

PRIYADARSHINI INSTITUTE OF SCIENCE AND TECHNOLOGY FOR WOMEN

(Approved by AICTE, New Delhi and Affiliated to JNTUH Hyderabad)

SaiPrabhath Nagar , Khammam Rural -507003, Khammam Dist., Telangana State.

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HUMAN RESOURCE POLICY - 2019



Hand Book

VISION

- ❖ To impart quality in engineering education to meet the technological advances and industrial requirements with global standards.

MISSION:

- ❖ M1: Provide quality technical education through skill-based trainings and promote research and development, and consultancy services.
- ❖ M2: Offer state-of-the-art infrastructure for supporting technological advances.
- ❖ M3: Develop disciplined, creative and globally competent engineers.
- ❖ M4: Equip and empower the faculty at all levels to promote innovations and technical advancements in various domains of engineering

QUALITY POLICY

- ❖ To ensure high standards to educate, enrich and excel, in imparting professional education, by top-quality-faculty, who endeavors to mould the students into socially responsible professionals through creative team – work, innovation and research.

SHORT TERM GOALS

- ❖ To start industry driven P.G. Programmes in various disciplines.
- ❖ To have MOUs with Universities, R&D Institutions and Industries to nucleate Research Centre.
- ❖ To provide consultancy & testing facilities.

LONG TERM GOALS

- ❖ To develop as a Top Ranking Institution in the country.
- ❖ To have MOU's with Universities and R&D Institutions at International levels.
- ❖ To develop into a Deemed University.



1. ADMINSTRATIVE FUNCTIONS

1.1. EXTENT, DATE OF APPLICATION, AUTHORITIES TO INTERPRET AND MODIFY THE RULES

1.1.1. The rules given hereunder may be called the Priyadarshini Institute of Science and Technology for Women (PRIW) Sai Prabhath Nagar, Khammam Rural -507003 Administrative Rules 2019.

1.1.2. The rules contained in this Administrative manual shall be applicable to all employees of the institute, including those appointed prior to the adoption of these rules by the Governing body of the Institute.

1.1.3. These rules shall come into force on such a data as the Governing Body may, by a resolution, decide.

1.1.4. In case any doubt arises about the interpretation of these rules, the matter shall be referred to the Administrative Committee and its decision shall be final.

1.1.5. The Governing body of the PRIW shall have the authority to modify, amend, add and delete any of these rules.

1.2. DEFINITIONS:

1.2.1 "Society" means the J.K Educational Society (JKES), Khammam Dist.

1.2.2 "Management/Administrative Committee means the Management / Administrative Committee of the Institute.

1.2.3 "Institute" means Priyadarshini Institute of Science and Technology for Women (PRIW) Sai Prabhath Nagar, Khammam Rural -507003.

1.2.4 "Authorities" and "Officers" respectively mean the Authorities and officers of the Institute.

1.2.5 "Governing Body" the Governing Body of the Institute.



1.2.6 "Finance Committee" means the Finance Committee of the Institute.

1.2.7 "Academic Committee" means the Academic Committee of the Institute.

1.2.8 "Chairman" means the chairman of the Governing Body.

1.2.9 "Secretary and Correspondent" means the secretary and Correspondent of the institute.

1.2.10 "Director/ Principal" means the Director / Principal of the Institute.

1.2.11 "Head of the Department" means the Head of an Academic Department of the Institute.

1.2.12 "Administrative Officer" means the Administrative Officer of the Institute



2. ADMINISTRATION/ COMMITTEES

2.1. GOVERNINGI BODY: COMPOSITION:

2.1.1. The Governing Body shall have at least eleven members including the Chairman and Member-Secretary. The Registered Society shall nominate six members including the Chairman and the Member-Secretary, and the remaining five members shall be nominated as indicated below.

The following Composition which is consistent with the guidelines prescribed by AICTE.

Chairman -To be nominated by the Society. The Chairman of the Governing body shall preferably be a technical person entrepreneur/an industrialist or an educationist of repute who is interested in promotion of quality education.

Member1 -Secretary and Correspondent of the Institute.

Member 2 - Treasurer of the Institute.

Member3 – To be nominated by the Society.

Member 4– Nominee of the Jawaharlal Technological University, Hyderabad.

Member 5 – An Industrialist/ Technologist/ Educationist from the region-To be nominated by the concerned Regional Committee as a nominee of the council, out of the panel approved by the Chairman of the council.

Member 6 – Management Nominee nominated by the chairman

Member-Secretary 7: Director/ Principal of the Institute. The number of members can be increased equally by adding nominees of the registered Society and by adding equal number of educationists from the Region keeping in view the interest of the Technical Institution.



2.1.2. TERM OF OFFICE:

2.1.2.1. The term of office of the chairman or any other Member of the Governing Body shall be 3 years from the date of his nomination.

2.1.2.2. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member in whose place he has been nominated.

2.1.2.3. The members of the Governing Body shall be entitled to such allowances and sitting fee, if any, from the Institute as may be prescribed by the Society from time to time.



2.1.3. FUNCTIONS OF THE GOVERNING BODY:

Subject to the Provisions of the relevant acts of the Government of Telangana and the AICTE Act of the Government of India, the Governing Body shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by the relevant acts of the State and Central Governments and the statutes, ordinances and regulations of the University. Without prejudice to the provisions of clause the Governing Body shall be the supreme administrative authority of the college, shall have the following functions:

2.1.3.1. To monitor the academic and other related activities of the college.

2.1.3.2. To consider the recommendations of the Staff Selection Committee.

2.1.3.3. To consider the important communications, policy decisions received from the University, Government, AICTE, etc from time to time.

2.1.3.4. To monitor the students Performance and faculty development programmes.

2.1.3.5. To consider the recommendations of the Planning and Monitoring Board of the college for implementation.

2.1.3.6. To pass the annual budget of the college (including Clarence of all University dues).

2.1.3.7. To check the audited income and expenditure accounts and approve the same for the college annually.

2.1.3.8. To approve the increase/reduction of intake, courses, new and closure

2.1.3.9. Approval of performance appraisal of faculty

2.1.3.10. To monitor and advice for Industry Institute Interactions

2.1.3.11. To monitor the steps taken for Students Training and Placement Activities

2.1.3.12. Take decisions on questions of policy relating to the administration and working of the Institute.

2.1.3.13. Consider the annual reports, the annual accounts, the audit report, and approve them after giving a final shape.

2.1.3.14. Consider, modify, amend add to or repeat the administrative rules.

2.1.3.15. To act as the committee to screen the applications received for all categories of posts other than technical supporting staff, ministerial staff and class-IV staff.

2.1.3.16. To act as the disciplinary authority in case of all posts other than Technical supporting staff, ministerial staff and class-IV staff; the appellate authority for such posts being the Governing body.

2.1.3.17. Any other relevant matter.

2.1.4. MEETINGS AND QUORUM OF THE GOVERNING BODY:

2.1.4.1. The Governing Body will meet as frequently as possible but such meeting shall not be less than two in a calendar year. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and the minutes are recorded.

2.1.4.2. Meetings of the Governing Body shall be convened by the chairman, either on his own initiative or at the request of the Secretary and Correspondent or on requisition signed by not less than four members of the Governing Body.

2.1.4.3. 40% of the total members of the body and the University nominee shall form the quorum for a meeting off the Governing Body. Provided that if a meeting is adjourned for



want of quorum, it shall be held on another day within a period of 15 days at a time and place to be notified and if at such a meeting, a quorum is not present within half-an-hour from the time appointed for holding a meeting, the members present shall form the quorum. Presence of University nominee for the meeting is mandatory

2.1.4.4. All questions considered at the meeting of the Governing Body shall be decided by a majority of the votes of the members present including the chairman. If the votes are equally divided, the chairman shall have a second or casting vote.

2.1.4.5. The chairman, if present, shall preside at every meeting of the Governing Body. In his absence, the members present shall elect one from amongst themselves to preside at the meeting.

2.1.4.6. A written notice of every meeting shall be sent by the secretary and correspondent to every member at least 10 days before the date of the meeting. A notice shall state the place, the date and time of the meeting. Provided that the chairman may call an emergency meeting of the Governing Body at short notice to consider urgent and pressing issues.

2.1.4.7. Agenda for a meeting shall be circulated by the secretary and correspondent to the members at least five days before the meeting.

2.1.4.8. The chairman may, however, permit inclusion of any item which is not in the circulated agenda.

2.1.4.9. The ruling of the chairman in regard to all questions of procedure shall be final.

2.1.4.10. The minutes of the proceedings of a meeting of the governing body shall be drawn up by the secretary and correspondent and circulated to all members of the governing body.

2.1.4.11. The minutes, along with any amendments suggested, shall be placed for confirmation at the next meeting of the governing body. After the minutes are confirmed and signed by the chairman, they shall be recorded in a minute's book.

2.2. MANAGEMENT/ADMINISTRATIVE COMMITTEE:

2.2.1. Composition:

The Management/Administrative Committee will have the following composition:

| | |
|----------------------------------|----------|
| Chairman of the Society | Chairman |
| Secretary and Correspondent | Convener |
| Treasurer | Member |
| Director/ Principal | Member |
| One member of the Governing Body | Member |

(To be nominated by the Society.)

2.2.2. Term of office:

2.2.2.1. The term of office of the nominated member of the Management/ Administrative Committee shall be 3 years from the date of his/her nomination.

2.2.2.2. The term of office of the chairman and Ex-officio member shall continue; so long as he holds the office by virtue of which he is member.

2.2.2.3. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the member, in whose place he has been nominated

2.2.2.4. The members of the Administrative committee shall be entitled to such allowances and sitting fee, if any, as may be prescribed by the Governing body from time to time.

2.2.3. Functions of the management/administrative committee:

2.2.3.1. To implement the resolutions passed in the governing body meetings on all matters of policy and procedure related to the academic and administration and working of the Institute.



2.2.3.2. To take the advice of the governing body regarding staff requirements of the Institute and the recruitment qualifications for different posts.

2.2.3.3. To approve or reject the recommendations of the selection committees for the posts belonging to technical supporting, ministerial and class-IV cadres.

2.2.3.4. To take decision regarding the promotion of different non-teaching staff cadres.

2.2.3.5. To act as the appellate authority in case of technical supporting staff, ministerial staff and class-IV staff for which the secretary and correspondent is the disciplinary authority.

2.2.3.6. To advise the governing body in the matter of appointment of legal adviser and retainers and suggest the fee payable to them.

2.2.3.7. To hold negotiations with staff unions and staff Associations on all disputes and to make recommendations to the governing body.

2.2.3.8. To guide and assist the secretary and correspondent on all matters related to the administration and working of the Institute as and when required.

2.2.3.9. To perform such other functions which are specifically assigned to it by the Governing Body?

2.2.4. Meeting and quorum of the management/administrative committee.

2.2.4.1. The Administrative Committee will meet as frequently as required but such meeting shall not be less than 2 in a calendar year.

2.2.4.2. Meeting of the Administrative committee shall be convened by the chairman either on his own initiative or on request of the convener.

2.2.4.3. Three members shall form the quorum for a meeting of the administrative committee.



2.2.4.4. The chairman, if present shall preside at every meeting of the administrative committee. In his absence, the members present shall elect one amongst themselves to preside at the meeting.

2.2.4.5. A written notice of every meeting shall be sent by the principal to every member at least seven days before the date of the meeting. The notice shall state the place, the date and time of the meeting. Provided that the chairman may call an emergency meeting of the Administrative committee at short time notice to consider urgent a pressing issue.

2.2.4.6. Agenda for a meeting shall be circulated by the principal to the members at least three days before the meeting. The chairman may, however, permit inclusion of any item which is not on the circulated agenda.

2.2.4.7. The ruling of the chairman in regard to all questions of procedure shall be final.

2.2.4.8. The minutes of the proceedings of a meeting of the administrative committee shall be drawn up by the principal and circulated to all members of the administrative committee.

2.2.4.9. The minutes, along with amendments suggested, shall be placed for confirmation at the next meeting of the administrative committee. After the minutes are confirmed and signed by the chairman, they shall be recorded in a minute's book

2.2.5. Duties of the Chairman & Secretary of the Society

2.2.5.1. Chairman of the society

The Chairman shall ordinarily preside at the meeting of the Administrative Committee.

The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by the Society and which are consistent with the relevant acts of the state and central governments and the statutes and ordinances of the affiliating university.

In emergence cases chairman may exercise the power of the Governing Body and inform the Governing Body the action taken by him for its ratification.



2.2.5.2. Secretary and correspondent:

He shall be the custodian of the funds and other properties of the College. He has to ensure that the decisions by the governing Body are implemented.

He shall be authority to issue the appointment orders on behalf of the Governing Body for which the Governing Body accords approval of recommendations of the concerned selection committee.

He shall be the disciplinary authority in respect for the supporting staff, ministerial staff and class-IV staff.

He shall have authority to employ temporary Lecturers, part time faculty and non-teaching supporting staff.

2.2.5.3. Director / Principal of the Institute

He shall be the Chief Academic and Executive Officer of the College and responsible for proper administration of the college.

He shall be the custodian of all records of the College.

He shall assist Secretary & Correspondent in implementing decisions of the Board of Governors every year and present to the Board of Governance.

He shall prepare annual report of the college by 31st of December every year and present to the Board of Governors.

He shall be responsible for planning academic Schedule, conduct of class work as well as examinations as prescribed by the affiliated University/Planning Committee

He shall be the authority to regulate the working of all the employees of the College and insure that they perform the duties as assigned to them.

He shall have power to sanction leave, vacation and permission to leave the head-quarters.

He shall have power to depute faculty and other staff for STTPs, technical conferences & training in the country or abroad as per the terms and conditions laid down by the Board of Governors.

He shall temporarily delegate his powers to a senior faculty member during his period of absence with the consent of Secretary & Correspondent.

He can order for equipment not exceeding Rs. 10.00 Lakhs

2.2.5.4. Duties & Responsibilities of Head of the Department

The HODs would be appointed by Management with strong recommendation from the Director/Principal of the College

Every Head of the Department is expected to work with a high standard of initiative, efficiency and economy.

He should take all the necessary guidance and support from the Director/Principal.

He shall be the responsible for the fulfillment of the tasks set by the management at the Department level.

He needs to fulfill the following responsibilities and send the monthly report to the Principal.

- Informing all his/her department colleagues regarding the tasks set forth by the management as well as Director/principal pertaining to the Department.
- Being a role-model for all his/her colleagues by shouldering responsibilities related to academic and administrative functions.
- Coordinating the preparation of academic schedules at least one month before the actual beginning of each academic (semester) session and ensuring that the schedule is implemented in totality.
- Preparing the requirement plan for each of the laboratories at last six months in advance and coordinating the procurement at least three months in advance.

- Setting- up of laboratories and preparing all the necessary manuals, protocols and registers required for maintenance of the laboratories.
- Coordinating the stock verification maintenance of the lab equipment as per prescribed norms.
- Recommending to the Principal of the leaves of the staff within the department as per norms and making alternate arrangements for the fulfillment of the academic responsibilities.
- Conducting regular staff meetings of the department as per the norms and maintaining the minutes of meeting in the registers and files.
- Maintenance of all the records, registers, files pertaining to the department and preparing a list of the same.
- Monitoring the conduct of the classes pertaining to the department/subject on daily basis and preparing a report on the mistakes or lapses if any.
- Coordinating the syllabus completion at regular intervals and preparing fortnightly reports and submitting them to the Principal.
- Checking the attendance register every week and signing after verification. If any mistakes/errors are found that should be informed to the concerned faculty at the same time, so that necessary action can be taken immediately.
- Overseeing the discipline of students in the concerned department and preparing lists of students who are found not following basic discipline and conduct.
- Forwarding the self appraisals of the faculty of his department after thoroughly scrutinizing along with his remarks and recommendations annually for the annual increment of the faculty to the Director/ Principal.
- Setting the targets for the subject concerned/against which the results will be analyzed.
- Any other responsibility entrusted by the Principal from time to time based on necessity.

2.3. COLLEGE ACADEMIC COMMITTEE

2.3.1. Composition



The College Academic Committee (CAC) shall have a minimum of seven members, including the Chairman. All other members will be nominated by the Chairman.

The constitution of the CAC will be as follows:

1. Director/Principal of the College – Chairman
2. All Heads of the departments
3. Two other senior faculty members of the college
4. Officer-In- Charge Examination Branch

The College Academic Committee meeting shall be convened not less than four times a year and the interval between two consecutive meetings should not be more than three months.

2.3.2. Quorum

The quorum for the meeting shall be 40% of the total members.

2.3.3. Term of the office:

2.3.3.1. The term of office of any nominated Member of the Academic Committee shall be three years from the date of his nomination.

2.3.3.2. The term of office of an Ex-officio Member shall continue so long as he holds the office by virtue of which he is a member. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member, in whose place he has been nominated.

2.3.3.3. The members of the Academic Committee shall be entitled to such allowances and sitting fee, if any, as may be prescribed by the Governing Body from time to time.

2.3.4. Functions

2.3.4.1. To review the academic and other related activities of the college

2.3.4.2. To review the students and faculty development programmes



2.3.4.3. To visualize and formulate perspective plans for the development and growth of the college

2.3.4.4. To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan

2.3.4.5. To draw new schemes of development for the college

2.3.4.6. To plan for resource mobilization through industry interaction, consultancy and Extra mural funding

2.3.4.7. To promote research and extension activities in the college campus

2.3.4.8. To promote teaching innovations and student placement programmes

2.3.4.9. To plan for sustaining the quality of education, quality improvement and Permanent Affiliation of the college

2.3.4.10. To recommend schemes to promote participation of academic departments in Community development activities in the region

2.3.4.11. To consider such other activities for furtherance of academic excellence

2.3.4.12. To review student attendance at the end of every semester/malpractices in exams and forward the approved list if any to the University

2.3.4.13. To resolve attendance between 65 to 75% and send recommendations to the University

2.3.4.14. To oversee the internal examination/evaluation/analysis of results/performances of Students/plan for conduct of remedial of class

2.3.4.15. To identify the curriculum changes desirable and to identify new academic programmes to be established and present detailed reports to the Governing Body for their consideration and final decision.

2.3.4.16. To plan the development of all games & sports, co-curricular and student welfare activities and advise the governing Body wherever necessary.

2.3.4.17. Any other functions specifically assigned to it by the Governing Body.

2.3.5. Meeting and quorum of the academic committee:

2.3.5.1. The Academic Committee will meet as frequency as required but such meetings shall not be less than 4 in a calendar year.

2.3.5.2. Meetings of the Academic committee shall be convened by Chairman of the committee either on his own initiative or on the request of the Members.

2.3.5.3. 40% of the total Members shall form the quorum for a meeting of the Academic Committee.

2.3.5.4. The Chairman of the committee, if present, shall preside at every meeting of the academic Committee. In his absence the members present shall elect one from amongst themselves to preside at the meeting.

2.3.5.5. A written notice of every meeting shall be sent by the Member- Secretary to every member at least seven state the place, date and time of the meeting. Provided that, the Chairman of the Committee at short notice to consider urgent and pressing issues.

2.3.5.6. Agenda shall be circulated by the Member- Secretary of the Committee to the members at least two days before the meeting. The chairman of the Committee may, however, permit inclusion of any item which is not in the circulated agenda

2.3.5.7. The ruling of the Chairman of the Committee in regard to all questions of the procedure shall be final.

2.3.5.8. The minutes of the proceedings of the meeting of the Academic Committee shall be drawn up by its Member- Secretary and circulated to all members of the Academic Committee. The minutes along with the confirmation at the next meeting and signed by the chairman.

2.4. FACULTY SELECTION COMMITTEE

The Constitution of the selection committee shall be as laid by State Govt./Other Statutory bodies from time to time. The Existing norms are as follows

2.4.1. For Appointment of Assistant Professor the members of the Selection Committee shall include

1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal of the College.
3. Head of the Department of the concerned subject.
4. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert.



5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names approved by the relevant statutory body of the University concerned.

6. An academician representing SC/ST/OBC/Minority / Women/ Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

7. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

2.4.2. For Appointment of Professor and Associate Professor the members of the Selection Committee shall include in the case of posts of Associate Professor and Professors in Colleges, The Committee shall consist of

1. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.

2. The Principal of the College.

3. The Head of the Department of the concerned subject from the college.

4. Two University representative nominated by the vice chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University and the other must be expert in the concerned subject.

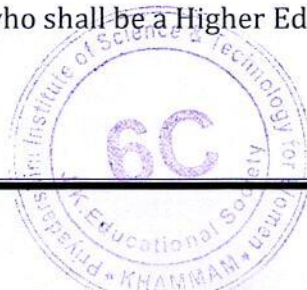
5. Two subject-experts no connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names approved by the by the relevant statutory body of the university.

6. An academician representing SC/ST/OBC/Minority / Women / Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

2.4.3. For Appointment of Principal the members of the Selection Committee shall include Chairperson of the Governing Body as Chairperson.

1. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.

2. One nominee of the Vice Chancellor who shall be a Higher Education expert.



3. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of six experts approved by the relevant statutory body of the university concerned.
4. An academician representing SC/ST/OBC/Minority/Women/ Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.
5. At least five members, including two experts, should constitute the quorum

Selection Committee Proceedings:

All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with scoring pro forma and recommendation made on the basis of merit with the list of selected & waitlisted candidates/ Panel of names in order of merit, duly signed by all members of the selection committee.

The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process. The University nominee shall submit a record of the faculty selected along with their qualifications to the University along with the dissent note if any. The decision of the University on inquiry based on dissent note if any and after taking due explanation from the college, shall be final. The college/institution shall be liable for further action by the University. All Professor, Associate Professor, Assistant Professor and Principal appointments must get clearance from the University.

2.5. FINANCE COMMITTEE:

2.5.1. Composition:

The finance committee will have the following composition:

| | |
|--|----------|
| Chairman of the administrative Committee - (To be nominated by the Society) | Chairman |
| Secretary and Correspondent - | Convener |
| Chairman of the Buildings & works committee - | Member |
| Treasurer - | Member |



Director/ Principal - Member

One Nominee of the Society - Member

(From within the members of the Governing Body)

2.5.2. Term of office:

2.5.2.1. The term of office of the Chairman and nominated member of the finance committee shall be 3 years from the date of his nomination.

2.5.2.2. The term of office of the Ex-Officio member shall continue so long as he/she holds the office by virtue of which he/she member.

2.5.2.3. The term of office of a member nominated to fill a casual vacancy shall Continue for the reminder of the term of the member, in whose place he has been nominated.

2.5.2.4. The members of the finance committee shall be entitled to such allowances and sitting fee, if any, as may be prescribed by the Governing Body from time to time.

2.5.3. Functions of the finance committee:

2.5.3.1. To advise the Governing Body on all matters related to financial policies and management of the finance of the Institute.

2.5.3.2. To scrutinize the annual accounts of the Institute and to make recommendations to the Governing Body.

2.5.3.3. To examine the audit – report of the Institute and present it to the Governing Body with its observations and recommendations.

2.5.3.4. To finalize the annual budget of the Institute and present the same to the Governing Body for its approval.

2.5.3.5. To take decisions regarding the investment of the funds of the Institute.

2.5.3.6. To make recommendations to the Governing Body regarding the appointment of the Auditors and the remuneration payable to them.

2.5.3.7. To take decisions in respect of purchase orders exceeding Rs.2.0 lakhs in case of all items excepting those related to building construction and estate maintenance.



2.5.3.8. In case of purchase orders either equal to or less than Rs.5.0 lakhs, the Secretary and Correspondent may take a decision on behalf of the Finance Committee and report such purchases in respect of capital items costing Rs. 50,000 and above to the Finance Committee at its next meeting for ratification.

2.5.3.9. To make re-appropriation of allocations under different heads within the overall budget approved by the Governing Body.

2.5.3.10. To perform such other functions which are specifically assigned to it the Governing Body

2.5.3.11. In case of purchase orders either equal to or less than Rs.1.0 lakh/ the Director/Principal can place the purchase orders as per the PRIW norms.

2.5.3.12. In case of purchase orders either equal to or less than Rs.10000/ the HOD can place the purchase orders as per the PRIW norms

2.5.4. Meeting and quorum of the finance committee:

2.5.4.1. The Finance Committee will meet as frequency as required but such meetings shall not be less than 2 in a calendar year.

2.5.4.2. Meetings of the Finance Committee shall be concerned by the Chairman either on his own initiative or on the request of the Convener.

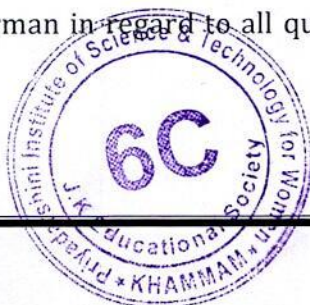
2.5.4.3. Three members shall form the quorum for a meeting of the Finance Committee.

2.5.4.4. The Chairman, if present, shall preside at every meeting of the Finance Committee. In his absence the members present shall elect one from amongst themselves to preside at the meeting.

2.5.4.5. A written notice of every meeting shall be sent by the Director/ Principal to every Member at least seven days before the date of the meeting. Provided that, the Chairman may call an emergency meeting of the Administrative Committee at short notice to consider urgent and pressing issues.

2.5.4.6. Agenda for a meeting shall be circulated by the Principal to the Members at least three days before the meeting. The chairman may, however, permit inclusion of any item which is not in the circulated agenda.

2.5.4.7. The ruling of the Chairman in regard to all questions of procedure shall be final.



2.5.4.8. The minutes of the proceedings of a meeting of the Finance Committee shall be drawn up by the Principal and circulated to all members of the Finance Committee. The minutes, along with amendments suggested, shall be placed for confirmation at the next meeting of the Finance Committee. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a Minutes Book.

2.6. Anti Ragging

2.6.1 As per the notification of the AICTE New Delhi Anti Ragging Committee and Anti Ragging Squad will be constituted to prevent and prohibit ragging in the institution. The committee will follow the objectives given in AICTE Notification dated 01.07.2009. The Anti ragging committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging

| ANTI RAGGING COMMITTEE | | |
|-------------------------------|---------------------------|---------------------|
| SL.No. | COMMITTEE | DESIGNATIONS |
| 1 | Principal | Chairman |
| 2 | Vice-Principal/ Professor | Co-ordinator |
| 3 | HODs | Members |
| 4 | Student | Member |

2.7. Grievance and Redressal Cell

- ❖ Each Technical University shall appoint an Ombudsman for redressal of grievances of students.
- ❖ The Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a Retired Professor who has at least 10 years experience.
- ❖ The Vice Chancellor of the affiliating university shall constitute a grievance Redressal committee consisting of five members for an individual Technical Institution or a group of Technical Institutions, Keeping in view the location of the Technical Institution(s) concerned.
- ❖ In order to ensure transparency in admissions and with Paramount Objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances of Priyadarshini Institute Of Science And Technology For Women(PRIW) constituted as per the notification of the AICTE New Delhi regulations 2012.



| Grievance and Redressal Committee | | |
|-----------------------------------|--------------------|--------------|
| SL.No. | COMMITTEE | DESIGNATIONS |
| 1 | Principal | Chairman |
| 2 | NSS Coordinator | Co-Ordinator |
| 3 | Coordinator , IQAC | Member |
| 4 | HODs | MemberS |

2.8. Women Empowerment Cell:

- ❖ The college has established a Women Empowerment Cell in order to protect the women staff and girl students associated with the college from any sorts of injustice or sexual harassment of any nature directly and indirectly. With an aim of creating awareness of their rights and duties the cell organizes and participates in seminars, talks and also takes up women's issues and problems. It also provides a platform for women to share their experiences and views regarding their status in the society and to suggest ways to improve and empower themselves

| Women Empowerment Cell | | |
|------------------------|---------------------|--------------|
| SL No. | Committee | Designations |
| 1 | Principal | Chairman |
| 2 | Women Staff Member | Coordinator |
| 3 | Women Staff Members | Members |

Functions Women Empowerment Cell:

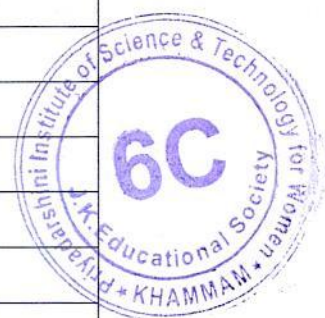
- ❖ The Women Empowerment Cell functions for the protection of the rights and any sorts of violence against them. As such, during the orientation programme the students are given information regarding the function of women cell. The women teacher trainees as well as the staff members are advised to put their problems in writing in the suggestion/complaint boxes fixed in different places of the institution or to discuss directly with the members of the women cell. In case any such problem is reported the members of the cell try to solve the problem through their personal interaction with the complainants and if the matter seems to be out of control, it is to be reported to the principal of the institution. In case of any such problem the staffs as well as the students are expected to report the matter directly to the person in charge of the cell or to put their problems in writing in the Suggestion/ complaints box fixed in different places of the institution

2.9. Internal Quality Assurance Cell (IQAC).



and ensure a quality culture at the institutional level. The Institution has an internal quality assurance system, with appropriate structure and processes. The IQAC should be a part of the institution's system and work towards realizing the goals of quality enhancement and sustenance. The IQAC has to make a significant and meaningful contribution in the post-accreditation phase through channelizing the efforts and measures of an institution towards academic excellence

| Internal Quality Assurance Cell (IQAC) | | |
|--|-----------------------------|--------------|
| SL.No. | COMMITTEE | DESIGNATIONS |
| 1. | Principal | Chairman |
| 2. | IQAC Coordinator & HoDs | Members |
| 3. | Traning & Placement officer | Members |
| 4. | In charge, Exam Branch | Members |
| 5. | Management Nominee | Members |
| 6. | Administrative Officer | Members |
| 7. | Local Society Member | Members |
| 8. | Industrialist | Members |
| 9. | Alumni | Members |
| 10. | Students | Members |



Objective of IQAC:

- ❖ To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the Institute.
- ❖ To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions of IQAC:

- ❖ Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute.
- ❖ Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- ❖ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- ❖ Documentation of the various programmes/activities of the Institute, leading to quality improvement.
- ❖ Development of Quality Culture in Institute.
- ❖ Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format
- ❖ Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of Institute based on the AQAR

3. POLICY ON INSTITUTION'S LIBRARY

3.1. THE LIBRARY POLICY DEFINES THE RULES, REGULATIONS AND GOVERNANCE APPLICABLE FOR STUDENTS.

3.1.1. This Policy is extended to all students and employees of Priyadarshini Institute of Science and Technology for Women (PRIW) Sai Prabhath Nagar, Khammam Rural -507003 (hereafter referred to as "PRIW")

3.1.2. The policy is intended to regulate the best use of Library resources and will be reviewed periodically to meet the changing needs. Any changes in the rules/instructions/information will be notified on the Library Notice Boards as and when required.

3.1.3. Library Opening Hours: 8:00 AM to 06:00 PM on all working days and 09.00 AM to 12.00 Noon on holidays. Issue/Return Timings (Circulation Desk): 10:00 AM to 04:00 PM on all working days.

3.1.4. All students, faculty members and staff of the institute are eligible for the membership of the institute library for using its facilities and services offered for the purpose of their academic, research and administrative work. Use of library facilities and services implies acceptance of its rules and procedures.

3.1.5. Borrowing of reading materials facility is available to the faculty, researchers, students and staff of the Institute. The registration to use the library facility and services is automatic for the faculty and staff on joining the institute and for students on registration for the courses.

3.1.6. Visitor or guest member from academic or research institute is allowed to use the library for a short period of time only with the prior permission from the Librarian. No borrowing facility is available to the visitors. Guest member is required to produce proof of identification.

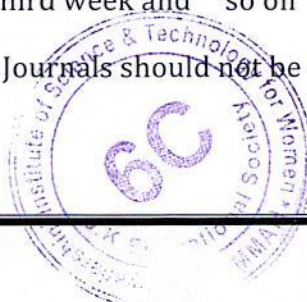
3.1.7. Every student is issued three library cards and can borrow maximum of three books

3.1.7.1. A book is issued for a maximum period of 15 days. Students are required to present the books physically at the counter for renewal.

3.1.7.2. All the borrowers are advised to return books within the stipulated time and avoid payment of fine and inconvenience caused to others.

3.1.7.3. Defaulters shall have to pay a fine of Rupee 1/- per day in the first week. Rs.2/- Per day in the second week, Rs.3/- per day in the third week and so on

3.1.7.4. Reference books, Newspapers, Magazines, Journals should not be taken out.



3.1.7.5. A document issued may be renewed provide there is no pending reservation against it.

3.1.7.6. Borrower should bring the material physically to the library for renewal.

3.1.7.7. Books issued should not be brought to the library except for check-in or renewal.

3.1.8. No material from the library should be taken out without proper issue. Any type of violation may lead to a disciplinary action.

3.1.9. Faculty and staff going on long leave. Deputation, study leave, or extraordinary leave will have to return all borrowed materials before leaving the institution.

3.1.10. All books need to be returned for physical verification irrespective of the date of issue and category of users. Dates for physical verification will be announced two weeks in advance

3.1.11. Before issuing a document, user should bring to the notice of the library staff mutilations if any. The staff shall make an official record of such observations before checking out the document.

3.1.12. The Lost/mutilated/spoiled book should be brought to the notice of library staff immediately. If an issued book is lost/mutilated/spoiled, it is to be either replaced with latest edition or compensated by double the original cost at the prevailing exchange rate. Refunding compensation money may not be possible if book lost is found later. If the lost book is part of a set or series they may be called upon to replace the whole set or series. In case of the lost book is untraceable in market or out of print, Library committee reserves the right to decide appropriate penalty.

3.1.13. Issued book may be recalled any time before the due date if there is genuine urgent requirement by another member.

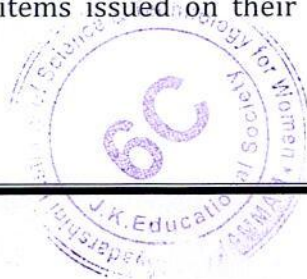
3.1.14. The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the library facilities/ materials.

3.1.15. No reminders will be issued to individuals but consolidated list of defaulters will be displayed in the library notice board.

DISCIPLINE RULES

3.2.1. Always carry Institute ID-Card while using the library and must be produced whenever asked for.

3.2.2. Members are held responsible for all items issued on their name, until they are returned to the library.



- 3.2.3. No material from the library should be taken out without proper issuing/ recording. Any type of violation may lead to disciplinary action.
- 3.2.4. No user is eligible to borrow documents from the library on someone else's behalf.
- 3.2.5. Books issued should not be brought to the library except for check – in or renewal.
- 3.2.6. Documents taken out of the shelves must be kept on the reading tables. Replacing the documents on the shelves by users is not encouraged as the documents may get misplaced.
- 3.2.7. The library cards are not transferable.
- 3.2.8. The student must return the library cards at the end of the course.
- 3.2.9. Rupees 100/- will be charged for the loss of the Library card.
- 3.2.10. Handle the library material with utmost care.
- 3.2.11. User computers and touch screens kept in the library should be used only for searching OPAC/ downloading scholarly information / taking print outs.
- 3.2.12. Maintain atmosphere of dignity, peace and silence in the library.
- 3.2.13. Personal printed materials in the form of books are not allowed to bring inside the library.
- 3.2.14. Keep your personal belongings at the Property Counter.
- 3.2.15. Audible use of mobile phones, smoking, food and drinks are not allowed in the library.
- 3.2.16. Any kind of marking, underlining, tearing pages, clipping of books is absolutely forbidden. Readers shall be held responsible for any damage done to the book belonging to the Library and shall be required to replace such book or pay the value thereof
- 3.2.17. Reference books, journals/Magazines are not issued.
- 3.2.18. The borrower should check the physical status of a book while receiving from the issue counter (oil& water markings)
- 3.2.19. The books/CDs should be returned within due date.
- 3.2.20. In case of loss of books by the borrower, the borrower must replace the book with latest edition along with overdue charges. Otherwise, the borrower will have to pay twice the market price of the book.



3.2.21. Strict and absolute silence shall be observed in the Library.

3.2.22. Cell Phone is to be switched off inside the Library.

3.2.23. Books will be issued subject to the availability only.

3.2.24. No sub-lending of books is permitted.

3.2.25. Bags, handbags, raincoat, jerkin and casual wears are strictly prohibited inside the library. Members are requested to keep their belongings at the entrance of the Library. However they are advised not to leave cell phones, purse, money, credit card and other valuables in the handbag outside the library. These items are liable to be lost.

3.3. DONATION TO LIBRARY:

3.3.1. The Library may accept donation of manuscripts, books, periodicals etc., from the donors. Such donations once accepted will become the absolute property of the Institution.

3.4. EXCEPTIONS

3.4.1. All exceptions and deviations to this Policy would require the approval of the Chairman/Secretary.

4. LEAVE POLICY

Introduction:

The A.P. Leave Rules 1933 adopted to Telangana State are laid down in Annexure -III of Fundamental Rules & Subsidiary Rules are adopted to Priyadarshini Institute of Science & Technology For women . They are applicable to those who are recruited and working in the institution. They are applicable to all employees of PRIW and not applicable to the out sourcing employees and persons appointed on daily wages.

The Leave Rules 1933 are silent on certain matters like sanction of special kinds of leave viz., Maternity Leave, Study Leave, Hospital Leave, Special Disability Leave etc., and conditions for the grant of leave etc., For such matters which are silent in Leave Rules 1933, the provisions of Leave Rules in Fundamental Rules & Subsidiary

Rules have to be followed.

Leave is a permission granted to an employee of PRIW to be absent from actual duty.

❖ Definitions:

1. Duty: Duty includes (APLR 4(a))



- (i) Any period of absence on casual leave during a continuous period spent on duty
- (ii) Any period of absence on gazetted holiday or other days declared to be holidays by a competent authority, during a continuous period spent on duty
- (iii) Any period of absence on gazetted holiday when permitted to be prefixed or affixed to leave
- (iv) Any period of absence during the vacation either during a continuous period spent on duty or when permitted to be prefixed or affixed to leave
- (v) Any period spent on Foreign Service if contribution towards leave salary is paid on account of such period
- (vi) Joining time and
- (vii) All periods declared to be on duty under FR 9(6) (b)

Provisions of Leave Rules in Fundamental Rules & Subsidiary Rules:

FR 60: Leave is earned by duty only. A period spent in Foreign Service counts as duty if contribution towards leave salary is paid on account of such period.

FR 66: The authorities competent to grant other than special disability leave to the employees working in each department.

FR 67: Leave cannot be claimed as a matter of right. When exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved with the sanctioning authority. But at the same time the competent authority cannot compel an employee to take leave on half pay when leave on full pay is permissible to him.

FR 68: Leave ordinarily begins on the day on which transfer of charge is affected and ends on the day on which the charge is resumed. Holidays can be prefixed or suffixed to leave subject to the conditions

When public holidays have been allowed to be prefixed to HPL or EOL, if the competent authority is satisfied about its justification, he may allow salary during public holidays at the rates prevailing on the previous day. When the public holidays are allowed to be suffixed, as the leave would terminate before the public holidays, full salary as on duty may be allowed during public holidays suffixed.

When an employee is certified medically fit for joining duty, holiday(s), if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any proceeding the day he is so certified shall be treated as

part of the leave. When the certificate is of a date intervening the holidays, the entire period of holidays may be treated as part of leave.

Local holidays notified in the district gazettes cannot be permitted to be prefixed to leave. Public holidays allowed to be prefixed or suffixed, although they are treated as duty, postpone the period of probation, if availed during the period of probation. Similarly, vacation may be availed in combination or in continuation of any other kind of leave.

FR 69: An employee on leave cannot take up any service or setting up of private practice etc., except with the permission of competent authority.

FR 70: All orders recalling an employee to duty before the expiry of his leave shall state, whether return to duty is optional or compulsory. If the return to duty is optional, the employee is entitled to 'No Concession'. If it is compulsory, the period from the date on which he starts from the station to which he is ordered to join duty shall be treated as 'duty', but he shall draw leave salary until he joins his post, provided the leave that has been curtailed on account of such compulsory recall from leave is one month and above. He is also entitled to travelling allowance (Rule 87 TA Rules).

FR 71: No employee who has been granted leave on Medical Certificate may return to duty without first producing a medical certificate of fitness in such for as the Management may by order prescribe.

FR 72: An employee returning to duty before the expiry of leave should apply for permission to cancel the unexpired portion of leave.

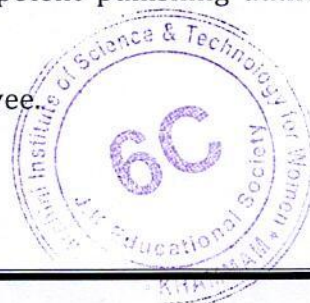
FR 73: (Over-stayed of Leave) An employee who remains absent after the end of his/her leave is entitled to no leave salary for the period of such absence, and that period will be debited against his/hers leave account as though it is leave on half pay unless extension of leave is granted by the competent authority.

FR 74: The application for grant of leave should specify the period of leave, nature of leave, leave address and in the case of leave on medical certificate, and the Medical certificates should be enclosed.

If the leave required is on medical grounds, the application for the grant of leave shall be supported by a Medical Certificate.

No leave shall be granted to an employee when a competent punishing authority has decided to dismiss.

FR 76: A leave account shall be maintained for each employee.



FR 77: Fraction of a day should not appear in the leave account. Fractions below half should be ignored and those of half and more should be reckoned as one day.

FR 80: The amount of leave due to an employee is the balance of leave at his credit in the leave account.

FR 81: Leave may be granted to an employee at the discretion of the authority entitled to grant the leave. The maximum period of continuous absence from duty on leave granted otherwise than on MC is 28 months. This period shall in no circumstances be exceeded by an employee who is on leave preparatory to retirement.

FR 82: Vacation is treated as duty for all purposes.

Any period of recess which exceeds 15 days in duration shall be treated as a vacation. If an employee enjoys not more than 15 days of vacation, he shall be considered to have availed himself of no portion of it.

If a Govt. servant of vacation department does duties during vacation and separately remunerated, he should not be considered as having been deprived of vacation.

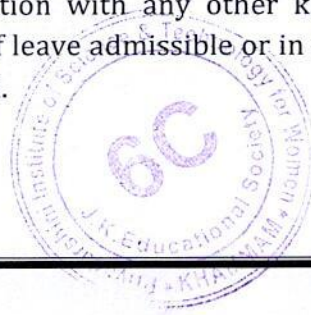
An employee transferred from vacation to non-vacation department is treated as in non-vacation department from the close of last vacation enjoyed; and on transfer from non-vacation to vacation department is treated as in vacation department from the date of expiry of last vacation previous to such transfer.

If earned leave is taken in combination of vacation, the total period of leave & vacation should not exceed 180 days.

FR 18: Unless the employee in view of the exceptional circumstances of the case otherwise determine, no employee shall be granted leave of any kind for a continuous period exceeding five years.

A temporary employee working under emergency provisions who remains absent from duty after applying for leave or extension of leave to which he is not entitled to any leave unless the leave applied for is granted by Director/Principal in relaxation of relevant rules, he should be deemed to have been discharged from service. Willful absence from duty not covered by the grant of any leave will be treated as Dies-Non for all purposes, viz. increment, leave, and pension.

Any kind of leave admissible under these rules may be granted in combination with any other kind of leave so admissible or in continuation with any other kind of leave so admissible or in continuation with any other kind of leave already taken whether the same or of any kind.



FR 18A: An employee shall be deemed to have resigned from the service if he

- a) Is absent without authorization for a period of exceeding three months; or
- b) Remains absent from duty for a continuous period of exceeding 1 year, with or without leave; or
- c) Continues on Foreign Service beyond the period approved by the Management.

A reasonable opportunity to explain the reason for such absence or continuation on Foreign Service shall be given to the employee before the provisions of this sub rule are invoked.

FR 55: Leave may not be granted to the employee under suspension.

4.1. GENERAL

4.1.1. The leave year runs from January 01st to December 31st of the calendar year.

4.1.2. Leave of any kind cannot be claimed as a matter of right and will be granted only on the sole discretion of HOD/PRINCIPAL/DIRECTOR

4.1.3. Leaves should preferably have the prior approval of the approving authority.

4.1.4. Leave of any kind will not be sanctioned when the services of an employee are needed for the official work or when there is an unfinished job involving the employee.

4.1.5. Any leave under these rules can be granted in combination with or in continuation of any other kind of leave, except casual leave

4.1.6. No leave shall be granted beyond the date on which an employee must compulsorily retire.

4.1.7. They are deemed to have come into effect from the date, the class work is inaugurated.

4.1.8. Leave account of each employee is maintained separately by the Principal/Administration.

4.1.9. If an employee is on leave without wages (on loss of pay) on both prefixing and suffixing days of a holiday (s) or weekly off days, such weekly off days / holiday(s) would also be treated as leaves without pay.



4.1.10. Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misbehavior inviting disciplinary action.

4.1.11. An employee, on leave, cannot take up any service or accept any other employment or remuneration.

4.1.12. Application for leave on Medical ground shall be accompanied by a Medical Certificate by a Registered Medical Practitioner not below the rank of Asst. Civil Surgeon.

4.1.13. Any employee Annual Leave or on vacation can be called back to duty, in case of exigencies.

4.1.14. All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency, it can be availed before sanction. As far as possible, it is obligatory to the employee to inform the sanctioning authority to avail his casual leave

4.2. CASUAL LEAVE

4.2.1. All the employees of PRIW will be eligible for 15 days of Casual leave with pay in a calendar year. . The un-availed part of leave lapse at the close of the calendar year.

4.2.2. Casual leave may be combined with optional holidays or Sundays or other authorised public holidays provided the resulting period of absence does not exceed 10 days. In the case of Casual leave to purely temporary and emergency employees the sanctioning authority will use its discretion having regard to the length of service put in by such an employee.

4.2.3. An employee may be granted casual leave for half a day either from 10.30 to 1.30 p.m or from 2.00 p.m. to 5.00 p.m.

4.2.4. Intervening weekly off(s) would not be included while calculating the number of days of leave availed by the employee.

4.2.5. Every employee is expected to attend punctually by 9.00 am. If there is late attendance beyond 15 min., late attendance should be marked and recorded in late attendance register. For every three late attendance, one day CL should be forfeited.

4.2.6. The balance of late attendance in a year can be brought forward to next calendar year for forfeiting CL if there is no CL available in the previous year

4.2.7. The teaching staff in the first academic year will be eligible for 15 days summer vacation. From the second academic year they are eligible for 30 days of summer vacation with pay.



4.2.8. The non-teaching staff in the first academic year will be eligible for 10 days summer vacation. From the second academic year they are eligible for 20 days of summer vacation with pay.

4.2.9. Continuous absent beyond 9 days will be treated as Leave on loss of pay.

4.2.10. Casual leave can be accumulated till the end of the academic year and can be availed during vacation, along with annual Leave.

4.3. SPECIAL LEAVE

4.3.1. All teaching staff are eligible to avail Five days in a calendar year.

4.3.2. Special casual leave is sanctioned to teaching staff only for attending to PhD work, Seminars / Workshops, Examiner ships etc.

4.3.3. The Head of the Institution is the leave approving authority

4.4. HOLIDAYS (CCLS):

4.4.1. An employee who is called upon to attend office on a public authorized holiday except as punishment should be allowed another holiday on any working day in its place. For this, a register of Compensatory Holidays earned and availed should be maintained.

4.4.2. If he has himself attended office on his own accord to clear off the arrears of work in his branch, compensatory holiday is not admissible.

4.4.3. It is also not admissible to Higher officials (Director, Principal & HOD's) whether independent charge or in subordinate offices, when he has attended office either on his own accord or under the direction of superior officer.

4.4.4. Compensatory holiday in lieu of a holiday's turn duty will be admissible to Ministerial Staff ranking below Superintendents and all employees in the inferior service including peons. Others like Watchman, etc., are by the very nature of their duties excluded from the admissibility of this concession.

Compensatory Holidays earned should be availed within 6 months from the date of earning, otherwise it will lapse. Not more than 10 compensatory holidays may be availed in a year, but not more than 7 days may be accumulated.

Compensatory Holidays earned more than this limit will lapse.

4.4.5. Compensatory Holidays can be combined with casual leave or other authorized holidays or optional holidays, provided the total absence should not exceed 10 days. Compensatory Holidays can be allowed to be prefixed or suffixed to regular leave subject to



the total absence exceeds 10 days. If an employee is called on to attend office on an optional holiday, which he wants to avail himself of and which is refused in the exigencies of Institution work, such an employee is entitled to a compensatory holiday in the lieu of optional holiday so refused.

However the total number of holidays availed of, by an individual towards optional holidays, whether by way of optional holiday or compensatory holiday in lieu thereof, shall not exceed the limit (5 days) for a calendar year.

4.4.6. An employee touring on public holidays in connection with the performance of his duties is not eligible for this concession

4.5. STUDY LEAVE

4.5.1. All employees selected by the regular selection committee and completed probationary period who aspire to pursue higher education/research are eligible for study leave.

4.5.2. An employee is entitled to get leave in line with course duration.

4.5.3. The Governing body is the leave approving authority.

4.5.4. The staff of the College can be granted leave for advancement of their education, in India or abroad provided he/she should have put in at least 2 years of service in the Institution.

4.5.5. Pay and other allowances will be decided from time to time by the governing body.

4.5.6. The teacher will sign an agreement with the College specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Correspondent/Chairman case to case basis.

4.5.7. The Management, at its discretion will extend assistance towards higher education fees, as interest free loan or as 50% assistance.

4.5.8. Staff member availing facilities for full time study need to sign an agreement with the Management to serve the Institution for five years, along with sureties. In case of breach of agreement, staff member has to repay the fees and salary availed along with bank interest.

4.5.9. Staff members availing facilities for part time study need to sign agreements with the Management to serve the Institution for three years, along with sureties. In case of breach of agreement, staff member has to repay the fees amount availed along with bank interest.



4.5.10. Staff members undergoing part time programs can have flexi-timing and On Duties. They can't leave the Institution during the program tenure and have to serve the Institution minimum one year after completion of higher education. In case of any pre-mature departure, they have to repay amount equivalent to the number of on-duty days.

4.5.11. Higher educational programs need to be completed in the stipulated time of two or three years

4.6. MARRIAGE LEAVE

4.6.1. A male employee is entitles to get a maximum of 3days leave and a woman gets a maximum of 5 days leave starting from the commencement of marriage function.

4.6.2. Leave can be sanctioned only on submission of valid proof (wedding invitation)along with leave application.

4.6.3. The Head of the Institution is the leave approving authority.

4.7. MATERNITY LEAVE

4.7.1. Six months maternity leave with service protection and without postponing increment date is permitted. Staff members availing this leave have to give an undertaking before availing leave that they will work for a minimum period of two years after their return from leave

4.7.2. One Month maternity leave with full salary may be given for the staff members who have completed probation period and completed one year of service in this Institution have to give an undertaking to work for a minimum of five years in the institution.

4.7.3. Two Months maternity leave with full salary may be given for the staff members who have completed probation period and completed two years of service in this Institution have to give an undertaking to work for a minimum of four years in the institution.

4.7.4. Three Months maternity leave with full salary may be given for the staff members who have completed probation period and completed three years of service in this Institution have to give an undertaking to work for a minimum of three years in the institution.

4.7.5. Employees may take 6 weeks (42 calendar days) prior to the expected date of child birth and 6weeks (42 Calendar days) after the date of the child birth.

4.7.6. This benefit can avail only twice.

4.7.7. Maternity leave not exceeding two weeks from the date of miscarriage or termination of pregnancy may be granted in case of miscarriage or abortion provided that the application for leave is supported by a medical certificate.

4.7.8. Maternity leave shall not be admissible to a female employee who has two or more living children.

4.7.9. Maternity leave may be combined with vacation or any other kind of leave except casual.

4.7.10. The Maternity leave shall not be debited against the leave account.

4.7.11. In case of breach of agreement the staff member has to repay the salary availed for the Maternity period along with the existing bank interest rate.

4.8. PATERNITY LEAVE

4.8.1. All employees selected by regular staff selection committee and completed probation are eligible for the paternity leave.

4.8.2. Employees would be eligible to avail 3 continuous working days of paternity leave.

4.8.3. An employee can avail paternity leave in the first two instances of child birth only.

4.8.4. Paternity leave should start any time within 15 calendar days from the date of child birth.

4.8.5. During the leave period the employee is eligible for full pay and allowances.

4.8.6. Employee can avail paternity leave for child birth or miscarriage, subject to other terms and conditions of this policy. Paternity leave on account of miscarriage will count as one instance of paternity leave eligibility.

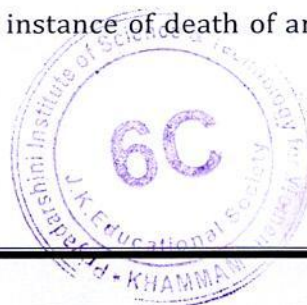
4.8.7. The Head of the Institution is the leave approving authority.

4.9. BEREAVEMENT LEAVE

4.9.1. All employees are eligible for bereavement leave.

4.9.2. Employee would be eligible to avail 10 working days of paid leave in case of death of an immediate family member (parents/spouse/children/grandchildren) as updated in the Employee data sheet, to be taken within 15 calendar days of the incident.

4.9.3. Employee can avail Bereavement leave for every instance of death of an immediate family member.



4.9.4. Bereavement leave application is to be supported by a death certificate issued by a competitive authority.

4.10. ON DUTY ASSIGNMENTS

4.10.1. The College can permit any staff member to take special assignments with their Colleges or industrial units, for specific period of time or to attend seminars or training programs.

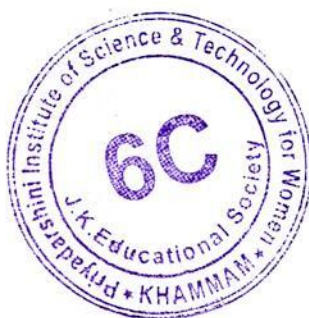
The period of absence due to such assignments shall be treated in the following manner.

I. Where the assignment is under arrangement between the College and the other unit, the staff will continue to receive the pay and perquisites from the College.

II. Where the assignment is between the individual faculty member and the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the College.

III. Under such circumstances, the Principal/Chairman/Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the College.

IV. Where the staff is proceeding on a training program duly sponsored by the college, the entire period will be treated as on duty and he/she will be eligible for the pay and perquisites as though he has been working in the College during such period subject to production of sureties.



5. DUTIES AND RESPONSIBILITIES OF ACADEMIC AND ADMINISTRATION STAFF

❖ CLASSIFICATION OF THE MEMBERS OF THE STAFF OF THE INSTITUTE

Except in case of employees paid from contingencies, the members of staff of the Institute shall be classified as follows:

❖ THE HEAD OF THE INSTITUTION

- a) Director / Principal
- b) Academic staff
- c) Technical staff
- d) Administrative staff

❖ ACADEMIC STAFF, COMPRISING;

- Professors
- Associate Professors
- Assistant Professors
- Librarian/Asst. Librarians
- Associate/Asst. professors of Physical Education
- Training and placement officer.
- Other posts, if any, created by the Governing Body from time to time

❖ TECHNICAL STAFF, COMPRISING;

- Computer Programmer
- Foreman, Workshops and Laboratories
- Lab. Assistants.
- Lab. Technicians
- Senior Mechanics
- Mechanics
- Tracer
- Technical Mastery
- Carpenter /Asst. carpenter
- Laboratory attendant
- Other posts, if any, created by the Governing Body from time to time.



❖ **ADMINISTRATIVE STAFF, COMPRISING;**

- Administrative Officer
- Superintendent.
- Senior Assistant-cum-stenographers
- Senior Assistants
- Junior Assistants-cum-Typists
- Junior Assistants
- Project Officer
- Medical Officer
- Garden Supervisors
- Electricians
- Plumbers
- Drivers
- Compounder
- Other Posts, if any, created by the Governing Body time to time

❖ **CLASS – IV STAFF, COMPRISING :**

- Attenders
- Sweepers
- Watchmen
- Gardeners and other Posts, if any created by the Governing Body time to time.

5.1 DUTIES AND RESPONSIBILITIES OF ACADEMIC STAFF AND ADMINISTRATIVE OFFICERS:

5.1.1 PROFESSOR:

5.1.1.1. Class room and laboratory instructions, assessment of students, guiding undergraduate and Post graduate student projects.

5.1.1.2. Curriculum Development including Syllabus design and development of new Courses and modernization of laboratories.

5.1.1.3. Interaction with industry, leading to consultancy projects and extension activities and contributing to planning and organizing education programmes.

5.1.1.4. Research guidance and Consultancy.

5.1.1.5. Student Counseling and career guidance.

5.1.1.6. Examination work and assessment of students



5.1.1.7. Participation in Policy planning as well as monitoring and evaluation of institutional activities including promotional activities.

5.1.1.8. Participation in administration and planning both at Departmental and Institutional levels.

5.1.1.9. Contribution to resource mobilization effort of the Institution.

5.1.1.10. Any other responsibility specifically assigned by the Management of the Institute.

5.2.2. ASSOCIATE PROFESSOR

5.2.2.1. Class room and laboratory instruction, guiding undergraduate student projects, participation in examination work and assessment of students.

5.2.2.2. Participation in curriculum development work including innovations in structural work, development of instructional aids and learners resource material.

5.2.2.3. Development of Laboratories.

5.2.2.4. Research and Research Guidance.

5.2.2.5. Interaction with industry; participation in industrial Training of Students and contributions to consultancy projects and extension Services.

5.2.2.6. Interaction with students, involvement in co-curricular activities of students, students counseling and careers guidance.

5.2.2.7. Participation in continuing education activities.

5.2.2.8. Participation in the administrative, planning and developmental activities at the departmental level and assisting at Institutional level.

5.2.2.9. Any other responsibility specially assigned by the Management of the Institute

5.3.3. ASSISTANT PROFESSOR.

5.3.3.1. Class room instructions as per the AICTE guidelines.

5.3.3.2. Providing course material to students.

5.3.3.3. Conducting tutorial and remedial classes.

5.3.3.4. Giving assignments, use of ICT based techniques in class room teaching.



5.3.3.5. Implementing Outcome Based learning method

5.3.3.6. Laboratory instruction comprising selection of experiments; preparation of instructional manuals, working condition of the equipment, assistance and guidance to students, laboratory reports and their evaluation

5.3.3.7. Guiding under-graduate student projects, assisting in selection of projects, involvement in securing the resources; continuous guidance in completing the projects and finalization of the project reports.

5.3.3.8. Participating in Examination work and evaluation of students consisting of conduct of class tests; setting question papers ensuring standards, preparation of examination schedule and invigilation etc.,

5.3.3.9. Participation in curriculum development, preparation of instructional manuals and lecture handouts.

5.3.3.10. Preparation of proposals for modernization of laboratory, modification of existing experimental set-up and setting up of new experiments.

5.3.3.11. Interaction with industry involving working in industry for short periods, assisting in consultancy projects, organizing industrial visits etc..

5.3.3.12. Participating in NSS and other co curricular activities; student counseling and career guidance.

5.3.3.13. Assisting the internal administration in activities like preparation of time-tables, attendance, in – charge of laboratory, supervision of the work of laboratory supporting staff, purchases and preparation of developmental proposals.

5.3.3.14. Any other responsibility specifically assigned by the HOD and Management.

5.4. DUTIES OF A TEACHER

5.4.1.1 For conducting theory classes, the teacher has

5.4.1.2 To go to class well prepared

5.4.1.3 To be at the appointed class room at the appointed time without any exception.

5.4.1.4 To take attendance at the beginning of the teaching method and shall close the hour punctually at the end of the hour.

5.4.1.5 To follow ICT based teaching learning process.



5.4.1.6 To benchmark class outcomes in each period.

5.4.1.7 To take steps to maintain perfect discipline inside the class

5.4.1.8 To make use of NPTEL, e-journals.

5.4.1.9 To keep abreast in the subject by referring to journals and periodicals regularly.

5.4.1.10 To inculcate ethics in the minds of the students

5.53. General

5.5.3.1. A Teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be

- Taking correctional action if it is within his/her power, or
- Reporting the matter to the Principal

5.5.3.2. Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.

5.5.3.3. Faculties and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the Department and the College.

5.5.3.4. Faculties and Staff Members shall not receive gifts of any kind from the students or their parents for any favoritism.

5.5.3.5. Teachers shall maintain a respectable work conduct in terms of:

- Preparation for the particular day's Classes, with latest information added to earlier course content.
- Keeping all teaching aid material required for conducting the class in an orderly manner.
- Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

5.5.3.6. To give at least two assignments to the students for every semester.

5.5.3.7. To correct them and give marks to them.

5.5.3.8. To retain the best and the worst assignment of every class for an inspection.

5.5.3.9. To correct the answer scripts of the monthly tests and model examination within Three days.

5.5.3.10. To enter the marks in marks register.

5.5.3.11. To enter the marks of the assignments, monthly tests and model examination in the marks register also (to arrive at internal assessment marks at the end of every semester

5.5.3.12. To give counseling to the students if needed.

5.5.3.13. To bring the students misbehavior in the class to the knowledge of the Director/Principal.

5.5.3.14. To give names of the students to the Director/Principal who are long absentees.

5.5.3.15. To carry out the administrative works of the department given by the HOD concerned.

5.5.3.16. Teachers shall observe good personal conduct in terms of :

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectable nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization this might cause conflict of interest with the duties of a teacher and the reputation of the Institution.
- Not to indulge in negative propaganda against any colleague, Head of the Department, Principal or Management

5.6.4. ETHICAL STANDARDS FOR TEACHER

A teacher shall live and lead by example in every sphere of conduct particularly to inculcate a culture in student

5.6.4.1. To respect parents, teachers, elder

5.6.4.2. To express the love of brotherhood to fellow students.

5.6.4.3. To accept and extend due respect to every religion and social grouping.

- 5.6.4.4. To love the Nation and commit their endeavors to her progress
- 5.6.4.5. Shall have a sense of belonging to the institution
- 5.6.4.6. Shall assume total dedication to the teaching profession.
- 5.6.4.7. Shall always have an urge to excel in professional expertise
- 5.6.4.8. Shall wear a respectable attire, befitting the society's expectation
- 5.6.4.9. Shall keep up immaculate personal hygiene at all times

5.7. LIBRARIAN

- 5.7.1. Central Library is maintained by Librarian. He works under the general supervision of the Director / Principal
- 5.7.2. He prepares the annual budget of the Library as directed by the Director /Principal and make it ready every year by 31st December.
- 5.7.3. On the suggestions of the Academic Departments regarding the Books, periodicals and e- journals, he obtains the approval of the Principal and takes necessary steps to acquire them
- 5.7.4. Organizing and supervising the cataloguing and indexing the library books, periodicals and e-journals.
- 5.7.5. Organizing and managing the safety and upkeep of the library books periodicals, video tapes, furniture and other assets

5.8. PROFESSOR/ASSOC. PROFESSOR/ASSIST. PROFESSOR OF PHYSICAL

EDUCATION:

- 5.8.1. The Physical Education Department works under the overall supervision of the Director / Principal.
- 5.8.2. The Physical Education dept. is headed by Physical Director.
- 5.8.3. He prepares the annual budget every year by 30th November as per the guidelines given by the Director/principal.



5.8.4. He undertakes the work of laying new play fields and maintaining the existing play fields on a continuing basis.

5.8.5. Identification of the material required for the various sports items and games items, obtain the approval of the Director / Principal and procure them.

5.8.6. Preparation of the calendar for various games, sports, activities well spread over the entire academic year, secure the approval of the college administration for the same and implement them.

5.8.7. Conduct intramural matches in various games and sports activities and organize a sports Day functions.

5.8.8. Identify competencies of students, provide coaching wherever required and organize participation of the Institute in Inter-collegiate tournaments conducted by the University.

5.8.9. Organize tournaments or friendly matches with neighboring Institutions on a regular basis.

5.8.10. Safety upkeep and maintenance of the assets and other games & sports material of the Department

5.8.11. Is responsible for giving proper training to the students in Games and sports.

5.8.12. Will conduct physical training classes regularly every day at appropriate hours in the premises of the Institution.

5.8.13. Will take all possible steps to ensure that proper play fields / Courts track etc., developed by mobilizing support and cooperation from concerned agencies and with the active involvement of the staff and students.

5.8.14. Submit budget particulars and conduct annual games and sports, participation in inter collegiate games etc.,

5.8.15. Procurement of Games articles to the extent of the amount approved by Management on competitive rates.

5.8.16. Maintenance of courts.

5.8.17. He will maintain stock register of the games articles purchased and register of unserviceable articles.

5.8.18. Will maintain perfect cleanliness in the institution and premises with the assistants of students and contingent staff allotted to him by the principal.

5.8.19. He will maintain well discipline among the students.

5.8.20. Any other responsibility specifically entrusted by the Management of the Institution.

5.9. TRAINING AND PLACEMENT OFFICER

5.9.1. Development and continuous updating of data banks on:

- a) Industries and other employing agencies with details of their professional activities, recruitment procedures, officers responsible for recruitment, nature of posts, recruitment qualifications, staff development practices and salary structures.
- b) Organizations which offer training facilities, their professional activities, procedures and policies for inducting trainees, training programs and officers responsible for training.
- c) Alumni holding responsible position in industry and other organization.
- d) Experts available in industry and other professional organizations together with details of their specialization and experience.

5.9.1. Continuous collection of information of technical posts advertised and recruitment tests notified and dissemination of this information to the students.

5.9.2. Dissemination of information regarding the avenues available for in-plant training for the benefit of students and faculty.

5.9.3. Planning and conduct of career development programs with assistance of the academic departments and other experts.

5.9.4. Organizing and supervising in-plant training of per-final year, B.Tech & MBA.

5.9.5. Organizing campus interviews for placement of students.

5.10. LAB TECHNICIANS:

5.10.1. Assisting the faculty member-in-charge of laboratory in planning the schedules, organizing, coordinating and monitoring work-shop related class work.

5.10.2. Participation and providing guidance in erection, installation and commissioning plant and equipment in the workshops and all laboratories of the Institute.

5.10.3. Assisting the department in designing experiments and projects, develop skills in students.

5.10.4. Identification of raw materials, consumables, tools and instruments required for the workshops, verification of items procured and their storage.

5.10.5. Advising the students and faculty, assisting and organizing the Fabrication work in the departments in connection with projects and laboratory experimental set-ups.

5.10.6. Advising, guiding and organizing maintenance of equipment, Instruments and tools of all laboratories.

5.10.7. Any other responsibility specifically entrusted by the Management of the Institute

5.11. LAB ASSISTANTS/PROGRAMMERS.

5.11.1. Over all supervision of the all laboratories in the department.

5.11.2. Maintenance of all stock registers of the department.

5.11.3. Assisting the HOD in all the departmental activities.

5.11.4. Assisting the HOD in preparing quotations and placing the orders to purchase the equipments etc.

5.11.5. Maintaining the attendance registers.

5.11.6. Assisting the department in designing experiments and projects, develop skills in Students

5.12. ADMINISTRATIVE OFFICER

5.12.1. Administrative officer shall directly report to Secretary & Correspondent and will be assisting him in all matters related to the college administration.

5.12.2. He shall assist the Secretary & Correspondent in compilation of different statistical data required to prepare the reports to be submitted to the Government and other authorities, preparation of the annual reports and formulation of various development plans of the college.

5.12.3. He shall assist the Secretary & Correspondent in the work related to the meeting of the Governing Body, Administrative Committee, Building & Works Committee, Academic committee, Selection Committee, etc. like preparation of agenda, notes and minutes as well as in the implementation of the decisions of all such bodies.



5.12.4. He shall be overall in-charge of the office of the college and employees belonging to different cadres and working in the office will report of him. All papers to be put up to the Secretary & Correspondent for orders or a policy decision shall normally be examined by him and present to the Secretary & Correspondent with his comments and suggestions.

5.12.5. He shall be responsible for the discipline as well as the smooth and efficient functioning of the office and College.

5.12.6. Will be in complete charge of the office administration, attenders, watchmen etc., & will be responsible for the sound functioning of the office. Distribute the work among all the Ministerial staff

5.12.7. Will be responsible for the maintenance of all accounts relating to cash transactions such as cash book, contingent register, etc., scholarships, fee collections etc.,

5.12.8. Will verify cash book entries of all accounts.

5.12.9. Will supervise preparation of pay bills & disbursement of salaries of establishment.

5.12.10. Will arrange for the prompt collection of fee & other collections from the students.

5.12.11. Will be responsible for prompt collection of income tax, professional tax, EPF, TDS etc., & arrange for payments to the concerned departments.

5.12.12. Will supervise budget estimation of Receipt & Expenditure, arrange for reconciliation of accounts.

5.12.13. Will supervise scholarship sanction & disbursement of scholarships, loans etc., and renewal of tuition fee etc.,

5.12.14. Will be responsible to check the purchasing procedure of equipment, tools, materials etc., by different departments & sanctions.

5.12.15. Will arrange for passing bills for payment of all types purchases consumable, non-consumable, furniture, stationary etc.,

5.12.16. will check entries of bills in daily purchase register, stock entries concerned to consumable, non-consumable, furniture, stationary register etc.,

5.12.17. Will approve indents from various sections, departments and deletion of stock from concerned registers.

5.12.18. Will arrange to purchase office consumables & stationary required on requisition from different sections and maintenance of the connected records.

- 5.12.19. Will arrange for physical stock verification of stores (Equipment/Tools/Furniture and other office etc.,) of all Laboratories, sections, Library books etc., every year during break of instructional period & ensure submission of reports to the management.
- 5.12.20. Will supervise maintenance of attendance of staff, personal files of establishment , appointments, fixation of pay, release of increments, leaves etc.,
- 5.12.21. Will supervise all correspondences with AICTE, CTE, APSCHE, JNTU, Social welfare departments etc.,
- 5.12.22. Will supervise for proper admission of students through EAMCET, ECET, NRI candidates & spot admissions at institutional level, issue of ID cards, bonafide certificates, bus passes and other correspondence relating to admission and students affairs.
- 5.12.23. Is responsible to maintain the files & certificates of NRI candidates admitted under the guidelines of the Secretary until finalization.
- 5.12.24. Arrange to issue No objection certificates regarding transfer of students from or to the institution under the guidelines of the Principal / Secretary.
- 5.12.25. Will supervise the preparation of admission register, fee pay register etc.
- 5.12.26. Will be responsible to distribute the currents / tappals received to various sections after making entries through the inward section.
- 5.12.27. Will supervise conduct of JNTU examinations of 1st year to IV year & concerned correspondence.
- 5.12.28. Will arrange to prepare key list of students of all branches semester wise at the commencement of each semester course wise.
- 5.12.29. Will supervise the maintenance of marks register of all students, branch wise and backlog register to keep a track of the student's progress in successive JNTU Examinations.
- 5.12.30. Will arrange to issue provisional certificates to students after completion of their course through JNTU.
- 5.12.31. Will supervise issue of transfer certificates, conduct & study certificates, course completion certificates to students after completion of their course & after due verification on production of no due certificate from all the departments & sections.
- 5.12.32. Will see that the student's original certificates of SSC & Inter are returned to them after completion of B. Tech course.



5.12.33. Will advise the Head of Institution about purchase regarding availability of funds & admissibility of purchases.

5.12.34. Will attend to any other work as & when needed regarding the general administration, academic matters and discipline of the institution for smooth & overall functioning of the institution.

5.12.35. Will receive visitors, suppliers, parents & students etc, for clarifications pertaining, to educational matters, Purchasing & progress of students.

5.12.36. Will verify the personal registers of the subject assistant once in a fortnight and rectify delays & irregularities if any in correspondence. Shall make alternative arrangements whenever a subject assistant is on leave.

5.12.37. Maintain personal register of the subject if needed.

5.12.38. Shall attend to any other duties assigned to him from time to time by the head of the institution and by the Secretary / Correspondent.

5.12.39. Will put up the following files to the Secretary through the Principal for approval:

- i. Salary Bills
- ii. Bills of purchases & financial transactions.
- iii. Comparative statements for purchase of equipment / tools & material
- iv. Files concerned to establishment staff.
- v. Any works to be executed after the approval of Secretary / Management.
- vi. Any other concerned to policy decisions.



5.13. ACCOUNTANT

5.13.1. Put up note files for payment of bills and other disbursements etc.

5.13.2. Arrange for encashment of all bills and prompt disbursement of D.D's cheques, etc

5.13.3. Disburse salary in co-ordination with the Cashier.

5.13.4. Maintain cash-books of all different accounts and other records relating to cash transactions.

5.13.5. Maintain vouchers/bills in the order to entries made in Cashbook month-wise and year-wise, duly attested by Administrative Officer and Principal.

5.13.6. Maintain the following registers and custodian for F.D.R's, D.D's, Cheques and Cheque-Books etc.

5.13.7. Maintain the Income Tax files, T.D.S. Register, Professional Tax Register, and E.P.F Register and make correspondence

5.13.8. Maintain contingent register recording miscellaneous cash collections and disbursements.

5.13.9. Estimate budget of Receipt & Expenditure.

5.13.10. Arrange for Reconciliation Statement of Receipts & Expenditure.

5.13.11. Put up for Scholarship Cheques to be issued to Students through Scholarships Section.

5.13.12. Maintaining classification ledger of accounts and arrange for Auditing.

5.13.13. Put up all the files to the Administrative Officer for the approval and counter

5.13.14. Maintain personal register of the subject.

5.13.15. Attend to any other duties assigned from time to time regarding transaction of money and other duties allotted by A.O and Principal.

5.14. ACCOUNTS DEPARTMENT: OFFICE ASSISTANT (CASHIER)

5.14.1. Bank Transactions, deposits/encashment, getting D.D.s etc.

5.14.2. Maintain register for advances.

5.14.3. Arrange to settle miscellaneous bills of advances and recoveries from different sections etc., of the Institution and hand over to the stores in charge along with requisition forms by getting acknowledgement in the register (personal register of subject)

5.14.4. Maintain daily cash balance register to be attested by Accountant and Administrative Officer at the time of closer of Office.

5.14.5. Prepare monthly pay bills in consentaneous with the Establishment clerk.

5.14.6. Prepare acquaintance register for salaries.

5.14.7. Assist Accountant in disbursing of salaries.



5.14.8. All the bills and correspondence will be routed through the Accountant to the Administrative Officer.

5.14.9. Deposit Income Tax / Professional Tax, T.D.S Deposits and E.P.F promptly and hand over the receipts to the Accountant.

5.14.10. Maintain personal register of subject.

5.14.11. Attend to any other duties assigned from time to time.

5.14.12. Maintain Receipt Book Account.

5.14.13. Collect Tuition Fee and other miscellaneous collections.

5.14.14. Maintain Daily Fee Collection Register.

5.14.15. Maintain Fee Pay Register of Students.

5.14.16. Submit Fee Dues List of Students after due date and issue remainders.

5.14.17. Handover the cash collected to the cashier day to day and maintains the record.

5.14.18. Maintain the register for bank loans sanctioned to the students and submit proposals to the accountant for payment of excess amount granted to the student.

5.14.19. At the time of Admission, maintain list of candidates admitted course wise with particulars of fee paid, Receipt NO., Date and dues if any (as per performs)

- Separate list for EAMCET-Candidates - Course Wise.
- Separate list for ECET-Candidates - Course Wise.
- Separate list for N.R.I Candidates - Course wise.

5.14.20. Prepare caution money deposit acquaintance register.

5.14.21. All the files shall be routed through the Accountant to the Admn. Officer.

5.14.22. Attend to any other duties assigned from time to time.

5.15. OFFICE ASSISTANT (ADMISSIONS / ACADEMIC SECTION):

5.15.1. Will verify allotment letters for admission to all branches of 1st year from EAMCET-admission and put up to Administrative officer and maintain the lists of candidates admitted day to day.



5.15.2. Will verify allotment letters from admission to all branches of II year from ECET admission (LES) and put up to Administrative officer and maintain the list of candidates admitted day to day.

5.15.3. Will verify certificates of the candidates admitted under NRI Quota & put up to Administrative officer and maintain the list of candidates admitted day to day.

5.15.4. Will Write admission register as per roll numbers allotted branch wise both of 1st year & II year LES.

5.15.5. Will prepare enclosures to get clearance certificates of students admitted at 1st year & II year LES branch wise & put up to supdt.,

5.15.6. Will be custodian of all original certificates of students of all branches.

5.15.7. Will maintain individual folders of certificates with BIO-DATA of all students branch wise on receipt from EAMCET-admission & ECET admission camps.

5.15.8. Will issue & receive original certificates to & from students as and when they need.

5.15.9. Will maintain personal register of the subject.

5.15.10. Will attend to any other work assigned from time to time.

5.16. OFFICE ASSISTANT STUDENT'S SCHOLARSHIPS

5.16.1. Prepare proposals for all types of Scholarships SC/ST/BC/Merit & Minority Fresh and Renewals and forward all applications duly filled in to the concerned sanctioning authorities before the due date.

5.16.2. Arrange for verification of Students applied for sanction of Scholarships their admission, attendance etc., by Social Welfare departments.

5.16.3. Pursue continuously with Social Welfare Departments and Treasury for the sanction and release of amounts towards reimbursement of Tuition Fee of the SC/ST Students and other benefits to SC/ST/BC Students.

5.16.4. Maintain Cash-Book for Scholarships.

5.16.5. Prepare two acquaintances, one to the Office Record and another to be sent to the concerned sanctioning authority together with undisbursed scholarship amount if any by means of DD/Challan as the case may be.



5.16.6. Prepare Cheques to be issued to the students towards scholarships, Pocket money etc. in co-ordination with the Account's Section.

5.16.7. Maintain and disburse merit Scholarship BC-Educational Loans sanctioned by higher Education or other agencies after proper entries in the register.

5.16.8. Put up all the files to the Principal routed through Superintendent and Administrative Officer for approval.

5.16.9. Maintain personal register of the subject.

5.16.10. Attend to any other duties assigned from time to time.



5.17. OFFICE ASSISTANT – EXAMINATION SECTION:

5.17.1. Will make arrangements for the smooth conduct of internal Examination (Unit Tests) from I-Year to IV-Year, i.e obtaining question papers from the concerned staff members getting them stenciled and taken out the required number of copies for Room Wise distribution as per the Time-Table.

5.17.2. Will make arrangements will be made for the conduct of JNTU Exams as and when notifications inviting applications from I-Year to IV-Year both regular & supplementary examinations.

5.17.3. Will Attend to all correspondence with the Controller of Exams, Director of Evaluation etc., in regard to name correction of students, loss of Memo of marks etc.,

5.17.4. Will prepare of D-Forms. (Exam attendance) on each day of JNTU Exam and other reports.

5.17.5. Will communicate of Exam results to the HOD's.

5.17.6. Will Arrange for verification of Memo of marks with the T-Sheets (marks sheets) sent by the Controller of Examinations.

5.17.7. Will Attend to EAMCET camp and Technical Education Department as and when deputed during admission season.

5.17.8. Will communicate important instructions of JNTU, Time-Tables and Notifications of University Exam etc., to the HOD's and obtaining compliance reports whenever necessary.

5.17.9. Will supervise of Staff Work of Examination Section.

- 5.17.10. Will attend to any other work as and when assigned by the Principal /Administrative Officer/Exam I/C.
- 5.17.11. Will attend to Feeding, verification and stenciling of internal question papers (Unit Tests) of I Year to IV year as per the time schedule.
- 5.17.12. Will collect Examination fee, prepare of Fee paid lists & Normal Rolls.
- 5.17.13. Prepare Time-Tables of JNTU Examinations as per notifications.
- 5.17.14. Will prepare remuneration bills and disburse money to the invigilators etc.
- 5.17.15. Will prepare staff Invigilation duties for JNTU Examinations.
- 5.17.16. Will attend confidential work during examinations in the Computer Room of Examination Branch.
- 5.17.17. Will assist the Examination In charge at the time of verification of Attendance of students and packing of Answer Scripts of University Exams.
- 5.17.18. Will enter of marks in the registers from the T-Sheets (Marks Sheets) received from the Controller of Exams of all Examinations.
- 5.17.19. Will prepare list of Rank Students for each Semester and also consolidated marks list of all years and arrange them in the order of Ranks.
- 5.17.20. Attend to any other work as and when assigned by the Principal / Administrative Officer Exam I/C.
- 5.17.21. Will collect list of eligible candidates to appear JNTU Exams with the attendance particulars, list of detained candidates due to shortage of attendance semester wise, branch-wise, copy of each shall be given to Accounts and Academic Section for record.
- 5.17.22. Will collect of filled in applications and Hall Tickets of the students from the HOD's for all the JNTU Exams as per the notifications received from time to time. Arrange to forward them to JNTU along with the Fees D.D's and lists. Will hand over Hall Tickets to HOD's for distribution to the candidates.
- 5.17.23. Will collect money from the students for recounting of their marks and when a notification is received from the JNTU. Arrange to forward them through a consolidated list along with the fee D.D. to the controller of Examinations, JNTU.
- 5.17.24. Will attend to feeding and verification and stenciling of Question Papers for Internal Exams (Unit Test) of I Year to IV Year as per the time table schedule.

- 5.17.25. Will enter of marks in the marks registers from T-Sheets (marks sheets) received from the Controller of Exams of all Examinations.
- 5.17.26. Will attend to any other work as and when assigned by the Principal /Administrative Officer /Exam I / C.
- 5.17.27. Will prepare Internal Examination Time-Tables, Seating Arrangements, Room wise distribution of Question Papers.
- 5.17.28. Will Assist the Examination In-Charge at the time of conducting Examinations for verification of attendance of the candidates etc
- 5.17.29. Will prepare day-wise invigilators lists for Internal Examinations.
- 5.17.30. Will enter marks in the marks registers from T-sheets (marks sheets) received from the Controller of Exams of all Examinations.
- 5.17.31. Will keep ready all material required for Internal & JNTU Examinations as per the time table of each exams.
- 5.17.32. Will arrange and supervise cyclostyling of Question papers for internal exams (Unit Tests) & Pack papers for Unit Tests as per time table.
- 5.17.33. Will attend to any other work as and when assigned by the Principal /Administrative Officer / Exam I / C.
- 5.17.34. Will make seating arrangements of all Examinations, assigning of Roll Numbers in the Examination Halls.
- 5.17.35. Will attend to handing over of Answer paper bundles at Nodal Centre during examination and also takes letters to JNTU and get correspondence from JNTU
- 5.17.36. Will issue of Memo of Marks and Provisional Certificates to the students.
- 5.17.37. Will take diction from the Superintendent as and when required.
- 5.17.38. Will attend to entering of marks in the Marks Registers from T-Sheets (marks Sheets) received from the Controller of Exams of all Examinations.
- 5.17.39. Will prepare of final pas list for issue of course completion certificates and provisional certificates.
- 5.17.40. Will attend to any other work as and when assigned by the Principal / A.O./Exam / I / C.



5.18. RECEPTIONIST

5.18.1. Will attend to all phone calls incoming and outgoing.

5.18.2. Will maintain the following and act as enquiry counter.

- Time table of all classes, room wise
- Time table of Unit tests.
- JNTU Exams, notifications, Time tables etc.,
- Address lists of all students
- Any other information as per need by obtaining from the concerned section / Department.

5.18.3. Will receive visitors, parents etc & guide them properly to the Secretary / Principal / Administrative Officer.

5.18.4. Will arrange to record in visitors register particulars of visitors as per the columns.

5.18.5. Will attend to any other work assigned from time to time by the Secretary/ Principal / Administrative Officer.

5.19. Examination Attender: Attends Examination work and cyclostyling of Question papers of Unit Tests

5.20. ATTENDERS:

5.20.1. All attenders will attend the institution an hour before the scheduled time and dust the furniture available in the offices and maintains perfect cleanliness and leave the office after the close of the office with the permission of A.O / O.S if available in the office to attend urgent work in the office.

5.20.2. Will place drinking water in the offices.

5.20.3. Assist the inward and outward section in preparing the covers affixing the postage stamps, carrying files from one section to another and circulation of letters.

5.20.4. Will attend any other duties entrusted to them from time to time

5.21. SWEEPERS:

5.21.1. Will maintain cleanliness of class rooms, corridors and campus.



5.21.2. Will attend duty from 08:00 am to 17:00 pm with lunch break of one hour seven days a week.

5.22. MALI:

5.22.1. Will maintain greenness of the campus by plantation & gardening work.

5.22.2. Will attend duty from 08:00 am to 17:00 pm with lunch break of one hour seven days a week.



6. CONDUCT RULES FOR THE EMPLOYEES OF PRIW

6.1. SCOPE OF AN EMPLOYEE'S SERVICE:

Unless in any case it be otherwise distinctly provided that the whole time of an employee including employees on ad-hoc and contractual basis shall be at the disposal of the PRIW Institution and he/she shall serve the organization in its business in such capacity and at such places as he may from time to time be directed.

6.2. DO's

6.2.1 Act in accordance of College rules & policies

6.2.2 Observe courtesy and consideration to Members of PRIW, Principals, Professors, HODs, Teaching faculty, Non-teaching Staff, visitors, parents, Government officials, Inspection teams from AICTE, UGC, NBA, NAAC, JNTUH, DTE, Banks, etc.

6.2.3 Those holding responsible posts – maintain independence and impartiality in discharge of their duties.

6.2.4 Maintain integrity at all times.

6.2.5 Maintain devotion to duty at all times.

6.2.6 Actively participate and assist the college in events such as College day, seminars, Workshops and National Festivals such as Independence day, Republic day etc.

6.2.7 Feel free to give suggestions for improvement of college performance and reputation.

6.2.8 Maintain a responsible and decent standard of conduct in private life.

6.2.9 Report to the immediate boss about any act of indiscipline and untoward incident in the campus.

6.2.10 Maintain political neutrality

6.2.11 Present with Tidy dress and maintain surroundings clean.

6.3. DONT'S

6.3.1. Don't indulge in acts unbecoming of a professional employee of PRIW

6.3.2. Don't Practice untouchability.

6.3.3. Don't bring any political influence in matters pertaining to your service.



6.3.4. Don't be harsh to the students, please remember that they are learning from our behaviors.

6.3.5. Don't engage College telephone for long periods, be brief, and communicate the message. Don't misuse office phones.

6.3.6. Don't approach your subordinates for standing surety for loans taken from private sources either by you/yours relations/friends.

6.3.7. Don't Lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings.

6.3.8. Don't associate with banned organization



6.4 RULES OF CONDUCT

General

6.4.1. Every employee shall, at all times, be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety. No employee shall behave or act in a manner unbecoming of an employee of an educational institution.

6.4.2. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and authority.

6.4.3. No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment, except when he is acting under the direction of his superior official and shall, where he is acting under such direction, obtain the direction, in writing wherever practicable and where it is not practicable to obtain, the direction in writing, he shall obtain written confirmation of the direction as soon as possible thereafter.

6.5.4. Acquisition and disposal of immovable property:-

6.5.4.1. No employee shall, except after previous intimation to the management acquire or dispose of or permit any member of his family to acquire or dispose of any immovable property by exchange, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, in all cases where the value of such property exceed Rs. 1,000/- Provided that the previous sanction of the management shall be obtained by the employee if any such transaction is,

- (i) With a person having official dealings with the employee; or
- (ii) With any foreigner, foreign, government, foreign organization or concern for the acquisition or disposal of immovable property situated outside India.

6.5.4.2. The management may at any time, by a general or special order require employee to submit, within a specified period, a full and complete statement of all immovable property of the specified value, held or acquired by him or by any member of his family. Such statement shall, if so required by the management, include particulars of the means by which or the sources from which such property was acquired.

6.5.5. Communication of official Documents or Information:-

6.5.5.1. No employee shall, except in accordance with any general or special order of the management communicate directly or indirectly any official document or any of its contents or any official information to any employee not authorized to receive the same or to any other person or the press.

6.5.5.2. An employee connected with examination work is specially required to be very cautious and shall not, under any circumstances, divulge any information that passes through his hand in the discharge of his duties to unauthorized persons.

6.5.6. Drinking: - An employee shall strictly abide by any law relating to intoxicating, drinking or drugs in force in any area for the time being, take due care that the performance of his duties is not affected in any way by the influence of any intoxicating, drink or drug in a public place and not appear in a public place in a state of intoxication and not habitually use any intoxication drink or drug to excess.

6.5.7 Communal Activity: - No employee shall practice, propagate or incite any student to neither practice or propagate casteism, communal or sectarian activity or untouchability nor discriminate against any person on the grounds of caste, creed, language, and place of origin, social and cultural background or any of them.

6.5.8. Behavior in public:-

- i. No employee shall misbehave with or ill-treat any parent, guardian, student, teacher or other employee of the institution.
- ii. No employee shall encourage or incite any student, teacher or any employee to behave in a disorderly manner in the premises of the institution.

iii. No employee shall organize or attend any meeting during the working hours of the institution except with the permission of the Head of the Institution.

iv. No employee shall indulge in any violence or any conduct which involves moral turpitude, or cause or incite any other person to cause, any damage to the property of the institution.

Additional Rules of Conduct

6.6. The rules in this part shall apply to all the employees working in the institution and shall apply to them in addition to the rules in Part – I.

6.6.1. The employee shall discharge his duties efficiently and diligently and shall conform to the rules and regulations as prescribed by the Management, from time to time.

6.6.2. No employee shall absent himself/herself from his/her duties without prior permission from the head of the institution. Prior permission of the competent authority is necessary for availing even casual leave. The casual leave shall ordinarily be granted by the competent authority. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing. In case of sudden and unexpected sickness or absence on medical grounds a medical certificate to the satisfaction of the college authorities shall be produced within a week. Employees desiring to avail themselves of leave other than casual leave shall apply for leave before one actually precedes on leave, college authorities. To avoid complications the employee applying for leave may submit his application in duplicate and obtain the receipt of the application on the duplicate copy of the application. If for any reasons, the application for leave cannot be submitted in person, it shall be sent to the management by Registered Post.

6.6.3. No employee shall give coaching to any student or students and in engage unauthorized private tuitions.

6.6.4. (a) No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily every employee shall be permitted to apply for an outside post even though he may be holding a permanent post. A person who is refused permission and wishes to resign his appointment, such resignation will ordinarily be accepted.

(b) The management of the institution shall not withhold any such application. It shall however be open to the college committee to prescribe reasonable conditions for relieving him.



6.6.5. No employee shall appear for any examination for improving his qualifications without informing the college committee. However no college committee can ask its employee not to appear for examinations for improvement of his qualifications

6.6.6. PUBLICATIONS

6.6.6.1. No employee shall publish guides.

6.6.6.2. No employee shall write text-books or other without informing the management concerned. However the managements shall not ask their employees not to write text-books, other books and accept the remuneration.

6.6.6.3. No employee shall read any cheap literature relating to sex in the presence of pupils or encourage students to study such cheap literature.

6.6.7. No employee shall smoke in the presence of the students. They may. However, smoke in the staff rooms meant for them or at any place where there are no students.

6.6.8. No employee shall use abusive or filthy language so as to hurt the sentiments or feelings of the students in the college or within the class room or within the premises of the institution.

6.6.9. No employee shall resort to inflicting corporal punishments like beating the students in the class-rooms or within the college premises. However, any act of misbehavior on the part of students shall be brought to the notice of the head of the institution only. Even the heads of institutions shall not resort to beating the students under any circumstances.

6.6.10. No employee shall encourage students to follow any "ism" or any particular way of behavior which is prejudicial to the interest of students and also to the interest of the society in general.

6.6.11. No employee shall encourage the students to write bad slogans or abusive language against the management or against the other employee of the institution on the wall of the schools or on the black-board.

6.6.12. No employee shall either borrow or lend money from the students.

6.6.13. No employee shall collect any amounts from the students other than the prescribed fee or the fee for any other purpose other than the prescribed by the Management.



6.7. INTERPRETATION OF RULES: - The Director/Principal concerned shall be the Competent Authority for interpretation of any of the above rules and his decision shall be final.

6.8. DISCIPLINE

6.8.1. Any employee who is violating the code of conduct defined in Section 6 of this manual will be subjected to appropriate disciplinary action by the competent authority.

6.9 WELFARE MEASURES

The following are the welfare measures extended to the teaching and nonteaching staff of the Institute:

6.9.1 Teaching Staff

- Casual leave for staff members
- Special Casual leave (On Duty) is sanctioned for attending conferences and workshops.
- Maternity Leave for female staff members.
- Providing Registration fees, Dearness allowance, Travel grants for faculty attending conferences and workshops.
- Sports and Fitness facilities
- Free Bus facility available in college buses for female faculty
- Any of the staff members can avail Free Lunch facility.

6.9.2 Non-Teaching Staff

- Service, Conduct and Leave Rules are made available for all staffs.
- Medical facility available in Emergency
- Maternity Leave for female employees
- Uniform is provided for supporting staff
- Health Awareness Programs like yoga ,Health & Hygiene , Time, Work Stress management conducted in every semester.
- Sports and Fitness facilities
- Free Bus facility available in college buses for female staff
- Any of the staff members can avail Free Lunch facility.



7. RETIREMENT POLICY

COMPULSORY RETIREMENT:

It is a premature retirement. It is an administrative action which is not a punishment. The employee remains entitled to the benefits. The penalty differs from dismissal or removal from service in regard to the retirement benefits while dismissal or removal from service entails forfeiture of past service and deprivation of retirement benefits, the penalty of compulsory retirement is imposed remains entitled to the proportionate pension on the basis of service rendered by him. There is no bar to his reemployment.

7.1. Retirement from Service

7.1.1. All teaching and non teaching staff shall retire on completing the age of superannuation, which is 70 yrs. of age.

7.1.2. When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.

7.1.3. The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.

7.1.4. The age of superannuation as mentioned above shall not be applicable to the professors of Emeritus and Special Category appointments.



ANNEXURE
APPOINTMENT ORDER

Date: _____

To

Dear Sir/Madam

On the basis of interview conducted on _____, the Board of Governors of Priyadarshini Institute of Science & Technology For Women - is pleased to appoint you as _____. In the Dept of _____ under the following terms and conditions:

1. You will be reporting to the duties on or before _____.
2. You will be on probation for a period of one year from the date of joining. On satisfactory academic performance and on completion of the probation, your services will be regularized.
3. During your service in the college, you are not supposed to participate in any activities detrimental to the policies of the Management.
4. You should abide by the rules and regulations of the HR Policy of the college. Any violation of the rules and regulations of the college may lead to termination of your services.
5. Your services may be terminated either by the management of the college or by yourself by giving one month's notice period/ one month's salary in lieu of.
6. Your pay and allowances are as per the AICTE pay scales, in the scale of _____ with a basic pay of Rs. _____ and allowances.

Welcoming you to the college and wishing you a successful career.



DIRECTOR / PRINCIPAL

ANNEXURE-2
EMPLOYEE INFORMATION FORM
(For office use only)

| | | | | | | | | | | | | |
|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Employee ID: | | | | | | | | | | | | |
| Employee Designation: | | | | | | | | | | | | |
| Department: | | | | | | | | | | | | |
| Date of Joining: | | | | | | | | | | | | |
| PAN No.: | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Official E-mail ID: | | | | | | | | | | | | |
| Bank Name: | Account No: | | | | | | | | | | | |
| IFSC Code: | | | | | | | | | | | | |

Personal Details:

Name :

Husband's Name :

Mother's Name :

Date of Birth :

Marital Status :

Religion :

Blood Group :

Present Address :

Permanent Address:

Contact No./Land Line:

E-mail ID:

Birth Place:

Mother Tongue:

Caste:

Mobile No:



Academic Qualification:

| Course | Subject | Name of College | Board/ University | Year of passing | % of Marks | Place |
|--------------|---------|-----------------|----------------------|--------------------|---------------|-------|
| SSC | | | | | | |
| Inter | | | | | | |
| Degree | | | | | | |
| PG | | | | | | |
| M.Phil | | | | | | |
| Ph.D | | | | | | |
| Any other | | | | | | |

Details of previous Employment

| S.No. | Name of the Organization/Institution | Period of Work | | Work experience/ Research/Teaching/Industrial |
|-------|--------------------------------------|----------------|----|--|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |

I _____ do here by declare that the information given is true to the best of my knowledge.

Name

Signature

Date

For Office use only

Documents / Certificates submitted at the time of joining

| | |
|---|---|
| 1 | 4 |
| 2 | 5 |
| 3 | |



Signature of the authority

**ACADEMIC PERFORMANCE INDICATORS
(TEACHING FACULTY)
(To be filled by the candidate)**

**PRIYADARSHINI INSTITUTE OF SCIENCE AND TECHNOLOGY FOR WOMEN
ANNUAL SELF - APPRAISAL REPORT (ASAR) FOR THE COLLEGE TEACHERS**

| | |
|----------------------------------|---|
| ASAR Score For The Academic Year | 2021-22 |
| Name of the college | PRIYADARSHINI INSTITUTE OF SCIENCE AND TECHNOLOGY FOR WOMEN |
| Name of the faculty | |
| Department /Subject | |

ASSESSMENT CRITERIA AND METHODOLOGY FOR THE COLLEGE TEACHERS

CATEGORY - I TEACHING (includes Lectures, Practical's, Tutorials and other teaching related Activities)

| S.No | Subject Taught | Method Adopted | Semester | No. of Classes Assigned | No. of Classes Taught | Grading as per Self Evaluation | Grading as per Principal Evaluation |
|---|----------------|----------------|----------|-------------------------|-----------------------|--|--|
| | | | | | | (Total No of classes Taught per Academic year /Total No. of classes Assigned per academic year) ×100 | (Total No of classes Taught per Academic year /Total No. of classes Assigned per academic year) ×100 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |
| Grading Obtained (Good / Satisfactory / Not Satisfactory) | | | | | | | |

Grading Criteria: (a) *Good*: 80% & above. (b) *Satisfactory*: Below 80% but 70% & above and (c) *Not satisfactory*: Less than 70%

Note: The principal should verify the No. of classes taught by Lecturers as per the Mobile App usage in the College Web portal (the Lecturers should also attach screen shot of mobile app as evidence for No. of classes taught).

+ CATEGORY II: ACTIVITIES (Involvement in the college students related Activities /research Activities)

| S.NO | Name of the Activity/contribution (All activities/contributions shall be considered in the present academic year only) | Name of the Activity Date/period | Self Evaluation (Yes/No) | Principal Evaluation (Yes/No) |
|--|--|-------------------------------------|--------------------------------|-------------------------------------|
| 1. | Administrative Responsibilities such as Dept. In-charge /chairperson/dean/director/coordinator/warden etc. | | | |
| 2. | Examination and evaluation duties assigned by the college or attending the examination paper evaluation. | | | |
| 3. | Professional Development: (such as participation in seminars, conference, short term training courses, industrial experience, talks, lectures, in refresher/ faculty development courses/RC/OC/ARPIIT, dissemination and general articles and any other contribution) | | | |
| 4. | Student related co-curricular, extension and field-based activities such as student clubs, career counseling study visits, student seminars and other events, cultural, sports, NCC, NSS and community service. | | | |
| 5. | Organizing seminars/ conferences /workshops/other college activities. | | | |
| 6. | Evidence of actively involved in guiding Ph.D. students. | | | |
| 7. | Conducting minor or major research project sponsored by national or international agencies. | | | |
| 8. | At least one single or joint publication in peer- reviewed or UGC list of journals. | | | |
| Total No of activities/contributions involved in (No. of Yes) | | | | |
| Grading obtained (Good/Satisfactory/ Not satisfactory) | | | | |

Grading criteria:

- (a) *Good*: involved in at least 4 activities
(b) *Satisfactory*: 2-3 activities
(c) *Not- satisfactory*: less than 2 activities.

Note: For every activity/ contribution necessary evidence should be attached



OVERALL GRADING:

| S.No. | Category | Grading obtained (Good/Satisfactory/ Not satisfactory) | |
|--|------------|---|---------------------------------|
| | | As Per Self Evaluation | As Per The Principal Evaluation |
| 1 | Teaching | | |
| 2 | Activities | | |
| Overall Grading obtained (Good/satisfactory/not satisfactory) | | | |

Overall Grading Criteria:

- (a) **Good:** Good in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)
 (b) **Satisfactory:** Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).
 (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

Note: For the purpose of assessing the grading of Activity at Category I and Category - II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for calculation of grade due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down as per the Acts, Statutes and Ordinances of the parent institution

CATEGORY-III: ACADEMIC/ RESEARCH ACTIVITIES:

Methodology for College Teachers for calculating Academic/ Research Score: Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificate, and all documents for patent filing and approval letters, students' Ph.D. award letter, etc.,

- A. Research Papers** in Peer Reviewed /UGC listed Journals (Faculty of Sciences -08/ Faculty of Other Disciplines 10 per publication): The Score for joint publications shall be calculated in the following manner: (a) Two authors: 70% of total value of publication for each author. (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors. Paper presented as part of edited book or proceeding then it can be claimed only once.

The research score for research papers would be augmented in peer Reviewed/ referred/ UGC listed journals:

| Impact Factor (IF) | Without IF | Less than 1 | Between 1 and 2 | Between 2 and 5 | Between 5 and 10 | Above 10 |
|--------------------|------------|-------------|-----------------|-----------------|------------------|-----------|
| Score | 5 Points | 10 Points | 15 Points | 20 Points | 25 Points | 30 Points |

| S.No. | Title with Page No. | Name of the Journal (Scopus/ICL/Web Of Science) | ISSN/ ISBN No. | UGC List No. | Month/ Period | Impact Factor | Score Obtained (Self Evaluation) | Score as per the Principal Evaluation |
|-------|---------------------|---|----------------------|-----------------|------------------|------------------|-------------------------------------|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total | | | | | | | | |

HUMAN RESOURCE POLICY - 2019

B. Invited Lectures Delivered in Conferences/ Seminars:

Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

| Faculty of any Discipline | Score |
|------------------------------|-------|
| International (Abroad) | 07 |
| International within country | 05 |
| National | 03 |
| State / University | 02 |

| S.No. | Title of the paper | Organized by | International / National / State/ University level | Date / Period | Score Obtained (Self evaluation) | Score as per the Principal Evaluation |
|-------|--------------------|--------------|---|---------------|--------------------------------------|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | | | |

Note: 1. "For the purpose of calculating research score of the teacher, the combined research score from the categories of E. ii. Policy Document and F. Invited Lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total Research Score of the teacher concerned.

2. The research score shall be from the minimum of three categories: out of six categories.

3. The self-assessment score should be based on objectively verifiable records.

List of enclosures:

ABSTRACT OF GRADE / SCORE

| Criteria of Evaluation | Grade / Score Obtained (Self Evaluation) | Grade /Score given by the Principal | Remarks |
|---|---|--|---------|
| Category -I : Teaching (Good/Satisfactory/Not Satisfactory) | | | |
| Category -II : Activities (Good/Satisfactory/Not Satisfactory) | | | |
| Overall Grade Obtained (Good/Satisfactory/Not Satisfactory) | | | |
| Category -III : Academic / Research Activities | | | |
| A. Research papers published in Journals | | | |
| B. Invited Lectures in conferences/Seminars | | | |
| Total (Category -III) | | | |

SUGGESTIONS:



Signature of the faculty

Signature of the HoD

Signature of the Principal