

**Geethanjali College of Engineering and Technology**



*... Striving Towards Perfection*

**Human Resource Policy Manual**

**July, 2015**

**CONFIDENTIAL**  
Geethanjali College of Engg. Tech.  
Cheerayal (V), Keerasi (Tal), K.A. Dist. Andhra Pradesh - 501 307

## **Geethanjali College of Engineering and Technology**

### **Vision:**

Geethanjali visualizes dissemination of knowledge and skills to students, who would eventually contribute to the well being of the people of the nation and global community.

### **Mission:**

- To impart adequate fundamental knowledge in all basic sciences and engineering, technical and inter-personal skills to students.
- To bring out creativity in students that would promote innovation, research and entrepreneurship.
- To preserve and promote cultural heritage, humanistic and spiritual values promoting peace and harmony in society.

### **Quality policy:**

We aspire to continuously improve our performance through systematic monitoring and up gradation of all aspects of Teaching-Learning process.

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# Geethanjali College of Engineering and Technology

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# Human Resources Policy

## Introduction:

The Governing Body of Geethanjali College of Engineering and Technology, formulates policy statements periodically and communicates the same to the staff members through the head of the institution. The Human Resource Policy is for internal use and the information is authenticated at the time of its publication and till a revised Human Resource Policy is circulated.

## The Terminology:

The term '**Human Resource Policy**' wherever mentioned in the book means and includes Human Resource Policy of GCET. The term '**Institution/College/Organisation**' wherever mentioned in the book means and includes Geethanjali College of Engineering and Technology-GCET. The term '**staff member**', wherever mentioned in the Human Resource Policy means and includes teaching, non teaching, technical, administration and ministerial staff.

## The Human Resource Policy(HRP):

For a sustainable viable growth, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in conformance to the mission, vision, objectives and quality policies of the institution. The institution encourages its employees to think, express and share their views in facilitating decisions and operations through collective contribution which is a noble approach in recognition of the staff member. The institution recognizes the fact that the culture, values, loyalty, motivation, involvement and development are the harbingers of glory for both the institution and the employees and feels the need to encourage the same.

## HRP focusses on:

- Capacity building of staff through SDPs, FDPs, Workshops,



Industry Interactions and Professional Associations.

- Opportunity for career development.
- Sharing personal and professional problems
- Team Building and Team Spirit in organization of institutional RandD programmes
- Culture, Values, Loyalty, Commitment, Dedication, Discipline and Devotion
- Commitment to support the overall development of its human resources.

**Privacy:**

The institution expects that each and every employee should have inbuilt discipline in maintaining confidentiality and not disclose information related to personnel compensation, RandD consultancy, course material, lab, Human Resource Policy, training and workshop materials developed, personnel data and any other financial compensation matters. Employees who disclose secrets or confidential information will be subject to disciplinary action, which may lead even to dismissal and prosecution.

**1.0 The Management, Society, Governing Body and Chairman :**

Geethanjali College of Engineering and Technology (GCET) was established during the Academic Year 2005-06 with a view to excel in professional education. It is affiliated to the Jawaharlal Nehru Technological University Hyderabad (JNTUH), Hyderabad, Telangana and is approved by All India Council for Technical Education (AICTE), New Delhi.

**1.1 The Management**

**1.1.1 Society:**

Teja Educational Society was established in the year 2002 with a long cherished ambition to promote and disseminate knowledge and serve the cause of education, in general and technical / professional education, in particular. With this aim in mind, this society launched the following institutions in this campus:



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No	Name of the Institution	Year of Estt.
1	Geethanjali College of Engineering and Technology(GCET)	2005-06
2	Geethanjali College of Pharmacy(GCP)	2007-08

#### 1.1.2. The Chairman:

Mr. G. R. Ravinder Reddy, Chairman, is a former senior police officer who had served in the department in various wings like law and order, traffic, anti-extremist work, anti-corruption etc. He is a graduate in Civil Engineering, from REC (now NIT)Warangal and has also done his post Graduation, M.Tech (Geotechnical Engineering) from the same institution. With a technical back ground and sound administrative experience he has visualized setting up a highly professional institution and steering the institution to unfold into a center of excellence.

#### 1.1.3 The Governing Body-Powers and Functions

The Governing body of GCET is constituted as per JNTUH and AICTE guidelines. Its powers and functions are as follows:

- 1.1.3.1. Create and fill various positions as per requirements of the head of the institution, following the prescribed qualification, experience and pay scales of the affiliating university.
- 1.1.3.2. Approval of budget proposals for infrastructure and academic development.
- 1.1.3.3. Approval of action plans of the institution regarding introduction of new courses and increase of intake in existing courses.
- 1.1.3.4. Originate, prepare, provide and revise the functioning of various committees in administering the institution.
- 1.1.3.5. Approve short and long term plans of institution in improving the quality of TLP.
- 1.1.3.6. Ratification of appointments made by the institution through selection boards appointed from time to time.
- 1.1.3.7. Review, monitor and take necessary actions in execution of



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plans and schemes.

1.1.3.8. Provide, help and issue necessary guideline to the Head of the Institute for administration.

## **2.0 The Mission, Vision, Core Values, Objectives, and Quality Policy:**

### **2.1 Mission**

2.1.1 To impart adequate fundamental knowledge in all basic sciences and engineering, technical and inter-personal skills to students.

2.1.2 To bring out creativity in students that would promote innovation, research and entrepreneurship.

2.1.3 To preserve and promote cultural heritage, humanistic and spiritual values promoting peace and harmony in society.

### **2.2 Vision:**

*“Geethanjali visualizes dissemination of knowledge and skills to students, who would eventually contribute to the well being of the people of the nation and global community”.*

2.3 **Motto:** “Striving towards perfection”

### **2.4 Core Values and Guiding Principles**

2.4.1 **To ensure excellence** in teaching, research and service to meet the needs of all our stake holders such as students, parents, employers, faculty, staff, community, and the citizens of India

2.4.2 **To equip students** with sound technical knowledge and skill.

2.4.3 **To offer educational programs** with a plethora of innovative concepts, for creating a host of talented professionals.

2.4.4 **To encourage an open student-oriented culture** with an understanding of students, their needs, goals and aspirations.

2.4.5 **To develop exceptional opportunities** for study and research and a system of industry-institution interaction, through industry-liaison cells, for students to contribute to our Nation's economic growth.



- 2.4.6. **To evolve a friendly face of education** with emphasis laid on engineering, technology & research.
- 2.4.7. **To develop Leadership** characterized by openness, fairness and firmness.
- 2.4.8 **To foster respect** for all people and appreciation of diversity in our academic enterprise.
- 2.4.9. **To promote civic responsibility** expressed as public involvement, individual responsibility, personal integrity and commitment to service.
- 2.4.10. **To ensure accountability and proper assessment** at all levels in the institute

**2.5 Objectives:**

- 2.5.1 To become a high quality premiere institution among JNTUH engineering colleges
- 2.5.2 To pursue knowledge for the sake of own, staff member and students' development
- 2.5.3 To disseminate knowledge and skill to students
- 2.5.4 To create technocrats with enriched knowledge, creativity and self development.
- 2.5.5 Ignite in both staff members and students a lifelong love of learning
- 2.5.6 Celebrate and learn from our diversity
- 2.5.7 To develop the students to make outstanding contributions in institution and university
- 2.5.8 To show outstanding performance in academic excellence in institution and university
- 2.5.9 To make the students confident and competent to be successful in their career
- 2.5.10 To expose students to lifelong learning skills
- 2.5.11 To make students communicate coherently, rationally and convincingly
- 2.5.12 To be accredited by NBA and NAAC and achieve deemed university status





- 2.5.13 To provide conducive learning environment in an intellectual atmosphere to all stake holders
- 2.5.14 To ensure students participation in co-curricular and extracurricular activities
- 2.5.15 To achieve better employability and placement potential among eligible students
- 2.5.16 To provide Quality Professional Education
- 2.5.17 To formulate and design programmes to provide quality education
- 2.5.18 To develop social, ethical and environmental consciousness among community
- 2.5.19 To take up R&D and consultancy in association with JNTUH, AICTE, MHRD and Industries

**2.6 Quality Policy:**

*"We aspire to continuously improve our performance through systematic monitoring and up gradation of all aspects of the teaching learning process".*

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*"We need men who can dream of things that never were." - John F. Kennedy*

**3.0 Human Resource Management:**

**3.1 Working Days and Working Hours:**

The institution works for six days in a week (i.e. Monday to Saturday) except every second Saturday. The working hours are from 9.30 AM to 04.00 PM with a lunch break of 40 minutes. The working hours may vary marginally depending on exigencies. For some positions the job demands extra time, and the employees must be loyal enough to discharge their duties and responsibilities and will be compensated at the discretion of head of the institution which may vary from time to time and employee grade.

**3.1.1: Public holidays:** The institution will remain closed on second Saturdays, Sundays and Public holidays adopted by the JNTUH



(affiliating university) which is normally as per the list of holidays declared by Govt. of Telangana.

### **3.2 Job Responsibility:**

The responsibilities of various faculty positions are designed in line with JNTUH and AICTE guidelines and in line with the Vision and Mission of the institution.

#### **3.2.1. Academic:**

- 3.2.1.1. Class room teaching with modern aids.
- 3.2.1.2. Lab instruction and demonstration with master readings.
- 3.2.1.3. Development of laboratory, curriculum and resource material by using modern techniques.
- 3.2.1.4. Student evaluation and assessment.
- 3.2.1.5. Participation in curricular and co-curricular activities.
- 3.2.1.6. Student guidance, counselling, personality and overall Character development.
- 3.2.1.7. To prepare, provide, generate and disseminate knowledge in the interest of students.
- 3.2.1.8. Career development through QIP, Professional Association, Knowledge and skills.

#### **3.2.2 R&D and Consultancy:**

- 3.2.2.1. R&D Activities through projects and research guidance
- 3.2.2.2. Potential Search for opportunities to provide consultancy services
- 3.2.2.3. Promotion of institute-industry interaction

#### **3.2.3 Administration:**

- 3.2.3.1. Planning, designing and development of new programmes and promotional activities.
- 3.2.3.2. Mobilizing resources for the institution.
- 3.2.3.3. Administration both at departmental and institutional levels
- 3.2.3.4. Development, administration and management of institutional facilities
- 3.2.3.5. Monitoring and evaluation of academic and research activities
- 3.2.3.6. Participation in policy planning for development of technical education
- 3.2.3.7. Design, develop, update and maintain MIS implementation



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- 3.2.3.8. Maintain accountability
- 3.2.3.9. Conduct performance appraisal

**3.2.4. Extension:**

- 3.2.4.1. Guiding the students in overall character development.
- 3.2.4.2. Extension services by interacting with Society/Community through NSS and JNTUH
- 3.2.4.3. Providing technical support in areas of social relevance.
- 3.2.4.4. Providing non formal education for the benefit of the community
- 3.2.4.5. Promotion of entrepreneurship and job creation
- 3.2.4.6. Dissemination of knowledge

**3.3 Salary and Disbursement**

Based on the qualification and experience of the staff member, the compensation will be fixed under the guidelines of JNTUH, AICTE and GOTS. . Annual increments are sanctioned to all the staff members in general after completion of one successful academic year and satisfactory conduct. As a policy of the institution, the salaries of all the staff members will directly be credited to their respective SB Accounts in Canara Bank of Abids Branch of Hyderabad. In the process of disbursement, if any statutory deduction is made, it will be remitted into the respective bank accounts of the Government departments concerned.

**3.4 Teaching and Learning Process:**

All the faculty members have to plan their academic teaching schedules well in advance before commencement of the semester/year. The following are some of the contents of learning modules irrespective of the subjects.

- Course files
- Lesson Plan and Micro Plan
- Additional Topics and Assignments
- Provision for Mid Tests and Distribution of scripts
- Delivery sheets and Tutorial Sheets
- PPTs and OHPs
- Lesson and Course Material
- Web Downloads



- Case studies
- Self Learning Materials
- E-Learning Material through Digital Library
- Guest/Expert Lectures
- Industrial Visits and Tours relevant to their respective specialization
- State of art technology through journals, articles and magazines

### 3.5 Feedback Evaluation:

Twice in every semester, the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer on-line-evaluation pertains to

- Teaching process dimensions viz: punctuality and regularity of the teachers, teacher's control and conduct of the class, understandability of lectures, discussion of class tests, tutorials & assignments and syllabus coverage.
- Assessment of college environment, facilities and management responsiveness measured on the following dimensions: College environment, Cleanliness/sanitation, Library facilities, Canteen Water supply, Games/Sports, Transport , HOD's attitude towards problem resolution, Principal's response to grievance, Support of management in general.

Absolute privacy and confidentiality is maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counselled, advised and trained to improve through an advisory committee consisting of Professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent performance through appreciation letters, additional increments or promotion.

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*"In dreams and in love there are no impossibilities."- Janos Arany*

**4.0 Service Conditions:**

These rules are called "GCET- Employees Service and Conduct Rules".

**4.1 Cadres of Staff**

The staff comprises the following categories.

**A Teaching Staff:**

No	Designation
1	Principal
2	Deans
3	HODs
4	Professors
5	Associate Professors
6	Assistant Professors
7	Librarian
8	Physical Director

**B Supporting Staff (Technical) :**

No	Designation
1	Computer Programmers
2	System Administrators
3	Lab Assistants
4	Lab Technicians
5	Drivers

**C Supporting Staff (Non-Technical) :**

No	Designation
1	Accounts Officer
2	Administrative Officer
3	Superintendent
4	Senior Assistant

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5	Record Assistant
6	PA/Steno
7	Junior Assistant
8	Attenders
9	Aayahs
10	Gardeners

#### **4.2 Qualifications and Experience**

The qualifications and experience required for the candidates to fill various posts shall be as per the norms prescribed by the AICTE/ Affiliating University/State Government.

#### **4.3 Pay, Allowances, Increments:**

4.3.1. Scales of pay, allowances and other financial benefits for various categories of staff shall be as decided by the Governing Body, keeping in view the scales suggested by AICTE/Affiliating University/Government.

4.3.2. Annual increments shall be sanctioned by the Principal on satisfactory performance of the employee based on the recommendations of Head of the Department or In-charge of section. In the case of Principal, Chairman/Secretary is the sanctioning authority.

4.3.3. The management shall have the authority to withhold an increment for a certain period but not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend himself/herself.

#### **4.4 Recruitment and Selection**

4.4.1 The recruitment and selection of faculty members is need-based. HOD projects the requirement based on workload.

4.4.2 The rules prescribed for selection of employees from time to time by AICTE/University/Government of TS shall be followed.

4.4.3 Staff selection committee shall be constituted.

4.4.4 A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing body.

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- 4.4.5 The Management/Governing body may in special circumstances appoint persons by invitation/deputation/contract basis.
- 4.4.6 The candidates for Assistant professor and Associate professor are required to give a demo lecture and take an interview by a selection committee followed by one-on-one interview by the Principal/ Secretary.
- 4.4.7 Candidates for non-teaching posts are selected based on practical test conducted by departmental selection committee and if need be a final round of one-on-one interview by the Principal.
- 4.4.8 Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.

**4.5 Appointing Authority:**

All the appointments are made by the Principal with the approval of the Secretary based on the recommendations of various committees appointed from time to time for such purposes.

**4.6 Reporting:**

On receiving the offer letter from the institution, the staff member has to give in principle his/her consent to join the institution on or before the last date notified for reporting. At the time of reporting for duty, the staff member has to submit an undertaking, stating that he/she would serve the institute for a minimum period of two years and abide by its conduct rules. He/she should also submit copies of original certificates along with two photographs in proof of age, qualification, experience and last pay drawn;

**4.7 Probation:**

- 4.7.1 All appointees in the institution will initially be on probation for the first one year of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise.
- 4.7.2 No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- 4.7.3 The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.



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4.7.4 The services of nay candidate appointed on temporary/contract basis, can be terminated at any time without any notice and without assigning any reason thereof.

**4.8. Resignation, Relief, Termination :**

**4.8.1 Resignation and Relief:**

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

No	Category	Notice Period
1	HODs and Professors	One month notice or salary in lieu of notice at the discretion of Principal
2	Teaching Staff	One month notice or salary in lieu of notice at the discretion of Principal
3	Technical Staff	One month notice or salary in lieu of notice at the discretion of Principal
4	Administrative Staff	One month notice or salary in lieu of notice at the discretion of Principal

In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the college.

**4.8.2. Termination:**

The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

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*"We know what we are, but know not what we may be" - William Shakespeare*

  
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## 5.0 Motivational Incentives:

### 5.1 Employees Provident Fund (EPF)

The eligible members of the staff are enrolled under EPF scheme and the contribution as fixed by the GOI is deducted from their salary. This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time.

### 5.2 Incentives and Awards

Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student, no. of top ranks at university level secured by students in their respective subjects. These awards are in the form of cash, appreciation letter, commending letters, promotions, increments, interest free loans for computers etc. There is an institutional incentive for bright and meritorious students by way of fee waivers, merit scholarships, attendance awards, year and programme wise institution rankers and university rankers in any subject and/or year.

### 5.3 Faculty and Staff Development Programmes and Service Initiatives:

As institutional development is a byproduct of developed faculty and student groups, the institution extends its efforts in this direction and offers incentives to faculty, some of which are listed below:

No	Nature of Conference	Category	Amount Rs.	No. of days of OD
1	Publication of Papers in National Level Conference	Faculty	Rs. 1,000/- 100% Registration Fee and OD	Maximum of Two Times in a year for 2 Days
2	Publication of Papers in International Conference	Faculty	Rs. 1,500/- , 100% Registration Fee, 50% TA, Publication Charges and OD	
3	Publication of Papers in	Faculty	Rs. 1,000/- 100%	

	National Journals		Registration Fee and OD	
4	Publication of Papers in International Journals	Faculty	Rs. 2,000/- + 100% Registration Fee, OD, 50%TA and Publication Charges	
5	Participation in FDP/TDPs/Workshops conducted by JNTUH/Premiere Universities/IITs/IIM (4 and 8 Weeks only in summer vacation)	Faculty	Registration Fee, and OD	Maximum of 8 Weeks Once in three years of Service
6	Text Book Authorship	Faculty	Maximum of Rs.10000/-	Not applicable
7	QIP and Career Development to graduate/post graduate technical staff members(B.Tech./M.Tech./M.Phil./Ph.D.)	Faculty	Maximum of Rs.50000/-	Need Based
8	Loans and Advances, Transport Allowance, Medical Insurance and PF	All Staff members eligible	Interest Free Loans/ Advances and Transport, Medical Insurance allowances at Concessional Rates	Need Based
9	Result Oriented Financial Incentives	All Eligible Faculty Members	Rs.2000/- Cash Award / Certificate of Appreciation	Only for Theory Subjects

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***"I can teach anybody how to get what they want out of life. The problem is that I can't find anybody who can tell me what they want" - Mark Twain***

## **6.0 Leave Rules and Leave Policy:**

### **6.1 GENERAL**

**6.1.1.** Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.

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- 6.1.2. An employee shall not take up any service or accept any employment, while on leave.
- 6.1.3. Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for CLs, intimation by telephone, SMS or E-Mail is to be given to the Head of the department / Institution, if prior sanction cannot be obtained for justifying reasons.
- 6.1.4. Leave accounts of all staff members are maintained in the Office of the Principal.
- 6.1.5. Sanctioning Authority: Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads / in charges for administrative convenience. Secretary (Chairman) of the college is the competent authority to sanction leave of the Principal.
- 6.1.6. All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an Academic year will be considered in the performance appraisal at the end of the year.

#### **6.2. CASUAL LEAVE (CL)**

All the regular employees of the college are entitled to fifteen days of casual leave in a calendar year.

- 6.2.1. The total number of CL's used in one spell shall not exceed 06 days and the total period including prefixed, suffixed and intervening holidays shall not exceed 10 days.
- 6.2.2 The total number of CLs used shall not exceed 4 at the end of I Quarter, 8 at the end of II quarter, and 12 at the end of III quarter.
- 6.2.3 Unused CLs at the end of a calendar year are **NOT** carried forward to the next year.
- 6.2.4 Casual leave cannot be combined with any other type of leave.
- 6.2.5. Casual leave for half a day may also be granted for fore - noon or after - noon.

#### **6.3 HALF-PAY LEAVE (HPSL)**

- 6.3.1 All employees are entitled to 10 days of half pay leave on



medical grounds.

6.3.2. HPL may be commuted on medical grounds subject to the following conditions:

6.3.2.1 Employees are eligible to commute HPL to a maximum extent of half of the HPL accrued.

6.3.2.2. When commuted leave is granted / used twice the amount of such leave shall be debited against the HPL accrued (due).

6.3.2.3 HPL for more than 2 days will be granted against production of medical certificate from a registered medical practitioner.

#### **6.4 SPECIAL LEAVES**

6.4.1. All regular faculty members are eligible for leave up to 8 days in a calendar year for performing university examination duties as observer / valuer / examiner.

6.4.2. All regular faculty members are eligible for leave up to 06 days in a calendar year for participation and /or presentation of paper in National / International seminars/ Conferences / Symposium / Workshops.

6.4.3. All the regular staff members of the college, who have put in not less than one year of service in the college and who marry while in service in the college are eligible for 05 days' leave, including the day of marriage. This leave can be used with public holidays prefixed and / or suffixed.

#### **6.5. COMPENSATORY CASUAL LEAVE (CCL)**

All the regular staff members who work on public holidays are eligible for one day's compensatory leave for each day of work. This leave must be used within 3 months of the date of work / eligibility. Fractional CCL will not be granted. Remunerative work is excluded from the provision.

#### **6.6. STUDY LEAVE**

Study leave with/without pay may be granted to deserving employees for pursuing higher studies at the discretion of the

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management. The terms of the leave will be worked out on case to case basis.

#### **6.7 MATERNITY LEAVE**

A regular eligible female employee is entitled to maternity leave up to six weeks with pay and an additional 6 weeks on half - pay. This leave is granted only once during the service at the college. The employee taking this leave has to give an undertaking (on Rs.100/- stamp paper) at the time of applying for the leave that she would work for a minimum period of 02 years after return from leave. Maternity leave not exceeding two weeks may be granted in case of miscarriage or confinement including induced abortion.

Maternity leave applications must be accompanied by medical certificates.

#### **6.8. VACATION LEAVE**

- 6.8.1 All the regular faculty members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to six week's vacation leave. This six week period is split up as follows:
- 04 weeks during summer
  - 01 week each during Dusserah and Sankranthi festivals.
- 6.8.2. Where the period of service in the college is less than one year but 06 months or more, vacation leave may be granted on pro-rata basis. The faculty members whose service in the college is less than 06 months are not eligible for vacation leave.
- 6.8.3. For the purpose of computing the service period the cutoff date would be the first day of vacation period notified by the Principal at the end of the academic year.
- 6.8.4. Un used vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions of the Head of the Institution, the unused vacation leave is converted as EL in the ratio of 07 (VL) : 05 (EL).

### **6.9. EARNED LEAVE (EL)**

- 6.9.1 All the non teaching staff members (non vacation staff) are eligible for accrued Earned leaves of 15 days in a calendar year @ 1.25 leaves per each completed month of service. Gardeners are eligible for 5 days' Earned leave in a calendar year. The leaves will not be credited at the beginning of the year.
- 6.9.2 Un used EL's would be carried forward to the next calendar year.
- 6.9.3. EL's will not be granted on more than three occasions in a calendar year.
- 6.9.4. EL's will not be granted for less than 05 days.
- 6.9.5. In certain cases unused vacation leaves of vacation staff may be converted to EL's as provided for in, clause VIII above.

*All human situations have their inconveniences. We feel those of the present but neither see nor feel those of the future; and hence we often make troublesome changes without amendment, and frequently for the worse". - Benjamin Franklin*

### **7.0 Code of Conduct and Discipline:**

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

#### **7.1 DO's:**

- 7.1.1 Maintain absolute integrity and devotion to duty
- 7.1.2 Attend the college regularly and punctually
- 7.1.3 Engage classes, both theory and practical; punctually and effectively
- 7.1.4 Correct the assignments and lab. records systematically
- 7.1.5 Be meticulous in submitting the question papers and marks of the internal tests
- 7.1.6 Conduct guest/expert lectures with academic/industry professionals
- 7.1.7 Valuation of internal and external examinations
- 7.1.8 Attend internal and external invigilation and observer duties
- 7.1.9 Attend guest lectures, FDPs, Workshops, Seminars, Industrial Visits and Tours
- 7.1.10 Downloading e-material from digital library, authorized online



- journals and legitimate sites
- 7.1.11 Preparing soft/hard copy of course files, delivery sheets and web materials
  - 7.1.12 Monitoring and Counseling of student academic performance and Mentoring
  - 7.1.13 Be honest, impartial in dealings and courteous with others
  - 7.1.14 Abide by the rules and regulations of the institution
  - 7.1.15 Promote decency, decorum, dignity and discipline among staff and students.
  - 7.1.16 Institute devices and mechanisms to improve academic standards.
  - 7.1.17 Acquire and develop professional/interpersonal competence to enhance skills of students
  - 7.1.18 Building team work, team efficiency and reinforcement of skills/knowledge in students
  - 7.1.19 Administrative compliance
  - 7.1.20 Authoring/Coauthoring of text books with other college professionals
  - 7.1.21 Publication of papers in Seminars/Conferences/Conventions/ Journals/Magazines
  - 7.1.22 Publication and attending FDPs/Workshops/Conferences/ Symposiums/ Conventions
  - 7.1.23 Chairing Sessions and Delivering Keynote Address in any FDP/WS/ Seminar/Conference
  - 7.1.24 Professional, rational and intellectual behavior like an academician.
- 7.2 Don'ts**
- 7.2.1 Gross negligence of duties and responsibilities
  - 7.2.2 Propagation of religious, communal, anti-social, terrorist activities in the campus
  - 7.2.3 Discriminate by caste, creed, religion, language, domicile, social and cultural background
  - 7.2.4 Encouraging any form of 'malpractice/unfair practices' in connection with exams

*Site*

- 7.2.5 Leaving the campus without proper prior permission of the Head of the Institution.
- 7.2.6 Absconding from the institution
- 7.2.7 Undertake private assignments whether remunerative or not
- 7.2.8 Enter into any monetary transactions with any stakeholder of the institution
- 7.2.9 Cause damage to institution or stakeholders property in any form.
- 7.2.10 Encourage or involve in immoral practices with stakeholders
- 7.2.11 Organize, attend, involve in any duty outside the college without proper approval
- 7.2.12 Passing comments on religious, regional, personal, racial and cultural sentiments
- 7.2.13 Taking Membership of a political party or taking part in politics
- 7.2.14 Any act which is detrimental to the interest of the institution.

**7.3 Disciplinary action:**

- 7.3.1 All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
- 7.3.2 Complaints of misconduct by a staff member are investigated by a disciplinary committee or adhoc committee constituted for the purpose by the Principal.
- 7.3.3 An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management, and the University as the case may be.
- 7.3.4 As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the





employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.

- i. Censure
- ii. Withholding increments/promotion
- iii. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
- iv. Suspension
- v. Removal from service

#### **7.4. Grievance Cell:**

Grievance cells are constituted at department level by the HOD concern and at institution level by the Principal to looking into the grievance of the staff members and redress them.

**“In every community there is work to be done. In every nation, there are wounds to heal. In every heart there is the power to do it.”**  
*-Marianne Williamson*

#### **8.0 Administrative Procedures:**

##### **8.1 Personnel Records:**

The basic information of staff will be collected and maintained by PA-Head of the institution in separate staff personal files. Some of the documents which will be in the personal file may include: Resume with a covering letter along with two photographs applying for position in the institution; call letter if any; appointment letter; all original certificates along with photo copies in proof of age, qualification, experience and last pay drawn; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters issued by head of the institution.

##### **8.2 Custody and Maintenance of Attendance Registers:**

Attendance record is maintained in a manner that it remains authenticated and unquestionable. Every staff member has to give attendance two times in a day (i.e., First time 9.15AM on arrival and Second time at 4.00 PM on departure). The custody of attendance

