
- b. Senior Faculty member from all departments.
- c. Should have at least two senior lady staff members from different departments (if available).
- d. Should have at least two senior members from B.C., S.C. or S.T. categories (if available).

7.2.2 Functions

- a. To enquire the complaints received from the aggrieved students or staff of the college.
- b. The Principal upon receipt of the report from the committee shall, after giving an opportunity of being heard to the person complained against, submit the case with the committee's recommendation to the Chairman of the college. The Chairman shall confirm with or without modification the punishment recommended.

7.3 ANTI-RAGGING:

As per the UGC regulation on curbing the menace of ragging in higher educational institution, guide lines letter dated 27 June 2019 strict vigilance is made.

- a. All the students should submit an affidavit giving an under taking with counter signed by their parents/guardians that they never indulge in ragging.
- b. A Committee with the staff members is formed, under the Chairmanship of Principal of the College, for prevention and eradication of evil practice of ragging, the fresher's, in the institution by senior members.

7.4 ANTI-RAGGING-SQUAD

An internal Squad with staff members under the Co-ordination of Coordinator is formed, for prevention and eradication of evil practice of ragging the fresher's, in the institution by senior members. The Squad will initiate for a campaign is being made by displaying posters, impressing all the senior students, about the consequences of ragging the junior

students. The senior students are further impressed that the ragging is a grave offence, which attract not only fine, but also Imprisonment, including disqualification of their career, and rustication from the institute.

8. TEACHING FACULTY

8.1 DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY

- i. The Faculty Member should present in the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- ii. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- iii. The workload of the teacher should as follows:
 - a. Principal 4 hours/week
 - b. Dean / Professor 10 hours/week
 - c. Associate Professor 14 hours/week
 - d. Assistant Professor/Lecturer 18 hours/week

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

- i. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- ii. Faculty Members should publish research papers in reputed International/Indian Journals/Conferences. and text books,
- iii. The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- iv. Participation in curriculum development work like development of structure for new programmes, formulation of new syllabi and preparation of new assignments, charts, models, transparencies, laboratory instructional manuals and lecture hand-outs.
- v. Interaction with students involving supervision of hostels, sports, games, NCC, NSS and other co-curricular activities, student counseling and career guidance.
- vi. Assisting the internal administration in activities like preparation of time-tables, formulation of examination schemes, tabulation and finalization of sessional awards and attendance, in-charge of laboratory, supervision of the work of laboratory supporting staff, purchases and preparation of development proposals.
- vii. Interaction with industry involving working in industry for short periods, assisting in consultancy projects, supervision of practical training of students during vacation and organizing industrial visits

- viii. Forming Group of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.

8.2 DEPARTMENT WORK

- i. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- ii. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
- iii. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- iv. Each Department has to nominate faculty members for the following Departmental
- v. Responsibilities.
 - JNTUH
 - AICTE
 - Accreditation
 - Examination
 - Timetable
 - Training & Placement
 - Projects
 - Seminars/Workshops/FDP
 - Department Library
 - Attendance
 - Students Participation
 - Branch Association related to faculty and students
 - Technical and Cultural Events , Sports and Games
 - Industrial visits
- vi. Every Faculty Member connected with R&D activity must give a seminar on some topic at least once in each semester.
- vii. Every Faculty Member should maintain student's attendance records very carefully on day to day basis and put up the same for signature by HOD/Principal as the case may be on the last working day of each month. Upload the attendance details periodically as per the guidelines issued by competent authority.
- viii. The absentees roll number of first hour should be noted by the concerned teachers and handover the same to the Department.
- ix. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternative arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternative arrangements suggested.
- x. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

- xi. The Faculty Mentor/Counselor must update the register consisting the Student's Mentoring record regularly and put up for inspection by HOD/Principal as the case may be.

9. RESEARCH & DEVELOPMENT ACTIIVITIES:

9.1 Publications in International/National Conferences:

The following amenities will be extended to the faculty as stated below (twice in a year per faculty):

- a. The paper should be published in conferences conducted by Scopus indexed conferences/Web of sciences or held by the reputed organizations like IITs/NITs/ Central Research Organizations / Govt. Universities.
- b. The institution shall provide OD (On-Duty) for research paper presentation in the conferences.

9.2 Research leave

- a. Research leaves are granted to faculty registered as Ph.D research scholar at reputed organizations like IIT/IISc/NIT/Central Govt. Research Organization.
- b. Maximum extent of 15 days leaves per year can be utilized to attend for Pre PhD Exam, Course work (credit/audit course), Research review meetings, pre-talk and final talk by submitting the thesis.

Note: Faculty should have minimum of **three years** continuous **service** in this Institution to avail these leaves.

9.3 Research grants:

- a. **Major Projects (> 10 Lakhs):** For every research grant, an incentive of 15% of the sanctioned amount will be paid by the institution.
- b. **Major Projects (\leq 10 Lakhs):** Institution pays Rs.10, 000/- cash incentive for every research grant received from funding agencies.

9.4 Guidelines:

1. It is the responsibility of the faculty to submit all evidence to R&D in-charge to avail all facilities.
2. The incentive shall apply to any number of papers, subject to the condition of Intellectual Property Rights. Plagiarism checks to be done by R&D in-charge before submitting the paper.
3. When a research publication journal/book/research grant has multiple authors, the cash incentive shall be divided equally among the authors. (only for this college faculty)
4. When a paper being presented in National/International Conferences has multiple authors from the college, only one author is restricted to claim.

The criteria and modalities will be adjusted then and there by the college