

IARE

INSTITUTE OF
AERONAUTICAL ENGINEERING

ADMINISTRATIVE MANUAL

PROVIDING A HOLISTIC APPROACH
TOWARDS EXCELLENCE

SERVICE RULES**Preamble:**

1. The service rules shall be called as "Institute of Aeronautical Engineering", Service Rules. These rules shall super cede the existing service rules.
2. They shall be deemed to have come into effect and shall apply to all the employees of the institute as per their date of joining.

Definitions:

1. 'Institute' means, "Institute of Aeronautical Engineering" Dundigal, Hyderabad.
2. 'Management' means The Management Committee of the institute constituted as per A.I.C.T.E. Norms.
3. 'Governing Body' means The Governing Body of the institute" constituted as per A.I.C.T.E. Norms.
 - a. Note: Constitution of Governing Body – It shall have a Senior Faculty Member of the teaching staff as a representative.
4. 'Chairman' means The Chairman of the Managing Committee / The Governing Body of the institute.
5. 'Secretary & Correspondent' means The Secretary & Correspondent of the institute.
6. 'University' means "J.N.T. University, Hyderabad".
7. 'Principal' means The Principal of the institute or any other person authorized by the 'Management' to discharge the duties and responsibilities of the Principal whatever may be his/her designation, otherwise.
8. 'Employee' means a person who is employed by the institute including Principal excluding those who are engaged on part time basis or daily wages.
9. 'Vacation' means any recess in an academic year, which is for a minimum period of 5 to 10 days.
10. 'Vacation' Staff means employees who are allowed to avail vacation. All other employees are deemed to be non-Vacation staff.
11. Teaching staff comprises the following categories:
 - a. Principal
 - b. Deans
 - c. Professors
 - d. Associate Professors
 - e. Assistant Professors
 - f. Librarian
 - g. Physical Education Director
 - h. Women Protection Force
 - i. Any other category of post declared so by the Management / Principal
12. 'Technical Staff' comprises the following categories:
 - j. System Administrator
 - k. Programmers, Asst. Programmers, Computer Operators
 - l. Technicians and Lab assistants
13. 'Non – Teaching staff' means those staff that are categorized as follows:

Office:

- m. Administrative Officer (Admin / Academic)
- n. Accounts Officer
- o. PA to Principal

ADMINISTRATIVE MANUAL

- p. Accountant
- q. Cashier/Accounts Clerk
- r. Office Assistant - Staff Related Functions
- s. Office Assistant – scholarship and liaison
- t. Office Receptionist / Telephone Operator
- u. Estate In-charge
- v. Electrician

Group IV employees / Contingent staff

- a. Watchman / Security
- b. Gardner
- c. Sweepers etc.

14. Competent Authority, - Chairman/ Secretary & Correspondent in the case of Principal and Principal in the case of all other employees.
15. Duty" – an employee is said to be on duty for the purpose of service benefits:
 - a. When the employee is discharging the duties of the post to which he / she is appointed or he/she is undergoing training prescribed for the post.
 - b. When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
 - c. When the employee is attending conferences, seminars, workshops, refresher courses, orientation courses, quality improvement programs, etc., duty permitted by competent authority, and
 - d. When the employee is attending to the work assigned by the competent authority in the interest of institute / Management.
 - e. "Leave" means leave granted by competent authority to an employee to which he / she is eligible.
 - f. "Pay" means basic pay in the time scale or basic pay with a special pay/allowance as the case may be.
 - g. "Year" means calendar year / financial year / academic year as the case may be.

GENERAL SERVICE CONDITIONS

1. All the employees of the institute shall be subject to the general disciplinary and conduct rules of the institute.
2. All the employees of the institute are required to be present in the institute timings the working hours of the institute on all working days.
3. An employee of the institute shall devote his / her whole time to the service of the institute and shall not engage directly or indirectly in any trade or business or private tuition or any other work, which is likely to interfere with the proper discharge of his / her duties.
4. An employee may be placed under suspension by the appointing authority pending inquiry into framed charges by giving the employee a fair chance to represent his/her case. Principal is empowered to suspend any employee if it is in the interest of the institute and report his action to the Management.

5. An employee shall have to give three months' notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Principal or date of his/her relief whichever is earlier. For all the employees in the Institute, an individual personal file and Service Register shall be maintained and update it regularly.
6. Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.
7. Employee should wear ID card all the time and also insist the students to follow the same.
8. Employee should apply for leave in advance with proper alternate arrangement.
9. Engage Theory and Laboratory classes as per the time-table and strictly adhere to the timings.
10. Employee should follow the medium of instruction which is **English**. Avoid speaking in Telugu in the class or lab.
11. Employee should be part of JNTUH Affiliation Process / AICTE Approval Process/ NBA and NAAC Accreditation process teams to help the department in preparing the required files for the inspection.
12. Employee should avoid use of mobile phones during the class and lab hours and instruct the students to do the same. **CARRYING OF MOBILE PHONE TO THE CLASS AND LABORATORY BY THE FACULTY IS STRICTLY PROHIBITED**
13. Employee should feel responsible and actively involved in the development of the department and Institute. Please come on time for the meetings of the departments/Institute/Any other meetings called for.
14. It is the duty of all employees to observe the students in the campus for any act of indiscipline irrespective of their department, and please bring it to the notice of the concerned higher authorities.
15. Employee should not encourage unethical practices. Kindly help the institute in maintaining congenial environment for learning.
16. Employee of the Institute while on duty shall not, be in the state of intoxication or inebriated condition under the influence of such drinks or drugs.
17. Every employee shall at all times maintain integrity of character, be devoted to his/her duty and be honest and impartial in his / her official dealing. An employee shall, at all times be courteous and polite in his / her dealings with the management, Principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall, always act in the best interest of the institute.
18. An employee shall be required to observe the scheduled hours of working during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission.

TEACHING STAFF

Eligibility Procedures:

1. **Principal:** Candidate with Ph.D qualification in Engineering and a minimum of 10 years experience in teaching / research / industry, out of which at least 3 years shall be at the level of Professor. With Ph.D qualification in Engineering and a minimum of 13 years' experience in teaching and / or research and / or industry.
2. The recruitment and selection for all the posts i.e., Professors, Associate Professors, and Assistant Professors, in the fields of Science, Engineering & Technology and Management would be as per the norms specified time to time by affiliating bodies.
3. The recruitment and selection for the posts of Librarian and Assistant Librarian would be as per the norms specified time to time by affiliating bodies.
4. The recruitment and selection for the posts of Faculty of Physical Education would be as per the norms stipulated.

Recruitment Procedure:

Institute recruits staff twice a year and also on need basis. The recruitment committee consists of internal course expert, respective HODs with two senior staff members.

1. A notification is published in one of the largest circulated daily inviting the applications from the candidates as detailed in the notification.
2. The received resumes will be scrutinized by the respective Dean of Internal Audit and Policy / HOD and the shortlisted candidates are called for the interview.
3. The shortlisted applicants for the position of Assistant Professor may need to appear for the written test / demo and personal interview.
4. The shortlisted applicants for the posts of Associate Professors and Professors should attend demo and personal interview before recruitment committee.
5. The selected candidates go through a HR interview with Principal.
6. The shortlisted candidates should deposit his/her all original certificates related to qualifications, service and custodian certificates with the institute so as to enable them to face 'JNTUH staff selection committee interview', to proceed for further appointment and to produce during the affiliating bodies inspections.
7. All the shortlisted candidates for all the posts should undergo the interviews conducted by the "staff selection committee" as and when notified by JNTUH. Based on the recommendations of 'staff selection committee of JNTUH' the candidates would be considered for appointment.

Compliance requirements of the employee at the time of joining:

1. The appointee should abide by the rules and regulations of Institute.
2. The appointee should deposit a set of scanned copies of all the certificates (in appropriate size as mentioned in JNTUH Faculty Registration Portal) JNTUH-UID, Passport Size Photos, Bank A/c.No, AADHAAR, PAN, SSC, Inter / +2, B.E / B.Tech / MBA, MCA, M.Sc., MA, M.Tech., M.Phil., Ph.D., experience certificates, softcopy of Thesis, guide details, appointment letter confirming Ph.D admission (if any), genuinity certificates and any other relevant certificates at the time of joining.
3. The appointee should submit the joining report accepting to render a minimum of one year of service and report to the respective HOD.
4. The appointee will be on probation for a period of two years in case of starting cadre and one year in case of senior cadre.
5. The Management / Governing body upon the recommendation of the Principal for valid and sufficient reasons may extend the probation period of an employee for such period as may be found necessary

or terminate his/her services after due notice. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed. After confirmation, the appointee shall hold the office till the age of superannuating which shall be ordinarily sixty years in the case of teaching staff and Fifty-Eight years in respect of non-teaching staff unless otherwise found unsuitable to discharge his regular duties.

6. If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in the regular post.
7. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
8. The rules governing probation shall not apply to appointments made on temporary / contract / contingent basis.
9. The services of any candidate appointed on temporary / contract basis, can be terminated at any time without any notice and without assigning any reason thereof.
10. The appointee should upload all the documents properly including SCM minutes, appointment letter, certificates, publications, PAN, AADHAAR etc. should upload in service register by login SAMVIDHA and also in JNTUH Faculty Registration Portal.

Induction Program: All the fresh appointees should undergo an induction program which will focus on

1. Creating awareness about the culture, norms, standards and expectations of institute.
2. Acquainting the new appointee with the existing faculty of Institute and in particular with the respective department.
3. Facilitating the individual with the syllabi, scheduling of sessions and other related matters.

Duties and responsibilities of the faculty members:

1. Comply with the institute guidelines.
2. Be on time to the institution and be present during all working hours.
3. Follow institute and departmental policies and procedures.
4. Be courteous towards fellow faculty members, other staff, students and visitors.
5. Maintain pleasant working environment which fosters collegiality and teamwork.
6. Be at work place when required, this includes the vacation period or holidays whenever his / her presence is required.
7. No leaves can be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities.
8. Maintain the confidentiality of the information.
9. No faculty should leave the institution in the middle of the academic year.
10. Keep abreast in the subject by referring to journals and periodicals regularly.

For conducting theory classes, the teacher has to

1. Go to class with well-versed preparation.
2. Present to the class at least 5 minutes before the commencement of class and engage the whole session.
3. Clear the doubts of the students then and there in the class.
4. Take attendance in the middle of the first hour in the forenoon and immediately after entering the class room for all the remaining hours.
5. Prepare teaching schedule and lecture notes in accordance with the academic calendar.
6. Take steps to maintain perfect discipline inside the class.
7. Make use of NPTEL / IUCEE / SONET programs.
8. All the course handling faculty must use ICT facilities.

For conducting practical classes, teacher has to

- 1 Faculty handling the laboratory courses need to reach five minutes before the commencement of the particular laboratory both in forenoon / afternoon session.
- 2 Give crystal clear instructions.
- 3 Demonstrative if needed to know how to do the experiment.
- 4 Faculty found with phone in laboratory will be confiscated and will not be returned.
- 5 After the laboratory session (forenoon / afternoon) faculty needs to evaluate the laboratory worksheet for 20 marks at the end of same day.
- 6 Faculty may reject the uploaded worksheet if it's not meeting the requirement / not matched the scheduled week experiment.
- 7 At the end of the laboratory session (forenoon / afternoon), faculty needs to post the attendance into Samvidha (Campus Management Portal) login by entering their valid credentials within 20 minutes.
- 8 After each laboratory session course handling faculty, needs to upload at-least 05 to 10 slides by entering the topic covered along with related course outcome.
- 9 Attest the readings of the experiment if any.
- 10 Let the students know the percentage of error he / she commits for every experiment.
- 11 Give marks based on the percentage of error.
- 12 Sign the worksheets and return them before the end of every practical class.

Contact Hours

The teaching is reckoned in terms of contact hours. The contact hours are sum of lecture, tutorial and practical hours. One lecture hour per week is rated as one contact hour and one tutorial or two practical hours per week are rated as one contact hour.

Pay Fixation Procedures: The basic compensation at institute includes fixed pay, Incentive pay and all other pay benefits as per statute. The following are the details:

Fixed Pay: The fixed pay is guaranteed to all the staff members as per the AICTE / UGC pay scales. In addition, there is a Provident Fund benefit to non-teaching staff that put in more than 2 years of service.

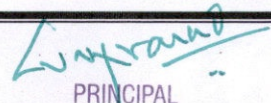
Incentive Pay: There is scheme in place which appreciates in writing the best performing faculty members who will be rewarded financially depending upon rating of their performance.

Pay Scales:

1. **Pay:** AICTE / UGC scales of pay as applicable from time to time shall be adapted to the posts classified as teaching staff.
2. **Allowances:** Dearness, House rent and other allowances as per Telangana State Government rates and rules as extended by management are adapted from time to time to all regular employees of the institute.

Design of the Salary structure, Increments and Allowance

1. The basic pay is calculated as per norms based on the rank at which the person is recruited.
2. Increments are calculated based on qualification and experience.
3. Regular increments shall be sanctioned by the Principal based on satisfactory performance of the employee. In the case of Principal, Chairman / Secretary & Correspondent are the sanctioning authority. In the case of employee in the office and other supporting staff, Principal is the sanctioning authority as recommended by the Administration officer in the prescribed proforma. The management shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend oneself.
4. Additional increments will be sanctioned to the faculty upon qualification enhancement.



PRINCIPAL

RESEARCH INCENTIVES:

Research & Development (R&D) is imperative for the inclusive intellectual growth. It is often the first critical step in innovation and drives technological improvements which lead to Science and Technology (S&T) growth. The Institute is continuously encouraging, supporting and promoting R&D activities towards the achievements by establishing incentive policy as follows:

- a. An incentive of Rs. 30000/- shall be granted for the publication in both unpaid refereed Scopus and SCI / ESCI / SCIE indexed journal. Additional quartile incentive is provided to faculty at a range of Rs. 20,000 to Rs. 70,000/- depending on quartile level of publication.
- b. An incentive of Rs. 20000/- shall be granted for the publication in unpaid refereed Scopus or Web of Science indexed Journal.
- c. In case of paid refereed Scopus indexed journal, the incentive is equivalent to the publication fee subjected to the maximum of Rs. 15000/-.
- d. Rs.2000/- shall be granted per faculty for every citation in top impact factor journals (SCI / ESCI / SCIE / Scopus).
- e. A registration fee subjected to a maximum of Rs. 10000/- is granted along with Rs. 10,000/- as incentive for Scopus/SCI indexed conference.
- f. For book publications, the first author gets incentive of Rs. 5000/-.
- g. The faculty who gets sponsored research project / scheme from any funding agency like DST / AICTE / UGC / etc., will be given 7% as incentive during ongoing period in addition to 10% of sanctioned grant after successful completion and submission of project completion report to the respective funding agency.
- h. In the case of Utility Patents, faculty and students shall get incentive of Rs. 30,000/- each after their patent gets published, granted, and commercialized. The overall incentive granted to the faculty during patent grant process for institute owned utility patents is Rs. 90,000/-. For affiliated patent, an incentive of Rs. 10,000/- each after their patent gets published, granted and commercialized.
- i. In the case of Design Patents, the incentive of Rs.30,000/- is given after patents get published, granted and commercialized.
- j. In the case of Copyrights, Institute grants copyright incentive for computer software only. The incentive of Rs.10,000/- is provided after the copyright gets published, granted and commercialized.

Note: The above incentives may be reviewed time to time.

Membership Allowance: The technical society membership allowance will be granted to the faculty on successful completion of probation period. In case a faculty leaves the organization within three months after availing the facility the amount sanctioned will be recovered.

Medi-claim: A group Medi-claim policy will come into effect for the staff who have put in a minimum service of six months in the organization.

Performance Appraisal Procedure: A Performance Appraisal scheme is constituted. In this scheme the performance of the faculty will be analyzed through a feedback from the students, colleagues, seniors, the HOD and the Principal. The faculty is also entitled for a self-appraisal. For this purpose, there are two formats namely student feedback and self-appraisal.

Promotion Procedure: Promotion of staff members shall be considered based on the qualification, experience, R&D, consultancy, required API score and satisfactory performance during the tenure. All promotions are subject to approval of 'JNTUH staff selection committee'.

Training Procedures: Training needs of the faculty are continuously assessed by HODs. The consolidated list is sent to the R&D Centre through the Principal. Based on the recommendation the training program will be organized in consultation with the Principal. This is organized during winter and

ADMINISTRATIVE MANUAL

summer vacation and also the staff are deputed to attend various programs conducted by other reputed Institutions. The identified training areas in general are

1. Presentation and Communication Skills
2. Teaching Methodology
3. R & D Procedures
4. Personality Development Program
5. Continuing Education

Meeting Procedures: The following meetings are conducted at regular intervals under the chairmanship of the Principal.

Meeting with Deans / Heads of Departments: Meeting with Deans/ Heads of Departments is conducted once in a week to brief them about the latest developments in the institute 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.**

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.

Faculty Meeting: The total faculty meeting is conducted twice in a year. The agenda of the meeting is circulated among the faculty at least two days in advance through telegram messenger to enable the participants to come prepared for a fruitful discussion without any loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. **Emergency meeting could be called for whenever required.**

Coordinators Meeting: The coordinators of various committees will meet once in a fortnight and discuss the progress of various targets set by themselves and record the minutes of the meeting.

Report on Meetings: A brief and consolidated report of the meetings is sent to the Management once in a month to keep him informed about the happenings in the institute.

Duties and Responsibilities of Librarian: Librarian is responsible for equipping and maintenance of the library as per AICTE norms. In discharge of his function:

1. Makes a list of books both with titles and volumes for each course with the coordination of HODs and Teaching staff, get it approved by the Principal, purchase and position them in the library.
2. Procures the Journals, Magazines and News papers regularly as required.
3. Receives additional requirement of books from the departments and procure them as and when required.
4. Maintains digital and fully automated library.
5. Updates NPTEL lectures and material time to time.

Duties & Responsibilities of Physical Director: He / She is responsible for the general physical fitness of the students. To achieve this, he / she:

1. Conducts sports and games as per schedule given.
2. Prepares the promising students to take part in inter university games and sports.
3. Prepares and submit the performance of the students in this field on regular basis.

Timings: All the faculty members are expected to be present in the institute at least 10 minutes before the actual timing of the institute and stay till 10 minutes after the end of the last period. A staff member can leave early or come late with prior permission of the Principal. This facility can be availed twice in a month and the permission cannot exceed duration of one and half hour at a time.

Holidays: The Institute observes holidays for the calendar year as per the official GO released by the Telangana State Government.

**LEAVE RULES
(TEACHING AND NON - TEACHING STAFF)**

The staff members are entitled to avail the following leave benefits:

CASUAL LEAVE (CL):

Causal leave is a concession given to the members of the teaching and non - teaching staff to enable them in special circumstances to be absent from duty. However, this cannot be claimed as a matter of right. The total number of days of CL permitted is 15 in a calendar year. The quantum of casual leaves admissible to them will be on prorating basis.

- a. A teacher availing the CL must arrange for the classwork with substitutes with concurrence of HOD and must be compensated by the end of the month.
- b. The teacher has to get the sanction of his / her leave from the Principal through the HOD at least one day prior to the date of leave applied.
- c. In case of emergency i.e., for death of his / her relatives and other extraordinary circumstances alone the CL can be availed after passing on the information telephonically to the office. An alternative arrangement for class work has to be informed to the HOD.
- d. CL may be combined with medical leave (ML) and compensative casual leave (CCL), Sundays, or any other notified holidays.
- e. Total number of days of CL, to be availed at a spell should not exceed 6 days including the holidays and Sundays.
- f. CL in one stretch shall not exceed two days per month (as per the balance in their leave account).
- g. January to December of calendar year shall be followed for availing CL.
- h. Un-utilized CL lapses at the end of the calendar year.
- i. A minimum of half a day CL can be availed.

COMPENSATIVE CASUAL LEAVE:

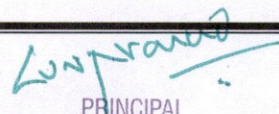
It is a leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Chairman, Principal and HOD concerned of the college.

- a. CCL can also be combined with CL.
- b. This leave must be availed within three months from the day of the duty carried out.
- c. CCL can be availed as full day only.
- d. 01 July to 30 June of academic year shall be followed for availing CCL.
- e. Un-utilized CCL if any lapses at the end of the academic year
- f. Clause from (a) to (f) of CL are applicable for CCL.

MEDICAL LEAVES (ML):

An employee shall be eligible for Medical Leave under special circumstances,

- a. The staff members suffered while handling dangerous machinery or performing hazardous task with chemicals are eligible for hospital leave for a period required for recovery.
- b. During this period full pay with allowances will be paid to the concerned staff members.
- c. Staff members are eligible for 3 days of ML for the medical treatment other than that mentioned in (a) above.
- d. There are no restrictions on the ML utilization.
- e. The Management has a right to refer the affected staff member for medical advice to the hospital or medical practitioner of its choice.



PRINCIPAL

INSTITUTE OF AERONAUTICAL ENGINEERING
Dundigal, Hyderabad - 500 043
Telangana State

- f. ML will be sanctioned only on production of a medical certificate from a registered medical practitioner.
- g. Intervening holidays will also be treated as ML.
- h. If the holidays are prefixed or suffixed with ML they will not be counted along with ML.
- i. Special medical leave of 12 days with half salary above the normal medical leave will be sanctioned to a staff member who meets with an accident / has any other severe health problem and he / she should have been hospitalized.
- j. ML intimation must be given to the Principal as soon as possible and application in writing should be submitted within 7 days from the date of availing ML.
- k. The sanction of the medical leave is subject to the discretion of the Principal.

MATERNITY LEAVE (MAT):

- a. The leave is admissible to women faculty who has completed **two** years of service at IARE.
- b. The leave is admissible to married women employees appointed on regular basis.
- c. The leave may be sanctioned up to 120 days **half-pay leaves**.
- d. The leave is not admissible in case of an employee, who has two or more surviving children.

PATERNITY LEAVE (PL):

- a. A Male employee of the institution, who has completed at least two years of continuous and satisfactory service, is eligible for paternity leave (PL) for a maximum of 4 days within 15 days from the date of delivery of his Spouse, subject to prior approval of the Principal. The CL for maximum of 2 days can be clubbed with PL.
- b. PL sanctioned shall be availed on a continuous basis and cannot be availed in installments.
- c. An employee can avail PL only for two times in his entire service period.
- d. The decision of the Principal will be final in sanctioning of PL.

OFFICIAL DUTY (OD) / ACADEMIC LEAVE (AL):

This is permitted to staff members who are assigned a duty officially. The nature of duties and the number of days of OD / AL permitted are as follows.

- a. For the conduct of practical, theory and paper valuation faculty members will be permitted.
- b. Total OD / AL of 5 days per semester will be granted for the following:
 - Participation and / or Presentation of paper in National / International / Seminars / Conference / Symposium / Workshops
 - Ph.D Viva-voce and Synopsis submission.
- c. Staff members are permitted to go on 'Academic Leave' for academic works of the institute such as Board of Studies, Academic Council, Staff Selection Committee, Accreditation committee, Resource person for other institutes and other Committee / Council formed related to the works of AICTE / other prescribed bodies etc., after obtaining prior written permission from the HOD and the Principal. Staff members availing OD / AL are entitled to draw the salary in full for the entire period of OD / AL.
- d. In all the cases, prior written permission has to be obtained from the Principal.

EARNED LEAVES (EL):

- a. All staff members earn 3 days EL per year of service.
- b. The quantum of earned leaves are admissible based on the date of joining their service on prorating basis.
- c. Earned leaves will be credited to their account in the month of January on completion of each year of service.

ADMINISTRATIVE MANUAL

- d. The staff is permitted to surrender in multiples of 15 days of EL accumulated beyond 9 ELs in a year and apply for encashment of the same. The cash equivalent to a maximum of 30 days will be allowed. However, the staff who tender resignation or whose services are terminated will not be eligible for encashment balance of EL, to their credit.
- e. Balance of ELs cannot be utilized on submission of resignation.
- f. Earned Leaves encashment Formula:
$$\text{Formula} = [(75\% \text{ of Gross Pay}) / 30] * \text{No of ELs}$$
- g. Staff member can avail the ELs only after accumulating beyond 9 ELs in their account.
- h. Any staff member can avail ELs only after prior approval by the Principal.

SUMMER VACATION:

- a. The vacation period for teaching staff and non-teaching staff for one academic year is totally 30 and 15 days respectively. The staff members are permitted to avail the vacation in the maximum of 2 spells.
 - Teaching faculty (Total: 30 days)
 - Non-teaching staff (Total: 15 days)
- b. One third of unused summer vacation will get convert into ELs.
- c. The vacation is for a specific period and is decided by the management. No staff member can take the vacation after the vacation period.
- d. Availing the total period of vacation at a stretch is not permitted.
- e. The Principal has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the Institution.
- f. When prevented from enjoying the vacation, the particular staff will be eligible for the grant of suitable compensatory additional leave after the end of the academic year.
- g. Staff members who have completed one year of service as on date of commencement of vacation period are entitled for vacation as detailed above.
- h. However, the staff with a service of less than one year will be given vacation proportionally to the length of period of service rendered by him / her.
- i. No other leave can be combined with vacation.
- j. All the staff must be present in the institution on the last working day prior to the vacation and also on re-opening day after the vacation to become eligible to draw their vacation salary.

Note: Any type of leave mentioned above cannot be claimed as a matter of right and the decision of the Management / Principal in all the cases is final.

CONDUCT RULES:

Every faculty shall be governed by these rules and is liable for all consequences in the event of any breach of rules.

1. Faculty should maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the institute and management.
2. Faculty should be on time to the institution and be present during all working hours. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities. Even during leave or vacation, no faculty shall leave head quarters without the prior permission of the competent authority.
3. Faculty cannot engage directly or indirectly in any trade, private tuition or undertake outside employment.

ADMINISTRATIVE MANUAL

4. No faculty shall engage in strike or similar activities such as absence from work or neglect of duties etc.
5. Any aggrieved faculty should seek redressal through the grievance procedure of the institute.
6. No faculty should play politics of any kind and causing embarrassment to the institution's prestige.
7. No faculty should maintain groups and not interacting / communicating uniformly with all staff members.
8. No male staff members should interact and communicate closely with girl students and also Staff members, both male and female, has to maintain professional distance and should not indulge in affairs of any kind with one another.
9. The faculty should maintain healthy interaction with the students and pay attention to their personal and professional problems.
10. The faculty should avoid carrying and attending to calls during class hours and also not allowed to use mobile phones while moving in corridors. This cautious behavior will ensure discipline among the youngsters too.
11. The faculty should insist that all students get up and greet the teacher as and when the teacher enters the lecture hall as this training would help them develop good manners and enable them to greet the fellow faculty members as and when they come across.
12. As theory and practical's are twin methods of teaching the faculty should always remain in the laboratory during practical sessions and assist students with their experiments.
13. As students are prone to depressions, mental stress the faculty should make it a point to counsel them at frequent intervals, especially, before and after the examinations.
14. The faculty should update academic skills by attending to workshops, FDPs, research programs, seminars and so on. And also faculty should make use of ICT, NPTEL, and other online digital resources.
15. The faculty should discharge official responsibilities as assigned by Principal / HOD related to university / institute/department.

DISCIPLINARY ACTION

1. Any employee is liable for disciplinary action for disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself.
2. After establishing the misconduct of the employee, the following disciplinary actions will be initiated.
 - a. Issue of a Memo
 - b. Withholding increments / promotion
 - c. Recovery from his salary whole or part of any pecuniary loss caused to the institute due to negligence of duty or breach of orders / rules.
 - d. Suspension
 - e. Removal from service
3. If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of four members – Disciplinary committee chairman, HOD and two senior faculty members from other departments. An employee can appeal to the Management / Principal against any punishment imposed by the competent authority.
4. The employee can be terminated without assigning any notice if found guilty of misconduct or negligence, threatening, absence from service without prior notice in writing or without sufficient cause for 07 days or more and not obeying the management instructions.
5. Terminated Staff member will not be reappointed under any circumstances.

RESIGNATION PROCEDURE:

1. No resignation will be accepted in middle of the academic year. If they do so, they have to give three months' notice or refund three months' pay. The resignation shall come into force from the date of accepting the resignation by the Principal or the date of submission of resignation by staff member, whichever is earlier.
2. The letter of resignation has to be forwarded through proper channel.
3. During the notice period no leaves will be sanctioned. If he/she is absent from the duties during the notice period, the notice period is extended.
4. The faculty should submit a No-Due Certificate in the appropriate proforma.
5. The institute issues a "relieving letter" along with "service certificate" and returns the documents pertaining to the faculty.

NON-TEACHING TECHNICAL STAFF

Eligibility Procedure: "Technical Support Staff" comprises the following categories with qualification, Experience and pay Scales:

S. No	Category	Qualification and Experience
1	Workshop Assistant	B.E. / B.Tech. Mechanical / Civil Engineering with 10 years of experience in the relevant field
2.	System Administrator	B.E. / B.Tech. or equivalent in Computer Science with 5 to 6 years of experience in networking and system administration.
3.	Programmer	B.E. (CSE) / B.Tech. (CSE) / M.Sc (Computer Science) / MCA / M.Tech
4.	Computer Operator	Any Degree with Computer knowledge.
5.	Technician / workshop Instructor	I.T.I. in the concerned trade & Apprenticeship.
6.	Lab Assistant	Degree / Diploma / ITI with 2 years of experience in the relevant field. In case of Physics & Chemistry, a degree in the respective discipline.

Pay Scales and Allowances:

1. **Pay:** Pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.
2. **Allowances:** Dearness, House rent and other allowances as per Telangana State. State Government rates and rules as extended by management are adapted from time to time to all regular employees of the institute.

Recruitment Procedure: The concerned HOD / puts up a consolidated requirement to the Principal who in turn arranges for recruitment. An oral and practical interview is conducted by a committee consisting of the HOD and a senior faculty. The selected candidates will be interviewed by the Principal.

Compliance requirements of the technical support staff at the time of joining.

1. The appointee should abide by the rules and regulations of Institute.
2. The appointee should furnish the details such as bank Account No, PAN no, and deposit the relevant certificates in support of the qualification and experience.
3. The appointee should submit the joining report and sign an undertaking accepting to render a minimum of one year of service.

NON-TEACHING SUPPORTING STAFF

Eligibility Procedures: “Non-Teaching Support Staff” comprise the following categories with qualification, Experience and pay Scales:

S. No	Designation	Qualifications
1.	Attendant	S.S.C.
2.	Record Assistant	Intermediate
3.	Junior Asst./ Typist / Jr. Steno	Any degree from University.
4.	Library Asstistant	1 st Class Diploma in Library Science.
5.	Computer Operator	Any Degree in Computers.
6.	Administrative Officer	Master Degree or Degree from any University.
7.	Accounts Officer	Master's degree in commerce
8.	Accountant	Bachelor's degree in commerce
9.	Women Protection Force	Any degree from University.

Pay Scales and Allowances:

- Pay:** Pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.
- Allowances:** Dearness, House rent and other allowances as per Telangana State, State Government rates and rules as extended by management are adapted from time to time to all regular employees of the institute.

Duties and Responsibilities of Non-Teaching Staff

Administrative officer: Administrative officer is responsible for:

- Security
- Canteen
- Material procurement including stationary.
- Supervision of sanitation, maintenance of the furniture and general equipment.
- Internal Arrangements
- Transport
- Miscellaneous
- Campus discipline and Cell phone checking and seizing from the students, general disciplinesuch as Ragging, Teasing etc., in the campus
- Office Administration and Correspondence.
- Submission to and receipt from of correspondence
 - Higher Education
 - Technical Education
 - JNTU
 - Minority cell if applicable
- Report to Management / Principal daily on the work progress.
- Any other work assigned by the authorities from time to time.

Accounts Officer / Accountant: Prepares and maintains all the finance related records of the institute and execute the functions like,

ADMINISTRATIVE MANUAL

1. Fee collection
2. Bill payments
3. Salaries and acquittances.
4. Purchases
5. Sundry expenditures.
6. Liaison with banks and financial institutions for loans
7. Student scholarships
8. Individual income-tax assessments and advice.
9. DD payments for various government institutions
10. Any other finance related matters.

Cashier/Accounts Clerk: Assist the Accounts Officer/ Accountant in all the financial services.

Office Assistant - Staff Related Functions

Maintain the records of

1. Staff personal file
2. Staff attendance register
3. Staff leaves
4. Service register
5. Inward and outward files
6. And any other staff related activates.

Office Assistant - Student Related Matters

Prepare and maintain the records like

1. Students admissions
2. Student personal files
3. Admission cum academic Register
4. Bonafide Certificates & ID Cards
5. Students list preparation in consultation with Exam Cell I/C
6. Loan estimation
7. Transfer / institute leaving certificate
8. And any other student related work

Office Assistant – scholarship and liaison

Prepare and maintain the records of

1. Eligible students for scholarships of various categories.
2. Submit and follow up with government agencies till the scholarship is materialized.
3. Disbursement of scholarship through cheques.
4. Submit acquittances to the government and follow up the renewals.

Front Office assistant/Telephone operator

1. Present a good show of office, receive visitors and attend to their queries.
2. Receive the incoming calls and route them to the respective officers and help the officers in establishing phone connections to outside agencies through the intercom.

Estate in-charge

1. Maintain the premises neat and tidy.
2. Monitor and maintain all the constructions.