



VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD
Autonomous Institute, Affiliated to JNTUH

POLICY DOCUMENT

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**SERVICE RULES
&
PROCEDURES**



VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD
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SERVICE RULES AND PROCEDURES

I. PREAMBLE

1. The following rules shall regulate the service conditions of all Teaching and Non-Teaching staff of Vardhaman College of Engineering, either regular or probationary /Adhoc appointed in the vacancy of an approved post.
2. The Rules shall come into force with effect from 09-04-2016.
3. The Managing Body of Vardhaman College of Engineering is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College.
4. The Managing Body of Vardhaman College of Engineering may exclude wholly or partly, from the operation of these rules to the holder of any post or the holders of any class of posts, and prescribe separate rules for such person(s).
5. The Managing Body of the college may add, amend, alter or change these service conditions as and when it deems it necessary.

II. DEFINITIONS

1. College/Institution means Vardhaman College of Engineering (*hereafter called as VCE*), Kacharam, Shamshabad - 501218, Hyderabad, Telangana, India.
2. Managing Body means the Governing Body of the college / Vardhaman College of Engineering.
3. University means the Jawaharlal Nehru Technological University, Hyderabad.



4. Principal means Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation.
5. Year means a calendar year, unless specified otherwise.
6. Month means a Calendar Month.
7. Pay means Basic Pay with full allowances excluding House Rent Allowance. Half-pay means Half of Basic pay with full allowances.
8. Duty: A person is said to be 'on official duty (OOD)'
 - a. When he is performing the duties of a post to which he is appointed or undergoing the probation or training prescribed for such post, provided that the performance of such duties is followed by confirmation.
 - b. When he is absent from duty on authorized holidays or on leave taken in accordance with instructions regulating such leave issued by the Managing Body / Governing Body having been on duty immediately before and immediately after such absence
 - c. When he is absent during vacation, or when he is attending conferences of learned societies on deputation by the VCE, or while he is on joining time.
 - d. When he is absent from headquarters or from his routine work attending to other university work not connected with his usual routine to which he has been specifically deputed in his official capacity either by the Principal or by the Managing Body.
 - e. When he is absent from headquarters or routine work in connection with college duties either remunerative or non-remunerative, provided the duties have been assigned by the Principal or by the Managing Body.
9. Employee means the Teaching or Non-Teaching Staff of the VCE and wherever the word 'he' is used to refer to a male employee. The word "she" is to be read in relation to the female employee, as applicable.



III. GENERAL CONDITIONS OF SERVICE

1. Appointments: The Managing Body of the college shall be the authority competent to appoint any members of teaching and non-teaching staff on the recommendation of the Staff Selection Committees/ Principal. The order of appointment shall specifically state whether the member of staff has been appointed on probation or in a temporary capacity.
2. The appointments on probation can be made only to the posts approved by the Managing Body. For this purpose, the Managing Body has the right to fix, add, alter or delete any post or posts at any time depending on the requirements of the college.
3. All teaching staff appointed in the cadre of Assistant Professor and above shall be filled in by open competition. The selection should be based on the recommendation of a Staff Selection Committee, duly constituted as per the norms prescribed by the Government/ University/AICTE.
4. Appointments to all other teaching and non-teaching posts, temporary and adhoc shall be made by the Managing Body / Principal.
5. All administrative positions such as Heads of the Departments will be through nomination by the Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.
6. The qualifications, experience and pay scales for various teaching posts shall be as decided by the Managing Body/Governing Body from time to time and shall generally be as per the AICTE guidelines.
7. The services of Non-Teaching staff shall be regularized by the Managing Body based on the recommendations of the Principal.
8. The qualifications, experience and pay scales for various non-teaching posts shall be as decided by the Managing Body of the College from time to time and shall generally be as per the guidelines of State Government.



9. An employee appointed on probation shall be on probation for an uninterrupted period of two years on duty. However, an employee whose probation has been declared on a lower post and is subsequently selected and appointed to a higher post, the uninterrupted period of probation shall be one year on duty.
10. The Chairman of the Managing Body / Governing Council upon the recommendation of the Managing Body in the case of Teaching Staff and Non-teaching Staff, by order may terminate the probation of a probationer, and discharge him from service without assigning reasons giving one month notice or one month salary in lieu of such a notice.
11. The Chairman, upon the recommendation of the Principal, without assigning any reason may extend the period of probation of an employee by a maximum period of one year.
12. Upon the recommendations of the Principal, the Chairman will issue an order / authorize the Principal to issue order declaring the probationer to have satisfactorily completed his / her probation. On the issue of such order, the probationer shall be declared to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation.
13. Unless the order declaring the satisfactory completion of probation is issued, the employee on probation shall be deemed to be probationer even after the expiry of the prescribed or extended period of probation.
14. All uninterrupted service shall count for increments in the time scale applicable to the post. An increment shall be granted by the Principal, based on satisfactory conduct and work performance during the year. The increment of an employee may be withheld by the Principal if his/her conduct has not been good or if his/her work performance has not been satisfactory. The employee whose increment is withheld may appeal to the Managing Body for redressal.
15. The services of all employees on probation and all temporary appointments are terminable with one month notice or one month salary in lieu of such a notice. However, that as a disciplinary measure,



the competent authority i.e., the Managing Body may discharge the employee without any notice.

16. The employee who has once tendered his resignation is not entitled to withdraw it unless permitted to do so by the Chairman.
17. No employee shall undertake any work, remunerative or otherwise, apart from that falling within ambit of his job in the Vardhaman College of Engineering without the prior permission in writing of the Principal under intimation to the Chairman.
18. No employee shall apply for appointments elsewhere except through the Principal of the College and the College may forward not more than two applications in a year.

IV. RESIGNATION, TERMINATION & RELIEVE

1. The services of teaching staff who have satisfactorily completed their period of probation on probation are liable to be terminated by the College by giving three months notice or three months salary in lieu of such notice.
2. The service of teaching staff on temporary / adhoc appointments are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
3. The services of all non-teaching staff who are on regular basis are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
4. Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months' salary in lieu of such notice to the college. If their resignation is for the purpose of higher studies the notice period is reduced to 45 days instead of three months. (The timing of resignation should be such that the incumbent will be relieved at the end of the academic year / semester.)



5. Teaching staff who are on temporary/adhoc appointments can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or till completion of academic work whichever is later.
6. All the Non-Teaching Staff who are on regular basis can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.
7. In the case of teaching staff, who have completed probation and are seeking employment elsewhere two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year / semester only. In addition, all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.,) will also be forwarded. However, the Management has discretion to relax the rule in appropriate case basing on the merits and demerits of the case.
8. In the case of teaching staff, who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES, etc) will be forwarded.
9. In the case of teaching staff, who are appointed on temporary / adhoc basis and are seeking employment elsewhere two applications per year will be forwarded, subject to the condition that they will be relieved at the end of the academic year/semester only. In addition, all applications for admission to higher studies and All India Services Examinations (such as IAS, IES, etc.) will be forwarded.
10. In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year/semester only.
11. In the case of non-teaching staff (whether they are on probation or on regular basis) all applications for admission to higher studies will be forwarded.



12. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining part of the notice period.
13. If the College issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for remaining part of the notice period.
14. In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee.

V. SUPERANNUATION

1. All employees (Teaching/Non-Teaching/Supporting Staff) shall retire on attaining the age of 60 years and no employee shall have any claim to be continued in the service of the institute thereafter.
2. However, The Governing Body at its discretion may give an extension of one year or more, at a time beyond the superannuation on the merit of each case.

VI. DISCIPLINARY ACTION

1. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/ negligence of duty. However, such disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
2. As part of the disciplinary action, the following penalties / punishments for valid and sufficient reasons may be imposed upon the employees.
 - a. Censure.
 - b. Fine.
 - c. Withholding of Increment.
 - d. Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.



- e. Reduction to a lower rank in the seniority or to a lower post or to a lower stage in the time scale.
 - f. Removal from the college service.
- 3.
- a. The discharge of a person appointed on probation, during the period of probation or of a person engaged under contract in accordance with the terms of his contract or a person appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.
 - b. The penalty under "VI.2" may be imposed in addition to any other penalty, which may be inflicted in respect of the same negligence or breach of orders.
 - c. The removal of an employee from the college service shall not disqualify him from future employment but the dismissal of a person from the college service shall ordinarily disqualify him from future employment in the college.
4. Following are the valid reasons for which the penalties may be imposed on an employee:
- a. Irregularity in observing the college timings.
 - b. Irregularity and/ or irresponsibility in attending to duties in the college.
 - c. Unauthorized absence from work.
 - d. Irregularity and/or irresponsibility in attending to duties like examination duty, etc. assigned from time to time.
 - e. Insubordination including failure to follow the specific instructions of the superior.
 - f. Instigation of staff/students against the administration and / or management.
 - g. Participation in the strike, meetings or rallies directed against the administration and/or management.
 - h. Misappropriation of college funds.
 - i. Conviction in the Court of Law.



- j. If the employee is suffering from any incurable infectious disease or is declared insane by a panel of doctors approved by the competent Authority.
 - k. Participation of the employee in any act or movement calculated to bring the college into disrepute.
 - l. If the employee indulges in any public criticism of the College administration or Management amounting to defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to the staff or students or in its relation to the Government or the University.
5. The competent authority, which may impose any of the penalties prescribed in “VI.2”, shall be the Chairman (on the recommendations of the Principal) and Appellate authority shall be the Governing Council.
6. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether it shall have the effect of postponing future increments. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any interval spent on leave before the period is completed.
7. Procedure: Before any of the penalties specified under “VI.2.e” and “VI.2.f” above is imposed against an employee of the college it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him. This can best be done by intimating to the person concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed.
 - a. Enquiry relating to any disciplinary action may be made by a Committee of three members appointed by the Chairman and consisting of the Principal and two other members. No teacher (other than the Principal) of the college shall be on the Committee.
 - b. No order of dismissal, removal or reduction shall be imposed on any employee of the college (other than an order based on facts which have led to this conviction in a criminal court) unless he



has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of allegations in passing order in the case. He shall be required within a reasonable time to put in a written statement of his defense and to state whether he desires an oral enquiry to be conducted or only to be heard in person. If he desires an oral enquiry or if the authority concerned so directs, an oral enquiry shall be held. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witnesses and to give evidence in person. If no oral enquiry is held and if he desires to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of evidence and a statement of the finding and the grounds thereof.

- c. The requirement of rule “VI.7.b” shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him/her.
- d. All or any of the provisions of rule “VI.7.b” may, in exceptional cases, and for special and sufficient reason to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without injustice to the person charged.
- e. Where the authority holding the enquiry is not competent to award a penalty, his/her duty ends with the recording of his or its findings on the charges and it is not part of the function to make any suggestion regarding the penalty to be awarded or the further disposal of the case.
- f. Any member in the college service may be placed under suspension by the competent authority pending enquiry into



grave charges, where such suspension is deemed to be necessary in the interests of the college.

8. During the period of suspension, or pending enquiry he may be paid subsistence allowance of 1/2 of his salary including allowances during the first six months and not exceeding three-fourths of the salary after six months.
9. Every employee of the college shall be entitled to one appeal as hereinafter provided, from an order passed by an authority -
 - a. Imposing upon him any of the penalties specified in rule "VI.1".
 - b. Discharging him in accordance with the terms of his contract if he has been engaged on a contract for a fixed or for an indefinite period and has rendered, under either form of contract, continuous service for a period exceeding five years at the time when his services are terminated.
10. In the case of an appeal under rule "VI.9.a", the appellate authority shall consider
 - a. 'Whether the facts on which the order was based have been established
 - b. 'whether the facts established afford sufficient ground for taking action and
 - c. 'Whether the penalty is excessive, adequate or inadequate, and after such consideration, shall pass such order as it thinks proper.
11. In the case of an appeal under rule "VI.9.a", the appellate authority shall pass such order as appears to be just and equitable having regard to all circumstances of the case.
12. Every person preferring an appeal shall do so separately and in his own name to the appellate authority specified in rule "VI.3".
13. Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no



disrespectful or improper language and be complete in itself. Every such appeal shall be addressed to the authority to which the appeal is preferred and submitted through the Head of the Department to which the appellant belongs or belonged and through the authority against whose order the appeal is preferred.

14. An appeal may be withheld by an authority not lower than the authority against whose order it is preferred if,
 - a. It is an appeal in a case in which under these rules no appeal lies, or
 - b. It does not compare with the provisions of rule “VI.13”
 - c. It is not preferred within sixty days after the date of the service of the order appealed against and no reasonable cause is shown for the delay, or
 - d. It is a repetition of a previous appeal and is made to the same appellate authority by which such an appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or
 - e. It is addressed to an authority to which no appeal lies under the provision of rule “VI.3”.
15. The authority by which an order imposing a penalty specified in “VI.1” may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority prescribed in rule “VI.3”.
16. The rules shall apply mutatis mutandis to the Principal, as Managing Body may, from time to time, declare that they shall be applicable.
17. Every appeal which is not withheld under these rules shall be forwarded to the appellate authority by the authority against whose order the appeal is preferred with a reasonable statement.
18. An appellate authority may consider for any appeal admissible under these rules which have been withheld by a subordinate and he may pass such orders thereon as he considers fit.



19. Nothing in these rules shall operate to deprive any employee of any right of appeal, to which he is otherwise entitled in respect of any order passed before they come into force. An appeal pending at the time, these rules came into force or preferred thereafter, shall be deemed to be an appeal under these rules, and rule "VI.8" shall apply as if the appeal is against an order appealable under these rules.

VII. CONDUCT RULES

1. Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
2. Every employee shall at all times, maintain integrity, be devoted to his duty and be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.
3. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave college except with the prior permission of proper authority. Whenever leaving station, the employee shall inform the Principal in writing through the respective HOD or the Principal directly if the employee happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
4. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
5. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.



6. No employee except with the prior permission of the competent authority engages directly or indirectly in any trade or any private tuition or undertakes employment outside his official assignment, whether for any monetary gain or not.
7. An employee against whom an Insolvency Proceedings commenced in the Court of law shall forthwith report full facts thereof to the College.
8. An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof.
9. No employee shall, except with prior permission of the competent authority, has recourse to any court of law or to the press for the vindication of any official act of the College which has been the subject matter of adverse criticism or attack of defamatory character.
10. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
11. No employee who has a living spouse shall contract another marriage without first obtaining the permission of the Governing Council not withstanding that a subsequent marriage is permissible under personal and religious law for the time being applicable to him/her and violation of this rule will lead to the removal from the service of the college.
12. An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Council and the decision of the Governing Council thereon, is final and binding on the employee



13. No employee shall engage in strike or incitement there to or in similar activities such as absence from work or neglect of duties or participate in hunger strike etc., violation of this rule will amount to misconduct and attract deterrent punishment.
14. The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc. during working hours is to be avoided.
15. Staff members are strongly encouraged to take up consultancy projects but only with the permission of the management.
16. The staff members are prohibited from accepting valuable gifts in any form from the students/ parents/companies having business transactions with the college.
17. The staff members shall not interfere in any matter not connected to their job requirement.
18. The details of students' feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.

**RECRUITMENT POLICY
&
PROMOTION POLICY**



RECRUITMENT POLICY & PROMOTION POLICY

I. OBJECTIVE

To recruit potential employees who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the development of the VCE.

II. SCOPE AND APPLICATION

These rules shall apply to all the regular employees of VCE.

These rules are subject to such changes from time to time as may be decided by the Governing Body of the VCE.

III. CENTRAL RECRUITMENT COMMITTEE

The Central Recruitment Committee is composed of the following members:

1. Management representative
2. Head of the Institution
3. All Heads of Departments
4. Subject Expert

IV. STRATEGY

Identify Vacancy: The identification of vacancies depend on:

1. Existing changes arising due to termination, resignation, superannuation, leave and/or
2. New workload requirements such as creation of new position or temporary additional workload

Prepare job description and person specification:

- a) Job description:
 - i. Role responsible to
 - ii. Role responsible for
 - iii. Main purpose of the job
 - iv. Principal duties and responsibilities



- b) Person specification: Person specification needs to be neither too narrow nor too broad.

Essential and desirable

- i. Skills and abilities
- ii. Knowledge
- iii. Experience
- iv. Training
- v. Other requirements

V. ADVERTISING THE VACANCY

An advertisement with the following generic information may be prepared and if required it can be appended with some specific information.

Title of the Position:
Faculty / Department
No. of positions to be advertised
Job summary
Advertisement Text
Closing Period
Proposed Interview Date (if known)

VI. RESPONSE MANAGEMENT

The applicants can apply for the posts advertised in both electronic mode and by mail. They shall be received and a database must be created by the Central Recruitment Committee. These applications based on the discipline / Department will be separated and sent to the respective institutions / departments for short listing.

Short-listing: In this process applications are evaluated to determine the most suitable applicants for interview. These will be the applicants that most closely match the needs as defined in the person specification.

- If an applicant doesn't meet an essential criterion they should be discounted from the short list.



- The criteria for rejection must be demonstrated on the application form.
- Two or more people should shortlist applications, preferably from diverse backgrounds.
- Ideally aim to identify more candidates to invite to interview. This ensures candidates get fair hearings from alert and interested interviews.
- If an applicant has written anything on the application that discloses a specific request or recommendation, that must not be used in the decision-making process.
- The candidates can request to see any notes made about them during the short listing stage.
- If the number of applicants meeting the essential criteria becomes difficult to manage, you can use the desirable criteria as a further screening method.

VII. ARRANGING INTERVIEWS

- For eligible applicants, Institution/ Department in-charge shall send email and also call them over phone to inviting them for interview.
- For unsuccessful applicants, Institution/Department in-charge shall send email and also call them over phone informing them that they have been unsuccessful.
- Applicant Feedback - If an unsuccessful applicant requests feedback constructive feedback as to why they were not short listed on this occasion shall be provided.

Conducting Interview: Interviewing is the process of asking questions in order to gather evidence about a candidate's ability to fulfill the job role. An interview is the compulsory element of the selection process. This enables an informed decision to be made about who is the best person for the job. It is also an opportunity for the candidate to learn more about the job and institution.



VIII. PROCEDURE FOR INTERVIEW

1. Opening the interview

- Welcoming the candidate
- Introducing the panel members (name & role)
- Providing an outline agenda (including length of interview and when the candidate can ask questions)
- Informing that the panel will be taking notes for effective questioning and listening:
- Prudent questioning & more of listening.
- Begin the interview with less demanding questions to put the candidate at ease
- Follow the sequence of questions planned but be prepared to deviate if required

2. Taking notes:

- All members of the panel must take their own individual notes for each candidate
- Notes should be recorded using Interview Record Sheet
- Notes should be factual and accurate for recruiting the most suitable candidate
- The Interview Record Sheets will be kept on record for verification and audit

3. Closing the interview:

- Ensure all of the candidates questions have been answered
- Tell them how and when they will be informed of the outcome
- Thank the candidate for their time and interest

4. Decision making:

Following the interview and any other additional assessment methods that may have been incorporated into the decision making process, panelists should begin discussing each individual's performance to decide whether they are suitable for recruitment. It is important to conduct this stage properly to ensure an objective and sound decision.



- The members of panel should take some time to individually review their notes including any comments, scores and performance in additional selection methods that were undertaken. Panel members should then independently rank the candidates in order.
- The panel should then come together to discuss each candidate's performance in relation to the person's specification criteria, job description and interview record forms to compare performance.
- This will enable you to discount all candidates that are not suitable for recruitment because they do not meet the criteria
- Place all candidates of a relevant discipline in a ranked order
- All panel members must agree for the ranked order.
- Once you have decided on your first choice candidate, consider other candidates that are eligible for recruitment and rank them so that you can move quickly if your first choice candidate does not accept the job offer.
- If there are any doubts over the ability of any of the candidates to carry out the role - you should not appoint. It is better to re advertise the vacancy and appoint the right person.

5. Avoiding bias

In decision making process the members of panel are all potentially susceptible to unconscious bias, stereotyping and distortion. To avoid unwittingly making any potentially discriminatory decisions vide consultations unilateral decision has to be arrived.

IX. MAKING THE APPOINTMENT

- The chairman of the panel (as far as possible) should contact the successful candidate by telephone, ideally on the same or next day, to offer them the job.
- The chairman of the panel should congratulate the candidate and confirm that they have been successful candidates to the standard



pre-employment checks (e.g. qualifications, experience etc) which will be undertaken by establishment section of the institution.

- Positive and enthusiastic feedback on how well they performed need to be given.
- Discuss on potential start/joining dates.
- Try to establish without pressurizing the candidate, whether they are likely to accept the offer.
- Explain that establishment section of the institution will be in touch with them shortly to confirm the offer of employment.

X. COMMUNICATING THE OUTCOME TO UNSUCCESSFUL CANDIDATES

Unsuccessful candidates should be contacted by telephone so that accurate feedback about performance can be provided using the information recorded on the Interview Record Forms within 1-2 days of the interview to confirm that they have not been successful.

Formal offer: Establishment section of the Institution will then liaise with the successful candidate regarding the terms and conditions of employment, any contractual issues and their start date etc.

Induction: The Departmental/Faculty Induction should consist of pre arrival activities (greetings procedures, physical arrangements, ICT services, induction activities and an induction pack).

- A personalized Induction timetable.
- Information about the Faculty / Department structure, etc.
- Any relevant departmental policies and procedures.
- Any other information appropriate to the Faculty/ Department and staff member's role.
- Depending on what is most appropriate, this could be a hard copy pack or references to key documents.



XI. RECOMMENDATIONS FOR FIXING THE SALARY FOR APPOINTING FACULTY POSITION

- 1. Assistant Professor:** M .Tech / M. Sc / MA / MBA / Other Relevant PG (Fresher) from any recognized institute.

Salary: AICTE VI pay (Rs.15,600 – 39,100 with AGP of Rs. 6,000) applicable as on date of appointment.

- 2. Associate Professor:** Ph. D from any recognized university with overall experience of 8 years.

Salary: AICTE VI pay (Rs.37,400 – 67,000 with AGP of Rs. 9,000) applicable as on date of appointment.

- 3. Professor:** 5 years experience after Ph. D and should have overall experience 10 years. Ph.D. from any recognized university.

Salary: AICTE VI pay (Rs.37,400 – 67,000 with AGP of Rs. 10,000, fixed at a stage not below Rs. 43,000) applicable as on date of appointment.

PROMOTION POLICY

- 1. Assistant Professor:** Assistant Professor with Pay Scale of Rs.15,600 – 39,100 with Academic Grade Pay of Rs. 6,000 shall be moved to the next higher grade (Academic Grade Pay of Rs. 7,000) within the same cadre after completion of four years of service if the candidate possesses a PhD degree (or) after completion of six years for non-PhD holders.
- 2. Assistant Professor:** Assistant Professor with Pay Scale of Rs.15,600 – 39,100 with Academic Grade Pay of Rs. 7,000 shall be moved to the next higher grade (Academic Grade Pay of Rs. 8,000) within the same cadre after completion of four years of service if the candidate possesses a PhD degree (or) after completion of six years for non -PhD holders.
- 3. Associate Professor:** Assistant Professor with Pay Scale of Rs.15,600 – 39,100 with Academic Grade Pay of Rs. 8,000 with three years of service shall be promoted as Associate Professor in a pay band of



Rs.37,400 – 67,000 with academic grade pay of Rs. 9,000 (the candidate should possess PhD degree).

4. **Professor:** Associate Professor with Pay Scale of Rs.37,400 – 67,000 with academic grade pay of Rs. 9,000 with five years of service shall be promoted as Professor in a pay band of Rs.37,400 – 67,000 with academic grade pay of Rs. 10,000.

Note: The candidate need to satisfy minimum API score in Performance Based Appraisal System of the College.



LEAVE RULES



LEAVE RULES

Seeking leave is not a matter of right. Leave has to be used judiciously by all the employees. It is mandatory to seek prior approval from the concerned HOD before proceeding on leave. Also, it is the responsibility of every employee of the institute to apply leave through online portal (faculty log-in) with necessary alternate arrangements of his/her classes so as to ensure the students will not be put into any inconvenience/deprived of their class/learning.

The leave approving authority shall respond to employee leave request and accord the necessary approval at the earliest (online), so that the employees are not put into any inconvenience. It is the responsibility of every approving authority such as HOD, AO, Librarian, TPO, COE, Principal and others to check their logins (online) twice in a day (first in the morning and second before leaving the campus in a given day) and approve the leave requests, if any.

Please be informed that an employee can proceed for the OOD & Other Leaves only after obtaining the due approval from the concerned authorities. Any employee shall not proceed on leave if their leave is not approved by the immediate authority.

The following are the leave approving authorities:

SNo.	Applicant	Recommending Authority	Approval Authority
1	Faculty / Staff	HOD/AO/Librarian/TPO/COE	Principal
2	HODs	-	Principal
3	Deans/ Associate Deans	Principal	Management Nominee
4	Principal	-	Management Nominee

TYPES OF LEAVE

1. CASUAL LEAVE (CL)

- a) Casual Leaves are intended essentially for short periods of absence due to unexpected contingencies.



- b) The total casual leaves admissible are 12 per calendar year.
- c) If an employee join the college in middle of a calendar year, the number of casual leaves admissible will be on *prorate basis* in that year that is one CL per month after one month of service.
- d) **Casual leave should not be combined with holidays, vacation or any kind of regular leaves (as discussed in the following sections).**
- e) **In a stretch, an employee cannot apply for more than 3 days of CL.**
- f) Casual leaves require advance approval and the employee has to make alternative arrangements for his/her academic work.
- g) The unused CLs in a calendar year cannot be carry forwarded to the next calendar year and deemed to be lapsed.

2. SPECIAL CASUAL LEAVE (SCL)

- a) An employee is eligible for special casual leave benefits only after completion of one year satisfactory service in the College or should have satisfactory completion of the specified Probation Period.
- b) Special casual leave construed seminars / symposia / workshops / PhD class works / projects viva / paper presentations / guest lecture / external duties etc., organized by institutions of national and international repute for professional development.
- c) Special casual leaves cannot be combined with Casual leave or with any other leave or with vacation.
- d) The Employee can avail SCL in case of sudden demise of his/her first relation.

3. ON OFFICAL DUTY (OOD)

Any faculty/staff deputed by the college for representing the institute for presenting research project presentations/AICTE/JNTUH/Technical



Education/UGC or any other work related to administration, they may seek OOD.

Note: All SCLs/OODs are to be recommended by the concerned immediate authority (recommending authority) and to be approved by the Principal, limiting to a maximum of 10 days in a calendar year.

4. COMPENSATORY OFF (CO)

Compensatory Off shall be provided to an employee if s/he worked against assigned duties by the College that fall during holidays or extended hours during regular days (the number of hours shall be more than 6 hours at a stretch). The approval of the compensatory off is at the discretion of leave approving authorities.

The total number of Compensatory Leaves shall not exceed 3 days in a Calendar Year and these leaves cannot be extended to the next calendar year.

5. SICK LEAVE (SL)

- a) Sick Leaves admissible to an employee, whose probation has been satisfactorily completed.
- b) Sick Leaves are limited to 4 days for each completed year of regular service.
- c) Sick Leave may be sanctioned only after producing a discharge summary/report obtained from referred hospital/doctors approved by the College Authorities.
- d) Sick Leave can be accumulated up to maximum of 120 days in the entire service.

6. MATERNITY LEAVE

- a) Maternity Leave is admissible employees appointed on regular basis and after satisfactory completion of the probationary period.
- b) The leave is not admissible in case of an employee, who has two or more surviving children.



c) The total permissible leave is maximum of 120 days with half pay.

Note: Recommendation/Approval of the leaves by the concerned authority without following the college 'Leave Rules Policy' will be treated as null & void and such sanctioned leaves are considered as Loss of Pay. The Leave rules to be adhered strictly by all the concerned including college administration.



INCENTIVE POLICY



INCENTIVE POLICY

SNo	Description	Incentive/Registration Fee
1.	More than 3 Conference Papers	Rs. 1,500/- for each paper
2.	More than 3 Journal Papers	Rs. 2,000/- for each paper
3.	Patent (Filed)	Rs. 1,000/- per patent (only PI)
4.	Patent (Published/Granted)	Rs. 3,000/- per patent
5.	Textbook (e-book)	Rs. 1,000/-
6.	Textbook (printed)	Rs. 2,000/-
7.	Textbook chapter	Rs. 500/-

Incentives for Free Journals

SNo	Details	Amount (Per Paper)
1.	SCI/E-SCI/Web of Science	Rs. 8,000/-
2.	Scopus	Rs. 6,000/-
3.	Indian Citation Index	Rs. 2,000/-
4.	e-Book	Rs. 2,000/-
5.	Textbook – National (TMH, Pearson India, etc.)	Subjected to the recommendations of Dean (Academic)
6.	Textbook – International (MH, Pearson, Wiley, Cambridge, etc.)	

Article Processing Charge

SNo	Details	Amount (Per Paper)
1.	Paid Journals (SCI/E-SCI/Scopus/Web of Science or above)	Subjected to a maximum of Rs. 5,000/-
2.	Conference (Scopus/IEEE or above)	Subjected to a maximum of Rs. 3,000/-
3.	Patents	Subjected to the recommendations of Dean (R&D) and Dean (IQAC)