

DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY

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SERVICE RULES

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CHAPTER 1

SERVICE RECORDS

1.1 General

- College working hours is normally from 9.00 a.m. to 4.30 p.m. However, those who have academic, administrative, examination or any other such work shall follow timings as directed by HOD/Principal.
- A six day working schedule from Monday to Saturday is followed except first Saturdays. Classes are scheduled from 9.00 am to 4.30 p.m.
- All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
- Anyone required to go out of the College premises during working hours shall seek necessary permission from HOD/Principal and register his/her permission time (i.e. OUT and IN timing Register kept at office and departments).
- Staff members should wear College ID while in the College premises.
- Staff members shall submit their investment, savings and insurance details to the Account Section before 7th January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
- Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal on standard Discipline Report.
- Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
- All members, staff are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents.
- Faculty and staff shall communicate to each other and also with students should be only in English.

1.2. Service Conditions for the Staff:

- Every member of the staff should agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- There shall only three designations in the respect of teachers in DIET namely
 - Assistant Professor,
 - Associate Professor and
 - Professor.

- Every member of the staff shall employ honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers from time to time, be placed.
- Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business, and private tuition.
- Any staff member, on appointment, except on contract, shall be on probation for a period one year.
- A member of the staff shall have his / her service separated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months notice or three months salary must be given. But during the close of academic year, one month notice is sufficient for separation from service for permanent staff.

The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.

However, the management reserves the right to waive the notice period or the compensation thereof.

- A service file for keeping the record of service of staff shall be maintained by Principal in respect of each employee of the College. All activities of an employee in his/her official position shall be recorded in this service file.

1.3. PROMOTION POLICIES

- All promotions shall be considered on the basis of merit- cum –seniority basis or as decided by the management from time to time
- The Chairman shall appoint a committee for promotion, in which he shall be the Chairman, with principal and experts in the respective area.
- The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- The staff shall be considered for promotion to the next higher level position, subject that however, he/she might have completed the three years of service after probation in the present position and should have obtained AICTE prescribed qualification.
- Special preference to the faculty who is undergoing PhD program can apply for the promotion to the post of Associate professor should have Minimum of 5 yrs experience in teaching/research/ industry and subjected to condition that, they have to fulfill the AICTE requirement within four years from the date of promotion.

- Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor and possessing a Ph.D. degree in the relevant discipline or Minimum of 13 years experience in teaching and/or Research and/or Industry with PhD shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE.
- No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor.
- The following information is required in the CV for reappointment and promotion of candidates:
 - Educational Background Academic and other relevant employment history
 - Awards and appreciation if any
 - Research and/or creative works, publications journal, conference proceeding, text book publications etc.
- Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- All cases of promotions satisfying the above norms and those prescribed by the AICTE will be considered, subject to the requirement of the department and discretion of the Management.

1.4. RETIREMENT FROM SERVICE

- All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 65 years for teaching and 58 years non-teaching.
- When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.
- If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

1.5. SEPARATION OF SERVICES OF AN EMPLOYEE

- Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
- In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Chairman/ Principal has got discretion to

award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman/ Principal.

- The Chairman shall have the power to separate the services of a member of the staff of the college, for any of the following reasons:
 - i. Serious misconduct and willful negligence of duty
 - ii. Gross insubordination
 - iii. Physical or mental unfitness, and
 - iv. Participation in any criminal offence involving moral turpitude.

The services of a temporary employee are liable to be terminated at any time without assigning any reasons whatsoever.

- The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice.
- The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event or the employee has failed to do his duty or negligence of duties.

1.6. MEDICAL FACILITIES

The College is running a Medical Centre inside the campus and a Medical Assistant is appointed who attends the Medical Centre on regular basis. He/ She take care of the students and staff for minor ailments. A Registered Medical practitioner shall be visiting the Medical Centre twice a week on part time basis. On emergency, the medical practitioner will be called to the campus to attend to the patient. The college provides an exclusive vehicle for the purpose of taking the patients when needed to the nearby hospital for treatment.

1.7. CONDUCT & DISCIPLINE

Conduct

- Every employee shall, be devoted to his/her duty and also be honest and impartial in official dealings.
- An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless and otherwise stated, all employees of the Institute are required to work effectively for at least 42 hours per week.
- Except for valid reasons and/or unforeseen contingencies no employee shall absent from duty without prior permission of the designated authority.

- Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all the students.
- Employee should not participate in any association, active or passive. It will be viewed seriously.
- Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the Institute's premises, is strictly prohibited.
- Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc., have been evaluated and submitted to the appropriate office or the duty assigned.
- No employee shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
- No employee shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
- An employee who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority.
- No employee shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.
- All the employees shall handover their original certificates like SSC, Intermediate, Diploma, B.E./ B.Tech., M.E./M.Tech., Ph.D. etc, to the Principal at the time of joining duty.

Discipline

- The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to

have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.

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

1.8. ANNUAL REPORT

- All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format and need to submit to HOD.
- Head of the Department add his comments and will be forwarding it to the office for principal's comments.

CHAPTER 2

METHOD OF RECRUITMENT

2.1. General Guidelines

- The rules prescribed for selection of employees from time to time as notified by AICTE/University/Government shall be followed.
- Staff Selection Committee shall be constituted as per the norms of University notifications for filling up Teaching and Non- Teaching Posts.
- A post shall be filled up either by direct recruitment through open advertisement or by promotion from amongst the qualified and eligible internal candidates, as directed by the Governing Body.

2.2. Qualifications and Experience

Teaching and Non- Teaching Staff the qualifications, age, experience etc, shall be as per AICTE/ UGC norms in respect of Teaching Staff and as per State Government of Andhra Pradesh/ JNTUK norms in respect of Non-Teaching Staff.

2.3. Selection of teaching faculty.

- Recruitment is normally done twice in a year during May and November.
- Number of vacancies is notified by Principal/Designated Authority based on student strength, resignations or terminations of staff members, to the management for approval / information.
- Vacancies are advertised in leading newspapers – both in Telugu and English.
- Screening of applications is done by the respective screening committee.
- Short listed candidates are informed through call letters and over telephones by concern Department.
- At times, Walk- in interviews is also conducted for immediate postings.
- The selection committee for the post of teaching faculty shall have the following composition.
 - (i) Chairperson of the Governing Body of the college or his / her
 - (ii) The Principal / Director of the College.
 - (iii) Head of the Department of the concerned subject in the College.
 - (iv). One subject expert or Nominee from the Affiliated University of whom one should be a subject expert.

2.4. Appointments

Principal on behalf of the Management shall issue the Appointment Orders.

- a. All the staff recruited will be initially on probation for one year and need to get ratified by affiliating university.
- b. All the Teaching Staff will be exposed to the University selection Committee for ratification. Ratified staff will be appointed on permanent basis with AICTE Pay Scales
- c. Faculty who are not recommended for appointment by the University Selection Committee will continue to serve in the college on temporary basis and one more chances will be given to appear and get selected / Ratified by the University Selection Committee in the same designation. Still if they failed getting ratified they continuation of service will be at the discretion of management.

2.5. Maintenance of service file / register / dossier for the employees.

In respect of each of the Employees in the College, an individual personal file / dossier and Service Register shall be maintained and the same shall be kept regularly updated as per State Government Norms.

2.6. Probation

- I. The initial appointment to posts in the College shall ordinarily be made on probation for a period of one Year.
- ii. The management/Governing Body upon the recommendation of the Principal for valid reasons may extend the probation period of an employee or terminate his/her services after due notice.
- iii. The service of the candidate appointed on Temporary/Contract Basis, can be terminated at any time without any notice and without assigning any reason.

CHAPTER 3

LEAVE RULES

3.1. General:

- Leave cannot be claimed as a master of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- A Leave account shall be maintained for each employee in an appropriate form.
- For casual leaves, sanctioning authority is the Head of the Department and Head of the Institution. Principal shall be the competent authority to grant all other kinds of leaves on the recommendation of HOD/Manager as the case may be.
- Either prefixing or suffixing of any kind of leave with vacation is allowed only on prior approval.
- Any kind of leave may be granted in combination with or in continuation with any other kind of leave except C.L. with prior approval.
- Employees when deputed on official duty or on college work, the period of their absence shall be treated as 'On Duty'.

3.2. Casual Leaves:

- All employees are eligible for 12 days of casual leave per year @ 1 day per month during the Academic Year from 1st January to 31st December.
- Probation period staff members are allowed to take leave after completion of the respective months only.
- Casual Leave in and one stretch shall not exceed seven days in total period of ten days prefixing, suffixing or sandwiching with public holidays.
- Casual leaves for half day can be granted to an employee for the Afternoon session only.
- In normal circumstances, casual leave requires advance sanction and the employee has to make alternate arrangements for his/her regular work in the institution.

3.3. Special Leave:

- All the teaching staff members are entitled special leave up to six days in calendar year to take up examinations work in our college or outside, to attend conferences or seminars etc.
- Special Casual Leave may also be granted for attending to calamities subject to prior approval after exhausting all casual leaves.

3.4. Earned Leave:

- All the vacation staff of the college shall be eligible for a vacation of fifteen days in a calendar year and three days of Earned leave in a calendar year. They shall be present in college either on the last working day before vacation or on first working day after the vacation.
- All the regular non-vacation staff of the college shall be eligible for accrual of Earned Leave of 10 days in a calendar year.
- All regular employees can accumulate earned leave up to a maximum of 240 days.
- All the vacations staff is eligible to earn the additional E.L. at the rate of one day for every two days of retention during vacation for attending to official duty.

3.5. Vacation Leave for Teaching Staff

- These rules govern the availing of vacation leave for each academic year. The maximum duration and number of days shall be decided by the Principal/Designated Authority.
- Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.
- The total number of VL days for members of faculty (teaching staff) is limited to the days as fixed by the principal/designated authority, for a continuous service of 12 months in the institution.

3.6. Compensation Leave (CCL)

Compensation leave may be granted in case of he/she works on holiday. CCL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

3.7. Medical Leave (ML)

- Medical leave may be granted in case of sickness of the employee and not his / her dependants.
- Medical certificate from a Doctor would be required in case of absence of three days or more.
- For every 12 months of service, 5 days of medical leave shall be credited to the leave account of the employee (January to December).
- Medical leave may be combined with other leaves.
- In a year, 15 days of medical leave may be availed.
- Medical leave can be carried forward and accumulated up to a maximum of 30 days.

3.8. Maternity Leave:

- A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of six months, subject to prior approval of the

Principal/Designated Authority and with/without pay at the discretion of the management.

- Women employee can avail ML only on two (2) occasions in her entire service period.

3.9. Faculty Improvement Programme leaves

The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty members is entitled to receive maximum half of his salary during his period of study at the discretion of the management with prior approval.

The other conditions are as follows:

The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave should be for a period of one and half years for **M.Tech./M.E./M.Phil** Program, and three years for **Ph.D.**

The Teacher concerned should execute a bond on the required non-judicial stamp to the effect that he/ she shall serve the institution for double the period of study leave taken for the above programme. The penalty in case of violation of bond will be double the amount received from the Institute during the study period. Any extension of such leave shall be on loss of pay only. Management is the sanctioning authority for such leave on the recommendations of the Principal and the Head of the Department concerned.

3.10. Leave Rules for Contingent Staff:

All the contingent staff of the College is eligible for a Casual Leave of 12 days in a calendar year and other leaves subject to prior approval of the Principal/Designated Authority.

3.11. Sabbatical Leave/Academic Leave

- i. Permanent teachers of the college who have completed seven years of service as Lecturer may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the college and higher education system.
- ii. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- iii. A teacher shall, during the period of sabbatical leave, be paid full pay immediately prior to his/her proceedings on sabbatical leave.

3.12. Traveling Allowances, Daily Allowance, and Local Transport:

Employees of the college when deputed to any out stations shall be entitled to travelling allowances, daily allowances and other permissible expenses they incur. These shall be regulated as under:

Note: It is a fundamental principle that allowance is not to be a source of profit and no allowance is granted to cover the expenses of family members accompanying them when traveling on duty.

Grades: All the staff, both teaching and Non-Teaching is classified into two Grades as follows:

Grade – I: The entire regular teaching staff of Asst. professor cadre and above.

Grade – II: All the non- teaching staff and all other employees.

Daily Allowances: Daily Allowances admissible to different grades of employees shall be as noted below:

Grade – I Rs. 400/- 300/- 200/-

Grade – II Rs. 300/- 200/- 150/-

For the purpose of claiming D.A., the absence period of the employee from the headquarters is taken into the consideration. i.e., the time between the officers left the headquarters and the time he returned to the headquarters shall be taken.

For periods, less than 24 hours absence the following rate are admissible:

Less than 6 Hours No D.A.

More than 6 hours, but less than 12 hours Half D.A

More than 12 hours full D.A.

NOTE: 1. regarding the interpretation of these rules and on any other point which is not covered under these rules, the decision of the Management of the College shall be final.

2. The Management reserves the right to amend any of the above rules in the interest of the College without unduly affecting the general interest of the employees.

3.13. Allowances to Papers presentations in Seminar / Conferences etc.

The regular Teaching staffs that are sponsored for presenting papers in seminars/ conferences are eligible to reimbursement of registration fee. No D.A. is admissible. This facility is limited to once in an academic year

Allowances to attend Seminars, F.D.P, Refresher Courses Etc.

The regular teaching staffs that are permitted to attend the seminars as delegates, and to undergo F.D.P, Refresher Courses etc., are eligible to travel by II sleeper class. No D.A. is admissible.

3.14. Pay Fixation

1. Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.
2. Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Institution.

CHAPTER 4

THE DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY

4.1. GENERAL

- The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

(i) Principal 4 hours / week

(ii) Dean / Professor 8 hours / week

(iii) Associate Professor 12 hours / week

(iv) Assistant Professor/SL/Lecturer 16 hours/week

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

- Faculty Members are expected to update their knowledge by attending seminars, workshops, conference, after obtaining necessary permission from the Principal/Management.
- Faculty Members should attempt to publish text books, research papers in reputed national, International Journals, and Conferences.
- The Faculty Member must strive to prepare academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- Groups of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

4.2. DEPARTMENT

- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

- The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday as soon as the classes/laboratory hours are over.
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- The Faculty Member should show no partiality to any segment / individual student.
- The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

4.3 .CLASS ROOM TEACHING

- Once the subject is allotted the Faculty Member should prepare the lecture hour wise, semester wise lesson plan.
- The Faculty Member should get prepared with the lesson plan and course file - approved by HOD and Principal.
- The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. The Faculty Member should not dictate the notes in the class.
- The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- The Faculty Member should engage the full 50 minutes and should not leave the class early.
- The Faculty Member should always utilize the first 5 minutes to recapture the essence of the last lecture, then can continue the lecture up to 40 minutes and in the last 3 minutes conclude with a brief introduction to the content of the next class.
- The Faculty of Member should cultivate to teach in different ways to break the monotony in explanation or in teaching.
- The faculty should practice the lecture well before going to the class.
- The Faculty Member should make use of OHP, Models etc., as teaching aids.
- The Faculty Member should encourage students asking doubts / questions.
- The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- The Faculty Member should take care of academically backwards students and pay special attention to develop their skills in special classes.

- In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- The Faculty member should regularly visit library and read the latest journals / magazines in his specialty to update and keep oneself abreast of latest advancements.
- The Faculty Member should motivate the students and bring out the creativity / originality in the students.

4.4. LABORATORY

- The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- Additional experiments are to be conducted to clarify or enlighten the students with new ideas and techniques.
- The lab observations/records must be corrected then and there or at least by next class.

4.5 TEST / EXAM

- While setting question paper, the Faculty Member should also prepare the detailed answers with scheme and submit to HOD.
- During invigilation, the Faculty Member should be continuously moving around. He/ She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/test.
- Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle test / Model Examination).
- The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to EXAM CELL with remarks.
- The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

4.6. STUDENT - FACULTY REPORT

- The Faculty Member should have a good control of students.

- As soon as the Faculty Member enters the class, should take attendance. If any of the student late to the class, the student may be permitted to attend the class but marked as absent. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counseling and if it does not being any change the student must be directed to meet the class coordinator, HOD.
- The Faculty Member should act with tact and deal with insubordination by students maturely.
- The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

4.7. DUTIES OF INSTITUTE EMPLOYEES

4.7.1. Principal

- Looks after all the Administrative and Academic activities falling in the line with the AICTE, JNTUK and government of Andhra Pradesh in all aspects.
- Conducts all the UG & PG programs according to the guide lines from the affiliating university JNTUK.
- Appoints faculty members as per the norms of affiliating university JNTUK.
- Acts as Chief Warden for gents and Ladies Hostel.
- Monitors admissions, regular class works, organizes placement activities in coordination with placement officer, creates environment for Industry- Institute interaction, R&D activities within and external organization for consultancy and also look after the disciplinary activities in the Institution.
- Monitors smooth conduction of Quality Management system in accordance with NBA and NAAC.

4.7.2. Head of the Department

- Responsible for all academic affairs of the department
- Looks after day to day activities related to teaching and other workloads of teaching and non-teaching staff.
- Reports of the principal regarding all requirements of the department such as faculty members, supporting staff, equipments, books, Journals and maintenance etc.
- Represents the department and will report to the Principal about all requirements for the development of dept, and proper functioning of the department.
- Looks after the matter related to R&D consultancy and about research publications.
- Arranges for guest lectures, seminars, Workshops, and conferences etc.
- Responsible for mobilizing faculty members for different research grants.
- Responsible for innovative programs.

- Look after Student Proctor System.

4.7.3. Teaching Faculty

- To ensure that every student is well supported to fulfill his/her learning potential
- To monitor the progress and quality of students, appraise them and consult their parents.
- To encourage the students to learn beyond the syllabus contents.
- Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- To maintain student discipline in the class as per the college policies.
- To keep track of students' attendance.
- Meeting the parents of students, especially defaulters.
- To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent.
- To produce the assessment plan for every semester well in advance
- To maintain reports to students, parents, College Management, university, NBA, AICTE and other governing bodies from time to time
- To implement the actions based on the minutes of class committee meetings.
- Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
- Take charge of any special projects assigned by the management from time to time.
- Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- Be the academic leader of the designated class in the Department.
- To lead the development and maintenance of appropriate standards and quality assurance (including ISO) in the delivery of course materials, assignment and question paper setting and its valuation.
- To encourage the students to participate in technical competitions conducted outside the college.
- Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.

4.7.4. Placement Officer

- Responsible for all the activities relating to the student placement.
- Coordinates with the industries for providing the vocational training courses to students.
- Arranges guest lectures, workshops, seminars, industrial visits and educational tours for students.
- Coordinates with different industries for off-campus and on-campus interviews of meritorious students for providing suitable jobs in their organizations.
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4.7.5 Laboratory /Workshop In-- charge And Lab Assistant

- To maintain Stock Registers and Consumable Registers.
- To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- To see that the infrastructure facilities & to organize the laboratory for oral and practical examinations.
- To hold those responsible for any breakage / loss etc. and recover costs.
- To ensure the cleanliness of the lab and switch off all equipment after use.
- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.

The **Lab. Assistants** are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.

- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- Lab Assistants in coordination with Lab In-charge should display
 - (i) List of Equipment's/software with cost
 - (ii) List of Experiments
 - (iii) Lab Time Table
 - (iv) Names of Lab In-charge / Lab Assistants etc. in the Notice board.
- Any other duty as may be assigned by the faculty in charge of lab from time to time.

CHAPTER 5
AWARDS & REWARDS

5.1 STUDENTS AWARDS

This is a highly competitive award given to a student to recognize exceptional academic accomplishments and contributions to their fields.

-Students who secure 1st place in class (University Exam) will be awarded with Merit Certificates and with College GOLD MEDAL.

-Students who secure 2nd place in class (University Exam) will be awarded with Merit Certificates and with College SILVER MEDAL.

-Students having 100% attendance in each academic year will be awarded with Merit Certificates.

OTHERS

Best outgoing student in UG and PG.

Best alumni

Cash Prizes for Academic performance by the students:

Students obtaining University First Rank in any branch	
Students securing any of the University Ranks from 2 nd & 3 rd in any branch	
For students securing any of the University Ranks from 21 st to 50 th in any branch	
For students securing Highest Mark in any of the theory subjects in University Exam	

5.2 BEST TEACHER AWARD

Staff Members producing 100% in the Theory Subjects during the University Examinations, will be awarded with BEST TEACHER AWARD certificates.

5.3 REWARDS FOR PAPER PUBLICATIONS

Presenting paper in International Conference and High Indexed journals shall be rewarded.

Faculty Members Presenting Research Papers:

Faculty members presenting their research papers in Regional/ National/ International Conferences/Seminars/Workshops will be paid the registration fee (subject to a ceiling of Rs. 10000/-) and to-and-fro sleeper class railway fare, provided the International Conference is held within the country. Further, they are treated as “on duty” for the duration of the conference and the to-and-fro travel time.

NOTE: This facility can be availed by any faculty member only twice in a 12 months period.