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# MANUAL OF HUMAN RESOURCE POLICIES & ADMINISTRATIVE PRACTICES



# VIGNAN's

**INSTITUTE OF ENGINEERING FOR WOMEN**

( Approved by AICTE & Affiliated to JNTU-Kakinada )

ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 Certified Institution

Kapu Jaggarajupeta, VSEZ Post, Visakhapatnam - 530 049. A.P.

[www.view.edu.in](http://www.view.edu.in)

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## **PREFACE**

Any professional institution, aspiring for growth and development in the field of education, should have a clear vision of its policies and procedures for the furtherance and fruition of its activities. Notwithstanding good infrastructure in terms of buildings, laboratories, staff and other amenities, over-all academic achievement will be painfully low if the procedures, duties, responsibilities and target of every member of the teaching faculty and other employees are not clearly defined and strictly adhered to.

Individuals can put in their best efforts and direct their energies to the total fulfillment of their tasks, only if their duties and responsibilities are clearly known to them. Efficient functioning, achieving the targets, building individual profiles, avoidance of confusion and creation of good rapport with colleagues are possible only if the individuals are fully aware of the procedures and policies.

With this perspective in view, comprehensive Human Resource norms, guidelines, procedures, duties and responsibilities for various activities have been conceived and given shape to by the combined efforts of the head of the institution and the management.

It is hoped that strict observance of these procedures and achievement of targets will eventually turn every teacher and employee into a role model to be emulated by every student of this Institution. It is also the earnest hope of the management that every member of the teaching faculty and all the employees will put in their right effort to give a positive direction towards synthesizing and imparting cost-effective quality technical education of an exceptionally high standard, for molding the personalities of future engineers.

**Dr.L.Rathaiah**

**Chairman, Vignan Group of Institutions**

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## PRINCIPAL'S MESSAGE

I am very pleased to welcome you to Vignan's Institute of Engineering for Women (VIEW). As an employee of this institution, you play a central role in ensuring that the College continues its long and proud history, and maintains our strong reputation as a student-centered institution. VIEW employees are known for their dedication, creative ideas, expertise and teamwork. All employees contribute to fulfilling Wilson's mission and vision, as well as meeting the goals of the College's strategic plan, which can be found on the website: [www.view.edu.in](http://www.view.edu.in). We are anxious for you to be successful in all you do.

The *Human Resource Manual*, while not all-inclusive, describes Vignan's Institute of Engineering for Women purposes and strategic goals, as well as policies that govern employment and programs and benefits which are available to eligible employees. Please familiarize yourself with this information as soon as possible, and bring any questions to the Dean of Human Resources.

I hope your work at this College will be challenging, enjoyable and rewarding, and that you'll be a part of this campus community for many years to come.

**Prof. A. Sesha Rao**  
Principal

## EDITOR'S MESSAGE

This handbook acquaints you with Vignan's Institute of Engineering for Women and provides you with information about working conditions, benefits and some of the Institution employment policies. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the current programs developed by the Institution for employees.

No employee handbook, however, can anticipate every circumstance or question about policy. Therefore, as VIEW college continues to grow, the need may arise for this Institution to revise, supplement or rescind policies or portion of the handbook, from time to time, as it deems necessary and appropriate. In addition, all guidelines in this handbook are general statements of College policy and are not promises of specific treatment. They are simply a working guide in the day-to-day administration of the College.

The College reserves the right to depart from the terms of the handbook when it is judged in the best interests of the Institution to do so. The provisions in this handbook supersede all existing policies and practices and may not be amended or added to without the express written approval of the Principal of the College.

**Dr. P. S. Ravindra**  
Dean of Administration

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SECTION-I  
INTRODUCTION

### 1.1 . ABOUT THE INSTITUTION

Vignan's Institute of Engineering for Women (VIEW) is a pioneer educational institution established in 2008 under the Chairmanship of Dr. L Rathaiah with an objective of imparting quality education to students with all facilities and infrastructure located in Visakhapatnam District which is one of the fastest growing cities of Andhra Pradesh and also amidst various industries which makes it ideal for having continuous Industry - Institute Interactions.

The institution, with their diverse and dynamic community of about 2300 students offering various courses in engineering stream like EEE, ECE, CSE, IT and MECH at the graduate level and MBA and M. Tech at the post graduate level. Since inception the institution has been contributing its fullest in producing global managers and IT professionals of excellence to equip the Indian industry with contemporary global information. The Institute is bestowed with qualified and experienced faculty and the state-of-the-Art Infrastructure.

VIEW provides a variety of stimulating environments for intellectual development, free thinking, and personal growth, challenging its students with dynamic learning opportunities and equipping them with the skills, insights, attitudes and practical experiences that are necessary to take up responsibilities in the society.

While students at VIEW immerse themselves in academics, the college has a lot in store for them outside the classroom. Student life includes participation in sports, recreational & co-curricular activities and cultural. In short, at VIEW students will find an academic and social environment where everyone- from faculty members to peer's help shape their future.

VIEW is a non-minority, self-financed institute approved by AICTE, New Delhi vide order F.N.O.730-50-590(E)/ET(W)/2008, dated 27-6-2008 and affiliated to Jawaharlal Nehru Technological University, Kakinada and follows the university's curriculum and

academic regulations. VIEW has developed into a reputed Engineering Institution with ISO 9001: 2015 certifications, and preparing for Accreditation of NAAC & NBA.

Above all, JECC extends its activities to all sections of people irrespective of caste, creed and community.

### **1.2 . VISION, MISSION & CORE VALUES**

#### **1.2.1. Vision**

To be a leading institution of women empowerment producing internationally accepted professionals with psychological strength, emotional balance and ethical values.

#### **1.2.2. Mission**

- To empower women engineers through innovative teaching learning practices.
- To encourage higher education and research with well-equipped laboratories.
- To promote entrepreneurship through creativity and innovation.
- To promote environmental sustainability and inculcate ethical, emotional and social consciousness.

#### **1.2.3. Core Values**

##### **1.2.3.1. Eco Friendly campus:**

VIEW supports eco-friendly environment through facilities that range from a splendid lush green campus to world-class green-building infrastructure. VIEW encourages innovative energy and water efficiency measures for a resource-efficient future.

##### **1.2.3.2. Community development:**

VIEW empowers the under-privileged and the socially disadvantaged sectors of the community by offering Training and Development in **Employability Skills and Entrepreneurship Initiatives** with the participation of the community and in collaboration with the Government and Corporate.

##### **1.2.3.3. Global Vision:**

VIEW plans and performs with a global vision. To become an Institute of great repute, in the fields of Engineering, Technology and Management studies, by offering a full

range of programmes of Global standard to foster research, and to transform the students in to Globally competent personalities.

#### **1.2.3.4. Moral Integrity:**

VIEW believes that without a sense of proportion there can be neither good taste nor genuine intelligence, nor perhaps moral integrity.

### **1.3 . QUALITY POLICY**

To impart instructions and training of international standard in an environment conducive to an effective teaching and learning process with a goal to continually develop the institution as a trendsetter in the academic field and a Center of Professional Excellence with emphasis on Character, Health and Education. To synthesize and analyze the potential needs of the society and the global market and to mould the rural youth to practice engineering profession with confidence, courage, competence and integrity, achieving continual improvement and universal acceptance.

#### **1.3.1. Quality Objective**

- 1) To provide our students technical knowledge and hands on experience by providing quality education system through Theory and Practical Classes including latest e-learning practices.
- 2) To impart necessary training for acquiring the soft skills and thus make them employable while in campus.
- 3) To empower our Faculty and Staff to update their knowledge from time to time for facilitating our students in their learning process.
- 4) To achieve excellent results for our students both in academics at the College / University Level and also on Campus Placement.
- 5) To continually improve our Quality Education System through customer satisfaction duly monitoring their feedback from time to time.

### **1.4. GOVERNING BODY**

VIEW is governed by a Governing Body (GB). The Governing Body meets once in every six months usually in the month of June and December every year. For passing any resolution, the quorum should be 1/2 of the GB strength.



**1.4.1. Functions of GB**

1. To monitor the academic, student, faculty development and other related activities of the college.
2. To approve the recommendations of the Staff Selection Committee.
3. To consider for implementation the important communications, policy decisions received from the University, Government, AICTE, etc.
4. To consider the recommendations of the Planning and Monitoring board of the college from implementation.
5. To prepare and approve the annual budget of the college.

**1.4.2. Constitution of GB**

The Governing Body of VIEW has 14 members including the Chairman and the Member Secretary. The Chairman of the Governing Body preferably be a technical person either an entrepreneur or an industrialist or an educationist of repute who is interested in the development of technical education and has demonstrated an interest in promotion of quality education in particular. The number of members can be increased by adding nominees and an equal number of educationists from the Region keeping in view the interest of the Technical institutions. The total number of Members of the Governing Body shall however not to exceed 21. The GB of VIEW consist the following.

Sl. No	Designation	Category	Nature of Appointment
1	Chairperson	Trust/Management	Trust/ Management as per the constitution of By-Laws with the chairman or president or Director as the chair person
2	Member	Trust/Management	
3	Member	Trust/Management	
4	Member	Trust/Management	
5	Member	Trust/Management	
6	Member	Industrialist	Nominated by the Management
7	Member	Academician	Neighboring University
8	Member	Industrialist	Nominated by the Management
9	Member	AICTE Nominee	Nominated by the AICTE
10	Member	Industrialist	Nominated by the Management
11	Member	University (JNTUK) Nominee	Nominated by the University
12	Member	State Government Nominee	Nominated by the State Government
13	Member Secretary	Principal	Ex-officio
14	Member	Faculty Representative	Nominated by the Principal

### 1.5 HUMAN RESOURCES MANAGEMENT POLICY

Human Resource is the heart of an organization and forms the lifeline and determines its destiny. The realization of the mission of the organization rests on the commitment of the personnel engaged for various assignments and tasks. Motivated and well-trained human resource is necessary to fulfill the goals and objectives of the organization. JECC is committed to set high standards of personnel management with

due place for efficiency and transparency. The management of the team of people who are called upon to assist in the implementation of the programmers and projects demands a comprehensive Human Resource Management Manual covering policies and procedures that will provide a healthy atmosphere for work.

### **1.5.1. Objective**

The objective of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels for the furtherance of the objectives of VIEW. These policies and procedures extend from the recruitment of the different categories of staff, defining their roles and responsibilities, providing training and positioning them to execute the job they have been recruited for, in compliance with the values of the organization. This Manual also defines the terms of employment and conditions of service of employees engaged by VIEW. The Manual covers provisions for improving the performance and effectiveness of the organization by maximizing the efficiency of the staff through enhancing their knowledge, skills and attitudes with provisions for appropriate compensation & incentives and comfortable working conditions.

It is also the envisioned objective of this Manual to clearly outline the process of Human Resource Management and make the entire process a transparent one and minimize subjectivity in the process of handling any aspect of Human Resource Management.

The Manual is meant to institutionalize an organizational culture which respects basic human values and practices that promote team spirit, shared responsibility and participatory functioning.

This Manual though cannot be considered to be exhaustive in covering every detail pertinent to Human Resource Management, should be able to create a congenial atmosphere for the staff to journey with the organization to respond to emerging needs of humanity.

VIEW reserves the right to interpret the meaning of the Rules pertaining to the service conditions of its employees and the Supplementary Rules that may be issued hereinafter at any point of time by the legitimate authority.

## 1.6. EXTENT OF APPLICATION

**Name:** These rules, contained in this administrative manual, shall be called the “**Vignan’s Institute of Engineering for Women, Kapujaggarajupeta, Visakhapatnam, Rules - 2008**” (Governing the service conditions of teaching and non- teaching staff)

### **Application:**

- a) These rules shall apply to all the employees of *Vignan’s Institute of Engineering for Women, Kapujaggarajupeta, Visakhapatnam.*
- b) In respect of matters not specifically provided for in these rules, the Governing Body of the Institute shall be competent to issue such directions or orders as it may consider appropriate and such directions or orders shall be treated as part and parcel of and shall have the same effect as these rules.
- c) Points requiring interpretation, or clarification, or any cases of doubt, shall be referred to the Governing Body, whose decision shall be final.

### 1.6.1. DEFINITIONS OF TERMS USED IN THIS POLICY

1.6.1.1. “**Institute**” or “**College**” or “**VIEW**” means the institute known as “*Vignan’s Institute of Engineering for Women, Kapujaggarajupeta, Visakhapatnam*”.

1.6.1.2. “**Governing Body**” means the Governing Body of the Institute.

1.6.1.3. “**Chairperson**” means the Chairperson of the Governing Body of the Institute.

1.6.1.4. “**Chairman**” means the Chairman of the Lavu Educational Society cum Institute.

1.6.1.5. “**Vice Chairman**” means the Vice Chairman of the Institute

1.6.1.6. “**CEO**” means Chief Executive Officer of the Institute

1.6.1.7. “**Secretary**” means the Secretary of the Institute.

1.6.1.8. “**Principal**” means the Principal of the Institute.

1.6.1.9. “**Employee**” means an Employee of the Institute.

1.6.1.10. “**Authorities**”, “**Dean**” and “**Professors**” respectively mean the Authorities, Dean and Professors of the Institute.

1.6.1.11. **“Appointing Authority”** means the authority empowered to make appointment to a post i.e., Chief Executive Officer of the Institute.

1.6.1.12. **“Permanent Appointment”** means Appointment to a post on regular basis: A person is said to be “appointed regularly” to a post when (in accordance with these rules, or in accordance with the rules applicable at the time, as the case may be) he/she discharges for the first time, the duties of the post commencing the probation, instruction, or training prescribed thereof, after receiving an order from the Chief Executive Officer.

1.6.1.13. **“Appointment on Adhoc”** means Appointment to a post on a temporary basis: A person is said to be “appointed to a post on temporary basis” when he / she is appointed as such in the order appointing him / her.

1.6.1.14. **“Duty”**: A person is said to be on “Duty” for the purpose of service benefits, when

He / She is performing the duties of the post to which he / she is appointed, or is undergoing probation, instruction, or training prescribed for the post, provided that the performance of such duties is followed by confirmation.

OR

He/she is absent from duties on authorized holidays, or on casual leave taken in accordance with instructions regulating such leave issued by the Governing Body, having been on duty immediately after such absence

. OR

He / She being a teacher, is absent during vacation.

OR

He / She is attending a conference of learned societies on deputation by the Institute.

OR

He / She is absent from Head Quarters attending to work not connected with his / her usual routine but assigned to him / her by competent authority.

1.6.1.15. "**Lien**" means the title of an employee to hold substantively either immediately or on Termination of a period or periods of absence, a regular post, including a tenure post to which he / she has been appointed substantively.

1.6.1.16. "**Pay**" means the amount drawn monthly by an employee as:

a) The pay (other than special pay granted in view of his / her personal qualifications) which has been sanctioned for a post held by him / her substantively, or in an officiating capacity, or, to which he / she is entitled by reason of his / her position in a cadre, and

b) Special pay and Personal pay, and

c) Any other emoluments, which may be specially classified as pay by the Governing Body.

1.6.1.17. "**Regular Post**" means a post carrying a definite scale of pay sanctioned by the Governing Body, or in the order of appointment.

1.6.1.18. "**Period of Probation**" means the period of probation prescribed by the Governing Body or specified in the order of appointment.

1.6.1.19. "**Probationer**" means an employee who has not completed the period of his / her probation.

1.6.1.20. "**Tenure Post**" means a regular post, which an individual employee may not hold for more than a limited period.

1.6.1.21. "**Teaching Staff**": The teaching staff shall comprise the following categories.

a) Professors

b) Associate Professors

c) Assistant Professors

d) Teaching Assistants

e) Any other category of post declared by the Governing Body as Teaching Staff.

1.6.1.22. "**Administrative Staff**": The administrative staff shall comprise the following categories.

a) Principal

b) Assistant Principal

c) Dean (Administration)

d) HODs

e) Cell In-charges

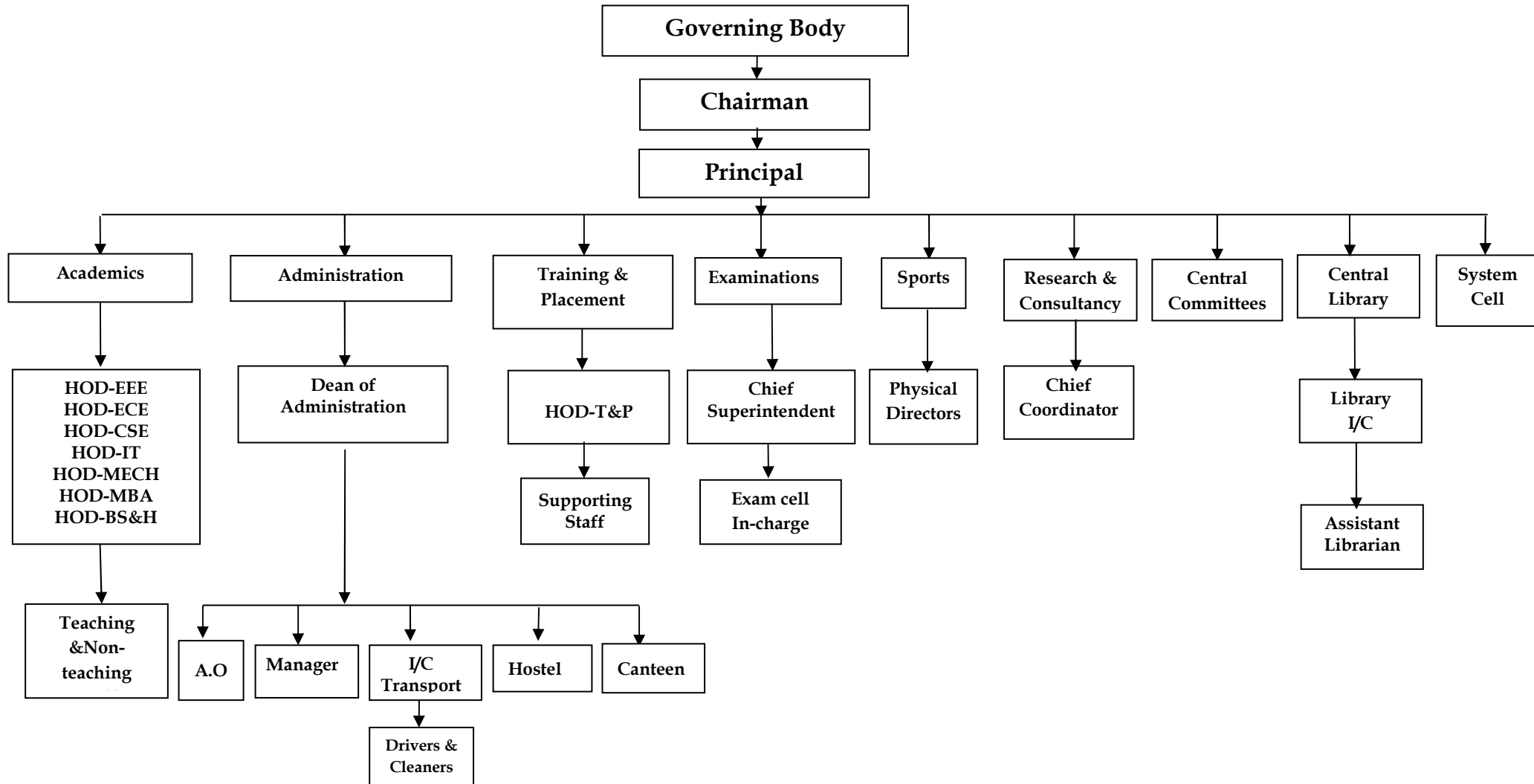
1.6.1.23. "**Non-Teaching Staff**": All employees who do not come under the category of teaching staff shall be deemed to be non-teaching staff.

1.6.1.24. "**Calendar Year**" means a period commencing from 1<sup>st</sup> day of January of the year and ending with 31<sup>st</sup> day of December in the same year.

1.6.1.25. "**Academic year**" means the normal period stipulated in the Academic calendar for activities of an odd semester and even semester. In the present system it is stipulated from June to May.

1.6.1.26. "**Organization Structure**" means the overall organization structure of Vignan's Institute of Engineering for Women (VIEW), Kapujaggarajupeta, Visakhapatnam.

VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN: ORGANIZAIONAL STRUCTURE







## SECTION-II

### HUMAN RESOURCE MANAGEMENT

#### **2.1. Planning for Human Resources**

VIEW believes in professional excellence. To this extent VIEW believes in employing competent persons for its programmatic and administrative functions. The organization is to plan the staff requirements sufficiently in advance taking into consideration retirement and new openings to enable the organization to respond to emerging human needs with estimation of resource requirements. The human resource estimation and the profile of personnel required will be important for estimation of the types of human resources required and the skill requirement. The assessment of the existing resources against the resources required will provide the net addition that needs to be made in the next years. The requirements exist in relation to the existence of the projects being sanctioned and implemented by VIEW. The organization also needs to take into account the attrition rate of its employees annually based on the turnaround of the personnel in the last five years. The requirements arising out of these also need to be taken into account while planning for the human resources. Retirement of personnel after reaching the age of superannuation is an inevitable process and the attrition arising out of this also needs to be planned for and integrated with the plan.

#### **2.2. Classification of Human Resource in VIEW**

VIEW recognizes the following classification of its staff.

- i. Teaching Staff: Professors, Associate Professor, Asst. Professors, Lecturers and Teaching Assistants, Librarian
- ii. Technical Support Staff: System Administrator, Computer Programmer, Workshop Superintendent, Lab Instructors, Lab Assistants and Lab Attendants
- iii. Administrative Staff: Administrator, Director, Principal, Office Manager, Accounts Manager, Office and Accounts staff, Library staff, Project Manager, Project Engineer and Project staff.

### 2.3. Recruitment Policy & Process

#### 2.3.1. Objective

To have in place a competent staff selected on the principles and practices of equal opportunities with due representation to all sections of people represented by the organization and with no discrimination on the basis of caste, creed, sex, race, or disability. All recruitment will be based on predetermined specific positions and competency.

#### 2.3.2. General Criteria Governing Recruitment

For any post other than Asst. Professors, Associate Professors and Professors, the person recruited should not be above 56 (Fifty-Six) years. The age may be waived in case of Contract Employee but as a rule the maximum age for recruitment of Contract Employee should be one year less than the superannuation age (Fifty-Six years) fixed by the organization.

- The minimum age for recruitment is 18 years. VIEW does not permit child labor in any of its establishments nor does it encourage child labor in any of its partner institutions.
- Age limit of up to 70 (Seventy) years for teaching staff and 65 (Sixty-Five) years for non-teaching staff is recommended. If service is required beyond the recommended age limit, it may be extended on an annual basis.
- VIEW reserves the right to do a background check on any person selected for employment.
- Persons selected for appointment should possess sound mental and physical health.

Faculty Members are recruited based on the qualifications prescribed by AICTE. All India council for Technical Education (Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulations, 2019 and subsequent amendments in these Regulations issued by AICTE from time to time and JNTUK, Kakinada, for various cadres. On-teaching faculty/Administrative staff is recruited as per the state government's norms. At present the following criterion is being followed.

### 2.3.3. Minimum Qualification for Recruitments

Minimum qualification, experience, research contributions, feedback for different levels for direct recruitment and promotions for the faculty members are as follows.

#### 2.3.3.1. Minimum Qualifications for direct recruitment as an Assistant Professor (15600-39000+ AGP 6000)

(a) *Engineering:*

B. E. /B. Tech. /B. S. and M. E. /M. Tech. /M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees. Aptitude for Research is highly desirable.

(b) *Management*

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree

(c) *Science and Humanities:*

Good academic record with first class or an equivalent CGPA at the Master's degree level in the relevant subject from Indian University.

#### 2.3.3.2 Minimum Qualifications for an Associate Professor (37400-67000+ AGP 9000)

*I. For direct recruitment:*

(a) *Engineering:*

a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

*(b) Management*

a. Ph.D. degree in Business Management / Administration / in a relevant management related discipline and First class or equivalent in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full-time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.

AND

b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

*(c) Science and Humanities:*

a. Ph.D. degree in the relevant field and First class or equivalent at Master's level in the relevant branch

AND

b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

***II. For Promotion of Incumbents***

*(a) Engineering*

a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b. Should have completed minimum training requirements as below:

Two week of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT/ IISc / IIT/ University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio. (OR) One-week faculty development program as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (OR) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. AND Completed minimum two weeks of relevant Industrial Training / Professional Training.

AND

c. Should have 3 years of experience in the cadre of Assistant Professor with a minimum of 2 Research publications in SCI journals UGC/AICTE approved list of journals and feedback score of minimum 5 out of 10 (OR) Should have 3 years of experience in the cadre of Assistant Professor with a minimum of 1 Research publications in SCI journals UGC/AICTE approved list of journals and feedback score of minimum 8 out of 10.

*(b) Management Science and Humanities*

a. Ph. D. degree in relevant field and First class or equivalent at Master's level in the relevant branch.

AND

b. Should have completed minimum training requirements as specified above

AND

c. Should have 3 years of experience in the cadre of Assistant Professor with a minimum of 2 Research publications in SCI journals UGC/AICTE approved list of journals and feedback score of minimum 5 out of 10 (OR) Should have 3 years of experience in the cadre of Assistant Professor with a minimum of 1 Research publications in SCI journals UGC/AICTE approved list of journals and feedback score of minimum 8 out of 10.

### **2.3.3.3 Minimum Qualifications for a Professor (37400-67000+ AGP 10000)**

***I. For direct recruitment:***

*(a) Engineering:*

a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

c. At-least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

*(b) Management*

a. Ph. D. degree in relevant field and First class or equivalent at Master's level in the relevant branch.

AND

minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion

*(c) Science and Humanities:*

a. Ph. D. degree in relevant field and First class or equivalent at Master's level in the relevant branch.

AND

minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

## ***II. For Promotion of Incumbents***

### *(a) Engineering*

a. Ph.D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b. Should have 15 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor with a minimum of 6 Research publications in SCI journals UGC/AICTE approved list of journals and 1 successful Ph.D. guided as Supervisor / Co-supervisor with feedback score of minimum 8 out of 10 (or) 2 successful Ph.D. guided till the date of eligibility of promotion and feedback score of minimum 5 out of 10

(OR)

Should have 16 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor with a minimum of 4 Research publications in SCI journals UGC/AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion and feedback score of minimum 8 out of 10.

### *(b) Management Science and Humanities*

a. Ph.D. degree in relevant field and First Class or equivalent at Master's level in the relevant branch.



AND

b. Should have 15 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor with a minimum of 6 Research publications in SCI journals UGC/AICTE approved list of journals and 1 successful Ph.D. guided as Supervisor / Co-supervisor with feedback score of minimum 8 out of 10 (or) 2 successful Ph.D. guided till the date of eligibility of promotion and feedback score of minimum 5 out of 10

(OR)

Should have 16 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor with a minimum of 4 Research publications in SCI journals UGC/AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion and feedback score of minimum 8 out of 10.

#### **2.3.3.4 Librarian**

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

#### **2.3.3.5 Director of Physical Education**

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter-University/ Inter-collegiate competitions or the state and / or national championships;
- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations

#### **2.3.4. Internal Appointments**

In order to avoid stagnation of the competent employees and encourage career growth, Management should develop mechanism for creating avenues for growth/promotion.

When a vacancy arises, internal appointment may be promoted as far as possible. But this is purely at the discretion of the C.E.O and Principal who may assess the situation objectively on the basis of the merits of the fresh requirements and actual staff position.

#### **2.3.5. Advertisement**

The Dean of Administration will be responsible for initiating action such as advertising for the vacancy, enlisting Recruitment Consultants, and use of panel of past short-listed candidates as may be appropriate after acquiring requisite approvals. For regular and contract posts, it is mandatory to advertise the vacancies in the newspaper or VIEW website ([www.viewvizag.org](http://www.viewvizag.org)). For temporary, project related staff it is not mandatory to follow the advertisement procedures.

- There should be a minimum of 10 days between the date of publication of the advertisement and interview.

#### **2.3.6. Short listing**

- All applications are scrutinized to ensure that they conform to the minimum requirements of the position.
- Persons given as reference in the application may be contacted to further refine the short list.
- For a single post, from the suitable applications received, an appropriate number will be called for the interview process.
- Intimation for interview is sent thereafter.

#### **2.3.7. Assessment process**

The assessment process for teaching staff recruitment shall have all of the following assessments:

*Round-1: Written Test*

*Round-2 Technical Round (Demo in front of Panel Members)*

**Round-3: HR Round (With CEO)**

[It is only for shortlisted candidates from the above rounds].

**Documents to be submitted at the time of Interview:**

1. Updated resume with 2 Passport size photos along with statutory ID Proof
2. Original certificates/Xerox copies of Qualification and Experience for verification.
3. Supporting documents of Paper Publications, Presentations and Conferences attended.

**2.3.8. The Assessment and Interview Panel**

The interview panel must meet in advance in order to prepare and agree questions, tests etc. to be asked to candidates and to ensure that similar questions and the same range of topics will be covered for each candidate for the same position.

For the test and interview – the appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointing authority and subject specialists.

**2.3.9. Proceedings of Interview**

Detailed proceedings of the interview will be recorded by the Chairperson of the Interview Board and will be attested by the Interview Board Members.

**2.3.10. The Offer Letter**

Upon satisfactory performance of the candidate, the Offer Letter is sent to the selected candidate. Candidates should confirm their acceptance in writing. A regret letter might be sent to candidates not found suitable during the interview.

**2.3.11. Letter of Appointment**

The selected candidate must bring the relieving order from the previous organization before joining duty. An appointment letter duly signed by the Appointing Authority is issued to the candidate at the time of joining.

The Appointment letter should contain:

- 1) The designation/ title of the job and responsibilities specific to the job
- 2) The level of commands / reporting to and taking responsibilities in the absence of supervisors.

The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

### **2.3.12. Joining Report**

On joining, the candidate should give the joining report and signed by the Principal and forwarded to the Main Office. (Annexure-I)

### **2.3.13. Personal File**

A personnel file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate
2. Bio-data
3. Certificates of all Qualifications
4. Written comments of reference, if any
5. Appointment letter / Contract letter
6. Joining Report (Annexure-I)
7. Job Description, Performance & Development Plan
8. Personal details of employees like permanent/ current address/blood group
9. Relieving letter or experience certificate from the previous employer or last employer
10. Letters of annual salary revisions & copies of performance appraisal
11. Two colour passport size photograph
12. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds etc.
13. Any other personal memos
14. Any other information deemed appropriate by VIEW.

The Administrative Officer (AO) will maintain personnel files of all employees including those at office. The employees would have to inform AO in writing when there are changes regarding marital status or contact address.

### **2.3.14 Probation and Confirmation**

1. All new staff will initially be on a probation period. It shall be 12 months.

2. The HoD in consultation with the Principal will conduct monthly review on work plan regularly, which will duly be shared with probationer. At the end of probation period and on the basis of a final report by the HoD, the Principal will decide on the confirmation or termination of the probationer.
3. In exceptional circumstances, the probation may be extended for such further period depending upon the indications of likely improvement of the staff member. If, however after this period the staff member's performance is still not considered satisfactory, then his/her employment will stand terminated. A notice given to the staff member shall outline reason for non-confirmation, and/or extension of probation period.
4. Principal enjoys the right to waive Probation period in the case of experienced staff chartered by the organisation. Expertise/experience/competence of the staff and the reason for waiving probation should be documented.
5. Notwithstanding the above, the Management reserves the right to terminate an employee at any time during the probation period with due discretion.

### **2.3.15 Recruitment Process for Non-Teaching Staff:**

The recruitment of Non-Teaching staff is need based. Recruitment is considered through a selectin Committee consisting of the following:

- Principal of the college concerned
- HoD of the Department concerned
- Dean of Administration

The selection committee will review the academic qualification, academic performance and other capabilities of each candidate and personally interview the candidates. The Principal may recruit staff on Adhoc basis for a given period depending on need.

## **2.4 Salary, Welfare Measures/Allowances**

### **2.4.1. Salary**

#### **2.4.1.1 Basic Pay**

a. VIEW shall pay adequate wages to its employees. All things being equal the salary promised in the appointment letter shall be paid to all employees with due periodic revision of salary for regular staff based on performance analysis. The revision of pay

for contract staff shall be contiguous with the revision of contract and performance analysis.

b. Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on the 1<sup>st</sup> working day of the following month.

c. Payments of Monthly Salary shall be made after deductions under statutory provisions, such as Provident Fund, Income Tax, Professional Tax, other deductions as required by law from time to time and deductions for loan repayment or other dues.

d. Ad-hoc faculty/Temporary employees shall receive their monthly remuneration as per the terms and conditions of their appointment. The payday of temporary employees shall be same as that of permanent employees or after completion of the period of temporary employment, whichever is earlier.

#### **2.4.1.2 Wage Fixation**

a. **Faculty:** The Management shall respect the practice of Grades and varying Scales for regular staff their qualification and experience. As a matter of principle, the faculty with prescribed qualification are governed by the AICTE/UGC Scales and Academic Grade Pay. Please refer to <http://www.aicte-india.org/> for more details. The Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.

b. **Non-Teaching Staff:** Different Scales of Pay are sanctioned for the Non-Teaching Staff considering their qualification and Grade. Dearness Allowance and HRA are also granted to them more or less on the same principle adopted in the case of Faculty.

c. **Management Personnel:** The Salary of the Management Personnel i.e. Chief Executive Officer appointed for the administration of the college shall be fixed by the Chairman.

#### **2.4.1.3. Salary Advance**

VIEW discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dearness etc. can be made with the special approval by C.E.O.

**2.4.1.4. Loan**

An employee may avail of a loan as and when the Management deems it fit to grant the same. It is a facility extended to the permanent employee. It is not a right vested in the employee to demand it. Loans can be availed subject to the condition that after all deductions are calculated, the employee may grant a maximum loan amount of fifty percent of the gross salary. Normally an employee is eligible to get only one loan at a time. The sanctioned loan amount will be disbursed through Demand Draft and it shall be recovered by deducting in **six** equally installments from their monthly salary starting from the next salary due.

**2.4.2. Welfare Facilities for Staff****2.4.2.1 Travelling Allowance:**

Travelling allowance is in the nature of reimbursement of reasonable expenses incurred by the employee while travelling and halting at an outstation on official duty. All journeys shall be authorized by the competent authority i.e. Principal and necessary approval shall be obtained prior to proceeding on an official tour.

The Principal may sanction TA advance subject to the maximum of 75% of the expected expenditure. The mode of travel applicable, the daily allowance payable and the rates of local conveyance and accommodation charges reimbursable to various categories of employees are as follows.

***Mode of Travel:***

- |                                      |   |                   |
|--------------------------------------|---|-------------------|
| 1. Director/Principal/Vice Principal | - | Airfare/First A/c |
| 2. Professor/HOD                     | - | Second A/c        |
| 3. Associate Professor               | - | Third A/c         |
| 4. Assistant Professor               | - | Sleeper           |

Reservation charges, AC/Super-fast surcharge, cancellation charges, bedroll charges are reimbursable. Normal service charges for booking of tickets by travel agent are admissible.

The institution may reserve and book to and for air tickets through local travel agents. For rail and bus tickets, the person intending to travel may take necessary advance for booking such tickets.

**2.4.2.2 Daily Allowance**

1. Director/Principal/Vice Principal	-Rs.500 per day
2. Professor/HOD/ Associate Professor	-Rs.300 per day
3. Assistant Professor	-Rs.200 per day

**2.4.2.3. Reimbursement of Accommodation**

1. Director/Principal/Deans	-Maximum of Rs.2000 per day
2. Professor/ Associate Professor	-Maximum of Rs.1500 per day
3. Assistant Professor	-Maximum of Rs.800 per day

*Note:*

A. Accommodation charges will be reimbursed on production of the original receipt from Hotel/Guest House.

B. Wherever the management or the institution arranges for common accommodation and transport, the faculty members will utilize the same.

**Other terms & conditions:**

- ✓ TA/DA& Accommodation charges shall be provided on the submission of original bills only.
- ✓ If the registration fee is inclusive of accommodation/travel/boarding, then the faculty is not entitled to claim TA, DA& Accommodation Charges
- ✓ All TA calculations will be based on regular (Non-Tatkal, Non-Premium) fares in the given route of travel. Even if a faculty submits original tickets for a higher fare, it will be adjusted to regular fare.
- ✓ If the travel distance is less than 750K.M, then the days of conference/seminar will be considered as on duty.
- ✓ If the travel distance is more than 750K.M, one extra day in addition to the duration of the event will be considered as on-duty.
- ✓ The staff should get prior approval from concerned authorities to avail above incentive.
- ✓ A staff member can avail for a maximum of two external events in a current academic year.
- ✓ Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.



- ✓ Therefore, mentioned policy may change from time to time in accordance with the Institute policy.

#### **2.4.2.4. Local Conveyance:**

Local Conveyance is applicable to the faculty who wish to attend WS/Conference/ FDP or any other duty assigned by Principal within the limits of the city. Travelling Allowance, DA and accommodation not applicable.

- |                                       |                             |
|---------------------------------------|-----------------------------|
| 1. Director/Principal/Vice Principal  | -Maximum of Rs.1000 per day |
| 2. Professor/HoD/ Associate Professor | -Maximum of Rs.500 per day  |
| 3. Assistant Professor                | -Maximum of Rs.300 per day  |

#### **2.4.2.5. Provident Fund**

VIEW 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.

#### **2.4.2.6. Employees State Insurance (ESI)**

For Non-teaching Technical and Admin Staff - Employees State Insurance benefit (ESI) is covered for those employees who are coming under the purview of the ESI Act, 1948. The ESI benefits are Medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependents benefit, funeral expenses and other benefits.

#### **2.4.2.7. Group Medical Insurance**

- ✓ All regular and contractual employees of the Institute, including probationers will be covered.
- ✓ Mediclaim Insurance coverage is applicable for the employee and her/his Spouse only to the extent of Rs.5,00,000 per annum.

#### **2.4.2.8. Subsidized Transport Facility**

The institute buses are running on “No profit - No loss” basis.

- All the staff members who are drawing a salary of less than Rs.15,000 will be provided a free transport facility.
- The staff who are drawing a salary of above Rs.15,000 but less than Rs.20,000 will be given 50 per cent concession in transport charges.
- The staff who are drawing a salary of above Rs.20,000 will be given 40 per cent concession in transport charges.
- The applicable bus fees will be deducted from the salary of faculty.

### **2.4.2.9. Free boarding and Lodging**

Free boarding and lodging for certain faculties, Staff holding students hostel coordinator/student hostel sports coordinator/Assistant Warden Post.

**2.4.2.10.**Free Tea / Coffee is provided to the Teaching, Non-Teaching and Administrative staff during both the sessions.

**2.4.2.11**Non-Teaching staff, Maintenance Staff and the Drivers are given free gifts, sweets and cloths during Deepavali festival.

### SECTION-III

#### DUTIES AND RESPONSIBILITIES

### **3.1 DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE AUTHORITIES**

#### **3.1.1. PRINCIPAL**

The Principal is the administrative head for all the activities of the Institution. He is responsible for implementation of all the policy decisions of the management with a view to achieve the set targets.

As the head of the Institution, the Principal is a leader who inspires the students and the staff and motivates them for cordial working atmosphere. This alone can make the institution perform exceedingly well. The following are the important functions:

##### **3.1.1.1 Academic:**

1. The Principal shall make arrangements for planning the various courses to be offered and the preparation of course materials
2. The Principal shall supervise the course timetable, staff allocation, staff attendance and syllabus coverage.
3. He/She shall ensure the conduct of internal continuous assessment examinations at appropriate periods.
4. He/She shall provide arrangements for industrial visits and guest lectures for students.
5. He/She shall monitor the student projects, progress and the University examinations (theory and practical).
6. He/She shall review the reports of the analysis of test marks of the students and arrange for special coaching etc for academically poor students.

##### **3.1.1.2 General Administration and Finance:**

1. The Principal shall convene the Governing council meeting at least once in every semester.
2. The Principal shall make recommendations regarding plans for the development of the institution in the years to come.

3. He shall help the creation of necessary infrastructure for a conducive atmosphere for education in the campus.
4. He shall participate in the development of campus in terms of sports and extracurricular activities.
5. He shall ensure the appointment of qualified staff (both teaching and non - teaching)
6. He shall recommend necessary welfare measures for the benefit of the staff and students.
7. He shall monitor the allocation of duties to various staff. He is responsible for administration of teaching and non-teaching staff and maintenance of discipline / harmonious relations.
8. All correspondences within the campus and to outside organizations and the University will be done through the Principal with the approval of the Chairman
9. The Principal shall ensure that the policies and rules of the Government and the University are strictly adhered to by the institution.
10. The Principal shall convene the HODs meeting at least once in 15 days and maintain the Minutes book.
11. Principal is assisted by the Finance committee in financial administration.
12. Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
13. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
14. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

**3.1.1.3 Student Affairs:**

1. The Principal shall plan for offering value-added courses, training and placement opportunities and educational tour to the students.
2. He shall provide avenues for co-curricular, extra-curricular activities, professional societies and counseling and guidance programmes to the students.
3. He shall also provide for a grievances redressal mechanism while ensuring strict discipline in the campus.
4. He shall arrange for the periodical monitoring of student's attendance and their progress in studies and arrange for parent-teacher meetings as and when necessary.
5. He shall take appropriate action to ensure that the rules and regulations are strictly followed by the students.
6. He is authorized to take disciplinary action such as calling the parents for discussion, suspension of students from the college or dismissal of the student from the college or expulsion of the students from the hostel in the event of any breach of rules and regulations by a student in consultation with the management.
7. He is authorized to take disciplinary action on teaching / non-teaching staff such as calling for explanation, issue of memo, stoppage of incentives / increment and dismissal from service in the event of non-performance of basic duties and functions or indulging undesirable activities in the college or non-compliance of instructions of the Management / Principal / H.O.D. in consultation with the Management.
8. The Management expects the Principal to be a coordinating point to ensure that all the policies of the management are implemented and promote the college as an excellent educational institution.

**3.1.1.4 Research and Extension Activities:**

1. The Principal shall encourage conducting of seminars and symposia and such research – oriented activities in the campus.
2. He shall encourage the staff to become members of professional bodies, carry out consultancy works, mini projects and other extension activities.

### **3.1.2. ASSISTANT PRINCIPAL**

The Assistant Principal shall carry out the jobs of the Principal in his absence.

1. To be link between the Rector, Principal on one hand and HODs, Staff &\*Students on the other hand in respect of academic activities.
2. To scrutinize all the proposals on academic matters carefully and then submit to the Principal.
3. To conduct seminars, Workshops and Conferences with the assistance of the concerned department.
4. To prepare project reports for submission to AICTE and other funding agencies with the help of concerned faculty.
5. To monitor the activities for conduction of classes and examinations.
6. In charge of Co –Curricular and Extra –Curricular activities.
7. To maintain campus discipline.
8. To interact with Parents.
9. To monitor Teaching activities as per schedule.
10. To Prepare Calendar of Events/Time Table.
11. Curricular development, Accreditation, Affiliation and JNTU Inspections.
12. To monitor internal Evaluation/University Examinations.
13. To make arrangements to conduct Faculty Development Programmes/Seminars/Conferences.
14. Departmental Plan of work and performance report from faculty.
15. To ensure Training/Research and Consultancy activities.
16. To ensure faculty evaluation by students, corrective action and counseling.

17. Any other work entrusted by the Principal, C.E.O, Chairman and Governing Body.

### 3.1.3. HEAD OF THE DEPARTMENT

A good Departmental head is a well disciplined and dedicated person with leadership qualities. He motivates the Students and Staff to perform their respective academic / administrative duties and responsibilities. His/Her duties are as under:

1. Check the attendance register every week and sign after verification.
2. Preparation of (i) academic schedules and its implementation, (ii) academic time table, (iii) laboratory log books, manuals, registers, through the concerned faculty member.
3. Prepare the list of laboratory requirements as necessary and initiate procurement action to facilitate smooth conduction of the lab experiments.
4. Carryout the stock verification, maintenance of the lab and its equipment.
5. Recommend the leaves / permissions of the staff within the department only after ensuring the work adjustments and maintain the leave record.
6. Conduct regular staff meetings to monitor the progress and preserve the minutes of the meeting.
7. Monitor the day to day student discipline, attendance and lab evaluation.
8. Students having shortage of attendance must be counseled and their parents are informed.
9. Meet the Principal and discuss about the progress during the day and plan the next day activity.
10. The overall distribution of the faculty work load should be unbiased.
11. Monitor the syllabus completion at regular interval and prepare fortnightly reports for submission to the Principal.
12. Ensure and maintain the record of the sessional and practical marks awarded is as per university regulations.

13. Conduct the practical examinations as per the academic calendar of the university and the sealed answer scripts are stored for scrutiny by university authorities.
14. The student's permission/Leave letters are approved only after evaluating the complexity.
15. Enforce discipline among the students and prepare the list of indiscipline students and keep a close watch on them.
16. Participate in any additional activities entrusted by the Principal

### **3.1.4. DEAN-ADMINISTRATION**

The Dean of Administration is a person looking into all administrative matters prescribed by Principal/CEO/Management from time to time. His/Her duties are as under:

1. Overseeing all personnel matters involving academic and nonacademic employees including notification, recruiting, appointment, reappointment, termination and dismissal.
2. Maintain service records and supervise the process updating personal files of both teaching and Non-Teaching staff.
3. Maintaining collegial and effective working relationships with all HoDs, faculty and staff in all administrative affairs.
4. Receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;
5. Co-ordinate to conduct Governing Body Meeting and Prepare the Governing Body Meeting Reports
6. Evaluation of teaching and non-teaching staff appraisals for annual Increments and placing in front of Management for Approval.
7. Implementation of AICTE Pay Scales to the Teaching Staff and revision of pay scales from time to time and maintenance of service registers, salary registers of both teaching and non-teaching staff.



8. Authorization of all office & administrative (Inclusive of Examination Cell), operational expenses to make payment to suppliers/vendors.
9. Verification and Authorization of all transport and canteen bills for payment.
10. Verification and Authorization for Financial Assistance to teachers to attend conferences, seminars, workshops in and outside India.
11. Evaluation of Means and Merit scholarships of students and Awards to Teaching and non-teaching staff.
12. Looking into affiliated University (JNTU, Kakinada) related matter such as attending meetings, submitting reports and taking necessary actions on the affiliated University Notifications and circulars from time to time.
13. Guiding to prepare reports pertaining to AFRC, NIRF, Facts Finding Committee (FFC) and AICTE.
14. Exercise such other duties, as prescribed by or assigned by the Management from time to time.

### **3.2 DUTIES AND RESPONSIBILITIES OF INSTRUCTIONAL STAFF /TEACHING STAFF**

#### **3.2.1 TEACHERS**

“*Teachers*” comprises the following categories:

- A. Professor
- B. Associate Professor
- C. Assistant Professor

#### **A. Professor**

Professor shall provide academic leadership in creating an effective learning environment for students. His/Her duties are as under:

1. Deliver lecture, practical skills, methods and techniques to students using innovative methods and technology.
2. Prepare course material, lesson plans for the courses assigned.
3. Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.

4. Conduct internal tests, semester end examinations & university examination with utmost integrity.
5. Monitor [Proctoring] students.
6. Supervise [innovative] student projects.
7. Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities).
8. Involve in the process of procuring course materials/textbooks, laboratory equipment's.
9. Participate in all departmental and College activities as prescribed.
10. Publish at least one paper in conference [National/International] in a year.
11. Any other responsibilities assigned by the HOD/Principal/Management from time to time.
12. Continue research work; Postdoctoral fellowship at reputed Universities /Organizations.
13. To prepare and submit proposals for external funding agencies like AICTE, DST etc.
14. Guide Research Scholars for PhD.
15. To make presentations at national and international conferences and similar events.
16. Writing Text Books/Manuals/Monographs etc.
17. Developing products & applying for patents.

**B. Associate Professor**

1. Involve in Design/revision and up-gradation of courses.
2. Deliver lecture using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques.
3. Prepare course material, lesson plans for the courses assigned.
4. Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.

5. Conduct internal tests, semester end examinations & university examination with utmost integrity.
6. Submit annual performance commitment before the commencement of the academic year and deliver the same.
7. Monitor [Proctoring] students.
8. Supervise student projects.
9. Publish at least one paper in conference [Ntl/Intl] in a year. [In case of joint authors only fractional weightage will be considered].
10. Participate in all departmental and College activities as prescribed.
11. Any other responsibilities assigned by the HOD/Principal/Management from time to time.
12. Pursue research & Consultancy works [IRG].
13. To prepare and submit proposals for external funding agencies like UGC, AICTE, DST etc.
14. To make presentations at national and international conferences and similar events.
15. Keep abreast of current developments in their respective fields

### **C. Assistant Professor**

Assistant Professors are freshly appointed tenure track staffs at universities and colleges who are responsible to educate students, publish their individual academic effort in scholarly papers or journals, electronic media and books. His/Her duties are as under:

1. Develop and execute inventive instructional methods.
2. Build up professional logistics which helps in improvising the performances of the student.
3. Guide, direct and mentor research scholars in their research projects.
4. Assess, supervise and mentor the academic progress in students.

5. Create, innovate and implement some activities and programs that help in career-enhancement.
6. Manage and support all the teaching assistants.
7. Take part in all activities of the department and college.
8. Support and serve up for various functional activities conducted by departmental committees.
9. Review, assess and evaluate the activities and progress of students.
10. Lend a hand, support and aid the superior professors in their everyday functions and tasks.
11. Publish their research works or findings in academic books or journals.
12. Grade papers and tests; prepare exercises, lessons and lab experiments for the students.
13. Teach graduate as well as the undergraduate students within their field of expertise.

### **3.2.2 LABORATORY IN-CHARGE:**

1. To maintain the permanent and Consumable stock Registers.
2. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
3. To plan for the procurement of equipment for the coming term well in advance.
4. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
5. To organize the laboratory for oral and practical examinations.
6. To hold those responsible for any breakage / loss etc. and recover costs.
7. To ensure the cleanliness of the lab and switch off all equipment after use.
8. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Director for necessary action.
9. Any other duty as may be assigned by the HOD/Principal/Director/ from time to time.

10. In order to prevent theft/damage, the Lab In-charge shall take the following action: i. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.

ii. Lab

Assistants in turn shall note down the missing items in the respective Lab Register.

iv. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

### **3.3. DUTIES AND RESPONSIBILITIES OF COORDINATORS / IN-CHARGES**

Faculties are entrusted with an additional responsibility as “in-charges” of different committees for smooth and effective functioning of various intradepartmental processes.

#### **3.3.1. COORDINATOR /IN-CHARGE-ADMISSIONS&STUDENT AFFAIRS**

1. To monitor the discipline of the students.
2. To receive the fresher’s and organize orientation programs.
3. To form various sections for the 1st year classes and to coordinate class time tables.
4. To coordinate the activities connected with the fresher’s day, annual day celebrations and such other functions.
5. To maintain the record of academic prizes given away annually to the meritorious students of each class.
6. To prepare a record of different categories of students like pro-ragging, notorious, mischievous, problematic, irregular and lazy from the concerned faculty to keep a close watch on them.

7. To suggest corrective actions to be taken to curb indiscipline causing harm to the institutional reputation. Towards this end, the coordinator along with his team submits recommendations to the Principal. The Principal reviews the recommendations and issues an order which will be executed by the coordinator.
8. To maintain and coordinate the data of the students requiring psychological counseling or medical attention.
9. The coordinator in conjunction with the coordinators of all other committees (specifically with the cultural and sports committee coordinators) carries out management of all events.
10. To gather information about student grievances through a suggestion box and inform the Principal.
11. To conduct awareness program among the students by displaying anti-ragging posters issued by Commissioner of Police/ JNTU/Listing all the actionable Laws and their consequences and to keep a close watch on all such activities.
12. To advise the girl students to be in continuous communication with the Principal and the faculty with regard to any sort of ragging.

### **3.3.2. COORDINATOR /IN-CHARGE-EXAMINATION CELL**

1. To coordinate the conduct of various examinations.
2. To inform the Principal regarding the scheduling, material requirement, procedures, invigilation status well in advance.
3. To coordinate with the administrative staff with regard to requirement of stationery, printing and other material required for the conduct of examinations.
4. To maintain total confidentiality and ethics in the conduct of the examinations.
5. To maintain all the records and information pertaining to the examinations.
6. To conduct regular results analysis with the help of administrative staff and inform the Principal.
7. To prepare a monthly, quarterly, half yearly and annual report and submit to the Principal.

### **3.3.3. COORDINATOR/IN-CHARGE-TRAINING & PLACEMENT**

The activities of this coordinator comprise of (i) Training (ii) Placement and (iii) Alumni.

**(i) Training**

1. To create an awareness among the students about the requirements of various recruiting organizations.
2. To create awareness and train the students in communication skills.
3. To establish a “Centre for Career Guidance and Counseling” and to organize professional counseling by experts in career opportunities.

**(ii) Placement**

1. To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.
2. To coordinate with the HOD's, Exam branch, and the Principal to procure a list of the eligible students for jobs, projects, further studies and desirous of becoming entrepreneurs and guide them in the respective areas.
3. To organize regular mock interviews and group discussions in association with the language faculty.
4. To intimate the students about the placement campaign in various major cities in the country.
5. To correspond with various prospective employers with respect to Project Works, Seminars, Industry Visits and Job recruitment
6. To gather the information about further studies of various universities and display the same for higher studies.
7. To procure and organize all the brochures, question papers and other information related to advanced courses such as GRE / TOFEL / GMAT / GATE etc. in coordination with library committee.
8. Prepare a monthly, quarterly, half yearly and annual report of trainings given, workshops organized, seminars conducted, guest faculty invited to campus, companies visiting the campus, list of students selected, alumni contacted and number of leads generated in the month, and finally submit a copy to the Principal, and maintain a record of the same for AICTE/ NBA Accreditation/ JNTU etc.

***(iii) Alumni***

1. To educate the present outgoing batch of students about the alumni association and its relevance for the betterment of the students after their graduation.
2. To coordinate the filling up of the alumni proforma by the outgoing students.
3. To maintain an alumni database and conduct an alumni get together at least once in a year.
4. To send greetings or letters of appreciation to the alumni.

**3.3.4. COORDINATOR - RESEARCH& DEVELOPMENT**

1. To constitute a project screening committee – to process any project selected by the Staff & Students.
2. To maintain a database of the research activities carried out by the Staff & students.
3. To liaise with the outside institutions of repute for carrying out research and consultancy activities.
4. To ensure and encourage development of in-house projects.
5. To help the students in selecting live projects in their respective areas.

**3.3.5. COORDINATOR - INTERNAL QUALITY ASSURANCE & PROFESSIONAL BODIES**

1. To coordinate the dissemination of information on various quality parameters of higher education
2. To coordinate the documentation of the various programmes / activities leading to quality improvement
3. To coordinate the quality-related activities of the institution
4. To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
5. To coordinate the timely and efficient execution of the decisions of IQAC committee.



**3.3.6. ATTENDANCE COORDINATOR / IN-CHARGE:**

1. To create awareness among the students about the rules and regulations related to attendance especially at the induction time and also at the beginning of the semester.
2. To maintain data base of students with addresses and phone numbers.
3. To coordinate the display of attendance information on the attendance notice board at least by 5th of every month.
4. To provide a copy of attendance to the Principal, HOD and maintain a record of attendance.
5. To keep the parents informed about the shortage of attendance of their wards and post the monthly attendance of all students on the college website.
6. To monitor the attendance of those students who fall below the 75% and counsel them.
7. To have separate record of the students who participate in the college events, programmes and also record of the students who informed about their illness.
8. To have the record of students who inform the college about the illness.

**3.3.7. LIBRARY ACTIVITIES COORDINATOR:**

1. To inform all the users the rules and regulations of the Library in terms of issue, renewal, the Do's and the Don'ts in the Library.
2. To organize library audit once in every year
3. To have book reviews and reading sessions by the students in the Library.
4. To coordinate among student and staff and understand the library needs and inform the library about this.
5. To organize various functions and activities such as library week, or to install clubs such as reading club essentially to develop a very interactive and vibrant reading and library usage culture among the student and staff.
6. To recommend the required volumes, titles of books, Journals, Magazines, Newspapers, Audio video CD's and infrastructure as per AICTE/ JNTU norms.
7. To check the correctness in the stock register/ Accession register and prepare a monthly, quarterly, half yearly and annual report and submit to the Principal.

8. To bring to the notice of the Principal any complaints / suggestions from the students / staff.

### **3.3.8. COORDINATOR- STAFF WELFARE ACTIVITIES**

1. To organize collection of subscriptions from the employees towards the staff welfare fund through salary deduction and carry out the fund management according to the rules set for the purpose.
2. To organize the birth day / marriage day greeting cards and cheques.
3. To coordinate faculty picnics and retreats.
4. To coordinate the presentations / gifts to the faculty on occasions such as marriage.
5. To prepare a monthly, quarterly, half yearly and annual report of all the above activities and submit to the Principal.

### **3.3.9. COORDINATOR-MAGAZINE / NEWS LETTER / SEMINARS**

#### **(i) Magazine**

1. To motivate students to contribute articles, sketches, clippings from newspapers or magazines.
2. To select articles for display i.e. puzzles, quizzes, word games, etc. at least once a week and distribute prizes to the winners.
3. To change articles once or twice a week depending on the importance of the article.
4. To maintain a report of the exhibits.

#### **(ii) News Letter**

1. To keep a record of events and collect data regarding departmental activities.
2. To collect photographs of all college events.
3. To write reports on all events.
4. To motivate students to write and collect articles.
5. To inform students about careers, higher studies, etc.
6. To coordinate publishing of newsletter.

**(iii) Subject Seminars**

1. To motivate the students for active participation in the seminars.
2. To help the students in preparation of the seminar papers.
3. To conduct the event in a free and fair atmosphere.
4. To declare the winners through the selection panel.
5. To maintain the records properly.

**3.3.10. COORDINATOR- EVENTS / CULTURAL ACTIVITIES**

1. To coordinate all the events and festivals of the college as per schedule and procedures.
2. To prepare a data base of highly talented students in different activities and motivate them to participate in the events within and outside the college.
3. To organize the cultural events with the help of other staff members.
4. To mobilize the resources like audio-visual equipment, stage management material, costumes, presentation materials, stage decoration items etc.
5. To maintain the photo album, video and audio recording of all the events organized at the college.
6. To maintain all the files, bills, reports, records and documents pertaining to every event organized in the college and submit to the Principal.
7. To identify cultural and technical event in charges.
8. The coordinator if he so desires may form subcommittees as mentioned below for the event management.
  - a. Stage In-charge - audio-visual equipment, stage management material, etc.
  - b. Finance in-charge - maintain all the files, bills, reports, records and documentation pertaining to every event organized by the college.
  - c. Audio & Video in-charge -maintain the photo album, video and audio recording of all the events organized in the college.
  - d. Hospitality in-charge for transportation, refreshments, reception, presentations and gifts.

**3.3.11. COORDINATOR - WEB-SITE/NET WORKING**

1. To update the web site periodically on various issues such as: faculty & student data, library details, results and performances, new affiliations / tie-ups / MOUs Signed / accreditations, awards / rewards, news and events of the institute.
2. To constantly update the web-site by incorporating improvements.
3. To monitor the security of web-site periodically and take necessary measures.

**3.3.12. COORDINATOR - STUDENT CLUB**

1. To organize for a membership drive to various institutions of repute such as CSI student chapter, ISTE chapter, IEEE etc.
2. To conduct regular meetings (monthly) of the student chapters.
3. To organize events on behalf of the student chapters.
4. To conduct / organize guest lectures.
5. To maintain a think tank to generate ideas regarding continuous development of all aspects of the Institutions.

**3.3.13. COORDINATOR - CANTEEN**

1. To visit the canteen at regular intervals and check the hygiene of food, utensils, cleanliness of the kitchen and surroundings.
2. To advise the canteen supervisor to maintain quality and see that the rates are under control.
3. To get periodic feedback from the students and staff about the services at the canteen.
4. To interact with the canteen supervisor regarding the complaints and bring to the notice of Principal by exception.

**3.3.14. STUDENTS COUNSELORS**

1. To maintain the student's record in the prescribed format.
2. To conduct counseling periodically.
3. To guide the students in improving their academic standards and to create a positive attitude among them.
4. To create awareness among students about ragging and its implications.

5. To advise do's and don'ts to students in general, girls in particular.
6. To contact with the parents in case of student's irregularity and personal problems if any.
7. To bring any serious matter to the notice of HOD/Principal.

### **3.3.15. TIME TABLE COORDINATOR**

1. To prepare timetables well in advance before commencement of class work in coordination with all departmental heads and submit to the Principal.
2. To distribute the work load equally among the faculty.
3. To circulate the timetables to all concerned faculty, HOD's, students, examination cell in time.

### **3.3.16. GAMES & SPORTS COORDINATOR**

1. To ensure the availability sufficient quantity of sports equipment through purchase as and when required by following the establish purchase procedures.
2. To coordinate the maintenance of records of the purchase i.e. quotation, purchase order, bills and stock register.
3. Any issue deemed fit must be brought to the notice of the Principal.

## **3.4. DUTIES AND RESPONSIBILITIES OF VARIOUS COMMITTEES**

### **3.4.1 ACADEMIC ADVISORY COMMITTEE**

Principal, Heads of Departments, Coordinators will constitute college development council named as Academic Advisory Committee. This Committee translates the policy decisions of the management into implementable activities and follows up with their execution. The Academic Advisory Committee takes-up the following activities.

1. Draft policy frame work from the guide lines provided in the Administrative procedural manual by the top management.
2. Frame the necessary academic structure so as to achieve the objectives of the college.
3. Supervise and coordinate the day to day administration of the college.
4. Facilitate the events such as faculty and student induction programmes, workshops, seminars and symposium, cultural activities.

5. To review the academic and related activities of the college.
6. To review the students and faculty development programs.
7. To visualize and formulate perspective plans for the development and growth of the college.
8. To formulate master plan for campus development, facilitating implementation of the provision of the perspective plan.
9. To draw new schemes of development for the college.
10. To plan for resource mobilization through industry interaction, consultancy and extramural funding.
11. To promote research and extension activities in the college campus.
12. To promote teaching innovations and student placement programs.
13. To plan for sustaining the quality of education, quality improvement and accreditation of the college.
14. To recommend schemes to promote participation of academic departments in community development activities in the region.
15. To consider such other activities for furtherance of academic excellence.

The Committee shall meet once in 3 months and have discussions on the development and critical milestones achieved. A detailed report is prepared and submitted to the Management.

#### **3.4.2 INTERNAL QUALITY ASSURANCE COMMITTEE (IQAC)**

The prime tasks of the QCC are as follows:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

4. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
5. Documentation of the various programmes/activities leading to quality improvement.
6. Development and maintenance of institutional database through College Management System for the purpose of maintaining /enhancing the institutional quality.
7. Development of Quality Culture in the institution.
8. Prepare a consolidated report of all the status, in terms of losses, obsolete equipment, items recommended for writing-off, disposal of waste, general fitness of all equipment and so on.
9. Co-ordinate in the auditing of each department's stock ledgers once in a year by the faculty from other departments and if necessary, by the external auditors to get stock verification conduct.
10. To continue the schemes of Remedial Coaching classes for the slow learners or non performers, and Bridge courses for students from other school background.
11. Ensure research work papers are adequately documented and audit evidence is sufficient.
12. Conduct periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system.
13. To give adequate counseling and guidance to students in their personal / academic / professional fronts through the Counseling and Guidance cell.
14. To conduct meetings whenever required and discuss relevant issues.

### **3.4.3 EXAMINATION COMMITTEE**

The Prime tasks of the Committee are as follows:

1. Liasioning with examination section of JNTUA regarding the conduct of examinations (UG &PG), Spot Valuation.

2. Identification of detained candidates and promoted candidates based on credits and attendance
3. Estimation of stationary requirements for conduction of examinations
4. Monitoring and conduction of University and Internal Examinations

#### **3.4.4 LIBRARY COMMITTEE**

The Prime tasks of the Committee are as follows:

1. Guide all the necessary Library acquisitions.
2. Monitor the students, usage of the library facilities and suggest measures to make the library services more user - friendly and easily accessible.
3. Ensure proper maintenance of all library facilities.
4. Discuss and place its views on any library related matter as required by the college management.

#### **3.4.5 GRIEVANCES REDRESSAL COMMITTEE**

The prime tasks of the GRC are as follows:

1. To enquire into the complaints received from the aggrieved students/staff about any incident, including ragging.
2. To recommend to the Director, the penalty to be imposed, action to be taken and corrective measures to be formulated.

The Principal upon receipt of the report from the council shall, after giving an opportunity of being heard to the person complained against, submit the case with the council's recommendations to the governing body of the college. The governing body shall confirm with or without modification the penalty recommended after duly following the prescribed procedure.

#### **3.4.6 EXTRA CURRICULAR ACTIVITIES COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To Plan the various events to be conducted under various clubs to bring out the talents of students
2. Conduct various events to the students at appropriate intervals



**3.4.7 ANTI-RAGGING COMMITTEE**

The Prime tasks of the Committee are as follows:

1. Monitoring the students to avoid ragging and steps to be taken to curb the menace of ragging.
2. To conduct anti-ragging campaigns in the form of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.
3. To associate with Grievances & Redressal committee and help in anti-ragging activities.
4. To conduct awareness programs on Anti - Ragging in the form of meetings and PPTs to the senior students, faculty & non-college personnel

**3.4.8 ALUMNI COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To post updates regarding activities of college in social networks.
2. Contact students to know about their designations, and their employers.
3. To invite for giving motivating lectures to the students.
4. To arrange guest lectures by the alumni to make the students understand the requirements of the corporate companies.
5. To arrange industry institute-based awareness programs by alumni.
6. Gather the information of passed out students pursuing higher degrees.

**3.4.9 TRAINING AND PLACEMENT COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To establish and maintain contacts with Alumni.
2. To organize the various processes like written test, group discussion, technical interviews, H R interviews during the time of campus placement.
3. To organize the various activities aimed at improving Institute - Industry - Interaction.
4. To coordinate the soft skills training programs of the respective departments.
5. To continuously monitor students' performance in aptitude and technical skills.

**3.4.10 ENTREPRENEURSHIP DEVELOPMENT COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To conduct various entrepreneurship programmes like Training programmes, Seminars, awareness camps in order to promote entrepreneurship among the students.
2. To create awareness on entrepreneurship among the students.
3. To motivate and develop entrepreneurship abilities among the students.
4. To create awareness regarding the sources of help and support available to potential entrepreneurs.

**3.4.11 TRANSPORT COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To monitor the bus timings for the students both at morning & evening.
2. To monitor the condition of the buses.
3. To display the list of students who are availing the bus facility.
4. To finalize the bus routes.

**3.4.12 NEWSLETTER PUBLICATION COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To assess the editorial quality of the content to be published which includes programs of the college, information regarding the events organized in the college under various committees.
2. To collect the information from staff and students relevant for publication under various headings.

**3.4.13 STUDENT WELFARE COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To provide the necessary information about various competitive examinations to the students.
2. To organize the coaching classes to various competitive exams such as GATE, TOEFL, IES and IELTS etc.

3. To ensure that the students possess the required study material of reputed coaching centers for competitive examinations.
4. To provide information about various careers available in the competitive world.
5. To organize various career development seminars and workshops.
6. To invite experts from various companies to interact with students.
7. To train the students in soft skills and personality development which are essential for employment and successful career.

#### **3.4.14 GAMES AND SPORTS COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To organize any inter departmental games/sports Competitions
2. To utilize the sports and games facilities available in the college, take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintenance of equipment and playfields
3. Selection of teams to represent in inter collegiate tournaments

#### **3.4.15. RESEARCH AND DEVELOPMENT COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To identify the potential areas of research in various disciplines of engineering and form the faculty into various clusters based on their specialization.
2. To prepare and submit proposals to government agencies like AICTE, UGC, DST, IE(I) etc. for obtaining funded projects.
3. To encourage multi-disciplinary research internally within the institute and externally with other organizations.
4. Encourage the staff to attend/publish papers in various National/International conferences of their specialized areas.
5. To coordinate the research activities among the various departments of the college.
6. Encourage the faculty to attend various research-oriented Faculty development programmes.
7. Encourage and motivate the staff to apply for Ph.D. at various Universities.

8. To encourage the staff to publish their research works in reputed journals that have good impact factor and are Scopus indexed.
9. To plan for resource mobilization through industry interaction, consultancy and Extramural funding.
10. Scrutinize the student's project proposals and send them to various agencies for financial support and recommend the suitable projects.

#### **3.4.16 ELECTRICAL INSPECTORATE COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To ensure that the campus has uninterrupted power supply and the generator is brought into use as soon as there is power failure
2. To carry out regular electrical inspections as indicated by Andhra Pradesh State Electricity Board
3. To perform periodical and regular servicing of generator and bring to the notice of Principal in case of any discrepancy

#### **3.4.17. FINANCE COMMITTEE**

The Prime tasks of the Committee are as follows:

1. The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for consideration and thereafter submitted to the Governing Body together with the comments of the Finance Committee for approval
2. The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and sources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed
3. To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided, based on the recommendations of Academic Council.

**3.4.18 PLANNING, MONITORING AND EVALUATION COMMITTEE**

The Prime tasks of the Committee are as follows:

1. The Committee is responsible to the Principal for making available facilities such as Purchases, Construction, Transport, General Amenities following the norms of approval.
2. The Committee shall coordinate with Academic Council, Board of Studies, Controller of Examinations and Finance Committee for providing necessary facilities

**3.4.19 CANTEEN COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To look into the amenities provided in the Canteen
2. To verify the taste and quality of food being provided in the canteen
3. Finalize the rates of various food items being made available in the canteen

**3.4.20 NSS COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To sensitize the students regarding their responsibility towards societal concerns
2. To conduct various developmental programmes in the adopted villages and to create awareness among the rural folk
3. To organize various camps such as Blood donation, Health Awareness, Cleanliness among the rural people

**3.4.21. ADMISSION COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To oversee the various admissions pertaining to B.Tech, M.Tech& MBA
2. Preparation & Submission of necessary documents to University & APSCH.

**3.4.22. DISCIPLINE COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To maintain and enforce strict discipline within the college campus.
2. All the students should wear their ID Cards while they are in the campus and their respective class rooms.

3. In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
4. In case of any misbehavior or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
5. To enforce total prohibition of cell phone usage by the students within the college campus. Please note that cell phone is prohibited in the college campus and if a student is found carrying a cell phone, it will be taken away and handed over to the Principal.
6. To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
7. To ensure that all the students attend classes without bunking and prevent them from leaving the college early. Please note that no student can leave the college early without prior permission from the concerned authorities.
8. Smoking is strictly prohibited in the college campus and ensures that this is being strictly followed.
9. To ensure that students maintain complete silence in the library.
10. To maintain proper discipline in the college canteen and student waiting room during the college working hours.
11. If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
12. If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.

**3.4.23. PURCHASE COMMITTEE**

This committee shall take the overall responsibility of developing and implementing strategies to bring in more proportionality, transparency and accountability in the procurement process in the institution.

1. To analyze quotations submitted by the suppliers/ service providers and provide recommendations to authority for approval. And seek clarification from the suppliers/service providers where necessary.
2. To provide the necessary expertise, advice, information to the authority with regard to the best quality of material(s) available in the market, supplier's capability and performance etc.
3. To obtain contacts and do correspondence with reputed material & equipment suppliers/ service providers through networking, based on the department wise requirements.
4. To facilitate in administering procurement process so as to maintain uninterrupted flow of materials/ services to support the academic & development activities in the institute as per its plan/schedule.
5. To develop and maintain good buyer-seller relationship with suppliers/ service providers so as to get timely service with optimum costs.

**3.4.24. WEBSITE MAINTENANCE COMMITTEE**

This committee shall take the overall responsibility of developing and implementing strategies for the effective maintenance of the institute's website so that the general public, prospective students and all other stake holders will get more access to & awareness about the developmental & promotional activities of the institute.

1. To administer data acquisition process, maintenance of the institute's website with regard to all activities related to Domain & Hosting.
2. To administer regular updates to the site by securing necessary approval/authentication of the information from the concerned authority before hosting on to the website.

3. To collect information & data reports from various academic departments & internal bodies like Library, NCC, NSS, Training & Placement, Sports, Women Empowerment Cell etc., at regular intervals for necessary and timely updates of the site.
4. To provide feedback and recommendations to the authority with regard to the website maintenance activities from time to time.

### **3.4.25. HOSTEL AND MESS COMMITTEE**

The Prime tasks of the Committee are as follows:

1. To create overall disciplined environment in hostel
2. To provide the platform for students so that they can showcase their talent.
3. To provide them infrastructure conducive for their growth
4. To provide amenities for their recreation and past time.
5. To organize various cultural and sports events in the hostel to bring out creative abilities of students.
6. To create an environment so that feeling of home sickness is not there amongst the students.
7. To provide good healthy and hygienic food.
8. It is designed to serve the interests of the student's community in competitive cultural field and provide an ambience for their overall wholesome personality development.

## **3.5. DUTIES AND RESPONSIBILITIES OF NON-TEACHING STAFF-ACADEMICS**

### **3.5.1. LIBRARIAN**

- Responsible for the overall in charge of the library.
- Maintains documentations of books, journals, magazines, newspapers, CD's & library materials
- Prepares a periodical requirement of books and journals to students and Faculty Member.
- Responsible for maintaining and updating e-journals and all teaching aids



- Keeps record of library materials and report to the Principal for any discrepancy.
- Arranges periodic inventory of library materials.

### **3.6 DUTIES AND RESPONSIBILITIES OF SUPPORTING STAFF-ACADEMICS**

#### **3.6.1 PHYSICAL DIRECTOR**

1. She shall be the member of the disciplinary committee and the committee shall be constituted by him in consultation with the Chairman of the disciplinary committee.
2. She shall daily monitor the general discipline of students during the working hours and report to the Chairman if any breach has been noticed.
3. The disciplinary aspects to be monitored include adherence to dress code, maintenance of silence, promptness in attending classes, engagement of classes by faculty members preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the Verandah.
4. She shall take adequate measures to prevent any misbehavior, misconduct, especially during extracurricular activities and other college functions.
5. She shall convene disciplinary committee meetings once in a month in consultation with the Chairman of the disciplinary committee to discuss the general disciplinary status of students and precautionary steps that should be taken to maintain the discipline of students.
6. She shall be the secretary of the Sports Board. All the H.O.D's shall be the members of the board and Managing Trustee shall be the patron of the board and the Principal shall be Chairman of the board.
7. She shall convene the Sports Board meeting at the beginning of every semester to discuss and finalize the sports & games activities for the semester concerned.
8. She shall prepare the annual budget for the sports and games accessories such as nets, balls, etc. and submit them to the Principal.
9. She shall train students for participating in various tournaments and also organize University Tournaments in our college.

10. She shall arrange intramural sports and games for our college students.
11. She shall employ the security personnel for periodical inspection of the verandas and class rooms in the main building and get reports on disciplinary aspects.

### **3.7 DUTIES AND RESPONSIBILITIES OF SUPPORTING STAFF-TECHNICAL**

#### **3.7.1. SYSTEMS ADMINISTRATOR/CHIEF TECHNICAL OFFICER**

- Manages all the activities relating to the Computer systems and networking.
- Looks after the repair and maintenance of Computer system and its networking.
- Prepares a schedule for providing computer service to all concerned.
- Arrange for availability of Internet connection wherever required.
- Arranges computer training /refresher courses for the staff to update their knowledge.
- Develops e-learning and user-friendly e-institution concept with guardian and Faculty Member.
- Maintains and updates the College website.

#### **3.7.2. LAB ASSISTANT**

- The Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
- Lab Assistants shall be available for maintenance and care of resources/services of the institute.
- 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.
- 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. on the Lab Notice board.
- Any other assignments as given by HOD/Principal/Director.

### **3.8. DUTIES AND RESPONSIBILITIES OF SUPPORTING STAFF-ADMINISTRATION**

#### **3.8.1. ADMINISTRATIVE OFFICER**

- Takes care of all admission approval procedure and communicating with universities in person.
- Takes care of student scholarships like first graduate, S.C, S.T M.B.C scholarships.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.
- Acts as a Coordinator for all the activities relating to the maintenance of the College.
- Takes care of HR policies of the institution side and outside the College.
- Conducts Interview as per HODs requirement with College constituted selection committee support.

#### **3.8.2. ACCOUNTANT**

- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the College.
- Prepares the annual account, get if audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filling of annual returns.

### **3.9. DUTIES AND RESPONSIBILITIES OF SUPPORTING STAFF-MAINTENANCE**

#### **3.9.1. CAMPUS MANAGER**

- Must be available in the campus and be on duty for 6 days/week; discharges the duties under directions of the principal.
- Supervises, executes the works in all civil, electrical, gardening and cleaning according to the norms and standards.

- Acts as the office in-charge of the security/sanitation/public health units of the institute and exercise control over the contract workers; he/she must ensure compliance of the all provisions of the labour laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.
- Inspects the buildings structures, roads, etc. under his/her charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
- Prepares progress reports on on-going work and report the same to the authorities of the institute on a monthly basis.
- Ensures the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance of all the electric generators and ensuring proper use of the same.
- Suggests the Principal in all technical matters and ensure that all works executed by him are as per the guidelines prescribed by the MOA/Bye-Laws/CPWD/State PWD and that these works are carried out with the authorization/approval of the works committee or building committee etc. as per the prescribed procedure.
- Executes any other works assigned from time to time.

### **3.9.2. ELECTRICIAN**

- Takes care of all the electrical connection and maintain the safety of the campus.
- Looks after the incessant water supply

### **3.9.3. SECURITY SUPERVISOR**

- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors Material movement in and out of the premises.
- In charge for monitoring the persons inside the campus; verifying the ID Cards.
- Issues the Visitor ID and collects the required data from the visitor.

- Ensures the Contract laborers wear Contract badge during working hours within the campus

### **3.10. DUTIES AND RESPONSIBILITIES OF SUPPORTING STAFF-TRANSPORT**

#### **3.10.1. TRANSPORT MANAGER**

- Responsible for arrangement of transport for students and staff from College to City & vice versa.
- Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.
- Responsible for a periodical check of the log books maintained by the drivers.
- Arranges for an agreement with Transport Company for additional buses if required.
- Arranges for the transport for the students and staff for any educational tour, visit for sports competitions etc.
- Responsible for time management of buses.
- To check and ensure the regularity of the buses at different stages and to ensure that sufficient seats are available for the commuters.
- To study and suggest regulation of the routes of the buses to avoid overcrowding and long routing.
- To coordinate the payment of bus fares by the commuters with the help of bus in charges.
- To bring to the notice of the Principal any irregularities and grievances of the commuters in connection with the transportation.

**SECTION-IV****SERVICE RULES AND REGULATIONS**

The employees in the institute are governed by the service rules and regulations stipulated hereunder.

**4.1 Service Conditions**

- a. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary / ad - hoc).
- b. The seniority of and Employee in any grade shall, unless he/she has been reduced to lower rank on punishment, leave of LWP, be determined by the date of his/ her first appointment of probation.
- c. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the seniority for them with reference to the rank fixed by selection committee at the time of appointment, irrespective of date of joining.
- d. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in-service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad- hoc appointments in Specific cases or recruit by deputation.
- e. Same as otherwise provided every employee of the college shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Director and copy thereof shall be furnished to employee concerned.
- f. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

- g. Initially the appointment of the selected candidate will temporary and placed on probation for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The period of probation can be extended by management in case of non- satisfactory performance.
- h. If a person, having been appointed temporarily to post is subsequently appointed regularly: he / she shall commence probation from the date of regular appointment.
- i. Any candidate appointed on temporary / ad- hoc basis, his / her services can be terminated without any notice and without giving any reason.
- j. Faculty information sheet duly signed to be submitted along with joining report the same will be forwarded by the authorities concerned.
- k. The service conditions of the incumbent will be governed by the rules and regulations of the college issued from time to time.

#### **4.2 Custody of Certificates**

The employee requires depositing the original certificates (SSC/ Intermediate / UG/ PG) (convocation) with the establishment section prior to or at the time of reporting duty, besides, the copies of experience certificate, relieving letter, salary certificate, PAN, Voter - ID and 4 passport size photographs require submitting.

#### **4.3 Withdrawal of Original Certificates**

- a. Withdrawal of educational certificates (all or part) for any purpose i.e. higher studies or any other purpose, a proof copy has to be enclosed along with the request letter.
- b. Two signed cheques should be submitted in case of regular employee after approval. However, salary for the current month will be kept as security deposit.
- c. An undertaking letter should be submitted stating that she / he will return the certificates within the stipulated time or else salary will be held up for the concerned month till the submission of certificates.

- d. Those who are withdrawing certificates for higher studies should submit a copy of custodian within one week of date of issue of custodian, failing which salary during the month will be held up till submission of custodian.

#### **4.4 Resignation:**

If any staff member wants to resign the job, the concerned staff member shall give a minimum of one month / 30 days advance notice or as per the conditions specified in the appointment order about his / her intention of leaving job, only at the end of the academic year to the Principal in writing.

In case, where the end of notice period falls during the course of a semester, he / she may be relieved only at the end of the semester.

- a. In case, if the staff member does not give notice in advance, then the staff member owes to the institution his / her earning for the period as stipulated already in the appointment order before he / she is relieved.
- b. The un-availed leave at the credit of the staff member shall not be adjusted towards the notice period.
- c. In case if, he / she takes leave for a day, then the leave availed will be treated as on loss of pay with the cut in the salary for the day during the notice period.
- d. While getting relieved, files, materials and documents, etc., entrusted to him / her shall be handed over to the person nominated by the HOD under proper acknowledgement.
- e. The staff member can apply for his/her the relieving order from the Institution only after the submission of "No Dues Certificate" in the prescribed form along with a copy of handing over charge record in case if he/she happens to be in-charge of the laboratory.
- f. Any staff member may be relieved immediately if he / she gets a Government Job or the concerned individual's spouse is transferred or he / she is getting married. But this is subject to the discretion of the management after assessing the merit of the request.



- g. The Principal reserves the right to waive - off / reduce the notice period.

#### **4.5 Termination**

- a. The Institution may terminate the services of an employee under special circumstances, such as reduced workload, performance not satisfactory as seen from the feedback and report of HODs, or if found medically unfit, after giving one-month notice or pay in lieu thereof.
- b. No such Notice shall be necessary, if the termination is as a result of proven misconduct after an enquiry conducted in accordance with the college Rules.

#### **4.6 Service Certificate:**

Every permanent employee shall be entitled to a Service Certificate at the time of leaving the service of the Institution. Such Certificate shall be valid if it is issued and signed by the Principal.

#### **4.7 Working Hours:**

- a. All employees are required to work for a minimum of 7 hours a day from Monday through Saturday.
- b. Working hours in different Departments and Sections of the Institution are to be followed as notified from time to time.
- c. Working hours notified may be changed as per the requirement of the Institution from time to time and the employees shall comply accordingly.

#### **4.8 Attendance:**

- a. All employees shall mark their attendance through biometrics and in respective Attendance Registers maintained in the office of the College.
- b. Employees reporting for duty more than 20 minutes late shall obtain permission from the Head of the Department / Principal. Without a formal permission they are deemed to be absent and will apply for leave.
- c. All employees are expected to be at their allotted place of work throughout their duty timings.

- d. Any employee found absent from his/her place of work during working hours without prior permission of the Principal/Head of the Department or section is liable to be treated as absent for the day.

#### **4.9 Meeting with Heads of Departments:**

Meeting with Heads of Departments is conducted once in a month to brief them about the latest developments in the college and also to get feedback from them regarding fulfillment of various targets set including the academic schedule. Minutes of the meeting shall be recorded and circulated among all the HOD's. Emergency meetings are organized whenever required.

#### **4.10 Intra Departmental Meeting:**

Each department conducts meetings once in a fortnight and maintains the minutes of the meeting. These meetings are conducted to monitor and take corrective action for effective functioning of the department.

#### **4.11 Faculty Meeting:**

Total faculty meeting is conducted once in a semester. The agenda of the meeting is circulated among the faculty at least two days in advance to enable the participants to come prepared for a fruit full discussion without loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for whenever required.

#### **4.12 National & Festival Holidays:**

Institution will notify list of holidays at the beginning of calendar (year) as per the National and Festival Holidays Act.

#### **4.13 Provisions for Leaves**

VIEW provides different kinds of leave to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organisation does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college.

**General Information:**

- a) These rules shall be called the “Vignan’s Institute of Engineering for Women, Leave Rules”.
- c) A leave account shall be maintained for each employee in the appropriate form.
- d) Leave cannot be claimed as a matter of right. **The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.**
- f) The sanctioning authority may recall an employee to duty before the expiry of his / her leave.
- g) Unauthorized absence from duty may be treated as misbehavior involving disciplinary action.
- h) For casual leaves, the HOD shall be the competent authority to grant leave to staff, the Principal shall be the competent authority to grant leave to all Heads. In the case of the Director and the Principal, the Secretary or the Chairman of the Governing Council will be the authority competent to sanction leave.

The following types of leaves are available for staff:

**1. Casual Leave<sup>1</sup>:**

- 1.1 Every employee is eligible for 10 days of casual leave in a calendar year.
- 1.2 Casual leave cannot be availed without obtaining prior approval. Sanction of casual leave shall be subject to work adjustment.
- 1.3 The total period of absence on casual leave at a time, with or without combination of public holidays and compensatory casual leave shall not exceed 8 days.
- 1.4 Casual leave can be combined with public holidays and compensatory casual leave, but not with any other kind of leave or vacation.
- 1.5 Casual leave up to Two Days shall be sanctioned by the HOD subject to prior notice i.e. at least before one day.
- 1.6 CL for more than Two Days shall be sanctioned by the HOD subject to prior intimation of at least one Week.

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<sup>1</sup> With effect from 1.1.2017

1.7 Casual leave for more than Two Days where sufficient notice period of one week is not provided by the employee may only be sanctioned by the Principal under extraordinary situations subject to prior intimation of at least one day.

1.8 Un-availed leave shall not be carried over to the next calendar year. It means that the casual leave may not be accumulated.

1.9 In case of employees still serving the probation period, Casual Leave shall be sanctioned on pro-rata basis. It means that they shall be eligible for a maximum of one day of casual leave for every  $1\frac{1}{3}$  month of completed service subjected to a maximum of 10 days in a calendar year. This condition shall not be applied to permanent employees.

1.10 Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.

## **2. Earned Leave<sup>2</sup>:**

2.1 All the permanent employees are eligible for 6 days of earned leave per every calendar year of completed service

2.2 EL for a given calendar year shall be credited on the 1<sup>st</sup> of January of the following year provided that the staff should have completed **Two years** of uninterrupted service at VIEW by that time.

2.3 Earned Leaves can be accumulated up to 120 days.

2.4 Earned leave cannot be combined with casual leave or compensatory casual leave, but can be combined with pre-vacation and all other kinds of leaves. The maximum availability of earned leave utilization at a continuous stretch is 50% of overall ELs or 15 leaves whichever is less subject to a minimum of 3 ELs sanctioned by the HOD subject to prior intimation of at least one week. There should be a minimum 1-month gap between one slot to another slot for usage of ELs.

2.5 However, if such maximum exceeds the available EL count, then the eligibility is the total available EL count.

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<sup>2</sup> With effect from 1.1.2016

2.6 Accumulated leaves cannot be encashed at the time of working but can be encashed at the time of leaving the Institution.

2.7 Principal is the authority to sanction earned leave to all faculty members.

### **3. Maternity Leave<sup>3</sup>:**

3.1 All the women permanent employees are eligible for 120 days of paid maternity leave provided that they have completed probation service by the date of application.

3.2 A woman permanent employee is eligible for maternity leave only twice in her entire service.

3.3 Principal shall sanction maternity leave to all the women employees provided that the staff should apply with the prior notice of at least one Month.

3.4 The salary for the period of maternity will be paid out in six equal installments after six months uninterrupted service from the date of rejoining. The employee should submit the Birth Certificate of the child at the time of rejoining.

3.5 No leave beyond the expiry of maternity leave will be granted. However, in exceptional cases where the female employee is not in a position to join duty immediately on expiry of maternity leave due to weakness or other illness, leave without pay not exceeding 30 days may be granted on production of medical certificate. Further leave beyond 30 days may be considered at the discretion of the GC/COMMITTEE.

### **4. Paternity Leave<sup>4</sup>:**

4.1 All the men permanent employees are eligible for 7 days of paid paternity leave provided that they have completed probation service by the date of application.

4.2 A man permanent employee is eligible for paternity leave only twice in his entire service.

4.3 Paternity leave may be utilized only within a month of the date of birth of the child.

4.4 Principal shall sanction paternity leave to men employees provided that the staff should apply with the prior notice of at least one Month.

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<sup>3</sup> With effect from 1.1.2017

<sup>4</sup> With effect from 1.1.2017

4.5 The salary for the period of paternity leave will be paid out after submitting the Birth Certificate of the child.

#### **5. Marriage Leave<sup>5</sup>:**

5.1 All the Permanent employees are eligible for 15 days of marriage leave.

5.2 Principal shall be the sanctioning authority to all the employees provided that the staff should apply with the prior notice of at least one Month.

5.3 The salary for the period of marriage leave will be paid out after submitting the Marriage Certificate.

#### **6. Academic Leave<sup>6</sup>:**

6.1 All teaching staff members are eligible to attend two reputed conferences per year.

6.2 Academic leave may be sanctioned for attending conferences, seminars and workshops etc. which help the faculty to achieve professional growth.

6.3 Principal shall sanction academic leave to all the faculty members. However, the staff should submit necessary proofs such as the event invitation along with the application.

6.4 All permanent staff members, who are at the verge of submitting their Ph.D. thesis, may apply for one month of academic leave after pre-talk. However, such candidates should submit a proof of pre-talk proceedings for availing leave and proof of submission of thesis within three months from the date of application of the leave failing which the academic leave will be deducted from all other eligible leaves.

6.5 The salary for the period of such doctorate thesis submission based academic leave will be paid out after submitting the proof of thesis submission.

#### **7. On Duty<sup>7</sup>:**

7.1 On duty for spot valuation shall be sanctioned only twice in a semester or a Maximum of 15 days per year whichever is applicable.

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<sup>5</sup>With effect from 1.1.2017

<sup>6</sup> With effect from 1.1.2016

<sup>7</sup>Revised changes shall be with effect from 1.1.2016

7.2 On duty for any other Examination related works like observer, Lab external duties should not exceed 5 days in a year. If, exceeds 5 days the approval of HOD/Principal is mandatory.

7.3 In addition to the above, “on duty” for any works assigned by HOD/Principal/Management may be approved by Principal. However, the staff should submit necessary proof of evidence along with the invitation/work/assignment.

### **8. Emergency/Medical Leave<sup>8</sup>:**

8.1 Every permanent employee is eligible for 8 days of Emergency/Medical leave in a calendar year.

8.2 Un-availed medical leave shall not be carried over to the next calendar year. It means the Medical leave shall not be accumulated.

8.3 Medical leave cannot be claimed as a matter of right and sanction of Medical leave shall be subjected to severity of Health condition. That means prior approval/sanction is required or Evidences can be submitted within one week of reporting to the institute post the illness.

8.4 Medical leave up to One Day shall be sanctioned by the HOD/Principal after completion of all casual leaves.

8.5 Medical leave for More than One Day shall be sanctioned by the Principal only. However, the staff should intimate in-advance to the HOD & Principal wherever possible and also submit the necessary proof of evidences for medical illness within one week of reporting to the institute post the illness.

8.6 Medical leave for a period exceeding 8 days shall be approved at the sole discretion of the principal in consultation with the management.

### **9. Compensatory Casual Leave<sup>9</sup>:**

9.1 All the employees are eligible for compensatory casual leave if they have approved “OTs”.

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<sup>8</sup> With effect from 1.1.2016

<sup>9</sup> With effect from 1.1.2016

9.2 The staff who has worked at least 6 continuous stretch or cumulative hours assigned/authorized by HOD/Principal/Management in holidays shall be sanctioned "OT". The approved OT shall be compensated with CCL during the same calendar year.

9.3 Principal is the sole approving authority for OTs in consultation/approval of the HOD

### **10. Extra-ordinary Leave:**

10.1 Extra-ordinary leave may be granted to the employees on the recommendation of the Governing body on private affairs or academic affairs like short / long term assignments in India or abroad/Higher studies/Fellowship etc. They will not be entitled for any pay or allowance during this period.

### **11. Special Casual Leave<sup>10</sup>:**

11.1 All permanent employees are eligible for special casual leave not exceeding 6 days for the purpose of undergoing Family Planning Operation. He/she is required to produce proof of having undergone the operation for regularizing the leave availed.

11.2 Any humanitarian grounds issues such as miscarriage/loss of immediate family members may be also considered for special casual leave.

11.3 Principal, in consultation of the management, shall be the sole authority to sanction Special Casual Leave.

### **12. Study Leave**

12.1 An employee may be granted study leave to enable him to undergo part time higher studies or course work or specialized training in a professional or technical subject and close connection with the branches of study relevant to the College and has bearing on the candidates' area of specialization.

12.2 Study Leave shall not be granted to one, whose absence will cause cadre-difficulties, besides dislocation in the regular work of the college.

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<sup>10</sup> With effect from 1.1.2016



12.3 In case candidate pursues Ph.D. on part – time basis, study leave will be granted to fulfill the mandatory course work as stipulated by the University. The candidate may be given half pay during the study leave.

12.4 An employee availing himself of study leave for pursuing higher studies, shall furnish a bond in the prescribed form and on stamped paper to serve the College on return to duty they must serve in the College for a minimum period of one year. Otherwise, they have to pay double of salary received during the study leave.

12.5 They should make alternative arrangements for their theory and lab classes with prior approval. SL permission will be granted only if they make alternative arrangement for their classes, through a teacher handling subject for the same class.

**13. Summer Vacation<sup>11</sup>:**

13.1 Principal will be the competent authority to fix/suffix the summer vacation schedule in accordance with JNTUK schedule wherever applicable.

13.2 Each department has to maintain a skeletal staff to attend department works like invigilation duties, class work and other works assigned by HOD/Principal during the vacation as determined by the Principal.

13.3 Schedule of vacation for all the employees in a department is to be approved by the HOD.

13.4 By the time of declaring vacation, the staff should have at least 1 year of uninterrupted service at VIEW to avail summer vacation.

13.5 If any faculty attend spot valuation or engaged with any other examination related duties during the vacation, all those days will be included in summer vacation. No extra days will be allowed.

**13.6 Vacation Eligibility criteria for Permanent Teaching staff:**

<b>One-week Vacation</b>	The staff members who have $\geq 1$ and $< 2$ years of uninterrupted service at VIEW.
<b>Two-week Vacation</b>	The staff members who have $\geq 2$ and $< 3$ years of uninterrupted service at VIEW.

<sup>11</sup> With effect from 1.1.2017

<b>Four-week vacation</b>	The staff members who have $\geq 3$ years of uninterrupted service at VIEW.
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#### 14. Other terms & conditions:

14.1 Permanent Employee: An employee is considered to be permanent on completion of one year of uninterrupted service in the institute.

14.2 Temporary employees are not eligible to avail any kind of extraordinary leaves except casual leaves, academic leaves and On-duty.

14.3 The total number of staff availing "CL" of any department at any given point of time should not exceed  $1/3^{\text{rd}}$  of the total staff of the same department at such instance.

14.4 If any employee would like to leave the organization by giving one-month notice, they will not be allowed to avail any type of leave except available CL as per pro-rata. If they use extra leaves, loss of pay will be implemented. They can compensate the extra leaves by working extra days to avoid loss of pay. One-month notice can be exempted by the Principal if staff resigned at the end of semester/academic year.

14.5 The staff members who may be found not adhering to the above policies are liable for punishment as per HR policy of the Institute.

14.6 Employees are advised to contact HR department to know the leave record and then apply for leave.

14.7 Prefixing and Suffixing of Holidays: The leave under these rules (except casual leave) may be either prefixed or suffixed or both by Sundays/holidays but the intervening Sundays /holidays shall be included in such leave.

14.8 Over Staying After Leave: An employee who remains absent after the expiry of his/her originally granted or subsequently extended leave is not entitled to salary for the period of absence including sanctioned leave period. Absence from duty after the expiry of leave will render the employee liable for disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control and the same shall be reported to the sanctioning authority before the completion of the sanctioned leave.



SECTION-V**STAFF APPRAISAL POLICY**

In an effort to recognize and reward the performance of employees, it is the organization's philosophy that the principal component to enhance compensation shall be through annual increment based on performance evaluations.

**5.1 Application of the Policy**

- a. The policy applies to all teachers, including the Head of the Departments, employed by the Institution except those on probation of less than one year as on 31<sup>st</sup> July of the assessment year.
- b. All regular employees are eligible for yearly increment based on the results of their Performance Appraisal conducted annually.
- c. All employees will be informed in writing about their annual increments after the Performance Appraisal.
- d. All employees will be asked to submit performance appraisal form (Annexure-III) through proper channel in the month of August and submit to Dean-Admin for scrutinize and further process.

**5.2 General Principles Underlying this Policy**

The performance of staff assessed through **3 criteria's** for the purpose of annual increment.

Criteria-1	: Academic Results & Feedback	<b>4 Marks</b>
Criteria-2	: Research & Development	<b>3 Marks</b>
Criteria-3	: Supplementary Activities	<b>3 Marks</b>

The detailed evaluation procedure of each criterion is given below.

**A. Criteria-1 : Academic Results & Feedback (Max:4 Marks)**

- a. This criterion is mainly focused on the academic performance of an employee which covers the semester results and students' feedback in an academic year.
- b. The Max. Score shall be awarded in 4 including 3 Marks for academic results and 1 Mark for student's feedback.

- c. Best of two subjects will be considered if the faculty deals more than 2 subjects in a semester.
- d. The computation of overall score is based on the average of the semester 1 and 2 in an academic year.
- e. The allocation of scores is varies from engineering stream subjects to non-engineering stream subjects.
- f. All core branches i.e. ECE, EEE, CSE, IT & MECH comes under engineering stream and BS&H, MBA comes under non engineering stream.

**I. Score Allocation for Engineering Stream** (Including MEFA & MS subjects) (Common for Professor\*, Associate Professor#, Assistant Professor with > 5 Years' Experience@&Assistant Professor with < 5 Years' Experience@)

Results	
>=95%	3 Marks
<95% & >=90%	2.5 Marks
<90% & >=85%	2 Marks
<85% & >=80%	1.5 Mark
<80%	0

Feedback	
>=9	1 Mark
<9 & >=8	0.75 Marks
<8 & >=7	0.5 Marks
<7 & >=6	0.25 Mark
<6	0

**II. Score Allocation for Non-Engineering Stream** (Common for Professor, Associate Professor, Assistant Professor with > 5 Years' Experience & Assistant Professor with < 5 Years' Experience)

(i) **BS&H**-Mathematics and **MBA**-ME, AFM, BE, QABD, FM, POM, BRM, LAB, SAPM, AMA, SFM, GHRM, GFM, RM, TM Subjects

Results	
>=95%	3 Marks
<95% & >=90%	2.5 Marks
<90% & >=85%	2 Marks
<85% & >=80%	1.5 Mark
<80%	0

Feedback	
>=9	1 Mark
<9 & >=8	0.75 Marks
<8 & >=7	0.5 Marks
<7 & >=6	0.25 Mark
<6	0

\* Those who are getting salary as per VI<sup>th</sup> Pay of Professor Scale.

# All doctorates those who are getting salary as per VI<sup>th</sup> Pay of Associate Professor Scale.

@ Overall experience after acquiring Post Graduation Degree will be considered.

(ii) **BS&H**-Physics, Chemistry and **MBA-PM**, MCSS, HRM, MM, OB, SM, BECG, L&SCM, ED, LM, CRM, PM, SHRM, B&I, ODCM, LW&L, MIR, FM&S

Results	
>=97%	3 Marks
<97% & >=93%	2.5 Marks
<93% & >=89%	2 Marks
<89% & >=85%	1.5 Mark
<85%	0

Feedback	
>=9	1 Mark
<9 & >=8	0.75 Marks
<8 & >=7	0.5 Marks
<7 & >=6	0.25 Mark
<6	0

(iii) **BS&H**- English, Environmental Science and **MBA-ITL**

Results	
100%	3 Marks
<100% & >=97%	2.5 Marks
<97% & >=94%	2 Marks
<94% & >=91%	1.5 Mark
<91%	0

Feedback	
>=9	1 Mark
<9 & >=8	0.75 Marks
<8 & >=7	0.5 Marks
<7 & >=6	0.25 Mark
<6	0

**B. Criteria-2 : Research & Development**

**(Max: 3 Marks)**

a. This criterion is mainly consider the faculty output in Research and Development in an academic year.

b. Based on cadre of faculty; the expected output of R&D shall be categorized.

c. R & D Includes Research articles published in National and International Journals, Articles published in International Conference proceedings, Articles presented in National and International conferences/seminars, Workshops and FDPs organized or attended by the faculty, Book publication of faculty etc.,

d. Allocation of marks based on cadre of faculty is summarized below.

	Professor	Max Mark	Associate Professor	Max Mark	Asst.Prof with =>5 Years Exp.	Max Mark	Asst.Prof with <5 Years Exp.	Max Mark
<b>GROUP-A</b>								
SCI Journals	One Journal = 0.2	0.60	One Journal = 1	1	One Journal = 1	1.25	One Journal = 0.5	0.5#
Unpaid Scopus Journal	One Journal = 0.15	0.45	One Journal =0.5	1	One Journal = 1	0.75	One Journal = 0.5	0.5
Paid Scopus Journal	Not Applicable	0	Not Applicable	0	Not Applicable	0	One Journal = 0.25	0.5
				<b>Max. Cutoff: 1.5 Marks</b>				
<b>GROUP-B</b>								
Int.Proceedings	Not Applicable	0	Not Applicable	0	Not Applicable	0	One Conf.Pro. = 0.25	0.5
Conf./WS/FDP organized	One Conf./WS = 0.30	0.30	One Conf./WS = 0.30	0.3	One Conf./WS = 0.50	0.5	Not Applicable	0
Conf. attended & Submitted Paper	One Conf. = 0.15	0.15	One Conf. = 0.20	0.2	One Conf. = 0.25	0.5	One Conf. = 0.25	0.5
<b>GROUP-C</b>								
Books	One Book = 0.5	0.5	One Book = 1	1	Not Applicable	0	Not Applicable	0
R&D Project (Sanctioned/Submitted)	One R&D = 1	1	One R&D = 1	1	Not Applicable	0	Not Applicable	0
WS attended	Not Applicable	0	Not Applicable	0	Not Applicable	0	One WS = 0.25	0.25
FDP attended	Not Applicable	0	Not Applicable	0	Not Applicable	0	One FDP = 0.25	0.25
				<b>Max. Cutoff: 1 Mark</b>				
<b>Total Max. Marks (Group A+B+C)</b>		<b>3</b>		<b>3</b>		<b>3</b>		<b>3</b>

#Asst. Prof with <5 Years' Experience published a SCI Journals only, he/she eligible to get Maximum Marks of 1.5 in Group-A

**C. Criteria-3 : Supplementary Activities****(Max: 3 Marks)**

Faculty Supplementary activities mainly consider the following **four** core areas carries the maximum marks specified below.

- |  |   |           |
|--|---|-----------|
| (i) Awards/Certifications  | - | 0.5 Marks |
| (ii) Counseling of Students  | - | 1 Mark    |
| (iii) Roles and contributions in Institutional Governance and administration | - | 1 Mark    |
| (iv) Review of Principal & HoD   | - | 0.5 Marks |

**(i) Awards/Certifications:**

The faculty who possess the qualification of NET/SLET/M.Phil/Ph.D (or) acquire the certificate of IUCEE/NPTEL (or) honor with a National Awards during the academic year 2018-19 shall carry the maximum mark (0.5).

**(ii) Counseling of Students**

- a. 15-20 students assigned to every faculty which includes 2-3 backlog students to normalize each batch.
- b. If all the assigned students cleared all the subjects of current year 2 semesters with efforts of faculty (100% achievement), the faculty will be awarded the maximum marks (1 Mark)
- c.  $<100\% \ \&\geq 90\%$  of all the assigned students cleared all the subjects of current year 2 semesters the faculty will be awarded 0.75 Marks
- d.  $<90\% \ \&\geq 80\%$  of all the assigned students cleared all the subjects of current year 2 semesters the faculty will be awarded 0.5 Marks
- e. No marks will be awarded to the faculty who achieved less than 80% results in current year 2 semesters from the assigned students.
- f. A onetime special incentive will be given to the faculty who undertake to counsel & teach the subject wise backloggers and clear 90% of assigned students during the current academic year.
- g. Head of the Department will be given 1 Mark if the overall result of the branch comprising II, III & IV Years is  $\geq 75\%$  on an average in AY 2018-19.



- h. In case of BS&H Department the HoD will be given 1 mark if the overall results of all branches of I Year is  $\geq 75\%$  on an average in AY 2018-19.
- i. In case of MBA Department the HoD will be given 1 mark if the overall results of I & II Year is  $\geq 90\%$  on an average in AY 2018-19.
- j. However the decision of Principal is final while awarding marks to Head of the Departments.

**(iii) Roles and contributions in Institutional Governance and administration**

a. It covers the role of teaching faculty as Head of the Department/Department T&P Coordinator/ NSS Coordinator/Women Grievance Cell Coordinator/ Assistant Head of the Department/ Website Coordinator/ Institutional Criteria Coordinator of NBA & NAAC / College level admissions/Time-Table Coordinator/IQAC Coordinator/ Alumni Association Coordinator/CoE/Exam Cell Staff/Any other Institutional Level Coordinator role assigned by Principal)

**Role as Head of the Department - 1 Mark**

**Other role - 0.5 Mark** each to the maximum extent of 1 Mark

- b. The faculty should render at-least 6 months (1 semester) service in the above role to claim the roles and contributions in Institutional Governance and administration.
- c. The faculty who are not involving in the roles and contribution in Institutional Governance and administration they need to do course attainments of 2 subjects for 2014-15 admitted batch to claim **1 Mark**. However, faculty who are involved in one role they need to do course attainments of at-least 1 subject for 2014-15 admitted batch to claim other 0.5 Mark.
- d. Audit committee will scrutinize the course attainments of all the faculty and based on the recommendation of committee the above marks will be awarded.

**Note:** It is mandatory to give presentation on course attainments by all the faculty on their course attainments as scheduled by the Principal time to time.

**(iv) Review of Principal & HoD**

The Principal and HoD will review the overall performance of faculty at the end of the academic year to award the maximum **marks of 0.5** under this category.

### 5.3 Annual Increment Norms

Increments shall be sanctioned by the Management as recommended by the Principal, if the faculty meets the performance indicators specified in above three criteria's. The number of increments is based on the score secured by the faculty out of the total score of 10 Marks.

When secured Score is $\geq 7.5$	3Increments
When secured Score is $<7.5 \ \&\geq 6.5$	2Increments
When secured Score is $<6.5 \ \&\geq 5$	1Increments
When secured Score is $<5$	No Increment

### 5.4 Special Allowance:

a. Teaching Staff with a cadre of Assistant Professor secured  $<6.5 \ \&\geq 5$  marks (1 increment) and secured full marks in results as per Criteria-1 (3 out of 3), the faculty will be given a onetime special allowance of Rs.5,000/-

### 5.5 Termination/Serving Notice to Teaching Staff:

a. If a teaching staff securing  $<6.5 \ \&\geq 5$  marks (1 increment) in 2 continuous years, the Management/Principal have right to terminate or service one month notice to staff for termination due to lack of improvement in performance.

b. If a teaching staff securing  $<5$  marks, the Management/Principal have right to terminate the faculty immediately or service one month notice to staff for termination. In special cases, the Principal shall allow an opportunity to improve the performance with in one academic year.

## SECTION-VI

**PROMOTION POLICY****6.1. Preamble**

Any progressive institution should make sufficient provision for the satisfactory promotion of personnel to higher positions. Opportunity for promotion to higher positions within an organisation gives personnel an opportunity to fully utilize their abilities and therefore serves as a basis for motivation.

**6.2. Application of the Policy**

The policy applies to all regular teaching faculty who are seeking for the promotion from the post of **Assistant Professor to Associate Professor & Associate Professor to Professor.**

**6.3. Objectives**

- ✓ This policy governs the promotions for the faculty so as to encourage scholarship through high quality teaching, research and Institutional commitment.
- ✓ The policy is expected to generate interest in the faculty to undertake their roles to the highest standard, besides developing a sense of belonging to the organization as reflected in their commitment and loyalty to the organization.
- ✓ It adopts the principles of transparency, openness and equality of opportunity, responsiveness, good management and efficiency.

**6.4. General Principles underlying this Policy**

- ✓ The promotion of an employee is purely based on the merit cum seniority basis and vacancy position in the concerned department.
- ✓ All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc.
- ✓ Promotion shall not be influenced by the employee's race, religion or gender.
- ✓ The promotion from Assistant professor to Associate Professor and Associate Professor to Professor post are purely vacancy based.

- ✓ Promotion are considered by a Committee consisting of the following:
  - Principal of the college concerned
  - Principal of another college within the group
  - HoD of the Department concerned
  - One Senior Professor of the Department and college concerned
  - HoD/Two Senior Faculty of concern Department of another college within the group
- ✓ The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates.
- ✓ The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The list will be placed before the Governing Council along with the Service Register of the individuals for approval. The approved candidates shall be promoted from the rank of Assistant Professor to Associate Professor or Associate Professor to Professor.
- ✓ Those who are promoted shall be placed in the pay scale applicable to that category.
- ✓ All decisions on promotions shall be taken up in the month of June-July every year. However, the revised pay will be implemented with effect from the date of acquired Doctorate Degree/Submission of Provisional Certificate in case of Associate Professor and date of next increment due in case of Professor.
- ✓ Filling up of any post's consequent to retirement, resignation, termination, cessation of employment, transfer, demotion, promotion etc. of permanent incumbent shall not be automatic and will be done at the discretion of the Chairman/CEO/Principal.

### **6.5. Eligibility & Pay Scales**

Promotions to higher positions are based on competencies, past performance and on merit. Hence, on promotion the individual's work profile and responsibility will

change. The organisation will always consider the AICTE rules and regulations in this matter. VIEW will follow a criterion for determining the promotion.

### 6.5.1. For the post of Associate Professor:

The category wise eligibility criteria and pay scales for the post of **Associate Professor** are being listed below:

#### Category-1

##### *Eligibility Criteria:*

1. The candidate should lay down the eligibility criteria as per 2.3.3.2 in Section-II of the manual.
2. The candidate should also satisfy the following in addition to the above.
  - (a) *Should be ratified by the Affiliating University (JNTU, Kakinada)*
  - (b) Research publications should be from unpaid journal of Scopus/SCI or UGC Care list (with not more than two co-authors); Leading role in sponsored research projects will add significantly to the credit)
  - (c) Acceptable pass-percentage i.e. not less than 85% on an average during the last 2 academic years.
  - (d) Demonstrated academic administration (Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management)

##### *Pay Scale:*

<b>Engineering</b>	
Basic Pay	37,400
DA (87% of BP)	32,538
HRA (15% of BP)	5,610
<b>Gross Salary</b>	<b>75,548+</b>

<b>Non-Engineering (MBA &amp; BSH)</b>	
Basic Pay	37,400
DA (18.5% of BP)	6,919
HRA (15% of BP)	5,610
<b>Gross Salary</b>	<b>49,929+</b>

+No. of Increments equivalent to  $\frac{1}{2}$  of the teaching experience with PG will be additionally added to the Gross Salary.

#### Category-2

**Eligibility Criteria:**

1. The candidate should lay down the eligibility criteria as per 2.3.3.2 in Section-II of the manual.

2. The candidate should also satisfy the following in addition to the above.

**(a) Faculty need to appear before the selection committee and should be recommended by the Committee consisting of the following:**

- ✓ One Management Representative
- ✓ Principal of the Institution (will be acted as Chairman of committee)
- ✓ Two subject experts from any other Institutions within the group.
- ✓ Head of the Department of the college concerned
- ✓ Two senior professors of respective Department of the college concerned

(b) Research publications should be from unpaid journal of Scopus/SCI or UGC Care list (with not more than two co-authors); Leading role in sponsored research projects will add significantly to the credit)

(c) Acceptable pass-percentage i.e. not less than 85% on an average during the last 2 academic years.

(d) Demonstrated academic administration (Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management)

**Pay Scale:**

<b>Engineering</b>	
Basic Pay	37,400
DA (87% of BP)	32,538
HRA (15% of BP)	5,610
<b>Gross Salary</b>	<b>75,548</b>

<b>Non-Engineering (MBA &amp; BSH)</b>	
Basic Pay	37,400
DA	0
HRA	2,600
<b>Gross Salary</b>	<b>40,000</b>

**Category-3**

If the faculty neither ratified by the affiliating University nor recommended by the selection committee, the faculty is eligible to the following fixed allowance to their existing gross salary.

<b>Engineering</b>
<i>Rs.10,000</i>

<b>Non-Engineering (MBA &amp; BSH)</b>
<i>Rs.5,000</i>

**6.5.2. For the post of Professor:**

1. Promotion from Associative Professor (ASP) to Professor Cadre is considered based on vacancy.
2. The candidate should lay down the eligibility criteria as per 2.3.3.3 in Section-II of the manual.
3. The candidate should also satisfy the following in addition to the above.
  - (a) Research publications should be from unpaid journal of Scopus/SCI or UGC Care list (with not more than two co-authors); Leading role in sponsored research projects will add significantly to the credit)
  - (c) Acceptable pass-percentage i.e. not less than 85% on an average during the last 2 academic years.
  - (d) Demonstrated academic administration (Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management)
  - (e) They also need to appear for self-appraisal interview with screening committee.
4. Based on the recommendation of the screening committee, those who are promoted shall be placed in the VI pay scale applicable to that category.

**6.6. Promotion Process**

The process governing the promotion cycle is as under:

**List of Eligible Employees (LEE):**

Dean-Admin shall prepare List of eligible employees by 30<sup>th</sup> May.

**Communicate LEE to HODs:**

The LEE shall be sent to the respective HODs for their Recommendation

**Promotion Recommendation Form (PRF):**

The HOD shall fill in the PRF for the employee recommended for promotion and send it to the Dean-Admin by specified timeline.

**Verification and submission of PRFs by Dean-Admin to Principal:**

In order to ensure due justification for a promotion, new job description shall be entered in the PRF. HR shall then submit the PRFs to the Principal.

**Review of PRFs:**

A duly constituted Promotion Recommendation Committee (PRC) shall review all the LEE cases and submit their final recommendations to the CEO for approval.

**Approving Authority:**

The CEO will be the approving authority for all promotions. A proper statement giving all the details of the employee being recommended for promotion, together with the justification for the promotion, shall be submitted to the CEO. Upon approval, CEO shall review and approve the PRFs. All the promotion letters will be then be signed and issued by Principal.

**Implementation**

Promotions shall be taken up only once in a year during the Promotion cycle. As a rule, all promotions shall be effective from 1<sup>st</sup> August. Exceptions, if any, shall be approved by the CEO. Promotion letter shall be prepared by Dean-Admin and handed over to the Principal. All promotions letters shall be handed over to the employee by the Principal.

In case a sudden vacancy at a higher level needs to be filled immediately with an internal candidate from a lower level, he/she may be given an 'acting' responsibility by the Chairman/CEO/Principal till normal recruitment to the position can be held.

**6.7. Promotion of Non-Teaching Staff:**

For Non-Teaching staff, time-bound Grade Promotions as stipulated in the Pay Revision will be granted.



SECTION-VII**MOTIVATIONAL INITIATIVES**

Incentive is an act or promise for greater action. It is also called as a stimulus to greater action. Incentives are something which are given in addition to wages. It means additional remuneration or benefit to an employee in recognition of achievement or better work. Incentives provide a spur or zeal in the employees for better performance.

It is a natural thing that nobody acts without a purpose behind. Therefore, a hope for a reward is a powerful incentive to motivate employees. Besides monetary incentive, there are some other stimuli which can drive a person to better. This will include job satisfaction, job security, job promotion, and pride for accomplishment. Therefore, incentives really can sometimes work to accomplish the goals of a concern. Therefore, management is offering the following categories of incentives to motivate employees:

**7.1 FACULTY AWARDS:**

The institute shall offer incentives in the form of Cash awards, Mementos, Certificates to staff. The policy of incentives and the eligibility conditions should be made known to all the concerned and all announcements in this regard will be made public. The following incentives shall be operative.

**7.1.1. Pratibha Award:**

“Academic Excellence Awards is a very commendable initiative”. It is very positive to have this common organization at VIEW at to award all-round efforts in academic excellence. Staff who makes an outstanding contribution to teaching & learning are awarded with “Pratibha (The Best Teacher) Award”. The award winners will be honored with a certificate and a cash award of Rs.5,000/- each.

**Parameters considered for assessment:**

- ✓ It will be rewarded subject wise i.e. the subject result during the academic year should be more than 5% of the last 3 years average result of the same subject (Or) the subject result must be 100% during the present academic year.
- ✓ Students feedback should be above 90%

**7.1.2. Sastra Award:**

To encourage and appreciate research, Sastra Awards are presented to VIEW faculty who make a mark in research publications and presentations. Faculty research work is honored with cash awards for their outstanding contributions.

**Parameters considered for assessment:***1 External funding projects:*

Project Value	Reward (INR)
<10 Lakh	10000
10 - 20 Lakh	15000
>20 Lakh	20000

*2 Conference grants:*

Honored with a reward of INR 5000 for conference grant at least more than 1 Lakh

*3 For Patent Publication*

International Level	10000
National Level	5000

*4 Journal Publications:*

Paper	Reward
Unpaid SCI paper	10000
Un paid Scopus/Springer/Elsevier paper	7,500
Paid SCI/Scopus/Springer/Elsevier paper	5,000

**7.1.3. Vishista Seva Award**

Employees retention is one of the strengths of VIEW. All teaching and non-teaching staff of VIEW who served the organization for about **Ten years and more** in Vignan Group are recognized for their service and are presented with Vishista Seva Award with a cash award of Rs.5000/-

**7.1.4. Vijetha Award**

Faculty at VIEW are recognized and honored for their individual academic and related achievements in their respective domains. Vijetha awards are presented to those faculties who have achieved awarded and recognitions in State/University//National/International Level are presented with Vijetha Award.

## 7.2 CASH PRIZES FOR GOOD ACADEMIC PERFORMANCE

The faculty members are given cash prizes for their academic achievements in the University Examinations for theory subjects as below:

### **Cash Prize for Tough Subjects\***

- i. Staff members who produced 100 % results in the theory subject will be awarded Rs 25,000/- per subject.
- ii. Staff members who produced 95% and above but less than 100 % results in the theory subject will be awarded Rs.15,000/- per subject
- iii. Staff members who produced 90% and above but less than 95 % results in the theory subject will be awarded Rs.10000/- per subject
- iv. Staff members who produced 85% and above but less than 90 % results in the theory subject will be awarded Rs.5000/- per subject

(\* Tough subject lists are given as circulars in consultation with the HOD)

### **Cash prize for other Subjects**

- v. Staff members who produced 95% and above but less than 100 % results in the theory subject will be awarded Rs.2000/- per subject.
- vi. Staff members who produced 100 % results in the theory subject will be awarded Rs.3000/- per subject.

## 7.3 CASH PRIZES FOR REGULAR ATTENDANCE AND BEST PERFORMANCE

The management encourages the faculty members by giving three days salary as cash prize for those who not availing CL during semester working days. Further, the HODs and the faculty members will be rewarded for their best performance in every academic year.

## 7.4 CASH BENEFITS FOR IN-HOUSE TRAINERS

Faculty members are encouraged to train the students in value added courses. The Management will give incentives to the in-house trainers based on the number of hours taken in each course.

## **7.5 RESEARCH INCENTIVE POLICY**

### **7.5.1. Preamble**

One of the important limbs of any Technical Institution is research. For a successful progress of the Institute, it has to focus on both academics and research. At Vignan's Institute of Engineering for Women, Research is an integral part of the academic activity carried within various undergraduate and postgraduate programs. Research is performed to understand the scientific mysteries, to fathom the truths hidden in nature, to develop methods to solve certain specific problems; to invent new devices that make life easy and to meet more such objectives.

VIEW promoted and implemented a wide range of policy actions since its inception in 2008 to promote research. The promotional initiatives of VIEW include capacity building in terms of human resources and facilities, encouragement and incentives to faculty to carryout research, organization of conferences and workshops to disseminate the new knowledge, and a strong doctoral program for award of Ph.D. on completion of quality research work.

These different activities and initiatives over the last one decade are consolidated to prepare this Policy of VIEW on Promotion of Research & Innovation, Consultancy & Extension Services.

### **7.5.2. Application of the Policy**

The policy applies to all regular teaching faculty members of all department of the Institute.

### **7.5.3. Vision**

To achieve excellence in research and create an outstanding climate of support for researchers, broadly enabling research advances to meet National and International needs.

### **7.5.4. Objectives**

- ✓ The primary objective of the proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy and other research related activities.

- ✓ To pursue efforts to write books, monographs for publication by International and National publishers of repute.
- ✓ To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- ✓ To undertake consultancy projects sponsored by Government & Private, Industrial and other organizations.
- ✓ To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

#### **7.5.5. General Principles underlying this Policy**

- ✓ The incentive/sponsorship for research to an employee is purely based on the submitted evidence along with the prescribed application.
- ✓ The policy shall not be influenced by the employee's race, religion or gender.
- ✓ The R&D Coordinator will review the incentive claim applications, based on that Dean-Admin shall prepare a list of candidates recommended for incentives to the approval of Principal and CEO.
- ✓ If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be shared among them.
- ✓ It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He/She has to produce a printed copy of the SCOPUS or other evidence and the HOD should attest the same.
- ✓ An application form is already prescribed for the purpose of research incentive/sponsorship and the faculty member is expected to submit the same duly filled and attaching copies of evidence countersigned by the HOD and R&D Coordinator.
- ✓ After checking the claim and approval by the Principal, the Dean-Admin will claim and disburse the amount following the usual procedure.
- ✓ As this being a tentative scheme, the criteria and modalities will be amended then and there, by the Institution.

- ✓ All decisions on incentives shall be taken up twice in a year in the month of September & April. **However, the incentive will be paid during Governing Body Council Meetings.**
- ✓ Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.

**7.5.6. R&D Incentive Policies**

**7.5.6.1 Incentive for book publications**

1. Full text book with single author : INR 20000
2. Full text book with two authors : INR 10000 each author
3. Full text book with multiple authors : INR 5000 each author
4. Chapter Contribution : INR 3000

*Note:* Published book or chapters or monographs must have ‘VIEW’ as the affiliation.

**7.5.6.2 Incentive for Research Publication:**

If a research paper is published based on his/her work in hard copy or in electronic form in a refereed journal, he / she will pay an incentive as indicated below.

SCI Journal	10000
Un paid Scopus Journal	7,500

- ✓ The publications will be considered only if they are indexed in Web of Science or in Scopus.
- ✓ If the paper is contributed by more than one author the incentive will be shared as follows:

Case-1	VIEW			
	10000/7500			
Case-2*	VIEW	Ph.D.	Ph.D.	
	10000/7500			
Case-3	OTHER	VIEW	OTHER	OTHER
		3000/2250		
Case-4	OTHER	OTHER	VIEW	OTHER
			2000/1500	
Case-5	OTHER	OTHER	OTHER	VIEW
				1500/1125
Case-6	VIEW	VIEW	OTHER	OTHER
	5000/3750	3000/2250		

Case-7	OTHER	VIEW	VIEW	OTHER
		3000/2250	2000/1500	
Case-8	VIEW	VIEW	VIEW	OTHER
	5000/3750	3000/2250	2000/1500	
Case-9	VIEW	VIEW	OTHER	
	5000/3750	3000/2250		
Case-10	OTHER	OTHER	VIEW	VIEW
			1500/1125	1500/1125
Case-11	VIEW	VIEW		
	5000/3750	3000/2250		
Case-12	OTHER	VIEW		
		5000/3750		
Case-13	VIEW	VIEW	VIEW	VIEW
	5000/3750	2000/1500	1500/1125	1500/1125

\* Applicable to Ph.D. pursuing faculty only.

- ✓ Faculty of sister concern colleges of VIEW also includes in OTHERS category.
- ✓ Faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals.
- ✓ Faculty members should also submit a "Self-Declaration" stating that publication fee was not paid to the Journal.
- ✓ Published paper must have 'Vignn's Institute of Engineering for Women' as the affiliation.
- ✓ On-line date is to be considered as the date of publication.
- ✓ Authors outside the VIEW fraternity are not entitled for this scheme.
- ✓ Research Paper publication through Conference will be treated as paid publication. The faculty supposed to apply incentive under 7.5.6.3 or 7.5.6.4 whichever is applicable.
- ✓ Publication claim under Research Incentive Schemes (RIS) of VIEW must be made within a month of publication in the prescribed form.

### 7.5.6.3 Incentives for Presentation of Research Papers in Conferences/Seminars in India

- ✓ The International/ National conference must be of repute (viz. IEEE, Springer/Wiley etc.) and the hosting Institutions must be of Institutes of repute- IITs/IISc/NITs/IIITs/ Universities/ Deemed Universities etc.

- ✓ The paper/article must be published in any National/International Journal/Conference proceedings.
- ✓ **The faculty would be allowed OD + Registration fees on actual basis or Rs. 5,000/- whichever is less.**
- ✓ TA/DA will be paid as per the Institute norms.
- ✓ In case of joint authorship only one faculty can avail the facility.
- ✓ Each faculty can present research papers in Conferences of repute twice in an academic year with financial assistance (limited to Rs. 10,000/- only).
- ✓ Maximum number of ODs is limited to one week during lean period. Number of ODs during the academic period is subject to prior approval of Principal.
- ✓ Only Oral presentation of research papers is acceptable.

**7.5.6.4 Incentives for Presentation of Research Papers in Conferences outside India/Abroad.**

- ✓ The faculty has to approach AICTE (which provides 100% funding subject to meeting their norms) for Travel Grant or other Funding Agencies of Govt. of India.
- ✓ It has been observed that some of the proposal may not meet AICTE norms besides paucity of funds with them because of their All India Scope. Therefore, VIEW may also consider funding for International Conferences on case to case basis, subject to 60% to be paid by the candidate and 40 % by VIEW with the candidate having at least 5 years' service in VIEW. Also, the candidate should register for Ph.D. after coming as soon as possible.
- ✓ The staff who wish to apply for incentives for paper presentation in the International conferences abroad need to get approval from Chairman/CEO at least one Month in advance.

**Note:**

1. The Incentive under the category of Presentation of Research Papers in Conferences in India/Abroad (7.5.6.3 &7.5.6.4) will be paid only after submission



of duly filled application and attaching copies of evidence countersigned by the HOD and R&D Coordinator.

2. However, the faculty can apply for travel advance to the maximum of 75% of the expected expenditure subject to approval of the Principal.

#### **7.5.6.5 Incentives for attending Workshops/FDPs**

- ✓ The Workshops/Symposium/FDPs hosting Institutions must be Institutes of repute- IITs/IISc/NITs/IITs/IIM/Universities/Deemed Universities etc.
- ✓ **The faculty would be allowed OD+ Registration fees on actual basis or Rs. 5,000/- whichever is less, when the Workshops/Symposium/FDPs have minimum of 3 days duration.**
- ✓ **The faculty would be allowed OD+ Registration fees on actual basis or Rs. 3,000/- whichever is less, when the Workshops/Symposium/FDPs have less than 3 days duration.**
- ✓ TA/DA will be paid as per the Institute norms.
- ✓ Each faculty can attend Workshops/Symposium /FDPs of repute twice in an academic year with financial assistance. However, financial assistance is limited to Rs. 10,000/- only.
- ✓ Maximum number of ODs is limited to one week during lean period Number of ODs during the academic period is subject to prior approval of Principal.
- ✓ Minimum service clause is not applicable to attend conference/symposium/FDP
- ✓ Faculties going for attending FDPs outside need to disseminate knowledge / information by organizing faculty Development Program (FDP)/ Student Development Program (SDP)/ Student Workshop/ Summer etc. for the benefit of Faculty and Students in their respective departments.
- ✓ The OD and Registration claim under Research Incentive Schemes (RIS) of VIEW must be made within a month in the prescribed form.

#### **7.5.6.6 Incentive for Generation of Research Grants:**

- ✓ Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization

of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc.

- ✓ The incentive will be linked to the total amount of research grant sanctioned by the sponsoring agency. The incentive will be 20% of the research grant received from the funding agency.
- ✓ Since the amount being released in phases, the incentive(s) paid is also proportional to the amount received by the Institute.

#### **7.5.6.7 Incentive for Consultancy work:**

To encourage genuine consultancy work from the faculty, VIEW announces a policy whereby the faculty can claim 100% of the amount charged under the consultancy work. This is subject to the following conditions:

- ✓ Faculty should be the sole in-charge of the consultancy work
- ✓ The said consultancy work should be undertaken post the approval of the principal and the agreement should be undertaken between VIEW and the concerned third party
- ✓ The payment for the consultancy work should be credited to VIEW which will further be passed on to the faculty.

#### **7.5.6.8 Incentives for Professional Body Membership:**

- ✓ All faculty members on roll of VIEW having more than Five SCI/ SCOPUS research papers, acquiring membership for National and International professional societies are eligible for reimbursement of 50% of cost of membership registration fee subject to Maximum of Rs.10,000.
- ✓ Maximum of Rupees Ten Thousand (Rs. 10,000) will be paid for International society membership and Rupees Five Thousand (Rs. 5,000) for National society membership and Rupees Two Thousand (Rs. 2,000) for State Level Membership.
- ✓ Incentive claim under Research Incentive Schemes (RIS) of VIEW must be made within a month of registration with the professional bodies.

**7.5.6.9 Incentives for Research Awards/Any recognition received by the faculty from reputed Professional Bodies and Agencies (For which Vignan has not provided any funding):**

<b>Awards Received from Agencies</b>	<b>International Level</b>	<b>National Level</b>	<b>State level</b>	<b>University Level</b>
Incentive (INR)	10000	5000	2000	1000

**7.5.6.10 Incentive for Doctoral Research Guidance**

	<b>Ph. D</b>	
	<b>Supervisor</b>	<b>Co-Supervisor</b>
Incentive	10000	5000

*Special Note:*

In order to claim the incentives, the following documents should be submitted to Dean-Admin along with duly filled application for claiming Research Incentive with countersign of HoD & verification sign of Coordinator-R&D

- i. A copy of notification of Conference/Seminar/Workshop/FDP
- ii. Copy of the mail submitting the draft copy of the paper
- iii. Copy of the acceptance mail in case of Conferences/Seminars
- iv. Copy of the Evidence of participation (Certificate of Participation)
- v. Original receipt towards payment of registration Fees
- vi. Copy of the paper published in proceedings of the Journal/Conference
- vii. Copy of the index page of Journal/Conference/Seminar proceedings
- viii. Original Travel Tickets (When claiming TA/DA)

**SECTION-VIII****EXIT POLICY****8.1. Preamble**

The purpose of this policy is to identify academic, organizational or human resource factors that have contributed to an employee's decision to leave the employment. This also helps to enable the management to identify any trends requiring attention or any opportunities for improving the management's ability to respond to employee issues. It enables the Institute to improve and continues to develop recruitment and retention strategies aimed at proper talent nurturing/management.

This policy covers the procedures to be adopted when any employee of the Institute leave employment for whatever reason.

**8.2. Scope:**

This policy applies in the case where in the employees who resign and get relived after serving or getting the notice period served.

**8.3. Objectives of the Policy:**

The purpose of conduction of the exit interview is to:

- a) Try and retain the employee by addressing his/her grievance and expectations
- b) Try and find out exact reasons for resignation and
- c) To suggest to Management remedial measures to reduce further attrition.

**8.4. Voluntary Participation and Confidentiality**

Employees are responsible for participating in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, he/she will be encouraged to be honest, candid, and contractive in their responses. The information received through Exit Interviews will be confidential. No specific information that could possibly be traced back to an ex-employee will be disseminated or discussed.

**8.5. Exit by Resignation**

- a) If any staff member wants to resign from the job, the concerned staff member shall give a minimum of one month / 30 days advance notice or as per the

- conditions specified in the appointment order about his / her intention of leaving job, only at the end of the academic year to the Principal in writing.
- b) In case, where the end of notice period falls during the course of a semester, he / she may be relieved only at the end of the semester.
  - c) The un-availed leave at the credit of the staff member shall not be adjusted towards the notice period.
  - d) In case if, he / she takes leave for a day, then the leave availed will be treated as on loss of pay with the cut in the salary for the day during the notice period.
  - e) While getting relieved, files, materials and documents, etc., entrusted to him / her shall be handed over to the person nominated by the HOD under proper acknowledgement.
  - f) The staff member can apply for his/her the relieving order from the Institution only after the submission of “No Dues Certificate” in the prescribed form along with a copy of handing over charge record in case if he/she happens to be in-charge of the laboratory.
  - g) Any staff member may be relieved immediately if he / she gets a Government Job or the concerned individual’s spouse is transferred or he / she is getting married. But this is subject to the discretion of the management after assessing the merit of the request.
  - h) The Principal reserves the right to waive - off / reduce the notice period.
  - i) The Principal will arrange an Exit interview with the staff after the acceptance of his/her resignation with a view to obtain a candid feedback.

#### **8.6. Exit by Termination**

- a. The Institution may terminate the services of an employee under special circumstances, such as reduced workload, performance not satisfactory as seen from the feedback and report of HODs, or if found medically unfit, after giving one-month notice or pay in lieu thereof.
- b. No such Notice shall be necessary, if the termination is as a result of proven misconduct after an enquiry conducted in accordance with the college Rules.

**8.7. Procedure and Reporting of Policy:**

1. A committee comprising of Academic Director, Principal and Dean of Administration should conduct the exit interview after the confirmed leaving date has been received by HR Department of any particular staff member.
2. The employee will be asked a standard set of question and given a chance to discuss additional information they feel would be beneficial for the Institute working.
3. Academic Director, Principal will fill the exit interview form in prescribed format (Annexure- II).
4. The information will be analyzed regularly by Human Resources Department to identify areas or determine trends that may need to be addressed. Periodically, human resources Department will share their analysis and recommendations with designated members of the Staff/Dean-Admin/Principal/Academic Director.
5. The analysis and review will include
  - Appropriate statistical information regarding the number and distribution of employee departures during the preceding year and her/his reasons for leaving;
  - An analysis and discussion of any trends or common themes which are suggested by the exit interview feedback.
  - A summary of any actions or interventions taken during the year on the basis of exit interview information.

SECTION-IXCODE OF CONDUCT

*The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. **On- adherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members.***

**9.1 GENERAL**

9.1.1 The faculty members must be punctual to duty;

9.1.2 He/she shall stay within the campus during the working hours of the College;

9.1.3 He/She shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment;

9.1.4 The faculty members are expected to conduct themselves in a professional and co-operative manner;

9.1.5 Take precautions to protect equipment, materials and facilities of the college;

9.1.6 Attend and participate in the meetings, activities called/assigned by the HOD and Principal;

9.1.7 To take up other duties and responsibilities prescribed by the Principal/Management not limited to Academic and Evaluation duties;

9.1.8 To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.

9.1.9 They are required to conform to & follow the rules & regulations in force and brought in force from time to time;

9.1.10 He/She shall not engage/take private tuitions;

9.1.11 He/She shall wear a decent and formal dress;

9.1.12 He/She shall finish the evaluation work of Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) on priority without causing any inconvenience to the evaluation process.

9.1.13 He/she shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD, VPPL and PPL (limited to a total of 15 days in a year);

9.1.14 Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.

## **9.2 BEHAVIORAL**

The teaching profession expects high standards of ethical behavior. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below;

9.2.1 The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct;

9.2.2 The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents;

9.2.3 The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.

9.2.4 The faculty shall desist from exhibiting non-ethical behavior that jeopardizes the moral standards of the Institution;

9.2.5 The faculty shall comply with rules, regulations, policies of Management from time to time;

## **9.3 ACADEMIC**

9.3.1 To conduct the assigned classes as per schedule;

9.3.2 To maintain the record of lesson plans and other relevant documents of the courses handled by them;

9.3.3 To implement designated curriculum with the said objectives;

9.3.4 To participate in professional development opportunities/ activities and apply the concepts in academic activities such as class room delivery &also in practical sessions;



9.3.5 The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process.

#### **9.4 CLASSROOM MANAGEMENT**

9.4.1 To come well prepared for the class and stay focused on the topic/content;

9.4.2 Be present in classroom right in time [near the classroom five minutes prior to the scheduled commencement];

9.4.3 To mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance;

9.4.4 To Commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas;

9.4.5 To share knowledge in a manner that encourages effective two-way communication;

9.4.6 Be organized and in order to make efficient use of time and move in a planned and systematic direction;

9.4.7 To be self-confident and facilitate quality delivery of the subject;

9.4.8 Involve visual and activity-based learning wherever possible, make power point presentations (PPT) in addition to conventional use of black board depending on the subject & necessity;

9.4.9 Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning;

9.4.10 To pose questions to the students which inculcate out of box thinking;

9.4.11 To summarize the concepts at the end of every class;

9.4.12 After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it;

9.4.13 To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent;

9.4.14 The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time;

9.4.15 Shall not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal;

9.4.16 Shall handle the assigned practical classes and be available in the designated place for the full time;

9.4.17 A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class;

9.4.18 Absence from duty without authorization is not permitted and will be viewed seriously.

### **9.5 STUDENT RELATED**

9.5.1 To motivate students to show interest and learn the most;

9.5.2 To be available for the students even after class hours to clarify their doubts, if any;

9.5.3 To provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently.

9.5.4 To treat students with respect, and teach them to treat others with respect;

9.5.5 To motivate and help students to do minor educational projects in related area/topics (suggested by you & chosen by the Student herself), so that their analytical and self-learning skills improve;

9.5.6 Feel comfortable working with exceptional learners/slow learners and learners with diverse needs;

9.5.7 To handle gently but firmly, any misbehavior of students and weed out the cause

### **9.6 ROLE AS PROCTOR/COUNSELOR/MENTOR**

9.6.1 As a proctor, the faculty shall advise/counsel the student on all the academic matters (like registration/re-registration for the courses, dropping of courses and/or withdrawing from courses);

9.6.2 He/she must meet the assigned students at least once in every fortnight. Shall report to the Chief Proctor/HOD/Principal about those students who avoid meeting the Proctor;

9.6.3 He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed;

9.6.4 Keep the parents apprised about the academic progress and general behavior of their wards.

9.6.5 To demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators;

9.6.6 To ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification;

9.6.7 The proctor should serve as a friend, philosopher and guide.

Annexure-I



**VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN::VISAKHAPATNAM**

**Joining Report**

Date:

To,  
The Principal,  
Vignan's Institute of Engineering for Women,  
Visakhapatnam.

Subject: Joining Letter

Sir,

In response to your appointment letter vide letter  
No. \_\_\_\_\_

dated \_\_\_\_\_, I would like to report myself on duty in the  
forenoon/afternoon of \_\_\_\_\_.

I thank for providing me the opportunity to serve the institute. I will perform my duties  
sincerely, honestly and to the best of my abilities. I therefore, request you to accept my  
Joining Letter.

Yours sincerely,

(Signature)

Name.....

Designation.....

Department.....

Date of Birth.....

HoD

Dean-Admin

Principal

Annexure-II



**VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN: VISAKHAPATNAM**

**EXIT INTERVIEW FORM**

<b>Name of the employee</b>	
<b>Department &amp; Designation:</b>	
<b>Date of Joining</b>	
<b>Reason of Resignation, as told by employee:</b>	
<b>Name of the new employer:</b>	
<b>Salary offered by the new employer:</b>	
<b>Positives in the Environment and Employment Conditions of VIEW, mentioned by resigning employee:</b>	
<b>Negatives in the Environment and Employment Conditions of VIEW, mentioned by resigning employee:</b>	
<b>Reason of resignation as understood by Interviewer:</b>	
<b>Would you like to re-employ this employee in future?</b>	
<b>Any other feedback:</b>	
<b>HOD's feedback:</b>	

Dean-Admin

Signature of the Principal

Annexure-III



**VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN: VISAKHAPATNAM**

**FACULTY PERFORMANCE EVALUATION FORM**  
**(FOR THE PERIOD AUG- 20\_\_ TO JULY- 20\_\_)**

**Part A: General Information**

1. Name (In Block Letter) :
2. Employee ID :
3. Designation & Department :
4. Date of Joining :
5. Month of Increment Due :

**Part B: Academic Performance Indicators**

**Category I**

**Instructional/Academic Element**

(a) Teaching Engagement - Semester-I

Course (UG/PG)	Year & Branch	Sec	Class Strength	Subject	No of Classes Taken	No of Units Covered	% of Syllabus Covered	Pass %	Feed back

Teaching Engagement - Semester-II

Course (UG/PG)	Year & Branch	Sec	Class Strength	Subject	No of Classes Taken	No of Units Covered	% of Syllabus Covered	Pass %	Feed back

(b)Laboratory:

Semester	Year & Branch	Sec	Strength	Name of Laboratory	No of Sessions Taken	No of Exp. Prescribed as per syllabus	No of Exp. Completed

(c) No. of Project Supervised:

**Category II**

**Research, Publication & Professional Development Activities (Proofs to be attached)**

(a) Publications/Books/Patents/Copy Rights (From 08/20\_\_ to 07/20\_\_)

- |  |                             |           |
|--|-----------------------------|-----------|
| No. of Publications in SCI Journals-           | Paid :                      | Unpaid:   |
| No. of Publications in Scopus Journals-        | Paid :                      | Unpaid:   |
| No. of publications in Conference Proceedings- | Int. National:              | National: |
| No. of Books Authored/Contributed:             | No. of Patents/Copy Rights: |           |

(b) No. of Conferences/Workshops/FDPs attended:(From 08/20\_\_ to 07/20\_\_)

International Conferences	National Conferences	International Workshops	National Workshops	FDPs

(c) No. of Conferences/Workshops/FDPs Organized: (From 08/20\_\_ to 07/20\_\_)

International Conferences	National Conferences	International Workshops	National Workshops	FDPs

d) Research Funding Projects:

Year	Title of the Project	Type of Project	Funded Agency	Project Value

**Category III**

**Supplementary Activities** (Attached Additional Sheet, if required)

a) Awards and acknowledging certificates (*kindly attach supporting documents*):

(NET/SLET/M.Phil. /Ph.D./IUCEE/NPTEL/Other\_\_\_\_\_)

b) Counseling of Students:

(i) Total no. of Regular students Allotted:                      (ii) Total no. of students cleared all the subjects:

(ii) No. of Backlog Students Allotted        :                      (iv) No. of Students cleared Backlogs:

c) Roles and contributions in Institutional Governance and administration (Tick whichever is applicable)

Head of the Department/Department T&P Coordinator/ NSS Coordinator/Women Grievance Cell Coordinator/ Assistant Head of the Department/ Website Coordinator/ Institutional Criteria Coordinator of NBA & NAAC / College Level Admissions/Time-Table Coordinator/IQAC Coordinator/ Alumni Association Coordinator/ CoE/Exam Cell Staff/Any other Institutional Level Coordinator role assigned by Principal (Please specify.....)

Regularity assessment of Faculty/Leave Details (From 08/20\_\_ to 07/20\_\_)

CL	ML	CCL	EL	Other Leaves (Academic/Mat. Leave/Paternity Leave	Loss of Pay due to excess Leaves	Loss of Pay due to biometric deviations

e) Other activities Inside/Outside the campus towards development of self & students:

f) Contribution to Department:

f) Contribution to Institution:

h) Any other Information

Signature of Faculty

Remarks of HoD

Signature of Head of the Department

Remarks/Recommendations of Principal

Signature of Principal

Annexure-IV



**VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN: VISAKHAPATNAM**

## Oath of Secrecy

Date:

I, .....have been appointed as  
.....at VIEW, do swear in the name of  
God/solemnly affirm that I will bear true faith and allegiance to the  
Official secrets Act/Statutes and Central Civil Services (CCS) conduct  
rules, and that I will discharge and perform the duties of my office to the  
best of my ability, knowledge and judgement, without fear or favour,  
affection or ill will, and that I will not directly or indirectly communicate or  
reveal to any person any matter which shall be brought under my  
consideration.

Signature.....

Name.....

Designation:.....

Department:.....



Annexure-V



**VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN: VISAKHAPATNAM**  
APPLICATION FORM FOR TRANSPORT FACILITY FOR EMPLOYEES

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Emp. Code: \_\_\_\_\_

Department: \_\_\_\_\_

Pickup Point \_\_\_\_\_ Route No. \_\_\_\_\_

1. Father's / Husband's Name: \_\_\_\_\_

2. Present Address:

\_\_\_\_\_  
 \_\_\_\_\_

Mobile No.: \_\_\_\_\_ E-mail ID: \_\_\_\_\_

I \_\_\_\_\_ S/o / D/o / W/o / \_\_\_\_\_ do

hereby undertake to abide by the rules and regulations framed by the *Vignan's Institute of Engineering for Women* from time to time for availing transport facility. I shall avail this facility during my service in Institution. In case I decide to discontinue, I shall inform to concern authorities in advance.

Date \_\_\_\_\_

Signature of Employee

**UNDERTAKING BY FACULTY / STAFF MEMBER**

I \_\_\_\_\_ do hereby undertake that I am availing transport facility provided by the *Vignan's Institute of Engineering for Women* at my own risk. In case of any mishap / accident or any damage / loss of life due to accident, Poornima University shall not be held responsible.

Date \_\_\_\_\_ Place \_\_\_\_\_ Signature of Employee

**Office Use**

Mr. / Ms. \_\_\_\_\_ is permitted to avail transport facility arranged with a monthly cost of \_\_\_\_\_ w.e.f. \_\_\_\_\_

**Signature of Transport I/c**

**Dean-Admin**



**VIGNAN'S**

**INSTITUTE OF ENGINEERING FOR WOMEN**

( Approved by AICTE & Affiliated to JNTU-Kakinada)

ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 Certified Institution

Kapu Jaggarajupeta, VSEZ Post, Visakhapatnam -530 049. A.P.

[www.view.edu.in](http://www.view.edu.in)