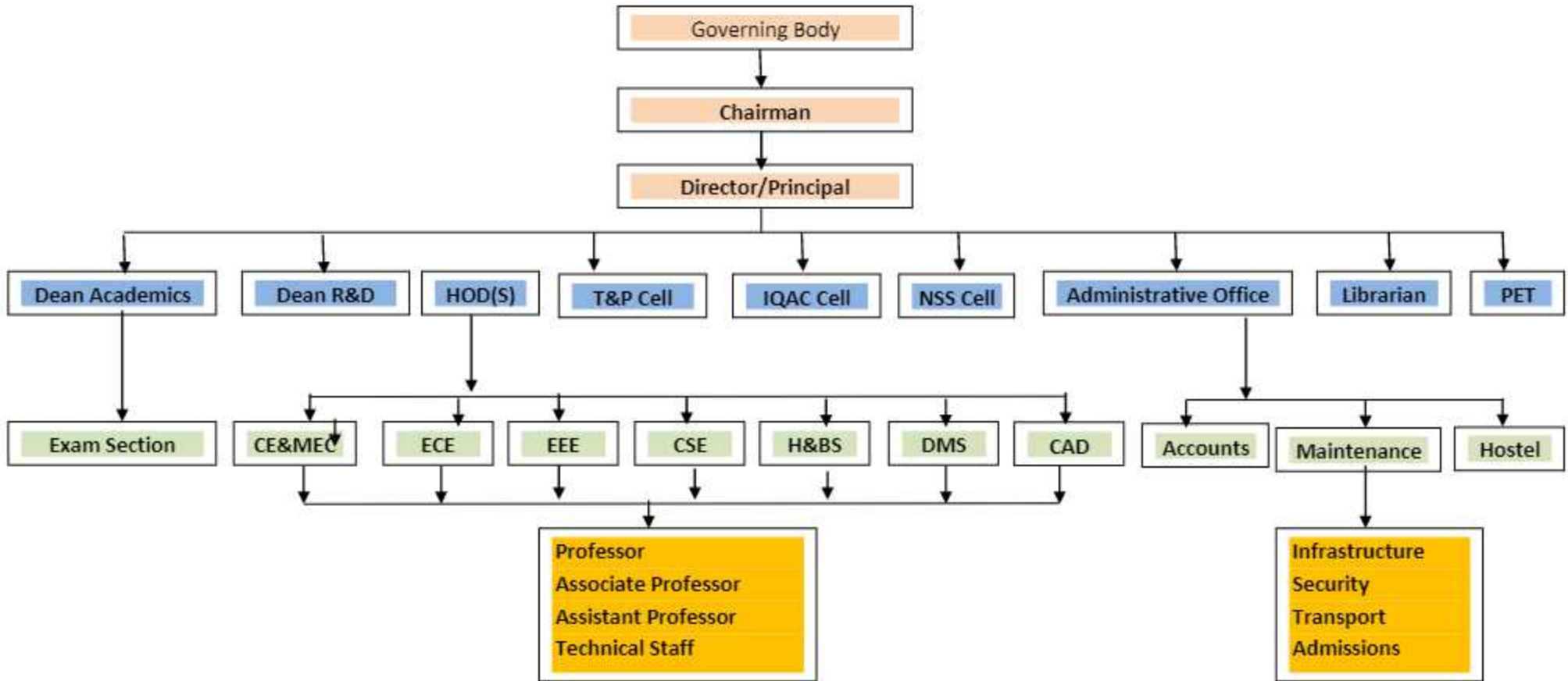


CHADALAWADA RAMANAMMA ENGINEERING COLLEGE (AUTONOMOUS)  
ORGANOGRAM





# CHADALAWADA RAMANAMMA ENGINEERING COLLEGE

(AUTONOMOUS)

## ADMINISTRATIVE MANUAL



## CHADALAWADA RAMANAMMA ENGINEERING COLLEGE (AUTONOMOUS)

(Managed by CVS Krishna Murthy Teja Charities, Tirupati)

Approved by AICTE, New Delhi, Affiliated to JNTUA, Anantapuramu, Accredited by NAAC with 'A' Grade

Chadalawada Nagar, Renigunta Road, Tirupati - 517 506. A.P.

[www.crectirupati.ac.in](http://www.crectirupati.ac.in)



**CHADALAWADA RAMANAMMA ENGINEERING COLLEGE**  
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## **Institution Vision and Mission**

### **Vision**

To be a premier institution, imparting quality education in the field of science, technology and management to produce globally competent professionals.

### **Mission**

1. Continuously update curricula and teaching learning process to meet the needs of industry.
2. Inculcate research, innovation and development among students and faculty.
3. Develop competence among the students to work in diverse fields and cultures with ethical practices.



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## **Section I: Basic norms**

### **1.1 General**

- a. These rules shall be called "CREC(A) Tirupati, Service and Conduct Rules" and shall come into force from 2021 as decided by the CVS Krishna Murthy Teja charities.
- b. These rules shall apply to all categories of faculty/staff members.

### **1.2 Definition:**

- a. 'Institute' means "CREC(A)
- b. 'Trust' means "CVS Krishna Murthy Teja charities"
- c. 'Teaching Post' means a post carrying a definite scale of pay / consolidated pay
- d. 'Supporting Staff' means a person appointed in a Non-Teaching post to which no other person holds a lien.

### **1.3 Service Records**

#### **1.3.1 Records of Service**

- a. A service book for keeping the record of service of faculty/staff shall be maintained by Office in respect of each employee of the Institute.
- b. All activities of a staff member in his/her official position shall be recorded in this service book, and each entry must be attested by his/her superior.
- c. The O.S shall show the service book to each faculty/staff member in the month of April every year and the employee shall sign in the service book after verification.

#### **1.3.2 Service conditions for the faculty/staff members**

- a. Every faculty/staff member shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- b. All faculty/staff members shall employ themselves honestly, efficiently and diligently under the orders and instructions of the Principal/Director or other officers under whom he/she shall, from time to time, be placed. He/she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.
- c. Every faculty/staff member shall devote his/her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned/involved in any trade, business or canvassing/private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman/Director/Principal.



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- d. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the Institute, such members of the staff as are required will be commissioned by the institute, with/without additional remuneration or honorarium as prescribed by the institute, from time to time.
- e. Any faculty/staff member, on appointment, except on contract, shall be on probation for a period of one year.
- f. All the teaching staff on permanent basis shall be paid AICTE scale of pay and other allowances as per Institute norms. In addition, contribution shall be made by the management towards the employees' provident fund, at a rate fixed by the Government of Andhra Pradesh.
- g. Staff attendance should be signed every day in staff attendance register and swipe the attendance machine while he/she enters into institute and swipe while he/she leaves the institute.
- h. Staff should be available in the Institute premises during the entire period of office hours, on all working days.
- i. If a staff member on any kind of leave has to be out of station, he/she should intimate the Principal/Head of the Department his/her exact out station address and phone numbers in his/her leave application.
- j. No faculty member shall apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal/Director. Any violation of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the institute.
- k. The Principal/Director shall have the right to place any staff under suspension on charges of misconduct.
- l. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Principal/Director/Correspondent has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by Principal.
- m. For the development and progress of the institute/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- n. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.



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- o. Staff members should get prior permission from Management/Principal/Director to contact any outside agency or government departments for any matter related to the institute/hostels.
- p. In case a faculty/staff member draws advance from the institute to meet financial expenses for official tour or for arrangement of an institute event, he/she shall settle the account within 10 days from the date of withdrawal of advance, failing which the advance shall be adjusted from his/her salary.
- q. Faculty / staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
- r. All faculty/staff members shall be governed by general rules / norms also practiced by institute from time to time.
- s. The appointing authority shall have the power to terminate the service of any member of the faculty/staff by 3 months' notice if on the medical grounds, certified by a medical authority nominated by the Governing Body; his/her retention in service is considered undesirable by such authority.

**1.3.3 Termination of Service/Resignation**

- a. If in the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, due to which his retention in service is considered undesirable, by such appointing authority, his services may be terminated.
- b. Faculty member, when resigns, has to give the following information.
  - i. Nature of appointment at this institute (Consolidated or on scale)
  - ii. Notice period (one Month/3 Months)
  - iii. Reasons for resignation (unless it is confidential)
  - iv. Date of relief, before the end of the notice period
- c. The member will be relieved on any day before the end of the notice period as decided by the Principal of the Institute. However, the Principal of the Institute has the right to detain the member beyond the notice period till the end of the semester or academic year.
- d. The decision regarding the date of relief will depend on a number of factors such as the appointment of a substitute, completion of the responsibilities such as syllabus completion, valuation of the answer scripts, completion of a particular assignment entrusted to the member, etc. if any.
- e. The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.



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### **Section II - Method of Recruitment**

#### **2.1 Screening**

- a. Recruitment is normally done twice/thrice in a year.
- b. Number of vacancies is notified by Principal/Director based on student strength/resignations or terminations of staff members, to the management for approval/information.
- c. Vacancies are advertised in leading newspapers – both Telugu and English and also through recruitment websites.
- d. Screening of applications is done by the respective screening committee. Short listed candidates are informed through call letters. At times, Walk- in interviews are also conducted for immediate postings.

#### **2.2 Interview**

- a. Interview Committee consists of Chairman/Chief advisor Principal/Director, Senior faculty member; subject expert from outside the institute and respective Heads of the department.
- b. In case of large number of applications, a written test is conducted for Asst. Professor post and short-listed candidates shall be called for personal interview and selection be made on merit.
- c. Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairman, Principal/Director as per the guidelines approved by the Governing body.

#### **2.3 Pay fixation**

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

#### **2.4 Promotion policy:**

##### **Probationary period:**

Employee will be on probation for a period of one year from the date of joining. After the probationary period, the period of probation may be either extended, by another year or dispensed earlier.





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Employee's performance during the probationary period will be at the discretion of the management and thoroughly assessed, and only on satisfactory completion of initial or extended period of probation, new employee will be confirmed in the regular service of the Institution. During the probationary period, employee may be terminated at the sole discretion of the management without assigning any reasons whatsoever, and without payment of any compensation. After the probationary period, employee will continue to be deemed probationer till such time a written confirmation order is issued to employees, confirming the reinduction in to the regular service of the Institution.

- i. Increments and Promotions Employee's performance and contribution to the department and the institution will be an important consideration for salary increments and promotions.
- ii. Employee's increments and promotions will also be based on the appraisal done by the management, and superiors.
- iii. Resignation Employees who wish to leave the services of CREC, he/she will be relieved only at the end of a semester, provided they have to tender three months' notice or surrender three months's salary. However, it is left to the discretion of the Management, to relieve earlier. Likewise, if employee's service is not satisfactory/required by the management, it has the discretion to terminate the services at any point of time with two months notice .

### **Superannuation:**

#### **The age of superannuation–**

- (I) Teaching Faculty-65Years
- (II) Non Teaching –60 Years

The age of retirement of teaching faculty member shall be as per AICTE Norms. The age of retirement of other non – teaching staff shall be as per State Government Rules and or as may be decided by the Management.

### **Employee Benefits**

#### **Provident Fund:**

Employees who are eligible are entitled to Provident fund benefits as per the provisions of — Employees' Provident Fund and Miscellaneous Provisions Act 1952 II.c. ESI



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- (i) The Management is keen on extending the benefits of Employees State Insurance to the employees of our College. All the staff members (Teaching, Non-Teaching and Supporting), earning Rs.15,000/- and below, are registered under the E.S.I. scheme,
- (ii) As per the E.S.I. scheme, Staff has to contribute an amount of 1.75% of their total earnings every month. The Employer (College Management) in turn, shall contribute a sum of 4.75% of the total earnings of the employee. All employees are entitled to gratuity benefits as per the provisions of the-Gratuity Act 1972.
- III. Group personal accident Insurance Employees completing 2 years of service in our Institution are eligible to cover under the Group insurance scheme.

**The benefits are:** a) Accidental hospitalization for Rs.20,000/-per staff.  
b) Accidental death claim for Rs.2,00,000/- per staff

- (v) **Financial Assistance for** attending Seminars, Conferences, etc./Official visits/Paper Publications etc.,
- a. Person entering the teaching profession with PG Degree shall be designated as Assistant Professor and shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000
- b. Assistant Professors with Ph.D. having 5 years of experience or Assistant Professor with completed service of 10 years can be promoted as Associate Professor and shall be in the Pay Band of Rs.37400- 67000 with AGP of Rs.9000.
- c. Associate Professors completing Ph.D. having 10 years of Experience shall be promoted as Professor and can be in Pay Band of 37400-67000 with AGP of Rs.10,000.

### **Section III: Conduct & Discipline**

#### **3.1 Conduct**

- a. Every faculty/staff member shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- b. Every faculty/staff member shall abide by and comply with the rules and regulations of the institute and all orders and directions of his/her superior authorities, under whose control, he/she is placed.
- c. Every faculty/staff member shall extend utmost courtesy and attention to all persons with whom he/she is to deal with in the course of his/her duties.



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- d. Every faculty/staff member shall endeavor to promote the interest of the institute and shall not act in any manner prejudicial.
- e. No faculty/staff member shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.
- f. No faculty/staff member shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the autonomy and integrity of India or public order or morality.
- g. No faculty/staff member shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the staff member shall obtain prior permission of the Principal/Director.
- h. A faculty/staff member of this institute shall strictly abide by any law relating to alcoholic drink or drug in force in any area in which he/she may happen to be for the time being and not to be under the influence of any alcoholic drink or drug during the course of his/her duty and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such drink or drug.
- i. Obligation to maintain secrecy: Every faculty/staff member shall maintain the strictest secrecy regarding the institute affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the institute staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- j. No faculty/staff member of the institute shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the institute, except with the prior permission of the Correspondent.
- k. Acceptance of gifts: A faculty/staff member shall not solicit or accept any gift from any subordinate employee, provided that such gifts, grants and donations shall be received by a staff member in the official discharge of his duties for the Institute.

### **3.2 Discipline**

- a. The Chairman/ Principal or any other competent authority may place a staff member under suspension when disciplinary proceedings against him/her are contemplated or are pending or a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.



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- b. A staff member who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention/conviction by an order of the Chairman / Director / Principal and shall remain under suspension until further orders.
- c. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

## **Section IV – Leave Rules**

### **4.1 General**

- a. Leave accounts shall be maintained for each staff member in appropriate forms.
- b. Leave is earned by "Duty" only. Duty for the purpose of leave includes, in addition to the days on duty;
- c. 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 or based on the reason for leave application.
- d. A faculty/staff member who tenders resignation will not be eligible for any leave excepting the casual leave for the proportionate period.
- e. The sanctioning authority may recall a faculty/staff member to duty before the expiry of his/her leave or vacation.
- f. Unauthorized absence from duty may be treated as misbehavior involving disciplinary action.
- g. A faculty/staff member on leave shall not take up any service or accept any employment without the prior sanction of the sanctioning authority.
- h. The principal shall be the authority competent to sanction leave to all staff member. In the case of the Principal, Chairman will be the authority to sanction leave.
- i. Casual leave will be admissible to a staff member of the Institute for a total period not exceeding 12 days in a calendar year. It may be granted for a period not exceeding 5 days at a time, including holidays. It may also be granted for half a day. Any balance period of C.L. shall lapse with the Calendar year.
- j. Casual Leave should not be combined with any kind of regular leave or vacation or with Special Casual Leave.



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- k. *Extraordinary Leave:* Extra-ordinary leave maybe granted in the special circumstances mentioned below:
  - i. When no other leave is admissible, or
  - ii. When other leave being admissible, the employee applied in writing for extraordinary leave. Such leave is not debited against leave account.
- l. *Leave Salary:*
  - i. A staff member on leave is entitled to leave salary equal to the pay drawn in his/her post before the day leave commences.
  - ii. A staff member on extraordinary leave is not entitled to any leave salary.

**4.2 Staff members appointed on Regular Basis (on scale)**

**a. Vacation Leave:**

- i. The Teaching staff and such other members of staff declared as vacation staff shall be eligible for 30 days of vacation in a calendar year.
- ii. Vacation may be taken in combination with any kind of leave excepting the Casual Leave provided the total duration of vacation.

**b. Maternity Leave:**

Maternity leave on full pay may be granted to a woman employee for a total period of 180 days to be availed in the entire career. This will be granted subject to the production of Medical Certificate from the Doctor specifying the period of leave recommended. Maternity leave may be combined with earned leave. Extraordinary leave may be granted if Medical certificate supports the request. Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 180 days and the application for leave is supported by Medical Certificate. Maternity leave will be sanctioned only in case of woman employee with a minimum of three years' service at this Institute, once during the service period.

- c. Special C.L. not exceeding 6 days commencing from the date of operation shall be granted to male employee when he undergoes sterilization operation under the family planning scheme, once during the service period. This will be granted subject to the production of a Medical Certificate from the Doctor who performs the operation to the effect that the operation has been performed on him.
- d. The minimum period of leave under these categories is 3 days and must be applied at least 3 days before proceeding on leave. The employee can proceed on leave only after getting such leave sanctioned.



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### **4.3 On Duty**

- a. Teaching staff members shall be permitted to avail Special Casual Leave (SCL) for a maximum period of 15 days for examination/valuation duty purpose. In addition, Staff member shall also be permitted to avail on duty for attending FDP/Workshop/Conference/Symposiums/Seminars etc., in an academic year (not exceeding 15 days). ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).
- b. Teaching staff who are deputed for specific purpose on "Other Duty" should submit a detailed report to the principal about the purpose for which they are deputed, on the next day without fail.
- c. The staff members who are proceeding on "Other Duty" with the approval of Principal should produce the "Attendance Certificate" immediately on the date of joining duty after availing "OD".

### **Section V: General regulations for faculty/ staff members**

**Hours of Work:** The working hours for the teaching faculty and Non-Teaching faculty are between 09.00A.M and 5.00P.M IST

**Attendance and Punctuality:** Regular attendance is essential to the efficient functioning of the institution and is a necessary condition of employment

**Identification Card** Identification cards are issued to all staff members and they are expected to carry /wear them while they are in the campus.

The college observes a formal dress code. All employees should use discretion in wearing attire that is appropriate for the work in the institute.

- a. The Faculty Member should come to the institute at least 15 minutes before the commencement of classes and should leave the Institute not earlier than 15 minutes after the end of the last hour.
- b. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- c. The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching contact hours should be at least as follows:
  - (i) Principal 8 hours/week
  - (ii) Professor 12 hours / week
  - (iii) Associate Professor 16 hours / week
  - (iv) Assistant Professor 22 hours/week



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- d. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.
- e. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- f. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- g. The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra- curricular activities which he / she is interested in or assigned to him/her from time to time.
- h. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

**Section VI: Department rules**

- a. The faculty member should always interact with the HOD and keep the HOD in confidence about the member's professional and personal activities.
- b. The teaching load will be allotted by the HOD after taking into account of the faculty member's professional specialization interests.
- c. In addition to the teaching, the faculty member should take additional responsibilities as assigned by Principal / HOD in academic, co-curricular or extra-curricular activities.
- d. Every faculty member must give seminar at least once in each semester to other faculty.
- e. Every faculty member has to post the student attendance online and simultaneously the absentees should be noted every day in the attendance register maintained by the faculty member.
- f. Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/ invigilation duty. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- g. The Faculty Member should make him/her presentable. The Faculty Member should show no partiality to any segment / individual student.
- h. The faculty counselor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.



## **Section VII: Class room teaching norms**

- a. Once the subject is allotted the faculty member should prepare the lecture hour wise lesson plan/synopsis.
- b. The Faculty Member should get the lesson plan and course file approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, handouts, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, assignments.
- c. The attendance register must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- d. The Faculty member should refer to more reference manuals than text books and prepare his/her detailed lecture notes. The Faculty member should not dictate the notes in the class.
- e. The Faculty member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- f. The Faculty member should engage the full 50 minutes and should not leave the class early.
- g. For the first 5 minutes the faculty member should recall the lessons of the previous lecture, and brief for 2 minutes about what they shall be taught in the current session, then go on lecture up to 45 minutes and in the last 3 minutes conclude and say what is likely to be taught in the next class.
- h. The Faculty Member should cultivate to include humor in the lecture, to break the monotony.
- i. Every faculty member shall practice/rehearse the lecture well before going to the class.
- j. The Faculty member should make use of LCD projector, Models, NPTEL material, Flip class etc., as teaching learning methods and aids.
- k. The Faculty member should encourage students asking doubts / questions.
- l. The Faculty member should get the feedback from students and act/adjust the teaching appropriately.
- m. The Faculty member should take care of academically backward students and pay special attention to their needs in special classes.
- n. In numerical oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least one week in advance of actual class.
- o. The Faculty Member should sign in the class log book every day after he/she complete the lecture.
- p. The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- q. The Faculty member should always aim for 100% pass results in his /her subjects and work accordingly.





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- r. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- s. The faculty member should be available for doubts clearance.
- t. The Faculty member is expected to motivate the students and bring out the creativity/originality in the students.

**Section VIII: Laboratory**

- a. The Faculty Member conducting laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- b. Whenever possible, additional experiments to clarify or enlighten the students must be given.
- c. The lab observations must be corrected then and there and the records before the next class.

**Section IX: Tests / Examinations**

- a. While setting question paper, the faculty member should also prepare the detailed answer and marking scheme (also indicate COs along with Blooms taxonomy level) and submit to HOD for approval.
- b. During invigilation, the faculty member should be continuously moving around. He / She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody resorts to any malpractice in the exam/test.
- c. Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the Chief Superintendent of examinations.
- d. The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Principal with remarks.
- e. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.,

**Section X: Student - Faculty relations**

- a. The faculty member should have a good control of students.
- b. As soon as the faculty member enters the class, He / She should mark attendance. If anybody enters late beyond 5 minutes, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the student counselor / HOD.



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- c. The Faculty Member should act with tact and deal with students gently.
- d. ***The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students*** and medium of instruction is ONLY ENGLISH.

**Interpretation:**

Notwithstanding anything contained in these Rules, the Governing Body shall have the power to decide on any matter when any difficulty arises, regarding the interpretation or implementation of any of the above Rules.

**Annexure:**

**Financial assistance for Paper Presentation / Publications for faculty/staff members**

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

1. A letter is to be put-up to the principal, recommended by the concerned Head of the Department, enclosing a copy of communication received from the organizers accepting the presentation / publication of the paper. The letter must necessarily give an estimate of expenditure involved including T.A, D.A, Registration fee etc., if any, etc,
2. The paper must be presented by the faculty member in the department, fixing-up a convenient date in consultation with the department coordinator. This presentation can be either before or after receiving the acceptance letter from the conference organizers / publisher.
3. After the presentation of the paper in the conference, a claim is to be made by the faculty member giving the details of expenditure incurred showing the proof of such expenditure.
4. Faculty members are eligible for T.A & D.A. as per the Institute rules but must produce the tickets or photo copies of the tickets, receipt of registration fee, as the proof of such expenditure. However, no proof is required for claiming the D.A.
5. The actual expenditure incurred in the above forms, subject to a maximum of Rs.3,000/- will be sanctioned to the faculty member for paper presentations in the Conferences.
6. Faculty members presenting papers in International conferences abroad will be eligible for a financial assistance of Rs.10, 000/-.
7. Faculty members publishing papers in international journals are eligible to claim the expenditure involved in getting the paper published, subject to a maximum amount of Rs.5,000/-.



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8. A faculty member can avail such financial assistance from the Institute, to an extent of two conferences in a calendar year out of which only one can be for presentation abroad. However, the claim for international journal paper printing expenditure can be made once in a year irrespective of the claim for the presentation in Conference. If the faculty member presents papers more than twice in any calendar year, the financial assistance cannot be extended for those additional presentations. However, the period of absence on all such paper presentations will be treated as on duty.

**TA, DA & incidentals for faculty/staff members**

Grades	Salary (per month)	TA (actual subject a maximum of)	DA		Rent	
			State capitals	Other places	State capitals	Other places
I	Rs.91,000/- & above	1st class A/C	Rs.350	Rs.200	Rs.1500	Rs.1000
II	Rs.41,000/- & above but less than Rs.90,000/-	2nd class A/C	Rs.300	Rs.170	Rs.1200	Rs.700
III	Rs.15,000/- & above but less than Rs.40,000/-	3rd class A/C	Rs.300	Rs.170	Rs.1000	Rs.500
IV	Less than Rs.15,000/-	2nd class Sleeper	Rs.250	Rs.150	Rs.800	Rs.500

Incidentals at actual full D.A. for the 8 hrs to 24 hrs of absence from headquarters; 50% D.A. for the 4 hrs to 8 hrs of absence from headquarters; Nil D.A. for less than 4 hrs of absence from headquarters.

However, for journey undertaken by employees of any grade by Volvo bus to Vijayawada/Hyderabad / Bengaluru etc., actual bus fare is to be taken as T.A. to be paid.

**Leave and Vacation:**

Leave	Number of days	Eligibility
Statutory Holidays	Statutory holidays as announced(18 days paid holidays)	All staff
Casual Leave	12days	All staff
Medical Leave	15 days per year with ½ pay and eligible for ML	After two years of service



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<b>Maternity Leave</b>	3 months with full pay (for first 2 children only) Staff members availing Maternity leave are not eligible for vacation leave during the calendar year concerned and they can avail vacation leave only after completing one year of service from the date of rejoining. Staff members resuming duty after maternity leave have to complete six months of service to be eligible for the maternity Leave pay	After one Year of service
<b>Vacation Leave</b>	Vacation Period      Service less than 2 years      Service more than 2 years	After one year of service
<b>Teaching</b>	summer      2 weeks      4 weeks winter      1week      2 weeks	
<b>Non Teaching</b>	Non teaching staff can avail the vacation leave round the Year subject to the approval of Principal and Heads of the Department	After one year of service-Eligible for 14 days After two Years of service-Eligible for 28 days

**Note:**

1. Compensation Off will be approved if the employees work on holidays with the approval of Principal & HOD.
2. Any category of the above leaves cannot be clubbed. On Duty Norms the Following Table 10.23 shows the details of On-Duty norms for all staff.

**Table: ON-Duty Norms:**

S.No	Nature of Work	No.of Days Per Semester
1.	JNTUA--Valuation/Invigilation/Practical	10 days
2.	Any Autonomous Institutions(Practical+ Valuation +Invigilation)	5 days
3.	Paper Presentation in conference, Seminars, Workshops& etc.	5 days



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4.	SDP, FDP, Other Training programmes organized by IITs, IIMs, NITs, CII, FICCI, ISTE, AICTE, JNT University(1perSem)	Programme days
5.	Guest Lectures /Invited Lecturers / Resource person(Institution equivalent	Actual days
6.	Member of •BOS meeting/DC meeting• Session jury–Conference, Workshop etc.,	Actual days
7.	Official visits/Programmes nominated by Management	Actual days

**Note:**

1. If the number of OD exceeds the above norms, needs approval of Principal & HOD
2. In addition to the above, two days of on duty will be given for Ph.D. viva voce & Convocation. D.A. Norms for Staff–I. Vs the following Table shows the details of D.A. Norms, for Staff members who are accompanying students during Industrial visits(I.V.).

**Confidential Reports (Performance Reports)**

Confidential performance reports, as prescribed in Annexure\_ A' both for Teaching Staff and Non-Teaching, Technical and Ministerial staff in the prescribed proforma, will be maintained for the staff working in the CREC. The Reports are to be submitted to the principal twice in a calendar year i.e.by the end of June and December each year in respect of adhoc staff and once in each year in respect of approved probationer / Regular Staff / to reach by end of December. These Reports can be called for reference of Governing Body of the Institute.

**VI. Increments**

Increments will be sanctioned only on satisfactory performance of the employee. An increment may be with-held to an employee, if it is established that the conduct has not been good or his work has not been satisfactory. The authority ordering such withholding the increment, shall state the period for which it is to be with-held and whether the postponement shall have the effect for postponing future increments also. It shall be further stated in the order that, the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed.



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### **Resignation**

A member of the regular service shall give minimum of three months' notice in case he/she desired to be relieved resignation or in the alternative he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts the resignation, and the candidate is relieved. However, the appointing authority reserves the right to waive the notice period or the compensation thereof. In case of member on adhoc/contract/temporary service, the period of notice will be one month.

### **Termination of services of an employee**

1. The services of adhoc /contract employee are liable to be terminated at any time, without notice and without assigning any reasons whatsoever.
2. The Managing Committee reserves the right to terminate the services of an employee whether probationer or regular/permanent by giving three months' notice or three months' salary in lieu thereof without assigning any reason.
3. The Managing Committee can terminate an employee whether on contract/adhoc probationary or regular / permanent is he/she is involved in political activity, or in a criminal case or in the event it is established by a competent committee appointed for this purpose that the employee has failed to do his duty, charged with moral turpitude or negligence of duties, or when convicted by a court of law.

### **Leave Rules:** Generally, to follow rules.

- a. Leave shall not be availed as a matter of right. The competent authority alone shall have the right to sanction it or otherwise.
- b. For the purpose of the Leave Rules, the employees shall be classified as teaching and Non-Teaching. Non-Teaching staff are treated as Non-Vacation Staff.
- c. A Leave account shall be maintained for each employee in the prescribed form.
- d. Leave of any kind shall not be granted for continuous period exceeding 3 years. Only prefixing or suffixing any kind of leave is allowed with vacation, with prior approval.
- e. Any kind of leave may be granted in combination with or in continuation with any other kind of leave, with prior approval.
- f. No leave shall be granted beyond the date on which an employee must compulsorily retire, except where it has been applied in sufficient time before the date of retirement and refused by the competent authority owing to exigencies of institute service.



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- g. All employees are eligible for sanction of the following.

**Casual Leave**

- a. All Employees of the college shall generally be entitled to 12 days of C.L. per calendar year and 5 optional holidays, subject to any changes from time to time approved by the Managing Committee C.L. for Half day can also be granted. 5 optional holidays in a calendar year will be observed jointly by all the institutions.
- b. Normally not more than two days of C.L. can be availed in a month. However, at the discretion of the Principal and with prior permission, C.L. in excess of two days in a month may be availed. Principal, at the discretion, may also permit C.L. to be suffixed, prefixed or sandwiched with other public holidays provided the total duration does not exceed 10 days. In case this stipulation of 10 days is exceeded, the total period will be debited to other leave including L.O.P. to which they are eligible. For contract/adhoc staff C.L. will be granted in proportion to their service put in.

**Compensatory Leave**

Non-Teaching Staff including ministerial staff shall be entitled for compensatory leave on the specific direction or recommendations of the Head of the Institute or Head of the Department whenever they are required to work on a Holiday / Holidays with prior approval, to maximum of 5 days per calendar year. Such leave will have to be utilized during that calendar year only with prior approval. This will not apply to the work of University Examinations/other duty which is remunerative.

**Special Casual Leave**

Teaching Staff Members are entitled for the availment up to 18 days of Casual Leave in a Calendar year, at the discretion of the principal, in connection with the Examination work, Spot valuation, and invigilation. Squad duties etc., which are remunerative and up to 5 days of Casual Leave in a Calendar year for the non-remunerative academic work such as attending seminars, Board of Studies or Faculty meetings etc. This will be granted only on Production of Invitation from the J.N.T.U./other Institutions and on production of attendance Certificate from the said University/Institutions.

**Extra-Ordinary leave for staff on study leave**

Leave on loss of pay for higher studies for a period given below may be granted after 5 years of Regular Service.

1. For M.Tech., 1½ year
2. For Ph.D., 3 years or equal to the period normally required for completion of a particular course not exceeding 3 years.



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Employees who go for Higher studies in India / On Foreign Assignments /Foreign scholarships have to execute a bond to serve the institute for a period of 3 years immediately after return or equivalent to study period after completion of his/her studies assignments etc., to be fixed by the Management or in lieu thereof they have to pay salary for the equivalent period of study, assignment etc., or as fixed by the Management.

### **Vacation:**

Vacation is generally as stipulated by J.N.T.U.A and approved by the principal may be availed of in combination with or in continuation of any kind of leave. Provided that the total period of E.L., H.P.L. commuted on medical ground and on private affairs should not exceed 180 days.

### **Maternity Leave:**

Maternity Leave on LOP up to a maximum of 90 days to married women employees can be approved. Other conditions will remain as they are.

### **Lien/Deputation:**

Lien / Deputation may be granted, depending up to staff position, and entirely at the discretion of the Principal/Management to work elsewhere for a period of 2 years, extendable in exceptional cases, only when an employee has put in more than 5 years of Regular Service.

### **Conduct Rules Governing the Staff Appointed:**

An Employee of the Institute shall devote his whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in another Institution or any other work, which is likely to interfere with the proper discharge of duties. This provision shall not apply to the Academic work like giving Guest Lectures, giving talks and any other work undertaken with prior permission of the principal. With the introduction of revised U.G.C. scales, the norms of workload applicable are as follows:

Those norms are fixed taking into account the U.G.C. guidelines as applicable to the Universities and Engineering colleges, subject to practice in J.N.T.U.A.

### **Work load for teachers in under-graduate/post graduate courses**

The work – load of various activities should be not less than 40 hours, a week for a teacher who is in full time employment. (Any good Teacher, particularly one who involved in creative activity and who has a spirit of challenge towards giving his best to the students, would certainly spend much more than 40 hours a week in Academic pursuits).

- a. The break-up of work load shown below is for the sake of example. It is not a rigid break-up. But every teacher could be given duties according to some such general pattern and no one should have significantly reduced load. Where extra-curricular work or administrative work is not assigned or tutorials do not take place, teaching work may be slightly increased.





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Sl.No	Activity	Average No of hours per Week
1.	Teaching	16
2.	Testing/Examinations	2
3.	Tutorials	4
4.	Supervision for Extracurricular works	4
5.	Administrative Work	4

b. Teacher in Engineering/Science/Management subjects or where Laboratory/Field work is necessary.

Note: The working hours will be announced by the Principal from time to time.

**Disciplinary proceedings:-**

No order imposing any punishment on a member shall be imposed except after

- a. The member of the service is informed in writing to the Principal / Secretary for Teaching Staff and the Principal for other categories of staff with regard to the allegations on which action is proposed to be taken and is given an opportunity to make representation he / she may wish to make in person orally or in writing.
- b. Such representation if any is taken in to consideration by the Managing Committee to impose penalty.

**Disciplinary punishments and appeals:-**

- a. These rules shall apply to all Employees of the Institute.
- b. The following penalties may, for sufficient reasons, imposed upon the employees of the Institute namely.
  - i. Censure
  - ii. Fine
  - iii. With holding of increments or promotion
  - iv. Reduction to a lower post or a lower stage in the timescale.
  - v. Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders.
  - vi. Suspension
  - vii. Removal from the Institute service
  - viii. Dismissal from the Institute service
- c. Where is it proposed to impose on an employee of any of the penalties specified in rule 2 above, he shall be given an opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.



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- d. (a) No employee of the Institute shall be dismissed or removed or compulsorily retired or reduced in rank except after an inquiry in which he has been informed of the charges against him and given a responsible opportunity of being heard in respect of these charges and where it is proposed after such inquiry to impose on him any such penalty, until he has been given reasonable opportunity of making a presentation on the penalty proposed, but only on the basis of the evidence adduced during such inquiry.
- (b) The inquiry under sub-rule (a) shall be made by a Committee of enquiry constituted for the purpose. The Committee shall be constituted by the Chairman in the case of Teacher employees and shall consist of Principal, one Professor from other department.