

# VIDYA JYOTHI INSTITUTE OF TECHNOLOGY

*(An Autonomous Institution)*

[Accredited by NBA, Approved by AICTE & Permanently Affiliated to JNTUH]

Aziz Nagar Gate, C.B. Post, Chilkur Road, Hyderabad-500 075,

Phone: 08413-235300/99, Website: [www.vjit.ac.in](http://www.vjit.ac.in)



## Human Resource Policy-2017

(Revised)

*Handbook*

# **TABLE OF CONTENTS**

Vision and Mission, VJIT Quality Policy, Goals of VJIT	2
1. Administrative Functions	3
2. Administrative Committees	4 - 20
3. Human Resource Planning	21 - 30
4. R & D, Seminars, Workshops, Consultancy and Teaching Assignments	31 - 33
5. Incentives and Rewards to Staff Members	34 - 35
6. Policy on Institution's Library	36 - 38
7. Leave Policy	39 - 49
8. T.A Rules	50 - 51
9. Duties and Responsibilities of Academic and Administration Staff	51 - 70
10. Conduct Rules for the Employees of VJIT	71 - 93
11. Retirement Policy	94
Annexure – I ( Appointment Order)	95
Annexure – II (Employee Information Form)	96 - 97
Annexure – III (Academic Performance Indicators)	98 - 100
Annexure – IV (Performance Indicators for Sports Personals)	101 - 103
Annexure – V ( Ministerial Staff )	104 - 105

## **VISION**

- ❖ To Develop into a reputed institution at National and international level in Engineering, Technology and management by generation and dissemination of knowledge through intellectual, cultural and ethical efforts with human values.
- ❖ To foster scientific temper in promoting the world class professional and technical expertise.

## **MISSION**

- ❖ To create state-of-the-art infrastructural facilities for optimization of knowledge acquisition.
- ❖ To nurture the students holistically and make them competent to excel in the global scenario.
- ❖ To promote R&D and consultancy through strong Industry-Institute interaction to address then social problems.

## **QUALITY POLICY**

- ❖ To ensure high standards to educate, enrich and excel, in imparting professional education, by top-quality-faculty, who endeavors to mould the students into socially responsible professionals through creative team – work, innovation and research.

## **SHORT TERM GOALS**

- ❖ To start industry driven P.G. Programmes in various disciplines.
- ❖ To have MOUs with Universities, R&D Institutions and Industries to nucleate Research Centre.
- ❖ To provide consultancy & testing facilities.

## **LONG TERM GOALS**

- ❖ To develop as a Top Ranking Institution in the country.
- ❖ To have MOU's with Universities and R&D Institutions at International levels.
- ❖ To develop into a Deemed University.

## 1.1. EXTENT, DATE OF APPLICATION, AUTHORITIES TO INTERPRET AND MODIFY THE RULES

- 1.1.1. The rules given hereunder may be called the Vidya Jyothi Institute of Technology (VJIT), Azeeznagar, C.B.Post, Himayathnagar, Hyderabad Administrative revised Rules 2017.
- 1.1.2. The rules contained in this Administrative manual shall be applicable to all employees of the institute, including those appointed prior to the adoption of these rules by the Governing body of the Institute.
- 1.1.3. These rules shall come into force on such a date as the Governing Body may, by a resolution, decide.
- 1.1.4. In case any doubt arises about the interpretation of these rules, the matter shall be referred to the Administrative Committee and its decision shall be final.
- 1.1.5. The Governing body of the VJIT shall have the authority to modify, amend, add and delete any of these rules.

## 1.2. DEFINITIONS:

- 1.2.1 “Society” means the Vidya Jyothi Educational Society (VJES), Hyderabad Dist.
- 1.2.2 “Management/Administrative Committee means the Management / Administrative Committee of the Institute.
- 1.2.3 “Institute” means Vidya Jyothi Institute of Technology (VJIT), Azeeznagar, C.B. Post, Himayath nagar village, Hyderabad. Ranga Reddy.Dist.
- 1.2.4 “Authorities” and “Officers” respectively mean the Authorities and officers of the Institute.
- 1.2.5 “Governing Body” the Governing Body of the Institute.
- 1.2.6 “Finance Committee” means the Finance Committee of the Institute.
- 1.2.7 “Building and works Committee” means the building and works committee of the institute.
- 1.2.8 “Academic Committee” means the Academic Committee of the Institute.
- 1.2.9 “Chairman” means the chairman of the Governing Body.
- 1.2.10 “Secretary and Correspondent” means the secretary and Correspondent of the institute.
- 1.2.11 “Treasurer” means the Treasurer of the Institute.
- 1.2.12 “Director/ Principal” means the Director / Principal of the Institute.
- 1.2.13 “Head of the Department” MEANS THE Head of an Academic Department of the Institute.
- 1.2.14 “Administrative Officer” means the Administrative Officer of the Institute

## 2.1. GOVERNINGI BODY: COMPOSITION:

2.1.1. The Governing Body shall have at least eleven members including the Chairman and Member-Secretary. The Registered Society shall nominate six members including the Chairman and the Member-Secretary, and the remaining five members shall be nominated as indicated below.

The following Composition which is consistent with the guidelines prescribed by AICTE.

**Chairman** – To be nominated by the Society. The Chairman of the Governing body shall preferably be a technical person either entrepreneur/an industrialist or an educationist of repute who is interested in promotion of quality education.

1. **Member** - Secretary and Correspondent of the Institute .
2. **Member** - Treasurer of the Institute .
3. **Member** – To be nominated by the Society.
4. **Member** – To be nominated by the Society.
5. **Member** – Nominee of the All India Council for technical education-Regional Officer (Ex-Officio).
6. **Member** – An Industrialist/ Technologist/ Educationist from the region-To be nominated by the concerned Regional Committee as a nominee of the council, out of the panel approved by the Chairman of the council.
7. **Member** – Nominee of the Jawaharlal Technological University, Hyderabad.
8. **Member** – Nominee of the State Government – Director of Technical Education or his Nominee – (Ex. Officio).
9. **Member** – An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government.
10. **Member** – **One** Professor from the regular staff nominated by the chairman
11. **Member**- One Associate Professor from the regular staff nominated by the chairman
12. **Member-Secretary**: Director/ Principal of the Institute.

The number of members can be increased equally by adding nominees of the registered Society and by adding equal number of educationists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing body shall, however, not exceed 21.

## 2.1.2.TERM OF OFFICE:

- 2.1.2.1. The term of office of the chairman or any other Member of the Governing Body shall be 3 years from the date of his nomination.
- 2.1.2.2. The term of office of an Ex-Officio Member shall continue so long as he holds the office by virtue of which he is member.
- 2.1.2.3. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member in whose place he has been nominated.
- 2.1.2.4. The members of the Governing Body shall be entitled to such allowances and sitting fee, if any, from the Institute as may be prescribed by the Society from time to time.

### **2.1.3.FUNCTIONS OF THE GOVERNING BODY:**

Subject to the Provisions of the relevant acts of the Government of Telangana and the AICTE Act of the Government of India, the Governing Body shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by the relevant acts of the State and Central Governments and the statutes, ordinances and regulations of the University. Without prejudice to the provisions of clause the Governing Body shall be the supreme administrative authority of the college, shall have the following functions:

- 2.1.3.1. To monitor the academic and other related activities of the college.
- 2.1.3.2. To consider the recommendations of the Staff Selection Committee.
- 2.1.3.3. To consider the important communications, policy decisions received from the University, Government, AICTE/PCI, etc from time to time.
- 2.1.3.4. To monitor the students Performance and faculty development programmes.
- 2.1.3.5. To consider the recommendations of the Planning and Monitoring Board of the college for implementation.
- 2.1.3.6. To pass the annual budget of the college (including Clearance of all University dues).
- 2.1.3.7. To check the audited income and expenditure accounts and approve the same for the college annually.
- 2.1.3.8. To approve the increase/reduction of intake, courses, new and closure
- 2.1.3.9. Approval of performance appraisal of faculty
- 2.1.3.10. To monitor and advice for Industry Institute Interactions
- 2.1.3.11. To monitor the steps taken for Students Training and Placement Activities
- 2.1.3.12. Take decisions on questions of policy relating to the administration and working of the Institute.
- 2.1.3.13. Consider the annual reports, the annual accounts, the audit report, the approve them after giving a final shape.
- 2.1.3.14. Consider, modify, amend add to or repeat the administrative rules.
- 2.1.3.15. To act as the committee to screen the applications received for all categories of posts other than technical supporting staff, ministerial staff and class-IV staff.
- 2.1.3.16. To act as the disciplinary authority in case of all posts other than Technical supporting staff, ministerial staff and class-IV staff; the appellate authority for such posts being the Governing body.
- 2.1.3.17. Any other relevant matter.

### **2.1.4.MEETINGS AND QUORUM OF THE GOVERNING BODY:**

- 2.1.4.1. The Governing Body will meet as frequently as possible but such meeting shall not be less than two in a calendar year. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and the minutes are recorded.
- 2.1.4.2. Meetings of the Governing Body shall be convened by the chairman, either on his own initiative or at the request of the Secretary and Correspondent or on requisition signed by not less than four members of the Governing Body.
- 2.1.4.3. 40% of the total members of the body and the University nominee shall form the quorum for a meeting off the Governing Body. Provided that if a meeting is adjourned for want of quorum, it shall be held on another day within a period of 15 days at a time and place to be notified and if at such a meeting, a quorum is not present within half-an-hour from the time appointed for

holding a meeting, the members present shall form the quorum. Presence of University nominee for the meeting is mandatory

- 2.1.4.4. All questions considered at the meeting of the Governing Body shall be decided by a majority of the votes of the members present including the chairman. If the votes are equally divided, the chairman shall have a second or casting vote.
- 2.1.4.5. The chairman, if present, shall preside at every meeting of the Governing Body. In his absence, the members present shall elect one from amongst themselves to preside at the meeting.
- 2.1.4.6. A written notice of every meeting shall be sent by the secretary and correspondent to every member at least 10 days before the date of the meeting. A notice shall state the place, the date and time of the meeting. Provided that the chairman may call an emergency meeting of the Governing Body at short notice to consider urgent and pressing issues.
- 2.1.4.7. Agenda for a meeting shall be circulated by the secretary and correspondent to the members at least five days before the meeting.
- 2.1.4.8. The chairman may, however, permit inclusion of any item which is not in the circulated agenda.
- 2.1.4.9. The ruling of the chairman in regard to all questions of procedure shall be final.
- 2.1.4.10. The minutes of the proceedings of a meeting of the governing body shall be drawn up by the secretary and correspondent and circulated to all members of the governing body.
- 2.1.4.11. The minutes, along with any amendments suggested, shall be placed for confirmation at the next meeting of the governing body. After the minutes are confirmed and signed by the chairman, they shall be recorded in a minute's book.

## **2.2. MANAGEMENT/ADMINISTRATIVE COMMITTEE:**

### **2.2.1. Composition:**

The Management/Administrative Committee will have the following composition:

Chairman of the Society	Chairman
Secretary and Correspondent	Convener
Treasurer	Member
Director/ Principal	Member
One member of the Governing Body (to be nominated by the Society.)	Member

### **2.2.2. Term of office:**

- 2.2.2.1. The term of office of the nominated member of the Management/Administrative Committee shall be 3 years from the date of his nomination.
- 2.2.2.2. The term of office of the chairman and Ex-officio member shall continue; so long as he holds the office by virtue of which he is member.
- 2.2.2.3. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the member, in whose place he has been nominated.

2.2.2.4. The members of the Administrative committee shall be entitled to such allowances and sitting fee, if any, as may be prescribed by the Governing body from time to time.

**2.2.3. Functions of the management/administrative committee:**

- 2.2.3.1. To implement the resolutions passed in the governing body meetings on all matters of policy and procedure related to the academic and administration and working of the Institute.
- 2.2.3.2. To take the advice of the governing body regarding staff requirements of the Institute and the recruitment qualifications for different posts.
- 2.2.3.3. To approve or reject the recommendations of the selection committees for the posts belonging to technical supporting, ministerial and class-IV cadres.
- 2.2.3.4. To take decision regarding the promotion of different non-teaching staff cadres.
- 2.2.3.5. To act as the appellate authority in case of technical supporting staff, ministerial staff and class-IV staff for which the secretary and correspondent is the disciplinary authority.
- 2.2.3.6. To advise the governing body in the matter of appointment of legal adviser and retainers and suggest the fee payable to them.
- 2.2.3.7. To hold negotiations with staff unions and staff Associations on all disputes and to make recommendations to the governing body.
- 2.2.3.8. To guide and assist the secretary and correspondent on all matters related to the administration and working of the Institute as and when required.
- 2.2.3.9. To perform such other functions which are specifically assigned to it by the Governing Body.

**2.2.4. Meeting and quorum of the management/administrative committee.**

- 2.2.4.1. The Administrative Committee will meet as frequently as required but such meeting shall not be less than 2 in a calendar year.
- 2.2.4.2. Meeting of the Administrative committee shall be convened by the chairman either on his own initiative or on request of the convener.
- 2.2.4.3. Three members shall form the quorum for a meeting of the administrative committee.
- 2.2.4.4. The chairman, if present shall preside at every meeting of the administrative committee. In his absence, the members present shall elect one amongst themselves to preside at the meeting.
- 2.2.4.5. A written notice of every meeting shall be sent by the principal to every member at least seven days before the date of the meeting. The notice shall state the place, the date and time of the meeting. Provided that the chairman may call an emergency meeting of the Administrative committee at short time notice to consider urgent a pressing issue.
- 2.2.4.6. Agenda for a meeting shall be circulated by the principal to the members at least three days before the meeting. The chairman may, however, permit inclusion of any item which is not on the circulated agenda.
- 2.2.4.7. The ruling of the chairman in regard to all questions of procedure shall be final.
- 2.2.4.8. The minutes of the proceedings of a meeting of the administrative committee shall be drawn up by the principal and circulated to all members of the administrative committee.



2.2.4.9. The minutes, along with amendments suggested, shall be placed for confirmation at the next meeting of the administrative committee. After the minutes are confirmed and signed by the chairman, they shall be recorded in a minute's book.

## **2.2.5. Duties Of The Chairman & Secretary Of The Society**

### **2.2.5.1. Chairman of the society**

The Chairman shall ordinarily preside at the meeting of the Administrative Committee.

The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by the Society and which are consistent with the relevant acts of the state and central governments and the statutes and ordinances of the affiliating university.

In emergence cases chairman may exercise the power of the Governing Body and inform the Governing Body the action taken by him for its ratification.

### **2.2.5.2. Secretary and correspondent:**

He shall be the custodian of the funds and other properties of the College.

He has to ensure that the decisions by the governing Body are implemented.

He shall be authority to issue the appointment orders on behalf of the Governing Body for which the Governing Body accords approval of recommendations of the concerned selection committee.

He shall be the disciplinary authority in respect for the supporting staff, ministerial staff and class-IV staff.

He shall have authority to employ temporary Lecturers, part time faculty and non-teaching supporting staff.

### **2.2.5.3. Director / Principal Of The Institute**

He shall be the Chief Academic and Executive Officer of the College and responsible for proper administration of the college.

He shall be the custodian of all records of the College.

He shall assist Secretary & Correspondent in implementing decisions of the Board of Governors every year and present to the Board of Governance.

He shall prepare annual report of the college by 31<sup>st</sup> of December every year and present to the Board of Governors.

He shall be responsible for planning academic Schedule, conduct of class work as well as examinations as prescribed by the affiliated University/Planning Committee.

He shall be the authority to regulate the working of all the employees of the College and insure that they perform the duties as assigned to them.

He shall have power to sanction leave, vacation and permission to leave the head-quarters.

He shall have power to depute faculty and other staff for STTPs, technical conferences & training in the country or abroad as per the terms and conditions laid down by the Board of Governors.

He shall temporarily delegate his powers to a senior faculty member during his period of absence with the consent of Secretary & Correspondent.

He can order for equipment not exceeding Rs. 10.00 Lakhs.

#### 2.2.5.4. **Duties & Responsibilities of Head of the Department**

The HODs would be appointed by Management with strong recommendation from the Director/Principal of the College

Every Head of the Department is expected to work with a high standard of initiative, efficiency and economy.

He should take all the necessary guidance and support from the Director/Principal.

He shall be the responsible for the fulfillment of the tasks set by the top management at the Department level.

He need to fulfill the following responsibilities and send the monthly report to the Principal.

- Informing all his/her department colleagues regarding the tasks set forth by the top management as well as Director/principal pertaining to the Department.
- Being a role-model for all his/her colleagues by shouldering responsibilities related to academic and administrative functions.
- Coordinating the preparation of academic schedules at least one month before the actual beginning of each academic (semester) session and ensuring that the schedule is implemented in totality.
- Preparing the requirement plan for each of the laboratories at last six months in advance and coordinating the procurement at least three months in advance.
- Setting- up of laboratories and preparing all the necessary manuals, protocols and registers required for maintenance of the laboratories.
- Coordinating the stock verification maintenance of the lab equipment as per prescribed norms.
- Recommending to the Principal of the leaves of the staff within the department as per norms and making alternate arrangements for the fulfillment of the academic responsibilities.
- Conducting regular staff meetings of the department as per the norms and maintaining the minutes of meeting in the registers and files.
- Maintenance of all the records, registers, files pertaining to the department and preparing a list of the same.
- Monitoring the conduct of the classes pertaining to the department/subject on daily basis and preparing a report on the mistakes or lapses if any.

- Coordinating the syllabus completion at regular intervals and preparing fortnightly reports and submitting them to the Principal.
- Checking the attendance register every week and signing after verification. If any mistakes/errors are found that should be informed to the concerned faculty at the same time, so that necessary action can be taken immediately.
- Overseeing the discipline of students in the concerned department and preparing lists of students who are found not following basic discipline and conduct.
- Forwarding the self appraisals of the faculty of his department after thoroughly scrutinizing along with his remarks and recommendations annually for the annual increment of the faculty to the Director/ Principal.
- Setting the targets for the subject concerned/against which the results will be analyzed.
- Any other responsibility entrusted by the Principal from time to time based on necessity.

## **2.3. COLLEGE ACADEMIC COMMITTEE**

### **2.3.1. Composition**

The College Academic Committee (CAC) shall have a minimum of seven members, including the Chairman. All other members will be nominated by the Chairman. The constitution of the CAC will be as follows:

1. Director/Principal of the College – Chairman
2. All Heads of the departments
3. Two other senior faculty members of the college
4. Officer-In- Charge Examination Branch

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

### **2.3.2. Quorum**

The quorum for the meeting shall be 40% of the total members.

### **2.3.3. Term of the office:**

- 2.3.3.1. The term of office of any nominated Member of the Academic Committee shall be three years from the date of his nomination.
- 2.3.3.2. The term of office of an Ex-officio Member shall continue so long as he holds the office by virtue of which he is a member. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member, in whose place he has been nominated.
- 2.3.3.3. The members of the Academic Committee shall be entitled to such allowances and sitting fee, if any, as may be prescribed by the Governing Body from time to time.

#### **2.3.4. Functions**

- 2.3.4.1. To review the academic and other related activities of the college
- 2.3.4.2. To review the students and faculty development programmes
- 2.3.4.3. To visualize and formulate perspective plans for the development and growth of the college
- 2.3.4.4. To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
- 2.3.4.5. To draw new schemes of development for the college
- 2.3.4.6. To plan for resource mobilization through industry interaction, consultancy and extramural funding
- 2.3.4.7. To promote research and extension activities in the college campus
- 2.3.4.8. To promote teaching innovations and student placement programmes
- 2.3.4.9. To plan for sustaining the quality of education, quality improvement and Permanent Affiliation of the college
- 2.3.4.10. To recommend schemes to promote participation of academic departments in community development activities in the region
- 2.3.4.11. To consider such other activities for furtherance of academic excellence
- 2.3.4.12. To review student attendance at the end of every semester/malpractices in exams and forward the approved list if any to the University
- 2.3.4.13. To resolve attendance between 65 to 75% and send recommendations to the University
- 2.3.4.14. To oversee the internal examination/evaluation/analysis of results/performances of Students/plan for conduct of remedial of class
- 2.3.4.15. To identify the curriculum changes desirable and to identify new academic programmes to be established and present detailed reports to the Governing Body for their consideration and final decision.
- 2.3.4.16. To plan the development of all games & sports, co-curricular and student welfare activities and advise the governing Body wherever necessary.
- 2.3.4.17. Any other functions specifically assigned to it by the Governing Body.

#### **2.3.5. Meeting and quorum of the academic committee:**

- 2.3.5.1. The Academic Committee will meet as frequency as required but such meetings shall not be less than 4 in a calendar year.
- 2.3.5.2. Meetings of the Academic committee shall be convened by Chairman of the committee either on his own initiative or on the request of the Members.
- 2.3.5.3. 40% of the total Members shall form the quorum for a meeting of the Academic Committee.
- 2.3.5.4. The Chairman of the committee, if present, shall preside at every meeting of the academic Committee. In his absence the members present shall elect one from amongst themselves to preside at the meeting.
- 2.3.5.5. A written notice of every meeting shall be sent by the Member- Secretary to every member at least seven state the place, date and time of the meeting. Provided that, the Chairman of the Committee at short notice to consider urgent and pressing issues.
- 2.3.5.6. Agenda shall be circulated by the Member- Secretary of the Committee to the members at least two days before the meeting. The chairman of the Committee may, however, permit inclusion of any item which is not in the circulated agenda.

- 2.3.5.7. The ruling of the Chairman of the Committee in regard to all questions of the procedure shall be final.
- 2.3.5.8. The minutes of the proceedings of the meeting of the Academic Committee shall be drawn up by its Member- Secretary and circulated to all members of the Academic Committee. The minutes along with the confirmation at the next meeting and signed by the chairman.

## 2.4. FACULTY SELECTION COMMITTEE

The Constitution of the selection committee shall be as laid by State Govt./Other Statutory bodies from time to time. The Existing norms are as follows

- 2.4.1. For Appointment of **Assistant Professor** the members of the Selection Committee shall include
  1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
  2. The Principal of the College.
  3. Head of the Department of the concerned subject.
  4. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert.
  5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names approved by the relevant statutory body of the University concerned.
  6. An academician representing SC/ST/OBC/Minority / Women/ Differentlyabled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.
  7. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.
- 2.4.2. For Appointment of **Professor and Associate Professor** the members of the Selection Committee shall include in the case of posts of Associate Professor and Professors in Colleges, The Committee shall consist of
  1. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
  2. The Principal of the College.
  3. The Head of the Department of the concerned subject from the college.
  4. Two University representative nominated by the vice chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject.
  5. Two subject-experts no connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names approved by the by the relevant statutory body of the university.
  6. An academician representing SC/ST/OBC/Minority / Women / Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the

selection committee do not belong to that category. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

2.4.3. For Appointment of **Principal** the members of the Selection Committee shall include Chairperson of the Governing Body as Chairperson.

1. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
2. One nominee of the Vice Chancellor who shall be a Higher Education expert.
3. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of six experts approved by the relevant statutory body of the university concerned.
4. An academician representing SC/ST/OBC/Minority/Women/ Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.
5. At least five members, including two experts, should constitute the quorum.

#### **Selection Committee Proceedings:**

All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with scoring pro forma and recommendation made on the basis of merit with the list of selected & waitlisted candidates/ Panel of names in order of merit, duly signed by all members of the selection committee.

The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.

The University nominee shall submit a record of the faculty selected along with their qualifications to the University along with the dissent note if any. The decision of the University on inquiry based on dissent note if any and after taking due explanation from the college, shall be final. The college/institution shall be liable for further action by the University. All Professor, Associate Professor, Assistant Professor and Principal appointments must get clearance from the University.

## **2.5. FINANCE COMMITTEE:**

### **2.5.1. Composition:**

The finance committee will have the following composition:

Chairman of the administrative Committee (To be nominated by the Society)	-	Chairman
Secretary and Correspondent	-	Convener
Chairman of the Buildings & works committee	-	Member
Treasurer	-	Member
Director/ Principal	-	Member
One Nominee of the Society (From within the members of the Governing Body)	-	Member

### **2.5.2. Term of office:**

- 2.5.2.1. The term of office of the Chairman and nominated member of the finance committee shall be 3 years from the date of his nomination.
- 2.5.2.2. The term of office of the Ex-Officio member shall continue so long as he/she holds the office by virtue of which he/she member.
- 2.5.2.3. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the member, in whose place he has been nominated.
- 2.5.2.4. The members of the finance committee shall be entitled to such allowances and sitting fee, if any, as may be prescribed by the Governing Body from time to time.

### **2.5.3. Functions of the finance committee:**

- 2.5.3.1. To advise the Governing Body on all matters related to financial policies and management of the finance of the Institute.
- 2.5.3.2. To scrutinize the annual accounts of the Institute and to make recommendations to the Governing Body.
- 2.5.3.3. To examine the audit – report of the Institute and present it to the Governing Body with its observations and recommendations.
- 2.5.3.4. To finalize the annual budget of the Institute and present the same to the Governing Body for its approval.
- 2.5.3.5. To take decisions regarding the investment of the funds of the Institute.
- 2.5.3.6. To make recommendations to the Governing Body regarding the appointment of the Auditors and the remuneration payable to them.
- 2.5.3.7. To take decisions in respect of purchase orders exceeding Rs.2.0 lakh in case of all items excepting those related to building construction and estate maintenance.
- 2.5.3.8. In case of purchase orders either equal to or less than Rs.5.0 lakhs, the Secretary and Correspondent may take a decision on behalf of the Finance Committee and report such purchases in respect of capital items costing Rs. 50,000 and above to the Finance Committee at its next meeting for ratification.
- 2.5.3.9. To make re-appropriation of allocations under different heads within the overall budget approved by the Governing Body.

- 2.5.3.10. To perform such other functions which are specifically assigned to it the Governing Body
- 2.5.3.11. In case of purchase orders either equal to or less than Rs.1.0 lakh/ the Director/Principal can place the purchase orders as per the VJIT norms.
- 2.5.3.12. In case of purchase orders either equal to or less than Rs.10000/ the HOD can place the purchase orders as per the VJIT norms.

#### **2.5.4. Meeting and quorum of the finance committee:**

- 2.5.4.1. The Finance Committee will meet as frequency as required but such meetings shall not be less than 2 in a calendar year.
- 2.5.4.2. Meetings of the Finance Committee shall be concerned by the Chairman either on his own initiative or on the request of the Convener.
- 2.5.4.3. Three members shall form the quorum for a meeting of the Finance Committee.
- 2.5.4.4. The Chairman, if present, shall preside at every meeting of the Finance Committee. In his absence the members present shall elect one from amongst themselves to preside at the meeting.
- 2.5.4.5. A written notice of every meeting shall be sent by the Director/ Principal to every Member at least seven days before the date of the meeting. Provided that, the Chairman may call an emergency meeting of the Administrative Committee at short notice to consider urgent and pressing issues.
- 2.5.4.6. Agenda for a meeting shall be circulated by the Principal to the Members at least three days before the meeting. The chairman may, however, permit inclusion of any item which is not in the circulated agenda.
- 2.5.4.7. The ruling of the Chairman in regard to all questions of procedure shall be final.
- 2.5.4.8. The minutes of the proceedings of a meeting of the Finance Committee shall be drawn up by the Principal and circulated to all members of the Finance Committee. The minutes, along with amendments suggested, shall be placed for confirmation at the next meeting of the Finance Committee. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a Minutes Book.

#### **2.6. BUILDINGS AND WORKS COMMITTEE:**

##### **2.6.1. Composition**

The Building and works committee will have the following composition.

Chairman of the management Committee (to be nominated by the Society)	...	Chairman
Secretary and Correspondent	...	Convener
Chairman of the Finance Committee	...	Member
Treasurer	...	Member
Director / Principal	...	Member
Nominee of the Society (From among the Members of the Governing Body)	...	Member
Consulting Engineer appointed by the (Governing Body, if any)	...	Member
Estate Engineer	...	Member



### **2.6.2. Term Of Office**

- 2.6.2.1. The term of office of the Chairman or any other nominated Member of the Building and works Committee shall be three years from the due date of his nomination.
- 2.6.2.2. The term of office of an Ex-officio Member shall continue so long as he holds the office by virtue of which he is a member.
- 2.6.2.3. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member, in whose place he has been nominated.
- 2.6.2.4. The members of the Buildings and works committee shall be entitled to such allowances and sitting fee, if any, as may be prescribed by the Governing Body from time to time.

### **2.6.3. Functions of the buildings & works committee:**

- 2.6.3.1. To select the sites for all new constructions.
- 2.6.3.2. To work out all details of acquisition of new land and complete acquisition proceedings after obtaining approval of the Governing Body.
- 2.6.3.3. To present proposals for construction of new buildings and other major works to the Governing Body for their approval.
- 2.6.3.4. To make recommendations to the Governing Body regarding the appointment of a Consulting Engineer and an Architect, whenever required and also suggest the remunerations payable to them as well as the terms and conditions of such appointments.
- 2.6.3.5. To get the detailed plans and estimates prepared for all new construction works, present them and obtain the approval of the Governing Body.
- 2.6.3.6. To plan all minor modifications and maintenance works subject to the provision of the budget.
- 2.6.3.7. To take decision whether an approved work is to be carried out departmentally or by awarding contract.
- 2.6.3.8. To issue tender notifications and receive tenders for the approved construction works.
- 2.6.3.9. To scrutinize the tenders, negotiate whenever necessary and award works provided the tender does not exceed the approved estimate by more than 10% and to make appropriate recommendations to the Governing Body in case of tenders exceeding the approved estimate by more than 10%.
- 2.6.3.10. To take decisions on the rates at which labor contracts are to be awarded.
- 2.6.3.11. To decide the procedure for purchase of materials required for new construction works as well as maintenance works.
- 2.6.3.12. To monitor and ensure effective supervision of all works and their completion within reasonable time frame.
- 2.6.3.13. Any other function specifically assigned to it by the Governing Body.

### **2.6.4. Meetings And Quorum Of The Buildings & Works Committee**

- 2.6.4.1. The Building & Works Committee will meet as frequency as required but such meetings shall not be less than 2 in a calendar year.

- 2.6.4.2. Meetings of the Buildings and works and Works Committee shall be convened by the Chairman of the Committee either on his own initiative or on the request of the Convener.
- 2.6.4.3. Four Members shall form the quorum for a meeting of the Buildings and Works Committee.
- 2.6.4.4. The Chairman of the Committee, if present, shall reside at every meeting of the Buildings & Works Committee. In his absence, the members present shall elect one from amongst themselves to preside at the meeting.
- 2.6.4.5. A written notice for every meeting shall be sent by the Principal to every member at least seven days before the date of meeting. Provided that, the Chairman of the Committee may call an emergency meeting of the Buildings and Works Committee at short notice to consider urgent and pressing issues.
- 2.6.4.6. Agenda for meeting shall be circulated by the Principal to the members at least three days before the meetings. The Chairman of the Committee may however, permit inclusion of any item which was not in the circulated agenda.
- 2.6.4.7. The ruling of the Chairman of the Committee in regard to all questions of procedure shall be final.
- 2.6.4.8. The minutes of the proceedings of a meeting of the Buildings and Works Committee shall be drawn up by the principal and circulated to all members of the Buildings and works Committee. The minutes, along with the amendments suggested, shall be placed for confirmation at the next meeting of the Buildings and Works Committee. After the minutes are confirmed and signed by the Chairman they shall be recorded in a Minutes Book..

## **2.6.5. Anti Ragging**

- 2.6.5.1 As per the notification of the AICTE New Delhi Anti Ragging Committee and Anti Ragging Squad will be constituted to prevent and prohibit ragging in the institution. The committee will follow the objectives given in AICTE Notification dated 01.07.2009. The Anti ragging committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

### **ANTI RAGGING COMMITTEE**

<b>Sl.No</b>	<b>Committee</b>	<b>Designations</b>
1	Head of the Institution	Chairman
2	Civil Administration	Member
3	Police Administration	Member
4	Local Media	Member
5	Non Government Organizations	Member
6	Parents	Members
7	Faculty Members	Members
8	Fresher's and Senior Students	Members

## ANTI RAGGING SQUAD

SL. NO	COMMITTEE	DESIGNATIONS
1	Sr. Administrative Officer	Convener
2	Head of the Departments	Members
3	One Faculty member from each Department	Members
4	Physical Director	Member

### 2.6.6. Grievance And Redressal Cell

- ❖ Each Technical University shall appoint an Ombudsman for redressal of grievances of students.
- ❖ The Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a Retired Professor who has at least 10 years experience.
- ❖ The Vice Chancellor of the affiliating university shall constitute a grievance redressal committee consisting of five members for an individual Technical Institution or a group of Technical Institutions, Keeping in view the location of the Technical Institution(s) concerned.
- ❖ In order to ensure transparency in admissions and with Paramount Objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances of Vidya Jyothi Institute of Technology constituted as per the notification of the AICTE New Delhi regulations 2012.

### Grievance and Redressal Committee

SL. NO	COMMITTEE	DESIGNATIONS
1	Principal	Chairman
2	Head of Departments	Members

### 2.6.7. Women Protection Cell :

- ❖ The college has established a Woman Protection cell in order to protect the women staff and girl students associated with the college from any sorts of injustice or sexual harassment of any nature directly and indirectly. With an aim of creating awareness of their rights and duties the cell organizes and participates in seminars, talks and also takes up women's issues and problems. It also provides a platform for women to share their experiences and views regarding their status in the society and to suggest ways to improve and empower themselves.

#### WOMEN PROTECTION COMMITTEE

SL. NO	COMMITTEE	DESIGNATIONS
1	Chairperson	Principal
2	Convenor	Women Staff Member
3	Five Women Senior Teachers	Women Staff Members

#### FUNCTIONS WOMEN PROTECTION CELL:

- The Women Protection Cell functions for the protection of the rights and any sorts of violence against them. As such, during the orientation programme the students are given information regarding the function of women cell. The women teacher-trainees as well as the staff members are advised to put their problems in writing in the suggestion/complaint boxes fixed in different places of the institution or to discuss directly with the members of the women cell. In case any such problem is reported the members of the cell try to solve the problem through their personal interaction with the complainants and if the matter seems to be out of control, it is to be reported to the principal of the institution. In case of any such problem the staffs as well as the students are expected to report the matter directly to the person in charge of the cell or to put their problems in writing in the Suggestion/ complaints box fixed in different places of the institution

### 2.6.8. Internal Quality Assurance Cell (IQAC).

- ❖ Maintaining the momentum of quality consciousness is crucial in Institution. Internal Quality Assurance Committee in fact, is conceived as a mechanism to build and ensure a quality culture at the institutional level. The Institution have an internal quality assurance system, with appropriate structure and processes. The IQAC should be a part of the institution's system and work towards realizing the goals of quality enhancement and sustenance. The IQAC has to make a significant and meaningful contribution in the post-accreditation phase through channelizing the efforts and measures of an institution towards academic excellence.

### INTERNAL QUALITY ASSURANCE COMMITTEE

SL. NO	COMMITTEE	DESIGNATIONS
1	Chairperson	Director
2	Academic Coordinator	Member
3	Sr. Administrative Officer	Member
4	Five Senior Teachers	Members
5	Two external experts on Quality Management	Industry and Local Community - Members
6	Member Secretary	Principal

#### ❖ Objective Of IQAC :

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the Institute.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

#### ❖ Functions Of IQAC :

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute.
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities of the Institute, leading to quality improvement.
- Development of Quality Culture in Institute.
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format
- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of Institute based on the AQAR.

## 3.1. CADRE STRENGTH AND WORK LOAD.

- 3.1.1. The Principal shall assess in the month of April every year about the staff requirement for the subsequent academic year.
- 3.1.2. He/she will obtain the staff requirement lists from all the Heads of Department and arrive at the number of faculty members and administrative staff required following the guidelines in mind.
- 3.1.3. 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 AICTE guide lines i.e., 1:2:6 (Cadre ratio).
- 3.1.4. The teacher student ratio shall be 1:15 as per AICTE norms and for this purpose the Professor shall also be included in counting the number of teachers.
- 3.1.5. 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

## 3.2. RECRUITMENT

- 3.2.1. The Head of the Department shall prepare a job description and job specification for the vacant posts to be recruited and submit to the Head of the Institution.
- 3.2.2. The selection committee shall prepare a job descriptions and job specifications for the candidates to be recruited.
- 3.2.3. All posts at the institute shall normally be filled by inviting applications through a press notification in National/regional news papers
- 3.2.4. The applications received for the posts belonging to the categories of staff; Academic staff and Administrative officers in response to an advertisement shall be screened by the Administrative committee to select the candidates to be presented to the concerned staff selection committee.
- 3.2.5. The selection committee shall augment candidature in a ratio of 1:3 for every position to be filled.
- 3.2.6. The committee may conduct Walk in interviews for the required candidates.
- 3.2.7. The committee shall shortlist the candidates either by personal interviews or class room demonstrations. The committee shall finalize the short listed candidates and submit their recommendation along with the personal data sheets of the candidates to the Director/principal who in turn furnish to Governing body.
- 3.2.8. The governing body approves the recommendations of the selection committee and instructs the Director /Principal to issue the appointment orders.

- 3.2.9. An offer of appointment shall be released by the Director/Principal in the format shown in the annexure.
- 3.2.10. However, the Governing Body of the Institute shall have the power to decide that the posts of Director, Principal, Professors Professor of Training and Placement and Administration Officer be filled by invitation.
- 3.2.11. Further, the Governing Body shall have the power to decide that specific posts of Technical Supporting staff members of the staff taking into consideration the qualification, Seniority and efficiency.
- 3.2.12. For the posts of Director / Principal, Professors, Associate professors and Assistant Professors the eligible qualification shall be the same as prescribed by the A.I.C.T.E. from time to time.
- 3.2.13. In respect of all other posts the Governing Body of the Institute shall have the authority to prescribe the recruitment qualifications following the JNTUH norms
- 3.2.14. The application received for the posts belonging to the categories of Technical Supporting staff, Ministerial staff and class-IV staff in response to the advertisement shall be screened by the Director/Principal with the assistance of Administrative officer.
- 3.2.15. The committee following the JNTUH norms shall shortlist the candidates by personal interviews. The selection committee furnishes the selected candidates list to the Management for approval.
- 3.2.16. Selection Committee For Faculty Positions (Professors / Associate Professors / Assistant Professors :
- Vice-Chancellor/Representative of University.
  - Chairman of the Governing Body.
  - Secretary and correspondent of the Institute.
  - Director / Principal of the Institute.
  - Head of the University Department or Chairman, Board of Studies of the concerned discipline.
  - Two experts to be nominated by the Vice-Chancellor of the concerned University.
  - Director of Technical Education, Telangana or his Nominee.
- The Vice Chancellor shall be the Chairman of the section committee and in his absence the Chairman of the Governing Body shall be the Chairman of this selection Committee. Further, whenever Vice-Chancellor is unable to attend the staff Selection Committee meetings the Nominee of the University on the Governing Body will be a member of the Selection Committee.
- 3.2.17. **For the cadres of administrative officers.**
- Chairman, governing Body of the Institute.
  - Secretary and Correspondent of the Institute.
  - Director/Principal of the Institute.
  - One Expert Member to be nominated by the Chairman, Governing Body.
  - Director of Technical Education or his Nominee.
- The Chairman, Governing Body, shall be the Chairman of this committee and in his absence the Secretary and correspondent shall be the Chairman of the committee.

3.2.18. For the posts of Technical Supporting Staff, Ministerial staff and Class – IV Staff :

- Chairman, Governing Body of the Institute or his Nominee.
- Secretary and Correspondent of the Institute.
- Director/Principal of the Institute.
- Head of the Department.
- Director of Technical Education or his Nominee

The Chairman, Governing Body shall be the chairman of this Committee and his absence the Secretary and Correspondent shall be the Chairman of the Committee.

3.2.19. No Act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the selection Committee subject to the condition that the Expert Members have attended the meeting provided that the Secretary & Correspondent shall give notice of the meeting to the members of the Committee at least 10 days before the date of the meeting.

#### 3.2.20. **ELIGIBILITY :**

1. **ASSISTANT PROFESSOR:** BE/B.TECH Distinction and/or 1<sup>st</sup> Class Graduate or ME/MTECH 1<sup>st</sup> class is eligible for appointment as **Assistant Professor** in Engineering Departments. M.Sc./M.A/ M. Phil. /Ph.D. Qualification, are eligible for appointment as Assistant Professor in Humanities & Science Dept.,
2. **ASSOCIATE PROFESSOR:** Ph.D. with 1<sup>st</sup> Class in BE/B.TECH or ME/M.TECH with five years teaching / Research/Industry of which at least 2 years shall be post Ph.D. is desirable is eligible for appointment as **Associate Professor**. Post Ph.D. publications and guiding Ph.D. students is highly desirable.
3. **PROFESSOR:** Ph.D. with 1<sup>st</sup> class in BE/B.TECH or ME/M.TECH with ten years teaching and/or Research and/or industrial experience of which at least 5 years should be at the level of Associate professor. or minimum of 13 years of experience in teaching and/or Research and/ or Industry. In case of research experience, good academic record and books/research paper publications/ IPR/ Patents record shall be required as deemed fit by the expert members in selection committee. If the experience in Industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publication/IPR/Patents etc. as deemed fit by the expert members in selection committee. Is eligible for appointment as **Professor**. Post Ph.D. publications and guiding Ph.D. students is highly desirable.
4. **PRINCIPAL:** Ph.D. with 1<sup>st</sup> Class in ME/M.TECH with ten years teaching and/or Research and/or industrial experience of which at least 5 years should be at the level of Associate professor or minimum of 13 years of experience in teaching and/or Research and/ or Industry. In case of research experience, good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members in selection committee. If the experience in Industry is considered, the same shall be at



managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publication/IPR/Patents, etc. as deemed fit by the expert members in selection committee is eligible for appointment as Principal. Flair for Management and Leadership is essential. Post Ph.D publications and guiding Ph.D. students is highly desirable.

5. Where a post is to be filled on contract basis or by invitation, the Chairman of the Governing Body may, at his discretion, constitute such adhoc selection committees as circumstances of each case may require.
6. Where a post to be filled temporarily for a period exceeding 12 months in the cadre of Assistant Professor or equivalent and lower cadres, the Secretary and Correspondent may, at his discretion, constitute such adhoc committees as circumstances may require.

### **3.3. ORIENTATION :**

- 3.3.1. Every teacher appointed in the College shall be given a brief introduction about the College by the Principal/HOD on the day of his / her joining. The Director/Principal shall introduce him/her to the Head of the Department.
- 3.3.2. The HOD will give a brief introduction about the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 3.3.3. 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.
- 3.3.4. The HOD will also ensure that all the registration formalities, including submission of joining report etc., by obtaining the assistance of the Office team.
- 3.3.5. The HOD will allot the time table and advice to maintain all relevant records properly.
- 3.3.6. The HOD will introduce the new faculty member to the students in the first class he/she is going to handle in every section of his assignment.

### **3.4. POSITIONS AND PAY SCALES :**

- 3.4.1. The College will have the following positions of hierarchy in the College Administration:
  - a. Director
  - b. Principal
  - c. Special Positions such as Senior Administrative officer, Academic coordinator, Controller of exam and Chairman, Board of Studies.
  - d. Administrative Officer
  - e. Accountant, Office Superintendent, Office Assistants/Clerk, Stenographer Data entry operators etc..
- 3.4.2. The College will have the following positions of hierarchy in the teaching departments:
  - a. Professors
  - b. Associate Professors and
  - c. Assistant Professors
- 3.4.3. The College will have the following technical positions in each department.
  - a. Lab Assistants,/Programmers,
  - b. Lab Technicians,
  - c. Attendants
  - d. Data entry Clerk etc.,

- 3.4.4. The College Office will have the following non-technical positions in the administrative department.
- Attendees.
  - Sweepers.
  - Drivers.
- 3.4.5. The Scales of pay for various teaching positions will be as per AICTE VI pay scale norms.

Director / Principal	Rs.37400-67000+AGP10000
Professor - (Senior)	Rs.37400-67000+AGP10000
Associate Professor (with 3 yrs of service)	Rs.37400-67000+AGP9000
Associate Professor (with less than 3 yrs of service)	Rs.15600-39100+AGP8000
Assistant Professor (Senior)	Rs.15600-39100+AGP7000
Assistant Professor (junior)	Rs.15600-39100+AGP6000
Fresh Graduates-BE/B.Tech	Rs. 8000-275-13500

- 3.4.6. Scales of Pay for non teaching positions shall be as per Telangana state VIII pay scales.

A.O.	Rs.10285-280-11125-315-21835
Senior Assistant	Rs.6195-155-6505-170-7015-13945
Cashier/Accountant	Rs.5200-135-5605-145-6040-155-11715
Junior Asst /Lab. Attendant	Rs. 4825-125-5200-135-10845
Record Asst. / Rhoneo Operator	Rs.4260-110-4480-115-4825-125-9520
LAB Assistant	Rs.7200-185-7570-200-8170-215-8815-16195
Lab technician / Plumber/ Electrician	Rs.5200-135-5605-145-6040-155-11715
Bus Driver	Rs.5200-135-5605-145-6040-155-11715

In addition, staff can be given additional benefits such as one additional increment for completion of 5 years, 10 years and 15 years in the Institution. Staff will get additional benefit on attaining additional qualifications.

### 3.5. DEARNESS ALLOWANCE

- 3.5.1. In addition to the Basic Salary, dearness allowance shall be extended to Teaching and Non teaching staff, with exception of those in consolidated pay category. D.A. will be granted as per Telangana Government norms.
- 3.5.2. Management can also decide other allowances for Professor, Principal and Special posts.

### 3.6. INCREMENTS

- 3.6.1. Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.
- 3.6.2. Additional Increment shall be given to staff members on completion of 5 years, 10 years and 15 years of stay in the college .
- 3.6.3. Additional incentives of Rs.1000/- and Rs.2000/- will be given based on their API score getting 60-79 and 80 and above respectively.
- 3.6.4. Rs.3000/- to Rs10000/- incentive increment is given on attaining Ph.D. degree from the recognized university.

In addition additional incentive increments are given based on their contributions and dedicated work towards the Institution is solely at the discretion of the Management.

Additional Qualifications and Previous Experiences carry the following monetary

benefits :

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| a. Ph.D. (Engineering)          | Rs.5,000/- 10,000/-                 |
| b. Ph.D. (Science & Humanities) | Rs. 3,000/- 8,000/-                 |
| c. Previous Experience          | Rs.2,000/- 2,500/- 3,000/- per year |

Additional Incentives for career development

- |                    |           |
|--------------------|-----------|
| a. API score. > 60 | Rs.1000/- |
| b. API score > 80  | Rs.2000/- |

A one time incentive for paper publication in a reputed journal as first author Rs.1000/-

For paper publication in reputed journal as second author Rs.500/-

### 3.7. ATTENDANCE AND WORKING HOURS FOR EMPLOYEES

- 3.7.1. Current version of this Policy succeeds any other earlier policy that may have been released from the effective date, specified as part of this policy.
- 3.7.2. This Policy is applicable to all employees of Vidya Jyothi Institute of Technology, Hyderabad (hereafter referred to as "VJIT").
- 3.7.3. The VJIT is strict in working hours to enable employees to have fixed start time and completion time of their work. We can uphold our commitment to all our stakeholders only if we adhere to the stipulated work hours.

#### 3.7.4. Working hours details.

- 3.7.4.1. Regular Working Day (RWD): 7 hours and 40 minutes (including lunch time of 40 minutes). This should include the time spent at work only and does not include non-work related activities.
- 3.7.4.2. On Duty (OD): An on duty can be defined as an external activity outside the scope of the campus.
- 3.7.4.3. Regular Working Day: The RWD of an employee over a semester should be greater than or equal to 7 hours and 40 minutes.
- 3.7.4.4. Employees should maintain decorum to reach the VJIT on time and expected to leave at the end of working hours.
- 3.7.4.5. Employees are expected to perform both (i) and (ii), unless they are away on Duty or on leave

- i. Sign-in and sign-out on the attendance register both at the start and the end of the working hours and:
  - ii. Swipe-in and swipe-out on biometric reader for the day.
- 3.7.4.6. Data for calculations: The number of hours as per the “Biometric Attendance System” would be considered for all calculations under this Policy.
- 3.7.4.7. The swipe timings should include actual work hours only and should not include any time spent on non-work related activities.
- 3.7.4.8. Working hour’s calculation for deputed employees: For employees going outside on duty, on deputation, average work hours would be calculated from the start date to one day prior to their rejoining date in the location.
- 3.7.4.9. For employees joining the VJIT in a particular month, working hours would be calculated from the date of joining until the last working day of the current month.
- 3.7.4.10. No employees shall be absent from duty without prior permission of the concerned authority except for unexpected situation.
- 3.7.4.11. Employees are expected to update their movements within the campus from time to time with the concerned Head of the Dept.
- 3.7.4.12. Leave days (all leave types) would be excluded while calculating the total required number of work hours in a month and while computing the hours worked by an employee. However, if an employee works on leave days and has an approved on duty. Such hours would be considered as part of the total work hours of the employee.
- 3.7.4.13. “On Duty” for regular assignments outside office: For employees, who work outside of VJIT campus, (for e.g., University related works, Govt., AICTE, UGC related works, Industrial and placement related works etc.), can apply for On Duty. Employees will be required to update their attendance in the OD system under the category of “OD – Assignments”. However, all other working hour rules as detailed in the Policy will apply to such employees.
- 3.7.4.14. Application for “On Duty”: Employees would be able to apply On Duty for a maximum of 10 calendar days in advance and 10 calendar days in a past period. Employees would be required to get their application approved within 10 calendar days from the date of application of on duty, else; the application would be rejected by default.
- 3.7.4.15. **Certified Presence:** If the attendance status were marked as : Certified Presence” for an employee in the “manual or automated attendance system”, then the hours of work for that day would be considered as 7 hours and 40 minutes for the employee.
- 3.7.4.16. While calculating the total required number of work hours in a month and computing the hours worked by an employee, Leave days (all leave types) would be excluded. However, if an employee works on leave days and has an approved OD, such hours would be considered as part of the total work hours of the employee.

### 3.8. LEAVE DEDUCTION

- 3.8.1. If an employee works for less than 3 hours and 30 minutes on a working day, then the employees would be required to apply for one day’s leave. If the leave application is not submitted, the same would be auto – deducted by the system and or post verification by the attendance admin.

- 3.8.2. Leave deduction (if applicable) would be administered in the last week of the month after not meeting the stipulated number of working hours.
- 3.8.3. Employees can auto approve one single swipe – in/swipe – out in a calendar month.
- 3.8.4. If the actual hour worked by an employee is less than the required work hours over a month, the following attendance & leave deduction rules would apply.
  - i. Half day leave would be deducted if there are three delayed swipe-ins (Ex: swiped – in after 9:15 AM), then half day’s leave would be deducted from the leave balance of the employee. If the current leave balance of an employee is ZERO, then it would lead to Loss of Pay (LOP).

Example No. 1 (1 day’s Leave Deduction)

Expected swipe-in	Actual Swipe – in Time	Delay in minutes
9.00 – 9.15	9:00	0.00
9.00 – 9.15	9:02	0.02
9.00 – 9.15	9:10	0.10
9.00 – 9.15	9:16	0.16
9.00 – 9.15	9:17	0.17
9.00 – 9.15	9:30	0.30

In this example, there are three cases where an employee’s swipe-in after 9.15, hence half day’s leave would be deducted. For every three occurrences of later swipe-in as per the above example, would lead to an additional leave deduction.

- ii. Half day leave would be deducted if an employee has a delayed Swipe-in (swiped-in after 10.30 AM).
- 3.8.5. Employees can authorize one single swipe in a calendar month.
- 3.8.6. Leaves(s) once deducted in accordance with this Policy, for working hours less than 3 hours 30 minutes on a given day and not meeting the required number of hours on a given day cannot be reversed.
- 3.8.7. All exceptions and deviations to this Policy would require the approval of the Chairman / Secretary.
- 3.8.8. The Policy would be effective October 01, 2015.

### 3.9. PROMOTION POLICY UNDER CAS

- 3.9.1. All promotions under Career Advancement Scheme (CAS) shall be considered on the basis of merit-cum-seniority basis.
- 3.9.2. The Director/Principal shall appoint a internal Selection committee for promotion.
- 3.9.3. The selection committee comprises of Director/Principal shall be the Chairman, with two BOG nominees, Two subject experts Autonomous Institutions under JNTUH and Head of Department as members.

- 3.9.4. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate or, for any misconduct he/she has committed during the service in the college.
- 3.9.5. Under normal circumstances the faculty member shall be considered for promotion to the next higher level position, subject to, he/she had completed the required years of service in the present position and acquired API score as prescribed by AICTE with requisite qualification as mentioned elsewhere (Pp.22 clause 3.2.20)
- 3.9.6. Promotions are based on different parameters of professional aptitude approach and performance. The Head of Department, Director/Principal and Management will jointly assess the performance. Promotions are not routine and binding on the management.
- 3.9.7. Those who are promoted shall be fixed in the Scale of Pay applicable to that category.
- 3.9.8. All decisions on promotions shall be taken up from the month of June every year/as and when required.
- 3.9.9. All the Promotions will be submitted to BoG for Approval.

### **3.10. QUALIFICATIONS AND PROMOTION GUIDELINES FOR NON TEACHING STAFF**

- 3.10.1. **Attender to Lab Attendant:**
  - a. SSC / Matriculation / Equalent examination
  - b. ITI qualification is Preferable
- 3.10.2. **Lab Attendant to Lab Technician Grade III:**
  - a. SSC/Matriculation/Equality examination
  - b. Govt. trade certificate ITI/National Apprentice certificate
  - c. 5 years experience as Lab Attendant
- 3.10.3. **Lab Technician Grade III to Lab Technician Grade II:**
  - a. SSC/Matriculation/Equalent examination
  - b. Govt. trade certificate ITI/National Apprentice certificate.
  - c. 5 years experience as Lab Technician Grade III.
- 3.10.4. **Lab Technician Grade II to Lab Technician Grade I:**
  - a. SSC/ Matriculation/Equalent examination
  - b. Govt. trade certificate ITI/National Apprentice certificate.
  - c. Must have regular service as Technician- II with 5 years of experience as Technician Grade – II
- 3.10.5. **Lab Assistant / Programmers:**
  - a. Diploma in LME/LEE/LECE/LCE etc. With Post Diploma experience of one year is preferable.
  - b. B. Tech / MCA qualification for programmer.
- 3.10.6. **Record Asst.**
  - a. Intermediate
  - b. Computer Knowledge.
  - c. Typewriting Lower.
- 3.10.7. **Record Asst to Office Asst:**

- a. Any Bachelor degree.
- b. Computer Knowledge.
- c. Typewriting Lower.
- d. 8 years of experience as Record Asst.

3.10.8. **Office Asst to Senior Asst:**

- a. Any Bachelor degree.
- b. Computer Knowledge.
- c. Typewriting Lower.
- d. 8 years of experience as Office Asst.

3.10.9. **Senior Asst to Superintendent:**

- a. Any Bachelor degree.
- b. Computer Knowledge.
- c. Typewriting Lower.
- d. 8 years of experience as Office Asst.
- e. Pass in Account test for Non Gazetted officers.

# R&D, SEMINARS, WORKSHOPS, CONSULTANCY AND TEACHING ASSIGNMENT

## 4

### 4.1. In-house r & d

- 4.1.1. The College encourages its faculty to undertake department-wise R&D activities along with Students and other Staff Members.
- 4.1.2. Staff members can submit their proposals through the HEAD of Department and can avail a maximum of Rs. 20,000/- per project, or basic cost of the project whichever is less towards developing a prototype or model.

### 4.2. Seminars/Workshops

- 4.2.1. The College encourages its faculty to organize AICTE/ISTE funded Seminars and workshops for the benefits of fellow teachers and students.
- 4.2.2. The Management provides necessary funds for other programs organized by the Departments (maximum of Rs.25000/- per Department per semester).

### 4.3. Consultancy

- 4.3.1. The College encourages its teachers to take consultancy and R & B assignments within Institution, with other Institutions or Industries appropriate to the teacher's competence.
- 4.3.2. **The teacher shall undertake such assignments**
  - 4.3.2.1. When the college is approached for such help and the college assign such help and the College assigns such engagement to the particular teacher or
  - 4.3.2.2. When the teacher himself/herself is approached by the outside agency for such help.
  - 4.3.2.3. When the teacher himself/herself as expertise to offer consultancy.
- 4.3.3. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.
- 4.3.4. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 4.3.5. The teacher shall also associate other members of the faculty in working on the assignments.
- 4.3.6. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis.
- 4.3.6. 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.
- 4.3.7. The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

### 4.4. TEACHING ASSIGNMENTS.

- 4.4.1. The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- 4.4.2. 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.
- 4.4.3. 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.



#### **4.5. POLICY ON CONFERENCE SPONCERSHIP FOR EMPLOYEEES**

- 4.5.1. The Conference sponsorship policy defines the procedure and principles applicable for employees. Current version of this Policy succeeds any other earlier policy that may have been released from the effective date, specified as part of this Policy.
- 4.5.2. This Policy is applicable to all employees of Vidya Jyothi Institute of technology, Hyderabad.
- 4.5.3. This Policy is applicable to all employees of the VJIT who should be a researcher actively engaged in Research & Development (R&D) work.
- 4.5.4. The institution facilitates Faculty Members to update their knowledge by attending and or presenting papers at seminars/workshops/conference/symposia, after obtaining necessary permission from the Principal/Management.
- 4.5.5. Keeping the above background in mind, certain provisions for inculcating research and development activities among faculty members, this policy for sponsoring has been defined by way of this Policy.
- 4.5.6. The Policy is designed to provide financial assistance in an international/ national scientific event (Conference/seminars/symposium/workshop etc.)
  - (i)for presenting a research paper or
  - (ii) chairing a session or
  - (iii) Delivering a keynote address.
- 4.5.7. Employees can obtain "On Duty" under the category of (OD for regular assignments outside office) can be obtained. For further details, please refer to the Leave Policy.
- 4.5.8. As the institution always adheres to the standards and guidelines, it is advised to look for renowned national / international conference conducted at renowned institutions including IITs/NITs/IISC or premium universities or institutes of repute.
- 4.5.9. Faculty members are advised to look for renowned conferences to submit their abstract / full papers, which are organized in association / collaboration with IEEE, ACM, Springer, CSI, ISTE or any other reputed societies / bodies.
- 4.5.10. Prior approval is required for those who wish to avail this sponsorship facility. The approver shall be Chairman / Secretary and Correspondent.
- 4.5.11. Faculty members need to submit a requisition letter in the required format through proper channel by enclosing Paper acceptance letter (copy of an e-mail), Invitation Letter, Conference schedule, and other required proofs.
- 4.5.12. This policy covers the registration fee of the event, travelling expenses (both domestic and international) are provided.
- 4.5.13. There shall be a limit of one national and/or one international conference in an academic year for a faculty member.
- 4.5.14. There shall be a limit of Rs. 5000/- towards conference registration fee for an international conference conducted within India.

#### **4.6. PLAGIARISM DETAILS**

- 4.6.1. The VJIT is always strives for excellence and protect copy right acts and laws which are in force from time to time. In technical publications, all joint authors are equally responsible for any offence of plagiarism. Hence the institution takes a serious view of any act of plagiarism. There are several educational and apex bodies published guidelines on what constitutes plagiarism. Authors are requested to read, understand and act on the plagiarism.

- 4.6.2. For violations of this, the VJIT may in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including termination of employment.

#### **4.7. GUIDELINES FOR DELIVERING A KEY NOTE ADDRESS OR CHAIRING SESSION**

- 4.7.1. There shall not be any financial assistance provided for a faculty member who is chairing a session or delivering a key note address in a scientific event.
- 4.7.2. A prior approval of the Chairman /Secretary and Correspondent/Director/Principal is solicited.
- 4.7.3. Faculty members need to submit a requisition letter in the required format through proper channel by enclosing the Invitation Letter, Conference schedule, and other required proofs.
- 4.7.4. Only on-duty approval is granted for said date(s).

#### **4.8. CONFERENCE TRAVEL (DOMESTIC)**

- 4.8.1. Faculty members (Who got prior approval), need to travel on conference related activities, are entitled to use public transport (either by II Sleeper train or Bus) provided in a shortest route of travel.
- 4.8.2. There is no such provision to avail taxi or own car in this category.
- 4.8.3. Travel and Boarding expenses will be reimbursed on actuals.
- 4.8.4. Claimants are requested to submit tickets, conference registration fee receipt, hotel bills and other evidences to claim the reimbursement. In case of conference organizers providing accommodation facility, there will be no reimbursement on hotel accommodation.

#### **4.9. CONFERENCE TRAVEL (INTERNATIONAL)**

- 4.9.1. Chairman is the approving authority for prior approval and other decisions on the overseas travel.
- 4.9.2. Employees in category A2 and above are entitled to use a higher mode of travel due to exigencies of work or assignment. All eligible faculty members are entitled to travel only in Economy class.
- 4.9.3. Faculty members visiting overseas on institution's assignment including presenting a paper in a conference, a per diem of US \$ 100 is payable per day.
- 4.9.4. In addition to this, a maximum of US\$ 125/day is payable towards Hotel expenses at actual & supported by invoices and other receipts.
- 4.9.5. In case hospitality is provided by conference organizers or invited organizations, only US \$25 is paid towards pocket expenses.
- 4.9.6. At the time of submission of travel bill, claimants are required to furnish the e-ticket, invoice and board passes to the accounts department.
- 4.9.7. At the time of submission of the travel claim, claimants are required to furnish the air ticket invoice, e-ticket and board passes to the accounts department
- 4.9.8. All exceptions and deviations to this Policy would require the approval of the Chairman/Secretary.
- 4.9.9. The Policy would be effective from June 01, 2015.

# INCENTIVES AND REWARDS TO STAFF MEMBERS **5**

## 5.1. TEACHING STAFF.

- 5.1.1. Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. These are applicable to staff members with a minimum of 1 year service in the Institution.
- 5.1.2. For producing 100% results in a theory paper : Rs 3000/- Cash Award.
- 5.1.3. For producing 95% results in a theory paper : Rs.2000/- Cash Award
- 5.1.4. For producing 90% results in a theory paper : Rs.1000/- Cash Award
- 5.1.5. Professional Society Life Membership Fee – 50% TA, 50% paid by the Management for Faculties with minimum three years of service at the Institution (Maximum One Professional Society per staff member)
- 5.1.6. Paper publication in National/International journals with an Impact factor as first and second author is given Rs 1000/and Rs 500/ respectively as one time incentive.
- 5.1.7. Paper publications in International Conferences of Prime Institutions -100% TA, 100% Registration Fees, and on Duty.
- 5.1.8. For paper presentation in a conference the institute will sponsor by paying the registration fee up to a maximum of Rs 1500/ along with duty leave.
- 5.1.9. If a teacher attends a conference without presenting a paper he will be given Rs500/ as registration fee and duty leave.
- 5.1.10. Accredited departments with Accreditation of 5 years – Faculty are given an incentive of onetime cash award of Rs.1000/- each and supporting Staff members Rs.500/- each.
- 5.1.11. Accredited departments with 3 years Accreditation – Faculty are given an incentive of onetime cash award of Rs.750/- each and supporting Staff members Rs. 300/- each.
- 5.1.12. Best Teacher award is presented to eligible teachers every year on the eve of Teacher's day celebrations.
- 5.1.13. Special incentive increments will be sanctioned on completion of 5yrs, 10yrs and 15 yrs service in the same cadre.
- 5.1.14. Group insurance facility is provided to faculty.
- 5.1.15. Maternity leave: Six months maternity leave is applicable for women staff with less than two children.

## 5.2. NON TEACHING STAFF MEMBERS.

- 5.2.1. Supporting Staff Members are provided with free computing skills programs.
- 5.2.2. They can avail fees and on-duties towards higher education against service agreements.
- 5.2.3. EPF facility is provided to all eligible non teaching staff members.
- 5.2.4. ESI facility is implemented to all eligible members.
- 5.2.5. Additional increments are sanctioned recognizing their commitment towards their duties.
- 5.2.6. Special incentive increments will be sanctioned on completion of 10yrs and 15 yrs service in the same cadre.
- 5.2.7. Transport Facilities: Only 25% of charges are levied to avail college transport

- 5.2.8. Medical Facilities: Free medical consultancy and hospitalization for common ailments: provided through college medical centre with one medical officer, and one medical assistant (one female)
- 5.2.9. Maternity leave: Six months maternity leave is applicable for women staff with less than two children.
- 5.2.10. Group insurance facility is provided to the staff.

### 5.3. STUDENTS

- 5.3.1. The Management is pleased to announce the following incentives and rewards to the students.
  - 5.3.1.1. For paper presentation at International conference outside the country 200\$
  - 5.3.1.2. For paper presentation at International conference in reputed Institutions such as IIMs IITs, NITs and Universities etc. Rs 2000/-
  - 5.3.1.3. There will be a college BEST TOPPER – OUTGOING AWARD of 1 gm. of gold medal(Rs.4000/)+Memento(Rs.2000)
  - 5.3.1.4. There will be a college Second BEST TOPPER – OUTGOING AWARD of 1 gm. of silver medal(Rs.1500/)+Memento(Rs.1500)
  - 5.3.1.5. There will be a college Third BEST TOPPER – OUTGOING AWARD of 1 gm. of Bronze medal(Rs.1000/)+Memento(Rs.1000)
  - 5.3.1.6. There will be a class BEST TOPPER – OUTGOING AWARD of 1 gm. of gold medal(Rs.4000/)+Memento(Rs.2000)
  - 5.3.1.7. There will be a college Second BEST TOPPER – OUTGOING AWARD of 1 gm. of silver medal(Rs.1500/)+Memento(Rs.1500)
  - 5.3.1.8. There will be a college Third BEST TOPPER – OUTGOING AWARD of 1 gm. of Bronze medal(Rs.1000/)+Memento(Rs.1000)
  - 5.3.1.9. There will be a BEST PROJECT AWARD Rs. 1000/- Cash award.
  - 5.3.1.10. There will be a BEST PERFORMANCE IN SPORTS two prize Rs. 2000/- and Rs. 1000/- Cash awards
  - 5.3.1.11. There will be a BEST PERFORMANCE IN CULTURAL two prizes Rs. 2000/- and Rs. 1000/- Cash awards.
  - 5.3.1.12. 50% of Professional Society Fess (annual) will be paid by Management for Students with 80% aggregate.
  - 5.3.1.13. There will be free personality development, entrepreneurship, ethics, communications skills, computing skills, and placement specific programs for Students.
  - 5.3.1.14. There will be free and subsidized add-on skills programs as per Industries Requirements.
  - 5.3.1.15. Student securing 1<sup>st</sup> and 2<sup>nd</sup> Ranks in a semester, Rs. 1000/- and Rs.500/- Cash award and additional library tokens (Above 80% Marks only)
  - 5.3.1.16. For any University Rank holder (Top 3 Positions). 25% Fees will be refunded. For others (4-10 Positions), 10% Fees will be refunded.
  - 5.3.1.17. Group insurance facility is provided to each student for sum assured of Rs.500000/

## 6.1. THE LIBRARY POLICY DEFINES THE RULES, REGULATIONS AND GOVERNANCE APPLICABLE FOR STUDENTS.

- 6.1.1. This Policy is extended to all students and employees of Vidya Jyothi Institute of Technology, Hyderabad (hereafter referred to as "VJIT")
- 6.1.2. The policy is intended to regulate the best use of Library resources and will be reviewed periodically to meet the changing needs. Any changes in the rules/instructions/ information will be notified on the Library Notice Boards as and when required.
- 6.1.3. Library Opening Hours: 8:00 AM to 06:00 PM on all working days and 09:00 AM to 12:00 Noon on holidays. Issue/Return Timings (Circulation Desk): 10:00 AM to 04:00 PM on all working days.
- 6.1.4. All students, faculty members and staff of the institute are eligible for the membership of the institute library for using its facilities and services offered for the purpose of their academic, research and administrative work. Use of library facilities and services implies acceptance of its rules and procedures.
- 6.1.5. Borrowing of reading materials facility is available to the faculty, researchers, students and staff of the Institute. The registration to use the library facility and services is automatic for the faculty and staff on joining the institute and for students on registration for the courses.
- 6.1.6. Visitor or guest member from academic or research institute is allowed to use the library for a short period of time only with the prior permission from the Librarian. No borrowing facility is available to the visitors. Guest member is required to produce proof of identification.
- 6.1.7. Every student is issued three library cards and can borrow maximum of three books.
  - 6.1.7.1. A book is issued for a maximum period of 15 days. Students are required to present the books physically at the counter for renewal.
  - 6.1.7.2. All the borrowers are advised to return books within the stipulated time and avoid payment of fine and inconvenience caused to others.
  - 6.1.7.3. Defaulters shall have to pay a fine of Rupee 1/- per day in the first week. Rs.2/- per day in the second week, Rs.3/- per day in the third week and so on
  - 6.1.7.4. Reference books, Newspapers, Magazines, Journals should not be taken out.
  - 6.1.7.5. A document issued may be renewed provide there is no pending reservation against it.
  - 6.1.7.6. Borrower should bring the material physically to the library for renewal.
  - 6.1.7.7. Books issued should not be brought to the library except for check-in or renewal.
- 6.1.8. No material from the library should be taken out without proper issue. Any type of violation may lead to a disciplinary action.
- 6.1.9. Faculty and staff going on long leave. Deputation, study leave, or extraordinary leave will have to return all borrowed materials before leaving the institution.
- 6.1.10. All books need to be returned for physical verification irrespective of the date of issue and category of users. Dates for physical verification will be announced two weeks in advance.

- 6.1.11. Before issuing a document, user should bring to the notice of the library staff mutilations if any. The staff shall make an official record of such observations before checking out the document.
- 6.1.12. The Lost/mutilated/spoiled book should be brought to the notice of library staff immediately. If an issued book is lost/mutilated/spoiled, it is to be either replaced with latest edition or compensated by double the original cost at the prevailing exchange rate. Refunding compensation money may not be possible if book lost is found later. If the lost book is part of a set or series they may be called upon to replace the whole set or series. In case of the lost book is untraceable in market or out of print, Library committee reserves the right to decide appropriate penalty.
- 6.1.13. Issued book may be recalled any time before the due date if there is genuine urgent requirement by another member.
- 6.1.14. The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the library facilities/ materials.
- 6.1.15. No reminders will be issued to individuals but consolidated list of defaulters will be displayed in the library notice board.

## **6.2. DISCIPLINE RULES**

- 6.2.1. Always carry Institute ID-Card while using the library and must be produced whenever asked for.
- 6.2.2. Members are held responsible for all items issued on their name, until they are returned to the library.
- 6.2.3. No material from the library should be taken out without proper issuing/ recording. Any type of violation may lead to disciplinary action.
- 6.2.4. No user is eligible to borrow documents from the library on someone else's behalf.
- 6.2.5. Books issued should not be brought to the library except for check – in or renewal.
- 6.2.6. Documents taken out of the shelves must be kept on the reading tables. Replacing the documents on the shelves by users is not encouraged as the documents may get misplaced.
- 6.2.7. The library cards are not transferable.
- 6.2.8. The student must return the library cards at the end of the course.
- 6.2.9. Rupees 100/- will be charged for the loss of the Library card.
- 6.2.10. Handle the library material with utmost care.
- 6.2.11. User computers and touch screens kept in the library should be used only for searching OPAC/ downloading scholarly information / taking print outs.
- 6.2.12. Maintain atmosphere of dignity, peace and silence in the library.
- 6.2.13. Personal printed materials in the form of books are not allowed to bring inside the library.
- 6.2.14. Keep your personal belongings at the Property Counter.
- 6.2.15. Audible use of mobile phones, smoking, food and drinks are not allowed in the library.
- 6.2.16. Any kind of marking, underlining, tearing pages, clipping of books is absolutely forbidden. Readers shall be held responsible for any damage done to the book belonging to the Library and shall be required to replace such book or pay the value thereof.

- 6.2.17. Reference books, journals/Magazines are not issued.
- 6.2.18. The borrower should check the physical status of a book while receiving from the issue counter (oil& water markings)
- 6.2.19. The books/CDs should be returned within due date.
- 6.2.20. In case of loss of books by the borrower, the borrower must replace the book with latest edition along with overdue charges. Otherwise, the borrower will have to pay twice the market price of the book.
- 6.2.21. Strict and absolute silence shall be observed in the Library.
- 6.2.22. Cell Phone is to be switched off inside the Library.
- 6.2.23. Books will be issued subject to the availability only.
- 6.2.24. No sub-lending of books is permitted.
- 6.2.25. Bags, handbags, raincoat, jerkin and casual wears are strictly prohibited inside the library. Members are requested to keep their belongings at the entrance of the Library. However they are advised not to leave cell phones, purse, money, credit card and other valuables in the handbag outside the library. These items are liable to be lost.

### **6.3. DONATION TO LIBRARY:**

- 6.3.1. The Library may accept donation of manuscripts, books, periodicals etc., from the donors. Such donations once accepted will become the absolute property of the Institution.

### **6.4. PHOTOCOPY/PRINTING**

- 6.4.1. Students can avail photocopy and printing facility @ INR 0.50 per page to maximum limit of 200 pages per day.

### **6.5. EXCEPTIONS**

- 6.5.1. All exceptions and deviations to this Policy would require the approval of the Chairman/Secretary.

### **6.6. EFFECTIVE DATE**

- 6.6.1. The Policy would be effective june 01, 2017.

## ➤ Introduction:

The A.P. Leave Rules 1933 adopted to Telangana State are laid down in Annexure – III of Fundamental Rules & Subsidiary Rules are adopted to Vidya Jyothi Institute of Technology. They are applicable to those who are recruited and working in the institution. They are applicable to all employees of VJIT and not applicable to the out sourcing employees and persons appointed on daily wages.

The Leave Rules 1933 are silent on certain matters like sanction of special kinds of leave viz., Maternity Leave, Study Leave, Hospital Leave, Special Disability Leave etc., and conditions for the grant of leave etc., For such matters which are silent in Leave Rules 1933, the provisions of Leave Rules in Fundamental Rules & Subsidiary Rules have to be followed.

Leave is a permission granted to an employee of VJIT to be absent from actual duty.

## ➤ Definitions:

### 1. **Duty:** Duty includes (APLR 4(a))

- (i) Any period of absence on casual leave during a continuous period spent on duty
- (ii) Any period of absence on gazetted holidays or other days declared to be holidays by a competent authority, during a continuous period spent on duty
- (iii) Any period of absence on gazetted holidays when permitted to be prefixed or affixed to leave
- (iv) Any period of absence during the vacation either during a continuous period spent on duty or when permitted to be prefixed or affixed to leave
- (v) Any period spent on foreign service if contribution towards leave salary is paid on account of such period
- (vi) Joining time and
- (vii) All periods declared to be on duty under FR 9(6)(b)

### **Provisions of Leave Rules in Fundamental Rules & Subsidiary Rules:**

**FR 60:** Leave is earned by duty only. A period spent in Foreign Service counts as duty if contribution towards leave salary is paid on account of such period.

**FR 66:** The authorities competent to grant other than special disability leave to the employees working in each department.

**FR 67:** Leave cannot be claimed as a matter of right. When exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved with the sanctioning authority. But at the same time the competent authority cannot compel an employee to take leave on half pay when leave on full pay is permissible to him.

**FR 68:** Leave ordinarily begins on the day on which transfer of charge is affected and ends on the day on which the charge is resumed. Holidays can be prefixed or suffixed to leave subject to the conditions.



When public holidays have been allowed to be prefixed to HPL or EOL, if the competent authority is satisfied about its justification, he may allow salary during public holidays at the rates prevailing on the previous day. When the public holidays are allowed to be suffixed, as the leave would terminate before the public holidays, full salary as on duty may be allowed during public holidays suffixed.

When an employee is certified medically fit for joining duty, holiday(s), if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any proceeding the day he is so certified shall be treated as part of the leave. When the certificate is of a date intervening the holidays, the entire period of holidays may be treated as part of leave.

Local holidays notified in the district gazettes cannot be permitted to be prefixed to leave.

Public holidays allowed to be prefixed or suffixed, although they are treated as duty, postpone the period of probation, if availed during the period of probation.

Similarly, vacation may be availed in combination or in continuation of any other kind of leave.

**FR 69:** An employee on leave cannot take up any service or setting up of private practice etc., except with the permission of competent authority.

**FR 70:** All orders recalling an employee to duty before the expiry of his leave shall state, whether return to duty is optional or compulsory. If the return to duty is optional, the employee is entitled to 'No Concession'.

If it is compulsory, the period from the date on which he starts from the station to which he is ordered to join duty shall be treated as 'duty', but he shall draw leave salary until he joins his post, provided the leave that has been curtailed on account of such compulsory recall from leave is one month and above. He is also entitled to travelling allowance (Rule 87 TA Rules).

**FR 71:** No employee who has been granted leave on Medical Certificate may return to duty without first producing a medical certificate of fitness in such form as the Management may by order prescribe.

**FR 72:** An employee returning to duty before the expiry of leave should apply for permission to cancel the unexpired portion of leave.

**FR 73:** (Over-stayed of Leave) An employee who remains absent after the end of his/her leave is entitled to no leave salary for the period of such absence, and that period will be debited against his/hers leave account as though it is leave on half pay unless extension of leave is granted by the competent authority.

**FR 74:** The application for grant of leave should specify the period of leave, nature of leave, leave address and in the case of leave on medical certificate, and the Medical certificates should be enclosed.

If the leave required is on medical grounds, the application for the grant of leave shall be supported by a Medical Certificate.

No leave shall be granted to an employee when a competent punishing authority has decided to dismiss.

**FR 76:** A leave account shall be maintained for each employee.

**FR 77:** Fraction of a day should not appear in the leave account. Fractions below half should be ignored and those of half and more should be reckoned as one day.

**FR 80:** The amount of leave due to an employee is the balance of leave at his credit in the leave account.

**FR 81:** Leave may be granted to an employee at the discretion of the authority entitled to grant the leave.

The maximum period of continuous absence from duty on leave granted otherwise than on MC is 28 months. This period shall in no circumstances be exceeded by an employee who is on leave preparatory to retirement.

**FR 82:** Vacation is treated as duty for all purposes.

Any period of recess which exceeds 15 days in duration shall be treated as a vacation. If an employee enjoys not more than 15 days of vacation, he shall be considered to have availed himself of no portion of it.

If a Govt. servant of vacation department does duties during vacation and separately remunerated, he should not be considered as having been deprived of vacation.

An employee transferred from vacation to non-vacation department is treated as in non-vacation department from the close of last vacation enjoyed; and on transfer from non-vacation to vacation department is treated as in vacation department from the date of expiry of last vacation previous to such transfer.

If earned leave is taken in combination of vacation, the total period of leave & vacation should not exceed 180 days.

**FR 18:** Unless the employee in view of the exceptional circumstances of the case otherwise determine, no employee shall be granted leave of any kind for a continuous period exceeding five years.

A temporary employee working under emergency provisions who remains absent from duty after applying for leave or extension of leave to which he is not entitled to any leave unless the leave applied for is granted by Director/Principal in relaxation of relevant rules, he should be deemed to have been discharged from service.

Wilful absence from duty not covered by the grant of any leave will be treated as Dies-Non for all purposes, viz. increment, leave, and pension.

Any kind of leave admissible under these rules may be granted in combination with any other kind of leave so admissible or in continuation with any other kind of leave so admissible or in continuation with any other kind of leave admissible or in continuation of leave already taken whether the same or of any kind.

**FR 18A:** An employee shall be deemed to have resigned from the service if he

- a) Is absent without authorization for a period of exceeding three months; or
- b) Remains absent from duty for a continuous period of exceeding 1 year, with or without leave; or
- c) Continues on Foreign Service beyond the period approved by the Management.

A reasonable opportunity to explain the reason for such absence or continuation on Foreign Service shall be given to the employee before the provisions of this sub rule are invoked.

**FR 55:** Leave may not be granted to the employee under suspension.

## **7.1. GENERAL**

7.1.1. The leave year runs from January 01<sup>st</sup> to December 31<sup>st</sup> of the calendar year.

7.1.2. Leave of any kind can not be claimed as a matter of right and will be granted only on the sole discretion of HOD/PRINCIPAL/DIRECTOR

- 7.1.3. Leaves should preferably have the prior approval of the approving authority.
- 7.1.4. Leave of any kind will not be sanctioned when the services of an employee are needed for the official work or when there is an unfinished job involving the employee.
- 7.1.5. Any leave under these rules can be granted in combination with or in continuation of any other kind of leave, except casual leave
- 7.1.6. No leave shall be granted beyond the date on which an employee must compulsorily retire.
- 7.1.7. They are deemed to have come into effect from the date, the class work is inaugurated.
- 7.1.8. Leave account of each employee is maintained separately by the Principal/Administration.
- 7.1.9. If an employee is on leave without wages (on loss of pay )on both prefixing and suffixing days of a holiday (s)or weekly off days, such weekly off days / holiday(s) would also be treated as leaves without pay.
- 7.1.10. Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misbehavior inviting disciplinary action.
- 7.1.11. An employee, on leave, cannot take up any service or accept any other employment or remuneration.
- 7.1.12. Application for leave on Medical ground shall be accompanied by a Medical Certificate by a Registered Medical Practitioner not below the rank of Asst. Civil Surgeon.
- 7.1.13. Any employee Annual Leave or on vacation can be called back to duty, in case of exigencies.
- 7.1.14. All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency, it can be availed before sanction. As far as possible, it is obligatory to the employee to inform the sanctioning authority to avail his casual leave.

## **7.2. CASUAL LEAVE**

- 7.2.1. All the employees of VJIT will be eligible for 15 days of Casual leave with pay in a calendar year. . The un-availed part of leave lapse at the close of the calendar year.
- 7.2.2. Casual leave may be combined with optional holidays or Sundays or other authorised public holidays provided the resulting period of absence does not exceed 10 days. In the case of Casual leave to purely temporary and emergency employees the sanctioning authority will use its discretion having regard to the length of service put in by such an employee.
- 7.2.3. An employee may be granted casual leave for half a day either from 10.30 to 1.30 p.m, or from 2.00 p.m. to 5.00 p.m.
- 7.2.4. Intervening weekly off(s) would not be included while calculating the number of days of leave availed by the employee.
- 7.2.5. Every employee is expected to attend punctually by 9.00 am. If there is late attendance beyond 15 min., late attendance should be marked and recorded in late attendance register. For every three late attendance, one day CL should be forfeited.
- 7.2.6. The balance of late attendance in a year can be brought forward to next calendar year for forfeiting CL if there is no CL available in the previous year.

- 7.2.7. The teaching staff in the first academic year will be eligible for 15 days Summer vacation. From the second academic year they are eligible for 30 days of summer vacation with pay.
- 7.2.8. The non-teaching staff in the first academic year will be eligible for 10 days Summer vacation. From the second academic year they are eligible for 20 days of summer vacation with pay.
- 7.2.9. Continuous absent beyond 9 days will be treated as Leave on loss of pay.
- 7.2.10. Casual leave can be accumulated till the end of the academic year and can be availed during vacation, along with annual Leave.

### **7.3. SPECIAL LEAVE**

- 7.3.1. All teaching staff are eligible to avail Five days in a calendar year.
- 7.3.2. Special casual leave is sanctioned to teaching staff only for attending to Ph.D work, Seminars / Workshops, Examiner ships etc.
- 7.3.3. The Head of the Institution is the leave approving authority.

### **7.4. HOLIDAYS (CCLS): (COMPENSATORY ANNEXURE XII, FR&SR)**

- 7.4.1. An employee who is called upon to attend office on a public authorised holiday except as punishment should be allowed another holiday on any working day in its place. For this, a register of Compensatory Holidays earned and availed should be maintained.
- 7.4.2. If he has himself attended office on his own accord to clear off the arrears of work in his branch, compensatory holiday is not admissible.
- 7.4.3. It is also not admissible to Higher officials (Director, Principal & HOD's) whether independent charge or in subordinate offices, when he has attended office either on his own accord or under the direction of superior officer.
- 7.4.4. Compensatory holiday in lieu of a holiday's turn duty will be admissible to Ministerial Staff ranking below Superintendents and all employees in the inferior service including peons. Others like Watchman, Chowkidars, etc., are by the very nature of their duties excluded from the admissibility of this concession. Compensatory Holidays earned should be availed within 6 months from the date of earning, otherwise it will lapse. Not more than 10 compensatory holidays may be availed in a year, but not more than 7 days may be accumulated. Compensatory Holidays earned more than this limit will lapse.
- 7.4.5. Compensatory Holidays can be combined with casual leave or other authorised holidays or optional holidays, provided the total absence should not exceed 10 days. Compensatory Holidays can be allowed to be prefixed or suffixed to regular leave subject to the total absence exceeds 10 days. If an employee is called on to attend office on an optional holiday, which he wants to avail himself of and which is refused in the exigencies of Institution work, such an employee is entitled to a compensatory holiday in the lieu of optional holiday so refused. However the total number of holidays availed of, by an individual towards optional holidays, whether by way of optional holiday or compensatory holiday in lieu thereof, shall not exceed the limit (5 days) for a calendar year.
- 7.4.6. An employee touring on public holidays in connection with the performance of his duties is not eligible for this concession.

## **7.5. EARNED LEAVE.**

- 7.5.1. An employee who is availing summer vacation is entitled to get a maximum of 6 full day's leave in a calendar year subject to the provision of FR82
- 7.5.2. An employee who is not eligible for summer vacation is entitled to get a maximum of 20 full day's leave in a calendar year
- 7.5.3. An employee can preserve up to a maximum of 120 days in his/her service. The excess leaves will lapse and cannot be en-cashed.
- 7.5.4. Application for leave encashment should be submitted to the Secretary/Correspondent through proper channel for approval.
- 7.5.5. Leave at credit shall lapse on the date of retirement, death or resignation. However, earned leave at credit not exceeding 300 days can be encashed in case of retirement or death.
- 7.5.6. Employees are permitted to surrender earned leave at any time not exceeding 15/30 days within a block period of one/two financial years

## **2. HALF PAY LEAVE (both non-vacation and vacation – Regular and temporary rules 13,18 and 23)**

Every employee whether superior or inferior appointed regularly earns 20 days of Half Pay Leave for every completed year of service. The service includes EOL. The employees whose services have not been regularized are not eligible for half pay leave.

The period treated as Dies-Non & Suspension treated as not on duty may have to be excluded for counting the period of one year to give credit of HPL of 20 days. (FR 18).

There is no limit for accumulation and leave to the extent admissible can be granted at a time.

An employee in superior service regularly appointed or in inferior service, whose probation has not yet been declared, can be granted Half Pay Leave subject to the following conditions:

- (i) To be granted on Medical Certificate Only
- (ii) The Superior employee should have completed 2 years of regular service
- (iii) An Inferior employee should have completed 1 year of regular service. (LR 23(a)(i)).

### **Encashment of Half Pay Leave:**

Half pay leaves may be encashed at the time of retirement / death in the case of Employees subject to the condition that the total number of days of earned leave + leave on half pay put together should not exceed 300 days for encashment.

**Formula:**

$$\text{Cash payment in lieu of half pay leave component} = \frac{(\text{Half pay leave salary admissible on the date of retirement plus D.A. admissible on that date}/30) \times \text{No. of days of half pay leave at credit subject to the total of earned leave and half pay leave at credit not exceeding 300 days.}}{1}$$

**3. Half Pay Leave Commuted to Full Pay: (Rules 15-B,18-B,19-B,23(a)).**

Sanctioned on MC only. Half of half pay leave at credit can be commuted to leave on full pay to an extent of 240 days in entire service. The debit in the half pay leave account will be double the period of commuted leave taken. This can be granted although there is EL at his credit.

Not admissible to an employee whose services areas not regularized he does not earn HPL. Not to be granted to an employee who is not like to return back to duty on the expiry of leave. For example, if an employee is due to retire on superannuation, on 31.12.16 AN, commuted leave should not be granted up to & inclusive of 31.12.16.

If an employee quits while on commuted leave like resignation, voluntary retirement, death, invalidation or compulsory retirement, the entire commuted leave should be re-regularized as HPL & excess leave salary paid should be recovered in case of resignation or voluntary retirement. Such recovery need not be made in case of death, invalidation or compulsory retirement as it is an event beyond the control of an employee.

Hence the employee in his leave application seeking sanction of a commuted leave should give a declaration that in the event of quitting service while on commuted leave he is agreeable for the recovery of leave salary paid to him.

**4. LEAVE NOT DUE:**

When half pay leave is not at his credit, leave not due to an extent of 180 days during entire service can be granted on MC only, the debit will be in the half pay leave account to be set off against further credit. This can be sanctioned although there is EL at credit. The Leave Not Due granted should be debited in HPL account as minus balance. The minus balance should be adjusted against future earnings. Not admissible to an employee who does not earn HPL.

For the grant of leave the service still, remaining upto the due date of retirement should be taken into consideration. For example if an employee is going to retire in 3 years, his request for the grant of Leave Not due should be upto 60 days as his earning capacity of HPL in next 3 years is only 60 days i.e. @ 20 days per year.

If any employee resigns or retires voluntarily after availing this leave and before wiping off the minus balance, the leave salary paid for the minus balance should be recovered. However, if it is on medical invalidation or death, recovery will not be insisted (Rule 15-C and 18-C).

## **7.6. EXTRAORDINARY LEAVE**

- 7.6.1. Extraordinary leave shall be a leave without pay and allowances.
- 7.6.2. Extra ordinary leave may be granted to a permanent employee only.
- 7.6.3. Extra ordinary leave may be granted when no other leave is admissible and the employee applies in writing for the grant of extraordinary leave.
- 7.6.4. Extra ordinary leave may be combined with any other leave except casual leave and special casual leave.
- 7.6.5. The duration of Extraordinary leave on any one occasion in the entire service shall not exceed 3 months without medical certificate and 6 months where the employee has completed a continuous services of not less than three years and the request for such leave shall be supported by a medical certificate.
- 7.6.6. 18 months for treatment of T.B., or Leprosy either as inpatient and or outpatient on a certificate issued by the authorised medical officer and the employee has put in a service extending 1 year.
- 7.6.7. 12 months for treatment of cancer, mental illness on the certificate from the recognised Institute or Doctor, and
- 7.6.8. A temporary employee in Superior service and Inferior service appointed in emergency provisions is not entitled to EOL.
- 7.6.9. Extra ordinary leave may be granted two years for the purpose of higher studies or undergoing any professional training, provided the employee has completed three years of continuous service.
- 7.6.10. Prior approval of the Management shall be necessary before sanctioning the leave.

## **7.7. STUDY LEAVE**

- 7.7.1. All employees selected by the regular selection committee and completed probationary period who aspire to pursue higher education/research are eligible for study leave.
- 7.7.2. An employee is entitles to get leave in line with course duration.
- 7.7.3. The Governing body is the leave approving authority.
- 7.7.4. The staff of the College can be granted leave for advancement of their education, in India or abroad provided he/she should have put in at least 2 years of service in the Institution.
- 7.7.5. Pay and other allowances will be decided from time to time by the governing body.
- 7.7.6. The teacher will sign an agreement with the College specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Correspondent/Chairman case to case basis.
- 7.7.7. The Management, at its discretion will extend assistance towards higher education fees, as interest free loan or as 50% assistance.
- 7.7.8. Staff member availing facilities for full time study need to sign an agreement 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.
- 7.7.9. 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.

- 7.7.10. 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 the Institution 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.
- 7.7.11. Higher educational programs need to be completed in the stipulated time of two or three years.

## **7.8. MARRIAGE LEAVE**

- 7.8.1. A male employee is entitled to get a maximum of 3 days leave and a woman gets a maximum of 5 days leave starting from the commencement of marriage function.
- 7.8.2. Leave can be sanctioned only on submission of valid proof (wedding invitation) along with leave application.
- 7.8.3. The Head of the Institution is the leave approving authority.

## **7.9. MATERNITY LEAVE**

- 7.9.1. Six months maternity leave with service protection and without postponing increment date is permitted. Staff members availing this leave have to give an undertaking before availing leave that they will work for a minimum period of two years after their return from leave
- 7.9.2. One Month maternity leave with full salary may be given for the staff members who have completed probation period and completed one year of service in this Institution have to give an undertaking to work for a minimum of five years in the institution.
- 7.9.3. Two Months maternity leave with full salary may be given for the staff members who have completed probation period and completed two years of service in this Institution have to give an undertaking to work for a minimum of four years in the institution.
- 7.9.4. Three Months maternity leave with full salary may be given for the staff members who have completed probation period and completed three years of service in this Institution have to give an undertaking to work for a minimum of three years in the institution.
- 7.9.5. Employees may take 6 weeks (42 calendar days) prior to the expected date of child birth and 6 weeks (42 Calendar days) after the date of the child birth.
- 7.9.6. This benefit can avail only twice.
- 7.9.7. Maternity leave not exceeding two weeks from the date of miscarriage or termination of pregnancy may be granted in case of miscarriage or abortion provided that the application for leave is supported by a medical certificate.
- 7.9.8. Maternity leave shall not be admissible to a female employee who has two or more living children.
- 7.9.9. Maternity leave may be combined with vacation or any other kind of leave except casual.
- 7.9.10. The Maternity leave shall not be debited against the leave account.
- 7.9.11. In case of breach of agreement the staff member has to repay the salary availed for the Maternity period along with the existing bank interest rate.



## **7.10. PATERNITY LEAVE**

- 7.10.1. All employees selected by regular staff selection committee and completed probation are eligible for the paternity leave.
- 7.10.2. Employees would be eligible to avail 3 continuous working days of paternity leave.
- 7.10.3. An employee can avail paternity leave in the first two instances of child birth only.
- 7.10.4. Paternity leave should start any time within 15 calendar days from the date of child birth.
- 7.10.5. During the leave period the employee is eligible for full pay and allowances.
- 7.10.6. Employee can avail paternity leave for child birth or miscarriage, subject to other terms and conditions of this policy. Paternity leave on account of miscarriage will count as one instance of paternity leave eligibility.
- 7.10.7. The Head of the Institution is the leave approving authority.

## **7.11. BEREAVEMENT LEAVE**

- 7.11.1. All employees are eligible for bereavement leave.
- 7.11.2. Employee would be eligible to avail 10 working days of paid leave in case of death of an immediate family member (parents/spouse/children/grandchildren) as updated in the Employee data sheet, to be taken within 15 calendar days of the incident.
- 7.11.3. Employee can avail Bereavement leave for every instance of death of an immediate family member.
- 7.11.4. Bereavement leave application is to be supported by a death certificate issued by a competitive authority.

## **7.12. SUMMER VACATION**

- 7.12.1. All the vacation staff is expected to be on duty during the vacation declared by the college/university as and when needed for the college academic work. However, the days on which the staff members attend to invigilation, evaluation, practical examination and such other works assigned by the College/University are treated as on duty.
- 7.12.2. Staff members with one year or more experience can avail a vacation as per affiliating university norms without affecting the teaching schedule. Those who have put in less than one year's experience will get proportionate vacation in a calendar year.
- 7.12.3. Any unused part of vacation leave cannot be carried over to the next academic year.

## **7.13. ON DUTY ASSIGNMENTS**

7.13.1. The College can permit any staff member to take special assignments with their Colleges or industrial units, for specific period of time or to attend seminars or training programs.

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

- I. 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.
- II. Where the assignment is between the individual faculty member and 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.
- III. Under such circumstances, the Principal/Chairman/Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the College.
- IV. Where the staff is proceeding on a training program 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 subject to production of sureties.

# T.A.RULES

# 8

## 8.1. These Rules Will Be Called T.A. Rules And Shall Apply To Employees Of The Colleges Under The Control Of “Vidya Jyothi Educational Society”.

- 8.1.1. An employee, when called upon to travel on work of the college or when otherwise permitted will be entitled to draw travelling expenses in accordance with the schedule of allowance in force from time to time.
- 8.1.2. An employee can undertake a tour on college work only on specific written permission of Secretary & Correspondent.
- 8.1.3. Journey should always be undertaken by the cheapest and the shortest, route, unless otherwise sanctioned.
- 8.1.4. Return or concessional tickets, when cheaper than two single journey fares should be purchased whenever available, if the conditions of the tour permit.
- 8.1.5. Employees are eligible for re-imbusement of actual travel expenditure subject to the imitations mentioned in Para (7). If the employee travels by a class other than the minimum available in train, they have to invariably mention the ticket no., date etc., in TA bill form.
- 8.1.6. The following is the schedule of rail and Bus Fares permissible and also daily allowance payable per day where and employee is on tour. The employees are divided into various categories as per details given below. Daily allowance shall cover boarding, lodging and other expenses except local conveyance, incidentals like telephone, telegram, postage etc.,

CATEGORY	A	B	C	D
	Technical Supporting Staff & Non-Teaching Staff	Teaching Staff , Asst. Professors, Assoc. Professors, Professors, Head of Section	Principal & Professors	Governing Body Members (Excluding Principal)
Eligible Class of Travel	Sleeper Class (Express Train)	I Class	II A.C	Iclass A.C./Air Travel
	Rs.	Rs.	Rs.	Rs.
Daily Allowance				
Mumbai, Chennai, Kolkata, New Delhi	300/-	500/-	900/-	
Hyderabad, Warangal, Karimnagar, Nizamabad, Adilabad, Mahabub nagar, Nalgonda, Sangareddy & all Other State Capitals	200/-	400/-	800/-	Actual Expenses will be reimbursed
All Other places	100/-	200/-	400/-	

For stay in commercial establishments and supported by original bills & vouchers additional expenses at actual limited to another 100% can be allowed for all categories.

- 8.1.7. The following should be taken into consideration while claiming D.A. Daily Allowance shall be calculated for a place from the time the employee reaches the place till he/she leaves as under.
- 8.1.7.1. Stay of every 24 hours shall be treated as one full day. However, stay above 12 hours, but below 24 hours shall be treated as one day.
- 8.1.7.2. Stay of above 6 hours but below 12 hours shall be treated as ½ day.
- 8.1.7.3. For stay less than 6 hours no DA shall be paid but if any meal time falls within these 6 hours any of the following will be paid as noted against each.

Category	A	B	C
	Rs.	Rs.	Rs.
Breakfast	40/-	80/-	100/-
Lunch	60/-	100/-	150/-
Tea	10/-	20/-	40/-
Dinner	60/-	100/-	150/-

- 8.1.8. A reasonable local conveyance actually incurred and incidentals like porter age etc., will be reimbursed. Employees under category 'A' shall be allowed local conveyance only by bys/cycle rickshaws, employees in category B & C by auto rickshaws.
- 8.1.9. Where journey is undertaken by road actual of Super Express / Deluxe (Non A.C.) bus fares would be reimbursed.
- 8.1.10. During the journey actual expenses can be claimed not exceeding 50% of the D.A applicable to the destination of travel where the journey duration exceeds 12 hours but less than 24 hours and 25% where the duration of the journey is less than 12 hours.
- 8.1.11. All TA bills must be submitted on the prescribed form as early as possible at the latest within 7 days after completion of the tour, but before undertaking another journey, otherwise advance, if any granted against T.A will be adjusted from the salary next payable.

# DUTIES AND RESPONSIBILITIES OF ACADEMIC AND ADMINISTRATION STAFF

# 9

## 1.1. CLASSIFICATION OF THE MEMBERS OF THE STAFF OF THE INSTITUTE

Except in case of employees paid from contingencies, the members of staff of the Institute shall be classified as follows:

### 1.1.1. THE HEAD OF THE INSTITUTION)

- a) **Director / Principal**
- b) Academic staff
- c) Technical staff
- d) Administrative staff

### 1.1.2. ACADEMIC STAFF, COMPRISING;

- Professors
- Associate Professors
- Assistant Professors
- Librarian/Asst. Librarians.
- Associate/Asst. professors of Physical Education
- Training and placement officer.
- Other posts, if any, created by the Governing Body from time to time

### 1.1.3. TECHNICAL STAFF, COMPRISING;

- Computer Programmer
- Foreman, Workshops and Laboratories
- Lab. Assistants.
- Lab. Technicians
- Senior Mechanics
- Mechanics
- Tracer
- Technical Mastery
- Carpenter /Asst. carpenter
- Laboratory attendant
- Other posts, if any, created by the Governing Body from time to time.

### 1.1.4. ADMINISTRATIVE STAFF, COMPRISING;

- Administrative Officer
- Superintendent.
- Senior Assistant-cum-stenographers
- Senior Assistants
- Junior Assistants-cum-Typists
- Junior Assistants
- Project Officer
- Medical Officer
- Garden Supervisors
- Electricians
- Plumbers
- Drivers
- Compounder
- Other Posts, if any, created by the Governing Body time to time.

### **1.1.5. CLASS – IV STAFF, COMPRISING :**

- Attenders
- Sweepers
- Watchmen
- Gardeners and other Posts, if any created by the Governing Body time to time.

## **1.2. DUTIES AND RESPONSIBILITIES OF ACADEMIC STAFF AND ADMINISTRATIVE OFFICERS :**

### **1.2.1. PROFESSOR :**

- 9.2.1.1. Class room and laboratory instructions, assessment of students, guiding undergraduate and Post graduate student projects.
- 9.2.1.2. Curriculum Development including Syllabus design and development of new Courses and modernization of laboratories.
- 9.2.1.3. Interaction with industry, leading to consultancy projects and extension activities and contributing to planning and organizing education programmes.
- 9.2.1.4. Research guidance and Consultancy.
- 9.2.1.5. Student Counseling and career guidance.
- 9.2.1.6. Examination work and assessment of students
- 9.2.1.7. Participation in Policy planning as well as monitoring and evaluation of institutional activities including promotional activities.
- 9.2.1.8. Participation in administration and planning both at Departmental and Institutional levels.
- 9.2.1.9. Contribution to resource mobilization effort of the Institution.
- 9.2.1.10. Any other responsibility specifically assigned by the Management of the Institute.

### **9.2.2. ASSOCIATE PROFESSOR**

- 9.2.2.1. Class room and laboratory instruction, guiding undergraduate student projects, participation in examination work and assessment of students.
- 9.2.2.2. Participation in curriculum development work including innovations in structural work, development of instructional aids and learners resource material.
- 9.2.2.3. Development of Laboratories.
- 9.2.2.4. Research and Research Guidance.
- 9.2.2.5. Interaction with industry; participation in industrial Training of Students and contributions to consultancy projects and extension Services.
- 9.2.2.6. Interaction with students, involvement in co-curricular activities of students, students counseling and careers guidance.
- 9.2.2.7. Participation in continuing education activities.
- 9.2.2.8. Participation in the administrative, planning and developmental activities at the departmental level and assisting at Institutional level.
- 9.2.2.9. Any other responsibility specially assigned by the Management of the Institute.

### **9.2.3. ASSISTANT PROFESSORS.**

- 9.2.3.1. Class room instructions as per the AICTE guidelines.
- 9.2.3.2. Providing course material to students.
- 9.2.3.3. Conducting tutorial and remedial classes.
- 9.2.3.4. Giving assignments, use of ICT based techniques in class room teaching.
- 9.2.3.5. Implementing Outcome Based learning method
- 9.2.3.6. Laboratory instruction comprising selection of experiments; preparation of instructional manuals, working condition of the equipment, assistance and guidance to students, laboratory reports and their evaluation
- 9.2.3.7. Guiding under-graduate student projects, assisting in selection of projects, involvement in securing the resources; continuous guidance in completing the projects and finalization of the project reports.
- 9.2.3.8. Participating in Examination work and evaluation of students consisting of conduct of class tests; setting question papers ensuring standards, preparation of examination schedule and invigilation etc.,
- 9.2.3.9. Participation in curriculum development, preparation of instructional manuals and lecture handouts.
- 9.2.3.10. Preparation of proposals for modernization of laboratory, modification of existing experimental set-up and setting up of new experiments.
- 9.2.3.11. Interaction with industry involving working in industry for short periods, assisting in consultancy projects, organizing industrial visits etc..
- 9.2.3.12. Participating in NSS and other co curricular activities; student counseling and career guidance.
- 9.2.3.13. Assisting the internal administration in activities like preparation of time-tables, attendance, in – charge of laboratory, supervision of the work of laboratory supporting staff, purchases and preparation of developmental proposals.
- 9.2.3.14. Any other responsibility specifically assigned by the HOD and Management.

### **9.3. DUTIES OF A TEACHER**

- 9.3.1.1 For conducting theory classes, the teacher has
- 9.3.1.2 To go to class well prepared
- 9.3.1.3 To be at the appointed class room at the appointed time without any exception.
- 9.3.1.4 To take attendance at the beginning of the teaching method and shall close the hour punctually at the end of the hour.
- 9.3.1.5 To follow ICT based teaching learning process.
- 9.3.1.6 To benchmark class outcomes in each period.
- 9.3.1.7 To take steps to maintain perfect discipline inside the class
- 9.3.1.8 To make use of NPTEL, e-journals.
- 9.3.1.9 To keep abreast in the subject by referring to journals and periodicals regularly.
- 9.3.1.10 To inculcate ethics in the minds of the students.

### **9.3.2 FOR CONDUCTING PRACTICAL CLASSES, TEACHER HAS**

- 9.3.2.1. To allow the students inside the lab only on submission of the record note books written up to date.
- 9.3.2.2. To give crystal clear instructions.
- 9.3.2.3. To make the student very clear about the experiment and its out come.
- 9.3.2.4. To attest the readings of the experiment.
- 9.3.2.5. To let the students know the percentage of error he/she commits for every experiment.
- 9.3.2.6. To sign the manual before the end of each practical class.
- 9.3.2.7. To sign the record note books and return them before the end of every practical class.

### **9.3.3. General**

- 9.3.3.1. 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 Principal
- 9.3.3.2. Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 9.3.3.3. Faculties and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the Department and the College.
- 9.3.3.4. Faculties and Staff Members shall not receive gifts of any kind from the students or their parents for any favoritism.
- 9.3.3.5. Teachers shall maintain a respectable work conduct in terms of:
  - Preparation for the particular day's Classes, with latest information added to earlier course content.
  - Keeping all teaching aid material required for conducting the class in an orderly manner.
  - Going according to session plan for the day and completing the syllabus for the semester without any backlog.
  - Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
  - Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
  - Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- 9.3.3.6. To give at least two assignments to the students for every semester.
- 9.3.3.7. To correct them and give marks to them.
- 9.3.3.8. To retain the best and the worst assignment of every class for an inspection.
- 9.3.3.9. To correct the answer scripts of the monthly tests and model examination within three days.
- 9.3.3.10. To enter the marks in marks register.
- 9.3.3.11. To enter the marks of the assignments, monthly tests and model examination in the marks register also (to arrive at internal assessment marks at the end of every semester).



- 9.3.3.12. To give counseling to the students if needed.
- 9.3.3.13. To bring the students misbehavior in the class to the knowledge of the Director/Principal.
- 9.3.3.14. To give names of the students to the Director/Principal who are long absentees.
- 9.3.3.15. To carry out the administrative works of the department given by the HOD concerned.
- 9.3.3.16. 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 disrespectful 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 this might cause conflict of interest with the duties of a teacher and the reputation of the Institution.
  - Not to indulge in negative propaganda against any colleague, Head of the Department, Principal or Management.

#### **9.3.4. ETHICAL STANDARDS FOR TEACHER**

A teacher shall live and lead by example in every sphere of conduct particularly to inculcate a culture in student

- 9.3.4.1. To respect parents, teachers, elder
- 9.3.4.2. To express the love of brotherhood to fellow students.
- 9.3.4.3. To accept and extend due respect to every religion and social grouping.
- 9.3.4.4. To love the Nation and commit their endeavors to her progress
- 9.3.4.5. Shall have a sense of belonging to the institution
- 9.3.4.6. Shall assume total dedication to the teaching profession.
- 9.3.4.7. Shall always have an urge to excel in professional expertise
- 9.3.4.8. Shall wear a respectable attire, befitting the society's expectation
- 9.3.4.9. Shall keep up immaculate personal hygiene at all times.

#### **9.4. LIBRARIAN**

- 9.4.1. Central Library is maintained by Librarian. He works under the general supervision of the Director / Principal
- 9.4.2. He prepares the annual budget of the Library as directed by the Director / Principal and make it ready every year by 31<sup>st</sup> December.
- 9.4.3. On the suggestions of the Academic Departments regarding the Books, periodicals and e- journals, he obtain the approval of the Principal and take necessary steps to acquire them
- 9.4.4. Organizing and supervising the cataloguing and indexing the library books, periodicals and e-journals.
- 9.4.5. Organizing and managing the safety and upkeep of the library books periodicals, video tapes, furniture and other assets.

## **9.5. PROFESSOR/ASSOC. PROFESSOR/ASSIST. PROFESSOR OF PHYSICAL EDUCATION:**

- 9.5.1. The Physical Education Department works under the overall supervision of the Director / Principal.
- 9.5.2. The Physical Education dept. is headed by Physical Director.
- 9.5.3. He prepares the annual budget every year by 30<sup>th</sup> November as per the guidelines given by the Director/principal.
- 9.5.4. He undertakes the work of laying new play fields and maintaining the existing play fields on a continuing basis.
- 9.5.5. Identification of the material required for the various sports items and games items, obtain the approval of the Director / Principal and procure them.
- 9.5.6. Preparation of the calendar for various games, sports, activities well spread over the entire academic year, secure the approval of the college administration for the same and implement them.
- 9.5.7. Conduct intramural matches in various games and sports activities and organize a sports Day functions.
- 9.5.8. Identify competencies of students, provide coaching wherever required and organize participation of the Institute in Inter-collegiate tournaments conducted by the University.
- 9.5.9. Organize tournaments or friendly matches with neighboring Institutions on a regular basis.
- 9.5.10. Safety upkeep and maintenance of the assets and other games & sports material of the Department
- 9.5.11. Is responsible for giving proper training to the students in Games and sports.
- 9.5.12. Will conduct physical training classes regularly every day at appropriate hours in the premises of the Institution.
- 9.5.13. Will take all possible steps to ensure that proper play fields / Courts track etc., developed by mobilizing support and cooperation from concerned agencies and with the active involvement of the staff and students.
- 9.5.14. Submit budget particulars and conduct annual games and sports, participation in inter collegiate games etc.,
- 9.5.15. Procurement of Games articles to the extent of the amount approved by Management on competitive rates.
- 9.5.16. Maintenance of courts.
- 9.5.17. He will maintain stock register of the games articles purchased and register of unserviceable articles.
- 9.5.18. Will maintain perfect cleanliness in the institution and premises with the assistants of students and contingent staff allotted to him by the principal.
- 9.5.19. He will maintain well discipline among the students.
- 9.5.20. Any other responsibility specifically entrusted by the Management of the Institution.

## **9.6. TRAINING AND PLACEMENT OFFICER**

- 9.6.1. Development and continuous updating of data banks on:
  - a) Industries and other employing agencies with details of their professional activities, recruitment procedures, officers responsible for recruitment, nature of posts, recruitment qualifications, staff development practices and salary structures.
  - b) Organizations which offer training facilities, their professional activities, procedures and policies for inducting trainees, training programs and officers responsible for training.

- c) Alumni holding responsible position in industry and other organization.
- d) Experts available in industry and other professional organizations together with details of their specialization and experience.
- 9.6.1. Continuous collection of information of technical posts advertised and recruitment tests notified and dissemination of this information to the students.
- 9.6.2. Dissemination of information regarding the avenues available for in-plant training for the benefit of students and faculty.
- 9.6.3. Planning and conduct of career development programs with assistance of the academic departments and other experts.
- 9.6.4. Organizing and Supervising in-plant training of per-final year, B.Tech & MBA.
- 9.6.5. Organizing campus interviews for placement of students.

#### **9.7. COMPUTER PROGRAMMER :**

- 9.7.1. Assisting the faculty members in selection of laboratory assignments, preparation of schedule of laboratory work, preparation of instruction manuals, conduct of internal tests, University examinations and undergraduate project works.
- 9.7.2. Participation in the instructional and students guidance work in the computers.
- 9.7.3. To keep all the systems, software and peripherals in proper working condition for the class work and to assist the Head of Department on all matters related to maintenance of the equipment in the Computer Center.
- 9.7.4. Safety and upkeep of the various manuals, reference material and other data kept in the computer center as well as the various items of equipments, software, furniture and fittings of the computer center.
- 9.7.5. Participation in the planning of development and extension of the computer center, preparation of proposals for all types of development, correspondence for purchase of equipments and spares, receipt, testing and installation of new equipment and organizing new assignments in the computer center.
- 9.7.6. Participation in the conduct of part-time courses including offering of theory and laboratory courses including offering of theory and laboratory courses and in the consultancy work undertaken by the Institute.
- 9.7.7. Participation in the computerization of college administrative office, Library and stores and to provide training to the college staff in connection with such computerization work.
- 9.7.8. Any other responsibility specifically entrusted by the Management of the Institute.

#### **9.8. FOREMAN, WORKSHOPS AND LABORATORIES :**

- 9.8.1. Assisting the faculty member-in-charge of workshops in planning the schedules, organizing, coordinating and monitoring work-shop related class work.
- 9.8.2. Participation in the Institutional and students assessment work of workshop related courses.
- 9.8.3. Assisting the department in designing experiments and projects, develop skills in students.
- 9.8.4. Participation and providing guidance in erection, installation and commissioning plant and equipment in the workshops and all laboratories of the Institute.
- 9.8.5. Identification of raw materials, consumables, tools and instruments required for the workshops, verification of items procured and their storage.
- 9.8.6. Advising the students and faculty, assisting and organizing the Fabrication work in all departments in connection with projects and laboratory experimental set-ups.

- 9.8.7. Advising, guiding and organizing maintenance of equipment, Instruments and tools of all laboratories.
- 9.8.8. Supervision of the work of the subordinate staff of the workshop, assigning work to them, controls their time and maintains discipline.
- 9.8.9. Any other responsibility specifically entrusted by the Management of the Institute.

#### **9.9. LAB TECHNICIANS:**

- 9.9.1. Assisting the faculty member-in-charge of laboratory in planning the schedules, organizing, coordinating and monitoring work-shop related class work.
- 9.9.2. Participation and providing guidance in erection, installation and commissioning plant and equipment in the workshops and all laboratories of the Institute.
- 9.9.3. Assisting the department in designing experiments and projects, develop skills in students.
- 9.9.4. Identification of raw materials, consumables, tools and instruments required for the workshops, verification of items procured and their storage.
- 9.9.5. Advising the students and faculty, assisting and organizing the Fabrication work in the departments in connection with projects and laboratory experimental set-ups.
- 9.9.6. Advising, guiding and organizing maintenance of equipment, Instruments and tools of all laboratories.
- 9.9.7. Any other responsibility specifically entrusted by the Management of the Institute.

#### **9.10. LAB ASSISTANTS/PROGRAMMERS.**

- 9.10.1. Over all supervision of the all laboratories in the department.
- 9.10.2. Maintenance of all stock registers of the department.
- 9.10.3. Assisting the HOD in all the departmental activities.
- 9.10.4. Assisting the HOD in preparing quotations and placing the orders to purchase the equipments etc.
- 9.10.5. Maintaining the attendance registers.
- 9.10.6. Assisting the department in designing experiments and projects, develop skills in students

#### **9.11. LAB ATTENDENTS / WORKSHOP ATTENDENTS :**

- 9.11.1. Will assist the section in charge during the conduct of practical classes to the students.
- 9.11.2. Will clean every day the machinery equipment etc., available in the laboratory and work shop etc., to which he is posted.
- 9.11.3. Will maintain perfect cleanliness in the laboratories and workshops.
- 9.11.4. Will be available in the section during working hours and safe guard the Institution property.
- 9.11.5. Will attend to the work entrusted to him for proper maintenance of laboratory & workshop by the section in charge.
- 9.11.6. Will open and close the lab punctually in the presence of laboratory / workshop in charge.
- 9.11.7. Will attend to any other works entrusted to him from time to time.

## 9.12. ADMINISTRATIVE OFFICER

- 9.12.1. Administrative officer shall directly report to Secretary & Correspondent and will be assisting him in all matters related to the college administration.
- 9.12.2. He shall assist the Secretary & Correspondent in compilation of different statistical data required to prepare the reports to be submitted to the Government and other authorities, preparation of the annual reports and formulation of various development plans of the college.
- 9.12.3. He shall assist the Secretary & Correspondent in the work related to the meeting of the Governing Body, Administrative Committee, Building & Works Committee, Academic committee, Selection Committee, etc. like preparation of agenda, notes and minutes as well as in the implementation of the decisions of all such bodies.
- 9.12.4. He shall be overall in-charge of the office of the college and employees belonging to different cadres and working in the office will report of him. All papers to be put up to the Secretary & Correspondent for orders or a policy decision shall normally be examined by him and present to the Secretary & Correspondent with his comments and suggestions.
- 9.12.5. He shall be responsible for the discipline as well as the smooth and efficient functioning of the office and College.
- 9.12.6. Will be in complete charge of the office administration, attenders, watchmen etc., & will be responsible for the sound functioning of the office. Distribute the work among all the Ministerial staff
- 9.12.7. Will be responsible for the maintenance of all accounts relating to cash transactions such as cash book, contingent register, etc., scholarships, fee collections etc.,
- 9.12.8. Will verify cash book entries of all accounts.
- 9.12.9. Will supervise preparation of pay bills & disbursement of salaries of establishment.
- 9.12.10. Will arrange for the prompt collection of fee & other collections from the students.
- 9.12.11. Will be responsible for prompt collection of income tax, professional tax, EPF, TDS etc., & arrange for payments to the concerned departments.
- 9.12.12. Will supervise budget estimation of Receipt & Expenditure, arrange for reconciliation of accounts.
- 9.12.13. Will supervise scholarship sanction & disbursement of scholarships, loans etc., and renewal of tuition fee etc.,
- 9.12.14. Will be responsible to check the purchasing procedure of equipment, tools, materials etc., by different departments & sanctions.
- 9.12.15. Will arrange for passing bills for payment of all types purchases consumable, non-consumable, furniture, stationary etc.,
- 9.12.16. will check entries of bills in daily purchase register, stock entries concerned to consumable, non-consumable, furniture, stationary register etc.,
- 9.12.17. Will approve indents from various sections, departments and deletion of stock from concerned registers.
- 9.12.18. Will arrange to purchase office consumables & stationary required on requisition from different sections and maintenance of the connected records.
- 9.12.19. Will arrange for physical stock verification of stores (Equipment/Tools/Furniture and other office etc.,) of all Laboratories, sections, Library books etc., every year during break of instructional period & ensure submission of reports to the management.

- 9.12.20. Will supervise maintenance of attendance of staff, personal files of establishment , appointments, fixation of pay, release of increments, leaves etc.,
- 9.12.21. Will supervise all correspondences with AICTE, CTE, APSICHE, JNTU, Social welfare departments etc.,
- 9.12.22. Will supervise for proper admission of students through EAMCET, ECET, NRI candidates & spot admissions at institutional level, issue of ID cards, bonafied certificates, bus passes and other correspondence relating to admission and students affairs.
- 9.12.23. Is responsible to maintain the files & certificates of NRI candidates admitted under the guidelines of the Secretary until finalization.
- 9.12.24. Arrange to issue No objection certificates regarding transfer of students from or to the institution under the guidelines of the Principal / Secretary.
- 9.12.25. Will supervise the preparation of admission register, fee pay register etc.,
- 9.12.26. Will be responsible to distribute the currents / tappals received to various sections after making entries through the inward section.
- 9.12.27. Will supervise conduct of JNTU examinations of 1<sup>st</sup> year to IV year & concerned correspondence.
- 9.12.28. Will arrange to prepare key list of students of all branches semester wise at the commencement of each semester course wise.
- 9.12.29. Will supervise the maintenance of marks register of all students, branch wise and backlog register to keep a track of the students progress in successive JNTU Examinations.
- 9.12.30. Will arrange to issue provisional certificates to students after completion of their course through JNTU.
- 9.12.31. Will supervise issue of transfer certificates, conduct & study certificates, course completion certificates to students after completion of their course & after due verification on production of no due certificate from all the departments & sections.
- 9.12.32. Will see that the students original certificates of SSC & Inter are returned to them after completion of B. Tech course.
- 9.12.33. Will advise the Head of Institution about purchase regarding availability of funds & admissibility of purchases.
- 9.12.34. Will attend to any other work as & when needed regarding the general administration, academic matters and discipline of the institution for smooth & overall functioning of the institution.
- 9.12.35. Will receive visitors, suppliers, parents & students etc, for clarifications pertaining, to educational matters, Purchasing & progress of students.
- 9.12.36. Will verify the personal registers of the subject assistant once in a fortnight and rectify delays & irregularities if any in correspondence. Shall make alternative arrangements whenever a subject assistant is on leave.
- 9.12.37. Maintain personal register of the subject if needed.
- 9.12.38. Shall attend to any other duties assigned to him from time to time by the head of the institution and by the Secretary / Correspondent.

- 9.12.39. Will put up the following files to the Secretary through the Principal for approval:
- i. Salary Bills
  - ii. Bills of purchases & financial transactions.
  - iii. Comparative statements for purchase of equipment / tools & material.
  - iv. Files concerned to establishment staff.
  - v. Any works to be executed after the approval of Secretary / Management.
  - vi. Any other concerned to policy decisions.

### **9.13. ACADEMIC SECTION : SUPERINTENDENT**

- 9.13.1. Will assist the administrative officer at the time of admissions of the Candidate from EAMCET, ECET admission camps, NRI Candidates.
- 9.13.2. Shall put up NO Objection Certificates in consultation and approval of administrative officer regarding the transfer of students from & to the institution.
- 9.13.3. Will attend EAMCET, ECET admission camps when deputed during admission season.
- 9.13.4. Will maintain & arrange spot admission files for vacancies if any at 1<sup>st</sup> year level (EAMCET admission) and 2<sup>nd</sup> year level (ECET admission).
- 9.13.5. Will put up correspondence to EAMCET, ECET admission camp convener for approval of candidates admitted during spot admission at the institutional level.
- 9.13.6. Will put up correspondence to the APSCHE for approval of the candidates admitted in lieu of NRI candidates at the 1<sup>st</sup> year (refer APSCHE Letter)
- 9.13.7. Will put up correspondence to the JNTU for issue of clearance certificate for the candidates admitted in 1<sup>st</sup> year B.Tech (refer JNTU Letter)
- 9.13.8. Will put up correspondence to the JNTU for issue of clearance certificate for the candidates admitted in II year B.Tech., 1<sup>st</sup> Semester (Lateral Entry)
- 9.13.9. Will allot Roll numbers for the 1<sup>st</sup> year B.Tech., students admitted as per the guide lines issued by JNTU & put up to Administrative Officer for approval.
- 9.13.10. Will allot Roll numbers for the Lateral entry candidates admitted in II year 1<sup>st</sup> semester as per the guide lines issued by JNTU & put up to Administrative Officer for approval.
- 9.13.11. Will prepare key list of students of all branches semester wise at the commencement of each semester and communicate to each head of department / section.
- 9.13.12. Will maintain the list of detained candidates semester wise branch wise given by the exam. Section due to shortage of attendance or due to minimum academic requirements.
- 9.13.13. Will put up letters to the students detained due to shortage of attendance for readmission at appropriate time to semester starting.
- 9.13.14. Will prepare the list of students who completed 4 year B.Tech course branch wise successfully and are eligible for award of B.Tech certificates.
- 9.13.15. Will put up course completion certificates, conduct cum study certificates and Transfer certificates to be issued to students who successfully completed B.Tech., course.
- 9.13.16. Maintain personal register of the subject.
- 9.13.17. Attend to any other duties assigned from time to time.

#### **9.14. ACCOUNTANT**

- 9.14.1. Put up note files for payment of bills and other disbursements etc.
- 9.14.2. Arrange for encashment of all bills and prompt disbursement of D.D's cheques, etc
- 9.14.3. Disburse salary in co-ordination with the Cashier.
- 9.14.4. Maintain cash-books of all different accounts and other records relating to cash transactions.
- 9.14.5. Maintain vouchers/bills in the order to entries made in Cashbook month-wise and year-wise, duly attested by Administrative Officer and Principal.
- 9.14.6. Maintain the following registers and custodian for F.D.R's, D.D's, Cheques and Cheque-Books etc.
- 9.14.7. Maintain the Income Tax files, T.D.S. Register, Professional Tax Register, E.P.F Register and make correspondence
- 9.14.8. Maintain contingent register recording miscellaneous cash collections and disbursements.
- 9.14.9. Estimate budget of Receipt & Expenditure.
- 9.14.10. Arrange for Reconciliation Statement of Receipts & Expenditure.
- 9.14.11. Put up for Scholarship Cheques to be issued to Students through Scholarships Section.
- 9.14.12. Maintaining classification ledger of accounts and arrange for Auditing.
- 9.14.13. Put up all the files to the Administrative Officer for the approval and counter
- 9.14.14. Maintain personal register of the subject.
- 9.14.15. attend to any other duties assigned from time to time regarding transaction of money and other duties allotted by A.O and Principal.

#### **9.15. STENO & P.A TO THE SECRETARY**

- 9.15.1. Will attend to all the correspondence from the Secretary's office to the Principal & Administrative Officer.
- 9.15.2. Will put up files of correspondence to the Secretary / Treasurer for the approval of comparative statements, purchases and any other of policy matters as received from the Principal / Administrative Officer.
- 9.15.3. Will maintain files for record of important correspondence from AICTE, CTE, Government, JNTU etc.,
- 9.15.4. Will maintain files concerned to land, building construction, permits & other important documents.
- 9.15.5. Will put up files of bills for approval for payment and other financial transactions to the Secretary / Treasurer as received from the Principal / Administrative Officer.
- 9.15.6. Attend to any other works from the other offices / Departments outside under the guidelines of the Secretary.
- 9.15.7. Will maintain the personal subject register
- 9.15.8. Will attend to any other work assigned from time to time by the Secretary / Principal / Administrative Officer.



**9.16. STENO & PA TO THE PRINCIPAL :**

- 9.16.1. Will attend to all the correspondence from the Principal to the AICTE, JNTUH, APSICHE, Secretary's office, HOD's & office etc.,
- 9.16.2. Will attend to down loading of notifications & correspondence from AICTE, JUTU, APSICHE, ISTE, CTE & put up them to the concerned section after the approval of the Principal.
- 9.16.3. Will received the visitors, parents & guide them to the Principal.
- 9.16.4. Will maintain the minutes of the core committee meetings, staff meetings with the Principal etc.,
- 9.16.5. will maintain files of approvals of courses, strength, affiliation by JNTU etc.,
- 9.16.6. Will maintain important documents of Land & Buildings plans etc., for record.
- 9.16.7. will maintain personal register of the subject.
- 9.16.8. will attend to any other work assigned from time to time by the Secretary / Principal / Administrative Officer.

**9.17. OFFICE ASSISTANT – ESTABLISHMENT :**

- 9.17.1. Maintain Staff Attendance registers of entire establishment.
- 9.17.2. Maintain individual personal files to each staff member of establishment of the Institution.
- 9.17.3. Maintain Watch register of Staff Members reporting on duty on appointment and leaving the institution on resignation.
- 9.17.4. Maintain Casual Leave Account and Compensatory Leave Account of all staff of Establishment.
- 9.17.5. Maintain Watch register of Staff Members for sanction of Annual Increment.
- 9.17.6. Arrange Self-appraisal forms for sanction of Annual Increment.
- 9.17.7. Update and maintain residential addresses and contact numbers of all members of establishment.
- 9.17.8. Arrange to issue Staff Identity Cards of all members of Establishment.
- 9.17.9. Maintain master files of correspondence with AICTE, JNTU, Commissioner of Technical Education, T.S State Counsel for Higher Education etc.,
- 9.17.10. Attend to general correspondence work circulars as P.A to the Administrative Officer.
- 9.17.11. Receive phone calls from outside and divert according to the need.
- 9.17.12. Receive Students, Parents and out-siders to meet the Administrative Officer.
- 9.17.13. Arrange turn duty of watchmen every fortnight.
- 9.17.14. All the files for approval by the Principal are to be routed through the Administrative Officer.
- 9.17.15. Maintain personal register of the subject.
- 9.17.16. Attend to any other work assigned from time to time.

**9.18. ACCOUNTS DEPARTMENT : OFFICE ASSISTANT (CASHIER)**

- 9.18.1. Bank Transactions, deposits/encashment, getting D.D.s etc.
- 9.18.2. Maintain register for advances.
- 9.18.3. Arrange to settle miscellaneous bills of advances and recoveries from different sections etc., of the Institution and hand over to the stores in charge along with requisition forms by getting acknowledgement in the register (personal register of subject)

- 9.18.4. Maintain daily cash balance register to be attested by Accountant and Administrative Officer at the time of closer of Office.
- 9.18.5. Prepare monthly pay bills in consentaneous with the Establishment clerk.
- 9.18.6. Prepare acquaintance register for salaries.
- 9.18.7. Assist Accountant in disbursing of salaries.
- 9.18.8. All the bills and correspondence will be routed through the Accountant to the Administrative Officer.
- 9.18.9. Deposit Income Tax / Professional Tax, T.D.S Deposits and E.P.F promptly and hand over the receipts to the Accountant.
- 9.18.10. Maintain personal register of subject.
- 9.18.11. Attend to any other duties assigned from time to time.
- 9.18.12. Maintain Receipt Book Account.
- 9.18.13. Collect Tuition Fee and other miscellaneous collections.
- 9.18.14. Maintain Daily Fee Collection Register.
- 9.18.15. Maintain Fee Pay Register of Students.
- 9.18.16. Submit Fee Dues List of Students after due date and issue remainders.
- 9.18.17. Handover the cash collected to the cashier day to day and maintain the record.
- 9.18.18. Maintain the register for bank loans sanctioned to the students and submit proposals to the accountant for payment of excess amount granted to the student.
- 9.18.19. At the time of Admission, maintain list of candidates admitted course wise with particulars of fee paid, Receipt NO., Date and dues if any (as per performs)
  - Separate list for EAMCET-Candidates - Course Wise.
  - Separate list for ECET-Candidates - Course Wise.
  - Separate list for N.R.I Candidates - Course wise.
- 9.18.20. Prepare caution money deposit acquaintance register.
- 9.18.21. All the files shall be routed through the Accountant to the Admn. Officer.
- 9.18.22. Attend to any other duties assigned from time to time.

**9.19. OFFICE ASSISTANT (ADMISSIONS / ACADEMIC SECTION):**

- 9.19.1. Will verify allotment letters for admission to all branches of 1<sup>st</sup> year from EAMCET-admission and put up to Administrative officer and maintain the lists of candidates admitted day to day.
- 9.19.2. Will verify allotment letters from admission to all branches of II year from ECET admission (LES) and put up to Administrative officer and maintain the list of candidates admitted day to day.
- 9.19.3. Will verify certificates of the candidates admitted under NRI Quota & put up to Administrative officer and maintain the list of candidates admitted day to day.
- 9.19.4. Will Write admission register as per roll numbers allotted branch wise both of 1<sup>st</sup> year & II year LES.
- 9.19.5. Will prepare enclosures to get clearance certificates of students admitted at 1<sup>st</sup> year & II year LES branch wise & put up to supdt.,
- 9.19.6. Will be custodian of all original certificates of students of all branches.
- 9.19.7. Will maintain individual folders of certificates with BIO-DATA of all students branch wise on receipt from EAMCET-admission & ECET admission camps.
- 9.19.8. Will issue & receive original certificates to & from students as and when they need.
- 9.19.9. Will maintain personal register of the subject.
- 9.19.10. Will attend to any other work assigned from time to time.

## **9.20. OFFICE ASSISTANT-TAPPALS-INWARD-OUTWARD SECTION**

- 9.20.1. Maintain Inward Register for registration of currents and distribute to various sections.
- 9.20.2. Record Tappals received by registered post in Inward Register.
- 9.20.3. Maintain dispatch Register / Outward Register.
- 9.20.4. Maintain postal stamp account.
- 9.20.5. Verify and issue identify cards of students after attestation by the Principal.
- 9.20.6. Arrange for verification of bus passes of students by R.T.C authorities if they require.
- 9.20.7. Verify and issue Railway concession certificates to the Students to their home village before summer vacation.
- 9.20.8. Put up all the files to the Administrative Officer for the approvals routed through the concerned superintendent.
- 9.20.9. Maintain personal Register of Subject.
- 9.20.10. Attend to any other duties assigned from time to time.

## **9.21. OFFICE ASSISTANT STUDENT'S SCHOLARSHIPS**

- 9.21.1. Prepare proposals for all types of Scholarships SC/ST/BC/Merit & Minority Fresh and Renewals and forward all applications duly filled in to the concerned sanctioning authorities before the due date.
- 9.21.2. Arrange for verification of Students applied for sanction of Scholarships their admission, attendance etc., by Social Welfare departments.
- 9.21.3. Pursue continuously with Social Welfare Departments and Treasury for the sanction and release of amounts towards reimbursement of Tuition Fee of the SC/ST Students and other benefits to SC/ST/BC Students.
- 9.21.4. Maintain Cash-Book for Scholarships.
- 9.21.5. Prepare two acquaintances, one to the Office Record and another to be sent to the concerned sanctioning authority together with undisbursed scholarship amount if any by means of DD/Challan as the case may be.
- 9.21.6. Prepare Cheques to be issued to the students towards scholarships, Pocket money etc. in co-ordination with the Account's Section.
- 9.21.7. Maintain and disburse merit Scholarship BC-Educational Loans sanctioned by Higher Education or other agencies after proper entries in the register.
- 9.21.8. Put up all the files to the Principal routed through Superintendent and Administrative Officer for approval.
- 9.21.9. Maintain personal register of the subject.
- 9.21.10. Attend to any other duties assigned from time to time.

## **9.22. OFFICE ASSISTANT – EXAMINATION SECTION :**

- 9.22.1. Will make arrangements for the smooth conduct of internal Examination (Unit Tests) from I-Year to IV-Year, i.e obtaining question papers from the concerned staff members getting them stenciled and taken out the required number of copies for Room Wise distribution as per the Time-Table.
- 9.22.2. Will make arrangements will be made for the conduct of JNTU Exams as and when notifications inviting applications from I-Year to IV-Year both regular & supplementary examinations.
- 9.22.3. Will Attend to all correspondence with the Controller of Exams, Director of Evaluation etc., in regard to name correction of students, loss of Memo of marks etc.,

- 9.22.4. Will prepare of D-Forms. (Exam attendance) on each day of JNTU Exam and other reports.
- 9.22.5. Will communicate of Exam results to the HOD's.
- 9.22.6. Will Arrange for verification of Memo of marks with the T-Sheets (marks sheets) sent by the Controller of Examinations.
- 9.22.7. Will Attend to EAMCET camp and Technical Education Department as and when deputed during admission season.
- 9.22.8. Will communicate important instructions of JNTU, Time-Tables and Notifications of University Exam etc., to the HOD's and obtaining compliance reports whenever necessary.
- 9.22.9. Will supervise of Staff Work of Examination Section.
- 9.22.10. Will attend to any other work as and when assigned by the Principal / Administrative Officer / Exam I /C.
- 9.22.11. Will attend to Feeding, verification and stenciling of Internal question papers (Unit Tests) of I Year to IV year as per the time schedule.
- 9.22.12. Will collect Examination fee, prepare of Fee paid lists & Normal Rolls.
- 9.22.13. Prepare Time-Tables of JNTU Examinations as per notifications.
- 9.22.14. Will prepare remuneration bills and disburse money to the invigilators etc.
- 9.22.15. Will prepare staff Invigilation duties for JNTU Examinations.
- 9.22.16. Will attend confidential work during examinations in the Computer Room of Examination Branch.
- 9.22.17. Will assist the Examination In charge at the time of verification of Attendance of students and packing of Answer Scripts of University Exams.
- 9.22.18. Will enter of marks in the registers from the T-Sheets (Marks Sheets) received from the Controller of Exams of all Examinations.
- 9.22.19. Will prepare list of Rank Students for each Semester and also consolidated marks list of all years and arrange them in the order of Ranks.
- 9.22.20. Attend to any other work as and when assigned by the Principal / Administrative Officer Exam I/C.
- 9.22.21. Will collect list of eligible candidates to appear JNTU Exams with the attendance particulars, list of detained candidates due to shortage of attendance semester-wise, branch-wise, copy of each shall be given to Accounts and Academic Section for record.
- 9.22.22. Will Collect of filled in applications and Hall Tickets of the students from the HOD's for all the JNTU Exams as per the notifications received from time to time. Arrange to forward them to JNTU along with the Fees D.D's and lists. Will hand over Hall Tickets to HOD's for distribution to the candidates.
- 9.22.23. Will collect money from the students for recounting of their marks and when a notification is received from the JNTU. Arrange to forward them through a consolidated list along with the fee D.D. to the controller of Examinations, JNTU.
- 9.22.24. Will attend to feeding and verification and stenciling of Question Papers for Internal Exams (Unit Test) of I Year to IV Year as per the time table schedule.
- 9.22.25. Will enter of marks in the marks registers from T-Sheets (marks sheets) received from the Controller of Exams of all Examinations.
- 9.22.26. Will attend to any other work as and when assigned by the Principal / Administrative Officer /Exam I / C.
- 9.22.27. Will prepare Internal Examination Time-Tables, Seating Arrangements, Room wise distribution of Question Papers.
- 9.22.28. Will Assist the Examination In-Charge at the time of conducting Examinations for verification of attendance of the candidates etc

- 9.22.29. Will prepare day-wise invigilators lists for Internal Examinations.
- 9.22.30. Will enter marks in the marks registers from T-sheets (marks sheets) received from the Controller of Exams of all Examinations.
- 9.22.31. Will keep ready all material required for Internal & JNTU Examinations as per the time table of each exams.
- 9.22.32. Will arrange and supervise cyclostyling of Question papers for internal exams (Unit Tests) & Pack papers for Unit Tests as per time table.
- 9.22.33. Will attend to any other work as and when assigned by the Principal / Administrative Officer / Exam I / C.
- 9.22.34. Will make seating arrangements of all Examinations, assigning of Roll Numbers in the Examination Halls.
- 9.22.35. Will attend to handing over of Answer paper bundles at Nodal Centre during examination and also takes letters to JNTU and get correspondence from JNTU
- 9.22.36. Will issue of Memo of Marks and Provisional Certificates to the students.
- 9.22.37. Will take diction from the Superintendent as and when required.
- 9.22.38. Will attend to entering of marks in the Marks Registers from T-Sheets (marks Sheets) received from the Controller of Exams of all Examinations.
- 9.22.39. Will prepare of final pas list for issue of course completion certificates and provisional certificates.
- 9.22.40. Will attend to any other work as and when assigned by the Principal / A.O./Exam / I / C.

### **9.23. RECEPTIONIST**

- 9.23.1. Will attend to all phone calls incoming and outgoing.
- 9.23.2. Will maintain the following and act as enquiry counter.
  - Time table of all classes, room wise
  - Time table of Unit tests.
  - JNTU Exams, notifications, Time tables etc.,
  - Address lists of all students
  - Any other information as per need by obtaining from the concerned section / Department.
- 9.23.3. Will receive visitors, parents etc & guide them properly to the Secretary / Principal / Administrative Officer .
- 9.23.4. Will arrange to record in visitors register particulars of visitors as per the columns.
- 9.23.5. Will attend to any other work assigned from time to time by the Secretary / Principal / Administrative Officer.

### **9.24. XEROX OPERATOR :**

Operating Xerox machines for JNTUH/Autonomous Examinations confidential work and maintenance of Xerox machines.

### **9.25. PROJECT OFFICER / ESTATE OFFICER**

- 9.25.1. Custodianship of all the immovable assets of the Institution like the land, buildings, roads, drains, sewage, water supply system. Electrical power system and other utilities as well as the furniture and maintenance of the necessary records of these assets

- 9.25.2. Identification of the maintenance requirements of the immovable assets and furniture of the Institute and assisting the Director/Principal in the preparation of the annual budget for the maintenance of the immovable assets and furniture by 31<sup>st</sup> December.
- 9.25.3. Participation in the preparation of the detailed estimate for the budgeted maintenance and minor modification and in securing the approval of the competent, authority for the same.
- 9.25.4. To assist the Director/Principal in the preparation of the proposals for new buildings and services required for the Institution and in securing the approvals from the competent authority.
- 9.25.5. Preparation of detailed plans and estimates for all new constructions and to assist the Director / Principal in securing the approvals from the competent authority.
- 9.25.6. Execution of all approved maintenance works after calling for tenders or quotations wherever necessary, maintain the necessary accounts and furnishing completion reports together with expenditure statements.
- 9.25.7. Supervision of all approved new constructions ensuring quality control, Progress of work and adherence to approved estimates together with submission of progress reports together with submission of progress reports and expenditure statements.
- 9.25.8. Participation in the process of purchase of various items of material required for the Estate Section, satisfying the procedures prescribed for the same.
- 9.25.9. In charge of the stores of the Estate Section together with maintenance of stock registers, record of Issues and Measurements Books.
- 9.25.10. Assignment of work and duties to the staff of the Estate section which includes gardening and security staff and supervision of their work.
- 9.25.11. Engagement of casual labor with the approval of the competent authority, supervise their work and process their work.
- 9.25.12. Any other responsibility specifically entrusted by the Management of the Institution.

**9.26. Examination Attender:** Attends Examination work and cyclostyling of Question papers of Unit Tests.

**9.27. ATTENDERS :**

- 9.27.1. All attenders will attend the institution an hour before the scheduled time and dust the furniture available in the offices and maintains perfect cleanliness and leave the office after the close of the office with the permission of A.O / O.S if available in the office to attend urgent work in the office.
- 9.27.2. Will place drinking water in the offices.
- 9.27.3. Assist the inward and outward section in preparing the covers affixing the postage stamps, carrying files from one section to another and circulation of letters.
- 9.27.4. Will attend any other duties entrusted to them from time to time.

**9.28. SWEEPERS:**

- 9.28.1. Will maintain cleanliness of class rooms, corridors and campus.
- 9.28.2. Will attend duty from 08:00 am to 17:00 pm with lunch break of one hour seven days a week.

**9.29. MALI:**

- 9.29.1. Will maintain greenness of the campus by plantation & gardening work.
- 9.29.2. Will attend duty from 08:00 am to 17:00 pm with lunch break of one hour seven days a week.

**9.30. WATCHMAN :**

- 9.30.1. Security duty of an office / Institution / Campus during working hours and after the closing hour by Watchman on duty.
- 9.30.2. Permitting the students in to the campus and building after due verification of Identity Cards issued by the Principal.
- 9.30.3. Permitting parents and visitors after due entries in Visitors Book.
- 9.30.4. Permitting Equipment / Tools / Materials / Parcels / Furniture after due entries and mode of Transport to the campus in Visitors Book.
- 9.30.5. Permitting Equipment / Tools Materials / Parcels / Furniture to outside after due verification of Gate-pass issued by the Principal / Administrative officer.
- 9.30.6. Procuring Tappals, Letters received after office hours and handing them to the Principal / Administrative Officer.
- 9.30.7. To verify the locking and sealing of Labs, Workshops and Offices at the closing hour and report any lapses if any.
- 9.30.8. Watch over the key-board and use of the keys wherever required in the exigencies of work with proper recording by the concerned.
- 9.30.9. Reporting of any loss of property etc., in the Labs, Workshops and Office after office hours.
- 9.30.10. Arrange a substitute in advance for the period of his absence for duty with the permission of Administrative Officer / Principal.

# CONDUCT RULES FOR THE EMPLOYEES OF VJIT 10

## 10.1. SCOPE OF AN EMPLOYEE'S SERVICE:

Unless in any case it be otherwise distinctly provided that the whole time of an employee including employees on ad-hoc and contractual basis shall be at the disposal of the VJES and VJIT Institution and he/she shall serve the organization in its business in such capacity and at such places as he may from time to time be directed.

## 10.2. DO's

- 10.2.1 Act in accordance of College rules & policies
- 10.2.2 Observe courtesy and consideration to Members of VJES, Principals, Professors, HODs, Teaching faculty, Non-teaching Staff, visitors, parents, Government officials, Inspection teams from AICTE, UGC, NBA, NAAC, JNTUH, DTE, Banks, etc.
- 10.2.3 Those holding responsible posts – maintain independence and impartiality in discharge of their duties.
- 10.2.4 Maintain integrity at all times.
- 10.2.5 Maintain devotion to duty at all times.
- 10.2.6 Actively participate and assist the college in events such as College day, seminars, Workshops and National Festivals such as Independence day, Republic day etc.
- 10.2.7 Feel free to give suggestions for improvement of college performance and reputation.
- 10.2.8 Maintain a responsible and decent standard of conduct in private life.
- 10.2.9 Report to the immediate boss about any act of indiscipline and untoward incident in the campus.
- 10.2.10 Maintain political neutrality
- 10.2.11 Present with Tidy dress and maintain surroundings clean.

## 10.3. DONT'S

- 10.3.1. Don't indulge in acts unbecoming of a professional employee of VJES and VJIT
- 10.3.2. Don't Practice untouchability.
- 10.3.3. Don't bring any political influence in matters pertaining to your service.
- 10.3.4. Don't be harsh to the students, please remember that they are learning from our behaviors.
- 10.3.5. Don't engage College telephone for long periods, Be brief, communicate the message . Don't misuse office phones.
- 10.3.6. Don't approach your subordinates for standing surety for loans taken from private sources either by you/yours relations/friends.
- 10.3.7. Don't Lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings.
- 10.3.8. Don't associate with banned organizations



#### **10.4. LIABILITY TO ABIDE BY THE RULES:**

Every employee shall at all times maintain absolute integrity and devotion of duty, shall conform to and abide by these and other rules of the Organization and shall observe, comply with and obey all lawful orders and directions which may from time to time be given to him/her in the course of his/her official duties by any person or persons under whose jurisdiction, superintendence or control he/she may, for the time being be placed.

#### **RULES OF CONDUCT**

##### **General**

- 10.4.1.** Every employee shall, at all times, be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety. No employee shall behave or act in a manner unbecoming of an employee of an educational institution.
- 10.4.2.** Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and authority.
- 10.4.3.** No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment, except when he is acting under the direction of his superior official and shall, where he is acting under such direction, obtain the direction, in writing wherever practicable and where it is not practicable to obtain, the direction in writing, he shall obtain written confirmation of the direction as soon as possible thereafter.

**Explanation:-** Nothing in sub-rule (3) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from or approval of a superior officer or authority where such instructions are not necessary under the scheme of distribution of powers and responsibilities.

#### **10.5. Private employment or trade and investment**

- 10.5.1.** No employee shall, except with the previous sanction of the management, negotiate for or undertake any other employment or work engage directly or indirectly in any trade or business, save in the course of his official duties:  
Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character or any examiner ship or remuneration offered thereof by the Union Public Service Commission, Institute of Secretarial Training and Management of Government of India, the Telangana Public Service Commission, the State Board of Technical Education and Training or the Board of Secondary Education, Telangana or by any University established in the state of Telangana by law and the Board of Intermediate Education, Telangana subject to the following condition.
  - 10.5.1.1.** That he shall, within a period of one month of his undertaking any such work, report to the management, giving full details;
  - 10.5.1.2.** That such work or examiner ship does not interfere with his official duties,

10.5.1.3. That he shall not undertake or shall discontinue such work, if so, directed by the management:

Provided further that if the undertaking of any such work involves holding of an elective office, he shall resign his appointment under the management and after his resignation is accepted, he may seek the holding of an elective office.

**Explanation I:-** Canvassing by an employee for a candidate or candidates for an elective office referred to in the second proviso shall be deemed to be a breach of this sub-rule.

**Explanation II :** - Canvassing by employee in support of the business or insurance agency or commission agency and the like owned or managed by his wife or any other member of his family shall be deemed to be breach of this sub-rule.

10.5.1.4. Every employee shall report to the management, if any member of his family is engaged in any trade or business or manages an Insurance Agency or Commission Agency.

10.5.1.5. No employee shall make or permit any member of his family or any person acting on his behalf to make any investment likely to embarrass or influence him in the discharge of his official duties.

10.5.1.6. The decision of the management shall be final in respect of any question arising under this sub-rule.

10.5.1.7. No employee shall without the previous sanction of the Management, except in the discharge of his duties, takes part in the promotion registration or management of any banking or other company which is required to be registered under the Companies Act, 1955(Central Act 1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:

Provided that an employee, may in accordance with the provisions of any general or special order of the management take part in the promotion, registration or management of a co-operative society, substantially for the benefit of the employees, registered under any law relating to co-operative societies for the time being in force in the State or of a literary, scientific or charitable society, registered under any law relating to the registration of societies.

**10.5.2.** No employee shall accept any fee for any work done by him for any public body any private persons without the general or special sanction of the management.

**10.5.3. Lending, Borrowing and Insolvency:-**

10.5.3.1. No employee, shall except in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any person acting on his behalf, lend or borrow or deposit money, as principal or agent to or from or with any person or firm or private limited company, within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under pecuniary obligation to such person or firm: Provided that any employee may give to or accept from a relation or a personal friend, a purely temporary loan of small amount non – exceeding his total monthly emoluments free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee.

10.5.3.2. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceedings is instituted for the recovery of any debt due from him for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the management.

**10.5.4. Acquisition and disposal of immovable property:-**

10.5.4.1. No employee shall, except after previous intimation to the management acquire or dispose of or permit any member of his family to acquire or dispose of any immovable property by exchange, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, in all cases where the value of such property exceed Rs. 1,000/-

Provided that the previous sanction of the management shall be obtained by the employee if any such transaction is,

(i) With a person having official dealings with the employee; or

(ii) With any foreigner, foreign, government, foreign organization or concern for the acquisition or disposal of immovable property situated outside India.

10.5.4.2. The management may at any time, by a general or special order require employee to submit, within a specified period, a full and complete statement of all immovable property of the specified value, held or acquired by him or by any member of his family. Such statement shall, if so required by the management, include particulars of the means by which or the sources from which such property was acquired.

**10.5.5. Communication of official Documents or Information :-**

10.5.5.1. No employee shall, except in accordance with any general or special order of the management communicate directly or indirectly any official document or any of its contents or any official information to any employee not authorized to receive the same or to any other person or the press.

10.5.5.2. An employee connected with examination work is specially required to be very cautious and shall not, under any circumstances, divulge any information that passes through his hand in the discharge of his duties to unauthorized persons.

**10.5.6. Criticism of the policy or action of the Management:-** No employee shall in any radio broadcast or in any document published in his own name or anonymously, pseudonymously in the name of any other person in any communication to the press or in any public utterance, make any statement of fact or express opinion

(i) Which leads to a biased criticism of any policy or section of the Management in such a manner as to cause or is likely to cause breach of law and order;

(ii) Which is likely to embarrass the relations between the Management and Government of Telangana or the Central Government or the Government of any other State and the people of India or any section thereof;

(iii) Which is likely to cause embarrassment to the administration of the institution in its relations with its staff, the students and the general Public. Provided that nothing in this rule shall be deemed to prohibit any employee from participating in discussions, at any private meetings solely of employees or of any association of employees, of matters which effect the interest of such employees individually or generally or to a bonafide expression or views by an office- bearer of any association of such employees or for securing an improvement thereof.

### **10.5.7. Taking part in Politics and Elections:-**

10.5.7.1.No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall participate in any political movement or activity.

10.5.7.2.It shall be the duty of every employee endeavour to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner, any movement or activity, which is or tends directly or indirectly to be, subversive of the Management/Central Government or of a State Government, being prejudicial to national security and, where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner any such movement or activity he shall make a report to that effect to the management.

10.5.7.3.If any question arises as to whether any movement or activity falls within the scope of this rule, it may be referred to the Director of Technical Education whose decision thereon shall be final.

10.5.7.4.No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in any election to parliament or any House of State Legislature or of any Local Authority or Body, unless he resigns his appointment and his resignation is accepted. Any contravention of this provision by an employee shall be regarded as sufficient ground for his removal :

Provided that :----

(i) an employee qualified to vote at such election may exercise his right to vote but where does so, he shall give no indication, of the manner in which he proposes to vote or has voted:

(ii) an employee shall not be deemed to have contravened the provision of this rule by reason only that he has assisted in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

**Explanation :-** The display by and employee on his person, vehicle, residence or any of his property, of any election symbol shall amount to using his influence in connection with an election, within the meaning of sub-rule (4).

**10.5.8. Joining of Association by employees:-** No employee shall join, or continue to be member of an association, the objectives and activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality and against the interests of VJIT&VJES

**10.5.9. Taking part in strikes and demonstration :-** No employee shall participate in any demonstration or in any strike or similar activities, which are prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence or in connection with any matter pertaining to his service or to any another matter which tends to bring the institution into disrepute or in any way instigate, incite or abet any form of strike by any number of employees.

**Explanation I:-** The expression “strike” means cessation of work (including any unauthorized absence from duty) by a body of employees acting in combination or a concerted refusal or a refusal under a common understanding, of any number of employees to work.

**Explanation II :-** The expression “similar activities” shall be deemed to include,

- (i) Absence from duty or work without permission;
- (ii) Neglect of duty with the object of compelling any superior officer of Management to take or omit to take any official action;
- (iii) Any demonstration act like hunger strike with the object mentioned in item(ii);  
or
- (iv) Concerted or organized refusal on the part of the employees to receive their pay.

**10.5.10. Influencing authorities for furtherance of interests and personal representations :-** No employee shall bring or attempt to bring any political or other extraneous influence to bear upon any superior authority for the furtherance of his interests in respect of matters pertaining to his service under the management.

**10.5.11. Vindication of Acts of Employees as such :-** No employee shall, except with the previous sanction of the management, have recourse to press or any court for the vindication of his official act which has been the subject matter of adverse criticism or an attack of defamatory character in public, nor shall accept from any person or body, compensation of any kind for malicious prosecution of defamatory attack in respect of his official act unless such compensation has been awarded by competent court of law:

Provided that nothing in this rule shall abridge or otherwise effect the right of an employee to vindicate his private character or acts by him in his private capacity.

**10.5.12. Drinking :-** An employee shall strictly abide by any law relating to intoxicating, drinking or drugs in force in any area for the time being, take due care that the performance of his duties is not affected in any way by the influence of any intoxicating, drink or drug in a public place and not appear in a public place in a state of intoxication and not habitually use any intoxication drink or drug to excess.

**10.5.13. Communal Activity :-** No employee shall practice, propagate or incite any student to practice or propagate casteism, communal or sectarian activity or untouchability nor discriminate against any person on the grounds of caste, creed, language, place of origin, social and cultural background or any of them.

**10.5.14. Behaviour in public :-**

- i. No employee shall misbehave with or ill-treat any parent, guardian, student, teacher or other employee of the institution.
- ii. No employee shall encourage or incite any student, teacher or any employee to behave in a disorderly manner in the premises of the institution.
- iii. No employee shall organize or attend any meeting during the working hours of the institution except with the permission of the Head of the Institution.
- iv. No employee shall indulge in any violence or any conduct which involves moral turpitude, or cause or incite any other person to cause, any damage to the property of the institution.

**10.5.15. DOWRY :-** No employee shall give or take or abet in giving or taking of dowry or demand any dowry directly or indirectly from the parents or guardians of a bride or bridegroom, as the case may be.

**Explanation :-** For the purpose of this rule “Dowry” has the same meaning as in the Dowry Prohibition Act. 1961 (Central Act 28 of 1961).

**10.5.16. Bigamous Marriages :-**

- 10.5.16.1. No employee who has a wife living shall contract another marriage without prior permission of Government, notwithstanding that such subsequent marriage is permissible under the personal Law for the time being applicable to him.
- 10.5.16.2. No female employee shall marry any person who has a wife living without prior permission of Government.

**Additional Rules of Conduct**

**10.6. The rules in this part shall apply to all the employees working in the institution and shall apply to them in addition to the rules in Part – I.**

- 10.6.1. The employee shall discharge his duties efficiently and diligently and shall conform to the rules and regulations as prescribed by the Management, from time to time.
- 10.6.2. No employee shall absent himself/herself from his/her duties without prior permission from the head of the institution. Prior permission of the competent authority is necessary for availing even casual leave. The casual leave shall ordinarily be granted by the competent authority. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing. In case of sudden and unexpected sickness or absence on medical grounds a medical certificate to the satisfaction of the college authorities shall be produced within a week. Employees desiring to avail themselves of leave other than casual leave shall apply for leave before one actually proceeds on leave, college authorities. To avoid complications the employee applying for leave may submit his application in duplicate and obtain the receipt of the application on the duplicate copy of the application. If for any reasons, the application for leave cannot be submitted in person, it shall be sent to the management by Registered Post.
- 10.6.3. No employee shall give coaching to any student or students and in engage unauthorized private tuitions.
- 10.6.4. (a) No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily every employee shall be permitted to apply for an outside post even though he may be holding a permanent post.  
A person who is refused permission and wishes to resign his appointment, such resignation will ordinarily be accepted.  
(b) The management of the institution shall not withhold any such application. It shall however be open to the college committee to prescribe reasonable conditions for relieving him.
- 10.6.5. No employee shall appear for any examination for improving his qualifications without informing the college committee. However no college committee can ask its employee not to appear for examinations for improvement of his qualifications.

### **10.6.6. PUBLICATIONS**

10.6.6.1.No employee shall publish guides.

10.6.6.2.No employee shall write text-books or other without informing the management concerned. However the managements shall not ask their employees not to write text-books, other books and accept the remuneration.

10.6.6.3.No employee shall read any cheap literature relating to sex in the presence of pupils or encourage students to study such cheap literature.

**10.6.7.** No employee shall smoke in the presence of the students. They may. However, smoke in the staff rooms meant for them or at any place where there are no students.

**10.6.8.** No employee shall use abusive or filthy language so as to hurt the sentiments or feelings of the students in the college or within the class room or within the premises of the institution.

**10.6.9.** No employee shall resort to inflicting corporal punishments like beating the students in the class-rooms or within the college premises. However, any act of misbehavior on the part of students shall be brought to the notice of the head of the institution only. Even the heads of institutions shall not resort to beating the students under any circumstances.

**10.6.10.** No employee shall encourage students to follow any “ism” or any particular way of behavior which is prejudicial to the interest of students and also to the interest of the society in general.

**10.6.11.** No employee shall encourage the students to write bad slogans or abusive language against the management or against the other employee of the institution on the wall of the schools or on the black-board.

**10.6.12.** No employee shall either borrow or lend money from the students.

**10.6.13.** No employee shall collect any amounts from the students other than the prescribed fee or the fee for any other purpose other than the prescribed by the Management.

**10.7. INTERPRETATION OF RULES :-** The Director/Principal concerned shall be the Competent Authority for interpretation of any of the above rules and his decision shall be final.

### **10.8. Misconduct:**

Without prejudice to the general meaning of the term “MISCONDUCT” the following acts and omissions or conduct of employee both Teaching and Non-Teaching shall be treated as misconduct.

**10.8.1.** If the act or conduct is prejudicial or likely to be prejudicial to the interests or to the reputation of VJES and VJIT.

**10.8.2.** If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to VJES and VJIT.

**10.8.3.** If the act or conduct of an employee makes it unsafe for VJES and VJIT to retain him in service.

**10.8.4.** If the act or conduct of the employee is so grossly immoral that all reasonable men will say that employee cannot be trusted.

**10.8.5.** If the act or conduct of the employee is such that VJES and VJIT cannot rely on her/his faithfulness.

- 10.8.6.** If the Act or conduct of the employee is such as to open before him temptations for not discharging his duties properly.
- 10.8.7.** If the employee is abusive or if he disturbs the peace at VJES and VJIT.
- 10.8.8.** If he is insulting, insubordinate and disobedient whether alone or in combination with others to such a degree as to be incompatible with the continuance of the relation of employer and employee.
- 10.8.9.** Willful insubordination and disobedience, whether alone or in combination with others, to any lawful or reasonable order of a superior or any act of subversive of discipline.
- 10.8.10.** If the employee is habitually negligent in respect of the duties for which he is engaged.
- 10.8.11.** If the neglect of the employee though isolated, tends to cause serious consequences.
- 10.8.12.** Commission of any acts subversive of discipline or rude behavior on the premises of the establishment.
- 10.8.13.** Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud or dishonesty in connection with the VJIT & VJES .
- 10.8.14.** Holding meetings inside the premises of establishment without the permission of the Head of the Institution.
- 10.8.15.** Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
- 10.8.16.** Gross moral misconduct, acts subversive of discipline riotous or disorderly behavior during and after working hours within the campus.
- 10.8.17.** Habitual late attendance or late attendance on more than 4 occasions within a month or leaving or work before the scheduled time or absence from place of work without proper permission.
- 10.8.18.** Habitual absence from duty without leave or without sufficient cause or absence without leave three times or more in a period of three months.
- 10.8.19.** Neglect or negligence of duty, malingering, absconding, slowing down of work including not doing work without a reasonable cause while being present for duty at the work spot.
- 10.8.20.** Sabotage or willful damage to or loss of college goods or property.
- 10.8.21.** Carrying directly, indirectly or benami (a) other private business without the written permission of the management or having any private financial dealings with the college for the sale or purchase of any materials, equipments or supply of labor, if any, or for any other purpose.
- 10.8.22.** Spreading false rumors or giving false information which may bring in to disrepute the college or its employees or indulging in malicious propaganda or spreading panic among the employees & students.
- 10.8.23.** Writing or anonymous or pseudonymous letters criticizing superiors of the college and making false reports regarding the misconduct of colleagues etc.,
- 10.8.24.** No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.
- 10.8.25.** Holding private meetings within the work premises or any of the premises owned by the college or in its estate without the previous written permission of the Management.



- 10.8.26.** Striking work or in citing others to strike work in contravention of the provisions of any law or rule having the force of law.
- 10.8.27.** No employee shall in any manner criticize adversely in public any administrative action of the Management/Governing Body of the college.
- 10.8.28.** No employ /employees/unions shall defame the Institution/Management/Board of governors through pamphlets/posters/writings etc
- 10.8.29.** Conviction in any court of law for any criminal offence involving moral turpitude.
- 10.8.30.** Collection or canvassing for the collection of any money within the work premises without the written permission of management distributing or exhibiting in or about the work premises any newspapers, pamphlets, handbills, posters or the like without the written permission of the Management.
  
- 10.8.31.** Obtaining any benefit under a false pretext or by making false statements.
- 10.8.32.** Willful disfigurement, destruction or alteration of any record of the college.
- 10.8.33.** Bringing inside the work premises, possession or use of alcoholic drink or narcotic drugs within the college's premises or reporting to working while under the influence of alcoholic drinks or narcotics.
- 10.8.34.** Refusal to accept a charge sheet, order communication from the Management served in accordance with these orders/Instructions
- 10.8.35.** Refusal to be searched by any of the college's security personnel or any other authorized persons notified.
- 10.8.36.** Demonstrating or restraining or detaining or gheraoing any representative/employee or employees of the college either inside or in the college's premises.
- 10.8.37.** Deliberately making false statement before a superior knowing it to be false or forging the signature of a superior or that of any person.
- 10.8.38.** Deliberately making false complaints against superiors knowing them to be false.
- 10.8.39.** Impersonation.
- 10.8.40.** No. employee shall, except in accordance with any special or general order of the governing body or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any employee or to any other person to whom he is not authorized to communicate such document or information.
- 10.8.41.** Any act of commission or omission which is against the interest of the college.
- 10.8.42.** Publication of any article (other than of literary nature) without the written permission of the Management.
- 10.8.43.** Unauthorized disclosure or communication of any confidential information or matter in connection with the college's business.
- 10.8.44.** Unauthorized indulging in activities attracting conviction by public agencies.
- 10.8.45.** Taking or giving bribes or any illegal gratifications or indulging in corrupt practices.
  
- 10.8.46.** Assaulting, abusing or intimidating any employee or officer student of the college or visitor within the work premises or in the college estate or any other act subversive of discipline.
- 10.8.47.** Furnishing false information regarding name, age, father's name, qualifications, ability or previous service or any other matter germane to the employment at the time of employment at the time of employment or during the course of employment.
- 10.8.48.** Carrying lethal weapons, gambling, smoking in prohibited areas, drunkenness, fighting riotous, disorderly or indecent behavior in the premises/precinct or any act subversive of discipline.
- 10.8.49.** Sleeping while on duty.
- 10.8.50.** Commission of any act which amounts to criminal offence involving moral turpitude

- 10.8.51. Breach of any law applicable to the duties.
- 10.8.52. Breach of any provision of the Conduct Rules.
- 10.8.53. Sexual harassment including unwelcome sexually determined behavior (whether directly or by implication) as:
  - a) Physical contact and advice;
  - b) Demand or request for sexual favour;
  - c) Sexually colored remarks
  - d) Showing pornography;
  - e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- 10.8.54. Cheating, forgery and falsification of accounts dishonestly in connection with the VJES and VJIT business or property.
- 10.8.55. Falsifying employment records or other college records (Examination and attendance records or any other records).
- 10.8.56. Unauthorized possessions, use, copying or dredging o college records or unauthorized disclosure of information contained in such records.
- 10.8.57. Use of the college property for illegitimate work (telephones for personal use, e mail, fax, computer, copier and other college equipments)
- 10.8.58. Leaking the question papers or sharing the information pertaining to examinations.
- 10.8.59. Giving excessive marks willfully or tampering with attendance already given.
- 10.8.60. Giving attendance to the student while the student is absent or tampering with attendance already given.
- 10.8.61. Taking any kind of gift or favour from any one including students for any reason.
- 10.8.62. Taking – up dual employment including full time or part time work anywhere outside the college either in the college timings or outside the college timings.
- 10.8.63. Abetment or attempt to commit any of the above acts of misconduct.  
The above instances of misconduct are illustrative in nature and not exhaustive.

## 10.9. DISCIPLINE

- 10.9.1. Any employee who is violating the code of conduct defined in Section 10 of this manual will be subjected to appropriate disciplinary action by the competent authority.

### 10.9.1.1. **MISCELLANEOUS:**

All employees are automatically governed by the Code of Conduct of other rules that may be framed time to time. Any violation thereof shall attract disciplinary action.

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

### 10.9.1.2. **AMENDMENTS:**

The Executive Council may amend, modify or add to these rules, from time to time and all such amendments, modifications or additions shall take effect from the date stated therein.

## **10.9.2. PUNISHMENTS**

10.9.2.1. Purpose of Punishments:

10.9.2.2. It is intended to make the delinquent suffer for his misconduct, and

10.9.2.3. It is intended to work as a deterrent to others.

## **10.9.3. QUANTUM OF PUNISHMENT:**

The punishment to be imposed whether minor or major depends upon the nature of every case and the gravity of misconduct proved.

## **10.9.4. GROUNDS FOR PUNISHMENT:**

Due to Willful disrespect to the code of conduct rules framed by Vidya Joythi Educational Society (VJES). Consequences of Punishment will be as follows:

The following penalties may, for good and sufficient reasons and as herein after provided, be imposed on an employee who commits a breach of rules of the organization or who knowingly does anything detrimental to the interest of the organization or in violation of the instructions or who acts in manner subversive of discipline, or is guilty of any other act of misconduct or misdemeanor:-

## **10.9.5. PENALTIES:**

1. Censure
2. Withholding of promotion
3. Withholding of increments of pay
4. Reduction to a lower stage in the time scale of pay for a period not exceeding 3(three) years without cumulative effect.
5. Reduction to a lower time scale of pay, grade, post or service
6. Suspension
7. Removal from Service
8. Dismissal from Service

Usually, Head of the Institution or a person designed by VJES, shall be competent authority to complete the procedure and impose penalties. The appeal against such orders can be made by such employee to the executive council of VJES whose decision will be final.

### **10.9.5.1. CENSURE:**

Every censure awarded shall debar an employee for promotion /appointment by transfer for one year to both selection and non- selection posts. Censure has no direct financial implications as such. However, it may Indirectly adversely affect an employee financially where his promotion, confirmation is withheld or postponed as a consequences of the imposition of the penalty.

### **10.9.5.2. Withholding of Promotion:**

This penalty awarded to employees shall debar the individual for promotion / appointment by transfer to higher post during the period of subsistence of penalty which shall be indicated in the order imposing the penalty subject to a minimum period of one year, both for selection and non-selection post. Though the employee retains his right to be considered for promotion even during the occurrence of this penalty, but since the promotion shall be given

effect to only after the penalty is over, there is bound to be financial loss due to the delayed promotion.

#### 10.9.5.3. **Withholding of increments of pay:**

- Withholding of increments of pay Without cumulative effect: this penalty awarded to employees shall debar him/her for promotion/appointment by transfer to a higher post during the period subsistence of penalty which shall be indicated in the order subject to a minimum period of one year, both for selection and non-selection posts. In case of withholding of increments without cumulative effect, the financial loss is specific and ascertainable.

But if the increment is withheld with cumulative effect the financial loss is immense and not specifically Ascertainable. The reason is that not only his pay in the time scale remains depressed by the number of increments with held but his pay will be fixed at a lower stage when he/she gets promoted in due course that a higher scale, grade or post.

#### 10.9.5.4. **Reduction to a lower stage in the time scale of pay for a period not exceeding 3 years without cumulative effect.**

It is now stands a minor penalty specifically indicated. Therefore it is necessary that every order passed by a Competent Authority imposing on an employee the penalty of reduction to a lower stage in the time scale should indicate:

- i. The date from which it will take effect and the period (in terms of years and months) for which the penalty shall be operative;
- ii. The stage in the time scale (in terms of rupees) to which the employee is reduced; and
- iii. The extent (in terms of years and months) if any, to which the period
- iv. referred to at (i) above should operate to postpone future increments:  
Reduction to the lower stage must be within the same scale i.e., the pay **cannot be reduced below the minimum of the scale:**
  - i. The period of reduction cannot exceed 3 years;
  - ii. The employee will draw his normal increment during the period of reduction. No power vests with the DA to with hold his normal increment during the penalty.
  - iii. Since the penalty has to be without cumulative effect, the person concerned shall be entitled to his normal pay (which he would have drawn but for the penalty) in the scale of the expiry of the period of penalty.

#### 10.9.5.5. **Reduction to a lower time scale of pay, grade, post or service withholding of Increment of pay with Cumulative effect:**

It amounts to a major penalty.

The financial implications of the penalty differ and the discretion vests with Disciplinary Authority in regard to the imposition of this penalty.

The penalty is imposed for an unspecified period. However, the DA has the Discretion to impose the penalty for a specified period also.

It depends upon the nature of penalty to be imposed by the Disciplinary Authority and calculation of increments and financial implications etc.

The case of such employees shall not be recommended for promotion/appointment by transfer for twice the period for which the increment(s) are stopped with cumulative effect, both for selection and non Selection posts; such individual shall not be recommended for promotion/appointment by transfer for twice the period with a minimum of one year both for selection and non selection posts.

#### 10.9.5.6. **SUSPENSION:**

10.9.5.6.1. The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Management by general or special order may place an employee under suspension.

10.9.5.6.2. Meaning: The Suspension is” to debar from any privilege, office, emoluments etc., for a time”, the real effect of an order suspension is that though an employee is continued to be in service, but he is not permitted to work, and further during the period of his suspension he is paid only some allowance generally called “subsistence allowance” which is less than his salary.

10.9.5.6.3. An order suspension is not an order imposing punishment on a person found to be guilty, If an order made against him before he is found guilty to be guilty. It is an order made against him before he is found guilty to ensure smooth disposal of the proceedings initiated against him. Such proceeding should be completed expeditiously in the public interest and also in the interest of the employee concerned. Suspension cannot be equated with reduction in rank.

10.9.5.6.4. Kinds of suspension:

- I. where a disciplinary proceedings against him is contemplated or is pending; or
- II. Where a case against him in respect or any criminal offence is under investigation or trial.

10.9.5.6.5. Date of effect of an order of suspension:

- I. Date of effect of an order of suspension is from the date of passing the order of suspension.
- II. An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention, by an order of the appointing authority, and shall remain under suspension until further orders.

10.9.5.6.6. Status of employee during suspension:

The real effect of the order of suspension is that though he continues to be a member of service he is not permitted to work and further, during the period of his suspension he is paid only some allowance generally called subsistence allowance which is normally less than his salary, instead of the pay and allowance he would have been entitled to, if he had not been suspended. In a subsequent case the Supreme Court held that disabilities that flow from an order of suspension are:

- I. The suspended employee is not entitled to get his full salary during suspension.
- II. In order to be entitled to the subsistence allowance he is prohibited from engaging in any other employment, business, profession or vocation.
- III. He is not permitted to retire during the period of suspension and an order of suspension on the verge of retirement amounts to automatic extension of service and no further order him in service is needed under

10.9.5.6.7. Suspension-Effect on promotion and confirmation:

Where a person who has been suspended pending a criminal charge has been subsequently acquitted is entitled to all the benefits of service which he would have enjoyed had he not been suspended. If any juniors are confirmed or have been promoted to higher categories such confirmations and promotions have to be reviewed and the suspended employee who has been reinstated should be considered for confirmation and promotion.

10.9.5.6.8. Increments during suspension:

Increments falling due during suspension period should be added in subsistence allowance and the subsistence allowance should be calculated accordingly. This view was taken by the Allahabad High Court on the ground that during the period of suspension the contract of service subsists and therefore the suspended employee is entitled to all benefits of service. It was also held that an increment can be withheld only as a penalty by a specific order of the appointing authority and where there is no such specific order withholding or postponing the increment cannot be denied even during the period of suspension.

10.9.5.6.9. Subsistence Allowance:

1. An employee under suspension shall be entitled to draw subsistence allowance equal to 50 percent of his basic pay provided the disciplinary authority is satisfied that the employee is not engaged in any other employment or business or profession or vocation. In addition, he shall be entitled to Dearness Allowance as admissible on such subsistence allowance and any other compensatory allowance of which he was in receipt on the date of suspension provided the suspending authority is satisfied that the employee continues to meet the expenditure for which the allowance was granted.

2. Where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:-

(i). The amount of subsistence allowance may be increased to 75% of basic pay if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee under suspension.

(ii) The amount of subsistence allowance may be reduced to 25% of basics pay if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing, directly attributable to the employee under suspension.

NOTE: In both (i) and (ii) above the employee under suspension shall be entitled to (a) dearness allowance as admissible on such increased or reduced subsistence allowance, as the case may be; and (b) any other compensatory allowance of which he was in receipt on the date of suspension subject to the condition provided under sub-rule (1) above.

10.9.5.6.10. If an employee is arrested by the police on a criminal charge and bail is not granted, no subsistence allowance is payable. On grant of bail, if the competent authority decides to continue the suspension, the employee shall entitled to subsistence allowance as provided sub-rule (1) and (2) above, from the date he is granted bail.

10.9.5.6.11. Treatment of the period of suspension:

When the suspension of an employee is held to be unjustified or not wholly justified; or when an employee who has been dismissed, removed or suspended is reinstated, the Management may grant to him for the period of his absence from duty.

10.9.5.6.12. If he is honorably acquitted, the full pay and allowances which he would have been entitled to if he had not been dismissed, removed or suspended, less the subsistence grant;

10.9.5.6.13. If otherwise, such proportion of pay and allowance as the Management may prescribe. In a case falling under clause (a) the period of absence from duty will be treated as a period spent on duty. In case falling under clause (b) it will not be treated as a period spent on duty unless the Management so direct.

10.9.5.6.14. Suspension, where a person has already been suspended to the extent considered necessary:

- i) Where suspension is revoked exonerating a person fully his/her case may be considered for promotion with retrospective effect.
- ii) Where the disciplinary proceedings finally resulted in a penalty he/she will be debarred during the period of penalty and subject to a minimum period of one year from the date of reinstatement.

- iii) In case the suspension period itself is treated as substantive penalty, he/she shall be debarred for promotion/appointment by transfer for a period of minimum one year both for selection/non-selection posts.

**10.9.5.7. Removal from service:**

Which shall not be a disqualification for future employment

**10.9.5.8. Dismissal from service:**

Which shall ordinarily be a disqualification for future employment, provided that in all proved cases of misappropriation, bribe, bigamy, corruption, moral turpitude, forgery and outraging the modesty of women, the penalty of dismissal from service shall be imposed.

**10.9.6. PAYMENT OF SALARIES AND ALLOWANCES TO AND DISCIPLINARY ACTION AGAINST EMPLOYEES OF THE INSTITUTION.**

The Institution follows the Sec.79. of A.P. Education act, for dismissal, removal or reduction in rank or suspension, etc., of employees of the institution:-

(1) No teacher or member of the non-teaching staff employed in this institution (hereinafter in this chapter referred to as 'the employee') shall be dismissed, removed of the charges against him and given a reasonable opportunity of being heard in respect of those charges:

Provided that no order of dismissal, removal or reduction in rank shall be passed under this sub-section against an employee without the prior approval of such authority or officer as may be prescribed for different classes of the institution.

Provided further that the management may prefer an appeal against any order of the Officer or authority refusing approval under this sub-section to such authority or officer and within such period as may be prescribed.

(2) An inquiry under sub-section (1) shall be completed within a period of two months from the date of communication of charges against the employee.

(3) (a) No employee shall be placed under suspension except when an enquiry into the gross misconduct of such employee is contemplated.

(b) No such suspension shall remain in force for more than a period of two months from the date of suspension and if such inquiry is not started and completed within that period, such employee shall, without prejudice to the inquiry, be deemed to have been restored as employee:

Provided that the competent authority may, for reasons to be recorded in writing, extend the said period of two months for a further period not exceeding two months, if in the option of such competent authority the inquiry could not be completed within the said period of two months for reasons directly attributable to such employee.

(4) Every such employee as is placed under suspension under sub-section (3) shall be paid subsistence allowance at such rates as may be prescribed during the period of his suspension.

(5) Before imposing any penalty, other than the penalties specified in subsection (1), an employee shall be informed in writing of the allegations on which action is



proposed to be taken and be given an opportunity of making a representation, but it shall not be necessary to hold an oral inquiry into such allegations.

10.9.7. **APPEAL AGAINST ORDERS OF PUNISHMENT OF IMPOSED ON EMPLOYEES :**  
**Sec.80** of AP Education Act(1)Any employee who is dismissed, removed or reduced in rank may, prefer an appeal against the order to the competent authority within thirty days of the receipt of the order by him.

(2).The competent authority shall not interfere with the order appealed against unless the order is vitiated on any one or more of the following grounds namely:

10.9.7.1. that there is no material to substantiate the charge or charges framed against the employee; or

10.9.7.2. that the authority who passed the order acted with bias or malafides; or

10.9.7.3. that the order is perverse or arbitrary; or that no reasonable opportunity has been afforded to the employee to prove his innocence:

Provided that the competent authority shall not pass any order prejudicial to the management unless an opportunity of making a representation is given.

(3) The competent authority may, after giving notice to the management of the institution, pass such interim order as it deems fit, pending disposal of the appeal under sub-section (2),if it is satisfied that the employee has made out a prima facie case for interference.

(4) In respect of an order imposing any penalty as laid down in sub-section (5) of section 79 (A.P.Education Act) an appeal shall lie to the Commissioner of Technical Education having jurisdiction and in respect of such appeals the order appealed against shall not be set aside except on the grounds specified in sub-section (2).

**Appeal to government:-AS per A.P.Education Act Sec.81**

(1) Any employee or the management aggrieved by an order of the competent authority under sub-section (2) of section 80, may appeal to the Government within a period of thirty days from the date of receipt of the order.

(2) where an appeal preferred under sub-section (1) of section 80 has not been disposed of by the competent authority within ninety days from the date appeal was preferred, it shall be competent for the Government either *suo motu* or an application to withdraw the appeal from the competent authority and dispose of the same.

(3) The powers exercisable and the procedure to be followed by the Government acting under this section shall be the same as that of the competent authority under section 80.

**Retrenchment of employees:-**As per Sec.83 of A.P.Education Act. Where retrenchment of any employee is rendered necessary by the management or competent authority consequent on any change relating to education or course of instruction or to any other matter, such retrenchment may be effected with the prior approval of the competent authority or the next higher authority, as the case may be.

Dismissal or retrenchment may be effected with the prior approval of the competent authority or the next higher authority, as the case may be.

## **10.10. DISCIPLINARY PROCEDURES**

If an employee commits the act of misconduct or misdemeanor by violating the code of conduct, anyone reporting in writing to the Principal.

**10.10.1.** 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 and follow the following steps before imposing penalties.

**10.10.2.** Procedure for imposing penalties

10.10.2.1. Whenever it is proposed to take disciplinary action against an employee ,the first step is to produce the grounds on which it is proposed to take action in the form of definite charge or charges

10.10.2.2. The framing of charges

10.10.2.3. To communicate the charge-sheet so prepared to the person charged,

10.10.2.4. The disciplinary authority may itself conduct the enquiry or appoint an inquiry authority to conduct the enquiry.

10.10.2.5. For imposition of major penalty, an enquiry should be conducted as envisaged in the rules.

10.10.2.6. The appointment of an Enquiry officer

10.10.2.7. The appointment of a presenting officer

10.10.2.8. The conduct of enquiry proper by examining witnesses and cross-examining them on both sides.

10.10.2.9. Supply of documents necessary to the delinquent officer to effectively put up his defense. together with a statement of the imputation of misconduct or misbehavior

10.10.2.10. The report of the enquiry officer together with a statement of the imputation of misconduct or misbehavior and a list of documents and witnesses by which each article of charges is proposed to be sustained.

10.10.2.11. In such charge-sheet, the delinquent shall also be required within a reasonable time to file a written statement of his defense and to state whether he desires to be heard in person.

a). Salient Features:

The articles of charges, statement of imputation of misconduct and list of witnesses and documents should be served in the employee by the disciplinary authority or its instance and the employee should be required to submit the statement of defense and to state whether he desires to be heard in person.

10.10.2.12. The disciplinary authority on receipt of statements of defense or where no statement of defense is received within the Stipulated time, conduct the enquiry itself or appoint an inquiry authority to do so.

**10.10.3. CHARGE-SHEET:** The essential requirements of charge-sheet are.

10.10.3.1. The substance of the imputations of misconduct or misbehavior into definite and distinct articles/sections of charge.

10.10.3.2. It shall be communicated to the person charged.

10.10.3.3. A statement of the imputations of misconduct or misbehavior in support of each article of charge, which shall contain-

- A statement of all relevant facts including any; admission or confession made by the employee.
- Copies of documents by which and copies of statements of witnesses by whom, the articles of charge are proposed to be sustained, and

10.10.3.4. He should be asked to state whether he desires to be heard in person.

**10.10.4. SERVICE OF CHARGE-SHEET:**

Where a charge-sheet has been served through Registered post and the accused officer has refused to accept the Registered letter, it was held that it amounts to valid service.

**10.10.5. DELAY IN SERVICE OF CHARGE-SHEET:**

The decision to initiate disciplinary proceedings cannot be subsequent to the issuance of the charge-sheet, since issue of the charge-sheet is a consequence of the decision to initiate disciplinary proceedings. Framing the charge-sheet, is the first step taken for holding the enquiry into the allegations, on the decision taken to initiate disciplinary proceedings. The charge-sheet is then served on him to enable him to give his explanation; if the explanation is satisfactory, the proceedings are closed, otherwise, an enquiry is held into the charges.

**The employee is given reasonable opportunity to prove his innocence.**

10.10.5.1. The articles of charge with statement of imputation, copies of documents and list of witnesses proposed to be examined have to be furnished to the delinquent officer and he should be asked to submit a written statement of defense within ten days and to state whether he desires to be heard in person.

10.10.5.2. A presenting officer has to be appointed unless the disciplinary authority itself inquires into the charges.

10.10.5.3. In the enquiry, witnesses shall be examined by the presenting officer and may be cross-examined by the employee.

10.10.5.4. The employee can take the assistance of another employee in service or retired or where the presenting officer appointed is a legal practitioner, he can also take the assistance of a legal practitioner,

10.10.5.5. The employee can himself also produce witnesses on his behalf and they may be cross-examined by the presenting officer.

- 10.10.5.6. The employee shall be entitled to inspect the documents on which the Articles of Charges are based and if he applies in writing for the supply of the copies of the statement of witnesses.
- 10.10.5.7. After the conclusion of the enquiry, a report shall be prepared.
- 10.10.5.8. When the Enquiry officer is not the Disciplinary Authority the delinquent employee has a right to receive a copy of Enquiry Officer's report irrespective of any rule before arriving a decision by Disciplinary Authority.
- 10.10.5.9. Whenever the Disciplinary Authority disagrees with the finding of the Enquiry Officer or any article of charge, then before it records its own findings on such charge(s), it must record its own findings on such charge it must record its tentative reasons for such disagreement and give to the delinquent employee an opportunity to represent
- 10.10.6.** If the Director / Principal is satisfied with the facts of the Complaint on such enquiry, he/she shall proceed with the disciplinary process, depending upon the veracity of such violation.
- 10.10.7.** He/ She 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 employee for giving his/her explanation.
- 10.10.8.** On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Director/Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- 10.10.9.** The course of action for disciplining an employee shall be Memo and censure
- 10.10.10.** Warning in writing, with recovery of monies, where financial loss is involved in the act.
- 10.10.11.** Suspension from work without remuneration.
- 10.10.12.** Dismissal or discharge from service.
- 10.10.13.** Any staff member receiving more than two memos or warnings will be given punishments mentioned in 10.9.
- 10.10.14.** The Director/Principal shall constitute a comity for 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.
- 10.10.15.** The Principal shall report the proceedings periodically to the Chairman/ correspondent.
- 10.10.16.** The following are the competent authorities to impose and appellate authorities for each type.

Nature of Punishment	Competent Authority impose	Appellate Authority
Censure	Director/Principal	Executive Committee
With-holding of increment or promotion or effecting Committee reduction in rank.	Executive committee	Governing Body
Recovery from his/her salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach or orders.	Executive Committee	Governing Body
Removal or dismissal from service	Governing Body	Commissioner of Technical Education

Note: To discharge the services of an employee in the following circumstances does not amount to removal or dismissal from service within the meaning of the above rule.

- a. A person engaged under contract within terms of contract.
- b. A person appointed on ad-hoc basis.

## 10.11. GRIEVANCE PROCEDURE

**10.11.1.** The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

**10.11.2.** The Grievance Committee shall be composed of three persons in the ranks of Head of the Departments, Principal/Director/Dean and Chairman/correspondent.

**10.11.3.** The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

- The grievance committee shall : Have a member secretary, to monitor the proceedings. Meet once every week on a stipulated day and time

**10.11.4.** Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the committee.

**10.11.5.** 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 the commissioned immediately.

**10.11.6.** The grievances shall be redressed immediately by the committee and by the chairman/Correspondent.

**10.11.7.** The Member-Secretary shall record and maintain the minutes the meetings.

**10.11.8.** Explanations:

The discharge of a person

10.11.8.1. Appointed on probation during the period of probation, or

10.11.8.2. Engaged under contract in accordance with the terms of contract or

10.11.8.3. Engaged under ad hoc as per the terms of the appointment order

10.11.8.4. Appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule. When a lower authority has declined to impose a penalty in any case it shall not debar a higher authority from exercising its jurisdiction under this rule in respect of the same case.

## 11. COMPULSORY RETIREMENT:

It is a premature retirement. It is and administrative action which is not a punishment. The employee remains entitled to the benefits.

The penalty differs from dismissal or removal from service in regard to the retirement benefits while dismissal or removal from service entails forfeiture of past service and deprivation of retirement benefits, the penalty of compulsory retirement is imposed remains entitled to the proportionate pension on the basis of service render by him. There is no bar to his reemployment.

### 11.1. Retirement from Service

- 11.1.1. All teaching and non teaching staff shall retire on completing the age of superannuation, which is 70 yrs. of age.
- 11.1.2. 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.
- 11.1.3. The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- 11.1.4. The age of superannuation as mentioned above shall not be applicable to the professors of Emeritus and Special Category appointments.

### 11.2. Retirement Benefits

- 11.2.1. All employees who are coming under the purview of the Employee's 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.
- 11.2.2. The College shall contribute 13.36 of pay subject to the ceiling of Rs. 1800 per person, towards the Employer's contribution to the EPF Scheme.
- 11.2.3. 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.
- 11.2.4. The College shall remit both the contributions as stated above to the EPF Scheme authorities.
- 11.2.5. The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- 11.2.6. 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.
- 11.2.7. All employees who are coming under the purview of the Employee's 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.
- 11.2.8. The College shall contribute 4.75% of pay per person towards Employer's contribution to the ESI scheme.
- 11.2.9. The College shall deduct 1.75% of the pay from the salary of the individual employee every month, towards his/her contribution to the ESI scheme.

**ANNEXURE-1**  
**APPOINTMENT ORDER**

Date : \_\_\_\_\_

To

\_\_\_\_\_  
Dear Sir/Madam

On the basis of interview conducted on \_\_\_\_\_, the Board of Governors of Vidya Jyothi Institute of Technology is pleased to appoint you as \_\_\_\_\_. In the Dept of \_\_\_\_\_ under the following terms and conditions:

1. You will be reporting to the duties on or before \_\_\_\_\_.
2. You will be on probation for a period of one year from the date of joining. On satisfactory academic performance and on completion of the probation, your services will be regularized.
3. During your service in the college, you are not supposed to participate in any activities detrimental to the policies of the Management.
4. You should abide by the rules and regulations of the HR Policy of the college. Any violation of the rules and regulations of the college may lead to termination of your services.
5. Your services may be terminated either by the management of the college or by yourself by giving one month's notice period/ one month's salary in lieu of.
6. Your pay and allowances are as per the AICTE pay scales, in the scale of \_\_\_\_\_ with a basic pay of Rs. \_\_\_\_\_ and allowances.

Welcoming you to the college and wishing you a successful career.

**DIRECTOR / PRINCIPAL**



**ANNEXURE-2**  
**EMPLOYEE INFORMATION FORM**  
(For office use only)

<b>Employee ID:</b>												
<b>Employee Designation:</b>												
<b>Department:</b>												
<b>Date of Joining:</b>												
<b>PAN No.:</b> <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>												
<b>Official E-mail ID:</b>												
<b>Bank Name:</b>	<b>Account No:</b>											
<b>IFSC Code:</b>												

**Personal Details:**

**Name :**

**Husband's Name :**

**Mother's Name :**

**Date of Birth :**

**Birth Place:**

**Marital Status :**

**Mother Tongue:**

**Religion :**

**Caste:**

**Blood Group :**

**Present Address :**

**Permanent Address:**

**Contact No/Land Line:**

**Mobile No:**

**E-mail ID:**

**Academic Qualification:**

Course	Subject	Name of College	Board/ University	Year of passing	% of Marks	Place
SSC						
Inter						
Degree						
PG						
M.Phil						
Ph.D						
Any other						

**Details of previous Employment**

S.No.	Name of the Organization/Institution	Period of Work		Work experience/ Research/Teachin g/Industrial
		From	To	

I \_\_\_\_\_ do here by declare that the information given is true to the best of my knowledge.

Name

Signature

Date

**For Office use only****Documents / Certificates submitted at the time of joining**

1	4
2	5
3	

Signature of the authority

# VIDYA JYOTHI INSTITUTE OF TECHNOLOGY

## ACADEMIC PERFORMANCE INDICATORS

(TEACHING FACULTY)

(To be filled by the candidate)

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Department : \_\_\_\_\_
4. Date of joining : \_\_\_\_\_
5. Present Position : \_\_\_\_\_

### 1. Teaching Performance indicator:

S.No.	Course/Semester	Title of the paper taught	No. of classes engaged per week	Result (Pass Percentage)	API Score (Max 20+5)
1.	1 <sup>st</sup> Sem	Subject-1			
		Subject-2			
		Laboratory			
2.	2 <sup>nd</sup> Sem	Subject-1			
		Subject-2			
		Laboratory			
3.	<b>Average of Results</b>				
For taking Teaching Load in excess of UGC norm (max score:5)					

Score based on Results: >90%-20, 80-90%-15 70-80%-10, <70%-5

### 2. Students Feedback indicator:

S.No.	Semester	Title of the paper	Students Feedback Points	API Score (Max 15)
1.	1 <sup>st</sup> Sem	Subject-1		
		Subject-2		
		Laboratory		
2.	2 <sup>nd</sup> Sem	Subject-1		
		Subject-2		
		Laboratory		
3.	<b>Average of Results</b>			
For taking Teaching Load in excess of UGC norm (max score:5)				

Score based on Student feedback: >9%-15, 8-9%-10 7-8%-5

### 3. Interactive class room teaching approach (As per NBA):

#### API Score: Max 10

In this method, teachers are expected to use the outcome based education system, so that weak students can learn the subject in a better way.

Documentary evidence is to be submitted along this form

**4. Publication of research papers in Journals:**

S.No.	Title with Page No's	Journal	ISSN/ ISBN No.	Whether reviewed, peer Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score (Max 10)

For publication of each paper-5

**5. Publication of Articles/Chapters in Books:**

S.No.	Title with Page No's	Journal	ISSN/ ISBN No.	Whether reviewed peer	No. of Co-authors	Whether you are the main author	API Score (Max 5)

**6. Participation along with presentation in Conferences/ Seminars /Workshops/ Symposia/ Faculty development programme etc.,:**

S. No.	Title of the paper presented (if any)	Name of Conference/Seminar	Organization	Whether International/National	API Score (Max 15)

- a) Participation & presentation (per presentation-7.5)
- b) For participation (per participation-5)

**7. Examination duties assigned and performed:**

S.No.	Type of examination duty assigned	Extent to which assigned work was carried out	API Score (Max 5)

**8. Co-Curricular / Extra Curricular duties assigned by the college:**

S.No.	Type of Activities assigned by the college	Average Hrs/Week	API Score (Max 5)

**9. Assessment of the Teacher by the HOD:**

S.No.	Type of Work assigned	API Score (Max 10) (Each item carries 2 marks)
a)	Impression about the teaching work of the teacher	
b)	For extending the help in the organization of departmental workshops/seminars	
c)	For counseling the students	
d)	For mentoring the students	
e)	Any other departmental work assigned by the HOD	

**10. SUMMARY OF API SCORES (Maximum 100) :**

	Criteria	API Score Under different Categories	Total API Score under different categories
I	Teaching, Learning and Evaluation related activities (1+2+3)		
II	Extension of the subject/research work (4+5+6)		
III	Co-curricular & extracurricular activities along with HOD assessment(7+8+9)		
<b>Total API Score</b>			

Signature of the Teacher

Signature of the HOD

Signature of the Director

Note:

1. If a teacher gets a minimum API Score of 40, normal increment will be sanctioned.
2. If a teacher gets API Score between 60-80, an extra amount of Rs. 1000/- will be approved.
3. If a teacher gets API Score of 80 and above, an extra amount of Rs. 2000/- will be sanctioned.

# VIDYA JYOTHI INSTITUTE OF TECHNOLOGY

## PERFORMANCE INDICATORS FOR SPORTS PERSONALS

(To be filled by the candidate)

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Department : \_\_\_\_\_
4. Date of joining : \_\_\_\_\_
5. Present Position : \_\_\_\_\_

### 1. Activities connected with the students' discipline:

S.NO	Activities along with dates	Remarks	Score - 25
1.	I Sem		
2.	II Sem		

13 for attending I semester students discipline related activities duties.

12 for attending II semester students discipline related activities duties.

### 2. Squad duties for B.Tech / M.Tech Mid Exams:

S.NO	MID Examinations duties with dates	Remarks	Score - 10
1.			
2.			
3.			
4.			
5.			

2 each for participating in mid exams

### 3. Squad duties for Semester Exams :

S.NO	Semester Examinations with dates	Remarks	Score - 10
1.			
2.			
3.			
4.			
5.			

2 for each semester exams

#### 4. Organizing of daily Sports / Games Activities in the college :

S.NO	Name of the Sport Activity	Remarks	Score - 25
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

5 each for conducting sports activities

#### 5. Organizing of Annual Sports activities to the students and staff :

S.NO	Annual Sports & Other activities	Remarks	Score - 10
1.	Annual day sports activities		
2.	College sports festival activities		

5 each for the organizing the sports meet.

#### 6. Organization of Sports meets / Tournaments outside the college :

S.NO	Name of the Tournament	Remarks	Score - 20
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

2 for participating in each Tournament / Meet.

## 7. SUMMARY OF THE SCORES( Maximum 100):

	Criteria	Score under different Categories	Total score under different categories
1	Activities connected with the students discipline	25	
2	Squad duties for B.Tech / M.Tech Mid Exams	10	
3	Squad duties for Semester Exams	10	
4	Organizing of daily Sports / Games Activities	25	
5	Organizing of Annual Sports activities for students and staff	10	
6	Organization of Sports meet outside the college	20	
<b>Total Score</b>		<b>100</b>	

**Signature of the P.D**

**Signature of the HOD**

**Signature of the Director**

---

### Note:

1. If a P.D. gets a Minimum Score of 70, normal increment will be sanctioned.
2. If a P.D. gets Score between 71-80, an extra amount of Rs. 1000/- will be approved.
3. If a P.D. gets Score of 81 and above, an extra amount of Rs. 2000/-, will be sanctioned.



# **VIDYA JYOTHI INSTITUTE OF TECHNOLOGY**

(Ministerial Staff)

Performance appraisal for the period from \_\_\_\_\_ to \_\_\_\_\_

This form has to be filled in by the concerned Staff member & sent to Head of Department for forwarding to the Director/Principal for further remarks.

Being a confidential document the contents of the form will be known only to the appraise A.O. and Principal.

Ref: VFIT/EST/900/

Dt:

Sub: Establishment – Sanction of Annual Increment – Regarding.

1. Name : \_\_\_\_\_
2. Designation with Dept: \_\_\_\_\_
3. Qualification : \_\_\_\_\_
4. Date of joining & designation  
at the time of joining : \_\_\_\_\_
5. Present post held from : \_\_\_\_\_
6. Qualification acquired during : \_\_\_\_\_  
This academic year

7. Leave Details:

Period	CLs	Loss of Pay	Number of Lates

8. Pay scale/consolidated : \_\_\_\_\_

9. Existing Pay/allowances

Basic + DA + HRA + CCA = Gross Pay  
\_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

10. Date of Increment : \_\_\_\_\_

## **PART - I**

**(TO BE FILLED BY THE OFFICER REPORTED UPON)**

A brief summary of duties and responsibilities (not more than 50 words)

**Signature of Employee**

**PART - II**  
**(To be filled by the Reporting Officer)**

**ANNUAL APPRAISAL REPORT FOR THE ACADEMIC YEAR \_\_\_\_\_**

Name of the Employee : \_\_\_\_\_

Designation : \_\_\_\_\_

Attitude and Interpersonal Skills (Give ratings on a five point scale with '5' being the best and '1' the poorest):

1.	Initiative : a self-starter, able to work without constant supervision	
2.	Responsibility : Understands duties, accepts responsibilities readily	
3	Punctuality: arrives on time. Generally available for students during working hours.	
4	Commitment & Loyalty: Committed & Loyal to his / her work	
5	Development: Keeps knowledge up to date.	
6	Communication Skills : speaks effectively with supervisor, colleagues and students	
7	Team work : Effective in a team	
8	Relationship with staff	
9	Shouldering additional responsibilities / extracurricular activities.	
10	Maturity & Temperament	
	Total (50)	

**1. Overall appraisal :**

Outstanding (45 & above) Very Good (37& above) Good (30 & above) Poor (<30)

**2. Remarks of Reviewing Officers**

**Signature of the Reviewing Officer**