

**SWARNANDHRA**  
**COLLEGE OF ENGINEERING AND TECHNOLOGY**  
Seetharampuram, Narasapur - 534280  
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JNTUK, Kakinada  
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**Organization and Service Rules - 2024**

**SWARNANDHRA**  
**COLLEGE OF ENGINEERING & TECHNOLOGY**  
Seetharampuram, Narsapuram, West Godavari,  
Andhra Pradesh– 534 280

# **SERVICERULES**

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## **1. PREAMBLE**

These service Rules shall be called the “Swarnandhra College of Engineering & Technology Employees Service Rule”, and shall be applicable to all the Employees of the Swarnandhra College of Engineering & Technology, Seetharampuram, Narsapuram, West Godavari, Andhra Pradesh and which shall come into force with effect from 1st November 2023, as notified by Governing Body.

This is the Second official version of the revised Service Rules. The Service rules will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame.

## **2. APPLICABILITY**

These Service Rules will be applicable only to Regular Employees who are in scale and will not be applicable to other employees and staff members employed as advisor, consultants, Part Time Staff, Casual Staff under contractual employment unless specifically mentioned in the service rules.

These service rules will replace any other service rule if exists as on 1<sup>st</sup> November 2023 and supersede all other Service Rule(s) created for Swarnandhra College of Engineering & Technology before 1st November 2023.

## **3. DEFINITIONS & ACRONYMS**

For the purpose of the Service Rules the following terms are used in the sense as explained below:

“Appraisal Committee” means the committee created by the Authority for performance appraisal of an employee.

“Authority” means the Governing Body of the College and represented by the Administrative head such as Principal of the College having powers delegated to one by the Governing Body.

“College” or “Institution” means “Swarnandhra College of Engineering & Technology”, a college established in A.P., “College” and “Institution” means the same in this document.

“Employee” means any person appointed by the Society as a member of its staff. Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary and iv) Contractual Employee

A “Regular employee” is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared

confirmed by writing, on the basis of satisfactory service rendered by him as a “Probationer” on expiry of probation period or extended provision period by the Society.

A “Probationer” is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Society. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended by written communication. No probationer shall be deemed or classified as regular unless the Society has confirmed him explicitly by a letter. In absence of the written communication from the Society, it is deemed that his probation period had been extended.

A “Temporary employee” is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Principal with the approval of the Society for specified period.

A “Contractual Employee” is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation, Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other Allowances will be admissible.

“Faculty Member” means the Employee engaged in Direct Academic work such as Teaching, Research and Publication and so on. “Faculty Member” and “Teaching Staff” are used interchangeably and mean the same thing.

“Chairman - Society” means an individual specially empowered by Society to supervise the college in close coordination with the Governing Body and Head of the Institution, i.e. Principal as per the norms of the AICTE, having power delegated by the Society. He may or may not be a Member of the Society.

The following Acronyms will be used throughout this document.

AICTE	- All Indian council for Technical Educations
BOS	- Board Of Studies
CMC	- College Management Committee
GB	- Governing Body
HOD	- Head of the Department

IQAC	- Internal Quality Assurance Cell
NAAC	- National Assessment and Accreditation Council
SOP	- Standard Operating Procedure,
SCET	- Swarnandhra College of Engineering & Technology
UGC	- University Grants Commission
JNTUK	- Jawaharlal Nehru Technological University, Kakinada.

#### **4. CHANGES OF THIS DOCUMENT**

This Service rule is based on various enabling Acts, Government Rules and regulations, Stakeholders' Input and other parameters. This is subject to modification in any new form and content, if felt necessary by the Governing Body.

Each version of the Service rule will be approved by the Governing Body before Implementation and will be documented in the Revision List.

Note: In these Rules "He" includes "She" and "His/Him" includes "Her".

#### **5. SYSTEMS OF MANAGEMENT & GOVERNANCE**

##### **5.1. Governing Body**

The college shall have a Governing Body (GB) constituted as per UGC guidelines. The G.B. constitutes of Five members from the management where one of the member will be the Chairperson who is nominated by parent body as per its constitution or by Law, 2 members from Teachers of the college nominated by the principal based on the seniority by rotation, one member from administrative staff of the college, One member as Educationalist or Industrialist nominated by Management, One state Government nominee, One affiliated university Nominee and Principal of the college is a 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:**

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 Institute scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations 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 College.

## **5.2. College Management Committee (CMC):**

The College Management Committee is constituted with Management member includes Chairman, secretary, Treasure and any one director recommended by society. The CMC look every day activates with the consultation with principal and vice principal for Academic, Administrative and maintenance & developmental activities.

The CMC is the implementation and reviewing body making suggestions to the Governing Body which formulates the policies for consideration.

All the actions of the CMC shall be presented to the Governing Body for being taken as suggestions/recommendations to be considered by the Governing Body for better action in the respective areas.

The CMC will review the progress of the Institute every month along with HODs. CMC will also meet whenever necessary.

The CMC may invite all or some of the members of Technical/Visionary advisory council as per requirement. Minutes of the meeting should be recorded by the AO. The Chairman will communicate the resolutions to the Principal for implementation.

## **5.3. College Academic Committee (CAC)**

The College Academic Committee is constituted by CMC with Principal, Vice Principal, Deans, IQAC and invited senior faculty member

The CAC gives suggestions/recommendations to CMC for better action in the respective areas in Academic, Research & Development, Consultancy, Placement and Training for the development of the college.



The CAC give guidance to BOS for curriculum and syllabus preparation. The CAC is the implementation and reviewing body making suggestions to the CMC which formulates the policies for consideration.

The CAC will review the progress of the Institute every meeting which will meet whenever necessary by CMC.

#### **5.4. Academic Council (AC)**

##### **Composition:**

1. The Principal (Chairman)
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, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body.
5. Three nominees of the University, not less than Professors.
6. The Controller of Examination of the Autonomous 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.

##### **Functions:**

- a. To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to 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 institution of 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

### **5.5. Board of Studies (BOS)**

#### **Composition:**

1. Head of the Department concerned (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 Vice-Chancellor from a panel of six recommended by the Autonomous College Principal.
5. One representative from industry/corporate sector/allied areas 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.

#### **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:**

- a. The Board of Studies shall recommend the following to the Academic Council:
  - b. Courses of studies;
  - c. Measures for the improvement of the standards of teaching and research;
  - d. Any other academic matter.

### **5.6. Finance Committee**

#### **Composition**

1. The Principal (Chairman).
2. One person to be nominated by the Governing Body for a period of two years.
3. One senior-most faculty member of the College to be nominated in rotation by the Principal for two years.

4. Finance Officer/Officer in-charge of Finance and Accounts (Member Secretary)

**Term :**

The term of the Finance Committee shall be three years.

**Meetings:**

Meetings of the Finance Committee shall be held at least once every six months

**Functions:**

- a. The Finance Committee shall act as an advisory body to the Governing Body to consider:
- b. Budget estimates relating to the grant received/receivable from funding agencies, income from fees, etc. and
- c. Audited accounts for the above

### 5.7. IQAC

**Composition:**

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant and Associate Professors) (three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from Employers/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC

**Functions**

- a. Development and application of quality benchmarks
- b. Setting parameters for various academic and administrative activities of the institution
- c. Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- d. Collection and analysis of feedback from all the stakeholders on quality-related institutional processes
- e. Dissemination of information on various quality parameters to all the stakeholders;
- f. Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles
- g. Documentation of various programmes/activities leading to quality improvement

- h. Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices
- i. Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality
- j. Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and
- k. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

## **6. DUTIES AND RESPONSIBILITIES**

### **6.1 Principal**

- The Principal is the chief ACADEMIC ADMINISTRATOR
- He is a bridge between the Management, Staff and Students.
- He should be preferably of good academic, administrative and personal standing with sufficient experience in engineering colleges.
- The Principal shall be a source of inspiration to the staff and students, particularly in matters of discipline and commitment to the institution.

#### **6.1.1 Responsibilities**

1. Regulation / Monitoring
2. Development
3. Leadership
4. Visionary
5. Strategic plan

##### **6.1.1.1 Regulation / Monitoring:**

One of the important responsibilities of a Principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the top management; students and their parents.

The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring all the liaison of activities with governmental, corporate and other academic bodies / institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management of SCET.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council and the Governing Council.
9. Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university apart.
11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.
13. To implement all decisions of the College Management Committee with regard to academic affairs and administrative matters that are entrusted to him.
14. To enforce discipline among the students on the campus or off the campus as the situation demands, taking necessary measures with the help of the staff; and the guidance/help of the CMC when needed.
15. To prepare salary statement and present it every month for the approval of the College Management Committee for disbursement.
16. To sanction leaves to staff as per leave rules, maintaining leave account.
17. To be the CHIEF WARDEN of hostels under the management of the college.

**Note:** While enforcing discipline among the staff, the Principal should act with due caution to protect the image and interests of the institution. The Principal needs to consult the Secretary and Correspondent / Chairman / 3 man committee and take his consent regarding disciplinary measures, particularly in cases of senior faculty members in higher cadres.

### **6.1.1.2 Developmental Functions:**

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
4. Focusing on building an image for the institution at an overall level or in terms of a particular strength either in E3 terms of a department or activities.
5. Developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.
7. a) To recommend the formation of various cells/committees for active pursuit of curricular, co-curricular and extra-curricular activities for the approval of the CMC.  
b) To ensure the effective functioning of such activity cells/committees.
8. To take steps for promotion of INDUSTRY-INSTITUTE INTERACTION and R&D work on his own or on the suggestions of the Vice Principals and Heads of the Department concerned.

### **6.1.1.3 Leadership Functions:**

These are in fact the most critical functions of a Principal of an academic institution. With the fulfillment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues.

The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.
7. The principal shall invite the Advisor Management Committee for all the meetings convened by him.

#### **6.1.1.4 Visionary Functions:**

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

1. Developing a long term model for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs to the institution from time to time.

#### **6.1.1.5 Strategic Functions:**

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term.

The following are some of the strategic functions.

1. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
2. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college  
Contributing to various governmental and non-governmental agencies

resources from the side of the institution so as to gain long term association and commitment from these bodies.

3. a) To open and operate a Bank account for Scholarships received from different sources including the State Government.  
b) To maintain Books of Account for the scholarships.
4. To prepares the budget for consideration of CMC and approval of the Governing Body.

#### **6.1.1.6. Planning:**

The Principal requires to prepare long term as well as short term plans (concrete documents) and present to the top management.

1. To provide consultancy services as can be offered by the members of faculty in their respective fields of specialization to the outside individuals or institutions as per the guideline from the CMC.
2. To participate in Quality planning at University / Government / AICTE level for development of technical education.
3. a) To allow the individual members of faculty for participation in the orientation programs, refresher courses, spot evaluation, curriculum development sessions etc.  
b) To permit the members of faculty and students for participation in inter-collegiate, inter-university competitions and festivals, talent and personality development programmes at various levels.  
c) To recommend the names of faculty members for various awards notified by the University various institutions like ISTE, IE(I), State Government, Central Government etc., and process their applications for such awards.
4. To sanction annual increment to the staff as approved by the CMC / Secretary and Correspondent/ Chairman/ 3 Man Committee.

#### **6.1.1.7 Execution and Reporting:**

The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the top management (College Management Committee). To make periodical review on the performance of the staff department-wise or individually, taking the help of the Heads of Departments and presenting it to GB.

## **6.2 Vice Principal**



**VP** typically holds key responsibilities in overseeing strategic planning and performance monitoring within an educational institution. Any other Responsibilities assigned by the Principal from time to time. Their duties may include:

1. **Strategic Planning:** Leading the development and implementation of the institution's strategic plan, including setting goals, objectives, and priorities to support academic excellence and institutional growth.

2. **Budget Planning:** Collaborating with senior leadership and department heads to develop annual budgets aligned with strategic priorities, ensuring efficient allocation of resources to support academic programs and initiatives.

3. **Performance Monitoring:** Establishing systems and mechanisms for monitoring and evaluating the institution's performance against strategic goals and key performance indicators (KPIs), tracking progress, and identifying areas for improvement.

4. **Data Analysis:** Analyzing quantitative and qualitative data related to academic programs, student outcomes, enrollment trends, financial performance, and other relevant metrics to inform decision-making and strategic planning efforts.

5. **Quality Assurance:** Ensuring the quality and effectiveness of academic programs and services through regular assessment, evaluation, and accreditation processes, and implementing initiatives to enhance program quality and student learning outcomes.

6. **Program Development:** Collaborating with faculty, department heads, and academic administrators to develop new academic programs, courses, and initiatives that align with institutional priorities and meet the needs of students and stakeholders.

7. **Resource Allocation:** Making recommendations for resource allocation and reallocation based on strategic priorities, performance data, and emerging needs, and advocating for adequate funding to support institutional goals.

8. **Risk Management:** Identifying potential risks and challenges that may impact institutional operations or strategic objectives, developing mitigation strategies, and ensuring compliance with relevant regulations and policies.

9. **Stakeholder Engagement:** Engaging with internal and external stakeholders, including faculty, staff, students, alumni, community partners, and governing bodies, to gather input, build consensus, and foster collaboration in planning and decision-making processes.

10. **Report and Presentation:** Preparing regular reports, presentations, and updates for senior leadership, governing boards, and other stakeholders on the institution's strategic priorities, performance metrics, and progress toward goals.

11. **Continuous Improvement:** Promoting a culture of continuous improvement and innovation within the institution, encouraging feedback, experimentation, and adaptation to drive positive change and enhance organizational effectiveness.

VP plays a critical role in guiding the institution's strategic direction, ensuring accountability and transparency in decision-making processes, and driving efforts to achieve academic excellence and institutional success.

### 6.3 Dean Academics

Developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing and encouraging Outcome Based Education in Institute.

1. Preparation of the academic Calendar
2. Monitoring the progress of class work, syllabus coverage, student mentoring, directing and supervising student activity programs.
2. Facilitate the creation of a learner-centric environment conducive for quality education.
3. Arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes.
4. Ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell.
5. Ensure that the teachers' appraisal by students on Teaching Learning related is carried out and the reports thereof are sent to the authorities concerned.
6. be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions.
7. Recommend to the Governing Body through Local Management committee, proposals for the common facilities in the area of Innovation, Entrepreneurship.
8. Control, regulate and co-ordinate research activities to maintain standards of teaching and research in the Institute.
9. Conducting regular meetings (preferably at least once in every month) of the Class Coordinator to Monitor and Evaluate Academic Activities.
10. Facilitate Dean Faculty to organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles.
11. Identifying the newly inducted faculty for orientation programs and plan for them in every semester.

12. Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs.
13. Interact with CR's to know their academic problems and take necessary actions.
14. Monitor and Evaluate Academic audit conducted by IQAC.
15. Monitor Faculty & Students Discipline & Counseling

#### **6.4 Dean Student affairs**

The following are the co-curricular activities that are to be planned and executed.

1. Sports & Games
2. Events reflecting leadership qualities
3. Participation cultural events and activities.
4. Participation in Social activities including as service volunteers in villages.
5. Mentoring students
6. Students Counseling other than mentoring Student discipline
7. Student health care
8. Anti-ragging and action for the same
9. Grievances and action for the same
10. Students discipline.
11. Management of hostels.
12. Organise various clubs and facilitate effective functioning of the same.
13. Issue of Travel Concession
14. Assisting the students in their NSS & NCC activities
15. Maintaining the students' profile file - having personal and academic data.
16. Organizing Alumni Meet Periodically
17. Maintain Alumni network

##### **6.4.1 Sports and Games**

- a. Develop culture of maintaining good physical fitness.
- b. Develop interest in games & sports.
- c. Provide necessary infrastructure in respects of sports and games
- d. Enroll the names of the students who would like to opt for the specified games as co-curricular.
- e. Identify the Coaches / Physical Directors and attach students to them for improvement in their chosen field.
- f. Generate fortnightly report on the progress being made by the students.
- g. Arrange for classes on Yoga and Pranayama in hostels and for day scholars for staff and students. While this is not cocurricular, it is available to every student and employee.

- h. Arrange intramural, intra college and national level competitions.
- i. Institute and give away the medals and awards with the approval of Academic Council and Board of Management.
- j. Arrange for the sports and games material on a continuous basis.
- k. Procure and maintain first aid boxes, sports medicine and fire services equipment.
- l. Conduct drills and exercises on emergency evaluation, fire safety, fire accidents and the response mechanism to teachers and students alike.
- m. Identify and encourage students who can participate in National Games and International events and provide for necessary assistance.
- n. Organise sports clubs and facilitate effective functioning of the same.
- o. Set up Meditation/Yoga workshops and conducts activities under its banner

#### **6.4.2 Culture and other co-curricular Activities**

- a. Enroll the students and register them for the co curricular activities other than sports.
- b. Arrange for necessary experts / artist and organize these co curricular activities
- c. Attach the students with the experts and other artist for developing their area of their choice
- d. Organise cultural events at intramural level, state and national level
- e. Guide the students to organize cultural event for students of other states and other countries.
- f. Institute and give away the medals and awards after the approval of Academic Council and Board of Management.
- g. Identify and encourage the students with special talents in fine arts, of performing arts and encourage by attracting them to master through special training
- h. Identify and encourage students with abilities to participate in State, National and International level events.
- i. Provide for necessary infrastructure and facilities for organising these events.
- j. Organise optional clubs such as etc. debating clubs, science clubs, literary clubs, culture clubs etc., in the Institution.

##### **6.4.2.1 Literary activities:**

- a. Debate: helps the students to explore a topic from several points of view.

- b. Essay writing: Helps the students to develop the competence of logical and rational thinking regarding societal issues.

#### **6.4.2.2 Extra Curriculum Activities:**

1. Cultural events like skit/dance, drama, music, painting , photography are to be organized.
2. Literary events, sports and games should necessarily be planned in a structured format with specific dates.
3. To create an environment to promote learning through creative self - expression and at the same time offering enjoyment, relaxation, satisfaction and recreation to the students.
4. Organize programs on social and political environment (weekend series)/ Government, Business and society.
5. Set up Meditation/Yoga workshops and conducts activities under its banner.
6. Help establish student network which will interact with professionals for further networking.

#### **6.4.2.3 NSS Activities:**

1. Village Adoption Activity: Helps exposure to real life situations and provides opportunity to pay back to society.
2. Societal education laboratories/Clubs could be set up for transmitting societal education messages for which innovative materials and programs should be developed.
3. Special days/Events/Weeks societal themes and issues should be encouraged like world AIDS day, Environment day, Women's day etc.
4. Blood donation camps, tree plantation programs, etc

#### **6.4.2.4 Other activities:**

- a) Yoga Day
- b) Sankaranthi
- c) Fresher's day
- d) Traditional day
- e) College Annual Day- Fusion
- f) Farewell day
- g) Annual festival
- h) Students conference

### **6.4.3 Powers of Dean (Student Affairs)**

1. Execution of all the activities are carried out with the help of  
Dean (E&M)  
Dean (Evaluation & Academic Registration)  
Registrar  
Dean (Academics)
2. Preparation of budget required for the development and operation of approved budget.
3. Intervene in the students affairs in so far as they have a bearing on the campus culture, discipline and decorum.
4. Procurement of materials for hostels, sports etc., through central purchase committee.
5. Act as a Chief mentor for the students in the campus.
6. Advise various departments on the cultural differences so as to deal with the students in a more sensitive manner.

### **6.5 Dean Research and Development**

Dean R&D is a senior position in the college and reports to the Principal. He is expected to demonstrate capability to create ecosystem of Research and Development in Institute. The specific responsibilities are as follows:

#### **6.5.1 Planning of research activities, resource mobilization and management of R&D projects**

1. Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, follow up with the funding agencies, for securing sanction of projects.
2. Identify R&D projects to be taken up with college funding.
3. Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.
4. Prepare annual R &D plan of activities including externally funded projects and college funded projects.
5. Manage R & D projects
6. Submit quarterly reports to Principal on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.

7. Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.
8. Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.
9. Ensure that the lab facilities and other installations and capital equipments are used optimally through R & D/ consultancy related activities
10. Form a research committee composed of distinguished faculty members having aptitude for research and, members from industry/R&D organizations to address the issues of research.

### **6.5.2 Promotion of research:**

1. Develop and establish a policy to promote research culture in the college
2. Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.
3. Identify prioritized research areas based on the expertise available with the college.
4. Organize visits by eminent researchers to interact with the faculty and students.
5. Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.
6. Take initiative and develop mechanism for gathering the findings of research in the areas relevant to community problems/needs and transferring the same to the students and the community.
7. Develop plans, and co-ordinate efforts of departments of college, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.

Develop and establish a policy to promote research culture in the college

8. Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.
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12. Take initiative and develop mechanism for gathering the findings of research in the areas relevant to community problems/needs and transferring the same to the students and the community.

13. Develop plans, and co-ordinate efforts of departments of college, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.

### 6.5.3 Research Publications:

- a. Co-ordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
- b. Ensure to publish a research journal of the college, develop publication policy, constitute editorial board, and function as editor-in-chief of the journal.
- c. Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.
- d. Motivate the eligible faculty to guide PhD scholars.
- e. Develop and establish policy to check malpractices and misconduct in research.
- f. Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.

## 6.6 Dean Examination

The Dean typically holds significant responsibilities within an educational institution. Their duties may include:

1. **Designing Examination Policies:** Developing and implementing policies related to examination procedures, grading systems, evaluation criteria, and academic integrity.
2. **Exam Scheduling:** Organizing and scheduling examinations, ensuring that they are conducted efficiently and in accordance with established timelines.
3. **Supervising Exam Administration:** Overseeing the administration of examinations, including ensuring the security and integrity of exam materials, coordinating exam invigilators, and managing exam logistics.
4. **Grading and Evaluation:** Supervising the grading process, ensuring fairness, accuracy, and consistency in evaluation, and resolving any disputes or discrepancies that may arise.
5. **Academic Records Management:** Maintaining accurate academic records, including grades, transcripts, and other relevant documentation, and ensuring compliance with data protection regulations.



6. **Implementing Assessment Methods:** Developing and implementing various assessment methods to evaluate student learning outcomes, including exams, quizzes, projects, presentations, and practical assessments.
7. **Data Analysis and Reporting:** Analyzing examination and evaluation data to identify trends, assess student performance, and inform academic decision-making. Generating reports on examination results, student progress, and other relevant metrics.
8. **Continuous Improvement:** Collaborating with faculty and administrators to review and improve examination and evaluation practices, incorporating feedback from stakeholders, and staying abreast of best practices in assessment and evaluation.
9. **Compliance and Regulations:** Ensuring compliance with relevant educational regulations, accreditation standards, and institutional policies related to examination and evaluation processes.
10. **Student Support:** Providing support and guidance to students regarding examination procedures, academic regulations, and resources for academic success.
11. **Faculty Training:** Providing training and professional development opportunities for faculty members involved in examination and evaluation processes, including training on assessment methods, grading standards, and academic integrity.
12. **Committee Participation:** Serving on relevant committees or task forces within the institution, such as academic affairs committees, curriculum committees, or assessment committees.

Overall, the Dean of Examination and Evaluation plays a critical role in maintaining the academic standards and integrity of the institution's assessment processes, ensuring fairness, transparency, and accuracy in evaluating student performance.

## 6.7 Dean Training and Placements

The role of a Dean of Training and Placement typically involves overseeing all activities related to the training and placement of students. Here are some common duties and responsibilities associated with this role:

1. **Developing Training Programs:** Design and develop training programs to enhance students' skills and employability, ensuring alignment with industry standards and requirements.
2. **Establishing Industry Partnerships:** Build and maintain relationships with industry partners, employers, and recruiters to facilitate internship opportunities, campus placements, and industry collaborations.

3. **Career Counseling:** Provide career counseling and guidance to students, assisting them in exploring career options, identifying their strengths and interests, and developing career plans.
4. **Organizing Placement Drives:** Coordinate placement drives, job fairs, and recruitment events on campus, inviting employers to conduct interviews and recruit students for internships and full-time positions.
5. **Maintaining Placement Records:** Maintain accurate records of student placements, including placement statistics, job offers, salaries, and employer feedback, to track the success of the placement program.
6. **Training and Development Workshops:** Organize workshops, seminars, and training sessions on resume writing, interview skills, communication skills, and other relevant topics to prepare students for the job market.
7. **Networking and Outreach:** Network with alumni, industry professionals, and professional associations to identify employment opportunities, gather feedback on industry trends, and enhance the institution's reputation among employers.
8. **Collaborating with Academic Departments:** Collaborate with academic departments to incorporate industry-relevant skills and training modules into the curriculum, ensuring that students are prepared for the demands of the job market.
9. **Monitoring Trends and Best Practices:** Stay informed about trends, best practices, and innovations in training and placement methodologies, and implement strategies to improve the effectiveness of the training and placement program.
10. **Managing Placement Team:** Supervise and manage a team of placement officers, career counselors, and support staff, providing guidance, training, and support to ensure efficient operation of the training and placement office.
11. **Evaluating Student Performance:** Evaluate students' performance during training programs, internships, and placement activities, providing feedback and guidance for improvement.
12. **Promoting Student Success:** Advocate for student success by providing resources, support services, and opportunities for professional development, ensuring that students are well-prepared to enter the workforce upon graduation.
13. **Compliance and Reporting:** Ensure compliance with legal and regulatory requirements related to training and placement activities, and prepare reports for accreditation bodies, institutional leadership, and other stakeholders as needed.
14. **Continuous Improvement:** Continuously evaluate and assess the effectiveness of training and placement initiatives, seeking feedback from students, employers, and other stakeholders, and implementing changes to enhance outcomes.
15. **Representing the Institution:** Represent the institution at industry forums, conferences, and networking events, promoting the institution's training and placement programs and fostering relationships with key stakeholders.

These duties and responsibilities may vary depending on the size and type of institution, as well as the specific needs and priorities of the training and placement office. Additionally, the Dean of Training and Placement may have other duties and responsibilities as assigned by institutional Principal.

### **6.7.1 Training and Placement Officer**

1. Liaisons with industry
2. Identifies and provides training needs of students.
3. Arranges campus interviews.
4. Proposes annual T & P budget.
5. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
6. Assists students develop and implement successful job search strategies.
7. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
8. Compiles and maintains the database of student's profiles for all the departments.
9. Undertakes a rigorous placement campaign.
10. Assists employers achieve their hiring goals.
11. Empowers students with life-long career decision-making skills.
12. Provides resources and activities to facilitate the career planning process.
13. Acts as a link between students, alumni and the employment community
14. Up gradation of the students' skill sets and commensurate with the expectations of the industry.
15. Generation of awareness in the students regarding future career options available to them.
16. Assists different companies in recruiting candidates as per their requirements.
17. Assists students in obtaining final placement in reputed companies.
18. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
19. Communicates the resume of suitable candidates to the potential employers.
20. Provides right placement to the right candidate so that students excel in their future life.
21. Organizes placement training for the students and make them ready for interview and group discussion.
22. Getting approval for on-campus drives from the Principal and informing the candidates through Department Placement Coordinators.

23. Giving intimation to DPC for off-campus drive and encouraging the students to participate in the drive.
24. The Training and Placement cell has made memorandums with several industries and also with skill training centers to impart soft skill training in Quantitative aptitude to obtain placement in MNC's and other government sectors .25. The placement officer serves as a conciliator between these industries and the institution.
26. Guide and counsel the students in securing permanent placement by bringing them in contact with the prospective employers.
27. Provides information on the schedule of recruitment drives well in advance to all DPCs, HODs, Principal and students.
28. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
28. Details of placed candidates and hard copies of their appointment orders are sent to all HODs, DPCs, immediately after the recruitment drive is completed

## **7. PROCEDURE FOR RECRUITMENT**

All Permanent, contractual and temporary to fill up any category of post in the College shall be made by the CMC on the recommendation of the Selection Committee to be constituted as per regulatory Norms.

All new appointments required to be endorsed in the next meeting of the Governing Body of the College.

### **7.1 Recruitment procedure**

The vision of SCET is translated into an organizational goal to identify, recruit and retain highly qualified, talented, and diverse faculty / staff, for positions in all academic fields. The recruitment of faculty / staff is a crucial activity at SCET. The Staff Selection Committee is constituted specifically for governing the recruitment procedure. The process of recruitment includes:

- a) Search for prospective candidates
- b) Short listing of prospective candidates
- c) Preliminary Selection – Staff Selection Committee
- d) University Ratification of the Selected Candidates

#### **7.1.1 Search for Prospective Candidates**

The search for prospective candidates is implemented in the following two ways simultaneously:

- Advertisements are placed in the leading Telugu and English dailies listing the opening and web site of the college.
- The details of the openings including eligibility criteria, scale of pay and other conditions are given in the advertisement.
- The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

### **7.1.2 Application Process**

The application can also be downloaded from the website and should be submitted along with all necessary enclosures to the Administrative Office, on or before, the scheduled date.

Retired personnel from teaching/industry and R&D are encouraged to apply for the posts.

The application should include all the relevant authenticated data regarding age, academic qualifications with Class/Grades, experience, post held, publication list, statement of teaching interests, phone no, e-mail id and the names of three references (with contact information) together with attested copies of certificates and marks sheets (of all the years/semesters) etc.

Separate application is to be submitted in the event of candidates applying for more than one category of post.

Candidates, who had applied for the same posts before, have to apply afresh again. The age limit is as per the AICTE/ UGC / state government norms and subsequent orders in force.

### **7.1.3 Short listing of prospective candidates**

Applications, when received, are organized, relevant information summarized, and sent to the respective HODs by the Administrative Office, for short listing.

The objective of short listing is two folds:-

- a. To reject applications that do not meet the eligibility criteria
- b. To shortlist the candidates from the remaining list so that the number of candidates to be called for interview with the Staff Selection Committee remains within manageable limits.

Usually, primary concerns at this stage are the educational background, previous experience and research activities done by the candidate. The concerned HOD shortlists the candidates based on the requirements of the respective department. The resumes of the shortlisted candidates are further ranked in the order of merit by the concerned HOD and sent to the Administrative Office along with their comments and observations for the next level of the Recruitment Process.

#### **7.1.4 Staff Selection Committee**

The Selection Committee is constituted in the following manner, with representatives as listed under, for each department.

1. Head of the Institution /Principal - Chairman of the Selection Committee
2. Dean/Director(Admin)
3. Representative of the Management - Member of the Selection Committee
4. HOD of the Department - Member of the Selection Committee
5. Subject Expert - Member of the Selection Committee {Preferably from JNTUK

The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates. The successful candidates are issued offer letters within a stipulated time frame to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued to them.

#### **7.2 Part-time and / or Guest Faculty:**

The Principal of the Institution may from time to time appoint, under exceptional circumstances, part-time and / or Guest faculty, fulfilling minimum norms, for handling theoretical sessions/ lab/ workshop assignments on honorarium basis as may be decided by the authorities.

Recommendation of Selection Committee will be final subject to the approval of the Governing Body. In case, any kind of misinformation declared by the candidate is noticed even after the appointment or joining or confirmation of job, the appointment may be cancelled summarily depending upon gravity and nature of misinformation / hiding of facts.

Chairman Society alone can issue the appointment letter. The new appointments may be in Scale or in consolidated salary for any posts case to case basis, irrespective of others already in that post / similar post are in Scale or Consolidated pay.

### **7.3 Probation:**

An 'employee appointed either as a faculty or as a non-teaching member of staff shall remain on probation as may be defined in his appointment letter. Typically the probation period will be for a period of one year. In case the performance of the candidate is unsatisfactory and/or inefficiency in handling the allotted assignment, his probation may be extended or his service can be terminated during the Probation period by giving one month's notice in writing or a month's salary, in lieu of

Extension of probation will not be allowed for more than once.

Extension of Probation period is' not a right to the candidate but may be considered by Authority/Society.

Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority/Society. In exceptionally deserving cases, the Authority/ Society may waive the Probation period of an employee at the time of appointment.

The Employee appointed under contract will be excluded from terms of Probation. Terms of Contract will guide contractual appointment only.

The contract will be valid up to the specified tenure only. The contract will be automatically terminated on the expiry of the contract period unless renewed further.

### **7.4 Confirmation:**

On completion of stipulated period of probation the performance will be evaluated as per appraisal procedures. Depending upon performance report he will be eligible for confirmation of service.

On Confirmation he will be either placed on suitable scale or consolidated salary depending on performance report and the discretion of the Authority/Society.

In case, a member of staff does not receive a letter of confirmation from the Institution in time, his service in the College would not be deemed to have been confirmed and it shall be presumed that his period of probation has been extended.

Performance appraisal for all faculty and non-teaching, staff members is mandatory prior to confirmation of Service. No person will be confirmed without Performance Appraisal.

It will solely depend on total performance evaluation by Principal and HOD followed by personal appraisal held by the Appraisal Committee.

The Chairperson of the Appraisal Committee will have to be duly appointed by Authority/ Society who will have to be an experienced Academician of repute, i.e. of a Senior Professor level.

## **7.5 Faculty Ratification**

To ensure all existing faculty members, who are recruited by college selection committee, are ratified by JNTUK selection committee complying with regulatory requirements. All faculty recruited by the Selection Committee and whose names are recommended for ratification shall have to attend the ratification interviews conducted by the affiliating university (JNTUK) from time to time. The Institute shall notify all eligible faculties to attend the ratification interviews as per the JNTUK's notified schedule.

The onus of meeting the standards of the ratification committee shall be on the faculty. In case a faculty member fails to be ratified, his annual appraisal period will be extended by six months or until the next ratification interview, whichever is later. The annual increment in such cases shall be released only after ratification in the subsequent batch. In addition, such a faculty shall forego the DA which may be announced during the extended appraisal period, and will be eligible for it only at the end of the extended appraisal period.

While those who fail the ratification process the first time shall be accorded a second chance, a second failure will cause a faculty's services to be terminated. In effect, a faculty shall be deemed to be on probation for one year or until ratification, whichever is later. A faculty who does not attend the ratification interview as required may also invite termination. Only on serious medical grounds, with due medical certificate, may a faculty seek exemption from attending a ratification interview. In all such cases, the Principal shall be the deciding authority.

## **8. PERFORMANCE APPRAISALS**

The performance review document will be a live document for each employee. A comprehensive performance appraisal review report has to be submitted by every employee, each year. Staff appraisal Performance appraisal is carried out at predetermined intervals and is documented.



Appraisal shall be done for all staff including contract employees, interns, students, trainees if they are involved in the care providing or supporting activities in the institutions functions.

Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development; hence the Performance Review will be conducted by the Appraisal Committee consisting of senior academicians/ technocrats duly appointed by the Authority/Society as and when required.

The Performance Review Report will be the Key Document for all Promotion, Salary adjustment and handling Performance related issues. Hence it is very essential to prepare the Performance Review Report each year preferably in the month of July and the results may be declared preferably within three months after the Performance Appraisal is taken.

At the beginning of each academic year, all employees (including teaching and non-teaching employees) will sit with their HODs and agree with a Goal Sheet where each Key Performance Area (KPA) in their respective work domain will be discussed, agreed and documented. This Goal sheet has to be submitted to the HR section during the middle of every Even Semester through the Principal.

The Primary Key Performance Area (KPA) for Teaching faculties will be as per work distribution emphasized ie. Teaching, Research, Publication, External Revenue generation and Administrative Work.

There will be multiple parameters in each KPA for example Students' feedback, performance of students in examinations in the relevant subjects. There will also be quantitative measurement in preparing KPA for teaching performance in addition to other parameters. Apart from these, his contributions in research, publications, seminar, allied co-curricular activities and extracurricular activities, social and community development programmes, attendance in the college etc. will also be the parameters for KPAs.

The Primary Key Performance Area (KPA) for Non-Teaching employees will be decided by their HODs as per the actual work.

HODs and Employees may take additional KPAs as Secondary KPA.

The Goal sheet will specify clearly for each KPA what is the Minimum expectation, what will be considered as Standard and what will be considered as Excellent work will be clearly stated so that both HOD and employees are clear about their expectation and performance.

Each Goal Sheet will be approved by the Principal Goal Sheets will have to be sent to HR Section of the Head Office through the Principal.

A sample and indicative Goal Sheet for Faculty Members are given in Annexure.

Performance Review will happen at the end of an Academic Year.

During the Performance Review each of the HODs and employees will sit face to face and review the target Vs actual achievements and. Grade each employee as Excellent or Standard or Unsatisfactory.

Principal and HOD will be the competent authority to make the performance review of an employee.

Academic Audit Committee appointed by the authority will audit the review results and may change the rating if there are sufficient reasons to do so.

It will be duly considered whether the faculty member has contributed positively in real world knowledge applications i.e. his success in the field of bringing sponsored research projects and his role in industrial consultancy work.

The Principal will prepare the format of Key Result Areas (KRAs) and also prepare confidential report of the employees annual performance at the end of each year.

## **9. PROCEDURE FOR PROMOTION**

Promotion will be carried out only for Regular Employees.

Probationers, Temporary Employees and Contractual Employees will not be eligible for promotion.

Acquiring eligible qualification, Annual Performance review report and experience will be considered during the promotion review, however they does not establish right to be promoted to higher cadre.

Depending upon available vacancy and other criterion, the candidate will be considered along with other eligible candidates who have applied for the position.

If disciplinary proceedings have been initiated against an employee or if an employee is suspended because of any reason, he will not be eligible for promotion till such proceeding are over or suspension withdrawn.

In case of a record of violation of code of conduct in last 3 years, an employee will not be eligible for promotion.

### **9.1 Faculty positions**

Availability of sanctioned vacant posts is to be decided by the Governing Body. Governing Body will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.

On fulfillment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection Committee.

An employee who had awarded a "Poor" or "Unsatisfactory" rating in any of the last three Annual Performance Reviews will not be eligible for promotion unless he had acquired two excellent rating out of which, one has to be in last performance review.

Application of eligible candidates will be scrutinized by the Selection Committee. The Committee will consider the points as mentioned along with other points decided by the selection Committee.

Selection Committee will conduct personal interview/test of the eligible candidates and their opinion including Annual Performance review report will be placed before the authority for appropriate decision regarding promotion including the date from which the order will be effective.

The Principal will be informed about the decision taken on the annual performance review report of a candidate (if needed).

Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.

It is not mandatory or essential for the competent authority to fulfill the vacant posts from the internal applicants.

The authority has full liberty to fill up all the vacant positions through external candidates.

In exceptional cases, the competent authority may directly promote a candidate without constituting the selection committee.

## **9.2 Non-Teaching Employees**

Availability of sanctioned vacant posts is to be decided by the Governing Body. Governing Body will constitute a Selection Committee for consideration of Internal cases fit for promotion to fill up the vacant sanctioned posts.

On fulfillment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection Committee.

An employee who had awarded a “Poor” or “Unsatisfactory” rating in any of the last three Annual Performance Review will not be eligible for promotion unless he had acquired two excellent rating out of which, one has to be in last performance review.

Application of eligible candidates will be scrutinized by the Selection Committee. Promotion of a non-teaching staff from to higher scale shall be as far as possible on seniority-cum-merit basis.

The Committee will consider the Seniority and Annual Performance review report along with other points decided by the Selection Committee.

Based on the recommendation of the selection committee the authority may issue the promotion order to the deserving candidates.

It is not mandatory or essential for the authority to fulfill the vacant posts from the internal applicants.

The authority has full liberty to fill up all the vacant positions through external candidates.

In exceptional cases, the authority may directly promote a candidate without constituting the selection committee.

## **10. PROCEDURE FOR HANDLING UNSATISFACTORY PERFORMANCE OF STAFF MEMBERS**

Unsatisfactory Performance of an employee will be determined during the Performance review and will be marked as "Unsatisfactory".

In case an employee is under Probation and not confirmed, the "Unsatisfactory" performance may lead to Extension of Probation or termination of service.

In case an employee is Temporary in nature, the unsatisfactory performance in work will lead to termination of service.

In case of poor performance of a "Contractual Employee", the same will be dealt as per the clauses of the individual contract given to the employee.

In case of Unsatisfactory Performance of a Regular employee, the same will be recorded. In the Annual Performance Review and will be communicated to him with suggestive corrective measure. Such employee will be personally counseled by his supervisor and corrective action will be planned out. The supervisor is expected to review the performance of such employees continuously and give him feedback and suggestion for improvement.

In the unfortunate case of two or more Unsatisfactory Performance Review report, the authority may terminate his service with the appropriate notice period or salary in lieu of. In such cases the Principal of the college will be responsible to implement the release procedure following due notice period or notice pay.

## **11.PROCEDURE FOR HANDLING REDRESSAL GRIEVANCE OF STAFF MEMBERS**

"Grievance" for the purpose of this manual would only mean individual grievances pertaining to his official role & responsibilities and associated working atmosphere etc.

Matters related to salary and wages, allowances, promotion and any other policy driven issues will be outside of the purview of the Grievance Procedure.

Only individual grievance will be dealt with under this procedure.

Any Non-Employee Grievances such as Public Grievances, Student Grievances etc, are outside of the purview of this Grievance Redressal Procedure

### **Steps of Grievance Handling:**

Any Employee having a grievance(s) has to submit the same to Principal in writing, clearly stating the incident / reason and attaching sufficient documentary / substantial evidence.

The Principal will nominate a senior faculty member /employee for going into the details of the grievances of the aggrieved employee. The aggrieved employee will get an opportunity to meet the senior faculty member/employee nominated by the Principal (if necessary) who will hear the grievances patiently and give complainant a verbal answer.

In case the employee is not satisfied with the answer given by the nominated employee for the resolution of the grievances, the complainant may meet the Principal, who will patiently hear the grievance, get feed-back from the concerned persons and give his decision on the grievance, or send a reply to the complainant.

In case the aggrieved employee remains dissatisfied with the decision of the Principal, he may approach to the Authority/Society in writing for necessary hearing. The Authority/Society will nominate a senior member who will hear the grievances, analyze the same and give an opinion so that the aggrieved employee's complain is properly redressed.

No employee shall attempt to seek in a court of law a decision on grievances arising out of his conditions of service without first exhausting the normal official channels of redressal.

Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:

- a) Annual performance appraisals /confidential reports;
- b) Promotions;
- c) Where the grievance does not relate to an individual employee or officer; and
- d) In the case of any grievance arising out of discharge or dismissal of an employee.

Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the Conduct, Discipline and Appeal rules and certified Standing Orders of the Organization and in such cases the grievance redressal procedure will not apply

## **12.PAY & ALLOWANCES**

- a. Pay and Allowances can be either in Scale or in consolidated terms. Consideration of revision of pay will be guided by the terms of appointment. The employees under contractual appointment will be bound by the terms of contract only and contract will be valid up to specified tenure only. The said employee doesn't have any right to put any pressure directly & indirectly for extension of contract or conversion to regular appointment.
- b. Pay Scale: The members of the employees appointed to a post in the institution under specified Scale of Pay shall draw pay and other admissible allowances as per prevailing rules of the Institution
- c. The admissible allowances including the DA will be decided by the Governing Body from time to time.

### **12.1 Annual Increment in Pay Scale**

All regular employees in pay scale will be normally eligible for annual increment as per norm, unless. his/her performance is determined to be "Poor" by Appraisal Committee.

The Principal of the College as well as the Appraisal Committee is authorized to withhold / to withdraw annual increment.

Some of the reasons for withheld / withdrawal of annual increment are

- ❖ if the performance recorded in the Annual Performance review of an employee is "Unsatisfactory" and/or
- ❖ any disciplinary action has been initiated against an employee and/or
- ❖ an employee is under suspension and/ or
- ❖ any gross violation of code of conduct is noted in the annual performance report of an employee and/or
- ❖ If an employee is found to be "irregular" in terms of minimum stipulated attendance

No employee shall be allowed a pre-mature increment on a time scale of pay;

No increment shall become due so long one is not confirmed to his post. Increment shall be due only to the confirmed employees placed in scale in an appropriate time as per the rules of the Institution led down by Authority/Society and Governing Body, from time to time.

If an employee is granted leave without pay (with pre or post approval) up to the limit of 60 days and employee who are granted EOL under genuine circumstances, the month of increment will be delayed accordingly in that particular year.

However, employees who are in probation for two years may be entitled for a substantial increase in pay, provided he/she appears before the Appraisal Committee and the said Committee is' satisfied with his/her performance and recommends for such an increase.

## **12.2 Pay In consolidated form**

The staff member appointed and not placed in any specified scale will receive pay in consolidated amount for every month. No other allowances will be payable in such cases. A regular employee may also be on consolidated pay.

## **12.3 Sub-Staff**

Sub-staff will be engaged from agencies and they will not be regular employee of the College. The terms of engagement will be guided by the agreement between the college and the concerned agency.

The Sub-staff members already appointed to a post in the College under specified Scale of Pay shall draw pay and other admissible allowances as per the scale approved by the Authority.

## **13.LEAVE RULES**

Leave cannot be claimed as a matter of right. College authorities reserve the right to refuse or revoke leave of any description other than Medical Leave and Maternity Leave.

Leave permission should be sought in all cases and address for communication during leave period should be furnished without failure.

The following kinds of leave may be earned by and granted to a Regular Employee:

### **13.1 Casual Leave**



Casual leave on full pay may be allowed to all regular employee of the Institution.

- a. A regular Employee who has completed one year service in the institution will be eligible for 12 days casual leave per year of regular working.
- b. If an employee joins the Institute in the middle of the calendar year, pro-rata basis the quantum of casual leave admissible to him / her will be on pro-rate.
- c. Casual Leave cannot be carried forward to the next year.
- d. Casual Leave can be taken for half day also. No other leave can be taken for Half Days.
- e. Casual Leave can be availed maximum of 7 days at a time
- f. Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual leave.
- g. Late arrival/early departure by 15 minutes without affecting the class works either way for any three (3) days in a month will lead to deduction of half day's casual leave

### **13.2 Earned leave**

The leave earned by an employee during the course of his employment is termed as Earned Leave.

- a. A regular Employee will earn 10 days after one year completion in the institution.
- b. If an employee joins the Institute in the middle of the calendar year, pro-rata basis the quantum of earned leave admissible to him / her will be on pro-rata.
- c. A Regular Employee cannot avail less than 2 days E.L if the number of C.L's are more than three to his/her credit. If C.Ls are exhausted, then only he/she may be permitted to apply one EL.
- d. 10 ELs for a calendar year, 5 ELs are credited in January and 5 ELs credited in July.
- e. Earned leave can be availed during the calendar year balance of leave can be accumulated for the constitute year of services
- f. Earned leave will accumulate upto maximum 90 days during the tenure service.
- g. A regular employee En-cashable the Earned leave who has 10 year regular service in this institution.
- h. Earned leave exceeding 30 days may, however, be sanctioned in the case of higher study, training or leave with medical certificate or when the entire leave or a portion thereof is spent outside India.

- i. Where the employee leaves the service under the circumstance that who had left the institution without notice/intimation, encashment of leave at the time of separation will not be available.
- j. The account of earned leave will be maintained in the prescribed proforma for each employee of the Institution by the Accounts Officer or Administration Officer, who shall keep the leave A/C up to date at the end of every calendar year.

### **13.3 Maternity Leave**

- a. Maternity leave shall be admissible to women employees, who have completed at least one year's service on regular basis up to a maximum of two occasions during the entire service period.
- b. Maternity Leave salary payable during such leaves be equal to the last pay drawn by the employee while on duty.
- c. Maternity leave application is supported by a medical certificate from supported by a certificate from a Medical Officer of a Registered Nursing Home or Govt. Hospital.
- d. First time Maternity leave may be granted to a confirmed on full pay for a period of 90 days.
- e. Second time Maternity leave may be granted to a confirmed on half pay for a period of 90 days

### **13.4 On Duty Leave**

On Duty Leave may be granted for the following, subject to prior approval from competent authority.

- a. To perform any duty assigned by the college authorities, TA, DA and any other expense shall be paid by the college.
- b. Assigned to perform invigilation, spot valuation, external examiner / observer duties at other engineering colleges affiliated to JNTUK. However, no TA, DA or any other expenses shall be paid by the college. Maximum 10 days can be permitted per semester.
- c. Assigned to perform observer duties at other engineering colleges affiliated to JNTUK and by JNTUK.
- d. The duration of leave should be such as may be considered necessary by the Sanctioning authority on each occasion.

### **13.5 Academic Leave**

- a. Academic Leave can be availed who are Attending conferences, Paper presentations, workshop, Training programme, FTP and seminars on behalf of the Institute.
- b. Academic leave can be availed if faculty must use Institution affiliation.
- c. Academic leave can be sanctioned if the paper is accepted in the conference
- d. No staff member shall be availed Academic Leave for more than two times in an academic year including paper presentations and training programmes.
- e. Academic Leave can be availed who are delivery of guest lectures at other institutions, key note lectures, chairing sessions at conferences/symposia etc. on invitation
- f. Academic Leave can be availed for two times in a year for Professor and one time for other faculty subject to a maximum of four days each time ( no financial assistance will be provided).
- g. Academic leave may be combined with earned leave; half pay leave or extraordinary leave loss of pay.
- h. Academic leave should be given also for attending meetings in the UGC, DST, Research funding agencies etc. where a teacher invited to share expertise with academic bodies, Research meetings, and Research supervisor meetings.
- i. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

### **13.6 Medical leave / Half pay leave**

- a. A regular employees who has completed one year service in this Institution maybe granted medical leave of 20 days during each completed year of service.
- b. Medical leave will be on half pay leave basis i.e. 20 days half pay leave is equivalent to 10 days full pay leave.
- c. Competent authority will have the right to form Medical Board in the event of an employee availing medical leave more than 15 days with/without information or with/without medical certificate from an MD Doctor/ Government Hospital.
- d. The medical leave can be carried forward up to the limit of 60 days, but such leave cannot be encashed either at the time of superannuation or resignation.

### **13.7 Compensatory off**

Compensatory off is granted to those members of staff, who have performed duties on their weekly off/ holidays, with the prior written permission from the Principal.

- a. While working on Sunday or on any other declared holiday, staff should work for a minimum period of six working hours for eligibility of one Compensatory Off.
- b. In order to meet exigencies of Institution work, employees who are permitted to work on their weekly off/declared holidays will be allowed to avail compensatory off.
- c. The compensatory off earned during the six months' period i.e. either during the first six months or during the second six months of the calendar year, should be availed within that six months' period only.
- d. Un-availed days of compensatory offs of any six months' period cannot be carried forward to the next six months under any circumstances.
- e. Compensatory off will be sanctioned by the principal with the recommendation of the HOD.
- f. Compensatory off should be availed with prior approval from the HOD and after sanction from the Principal.
- g. Paid duties on holidays will not be eligible for compensatory off, like Exam duty etc.
- h. All these rules will not apply to hostel supervisors. CL rules are applicable to them as given above.

### **13.8 Vacation leave**

- a. Teaching staff members are permitted to avail one week of winter vacation and four weeks of summer vacation in an academic year who are completed one full year service in the college.
- b. Non-Teaching staff may avail two weeks Summer Vacation Leave who are completed one full year in the college.
- c. Teaching staff members are permitted to avail two weeks of summer vacation in an academic year who are completed six month service in the college.
- d. Non-Teaching staff may avail one week Summer Vacation Leave who are completed six month service in the college.

- e. For availing vacation leave, staff members must have completed one full semester of continuous and active service (a semester runs from the day one of instruction to the last day of University exam).
- f. Vacation period shall include Saturdays, Sundays and holidays. Intervening holidays and Sundays will be counted as vacation leave.
- g. The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays and also the first day shall not fall on a Monday.
- h. Non-Teaching Staff Members are not eligible for winter vacation.
- i. The period of Examination duty spent during vacation will be treated as vacation and not as OD.
- j. Staff Members shall be permitted to attend Central Valuation duty only during vacation period.
- k. Surrendering of vacation period for “claim of salary” is not allowed.
- l. Vacation leave application should be submitted in advance. Vacation leave will be sanctioned in rotation without affecting smooth Functioning of the college and can be availed only on approval of authority.
- m. Vacation leave should be availed within the stipulated period only, otherwise it will lapse. However for genuine reasons, a relaxation may be given up on approval by Principal.
- n. If a Staff Member is “Absent” for duty, for more than 2 times, the vacation will be deducted from his account at a ratio of 1:2 (i.e., for 1 day absent, 2 vacation days to be deducted).
- o. Staff Members must submit joining report to the Principal on the next day of completion of vacation.
- p. Prefixing and / or suffixing holidays with vacation leave will be counted as vacation leave.
- q. Un availed vacation leave at the end of the semester will be carried over to the next semester.

### **13.9 Sabbatical Leave**

Faculty is granted sabbatical leave for working in reputed institutions abroad. It will be limited for a period of one year for every five years of completed service in the college. This facility is limited to one faculty member every year.

### **13.10 Declared Holidays**

The office of SCET including its all offices will remain closed on Government declared holidays. Such days should be identified and informed at least two

weeks in advance. The day of election to Parliament, State Legislative Assembly, and Local Bodies will be holidays for concerned staff.

### **13.11 Leave without pay**

In case an employee exhausts all his / her leaves, he /she may be granted leave without pay in special cases, at the discretion of the Principal. All staff should adhere to the leave policy. Leave records should be meticulously maintained/updated by HR / OM.

### **13.12 Procedures to treat unauthorized Leave of Absence:**

If any employee remains absent without approved leave he will lose lien on his service until and unless he reports to the office within 7 days and/or he communicates the reasons for his absence with supporting documents to the full satisfaction of the competent authority.

To this effect a letter to be issued by the Principal communicating the “LOSS OF LIEN ON HIS SERVICE” and seeking explanation within 7 days. If no explanation is received within stipulated period it will be deemed that such employee is ceased to exist as an employee of the College. The same will be communicated to the concerned employee vide a letter duly signed by the Principal of the College.

### **13.13 Time and Attendance:**

- a. The College Functions from Monday to Saturday every week except 2nd Saturday.
- b. The College working hours is from 9.00 AM to 4.20 PM for Faculty and Staff members.
- c. Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance by finger Print.
- d. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.
- e. Finger Print (Bio-metric) Attendance Rules:
- f. Attendance of all staff members is generated by Finger Print Attendance Recorder Machine.
- g. All staff members are required to mark their attendance both in the morning and evening sessions.
- h. Staff who report late due to the late arrival of the College Bus shall contact the Department of HRD for regularization of attendance.

- i. Staff who come late due to Permission or Leave or On Duty have to sign in the “Time In and Time Out Register” maintained at the AO Office.
- j. Staff should be available in the college premises during the entire period of office hours, on all working days.
- k. If a staff member is on any kind of leave has to be out of station, he should intimate the Principal / AO his exact out station address and phone numbers in his leave application.
- l. The staff members have to punch IN / OUT during the day or if they leave the campus even on official duty.
- m. Grace Period: Up to 10 minutes after the designated starting time is considered as “grace period”.
- n. The marking of attendance beyond grace period is permissible only twice a month for a maximum time of another 10 minutes.
- o. From the third instance of such late arrival to the workplace, half day casual leave will be debited from the leave account of the employee.
- p. If there is no casual leave to the credit of the employee, then half day salary will be debited from the employee for the month.
- q. The names of the employees exceeding the number of instances of grace period in a quarter will be notified to the Principal.

#### **13.14 Procedure To Avail Leave**

- a. An employee shall apply for leave in the prescribed Leave Application Form mentioning the reason.
- b. The same has to be submitted to the HOD for recommendation. HOD shall recommend the leaves of his Department members of staff and the same shall be forwarded to the Principal for sanction.
- c. After sanction the leave form will be forwarded to AO for maintaining leave record. In case a member of staff wants to cancel sanctioned leave in full or in part, he should obtain the recommendation of the HOD on his leave cancellation letter and submit the same to the AO.
- d. The application should be submitted within 24 hrs of the availing dates and in any case before 20th of the current month
- e. As pay roll is processed from 1st to 30th/31st of the month and attendance from 26th of the preceding month till 25th of the current month, leave availed till 25th of the present month will be taken into account in order to calculate monthly salary.
- f. Leaves availed from 25th to 30th/31st of the current month will be calculated in the succeeding month’s payroll.

## **14.OTHER EMPLOYEE BENEFITS**

### **14.1 Financial Assistance for Paper Presentation / Publications**

Given below are the norms for getting the financial assistance regarding Paper Presentations / Publications by the faculty members at the National and International Conferences, International Journals with immediate effect

- a. A letter is to be put-up to the Principal, recommended by the concerned Head of the Department, enclosing a copy of communication received from the organizers accepting the presentation / publication of the paper. The letter must necessarily give an estimate of expenditure involved including T.A, D.A, Registration fee etc., if any, etc,
- b. The paper must be presented by the faculty member in SCET., fixing-up a convenient date in consultation with the SCET Seminar Organizer. This presentation can be either before or after receiving the acceptance letter from the conference organizers / publisher.
- c. After the presentation of the paper in the conference, a claim is to be made by the faculty member giving the details of expenditure incurred showing the proof of such expenditure.
- d. Faculty members are eligible for T.A & D.A. as per the Institute rules but must produce the tickets or photo copies of the tickets, receipt of registration fee, as the proof of such expenditure. However, no proof is required for claiming the D.A.
- e. The actual expenditure incurred in the above forms, subject to a maximum of Rs.4,000/- will be sanctioned to the faculty member for paper presentations in the Conferences subject to the validity of the conference.
- f. Faculty members presenting papers in International conferences abroad will be eligible for a financial assistance of Rs.10,000/-.
- g. Faculty members publishing papers in international journals are eligible to claim the expenditure involved in getting the paper published, subject to a maximum amount of Rs.5,000/- and validity of the journal.
- h. A faculty member can avail such financial assistance from the Institute, to an extent of two conferences in a calendar year out of which only one can be for presentation abroad. However, the claim for international journal paper printing expenditure can be made once in a year irrespective of the claim for the presentation in Conference. If the faculty member presents papers more than twice in any calendar year, the financial assistance cannot be extended



for those additional presentations. However, the period of absence on all such paper presentations will be treated as academic leave.

- i. Management shall pay 50% fee for Patent registration.

## **14.2 Provident Fund**

Scet is committed to comply with statutory provisions of employees provident fund deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organisation as per the provisions of the said Act.

Employees must comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law by law

## **14.3 Gratuity**

Gratuity is a benefit which is payable under the Gratuity Act 1972 which is a kind of remuneration rendered to the employees by their respective employers during a Minimum 5 Year period of employment. SCET is committed to provide gratuity to an employee for the services rendered in the institution.

To receive the gratuity amount, an employee needs to be eligible in the following criteria:

- a) The employee needs to be eligible for the organizational pension program or superannuation
- b) The employee should have worked with the company for at least 5 years in SCET
- c) 5 years should be in continuation without any gaps
- d) The employee needs to retire
- e) The employee is eligible if he/she passes away untimely, suffers disability due to accident, or critical illness
- f) Gratuity is paid only at the employee leaves SCET.
- g) Gratuity is calculated on the basis of the following formula:

$$= y_{lastday} \times 15 \times Noofyearscompleted$$

## **14.4 ESI Benefits**

SCET is committed to comply with the Employee State Insurance (ESI) managed by the Employee State Insurance Corporation which is an autonomous body created by the law under the Ministry of Labour and Employment, Government of India. All eligible employees of JECC are enrolled in the ESI Scheme as envisaged in ESI Act 1948. ESI offers free medical aid to employees through ESI hospitals or the

hospitals recognized by the corporation. The salary of employees during the period of sick leave will also be paid by the Corporation.

## **15.EMPLOYEE EXIT POLICY**

To render fair and equitable treatment to an employee who is leaving the organization

### **15.1 Resignation:**

- a. Any staff member desirous of resigning from the services of the Institution may do so by a written application stating reason(s).
- b. All the resignations must be in writing and will be addressed to the Chairman of the Society of the College through Principal.
- c. No teaching faculty is permitted to leave the institution in the middle of an ongoing semester.
- d. The staff member having once submitted his resignation, in no event, a resignation once accepted will not be allowed to be withdrawn.
- e. The Notice Period of a confirmed employee (Both Teaching and Non-Teaching) is 2 months:
- f. In case of Employee under probation / extended probation the notice period will be (One) month.
- g. In case of Temporary Employee the notice period will be of 15 (Fifteen) Days.
- h. In case of Contractual Employee, Resignation will be governed by the terms of the Contract.
- i. Notice period can be relaxed or changed by the CMC.
- j. It must be understood that the notice period is essential to arrange a suitable alternative of the employee to ensure the smooth functioning of the Institution particularly imparting education to the students.
- k. In the notice period an employee will remain the employee of the Institution and will enjoy the benefits of the Institution during notice period.
- l. A staff member will be required to give employment notice period in writing during service or pay in lieu of such notice.
- m. If the faculty desires to exit from the employment whether in probation (or) conformation period should render one-month employment notice or equivalent payment of salary in lieu of notice period/days.
- n. In case of violation of this condition, then the Director can initiate legal proceedings as may be applicable under employment laws.

- o. Depending upon employee urgency and unavoidable circumstances, The Management at its discretion may waive the notice period and relieve the staff member forthwith.
- p. On submission of resignation from services the staff member will hand over to HOD all correspondence, documents, etc. belonging to the Institution or related to its business as they are the property of the Institution.
- q. No staff member can retain copies of the same or any other documents, material of the department or the property of the institution. However, no faculty will be relieved at middle of the semester, the appointing authority reserves the right to waive the notice period or the compensation thereof.
- r. At the time of release after the notice period, a release letter will be given to the employee.

## **15.2 Resignation in the wake of Disciplinary Proceeding**

- a. A Staff member against whom disciplinary proceedings are pending shall not resign from the service in SCET without the prior approval in writing from the CMC
- b. Any notice of resignation given by such staff before or during the disciplinary proceedings shall not take effect unless it is accepted.
- c. Staff member against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue as if he was in service until the proceedings are concluded and final order is passed in respect thereof.

## **15.3 Termination of Services**

### **15.3.1 On Medical Grounds**

During the on-going employment period, Management retains the right to terminate the services of an employee by giving one month notice in writing or one month's pay in lieu, on medical grounds. (e.g. continuous illness of an employee for more than six months in a year or due to physical or mental disability as certified by a medical practitioner appointed by the Organisation).

### **15.3.2 On Disciplinary Ground**

During the on-going employment period, management retains the right to terminate the services of an employee on grounds of violation of discipline as detailed in XXXX of this manual.

### **15.3.3 On grounds of Judicial Conviction / Observation**

Not with standing anything contained in these rules, the competent Authority may impose any of the penalties specified hereinabove if the staff member has been convicted on a criminal charge or on the strength of facts or conclusions or comments arrived at by a judicial trial

### **15.3.4 G V For Prolonged Absence**

When a staff member is absent from work for a period of fifteen days (15) or more days without submitting any application for leave or for its extension or beyond the period of leave sanctioned originally/subsequently or when there is satisfactory evidence that he has taken up employment elsewhere or when the management is reasonably satisfied that he has no intention of joining duties, the Management may at any time thereafter issue a show-cause notice stating, inter-alia, the grounds for coming to the conclusion that the staff member has no intention of joining duties and furnishing available

Unless the staff member is able to respond with explanations satisfactory to the Management within the period stated in the notice, the staff member shall be deemed to have been terminated from the service of SCET

### **15.3.5 Premature Termination of Contract**

In the event of premature termination of the contract, one month notice in the form of a letter will be given to the CMC.

### **15.3.6 Termination on grounds of non-performance**

The management reserves the right to terminate the services of a staff for the following reasons other than matters of discipline

- a. If a staff employed on the basis of a particular expertise or skill or qualification ceases to possess such an expertise or skill or qualification
- b. For any reason whatsoever or if a staff becomes under-qualified consequent to changes in the policies of and/or the guidelines issued by the Government or the authorities concerned from time to time

If a staff member, for three consecutive years in annual appraisal of his performance, has received ratings “unsatisfactory” or “average” and despite the appraisal reports of the first two years having been communicated to him there has been no improvement or insufficient improvement in his performance.

## **15.4 Death**

In the event of an employee's death, the immediate next- of-kin shall intimate the death to the AO.

The next-of- kin shall submit a copy of death certificate for the payment of dues to the deceased.

The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee's designated nominee after deduction of the applicable items.

### **15.5 Notice Period**

In the case of Resignation/Termination, the notice period in the Appointment order holds good.

For staff on probation seven days' notice by either party is necessary for voluntary separation by the staff or the Management opting to terminate the service of the staff. Notice period may be waived by payment of seven days salary in lieu of failure to give sufficient notice from the part of Management or by surrender of seven days salary by the staff in lieu of notice period.

For all staff confirmed in service one month notice from either side is mandatory for all premature separation.

### **15.6 Retirement**

As a rule, an employee will retire from the organization on attaining 62 years of age.

The effective date of retirement will be the last day of the calendar month in which he attains the age of 62 years.

An employee may be re-hired by the Management after retirement on an annual basis with proper Memorandum of Understanding (MoU) / Re-appointment order.

### **15.7 Voluntary Retirement**

An employee can resign from their post by giving required notice, as specified in their appointment letter.

The resignation becomes effective as soon as it is accepted in written by the CMC.

An employee may not be permitted to withdraw his resignation after it is accepted.

All payment of dues will be made with the approval of Management.

Such employees who opt to resign shall submit a 'NO DUES Certificate' upon which a relieving order will be issued by the CMC

## **15.8 Superannuation**

Superannuation will be provided as per the recommendation by the Principal as per the following.

### **15.8.1 Superannuation for faculty**

Depending upon requirement and fitness, fresh contractual Appointment (teaching position) may be offered selectively up to the age of 65 years with 2 years tenure in first instance with consolidated.

The selection has to be based on requirement, fitness, merit, experience, specialization, peer group review.

The competent selection committee chaired by Chairman of the Society will conduct the review for the selection of such candidates.

In exceptional circumstances depending upon requirement and fitness the extension of service may be granted till the subject Employee (Teaching) attains age of 70 (Seventy).

Re-employment beyond the age of superannuation shall, however, be done for a limited period of Three (3=1+1+1) years at the first instance and then for another further period of two (2) years purely on the basis of merit, experience, area of specialization etc.

### **15.8.2 Superannuation for non-teaching staff**

A whole time employee apart from faculty members of the Institute shall retire from service on the last day of the month in which he attains superannuation age i.e. sixty Two (62) years or any other age of superannuation as may be declared by the Govt. of AP from time to time.

### **15.8.3 Retirement during Superannuation on Disciplinary Proceedings**

The staff concerned will not receive any pay and / or allowance after the date of superannuation. He will also not be entitled for payments of retirement benefits till the proceedings are completed and final order is passed there on except his own contributions to provident fund. Such disciplinary proceedings shall normally be completed within a period of six (6) months from the date of superannuation.

## **15.9 Documents to be submitted on separation from SCET**

In the event of separation from SCET the following documents are required to be submitted by the staff:

- I. In case of resignation, letter of resignation
- II. Non Liability Certificate
- III. I D Card issued from the SCET
- IV. Details of documents kept in the custody of the person both hard and soft copies and list of the pending work as on date
- V. Other Properties of SCET in the possession of the individual
- VI. Exit Report.

SCET must provide Experience Certificate/Service Certificate to Staff on the event of his/her separation on his/her written request. However, SCET retains the right for withholding certificates in situations including, but not limited to, failure on the part of staff to return to SCET its property or reconcile all outstanding payments, failure of the staff to produce the Non-Liability Certificate etc.

### **15.10 Exit Management Summary**

Exit Management or employee off boarding is a process at SCET aimed at managing the full and final settlement of employees when they exit from the organization. When an employee resigns, retires or is being terminated from work, the required paperwork and formalities associated with employee exit must be through a systematic process. Exit interviews, clearance from various departments, replacement of the departing employee and full and final settlement of employee dues must be smoothly managed during employee off boarding.

Once the exit is accepted, the following process must be followed:

1. The department head must ensure that a formal resignation letter is handed over by the employee.
2. The department head must forward the letter.
3. Department head must inform the Principal.
4. Employee replacement process should be immediately initiated
5. The work handover process should be documented and initiated in advance
6. Recover SCET equipment and assets.
7. Finance should prepare final payroll, and permit the employee to review the statement.
8. AO should prepare a service certificate even if the employee does not ask it.
9. Prepare a farewell. This also shows employees who are remaining with SCET that the college cares about its employees – even when they are leaving.

10. Make changes in website and disable email id.

## **16.EMPLOYEES CONDUCT AND DISCIPLINARY RULES ACTS OF MISCONDUCT**

Without prejudice to the general meaning of the term “misconduct”, it shall be deemed to mean and include the following –

- Theft, fraud or dishonestly in connection with the establishment’s business or property.
- Taking or giving bribes or any gratification / tips whatsoever.
- Drunkenness, fighting’s, riotous or disorderly or indecent behaviour at any place within the Institute premises or any act of subversive of discipline.
- Being under the influence of narcotics / drugs / liquor etc.
- Engaging in any business trade / profession / part-time employment directly or indirectly connected with the Institute.
- Money lending or borrowing within the Institute premises.
- Unauthorized interference with any safety device and / or equipment installed in the Institute.
- Striking or inciting any employee while within the precincts of the Institute to strike or to demonstrate / abuse / shout slogans within the premises.
- Falsification, defacement and destruction of records, including false declaration regarding name, age, qualification, experience etc.
- Using any form of physical assault, against any person working within or around the Institute premises.
- Ill-treatment / misbehaviour with the students, visitors and employees.
- Overstaying or loitering inside the Institute premises without permission from the management.
- Prosecution of an employee for any criminal offence.
- Causing willful damage to institute’s property.
- Threatening, intimidating, abusing, insulting, coercing, slogan shouting etc. in the Institute.
- Engaging in any from of gambling or card playing whether for money or otherwise.
- Collection of any money within the Institute premises without permission of the management.
- Malingering, committing any act of vandalism or slowing down of work and / or instigation thereof.
- Negligence or neglect of work.



- Refusal to accept charge sheet, order or other communication intended for service.
- Holding meetings, or aiding or abetting in holding meeting inside the premises of the Institute without the previous sanction of the management.
- Habitual late attendance.
- Habitual breach of any law or service regulations.
- Willful in sub-ordination or disobedience whether alone or in combination with others, to any lawful and reasonable order of a superior or refusal to receive or reply to a communication sent by a superior / management.
- Habitual absence or absence for more than ten (10) days without any permission or authorization.
- Habitual breach of rules or instructions for the maintenance and running / working of any department or for maintenance or cleanliness of any portion of the Institute premises or compound.
- Smoking in the Institute premises or inventory area where smoking has been strictly prohibited.
- Absence from work place or leaving the place of work without any permission / authorization.
- Causing impediment to egress and ingress of Institute employees / officers / Management staff or machines and materials.
- Gheraoing or surrounding or forcible occupation of any portion of the Institute premises or unauthorized use or occupation of the Institute's accommodation or refusal to vacate the same when called upon to do so by the management.
- Sexual harassment of co-workers, visitors or clients within Institute premises.
- Unauthorized use of Institute vehicles, equipment of appliances.
- Bringing and consuming alcoholic beverages in the Institute premises.
- Committing any immoral act within the Institute premises.
- Any act of defraud or attempt to defraud of the Institute.
- Inciting or aiding another employee to commit any of the offences listed above.
- Persistent contravention of Institute rules and regulations.
- Abetment or attempt at any of the above acts of misconduct.
- Any activity or bringing down the reputation of the Institute or embarrassing the relations between the Institute and any office under Central / State Govt. or any other organization or the member of Public or in person.

- All employees must ensure that they have gone through the directive of AICTE regarding Prevention and Prohibition of Ragging in campus and its hostel and comply accordingly. Separate undertaking must be furnished regarding this matter.

**Note :**The above only lists of some of the misconducts, but is by no means Exhaustive.

## **Disciplinary Rules**

Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official dealings.

All employees shall avoid habitual indebtedness and where an employee applies for or is adjudged insolvent; he shall within three days report the fact to the Principal of the Institution. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.

An employee should at all times be courteous in his dealings with other member of the staff, students, parents and members of the public.

No Employee shall, without prior written permission of the authorities, engage himself in any job, remunerative or non-remunerative, outside the Institution or Techno India Group. Whole time duty of a member of staff shall be at the disposal of the Institution and his services may be required even beyond the schedule office hours including weekly off days and holidays in case of exigency. Compensation by way of compensatory casual leave (CCL) may be considered in case of such duties rendered by any member of the staff on holidays.

No Employee shall take any paper, books & booklets, drawing, photographs, instrument, apparatus, document or any other property of the Institution out of the work premises except with the written permission of the authority or issued through library, nor he shall in any way pass or cause to be passed or disclosed or cause to be disclosed any information or matter concerning the teaching process, research information, trade secrets and confidential documents of the Institution to any unauthorized person, company, Organization Or corporation without the written permission of the Authority/Society.

All Employees shall observe all safety rules or orders that may be notified from time to time by the Institution and use safety equipment provided by the organization.

Faculty member has to obtain prior approval of the Authority/Society in order to apply to any outside authority to add to his present qualification and to qualify himself for higher degree/qualification.

All Employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance recorder the concerned staff has to record the attendance as per procedure directed by the College authority. Late arrival/departure by half an hour either way for any three (3) days in a month will lead to deduction of half day casual leave. Late arrival or early departure by an hour will be considered as absence from duty.

All employees should work on a 6 days week basis with one weekly off- day on Sunday or any other day in lieu there of as may be notified by the authority. The working hours in the College shall be 40 hours/week.

An employee shall be required to observe the scheduled hours of work during which he must be present at the place of his duty. Except for valid reasons and or unforeseen contingencies. No employee shall be absent from duty without prior permission. No employee shall leave station except with the previous permission of proper authority even during leave or vacation. Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached or to Principal if he is himself the Head of a Department, the address where he would be available during the period of the absence from station.

Every employee of the organization shall, notwithstanding his personal views on any matter relating to the organization and programme, carry out programme faithfully and perform the duties and responsibilities assign to him as an employee of the organization.

Every employee shall practice, promote and encourage collective functioning in the interest of administrative efficiency and apply his personal initiative to the efficient discharge of his duties.

When in the discharge of his duties, an employee is called upon to decide a matter in which he or a relation of his is financially or otherwise interested, every such employee shall, at the earliest opportunity, bring this fact in writing to the notice of the authority to whom he is a sub-ordinate.

It is the duty of an employee to be loyal, faithful, careful, obedient and reasonably competent to discharge the duties assigned to him. Devotion to duty

implies faithful service and no failure to discharge duties properly habitual failures i.e. act of omission & commission constitutes negligence of duty. Negligence on several occasions is called “habitual negligence”• Failure to discharge duties implies the incompetence of the concerned employee to comply with the duty given to him.

Every employee must exercise due prudence or care and caution about the properties of the Institute and shall be responsible for the articles and / or equipments under his charge.

Faculty members and Lab/Technical Assistants must not give private tuitions to any students of the College. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action. Every faculty member and Lab/Technical Assistant will have to give in writing that he gives no tuition to any of his own college student.

Any member of the Faculty/staff shall have to take prior permission of the Head of the Institution i.e. Principal for undertaking any such Assignments as a (i) part-time/visiting, (ii) Expert member, (iii) Consultant, (iv)members of committee, Governing bodies etc. during/beyond duty hours. Any employee of the Institution shall have to inform the Head of the Institution i.e. Principal at the time of leaving the station even if on leave. He has to give the address and contact number during the said period of leave.

Faculty members will not be allowed to take honorarium/commission from any of the Group College/Organization by rendering service on duty except where such honorarium/commission, which is allowed by the policy or order of the organization

Employee must refrain from inciting students against other students, colleagues or administration. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.

Employee must refrain from any kind of criticism of the college authority or criticism of any decision of his superior officers, or of any current or recent policy or action of the College. Any failure to abide by this norm will be treated as an Act of Insubordination and a major disciplinary violation and will be acted upon with seriousness that it deserves.

Employee must refrain from spreading any kind of rumor/gossip on and off the campus. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.

Employee should not have the habit of wasting or allowing wastage of electrical energy, water resources and other resources.

Employee must refrain from lodging unsubstantiated allegations against colleagues to higher authorities. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action. Any such act, if caught, may attract severest punishment.

Employees must refrain from habitual absenteeism habitual late coming, habitual early leaving and habitual skipping the assigned classes and all acts of same nature will be treated as gross violation of service rule.

Any form of sexual harassment or offence would be considered as a most serious offence and will be considered as a major disciplinary violation and may invite strict disciplinary action and such other legal measures as may be thought/deemed necessary by the College Authority/Director-Society.

Employee must not promote any ideas, make statement or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.

Faculty and staff members must ensure that any, kind of malpractices have not taken place in any form in the examination process/academic system.

Faculty and staff members should not behave in a vindictive manner towards any student for any reason. The same is applicable for subordinate employees also. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.

Any kind of grievances to be resolved at the College level amicably as per rules of the college. Any unitary action such as suspension of classes, suspension of normal activities, pen down strike, slowdown etc. individually or collectively will make the concerned employee (or employees) liable to face appropriate disciplinary action. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.

No employee shall take active part in politics in the campus of the College or exploit his official position for political ends or permit the use of College facilities for political purposes. In other cases where he stands in election he must take leave of absence from the College.

Without written permission from the college authority, no employee shall appear in any radio/T.V. broadcast/telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or make any public utterance.

No employee should make any statement of fact or pass an opinion which has the effect of an adverse criticism of any policy or action of the College; or which is capable of embarrassing the relations between the College and the Central Government or any State Government or any statutory authority or any other Institution or organization or members of public; or which exploits the name of the College or his position therein.

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him communicates, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his official assignments.

Generally the Institution will not interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution i.e. Principal in consultation with the Authority/Society will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.

An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not be permitted to join his duties in the College unless he is permitted by the higher authority where his full case of detention is to be put up for decision. The higher authority may suspend him if the offence committed by him for which the arrest was made is a grave offence consisting of moral turpitude. And he will be allowed to resume his duties only after the court's acquittal order. The period of absence will be decided by the higher authority on the basis of the merit of the court's order. In case of acquittal, he will be allowed the full salary for the period of absence.

In the event of an employee prefers not to inform the college authority on the details as mentioned above and the college authority is informed circumstantially then the college authority will issue letter to the concerned employee seeking full explanation. And he will not be allowed to join duty without the approval of the higher authority.

No employee shall, except with a previous sanction of the competent authority, take recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory

character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority in advance, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.

Violation of any of these discipline rules as explained in the section 21.1 by Employee/ Employees will be treated as misconduct and the misconduct will be dealt in accordance with the Penal Rules.

No employee shall attempt to seek in a court of law a decision on grievances arising out of his conditions of service without first exhausting the normal official channels of redress.

### **Accountability and Discipline:**

In consideration of nature of offences as mentioned above, the College authority may take the following disciplinary actions against the offender:  
Censure.

With holding of increments not affecting promotion. Recovery of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders.

Suspension pending enquiry for offence committed, where may be ordered by the appointing authority and such order of suspension shall be communicated in writing to the offender intimating the reasons for such suspension. A suspended employee shall be given the opportunity to defend himself before the domestic Enquiry Committee constituted for enquiring the charges; the Principal/CMC may appoint such Enquiring Authority.

Subsistence grant shall be paid to a member of staff under suspension at one half of his basic pay plus one-half of the DA received by him on the date prior to suspension.

Removal or dismissal from service for offences like:  
Conviction by a criminal court.

Taking bribe or commission.

Any violation which is considered as a major disciplinary violation  
Any other offence and/or act of gross Indiscipline as may be determined by the Board of Governors within the ambit of the above laid down Policy and the laws of the land.

Member of the staff shall cease to draw pay and allowances attached to the post to which he was associated with effect from the date on which he is removed or dismissed from the service of the College. Also the removed/ dismissed member of the staff would automatically henceforth lose his right to enter into the premises of the College and other Colleges under the same corporate management from the day of his dismissal/ removal from service.

### **Warning/Admonition /Reprimand:**

Warning/Admonition is not a punishment. It may be issued when a superior authority may find it necessary to criticize adversely any work done by his subordinate or calls for an explanation to bring the defects to the notice of the employee or to give him reasonable opportunity to explain his omission or commission which is not otherwise serious enough. A copy of such warning etc. may be maintained in the Personal File of the employee concerned.

Such written warning, admonition or reprimand should not be recorded in the "History sheet" unless the authority is satisfied that there is good and sufficient reason to do so. If in the opinion of the authority, despite the warning etc. the concerned employee has not improved, a second caution letter may be Issued. There has to be appropriate mention of this in the Annual appreciation report and this will constitute an adverse entry and has to be communicated to the employee concerned.

The following are the Penalties that may be imposed on an employee.

### **Minor Penalties:**

Censure

Withholding Increment

Reversing to lower Rank

Recovery from pay of the whole or part of any pecuniary loss to the Institution caused by the official/employee due to negligence or breach of order

### **Major Penalties:**

Reduction to a lower stage in the time scale of pay/Grade.

Compulsory retirement.

Removal from Service,

Dismissal from service.

### **Enquiry Mandatory:**

Departmental enquiry must be held to Impose any of the major penalties in respect to those charges where preliminary explanations called for did not prove to be satisfactory.



## **Procedure - Minor Penalties:**

The charged employee should be served with a charge-sheet together with a statement of imputation of misconduct or misbehavior. He/She will be given reasonable time and opportunity to reply the charges and/or to be heard in person. Charge together with the statement of imputation will be issued by the Principal where the Institute/College is headed by a Principal.

The enquiry must be held to consider charges refund by him/her. It must be conducted by the Disciplinary authority or any Enquiry Officer, appointed by it. The charged employee should be served with a charge-sheet together with a statement of imputation of misconduct or misbehavior. Reasonable time and opportunity have to be given to him to reply to the charges and/or to be heard in person. Charge together with the statement of imputation will be issued by the Principal or where the College is headed by a Principal.

The enquiry must be held to consider charges refund by him/her. It must be conducted by the Disciplinary authority or any Enquiry Officer, appointed by it. The enquiry committee should have 3rd party representation.

## **Appeal and Appellate Authority:**

The Chairman of the Governing Body of the College shall be the appellate authority. The Appellate authority shall consider with due application of mind –

- a) Compliance of procedures along with all available records.
- b) Whether the penalty imposed is adequate or inadequate or severe.

## **Interpretation**

If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Governors whose decision thereon shall be final and binding.

## **17. MISCELLANEOUS**

### **17.1 Personal File**

A personal file shall be maintained in respect of each employee, both teaching and non-teaching, wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc will be recorded. All such official records in the personal file shall be attested by the / Principal and Registrar /Administrative Officer or by anyone who is in Charge of Administration duly appointed by Authority/Society.

Appreciation of work may also be recorded in the personal file in the following cases:

- a) Issued by the Head of Department or the Principal in respect of any work.
- b) Issued by any authority of the College/Institution /Governing Body expressing appreciation to any employee which requires his name, through the Principal of the College.
- c) Issued by any reputed individual, if it is confined to expressing appreciation for services duly rendered after the normal duty schedule.

### **17.2 Income Tax:**

The College authorities shall deduct Income Tax at Source from the salary of the members of the staff, whose gross emoluments exceed the Income Tax exemption limits. A salary certificate, showing the salary, and the tax deducted in Appropriate Form as per Income Tax Rules, may be issued by the College authority on written requests.

### **17.3 Professional Tax:**

From the salary of all the members of staff in the College Service, Professional Tax, at the rates declared by the State Govt. from time to time, would be deducted every month and deposited In the Treasury or to such other authority as the Concerned Act and Rules provide.

### **17.4 Other Taxes & Surcharges:**

If any other taxes in addition to Income Taxes and Professional taxes are imposed by the Central Government, State Government or local government agencies ( like Municipality, Municipal Corporation, ZillaParisad etc.), the same will be deducted from the salary of the employee as per law and may be without any individual intimation to the employee.

A certificate of such tax deduction may be issued by the College authority on written requests from the employee.

### **17.5 Power to Amend the Service Rule:**

The Board of Governors have absolute power to insert hew service rules, change the existing service rule and delete any provision of the service rule either from the current date or from retrospective effect. However till such changes are made the existing rules will prevail.

### **17.6 Condition to the Service of any Employee:**

All the permanent employee of the organization have to follow this service rule and it is an integral part of the condition of their service (whether explicitly stated or not).

### **17.7 Right to Appeal:**

Any employee of the Organization if necessary may appeal to the Governing Body as per one employee's right to appeal within such time limit as may be prescribed by the Governing Body. An appeal may be against any decision of any employee of an institution. The Governing Body may confirm, modify or change the decision taken by college authority against the person who has made an appeal.

### **17.8 Constitution of the Committees:**

Principal are authorized and empowered to constitute a committee consisting of such members as such it may deem fit and having such Power as it may deem fit.

### **17.9 Filling of Casual Vacancies:**

Any casual vacancy among the members or posts will be filled up by the Society as it may be deemed fit.

### **17.10 Mode of Proof of Records and Issuance of Certificate:**

A copy of any receipt, application, notice, order, proceeding or resolution of any authority or committee of the institution or other documents in possession of I the Institution or any entry in any register duly maintained by the Institution, if certified by the Registrar/Administrative Officer or by Director /Principal shall be received as prima facie evidence of such receipt, application, notice, order, proceeding, resolution or document. The existence of the entry in the register duly certified as mentioned above will also be admitted as proof of the matter and any transaction therein duly recorded where there is an original proof, if produced, have to be admissible as evidence

### **17.11 Acts and Proceedings not to be Invalidated by Vacancies**

No act or proceeding of the Governing Body or any authority of the Institution or any committee constituted under this rule shall be questioned merely on the ground

that there is a vacancy in or the existence of any vacancy in or defect in the constitution of the Board, or Committee formed by the Society or by the Head of the Institution i.e. Principal.