



VIDYA JYOTHI
INSTITUTE OF TECHNOLOGY
AN AUTONOMOUS INSTITUTION

HUMAN RESOURCES POLICY MANUAL-2022



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INSTITUTE OF TECHNOLOGY
AN AUTONOMOUS INSTITUTION

Human Resources Policy

Manual-2022

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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 at National Level
- ❖ 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 to be University.

Introduction & Definitions

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1.1. INTRODUCTION

- 1.1.1. The rules given hereunder may be called the Vidya Jyothi Institute of Technology Hyderabad Human Resources Policy.
- 1.1.2. The rules contained in this manual shall be applicable to all employees of the institute, including those appointed prior to the adoption of these rules governing the Institute.
- 1.1.3. These rules shall come into force on such a date approved by the Governing.
- 1.1.4. In case any doubt arises about the interpretation of these rules, the matter shall be referred to the governing Body 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.
- 1.2.2 “Management Committee means the Management Committee of the Institute.
- 1.2.3 “Institute” means Vidya Jyothi Institute of Technology (VJIT), Aziznagar, C.B. Post, Himayathnagar village, Hyderabad.
- 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 “College Academic Committee” means the Academic Committee of the Institute.
- 1.2.9 “Academic Council” means Academic Council of the Institute.
- 1.2.10 “Chairperson” means the chairman of the Governing Body.
- 1.2.11 “Secretary and Correspondent” means the secretary and Correspondent of the Society (VJES).
- 1.2.12 “Treasurer” means the Treasurer of the Society.
- 1.2.13 “Director/ Principal” means the Director / Principal of the Institute.
- 1.2.14 “Head of the Department” means Head of an Academic Department of the Institute.
- 1.2.15 “Administrative Officer” means the Administrative Officer of the Institute

Note:

Wherever

- He is mentioned, it shall be read as he/she.
- His refers to his/her.
- Institute or College means VJIT

ADMINISTRATIVE COMMITTEES

2

In the institute a number of committees exists which are classified as Statutory Committees and Non-Statutory Committees.

2.1 Statutory Committee

Statutory Committee means the essential committees of the institute required for the functioning of the Institute.

Following are the Statutory Committees

1. Governing Body
2. Academic Council.
3. Finance Committee.
4. Internal Quality Assurance Cell (IQAC) Internal Quality Assurance Committee
5. College Academic Committee.
6. Grievances Redressal Committee.
7. Anti Ragging Committee.
8. Disciplinary Committee
9. SC/ST Committee
10. OBC Committee
11. Minority Cell
12. Examination Committee.
13. Women Grievances Redressal Committee.
14. Building and works Committee.
15. Board of Studies (BOS)
16. Departmental Advisory Board (DAB)
17. Program Assessment Committee (PAC)
18. Project Review Committee (PRC)

2.1.1 Governing Body

The Governing Body is constituted as per UGC Notification Dated 3rd April 2023. According to the UGC Guidelines the Constitution of Governing body of College is as follows.

Number	Category	Nature
5 Members one of them to be Chairperson	Management	Nominated by the Parent Body as per its constitution or bye-laws
2Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1Member	Administrative Staff member of the College	Administrative Officer/Senior administrative staff
1Member	Educationist or industrialist	Nominated by the management

1Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/ State Council of Higher Education
1Member	University Nominee	Nominated by the University
1Member	Principal of College	Member Secretary

Term: The Governing Body shall be reconstituted every five years.

Meetings: Meetings of the Governing Body shall be held at least once every six months.

Quorum: Presence of a minimum 50% of Members will be the quorum. Functions of the Governing Body:

Subject to the existing provision in the bye laws of the respective Autonomous College and rules laid down by the State Government/Parent University, the Governing Body shall:

- Guide the Autonomous College while fulfilling the objectives for which the College has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes, and certificates on their commendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve the annual budget of the Autonomous College.
- Perform such other functions and institute committees as may be necessary and deemed fit for the proper development of the Autonomous College.

2.1.2 Academic Council

The Academic Council of the college is constituted based on the UGC guidelines. The Constitution of the Academic Council, Duties and other related details are furnished below.

COMPOSITION OF ACADEMIC COUNCIL:

1. The Principal (Chairperson)
2. All the Heads of Departments in the Autonomous College
3. Four teachers of the Autonomous College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.
4. Not less than four experts/academicians from outside the Autonomous College representing such areas as Industry, Management, Engineering & Technology, Humanities and Sciences, etc., are to be nominated by the Governing Body.
5. Three nominees of the University.
6. The Controller of Examination of the College
7. A faculty member nominated by the Principal (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Academic Council shall be held at least once every six months.

Roles and Responsibilities of the Academic Council:

- (a) To scrutinize and approve the proposals of the Board of Studies. If the Academic Council differs on any proposal, it return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.
- (c) To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) To recommend to the Governing Body proposals for the institution of new programmes of study.
- (e) To recommend to the Governing Body institutions scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- (f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.
- (g) To perform such other functions as may be assigned by the Governing Body.

2.1.3 Finance Committee

The Finance committee of the college is constituted in tune with UGC Guidelines. The details are follows

Composition of Finance Committee:

- (1) Principal (Chairman).
- (2) One person to be nominated by the Governing Body of the College for a period of two years.
- (3) Nominee of Affiliating University
- (4) Dean
- (5) Academic Coordinator
- (6) One senior faculty member of the College to be nominated in rotation by the Principal for two years.
- (7) Administrative officer of the College (Member Secretary)

Term: The term of the Finance Committee shall be three years.

Meetings: Meetings of the Finance Committees shall be held at least once every six months.

Functioning of Finance Committee is to

- a) Act as an advisory body to the governing on financial aspects. Budget estimates relating to the grants received/receivable from funding agencies, income from fee etc.
- b) Audit accounts for the above.
- c) Allocation of funds to department and their Utilization details.
- d) Any other financial issues of the Institute.

2.1.4 Internal Quality Assurance Cell (IQAC).

Institution has an Internal Quality Assurance Cell (IQAC) that plays a crucial role in ensuring the continuous improvement of academic and administrative performance. The IQAC is an

integral part of the institution's system, working towards realizing the goals of quality enhancement and sustenance. Its structure and processes are designed to align with the institution's vision and mission, promoting a culture of quality in every aspect of institutional functioning.

INTERNAL QUALITY ASSURANCE COMMITTEE

SL.NO	COMMITTEE	DESIGNATIONS
1	Chairperson	Director/Principal
2	Dean	Member
3	Two members from Management	Members
4	Controller of Examination	Member
5	Academic Coordinator	Member
6	Administrative Officer	Member
7	All Heads of Departments	Members
8	Two external experts on Quality Management	Local Community - Members
9	Parent of a student	
10	Alumni	
11	Two students	
12	Member Secretary	IQAC Coordinator

Functions of IQAC

Functions of IQAC is to recommend the Institute for the

- 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.
- Documentation of various activities of the Institute, leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute.
- Review of development in the Institute based on IQAC recommendation.

2.1.5 College Academic Committee

Composition

1. Director/Principal of the College – Chairman
2. Dean
3. Academic Coordinator
4. All Heads of the departments
5. Two senior faculty members of the college
6. Controller of Examinations of the Institute.
7. Placements Head

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.

Quorum

The quorum for the meeting shall be 60 % of the members.

Term of the office:

The term of office of any nominated Member of the Academic Committee shall be three years from the date of his nomination.

Functions

- 1) To review the academic Examinations, Attendance, Academic Regulations.
- 2) To review the students and faculty development programs
- 3) To visualize and formulate perspective plans for the development and growth of the college
- 4) To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
- 5) To draw new schemes of development for the college
- 6) To plan for resource mobilization through industry interaction, consultancy etc
- 7) To promote research and extension activities in the college campus
- 8) To promote teaching innovations and student placement programmes
- 9) To plan for sustaining the quality of education, quality improvement and Affiliation of the college
- 10) To recommend schemes to promote participation of academic departments in community development activities in the region
- 11) To consider such other activities for furtherance of academic excellence
- 12) To review student attendance at the end of every semester/malpractices in examinations.
- 13) To oversee the internal examination/evaluation/analysis of results/performances of Students/plan for conduct of remedial of class
- 14) To identify the curriculum changes desirable and to identify new academic programs to be established and present detailed reports to the Governing Body for their consideration and final decision.
- 15) To plan the development of all games & sports, co-curricular and student welfare activities and advise the governing Body wherever necessary.
- 16) Any other functions specifically assigned to it by the Governing Body.

2.1.6 Grievance Redressal Committee

Grievance Redressal Committee is constituted to receive grievances from any Staff or a Student of the Institute. The committee will examine the case by case and suggest suitable solution and accordingly the Institute administration will take appropriate steps. The committee will meet at a regular interval at least once in a month.

Grievance and Redressal Committee

S.No	Committee	Designations
1	Principal	Chairman
2	Head of Departments	Members
3	Dean	Member
4	Academic Coordinator	Member
5	Administrative Officer	Member

Quorum: There shall be a minimum quorum of 60% of the members of the committee.

2.1.7 Anti Ragging Committee

As per the notification of the AICTE New Delhi Anti Ragging Committee and Anti Ragging Squad is constituted to prevent ragging in the institution. 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

Sl.No	Committee	Designations
1	Head of the Institution	Chairperson
2	Heads of the Departments	Members
3	Local Police Officer	Member
4	First Year Coordinator	Member
5	Administrative officer	Member
6	Parents	Members
7	Faculty Members	Members
8	Fresher's and Senior Students	Members

Anti Ragging Squad

S.No	Committee	Designations
1	Administrative Officer	Convener
2	Head of the Departments	Members
3	One Faculty member from each Department	Members
4	Physical Director	Member

2.1.8 Disciplinary Committee

To maintain discipline of the campus, in the college premises, classrooms, canteen, College buses Buses etc.

The Roles and Responsibilities of Disciplinary Committee are,

- To create awareness and to prevent any illegal/ incidents acts to take place in the campus.
- To ensure compliance with the provisions of UGC/AICTE Regulations on curbing the Menace and Indiscipline behavior in the campus as well as to monitor and oversee the performance of the Disciplinary squad in the prevention of in-disciplinary activity in the institution.
- To ensure healthy environment by regulating discipline among the students and staff in the campus and to develop machinery to regulate the behavior of students and staff.

Disciplinary Committee		
S.No.	Designation	Position
1	Principal	Chairperson

2	Academic Coordinator	Member
3	HOD – 1	Member
4	HOD -2	Member
5	HOD H & S	Member
6	A Lady Faculty Member	Member
7	Administrative Officer	Member

2.1.9 SC/ST Committee

As per the Provisions laid down by the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, Act No. 33 of 1989, dated 11/09/1989) & the Notification No. GSR – 316 (E) by Ministry of Welfare, New Delhi dated 31/03/1995 and as per the UGC Directives to be adhered and followed by the Educational Institute in this regard, following shall be the SC-ST Committee of VJIT

Objectives:

This Committee functions with the following objectives.

- To implement, monitor and evaluate continuously the Reservation Policy in the Institute.
- To take necessary steps to ensure effective implementation of the policy & programmes /schemes of the State and Central Govt. for SC-ST, if any.
- To ensure the Prevention of Atrocities on the SC, ST Staff, Faculty and Students.
- To ensure the equal opportunity in matters of employment/promotions subject to fulfilling Qualification, Eligibility criteria and Merits.
- To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.
- To conduct the inquiries on the reported & complained issues and to aid and advice the Principal & the Management of the Institute in this regard for the justice and smooth functioning of the Institute

Members of SC/ST Committee

S. No	Name	Designation
1	Dean	Chairperson
2	Sr. Professor	Convener
3	Lady faculty member	Member
4	Sr. faculty member	Member
5	HOD	Member
6	Dr. Faculty member	Member
7	Lady faculty member	Member
At least 50% of the committee shall consist of Candidates of SC/ST category if available		

2.1.10 OBC Committee

A special Cell to look into the affairs of Other Backward Class (Backward and Most Backward) students and staff of the institution is constituted and functioning in the campus in accordance with the XI plan guidelines of the University Grants Commission.

Objectives

- Ensure reservation norms in the admission of students.
- Maintain social relationship among the admitted students in the college and resolve issues, grievances, representations etc., if any.
- Explore redressal mechanisms and provisions for remedial coaching, counseling etc.,
- Coordination of equal opportunity, welfare and other schemes including financial assistances from the government and UGC.

The committee meets at least once a year or whenever an OBC related issue arise whichever is earlier.

1. It is expected to provide special inputs in areas where the students experience difficulties.
2. The Cell may conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations.
3. To organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.
4. To bring the students belonging to OBC community in par with the main stream student body.
5. To function as a grievance redressal cell for the grievances of OBC students and employees.
6. To develop the self-confidence of OBC students.
7. To create awareness, instill values and develop the personality and leadership quality in the students and staff members.
8. To organize seminars, workshops relating to OBC development

Members of OBC Committee

S. No	Name	Designation
1	Principal	Chairperson
2	HOD 1	Convener
3	HOD 2	Member
4	HOD 3	Member
5	Faculty member	Member
6	Faculty member	Member
7	Lady Faculty Member	Member

The committee shall consists of at least two persons from OBC category if available in the institute

2.1.11 Minority Cell

The minority cell of the college is formed with the purpose of empowering the minority communities in the college. The Minority Cell basically helps minority students and staff including Christian, Muslim, etc. for their academic development. The cell is formed with the objectives of encouraging minority students to enroll for career orientation programs which would empower and equip them with the necessary skills to choose a career option. It also facilitates financial support to students from minority communities from government agencies and other sources.

The Cell is committed to provide assistance for minority students through counseling, personality development, development of communication skill, remedial coaching, tutorial classes, preparatory classes for professional and employment purposes, etc.

Minority Cell committee members

Name of the Faculty	Designation
HOD 1	Convener
HOD 2	Member
Sr. Faculty member	Member
Faculty Member (2)	Member
Members shall preferably from Minority Communities	

2.1.12 Examination Committee

Examination Committee is constituted to Review all examination related issues such as

- 1) Quality of Question papers both for internal and Semester examinations.
- 2) Examination Process Before, During and after examinations for both Internal and Semester Examinations)
- 3) Review and Analyze the Examination results.
- 4) Appreciate the teachers based on the good performance hence results and Advise the teachers haven poor results of students to improve the teaching learning process and to investigate and improve results in their subjects.

Constitution of Examination Committee

Name of the Faculty	Designation
Principal	Chair Person
Dean	Member
Academic coordinator	Member
Controller Examinations	Member Coordinator

Frequency of Meeting: Minimum of Once in a Semester

2.1.13 Women Grievances Redressal Committee

The college has established a Women grievances Redressal 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.

Objectives:

1. **Protection:** Safeguard women staff and students from injustice and sexual harassment.
2. **Awareness:** Create awareness about women's rights and duties.
3. **Support:** Provide a platform for women to share experiences and discuss issues

Women Grievances Redressal Committee

S.No	Committee	Designations
1	Chairperson	Principal
2	Convener	Sr. Women Staff Member
3	Five Women Teachers	Members

The Women Grievances Redressal Cell at Vidya Jyothi Institute of Technology (VJIT) functions to protect the rights of women staff and girl students and to address any incidents of violence or misbehavior against them. The cell provides a supportive and confidential environment for addressing grievances and ensuring the safety and dignity of all women associated with the institution.

Grievance Submission Process:

1. **Suggestion/Complaint Boxes:** Women staff and students can place their grievances in writing in the suggestion/complaint boxes located at various places within the institution.
2. **Direct Discussion:** Alternatively, they can discuss their issues directly with the members of the Women Grievances Redressal Cell.

2.1.14 Building and Works Committee

Composition

Secretary and Correspondent	Chairperson
Director / Principal	Convener
Nominee of the Society	Member
(From among the Members of the Governing Body)	Member
Consulting Engineer appointed by the Governing Body	Member
Administrative Officer	Member
Estate Engineer	Member

Term: The term of the Building and works Committee shall be three years.

Meetings: Meetings of the Building and works Committee shall be held at least once in every six months.

Quorum: Minimum of 5-6 Members Including Chairperson.

Meetings of the Buildings and works and Works Committee shall be convened by the Chairperson on his own initiative or on the request of the Convener.

2.1.14.1. Functions of the buildings & works committee

- 1) To select the sites for all new constructions.
- 2) To work out all details of acquisition of new land and complete acquisition proceedings after obtaining approval of the Governing Body.
- 3) To present proposals for construction of new buildings and other major works to the Governing Body for their approval.
- 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.
- 5) To get the detailed plans and estimates prepared for all new construction works, present them and obtain the approval of the Governing Body.
- 6) To plan all minor modifications and maintenance works subject to the provision of the budget.
- 7) To take decision whether an approved work is to be carried out departmentally or by awarding contract.
- 8) To issue tender notifications and receive tenders for the approved construction works.
- 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%.
- 10) To take decisions on the rates at which labor contracts are to be awarded.
- 11) To decide the procedure for purchase of materials required for new construction works as well as maintenance works.
- 12) To monitor and ensure effective supervision of all works and their completion within reasonable time frame.
- 13) Any other function specifically assigned to it by the Governing Body.

2.1.15 Board of Studies

Board of Studies for each department is constituted separately based on the Guidelines of UGC . BoS is constituted by the head of Institute based on as furnished below.

Composition of Board of Studies:

1. Head of the Department (Chairperson).
2. All faculty members of the Department.
3. Two subject experts from outside the parent University are to be nominated by the Academic Council.
4. One expert is to be nominated by the University
5. One representative from industry/corporate sector/allied are as to be nominated by the Principal.
6. One member of the College alumni to be nominated by the Principal.
7. Experts from outside the Autonomous College, whenever special courses of studies are to be formulated, to be nominated by the Principal.
8. Two Students

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Board of Studies shall be held at least once every six months.

Functions: The Board of Studies shall recommend the following to the Academic Council:

- (a) Courses of studies;
- (b) Measures for the improvement of the standards of teaching and research;
- (c) Any other academic matter.

2.1.16 Departmental Advisory Board (DAB)

For each Department, there will be a “Departmental Advisory Board”.

Composition

Head of the Department Chairperson
Three (3) Sr. Faculty members Members
Parent of a StudentMember
One Industrialist Member
One Alumni Member

Departmental Advisory Board will be constituted by the Head of the institution on the recommendations of concern Head of the Department.

Term: The term of the **Departmental Advisory Board** members shall be for three years.

Meetings: Meetings of the Departmental Advisory Board shall be held at least once every semester.

Functions: The Departmental Advisory Board shall study the recommendations of Program Assessment committee (PAC) recommend the following to the Board of Studies/Academic Council:

1. Courses of studies
2. Revision of Course Structure and Syllabus
3. Measures for the improvement of the standards of teaching and research;
4. Any other academic and development matter of the department..

2.1.17 Program Assessment Committee (PAC)

For each Department, there will be a “Program Assessment Committee”. Program Assessment Committee will be constituted by the Head of the Department.

Composition

Head of the Department Chairperson
Four (4) Faculty members from Different domainsMembers
Course CoordinatorsMember

Term: The term of the Program Assessment Committee members shall be for three years.

Meetings: Meetings of the PAC shall be held at least once every semester.

Functions: The Responsibilities and Functions of Program Assessment Committee include.

- 1) Review of Syllabus while teaching the syllabus.
- 2) Study the academic performance (internal and external) attendance of students.
- 3) To review teaching learning process in the Department.
- 4) Purchases and Up-graduate laboratories and other facilities in the Department.
- 5) Research and other advancements in the Department.
- 6) Any other aspects to improve the performance of the department.

2.1.18 Project Review Committee (PRC)

Each Department will have a Project Review Committee (PRC)

The project review Committee (PRC) will be constituted by Head of Respective department. The role of PRC of the department will review all projects and seminars being presented by students of B.Tech. and M.Tech.

Member of Project review committee consists of

S. No.	Department status	Committee Status
1	Head of the Department	Chair parson
2	Sr. Faculty Members (2) (Different Domains)	Members
3	Project Supervisor	Member Convener

2.2 NON- STATUTORY COMMITTEES

The Non-Statutory Committees are the support agencies that oversee the smooth functioning of various academic, co-curricular and extra-curricular activities.

The following are the Non Statutory Committees available in the College.

Non Statutory Committees

- 1 Academic Audit Committee (AAC)
- 2 Research Committee
- 3 Institution's Innovation Council (IIC)
- 4 IPR CELL
- 5 Alumni Committee
- 6 Campus Facilities and Maintenance Committee
- 7 Library Committee
- 8 Sports Committee
- 9 Website Committee
- 10 NSS Committee
- 11 Canteen Committee
- 12 Career and Guidance & Higher Studies
- 13 Industry Institute Interaction Cell
- 14 Placement Committee

15 Safety & Security Committee

16 Transport Committee

2.2.1 Academic Audit Committee (AAC)

The main objective of conducting academic audit is to assess the academic performance of faculty members and the infrastructure and academic procedures being present in the department. This practice develops accountability of the individual members with regards to their academic performance. By conducting academic audit, the strength and weakness of the department can be assessed. The quantification of the academic performance helps us to compare the academic performance of departments and members of faculty. This practice develops a healthy competition among the members of faculty of each department and also among the department

Objectives of the AAC are:

1. To assess the academic performance of the faculty members and the academics procedures of the department.
2. To identify the strengths and limitations of the department.
3. To make the individual faculty and the department accountable.
4. Contributions of the Department towards College developmental and other activities.

Internal Academic Audit Committee Members

Internal Academic Audit Committee Members consists of 3 members (Chairman, Member1 and Member2).

S. No.	Department to be Audited	Details of Committee Members
1	CSE	3 Faculty Members other than CSE Department
2	IT	3 Faculty Members other than IT Department
3	ECE	3 Faculty Members other than ECE Department
4	EEE	3 Faculty Members other than EEE Department
5	Mech.	3 Faculty Members other than Mech Department
6	Civil	3 Faculty Members other than Civil Department
7	H&S	3 Faculty Members other than H&S Department
8	MBA	3 Faculty Members other than MBA Department
9	AI	3 Faculty Members other than AI Department

2.2.2 Research Committee

It aims to nurture research culture in the College by promoting research in newly emerging and challenging frontier areas of Engineering, Technology, Science and Humanities. It encourages the students and faculty to undertake the research in newly emerging frontier areas including multidisciplinary fields. This enhances the general research capability of budding technocrats by way of participating in conferences, seminars, workshops, project competition, etc

- To create awareness and opportunities in Research and Development among the faculty and students and to create Research and Development atmosphere in every department
- To create atmosphere among the staff members to take up Research projects and improve their knowledge, skills and qualifications by registering Ph. D's
- To motivate the faculty members of the group for R&D activities in the area of their specialization
- To encourage staff members and students to publish technical papers for publishing in National and reputed International Conferences/ Journals
- To undertake research activities and development projects offered by agencies such as DRDO, RCI, DST, AICTE, UGC, etc
- To assist for applying and getting funds for conducting Seminar/Workshop/FDP from various available funding agencies

RESEARCH COMMITTEE MEMBERS

S.No	Name of the Member	Designation
1	Principal	Chairman
2	Dean	Member
3	Research Head	Convener
4	Academic Coordinator	member
5	All Heads of the Department	Member
6	Sr. faculty members (Minimum 5 members)	Member

2.2.3. Institution's Innovation Council (IIC)

The Institute Innovation Council has been established as per the norms of MHRD to encourage, inspire and nurture young students by supporting them to work with novel/trending ideas while they are in formative years.

The Prime focus areas of the cell has been explained to the members

- To create a vibrant local innovation ecosystem
- Start-up supporting Mechanism
- To get ready for Atal Ranking of Institutions on Innovation Achievements Framework (ARIIA)
- Smart India Hackathon (SIH)
- National Innovation and Start-up Policy for Students and Faculty

- Establish Function Ecosystem for Scouting Ideas and Pre-incubation of Ideas

Functions of IIC

- To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bound fashion.
- To nurture new ideas.
- Mentoring by industry Professionals.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries

Internal Committee Members of IIC

S. No.	Designation	Assigned Roles
1	Principal	Head of Institute
2	Dean	President
3	Sr. Faculty	Convener
4	Sr. Faculty	Innovation Activities
5	Sr. Faculty	NIRF Coordinator
6	Sr. Faculty Member	ARIIA Coordinator
7	Professor	IPR Activity Coordinator
8	Sr. Faculty Member	Internship Activity
9	Sr. Faculty Member	Start-up Activity Coordinator
10	Sr. Faculty Member	Social Media
11	Academic Coordinator	Member
12	Sr. Admin. Officer	Member
13	Sr. Faculty Member from each Department	Member

External Committee Members of IIC

S. No.	Assigned Roles
1	Bank/Investor
2	Expert from nearby Industry
3	Expert from nearby Industry/Industry association/ Ecosystem Enablers
4	Start up/ Alumni Entrepreneur
5	Start up/ Alumni Entrepreneur
6	Start up/ Alumni Entrepreneur
7	Patent expert

2.2.4 IPR CELL

Intellectual Property Rights(IPR) Cell of VJIT is constituted. It is an essential part of protecting, capitalizing one's own inventions and as to how to commercialize at an appropriate time. With Government of India's emphasis on Start-up India and Make-in-India programs, Institutions play key role in creating young entrepreneurs to build their own idea startups. The IPR Cell provides also a platform to share and discuss the latest development and applications with practical exposure & it helpful for local innovators including faculty members, students and research scholars. Vidya Jyothi Institute of Technology, IPR cell is dynamically involved in bring all the stake holders together.

Objectives:

- To provide IPRs protection information, orientation and facilities to faculty & students.
- To guide & advise researchers on how to obtain & sustain patents.
- To provide IPRs protection information, orientation and facilities to students and Faculty members.
- To facilitate routing of patent searchers to IPR, India.
- To get necessary clearances from competent authorities while filling patents and other IPRs like copyrights registration and design registration, etc. through IPR cell.
- To workout modalities on behalf of students for commercialization of patented technologies.
- To organize various IPR awareness programmes in collaborating with Research Organizations in Vjit Campus.

Members of IPR CELL:

S. No.	Institute	Designation
1.	Sr. Faculty	Coordinator
2.	All Heads of Departments	Member
3.	Dean	Member
4.	Academic Coordinator	Member
5.	Administrative Officer	Member

2.2.5 Alumni Committee

VJIT Alumni have distinguished careers at national and international levels and have been successful in their chosen area of expertise. VJIT alumni are spread across the globe and they have been making their Alma Mater proud by excelling themselves as engineers, academicians, administrators, entrepreneurs, and technocrats. Several alumni have reached heights of excellence in their respective fields and are significantly contributing to the socio-economic development of the nation.

The Alumni association networks brilliant minds that have been interacting for many years with the aim of providing timely advice for the students at VJIT. The interaction of Alumni has helped many a student at VJIT to get motivated immensely and plan their careers in the right direction.

The Alumni is at the core of building a very positive image and reputation for the college and they have been very supportive in connecting the college to many industries which helped the VJIT

students in getting scholarships, innovative projects and internships apart from helping those getting placements in many reputed organizations.

The VJIT Alumni Association is registered in December 2010 in order to fulfill the long felt need for a formal forum and the cherished desires of its alumni. It is registered as a society with Regd.No.1402 of 2010.

To activate its functioning a committee has been constituted to provide vision, guidance and coordinate the all-round activities of the Alumni Association

Mission

- To maintain a lifelong relationship with alumni and providing relationship between alumni and present students as well as among alumni.
- To develop plans to support the growth of institution to achieve its vision and to enable institute to add values to all its stakeholders.

Objectives

- To establish and maintain an alumni association.
- To maintain a database of alumni, enabling them to reconnect with their friends.
- To provide guest lectures and employment opportunities for the present students through alumni.
- To strengthen relation between the Institute and alumni and encourage them to participate in the various cultural and social activities.
- To support the institute with resources that it will need for its various activities.
- To provide information about the current issues and trend going on in real-time environment.
- To assist students in availing project facilities.
- To help alumni in solving their technical problems through other alumni and faculty of the institute.
- To provide and organize funds for the needy and deserving students of the institute

Alumni Committee

Role	Name	Designation/Assigned Faculty
Chief Patron	Nominee from VJES	Secretary & Correspondent, VJES
President	Head of Institute	Principal
Convener	Faculty Member In charge	From any department
Secretary	Alumni 1	Alumni
Secretary	Alumni 2	Year of Passing and Brach of Study
Vice-President	Alumni 3	Year of Passing and Brach of Study

Vice-President	Alumni 4	Year of Passing and Brach of Study
Member	Minimum 7 Members of Alumni	Year of Passing and Brach of Study
Advisor	Academician	Academic Coordinator

2.2.6 Campus Facilities and Maintenance Committee

2.2.6.1 Functions

- ❖ To ensure regular maintenance of the building and the equipments of the Institute.
- ❖ The committee's objective is to coordinate with the people responsible for the maintenance and monitor the quality and given time frame of the completion of job.
- ❖ To monitor routine maintenance in the Institute on daily basis.
- ❖ To monitor routine annual maintenance of the Institute and related infrastructure thereof.
- ❖ To monitor and arrange major and minor repairs of laboratory equipments and office accessories.

2.2.6.2 Responsibilities

- ❖ To assess the quantum of annual maintenance every year and get approval of the same for execution of the work.
- ❖ To arrange staff for daily and routine maintenance and their work is monitored on daily basis through supervisors.
- ❖ For complaint related maintenance, a complaint ledger is maintained and is resolved on daily basis.
- ❖ Those complaints which don't come under the preview of normal maintenance are reported through the committee to higher management by means of meetings every month to get budget allocated.

Campus Facilities and Maintenance Committee Members

S.NO	Designation	Role
1	Principal	Chair Person
2	Dean	Members
3	Academic Coordinator	Member
4	All Heads of Departments	Member
5	3 Sr. faculty Members	Member
6	Physical Director	Member
7	Administrative Officer	Member

2.2.7 Library Committee

Roles and Responsibilities of Library committee are

- Library Committee will work towards modernization and improvement of Library and documentation Services.

- To formulate policies and procedures for efficient use of Library resources.
- To prepare budget and proposals for the Library. To recommend to the authorities the fees and other charges for the use of the Library.

Library Committee Members

S. No.	Name	Designation
1	Head of one of the Department	Chairperson
2	Number of Sr. faculty members (Minimum 5)	Member
3	Librarian	Convener

2.2.8 Sports Committee

The sports committee conduct meetings once a term to discuss sporting participation, coordination of teams, facilities, equipment, setting policies, funding opportunities and all issues relating to sports.

Roles and Responsibilities of Sports committee are

- The committee shall promote sports activities by motivating students and members of faculty.
- Promoting team spirit by making healthy competition.
- To organize regular sports events in order to train students for state and national level competitions.
- To arrange for better coaching facilities.
- Proper maintenance of sports accessories.
- To provide necessary infrastructure for the sports.

Sports Committee Members:

S. No.	Designation	Status in the Committee
1	Head of the Department of an Academic Department	Chairperson
2	Physical Director (HOD)	Convener
3	Remaining Physical Directors of the College	Members
4	Student Members (3 Number)	Members

2.2.9. Website Committee

The purpose shall be to identify, prioritize and advocate for website needs and services. The committee considers and recommends website related policies and procedures for final approval. In addition, it takes a proactive role in promoting the integration of the website into the academic and administrative life of the college. The committee's efforts will also ensure that the college's mission and goals are served in short- and long-term website planning. The committee will encourage contributors (“users” in departments and programs) to maintain accurate, timely, and effective sites that conform to usability, security, and privacy guidelines.

WEBSITE COMMITTEE MEMBERS

Sl. No.	Designation	Position in Committee
1	Dean	Convener
2	Academic Coordinator	Co-Convener
3	HOD	Member
4	Professor	Member
5	Website Coordinator of the College	Member
6	Web site Coordinators of All Departments	Members
7	Web Designer	Member

2.2.10. NSS COMMITTEE

NSS Committee aims to inculcate social welfare in students and to provide selfless service to society.

- The main objective of the Committee is to arouse social consciousness among students to work for the underprivileged and marginalized sections of our society.
- It enables the students to identify the needs and solution to the problems of the community to which they belong. It facilitates not only to develop competence required for group living and sharing responsibilities but also to acquire leadership qualities and democratic attitude.

S.No.	Designation	Position
1	Dean	Chair person
2	Academic Coordinator	Member
3	Sr. AO	Member
4	Sr. Member of Faculty	Member
5	NSS Coordinator	Convener

2.2.11 CANTEEN COMMITTEE

Canteen committee will supervise and ensure efficient management of canteen towards providing hygienic, healthy and tasteful foods for the students and staff.

Roles and Responsibilities of canteen committee are

- Canteen Committee is responsible for monitoring the operations of the canteen, implementing and reviewing the canteen policy.
- Committee also needs to monitor on employing staff, attendance Register maintenance and wage register management, major purchases and food menu changes.
- Committee should ensure a healthy and safe work environment for the canteen staff.
- To take care control of wastage of food item.
- To look after the work area, storage area and common areas free of trash

Members of Canteen Committee

S.No.	Designation	Position in the Committee
1	Dean	Chair person
2	3 Faculty Members	Members
3	Academic Coordinator	Member
4	Administrative Officer	Member

2.2.12. CAREER GUIDANCE Cell & HIGHER STUDIES

Objectives of the Career Guidance Cell:

- To provide information about various career options available to the students,
- To conduct a survey among students on their career options
- To organize programs and to create awareness about the importance of higher studies in India and abroad.
- To organize diagnostic tests for the competitive exams such as CAT, GRE, TOEFL, GMAT and to counsel them for higher studies.
- To organize coaching classes on CAT, GRE, TOEFL, GMAT etc.
- To organize and offer various programs on Personality Development, Soft Skills and Communication Skills.
- To invite companies' organizations for campus interviews and provide them necessary facilities for conducting written test, group discussion, technical and HR interviews etc.
- To arrange industrial visit for pre final year and final year students.
- To organize mock interview, group discussion, experience sharing by eminent personalities, business communication skills and conduct online/offline tests on problem solving and aptitude tests.
- To display various job advertisements, opportunities and career column in leading newspapers.

Career and Guidance Cell Committee Members

Department	Designation
Sr. Professor	Convener
Alumni Coordinator	Member
Heads of Departments (Min. 3)	Members
Dean	Member
Academic Coordinator	Member
Sr. Staff member	Member
3 Students	Members

2.2.13 Industry Institute Interaction Cell (IIIC)

The Industry Institute Interaction Cell (IIIC) has been constituted for bringing the gap Industry & Institute. It aims to expose the students them to latest technologies and industrial practices making them employable IIIC facilitates students and faculty to interact with industry in all possible ways such as internships, industrial visits, expert lectures, exchange of resource personnel beneficial to either sides.

Sl. No.	Status in College	Status IIC
1	Professor	Coordinator
2	Department Coordinator (Civil Engineering)	Member
3	Department Coordinator (EEE)	Member
4	Department Coordinator (Mech. Engg.)	Member
5	Department Coordinator (ECE)	Member
6	Department Coordinator (CSE)	Member
7	Department Coordinator (IT)	Member
8	Department Coordinator (AI)	Member
9	Department Coordinator (H& S)	Member

2.2.14 Placement Committee

Placement Committee is constituted to improve the placement activities the institute. The responsibility of this committee to review the status of placement, Companies visiting the institute, Number of students being absorbed by each company, pay packages that each company is offering, History and back ground of each company. The committee has to study the scope of increasing number of companies and packages for the students. The committee has the responsibility to review the limitations of our students capability to be improved any suggestion to the course structures, syllabus and pedagogy requirements. The Committee shall study the students feedback on the companies they are working, similarly the committee need to take feedback from the employing company about our student performance.

Placement Committee

Sl. No.	Status in the College	Status in the Committee
1	Sr. Professor	Chairperson
2	Dean Placement	Co-Chair
3	4 Heads of Departments	Members
4	Training officer	Member
5	Placement officer	Convener

2.2.15. Safety & Security Committee

This committee looks after the safety and security of the institute. These include the Study and review of

- 1) CC Camera System.
- 2) Gate locations and their operation mode.
- 3) Positioning and timings of Security personal. Optimization of number of Security personal.
- 4) Duties and responsibility security system.
- 5) Fire extinguishers location and the quantity.
- 6) Bringing awareness of Safety and security to staff and students.

Safety & Security Committee

S.No.	Name	Designation
1	Dean	Chairperson
2	Head of Department (3)	Member
3	Faculty members (2)	Member
4	Academic Coordinator	Member
5	Administrative office	Convener

2.2.16 Transport Committee

The objectives of Transport Committee are

- To monitor the bus timings to reach the college in time.
- To resolve complaints and to receive suggestions on all transport and traffic matters.
- To resolve disciplinary activities in the buses.
- To fix the bus fair to be collected from the students.
- To identify new routes based on the demand.

S.No.	Name	Designation
1	Transport Incharge	Chairperson
2	Faculty members (8)	Member
3	Dean	Member
4	Academic Coordinator	Member
5	Sr. Administrative officer	Member

3.1. Recruitment of Staff member

- 3.1.1 The Head of the Department shall prepare a job description and the vacant posts to be recruited and submit to the Head of the Institution.
- 3.1.2 The College Academic committee shall prepare job specifications for the candidates to be recruited.
- 3.1.3 All posts at the institute shall normally be filled by inviting applications through a press notification in news papers
- 3.1.4 The applications received for the posts belonging to the categories of staff including Academic, Non-Academic and Administrative in response to an advertisement shall be screened by the Administrative committee headed by Director/Principal to select the candidates to be presented to the concerned staff selection committee.
- 3.1.5 The selection committee shall augment candidature in a ratio of minimum of 1:3 for every position to be filled by conducting written test if necessary.
- 3.1.6 The committee may also conduct Walk in interviews based on the urgency.
- 3.1.7 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 in a sealed cover to the Director/principal who submit them to Governing body for their approval. Based on the Approval of Governing Body Director/Principal issue the appointment orders.
- 3.1.8 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.
- 3.1.9 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.
- 3.1.10 In respect of all other posts the Governing Body of the Institute shall have the authority to prescribe the recruitment qualifications following the norms of the affiliating University.
- 3.1.11 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.

Recruitment of Administrative officers and teaching faculty members is made based on the eligibility criteria laid down by AICTE from time to time as presented in the Table 3.1.

Table 3.1 Faculty Norms-Prescribed by AICTE

BE./B.Tech.

Faculty required 1:15 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B.Tech & ME/M.Tech in relevant branch with 1 st class or equivalent either in BE/B.Tech or ME/M.Tech.	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching/research/industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/research/industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years 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 of the 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 publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.

MBA

Programme	Cadre	Qualification	Experience
Management(MBA)	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	
	Associate Professor	Qualifications as above that is forth post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	<p>Minimum of 5 years experience in teaching/research/industry of which 2 years post PhD experience is desirable.</p> <p>In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.</p>
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	<p>Minimum of 10 years teaching/research/ industrial experience of which atleast 5 years should be at the level of Associate professor.</p> <p>Or</p> <p>Minimum of 13 years experience in teaching and / or Research and /or Industry.</p> <p>In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the selection committee.</p> <p>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 publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>

Principal/Director

Programme	Cadre	Qualification	Experience
	Principal /Director	Qualifications as above that is for the post of Professor, as applicable Post PhD publications and guiding PhD students is highly desirable.	<p>Minimum of 10 years experience in teaching /Research / Industry out of which at least 3 years shall be at the level of Professor.</p> <p>or</p> <p>Minimum of 13years experience in teaching and/ or Research and/or Industry In case of research experience,</p> <p>Good academic record and books/research paper publications/IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising/designing, developing, planning, executing, analyzing, quality control, Innovating, training, technical books/research paper publications/IPR/ patents, etc. as deemed fit by the expert members of the Selection committee.</p> <p>Flair for Management and Leadership is essential.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>

3.2. FACULTY SELECTION COMMITTEE

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

For Appointment of a **Teaching Faculty Member** (Professors, Associate Professors and Assistant Professors) 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. One nominee of the affiliating university (It could be even the University nominee in Governing Body or Academic Council of the College could be considered)
5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college.
6. An academician representing SC/ST/OBC/Minority / Women/Differently able categories, if any of candidates representing these categories is the applicant, to be nominated by the Governing Body, 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 one University Nominee and one Subject Expert.

3.2.1 SELECTION OF PRINCIPAL

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 the Governing Body of whom one shall be an expert in academic administration.
2. One nominee of the Affiliating University (It could be even the University nominee in Governing Body or Academic Council of the College could be considered)
3. Three experts consisting of the Principal of college, a Professor and an accomplished educationist not below the rank of a Professor.
4. An academician representing SC/ST/OBC/Minority/Women/Differentlyabledcategories, if any of candidates representing these categories is the applicant, to be nominated by chairperson Governing Bodyonly when 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 Performa 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 re-appointment 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 affiliating University.

The proceeding of the Selection committee shall be submitted to the Institute is sealed for which shall be opened bore the Governing body for their approval.

3.3. CADRE STRENGTH AND WORK LOAD.

- 3.3.1. The Principal shall assess in every year about the staff requirement for the subsequent academic year.
- 3.3.2. 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.
- 3.3.3. The cadre ratio of Professors, Associate Professors and Assistant Professors required in accordance with AICTE guide lines i.e., 1:2:6 (Cadre ratio).
- 3.3.4. 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.
- 3.3.5. 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 |

3.4. ORIENTATION FACULTY MEMBERS :

- 3.4.1. 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.
- 3.4.2. 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.
- 3.4.3. 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.
- 3.4.4. The HOD will also ensure that all the registration formalities, including submission of joining report etc., by obtaining the assistance of the Office team.
- 3.4.5. The HOD will allot the time table and advice to maintain all relevant records properly.
- 3.4.6. 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.

3.5. POSITIONS AND PAY SCALES :

- 3.5.1. The College will have the following positions of hierarchy in the College Administration:
- Director
 - Principal
 - Special Positions such as Dean, Academic coordinator, and Controller of examination.
 - Administrative Officer
- 3.5.2. The College will have the following positions of hierarchy in the teaching departments:
- Professors
 - Associate Professors and
 - Assistant Professors
- 3.5.3. The College will have the following technical positions in each department.
- Lab Assistants,/Programmers,
 - Lab Technicians,
 - Attendants
 - Data entry Clerk etc.,

- 3.5.4. The College Office will have the following non-technical positions in the administrative department.
- a. Attenders.
 - b. Sweepers.
 - c. Drivers.
- 3.5.5. The Scales of pay for various teaching positions will be as per AICTE VI pay scale norms.
- 3.5.6. Scales of Pay for non teaching positions shall be as per Telangana state IX pay scales. In addition, staff can be given additional benefits such as one additional increment for completion of 5years, 10 years and 15 years in the Institution. Staff will get additional benefit on attaining additional qualifications.

3.6. DEARNESS ALLOWANCE

- 3.6.1. 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.
- 3.6.2. Management can also decide other allowances for Professor, Principal and Special posts.
- 3.6.3. **INCREMENTS**
- 3.6.4. Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.
- 3.6.5. Additional Increment shall be given to staff members on completion of 5 years,10 years and 15 years of stay in the college .
- 3.6.6. Additional incentives of Rs.1000/- and Rs.2000/-will be given based on their API score.
- 3.6.7. 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 Incentives for career development

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

A onetime 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. Working hours details.

- 3.7.1.1.** Regular Working Day: 8 hours (including lunch time of40 minutes).
- 3.7.1.2.** Employees are expected to perform both (i) and (ii), unless they are away onDuty 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.
- 3.7.1.3.** Data for calculations: The number of hours as per the “BiometricAttendance System” would be considered for all calculations under this Policy.
- 3.7.1.4.** No employees shall be absent from duty without prior permission of the concerned authority except for unexpected situation.

- 3.7.1.5.** 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.
- 3.7.1.6.** “On Duty” for regular assignments outside office: For example 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”.
- 3.7.1.7.** 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 4 hours 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.** 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 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).
 - ii.** Half day leaved would be deducted if an employee has a delayed Swipe-in (swiped-in after 1Hr. 30min from the scheduled time).
- 3.8.4.** All exceptions and deviations to this Policy would require the approval of the Chairman / Secretary.
- 3.8.5.** The Policy would be effective from the date of approval Governing Body of The College.

3.9. PROMOTION POLICY UNDER CAS

- 3.9.1.** All promotions under Carrier Advancement Scheme (CAS) shall be considered on the basis of merit-cum-seniority basis.
- 3.9.2.** The Director/Principal shall appoint an 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/A professor of the 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 of AICTE, 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 senior most member of the staff shall be considered for promotion to the next higher level position, subject to, he/she had completed the required

years of service and qualifications in the present position and acquired API score as prescribed by AICTE with requisite qualifications.

3.9.6. Those who are promoted shall be fixed in the Scale of Pay applicable to that category.

3.9.7. All decisions on promotions shall be taken up from the month of June every year/as and when required.

3.9.8. All the Promotions will be submitted to BoG for Approval.

3.10. QUALIFICATIONS AND PROMOTION GUIDELINES FOR NON TEACHING STAFF

3.10.1. **Sweeper:** Ration card/letter from Surpanch /any respectable person.

3.10.2. **Attender:** ssc/matriculation/equivalent examination.

3.10.3. **Attender to Lab Attendant:**

- a. SSC / Matriculation / Equalent examination
- b. ITI qualification (2 yrs. Course).

3.10.4. **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

3.10.5. **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.

3.10.6. **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

3.10.7. **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.

3.10.8. **Record Asst.**

- a. Intermediate
- b. Computer Knowledge.

3.10.9. **Record Asst to Office Asst:**

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

3.10.10. **Office Asst to Senior Asst:**

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

3.10.11. **Senior Asst to Superintendent:**

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

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.

4.4 TEACHING ASSIGNMENTS.

- 4.4.1. The College permits its teachers to take up teaching assignment with other educational institutions which increases the knowledge enhancement and interaction.
- 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 EMPLOYEES

- 4.5.1. The Conference sponsorship policy defines the procedure and principles applicable for employees.
- 4.5.2. The Policy is designed to provide financial assistance in an international/ national scientific event (Conference/seminars/symposium/workshop etc.)
 - for presenting a research paper or
 - chairing a session or
 - Delivering a keynote address.
- 4.5.3. 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.
- 4.5.4. 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.
- 4.5.5. Prior approval of Director/Principal is required for those who wish to avail this sponsorship facility.
- 4.5.6. Faculty members need to submit a requisition letter in the principal through proper channel by enclosing Paper acceptance letter (copy of an e-mail), Invitation Letter, Conference schedule, and other required proofs from the organizers)
- 4.5.7. This policy covers the registration fee of the event, travelling expenses (both domestic and international) are provided.

- 4.5.8. There shall be a limit of one national and/or one international conference in an academic year for a faculty member.
- 4.5.9. There shall be a limit of Rs. 5000/- towards conference registration fee for an international conference conducted within India.

4.6. PLAGIARISM DETAILS

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. VJIT Uses *DrillBit* Plagiarism Software for checking.

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 Director/ Principal isrequired.
- 4.7.3. Faculty members need to submit a requisition letter to the principal 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 trainor 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 submission of bills.
- 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. Chairperson is the approving authority for prior approval and other decisions on the overseas travel.
- 4.9.2. 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.
- 4.9.3. In addition to this, a maximum of US\$ 125/day is payable towards Hotel expenses at actual & supported by invoices and other receipts.
- 4.9.4. In case hospitality is provided by conference organizers or invited organizations, only US \$25 is paid towards pocket expenses.
- 4.9.5. At the time of submission of travel bill, claimants are required to furnish the e-ticket, invoice and board passes to the accounts department.
- 4.9.6. All exceptions and deviations to this Policy would require the approval of the Chairman/Secretary.
- 4.9.7. The Policy would be effective from the date of approval in BoG.

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. 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.
- 5.1.10. 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.
- 5.1.11. Best Teacher award is presented to eligible teachers every year on the eve of Teacher's day celebrations.
- 5.1.12. Special incentive increments will be sanctioned on completion of 5yrs, 10yrs and 15 yrs service in the same cadre.
- 5.1.13. Group insurance facility is provided to faculty.
- 5.1.14. 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.
- 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. 50% of Professional Society Fess (annual) will be paid by Management for Students with 80% aggregate.
- 5.3.1.12. There will be free personality development, entrepreneurship, ethics, communications skills, computing skills, and placement specific programs for Students.
- 5.3.1.13. There will be free and subsidized add-on skills programs as per Industries Requirements.
- 5.3.1.14. Group insurance facility is provided to each student for sum assured of Rs.500000/

6.1. THE LIBRARY RULES, REGULATIONS AND PROCEDURE.

- 6.1.1. 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.
- 6.1.2. All students, faculty members and staff of the institute are eligible for the membership of the institute library for using its facilities.
- 6.1.3. 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 barrowing facility is available to the visitors. Guest member is required to produce proof of identification.
- 6.1.4. Every student is issued three library cards and can borrow maximum of three books.
 - 6.1.4.1. A book is issued for a maximum period of 15 days. Students are required to present the books physically at the counter for renewal.
 - 6.1.4.2. Faculty members will be issued 4 Library cards. The faculty member will be issued for a period of one semester.
 - 6.1.4.3. All the borrowers are advised to return books within the stipulated time and avoid payment of fine and inconvenience caused to others.
 - 6.1.4.4. 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.
 - 6.1.4.5. Reference books, Newspapers, Magazines, Journals should not be taken out of library.
 - 6.1.4.6. A document issued may be renewed provide there is no pending reservation against it.
 - 6.1.4.7. Books issued should not be brought to the library except for check-in or renewal.
- 6.1.5. No material from the library should be taken out without proper issue. Any type of violation may lead to a disciplinary action.
- 6.1.6. Faculty and staff going on long leave. Deputation, study leave, or extraordinary leave will have to return all borrowed materials before leaving the institution.
- 6.1.7. 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.
- 6.1.8. 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.
- 6.1.9. 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.
- 6.1.10. Issued book may be recalled any time before the due date if there is genuine urgent requirement by another member.
- 6.1.11. The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the library facilities/ materials.
- 6.1.12. 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. 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.
- 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. Cell Phone is to be switched off inside the Library.
- 6.2.22. Books will be issued subject to the availability only.
- 6.2.23. No sub-lending of books is permitted.
- 6.2.24. 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 on payment basis 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.

LEAVE POLICY

7

➤ Introduction:

7.1. GENERAL

- 7.1.1. The leave year runs from January 01st to December 31st of the calendar year.
- 7.1.2. Leave of any kind cannot 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 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. Leave account of each employee is maintained separately by the Principal/Administration.
- 7.1.8. 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.
- 7.1.9. Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misbehavior inviting disciplinary action.
- 7.1.10. An employee, on leave, cannot take up any service or accept any other employment or remuneration.
- 7.1.11. 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.
- 7.1.12. Any employee Annual Leave or on vacation can be called back to duty, in case of exigencies.
- 7.1.13. 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 authorized 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.
- 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. 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.
- 7.2.6. 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.

- 7.2.7. 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.
- 7.2.8. 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 CASUAL LEAVE

- 7.3.1. All teaching staff members are eligible to avail Five days special leave 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 Casual Leaves)

- 7.4.1. An employee who is called upon to attend office on a public/authorized holiday 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 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.
- 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 entitles to get a maximum of 6 full day's leave in a calendar year.
- 7.5.2. An employee who is not eligible for summer vacation is entitles 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 en-cashed 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

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 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 recognized Institute or Doctor, and
- 7.6.8. A temporary employee 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.

8.1. These Rules Will Be Called T.A. Rules And Shall Apply To Employees of Vidya Jyothi Institute of Technology

- 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 Director/Principal.
- 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, should be purchased whenever available, if the conditions of the tour permit.
- 8.1.5. Employees are eligible for re-imburement of actual travel expenditure. 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.Professor, Assoc.Professor	Professors & Head of Depts	Governing Body Members including Principal/Director
Eligible Class of Travel	Sleeper Class (Express Train)	I Class	II A.C	I class A.C./Air Travel
	Rs.	Rs.	Rs.	Rs.
Daily Allowance				
Mumbai, Chennai, Kolkata, New Delhi	500/-	800/-	1000/-	
Hyderabad, Warangal, Karimnagar, Nizamabad, Adilabad, Mahabub nagar, Nalgonda, Sangareddy & all Other State Capitals	300/-	600/-	900/-	Actual Expenses will be reimbursed
All Other places	200/-	300/-	500/-	

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	50/-	90/-	110/-
Lunch	80/-	120/-	180/-
Tea	10/-	20/-	40/-
Dinner	80/-	120/-	180/-

- 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 bus/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, otherwise advance, if any granted against T.A will be adjusted from the salary next payable.

9.1. 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:

9.1.1 THE HEAD OF THE INSTITUTION)/ BASIC CLASSICATION

- a) Teaching Staff
- b) Non-Teaching Staff
- c) Technical staff
- d) Administrative staff
- e) Class IV Staff

9.1.2 TEACHING STAFF

- Professors
- Associate Professors
- Assistant Professors

9.1.3 NON-TEACHING STAFF

- 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

9.1.4 TECHNICAL STAFF, COMPRISING;

- Computer Programmer
- Foreman, Workshops
- Lab. Assistants.
- Lab. Technicians
- Senior Mechanics
- Mechanics
- Carpenter
- Laboratory attendant
- Other posts, if any, created by the Governing Body from time to time.

9.1.5 ADMINISTRATIVE STAFF, COMPRISING;

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

9.1.6 CLASS – IV STAFF

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

9.2 Duties And Responsibilities Of Academic Staff And Administrative staff:

9.2.1 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 programs.

9.2.1.4. Development of Laboratories.

9.2.1.5. Conducting Research, Research guidance and Consultancy.

9.2.1.6. Student Counseling and career guidance.

9.2.1.7. Examination work and assessment of students

9.2.1.8. Participation in Policy planning as well as monitoring and evaluation of institutional activities including promotional activities.

9.2.1.9. Participation in administration and planning both at Departmental and Institutional levels.

9.2.1.10. Contribution to resource mobilization effort of the Institution by applying for Research and development projects to National and International Bodies Such as AICTE, UGC. DST, DRDO, British Council etc.

9.2.1.11. Any other responsibility specifically assigned by the Principal 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 principal 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. 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
- 9.2.3.6. 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.
- 9.2.3.7. 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.,.
- 9.2.3.8. Participation in curriculum development, preparation of instructional manuals and lecture handouts.
- 9.2.3.9. Preparation of proposals for modernization of laboratory, modification of existing experimental set-up and setting up of new experiments.
- 9.2.3.10. Interaction with industry involving working in industry for short periods, assisting in consultancy projects, organizing industrial visits etc..
- 9.2.3.11. Participating in NSS and other co curricular activities; student counseling and career guidance.
- 9.2.3.12. 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.
- 9.2.3.13. Any other responsibility specifically assigned by the HOD and Management.

9.3. DUTIES OF A TEACHER

9.3.1 TEACHER CONDUCTING THEORY CLASSES has

- 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 and to engage the class up to prescribed time.
- 9.3.1.4 To take attendance in each class.
- 9.3.1.5 To follow Chalk and Talk method and ICT based teaching learning process.
- 9.3.1.6 Teacher has to go to every class with complete Knowledge understanding of the subject. Even while using PPT they should explain the content of the ,ater with examples and should clarify doubt of any student of the class.
- 9.3.1.7 To benchmark class outcomes in each period.
- 9.3.1.8 To take steps to maintain perfect discipline inside the class
- 9.3.1.9 To keep abreast in the subject by referring Books, NPTEL and Journals if required.
- 9.3.1.10 Teacher shall make the subject easy by the use of their knowledge.
- 9.3.1.11 To inculcate ethics in the minds of the students.

9.3.2 TEACHER CONDUCTING PRACTICAL CLASSES has

9.3.2.1.To ensure the students to submit the record books written up to date.

9.3.2.2.To give clear instructions for the responsibility of the students.

9.3.2.3.To make the student clear about the experiment and its outcome by the class teacher of the Laboratory.

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 details of work conduct in terms of:

- Preparation for the particular day's Classes.
- Keeping all teaching aid material required for conducting the class. Going according to session plan for the day and completing the syllabus for the semester without any backlog maintain the steady progress of subject/.
- 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 and evaluate them within a week.

9.3.3.7.To correct the answer scripts of the Mid Term Examination within three working days from the date of examination and to enter in Marks register.

9.3.3.8.To give counseling to the students if needed.

9.3.3.9.The students' misbehavior should be curtailed by the teacher failing which bring to the knowledge of the Director/Principal.

9.3.3.10. To give names of the students to the Director/Principal who are long absentees.

9.3.3.11. To carry out the administrative works of the department given by the HOD concerned.

9.3.3.12. 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 disrespectable 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 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
- 9.4.3. On the recommendations 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. 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 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. Procurement of Games articles to the extent of the amount approved by Management on competitive rates.
- 9.5.13. He will maintain stock register of the games articles purchased and register of unserviceable articles.
- 9.5.14. He will maintain well discipline among the students.
- 9.5.15. 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:
- 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.
 - Organizations which offer training facilities, their professional activities, procedures and policies for inducting trainees, training programs and officers responsible for training.
 - Alumni holding responsible position in industry and other organization.
 - 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, and conduct of internal tests, University examinations and undergraduate project works.
- 9.7.2. Participation in the instructional and students guidance work in the computers with the approval of Class teacher.
- 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. WORKSHOPS AND LABORATORY STAFF :

- 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

- 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 Department in all the departmental activities.
- 9.10.4. Assisting the Department 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. ADMINISTRATIVE OFFICER

9.11.1. Administrative officer shall report to the Director/Principal of the College.

9.11.2. He shall assist the Director/Principal 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.

9.11.3. He shall assist the Director/Principal 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.

9.11.4. 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 Director/Principal for orders of a policy decision shall normally be examined by him and present to the Director/Principal with his comments and suggestions.

9.11.5. He shall be responsible for the discipline as well as the smooth and efficient functioning of the office.

9.11.6. Will be in 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

9.11.7. Will be responsible for the maintenance of all accounts relating to cash transactions such as cash book, contingent register, etc., scholarships, fee collections etc.,

9.11.8. Will verify cash book entries of all accounts and shall produce to Director/Principal when asked for.

9.11.9. Will supervise preparation of pay bills & disbursement of salaries of establishment.

9.11.10. Will arrange for the prompt collection of fee & other collections from the students.

9.11.11. Will be responsible for prompt collection of income tax, professional tax, EPF, TDS etc., & arrange for payments to the concerned departments.

9.11.12. Will supervise budget estimation of Receipt & Expenditure, arrange for reconciliation of accounts.

9.11.13. Will supervise scholarship sanction & disbursement of scholarships, loans etc., and renewal of tuition fee etc.,

9.11.14. Will be responsible to check the purchasing procedure of equipment, tools, materials etc., by different departments & sanctions.

9.11.15. Will arrange for passing bills for payment of all types purchases consumable, non-consumable, furniture, stationary etc.,

9.11.16. will check entries of bills in daily purchase register, stock entries concerned to consumable, non-consumable, furniture, stationary register etc.,

9.11.17. Will approve indents from various sections, departments and deletion of stock from concerned registers.

9.11.18. Will arrange to purchase office consumables & stationary required on requisition from different sections and maintenance of the connected records.

- 9.11.19. 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.
- 9.11.20. Will supervise maintenance of attendance of staff, personal files of establishment , appointments, fixation of pay, release of increments, leaves etc.,
- 9.11.21. Will supervise all correspondences with AICTE, CTE, APSICHE, JNTU, Social welfare departments etc.,
- 9.11.22. 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.
- 9.11.23. Is responsible to maintain the files & certificates of NRI candidates admitted under the guidelines of the Secretary until finalization.
- 9.11.24. Arrange to issue No objection certificates regarding transfer of students from or to the institution under the guidelines of the Principal / Secretary.
- 9.11.25. Will supervise the preparation of admission register, fee pay register etc.,
- 9.11.26. Will be responsible to distribute the currents / tappals received to various sections after making entries through the inward section.
- 9.11.27. Will arrange to prepare key list of students of all branches semester wise at the commencement of each semester course wise.
- 9.11.28. Will arrange to issue provisional certificates to students after completion of their course through JNTU.
- 9.11.29. 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.
- 9.11.30. Will see that the student's original certificates of SSC & Inter are returned to them after completion of B. Tech course.
- 9.11.31. Will advise the Head of Institution about purchase regarding availability of funds & admissibility of purchases and maintain the records of all documents pertaining to Purchases and maintenance and provide details to Director/Principal when ever asked for.
- 9.11.32. Will attend to any other work as directed by Director/Principal.
- 9.11.33. Maintain personal register of the staff members.
- 9.11.34. Shall attend to any other duties assigned to him from time to time by the head of the institution and by the Secretary / Correspondent.
- 9.11.35. 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.

9.12. ACADEMIC SECTION : SUPERINTENDENT

- 9.12.1. Will assist the administrative officer at the time of admissions of the Candidate from EAMCET, ECET admission camps, NRI Candidates.
- 9.12.2. Shall put up NO Objection Certificates in consultation and approval of administrative officer regarding the transfer of students from & to the institution.

- 9.12.3. Will attend EAMCET, ECET admission camps when deputed during admission season.
- 9.12.4. Will maintain & arrange spot admission files for vacancies if any at 1st year level (EAMCET admission) and 2nd year level (ECET admission).
- 9.12.5. Will put up correspondence to EAMCET, ECET admission camp convener for approval of candidates admitted during spot admission at the institutional level.
- 9.12.6. Will put up correspondence to the APSICHE for approval of the candidates admitted in lieu of NRI candidates at the 1st year (refer APSICHE Letter)
- 9.12.7. Will put up correspondence to the JNTU for issue of clearance certificate for the candidates admitted in 1st year B.Tech (refer JNTU Letter)
- 9.12.8. Will put up correspondence to the JNTU for issue of clearance certificate for the candidates admitted in II year B.Tech., 1st Semester (Lateral Entry)
- 9.12.9. Will allot Roll numbers for the 1st year B.Tech., students admitted as per the guide lines issued by JNTU & put up to Administrative Officer for approval.
- 9.12.10. Will allot Roll numbers for the Lateral entry candidates admitted in II year 1st semester as per the guide lines issued by JNTU & put up to Administrative Officer for approval.
- 9.12.11. 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.
- 9.12.12. 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.
- 9.12.13. Will put up letters to the students detained due to shortage of attendance for readmission at appropriate time to semester starting.
- 9.12.14. 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.
- 9.12.15. Will put up course completion certificates, conduct cum study certificates and Transfer certificates to be issued to students who successfully completed B.Tech., course.
- 9.12.16. Maintain personal register of the subject.
- 9.12.17. Attend to any other duties assigned from time to time.

9.13. ACCOUNTANT

- 9.13.1. Put up note files for payment of bills and other disbursements etc.
- 9.13.2. Arrange for encashment of all bills and prompt disbursement of D.D's cheques, etc
- 9.13.3. Disburse salary in co-ordination with the Cashier.
- 9.13.4. Maintain cash-books of all different accounts and other records relating to cash transactions.
- 9.13.5. Maintain vouchers/bills in the order to entries made in Cashbook month-wise and year-wise, duly attested by Administrative Officer and Principal.
- 9.13.6. Maintain the following registers and custodian for F.D.R's, D.D's, Cheques and Cheque-Books etc.
- 9.13.7. Maintain the Income Tax files, T.D.S. Register, Professional Tax Register, E.P.F Register and make correspondence
- 9.13.8. Maintain contingent register recording miscellaneous cash collections and disbursements.
- 9.13.9. Estimate budget of Receipt & Expenditure.
- 9.13.10. Arrange for Reconciliation Statement of Receipts & Expenditure.
- 9.13.11. Put up for Scholarship Cheques to be issued to Students through Scholarships Section.
- 9.13.12. Maintaining classification ledger of accounts and arrange for Auditing.
- 9.13.13. Put up all the files to the Administrative Officer for the approval and counter
- 9.13.14. Maintain personal register of the subject.

9.13.15. Attend to any other duties assigned from time to time regarding transaction of money and other duties allotted by A.O and Principal.

9.14. OFFICE ASSISTANT – ESTABLISHMENT:

9.14.1. Maintain Staff Attendance registers of entire establishment.

9.14.2. Maintain individual personal files to each staff member of establishment of the Institution.

9.14.3. Maintain Watch register of Staff Members reporting on duty on appointment and leaving the institution on resignation.

9.14.4. Maintain Casual Leave Account and Compensatory Leave Account of all staff of Establishment.

9.14.5. Maintain Watch register of Staff Members for sanction of Annual Increment.

9.14.6. Arrange Self-appraisal forms for sanction of Annual Increment.

9.14.7. Update and maintain residential addresses and contact numbers of all members of establishment.

9.14.8. Arrange to issue Staff Identity Cards of all members of Establishment.

9.14.9. Maintain master files of correspondence with AICTE, JNTU, Commissioner of Technical Education, T.S State Counsel for Higher Education etc.,

9.14.10. Attend to general correspondence work circulars.

9.14.11. Receive phone calls from outside and divert according to the need.

9.14.12. Receive Students, Parents and out-siders to meet the Administrative Officer.

9.14.13. Arrange turn duty of watchmen every fortnight.

9.14.14. All the files for approval by the Principal are to be routed through the Administrative Officer.

9.14.15. Maintain personal register of the subject.

9.14.16. Attend to any other work assigned from time to time.

9.15. ACCOUNTS DEPARTMENT : OFFICE ASSISTANT (CASHIER)

9.15.1. Bank Transactions, deposits/encashment, getting D.D.s etc.

9.15.2. Maintain register for advances.

9.15.3. 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)

9.15.4. Maintain daily cash balance register to be attested by Accountant and Administrative Officer at the time of closer of Office.

9.15.5. Prepare monthly pay bills in consentaneous with the Establishment clerk.

9.15.6. Prepare acquaintance register for salaries.

9.15.7. Assist Accountant in disbursing of salaries.

9.15.8. All the bills and correspondence will be routed through the Accountant to the Administrative Officer.

9.15.9. Deposit Income Tax / Professional Tax, T.D.S Deposits and E.P.F promptly and hand over the receipts to the Accountant.

9.15.10. Maintain personal register of subject.

9.15.11. Attend to any other duties assigned from time to time.

9.15.12. Maintain Receipt Book Account.

9.15.13. Collect Tuition Fee and other miscellaneous collections.

9.15.14. Maintain Daily Fee Collection Register.

9.15.15. Maintain Fee Pay Register of Students.

- 9.15.16. Submit Fee Dues List of Students after due date and issue remainders.
- 9.15.17. Handover the cash collected to the cashier day to day and maintain the record.
- 9.15.18. 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.
- 9.15.19. 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.
- 9.15.20. Prepare caution money deposit acquaintance register.
- 9.15.21. All the files shall be routed through the Accountant to the Admn. Officer.
- 9.15.22. Attend to any other duties assigned from time to time.

9.16. OFFICE ASSISTANT (ADMISSIONS / ACADEMIC SECTION):

- 9.16.1. Will verify allotment letters for admission to all branches of 1st year from EAMCET-admission and put up to Administrative officer and maintain the lists of candidates admitted day to day.
- 9.16.2. 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.
- 9.16.3. 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.
- 9.16.4. Will Write admission register as per roll numbers allotted branch wise both of 1st year & II year LES.
- 9.16.5. Will prepare enclosures to get clearance certificates of students admitted at 1st year & II year LES branch wise & put up to supdt.,
- 9.16.6. Will be custodian of all original certificates of students of all branches.
- 9.16.7. Will maintain individual folders of certificates with BIO-DATA of all students branch wise on receipt from EAMCET-admission & ECET admission camps.
- 9.16.8. Will issue & receive original certificates to & from students as and when they need.
- 9.16.9. Will maintain personal register of the subject.
- 9.16.10. Will attend to any other work assigned from time to time.

9.17. OFFICE ASSISTANT-TAPPALS-INWARD-OUTWARD SECTION

- 9.17.1. Maintain Inward Register for registration of currents and distribute to various sections.
- 9.17.2. Record Tappals received by registered post in Inward Register.
- 9.17.3. Maintain dispatch Register / Outward Register.
- 9.17.4. Maintain postal stamp account.
- 9.17.5. Verify and issue identify cards of students after attestation by the Principal.
- 9.17.6. Arrange for verification of bus passes of students by R.T.C authorities if they require.
- 9.17.7. Verify and issue Railway concession certificates to the Students to their home village before summer vacation.
- 9.17.8. Put up all the files to the Administrative Officer for the approvals routed through the concerned superintendent.
- 9.17.9. Maintain personal Register of Subject.
- 9.17.10. Attend to any other duties assigned from time to time.

9.18. OFFICE ASSISTANT STUDENT'S SCHOLARSHIPS

- 9.18.1. 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.
- 9.18.2. Arrange for verification of Students applied for sanction of Scholarships their admission, attendance etc., by Social Welfare departments.
- 9.18.3. 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.
- 9.18.4. Maintain Cash-Book for Scholarships.
- 9.18.5. 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.
- 9.18.6. Prepare Cheques to be issued to the students towards scholarships, Pocket money etc. in co-ordination with the Account's Section.
- 9.18.7. Maintain and disburse merit Scholarship BC-Educational Loans sanctioned by Higher Education or other agencies after proper entries in the register.
- 9.18.8. Put up all the files to the Principal routed through Superintendent and Administrative Officer for approval.
- 9.18.9. Maintain personal register of the subject.
- 9.18.10. Attend to any other duties assigned from time to time.

9.19. OFFICE ASSISTANT – EXAMINATION SECTION :

- 9.19.1. 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.
- 9.19.2. 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.
- 9.19.3. 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.,
- 9.19.4. Will prepare of D-Forms. (Exam attendance) on each day of JNTU Exam and other reports.
- 9.19.5. Will communicate Exam results to the HOD's.
- 9.19.6. Will Arrange for verification of Memo of marks with the T-Sheets (marks sheets) sent by the Controller of Examinations.
- 9.19.7. Will Attend to EAMCET camp and Technical Education Department as and when deputed during admission season.
- 9.19.8. Will communicate important instructions of JNTU, Time-Tables and Notifications of University Exam etc., to the HOD's and obtaining compliance reports whenever necessary.
- 9.19.9. Will supervise of Staff Work of Examination Section.
- 9.19.10. Will attend to any other work as and when assigned by the Principal / Administrative Officer / Exam I/C.
- 9.19.11. Will attend to Feeding, verification and stenciling of Internal question papers (Unit Tests) of I Year to IV year as per the time schedule.
- 9.19.12. Will collect Examination fee, prepare of Fee paid lists & Normal Rolls.
- 9.19.13. Prepare Time-Tables of JNTU Examinations as per notifications.

- 9.19.14. Will prepare remuneration bills and disburse money to the invigilators etc.
- 9.19.15. Will prepare staff Invigilation duties for JNTU Examinations.
- 9.19.16. Will attend confidential work during examinations in the Computer Room of Examination Branch.
- 9.19.17. Will assist the Examination In charge at the time of verification of Attendance of students and packing of Answer Scripts of University Exams.
- 9.19.18. Will enter of marks in the registers from the T-Sheets (Marks Sheets) received from the Controller of Exams of all Examinations.
- 9.19.19. 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.
- 9.19.20. Attend to any other work as and when assigned by the Principal / Administrative Officer Exam I/C.
- 9.19.21. 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.
- 9.19.22. 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.
- 9.19.23. Will collect money from the students for recounting of their marks ans 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.
- 9.19.24. 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.
- 9.19.25. Will enter of marks in the marks registers from T-Sheets (marks sheets) received from the Controller of Exams of all Examinations.
- 9.19.26. Will attend to any other work as and when assigned by the Principal / Administrative Officer /Exam I / C.
- 9.19.27. Will prepare Internal Examination Time-Tables, Seating Arrangements, Room wise distribution of Question Papers.
- 9.19.28. Will Assist the Examination In-Charge at the time of conducting Examinations for verification of attendance of the candidates etc
- 9.19.29. Will prepare day-wise invigilators lists for Internal Examinations.
- 9.19.30. Will enter marks in the marks registers from T-sheets (marks sheets) received from the Controller of Exams of all Examinations.
- 9.19.31. Will keep ready all material required for Internal & JNTU Examinations as per the time table of each exams.
- 9.19.32. Will arrange and supervise cyclostyling of Question papers for internal exams (Unit Tests) & Pack papers for Unit Tests as per time table.
- 9.19.33. Will attend to any other work as and when assigned by the Principal / Administrative Officer / Exam I / C.
- 9.19.34. Will make seating arrangements of all Examinations, assigning of Roll Numbers in the Examination Halls.
- 9.19.35. 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
- 9.19.36. Will issue of Memo of Marks and Provisional Certificates to the students.
- 9.19.37. Will take diction from the Superintendent as and when required.

- 9.19.38. Will attend to entering of marks in the Marks Registers from T-Sheets (marks Sheets) received from the Controller of Exams of all Examinations.
- 9.19.39. Will prepare of final pas list for issue of course completion certificates and provisional certificates.
- 9.19.40. Will attend to any other work as and when assigned by the Principal / A.O./Exam / I / C.

9.20. RECEPTIONIST

- 9.20.1. Will attend to all phone calls incoming and outgoing.
- 9.20.2. 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.
- 9.20.3. Will receive visitors, parents etc & guide them properly to the Secretary / Principal / Administrative Officer .
- 9.20.4. Will arrange to record in visitors register particulars of visitors as per the columns.
- 9.20.5. Will attend to any other work assigned from time to time by the Secretary / Principal / Administrative Officer.

9.21. PROJECT OFFICER

- 9.21.1. 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
- 9.21.2. 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 .
- 9.21.3. 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.
- 9.21.4. 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.
- 9.21.5. Preparation of detailed plans and estimates for all new constructions and to assist the Director / Principal in securing the approvals from the competent authority.
- 9.21.6. 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.
- 9.21.7. 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.
- 9.21.8. Participation in the process of purchase of various items of material required for the Estate Section, satisfying the procedures prescribed for the same.
- 9.21.9. In charge of the stores of the Estate Section together with maintenance of stock registers, record of Issues and Measurements Books.
- 9.21.10. Assignment of work and duties to the staff of the Estate section which includes gardening and security staff and supervision of their work.

9.21.11. Engagement of casual labor with the approval of the competent authority, supervise their work and process their work.

9.21.12. Any other responsibility specifically entrusted by the Management of the Institution.

9.22. ATTENDERS :

9.22.1. 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 concern HoDs if available in the office to attend urgent work in the office.

9.22.2. Will place drinking water in the offices.

9.22.3. 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.

9.22.4. Will attend any other duties entrusted to them from time to time.

9.23. SWEEPERS:

9.23.1. Will maintain cleanliness of class rooms, corridors and campus.

9.23.2. Will attend duty from 08:00 am to 5:00 pm with lunch break of one hour seven days a week.

9.24. MALI:

9.24.1. Will maintain greenness of the campus by plantation & gardening work.

9.24.2. Will attend duty from 08:00 am to 5:00 pm with lunch break of one hour seven days a week.

9.25. WATCHMAN :

9.25.1. Security duty of an office / Institution / Campus during working hours and after the closing hour by Watchman on duty.

9.25.2. Permitting the students in to the campus and building after due verification of Identity Cards issued by the Principal.

9.25.3. Permitting parents and visitors after due entries in Visitors Book.

9.25.4. Permitting Equipment / Tools / Materials / Parcels / Furniture after due entries and mode of Transport to the campus in Visitors Book.

9.25.5. Permitting Equipment / Tools Materials / Parcels / Furniture to outside after due verification of Gate-pass issued by the Principal / Administrative officer.

9.25.6. Procuring Tappals, Letters received after office hours and handing them to the Principal / Administrative Officer.

9.25.7. To verify the locking and sealing of Labs, Workshops and Offices at the closing hour and report any lapses if any.

9.25.8. Watch over the key-board and use of the keys wherever required in the exigencies of work with proper recording by the concerned.

9.25.9. Reporting of any loss of property etc., in the Labs, Workshops and Office after office hours.

9.25.10. Arrange a substitute in advance for the period of his absence for duty with the permission of Administrative Officer / Principal.

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.

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. 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.
- 10.5.1.4. 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.
- 10.5.1.5. The decision of the management shall be final in respect of any question arising under this sub-rule.
- 10.5.1.6. 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. 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

10.5.3. 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.

10.5.4. 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.

10.5.5. 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.

10.5.6. 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.

Additional Rules of Conduct

10.5.7. 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.

10.5.8. 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 Director/Principal. This 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.

10.5.9. No employee shall give coaching to any student or students and in engage un- authorized private tuitions.

10.5.10. (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.

10.5.11. 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.

10.5.12. PUBLICATIONS

10.5.12.1. No employee shall publish guides.

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

10.5.13. 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.

10.5.14. No employee shall encourage students to follow any any particular way of behave which is prejudicial to the interest of students and also to the interest of the society in general.

10.5.15. 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.

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

10.5.17. 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.

10.6. 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.

10.7. 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.

- 10.7.1.** If the act or conduct is prejudicial or likely to be prejudicial to the interests or to the reputation of VJES and VJIT.
- 10.7.2.** If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to VJES and VJIT.
- 10.7.3.** If the act or conduct of an employee makes it unsafe for VJES and VJIT to retain him in service.
- 10.7.4.** If the act or conduct of the employee is so grossly immoral that all reasonable men will say that employee cannot be trusted.
- 10.7.5.** If the act or conduct of the employee is such that VJES and VJIT cannot rely on her/his faithfulness.
- 10.7.6.** If the Act or conduct of the employee is such as to open before him temptations for not discharging his duties properly.
- 10.7.7.** If the employee is abusive or if he disturbs the peace at VJES and VJIT.
- 10.7.8.** 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.
- 10.7.9.** 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.
- 10.7.10.** If the employee is habitually negligent in respect of the duties for which he is engaged.
- 10.7.11.** If the neglect of the employee though isolated, tends to cause serious consequences.
- 10.7.12.** Commission of any acts subversive of discipline or rude behavior on the premises of the establishment.
- 10.7.13.** Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud or dishonesty in connection with the VJIT & VJES .
- 10.7.14.** Holding meetings inside the premises of establishment without the permission of the Head of the Institution.
- 10.7.15.** 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.
- 10.7.16.** Gross moral misconduct, acts subversive of discipline riotous or disorderly behavior during and after working hours within the campus.
- 10.7.17.** 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.
- 10.7.18.** Habitual absence from duty without leave or without sufficient cause or absence without leave three times or more in a period of three months.
- 10.7.19.** 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.
- 10.7.20.** Sabotage or willful damage to or loss of college goods or property.
- 10.7.21.** 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.
- 10.7.22.** 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.
- 10.7.23.** Writing or anonymous or pseudonymous letters criticizing superiors of the college and making false reports regarding the misconduct of colleagues etc.,

- 10.7.24.** 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.
- 10.7.25.** 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.
- 10.7.26.** Striking work or in citing others to strike work in contravention of the provisions of any law or rule having the force of law.
- 10.7.27.** No employee shall in any manner criticize adversely in public any administrative action of the Management/Governing Body of the college.
- 10.7.28.** No employ /employees/unions shall defame the Institution/Management/Board of governors through pamphlets/posters/writings etc
- 10.7.29.** Conviction in any court of law for any criminal offence involving moral turpitude.
- 10.7.30.** 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.
- 10.7.31.** Obtaining any benefit under a false pretext or by making false statements.
- 10.7.32.** Willful disfigurement, destruction or alteration of any record of the college.
- 10.7.33.** 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.
- 10.7.34.** Refusal to accept a charge sheet, order communication from the Management served in accordance with these orders/Instructions
- 10.7.35.** Refusal to be searched by any of the college's security personnel or any other authorized persons notified.
- 10.7.36.** Demonstrating or restraining or detaining or gheraoing any representative/employee or employees of the college either inside or in the college's premises.
- 10.7.37.** Deliberately making false statement before a superior knowing it to be false or forging the signature of a superior or that of any person.
- 10.7.38.** Deliberately making false complaints against superiors knowing them to be false.
- 10.7.39.** Impersonation.
- 10.7.40.** 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.
- 10.7.41.** Any act of commission or omission which is against the interest of the college.
- 10.7.42.** Publication of any article (other than of literary nature) without the written permission of the Management.
- 10.7.43.** Unauthorized disclosure or communication of any confidential information or matter in connection with the college's business.
- 10.7.44.** Unauthorized indulging in activities attracting conviction by public agencies.
- 10.7.45.** Taking or giving bribes or any illegal gratifications or indulging in corrupt practices.
- 10.7.46.** 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.
- 10.7.47.** 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.
- 10.7.48.** 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.
- 10.7.49.** Sleeping while on duty.
- 10.7.50.** Commission of any act which amounts to criminal offence involving moral turpitude

- 10.7.51.** Breach of any law applicable to the duties.
- 10.7.52.** Breach of any provision of the Conduct Rules.
- 10.7.53.** Sexual harassment including unwelcome sexually determined behavior(whether directly or by implication) as:
 - a) Physical contact and advice;
 - b) Demand or request for sexual favor;
 - c) Sexually colored remarks
 - d) Showing pornography;
 - e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- 10.7.54.** Cheating, forgery and falsification of accounts dishonestly in connection with the VJES and VJIT business or property.
- 10.7.55.** Falsifying employment records or other college records(Examination and attendance records or any other records).
- 10.7.56.** Unauthorized possessions, use, copying or dreading o college records or unauthorized disclosure of information contained in such records.
- 10.7.57.** Use of the college property for illegitimate work (telephones for personal use, e mail, fax, computer, copier and other college equipments)
- 10.7.58.** Leaking the question papers or sharing the information pertaining to examinations.
- 10.7.59.** Giving excessive marks willfully or tampering with attendance already given.
- 10.7.60.** Giving attendance to the student while the student is absent or tampering with attendance already given.
- 10.7.61.** Taking any kind of gift or favor from any one including students for any reason.
- 10.7.62.** 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.
- 10.7.63.** Abetment or attempt to commit any of the above acts of misconduct.
The above instances of misconduct are illustrative in nature and not exhaustive.

10.8. DISCIPLINE

10.8.1.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.

10.8.1.1. 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.

10.8.1.2. AMENDMENTS:

Board of Management 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.

10.8.2.PUNISHMENTS

10.8.2.1. Purpose of Punishments:

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

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

10.8.3. 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.

10.8.4. 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:-

10.8.5.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.

10.8.5.1. 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.

10.8.5.2. 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.

10.8.5.3. **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.

10.8.5.4. **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.

10.8.5.5. **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.

10.8.5.6. **SUSPENSION:**

10.8.5.6.1. 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.

10.8.5.6.2. 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.

10.8.5.6.3. 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.

10.8.5.6.4. 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.

10.8.5.6.5. 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.

10.8.5.6.6. 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

10.8.5.6.7. 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.

10.8.5.6.8. 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.

10.8.5.6.9. 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 be 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 on 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	Governing Body
With-holding of increment or promotion or effecting Committee reduction in rank.	Governing Body	Secretary/ Correspondent of the Society
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.	Governing Body	Secretary/ Correspondent of the Society
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.

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)

Employee ID:

Employee Designation:

Department:

Date of Joining:

PAN No.:

Official E-mail ID:

Bank Name:

Account No:

IFSC Code:

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/Teaching/ 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

Annexure-3

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 st Sem	Subject-1			
		Subject-2			
		Laboratory			
2.	2 nd Sem	Subject-1			
		Subject-2			
		Laboratory			

3. Average of Results

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 st Sem	Subject-1		
		Subject-2		
		Laboratory		
2.	2 nd Sem	Subject-1		
		Subject-2		
		Laboratory		

3. Average of Results

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, factor, if any	peer Impact	No. of Co-author s	Whether you are the main author	API Score (Max 10)
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For publication of each paper-5

1. 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)
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2. 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)

3. Examination duties assigned and performed:

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

4. 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)
-------	--	------------------	-------------------

5. 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 | |

6. 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)		
Total API Score		

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.

Annexure-4

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	
Total Score		100	

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.

Annexure-5

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 appraisee, 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

Duties and Responsibilities of Officers

Chairman of the Society

The Chairman shall ordinarily preside over the meeting of the Management 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. In the absence of Chairman the Secretary and Correspondent shall execute these actions.

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 (or may otherwise Director/Principal to do so), 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 and ministerial staff.

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

1. 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 Governing Body.

He shall prepare annual report of the college and present to the Governing Body.

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

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. Duties & Responsibilities of Head of the Department

The HODs would be appointed by the Secretary and Correspondent of the Society based on the recommendation of the Director/Principal.

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

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

He shall be the responsible for the fulfillment of the tasks, at the Department level, set by the Director/Principal.

He/she needs to fulfill the following responsibilities and send the monthly report to the Principal.

- Informing all his/her department colleagues regarding the tasks set forth 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 before the actual beginning of each academic semester and ensuring that the schedule is implemented.
- Preparing the requirement plan for each of the laboratories 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 and maintenance of the laboratory equipment.
- Recommending to the Principal of the leaves of the staff within the department making alternate arrangements for the fulfillment of the academic responsibilities.

_____ as on __4/5/2024

- 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.