



NALLA NARASIMHA REDDY

Education Society's Group of Institutions - Integrated Campus

(Approved by AICTE, PCI, New Delhi. Affiliated to JNTU-Hyderabad)

Accredited by



ADMINISTRATIVE MANUAL

(CODE OF CONDUCT & SERVICE RULES FOR THE EMPLOYEES & STUDENTS)

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PREAMBLE

Nalla Narasimha Reddy Education Society's Group of Institutions is an integrated campus established in the year 2009 by an eminent philanthropist Sri Nalla Narasimha Reddy under the auspices of Nalla Narasimha Reddy Education Society. The Integrated Campus with multi disciplinary tasks of **Engineering, Pharmacy and Management** programs under the banner of Nalla Narasimha Reddy Education Society's (NNRES) Group of Institutions has been started with a vision to be a premier Institution ensuring globally competent and ethically strong professionals by refining the traditional methods of teaching and by imparting innovative teaching methods with professional ethics, transparency and accountability.

The Institution has formulated a Code of Conduct and a set of Service Rules and Regulations governing the behavior or conduct of individuals entering the college premises in the capacity of faculty, staff and students. The Institution expects proper and courteous behavior from everyone which is a part of professional and official decorum and mark of respect to all categories of employees, without discrimination on grounds of nature and tenure of employment. This is to ensure that the atmosphere of the Institution is well maintained which is expected in any academic institution. As literate and/or educated members of the Institution community, each one is responsible for upholding standards of correctness related to their mannerisms, discipline, execution of assigned works, and other behavioral aspects.

A growth-oriented Educational Institution requires the teamwork of every individual associated with it. The Institution respects the position of every employee, as their achievements will be determined by how well they mingled with the Institution to impart their might towards the growth of the Institution. The Service Rules for the Staff and the Code of Conduct for every stakeholder of the Institution has been prepared in carrying out their duties and responsibilities with a due commitment for the development of the Institution.

GENERAL RULES

These rules apply to all employees both teaching, technical and non-teaching staff during the service at NNRG Institution. The provisions contained in this schedule shall apply, without exception, to all employees of the Institution. Every employee of the Institution shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of the Code of Conduct/Service Rules/Leave Rules or any other rules of the Institution that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

- The Employees shall at all times be courteous towards the officials, parents, colleagues, students, visitors, superiors and co-workers, Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules and regulations made from time to time.
- Every employee shall carry out the work assigned to him by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or premises of the institution.
- He or She shall also co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.
- No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/management or staff members.
- An employee is required to accept any work allotted to him by the Head of the Institution in addition to the work allotted to the particular post held by the employee, keeping in mind the culture and ethics of the institution.
- Employees shall always be neatly dressed, in clean clothes while on duty and shall keep their work-places tidy and clean and at all times maintain cleanliness of the institution.
- Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.

- All teaching/ non-teaching staff should be present at the commencement of the fixed office time. Any late attendance without proper reasons will be viewed seriously.
- Employees State Insurance (ESI) and PF are applicable to all eligible employees as per the Rules & Acts.
- Income-tax - The Institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time.
- The Director's Office maintains for each employee a personnel file that contains vital employment information. To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify in writing of any changes in name, home address, marital status, telephone number, e mail etc.
- No employee, while marked present in the Institute, shall absent himself, except with the permission of the Director/HoD from the class or duty which he is required to attend.
- No employee shall indulge in disclosing any secret or confidential matter relating to the affairs of the institution/college to an unauthorized person at any time.
- No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
- No female employee shall be sexually harassed at the workplace.
- No employee shall commit any act of dereliction of duty.
- No employee shall be allowed to be on leave which has been refused or such leave has been cancelled and has been called to join duty.
- An employee shall not commit any act which is detrimental to the interest and prestige of the institution.
- Each identity card shall be signed by the authorized signatory. Every employee shall carry identity card with them and demand by the security staff or by any authorized person shall produce the same. Loss of identity card shall immediately report to the Head of the Department and duplicate Identity Card shall be issued by the Institution.
- No unauthorized person shall operate or interfere in any way with the Institute vehicles, equipment, electrical connection or other assets belonging to the Institution.
- Any employee taking unnecessary risks which might involve personal danger, danger to others, or danger to buildings or any other property will be liable to dismissal.

- All cases of injury arising out of or in the course of employment shall be reported immediately to the Department Head and the Director.
- No employee shall misuse or carelessly use the material and facilities provided by the institution.
- No employees are permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the institution.
- No employee shall tamper or cause to be tampered with the records or notices of the institution.
- No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.
- No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
- No employee shall interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
- No employee shall consume food articles, drink tea, coffee, soft drinks and smoke in the college premises except in places specifically assigned for the purpose.
- No employee shall bring alcohol or intoxicant drugs to the premises or report to work in an unfit condition because of intoxicants or drugs.
- No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
- No employee shall undertake employment while in service of the institution other than his duties connected with the institution, or carry on, directly or indirectly a business or trade or associate.
- No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.

CHAPTER I

GOVERNING BODY

Introduction:

The Governing Body is the highest body that monitors the progress of the Institution and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education. The Governing Body of the Institution has been constituted as per the University norms. The Chairman of the Governing Body is responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders. The Head of Institution who is the Member Secretary is responsible to the Governing Body for advice on strategic direction and for the management of the Institution. The Head of the Institution is accountable to the Governing Body, and regularly reviews, having regard to the authority conferred by the instruments of governance. The Governing Body of the Institution is responsible for ensuring the effective management and for planning its future development. The Governing Body should ensure that non-discriminatory systems are in place to provide equality of opportunities for staff members and students.

Objectives of the Governing Body:

The Governing Body is to offer transparent and effective governance in building and developing the institution, by taking the confidence of stakeholders. The Primary accountability of the Nalla Narasimha Reddy Education Society's Group of Institutions is that the Governing Body is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional Vision & Mission is achieved.

Role of the Governing Body in supporting the Mission & Strategic Vision of the Institution:

The prime duty of the Governing Body is to develop and implement the Mission, Vision, quality policy, and strategic plan of the institution. It has to review its short term and long term goals and, if necessary, make changes in the priorities from time to time. It should suggest to the Institution to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, bench marking, risk management including financial, physical, so as to meet the interests of stakeholders that is students, parents, alumni, employers, local communities, government and others representing bodies of public interest. The Governing Body should be supported by various other committees in aspects like, operational planning of strategic issues to meet the Vision and Mission statements in true sense. The Governing Body shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution. The Governing Body shall submit to the State Government the annual expenditure which is being incurred by the Institution for the fixation of the fees payable by the students. The Governing Body shall monitor institutional performance and quality assurance arrangements.

The Head of the institution implements the decisions of Governing Body in true spirit for the growth of the Institution using the process of reorganization. The Head of the institution should plan the future growth of the institution by taking into consideration various suggestions and plans from all the stakeholders. The Governing Body should ensure that in order to maintain high ethical standards, transparency and openness are in order in the working of the Institution.

CHAPTER – 2

ROLES & RESPONSIBILITIES OF DIRECTOR

Introduction:

The Director is the academic and administrative head of the Institution who has got multifaceted roles to play and to shoulder multilateral responsibilities of a custodian, supervisor, administrator adjudicator, supervisor and protector etc. He constantly works for the growth of the Institution. He will implement the policies approved by the Governing Body, the highest decision making body of the Institution. He monitors Academics, Admissions, Examinations and Evaluation for smooth functioning of the system. As the academic and administrative Head of the Institution the Director remains liable to follow certain codes of ethics as applicable in general for the Institution teachers as well as for the supporting staff of the Organization. The significant Codes applicable in the Conduct of Director enforced by the Institution are:

- 2.1 To uphold and upkeep the culture of inclusiveness in terms of imparting education in the Institution.
- 2.1.1 To protect the collective interest of different sections of the Institution, so that everyone can freely perform and give their highest contribution for the Institution building.
- 2.1.2 To nourish and enforce equal treatment to all the stakeholders in the Institution, so that there remains no scope of any discrimination at any level within the stretch of the Institution.
- 2.1.3 To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex or religious identify within the framework of Indian Constitution.
- 2.1.4 To create and maintain an unbiased gender-free atmosphere within the periphery of the Institution so that all the stakeholders enjoy equal opportunities
- 2.1.5 To generate and maintain required alertness among all the stakeholders of the Institution so that the chances of incidents of sexual harassment minimized and ultimately eradicated.

- 2.1.6 To maintain and promote academic activities in the Institution in all possible avenues already explored and thus encourage exploration of newer avenues for future academic pursuit.
- 2.1.7 To create an environment conducive for research oriented academic meetings and thus promote research activities in the institution to enhance further to the knowledge pool.
- 2.1.8 To uphold upkeep and enforce discipline in the behavioral appearance of all the stakeholders of the institution and thus maintain campus-serenity required for academics,
- 2.1.9 To promote and maintain the practice of extra-curricular activities amongst the students and other staff members of the institution and thus adds to the enthusiastic image to spirit of life.
- 2.1.10 As the academic head of the institution, the Director should ensure the existence of an academic environment within the Institution and should endeavor for its enrichment by encouraging research activities. The Director should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

RESPONSIBILITIES OF THE DIRECTOR

- 2.2 Director is authorized to nominate Coordinators, members and other administration functionaries in various committees. He is responsible to accord extension or changes of various functionaries in the administration, with the approval of Members of the Institutional Academic Advisory Committee.
 - 2.2.1 He is responsible to conduct the meetings of the Governing Body of the Institution as per the stipulated guidelines.
 - 2.2.2 He is responsible to hold Institutional Academic Advisory Committee meetings as per the norms.
 - 2.2.3 Director has to coordinate and motivate the faculty, administrative authorities and the supporting staff, to play their respective roles more effectively. Shall work for the common goal of providing effective technical education and guiding to enable the students to shape out their promising career and lifelong learning.

2.2.4 He is the spokesperson of the institution and shall take part in regional, national and international conventions to serve the cause of development of technical education in particular.

2.2.5 He, along with all the staff working under him, is singularly and collectively responsible to the Governing Body, Academic Advisory Committee, Affiliated University, State Government, AICTE/PCI/UGC, students and parents for the smooth and effective functioning of the Institution.

Powers & Duties of the Director:

A) Academic Administration:

2.3 On academic matters, Director is generally guided by the rules and regulation as well as the norms lay down by University, AICTE, PCI, UGC, State Government and the Governing Body of the Institution. He shall be assisted by various Deans of the Schools and Heads of the departments of the Institution, senior faculty members and various committees constituted from time to time.

2.3.1 In matters related to decision implementation, Director will be assisted by the Governing Body and Academic council of the Institution.

2.3.2 In matter of admissions, Deans and HoDs will assist the Director. In matters related to Academic works, he shall be assisted by the Deans and Heads of the Departments.

2.3.3 Director shall closely monitor the class work as per the time tables and the manuals with assistance of class work coordinators and other faculty in-charges.

2.3.4 He shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.

2.3.5 He shall hold meetings of Deans and Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcomes.

2.3.6 If necessary, he shall instruct the class work coordinators and Heads of the Departments to conduct remedial classes regularly to support the slow learners.

- 2.3.7 In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Director will be assisted by Deans and Heads of Departments.
- 2.3.8 In matters related to student attendance, drop outs, condonation, Deans get assistance from the Director.
- 2.3.9 The Director should plan for the staff and devise training programs and faculty improvement programs, etc.
- 2.3.10 Director shall also ensure quality assurance and he should be assisted by the coordinators of IQAC Committee.
- 2.3.11 He shall monitor, evaluate Research & Development and consultancy activities. The coordinator, R&D, should assist him in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.
- 2.3.12 The Director should promote industry-institute interaction for better employability of the students.
- 2.3.13 Monitor Placements for the students with the active association of Training and Placement Officer.
- 2.3.14 Shall efforts to look after overall welfare of staff and students.
- 2.3.15 For effective functioning of the Institution he shall build close rapport between staff, students and management.
- 2.3.16 He shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- 2.3.17 He Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UGC, University, State Council of technical education, Department of Technical Education authorities.
- 2.3.18 He Shall involve faculty members at different levels for various institutional activities.

B) General Administration

On general administrative matters Director shall be assisted by the Deans, Heads of Departments, and other functional heads. He shall make proposal for appointment to all posts of cadres at all levels.

2.4 He shall make regularization of services, declaration of probation, and release of increments, for teaching and non teaching staff.

2.4.1 Arrange performance appraisal of faculty and supporting staff.

Shall have power to sanction ML, OD, CLs, Special CLs up to the level of Deans and Heads of Departments, except for himself.

2.4.2 Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the Institution.

2.4.3 All such cases requiring arrangements such as suspension, removal, dismissal from the services shall be referred to the Governing Body by the Director.

C) Financial Administration

2.5 Director is assisted by the Finance committee in financial administration.

2.5.1 Subject to the budget allocations for a specific area of expenditure, Director is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.

2.5.2 Empowered to incur recurring, contingent expenditure as per the norms prescribed by the Governing Body.

2.5.3 Director shall forward monthly salary bills of all the staff of the Institution to the Secretary for necessary action.

2.5.4 The Director or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the Institution.

2.5.5 The Director shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

2.5.6 He shall countersign all the payment bills.

CHAPTER – 3

FACULTY

Introduction:

The Faculties of this Institution should follow the code of conduct laid down by Nalla Narasimha Reddy Education Society's Group of Institutions. The basic ethical values underlying the code are care, Hard Work, Discipline, Respect & Values. The standards of conduct generally required by any member of the Institution would be leadership, selflessness, attitude, integrity, impartiality, fairness and honesty in matters related to work.

Teachers should be concerned and committed to the interests of the students, as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. Faculty should be conscientious and dedicated and if necessary, should help the students beyond class hours. He/she should try to develop an educational environment in the Institution; Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them; Teachers' aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge. The teacher should instill a scientific and democratic outlook among the students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility; Above all a teacher should conform to the culture of his/her profession and act in a dignified manner. He should keep in mind that parents have entrusted them with their children.

It may be conceded that learning has no end. It is imperative that the teachers continuously update in their field and other related ones. Teachers must also acquaint with recent methodologies and other applications; a teacher must, alongside teaching, pursue research as innovation, contributes to the continuous progress and development of a subject. They should involve in seminars and Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity; Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of teachers' professional duties; the teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. They should also be participating in extra-curricular activities of the College as in sports and other extension

activities. This will generate a holistic development and a congenial relationship with the students. The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner; Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests; Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution; There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution; Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

3.1 Objectives:

- 3.1.1 A teacher should be a good role model; make the students as their key concern; promote the education of students; be open and honest, and act with integrity; as students get upon a program in professional education, he/she should be aware that the education program will involve a merge of academic study and practice based in educational establishments which aims to provide with a set of skills, characters and behaviors that will become the basis upon which the professional practice is built. It is important that students should begin to understand and reflect on the professionalism as soon as they commence their studies.
- 3.1.2 A Teacher must not engage in criminal behavior of any kind, especially related to sex, dishonesty, misuse of drugs and violence against a person or property; A Teacher should inform the higher officials if he/she has committed a criminal act that might affect their suitability to enter the profession; Teachers should be aware of and adhere to the relevant code of conduct of the Institution/University; Teacher should be watchful that their professional reputation, together with the suitability and fitness to teach, is not judged exclusively upon their behaviors while out on teaching placement, but also on the general good character; Teacher should be aware of their personal conduct and ensure that their behavior does not affect their professionalism into question. This would

include, drug and alcohol abuse, or inappropriate contact or relationships with students etc.; Teacher should take great care and use common sense and appropriateness in the use

of social networking, always alert of the reality and perception in regard to the position and reputation; As a teacher he/she should build appropriate professional boundaries between them and the students. Social networking sites should not be used to make comments about students, parents/ colleagues or educational establishment.

- 3.1.3 Effective teaching in the field of concerned specialization in class rooms, introducing advanced content and delivery of teaching methodologies, development of course structure and laboratories in the Department besides advising the Head of the Department in the Academic, administration and developmental plans and activities.
- 3.1.4 Tasks of computerization and developmental assignments as identified periodically.
- 3.1.5 Active participation in the campus/School work and collaborative programs.
- 3.1.6 Research and Professional Development in the disciplinary and interdisciplinary areas, and Participation in the Faculty Development Programs, Implementation of Effective teaching learning process for improvement of the academic development of the students in the Department.
- 3.1.7 The individual shall, at all times, maintain a very high standard of integrity, impartiality and devotion to duty having full regard to the high position held by him in the Society. The Faculty Members shall not behave in a manner, which is improper and unbecoming on his part and derogatory to the prestige of the Institution.
- 3.1.8 All the Members of the Faculty are requested to keep in mind the academic interest of the Institution vis-à-vis the academic advancement of the student community at large, and extend their fullest cooperation in the matter.
- 3.1.9 Every Teacher shall discharge him/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the Institution Management from time to time.
- 3.1.10 Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Dean/Director.
- 3.1.11 Faculty Members should focus to publish text books, research papers in reputed International / Indian Journals / and attend national/international Conferences.

3.1.12 The Faculty Member must strive to prepare him/her academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community to a large extent. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

3.1.13 Grouping of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

3.2 GENERAL RULES & REGULATIONS FOR TEACHERS:

The teacher appointed in the Institution will be on probation for one year from the date of joining.

3.2.1 On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the mission and goals of the institution from time to time.

3.2.2 During the probationary period if the teacher wants to leave the service at the end of an academic year he/she should give one month notice or one month pay in lieu of notice.

3.2.3 Under any circumstances, a Member of the Faculty, who availed Summer Vacation of the preceding Academic year, shall not leave the Institution in the succeeding Academic year. In case She/he wants to leave the Institution, he has to seek relief on the day before the commencement of the Summer Vacation, by following the prescribed procedure of giving one month's Notice as usual.

3.2.4 If any Member of the Faculty wanted to leave the Institution in the middle of the Academic year, he has to serve three months' advance Notice to the Management about his intension to leave or resign. Otherwise, the individual has to pay three months' salary for acceptance of his resignation.

3.2.5 The teacher undertakes not to carry on any other trade, business, or activity which goes against him/her contract of employment with the Institution, He/she shall not accept any work outside the Institution without the permission of the Secretary of the Institution, conduct any trade, business or like activity, raise/receive any money / donation without or in any way tarnish the name and goodwill of the Institution.

- 3.2.6 The Teacher shall actively associate, involve, participate themselves in all the Institution activities and programs irrespective of the Department, he/she belongs to. He/She shall motivate his/her students likewise to actively involve, associate and participate in the various programs and activities of the Institution.
- 3.2.7 The Teacher shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the Institution in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
- 3.2.8 The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate groups or unhealthy activity.
- 3.2.9 The Teacher shall not directly apply for or seek another job except through the Director of the Institution.
- 3.2.10 The Teacher shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- 3.2.11 The Teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising program.
- 3.2.12 The Institution may at any time, terminate the services of any probationary or confirmed teacher, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.
- 3.2.13 Every Teacher shall update his/her knowledge by attending Faculty Development Programs, STTPs and Workshops to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
- 3.2.14 Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students at all times.
- 3.2.15 No Teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- 3.2.16 No Teacher shall participate in any strike action or demonstration and /or indulge in any criticism of Institution Management policy or of the Government for any reason whatsoever.

- 3.2.17 No Teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the Institution Campus.
- 3.2.18 No Teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the Management, or that seeks to disrupt the academic activities of the Institution.
- 3.2.19 Every Teacher in the service of the Institution shall at all time strive for academic excellence in the discharge of his/her duties and conduct them in a manner becoming of a perfect role model for others to follow.

3.3 SERVICE CONDITIONS FOR THE STAFF:

- 3.3.1 Every member of the staff shall agree to abide by all the conditions and guidelines and also such conditions as may be stipulated from time to time by the competent authority.
- 3.3.2. Every member of the staff shall employ himself / herself to work honestly, efficiently and diligently under the orders and instructions of the Director / Dean or other officers.
- 3.3.3. Every member of the staff shall devote his/her whole time to the duties entrusted to him/her.
- 3.3.4 Any consultation work for any private firm or institution is undertaken by the college, for which staff may be commissioned by the Institution, with/without additional remuneration or honorarium, from time to time.
- 3.3.5 Any staff member, on appointment, except on contract, shall be on probation for a period of one year.
- 3.3.6. Staff shall sign the attendance register every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours of the day unless they are on duty outside the campus, or on leave. Late – coming will be dealt separately by the competent authority as per the regulations in force.
- 3.3.7 Staff should be available in the college premises during the entire period of office hours on all working days.
- 3.3.8. If a staff member on any kind of leave to go out of station, he/ she should intimate the Director / Dean mentioning his/her exact address and phone numbers in his/her leave application.
- 3.3.9. No member of the staff in his service to the institution without the prior permission of the Director, shall obtain an appointment outside or send an application for study or training

without the notice and approval of the Director. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case if there is any bond of the employee for a particular period of service in the college.

- 3.3.10. The Director or Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
- 3.3.11 In case wherein, a member of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Chairman has got discretion to award punishment such as warning, censure, by holding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.
- 3.3.12. For the development and progress of the Institution/Department, all members of the staff should work as a team and they should also maintain cordial relationship with other Departments.
- 3.3.13. If any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- 3.3.14. Staff members should get prior permission from Management / Director or Designation Authority to contact any outside agency or government departments for any matter related to the college.
- 3.3.15. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he/she shall settle the account within 5 days from the date of drawl of advance or within 7 days after the completion of the event and who fails to settle the account in a given time as above will be adjusted from his/her salary.
- 3.3.16. Staff Members, who if and when relinquishing their job, shall hand over their jobs and responsibilities and get the “No dues” confirmation signatures from all departments concerned.
- 3.3.17. All members of the staff shall be governed by general rules/norms and also practiced by college from time to time.

3.4 RECORDS OF SERVICE

- 3.4.1 A service book/File for keeping the record of service of a staff shall be maintained by Admin. Department in respect of each employee of the College. A staff service book/file shall be maintained to record the services of college staff by administration department in respect of each employee.
- 3.4.2 All activities of an employee in his/her official position shall be recorded in this service book/file, and each entry must be attested by the Admin officer or his/her superior.
- 3.4.3 The AO shall show the service book/file to each employee in the month of April /May every year and the employee shall sign in the service book after verification.

3.5 NORMS FOR PROFESSIONAL DEVELOPMENT

In order to provide an opportunity to improve academic excellence, the management intends to encourage professional development activities of the Faculty members. They are encouraged to undertake programs to enhance their knowledge base either by pursuing PhDs or being involved in scholarly activities.

- 3.5.1 The faculty members pursuing part-time Ph. D. degrees are advised to plan their program Schedules following the guideline as stated below:
 - a. The activity contributes to professional development
 - b. The activity does not interfere with employee's full-time responsibility at the Campus
 - c. The activity does not result in an actual or potential conflict of interest.
 - d. Alternate arrangement for teaching must be made during their absence.
- 3.5.2 Prior permission must be obtained from the Head of the Department (HOD) and the Dean of the College to attend their academic program by availing appropriate leave of absence.
- 3.5.3 The faculty members seeking Ph.D. admission in any university or laboratories should obtain prior permission from the Director to be eligible for the benefits. The faculty members who plan to improve their academic qualifications by availing the support from the Institute should fulfill the following obligation.
- 3.5.4 Faculty members, who are pursuing Ph.D. degree, are required to execute a bond to serve the institution for at least TWO YEARS after successful completion of the Ph.D. Program.

The above mentioned privileges are considered case by case basis and are not considered to be blanket provisions. Some of the criteria to be considered for evaluation by concerned HOD, Dean and the Director. As an example, candidate's track record with the Institute, potential to complete the intended program, etc.

3.6 ACADEMIC GUIDELINES

- 3.6.1 Each and every Faculty member is expected to teach every class assigned. Classes must not be cancelled, without prior approval of the Department Head and/or the Dean of the College and cancellation of classes must be avoided except in unavoidable and family emergencies only. If a teacher is not able to attend any class, every possible effort must be made to assign 'Replacement Teacher.' Every effort must be made that the 'Replacement Teacher' teaches the scheduled class/subject, not his/her own subject.
- 3.6.2 A Faculty member must conduct the class room in a learning and friendlier atmosphere, not in unfriendly/threatening atmosphere.
- 3.6.3 Collegiality and normal code of academic conduct and ethics apply in all circumstances, inside and outside the classrooms as well.
- 3.6.4 Every teacher is expected to prepare well ahead of the classroom lecture. All faculty members must present a teaching plan for all the classes they teach and present it to the HOD for approval. Everyone must prepare classroom lecture notes in advance.
- 3.6.5 Every teacher, as part of instruction, must assign homework, collect, grade and return it regularly. All Exams conducted, whether they are individual class exams or mid-term exams, must be statistically analyzed **submitting** and soft and hard copies presented to the HOD/Dean and, if required, to the Examination Branch.
- 3.6.6 Each and every faculty member **must** submit to the respective Dean/ HOD and the Exam Branch, hard and soft copies of class attendance record of every class she/he teaches on the specified due date for the purpose of submitting to JNTUH, etc.
- 3.6.7 Appropriate formal dress code and appearance (clean and dignified) is applicable to all **the** faculty members.
- 3.6.8 Faculty mentoring of the students is important and Faculty is expected to fulfill this obligation with care and diligence.
- 3.6.9 Extra care must be taken in your interaction with the students. Inappropriate, unprofessional and unfriendly approaches must be avoided in all circumstances. Please be aware of social, legal and professional implications of such incidences.

3.7 MEETINGS

3.7.1 Faculty must attend all officially scheduled meeting and functions. Any absence from these meetings may be approved by the supervisor with prior notice. Late arrivals to any meeting are strongly discouraged and all are advised to be present for a meeting about five minutes ahead of schedule.

3.8 FACULTY EVALUATION PROCEDURE

3.8.1 APPRAISALS:

- i) Appraisals shall be conducted for all employees every year by their HOD's and subsequently by the Head of the Institution to assess their suitability and make the following recommendations:
 - a. To continue in the present position.
 - b. To consider for promotion to a higher position.
 - c. To consider annual increment or hike in remuneration based on the performance during the past 12 months.
 - d. To extend training period.
 - e. To terminate services.
- ii) Appraisal shall not be applicable for employees, who are appointed on Ad-hoc, Part time, Contract basis. Visiting and Adjunct Faculty shall also not be considered for Appraisals.
- iii) The Faculty will conduct self appraisal initially and subsequently with his / her reporting officer / HOD. The recommendation of the HOD will then be forwarded to Dean .The final recommendation will be sent to the Secretary for approval through Director. For Non-Teaching staff, Director and Dean will forward the same to the Secretary with his / her comments and recommendation for approval.
- iv) An Employee who has received two show cause notices from Director/Management /Superior authorities will not be eligible for any increment and their appraisal shall be on hold for a period of one year and he or she will be called by the Management for reviewing his / her continuation of services with the Institution. The Management may take appropriate decision subsequently with

respect to his / her continuation of service or otherwise be terminated from service by giving notice as per rules.

- v) Appraisal / Increment shall be withheld for employees who are irregular in their attendance or if he / she is a habitual late comer. An employee who reports late for more than 5 days in a month on an average in a year (including three late comings allowed as per rules) will be considered as habitual late comer.

3.9 PROMOTION:

The Governing Council approves a proposal, based on considerations of the active profiles of Teaching Positions, to implement a process of Annual self assessment for all Teaching Positions. The Deans of the respective schools will finalize the details for carrying out this assessment and the details shall be available with Dean. Internal candidates could apply for higher posts only when the Institute calls for applications, which happens every year or as frequently as required. Changes to the promotion process should be approved by the management. Internal candidates who apply for the next higher post against the open positions may be considered, if they satisfy the requirements specified in the advertisement or as per AICTE Norms and if they are ready to move to the next level based on their performance in the present post. Such applications will be reviewed first at the Departmental level. The shortlisted applicants go through a peer review process prior to being placed before a duly constituted Selection Committee. Promotion of an employee means his / her movement from a post in a lower scale of pay to a post in the next higher scale of pay.

- i. Promotions are made as and when vacancies occur in the next higher cadre of post
- ii. Promotion cannot be claimed as a matter of right. The Management holds all the discretion to decide on the need to fill up a particular vacancy or not.
- iii. Promotions will be made on grounds of merit, ability and seniority.

3.10 DEMOTION:

The Management shall have the power to lower the grade or post of an employee for gross misconduct or any such act that is deemed by the institute as detrimental to it as a disciplinary measure

3.11 TERMINATION OF SERVICE:

3.11.1 A member of the staff shall **give** one month **prior** notice or one month basic salary **for termination of their services**, in case of temporary appointment or during probationary period.

In case of permanent service, **he/she should give** three months **prior** notice or three months salary **to be paid for their service termination**.

3.11.2. The Secretary shall have the power to terminate the services of staff member of the college, for any of the following reasons:

- a. Serious misconduct and willful negligence of duty;
- b. Gross insubordination;
- c. Physical or mental unfitness;
- d. Participation in any criminal offence involving moral turpitude.

In such termination cases, staff member will not be eligible for any terminal benefit

CHAPTER-4

SUPPORTING STAFF

Being the employees of the Institution all the supporting staff should follow the code of conduct stipulated by the Institution. The Institution has put forward its code of ethics for the supporting staff along the following lines.

- 4.1 The support staff should acquaint themselves with the Institution policies and adhere to them with their best ability.
- 4.1.1 Each of them should perform their duties assigned sincerely and diligently as well as with accountability.
- 4.1.2 They should avail leave with prior intimation to the extent possible. In case of sudden contingencies, information about their absence should be promptly forwarded to the Institution Authority.
- 4.1.3 The supporting staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall engage themselves in any trade or business within the Institution premises.
- 4.1.4 They should not hamper the functioning of the Institution by engaging themselves in political or anti-secular activities.
- 4.1.5 They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
- 4.1.6 They should be punctual as their prior presence is required daily for the commencement and smooth functioning of the activities of the Institution.
- 4.1.7 They should also be responsible for the proper use and maintenance of Institution's equipments and furniture.
- 4.1.8 No supporting staff should be under the influence of drugs or alcohol during office hours.
- 4.1.9 The supporting staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- 4.1.10 They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- 4.1.11 The support staff should show no discrimination on basis of gender, caste or religion.

- 4.1.12 Interactions between support staff and students are frequent as for example during counseling, admissions, collection of various fees, examinations etc. . On a regular basis the students come into contact with supporting staff in Library, Laboratories and Computer Labs etc. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- 4.1.13 An employee shall not solicit or accept any gift from a constituent of the Institution, students, parents or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the Institution.
- 4.1.14 The support staff should give due respect to the decisions made by the higher authorities. Any matter of contention should be settled amicably and not through antagonistic behavior, as the progress of an Institution depends upon mutual goodwill and trust.
- 4.1.15 The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- 4.1.16 The supporting staff is the first to come into contact with the guardians of students during examinations and other meetings pertaining to the parents. They must keep in mind the fact that their behavior will be considered to reflect the image of the institution. They should thus interact patiently and politely.

CHAPTER - 5

RECRUITMENT PROCEDURES FOR TEACHING & NON-TEACH STAFF

5.1 METHOD OF RECRUITMENT

5.1.1 APPOINTMENT: A person is deemed to have been appointed when he/she is issued the appointment order, by the person authorized by the Management to issue such appointment order. In accepting an appointment, an employee agrees to place his/her professional duties within the scope of the activities of the Institute. The relationship thus created is based on the Employee's readiness to serve the Institute to the best of the ability and to carry out the Institute's objectives and obligations.

5.1.2 EMPLOYEE: A person employed by the Institute to discharge his/her duties to the Society and its affiliate organizations for Teaching and Non-Teaching purposes on remuneration basis.

5.1.3 CATEGORIZATION OF STAFF: The staff members of the Institute shall be categorized as:

- i. Teaching
- ii. Non-teaching (Technical and Administrative)

5.1.4 CLASSIFICATION OF STAFF:

Staff of the Institute shall be classified as:

Regular faculty, full time faculty, Faculty under probation, temporary faculty, contract faculty, adjunct/visiting and part time faculty.

5.1.5 RECRUITMENT POLICY: Faculty recruitment is done by the Staff Selection Committee as per the guidelines of Affiliating University /AICTE / UGC. The constitution of Staff Selection Committee for Faculty shall be as per the guidelines laid down by JNTUH from time to time. Recruitment for any position at the Institute is strictly based on merit, qualifications and experience.

5.2. PROCEDURE FOR FACULTY RECRUITMENT

- 5.2.1 Advertisement for new faculty positions in various departments duly approved by the Secretary shall be published in leading local Newspapers. A copy of the advertisement calling applications for faculty positions will be placed in the college's website.
- 5.2.1 After scrutiny of eligibility, depending on the number of eligible applications, screening test will be conducted (if necessary) and the shortlisted candidates will be called for interview in the form of a call letter either by post or by email or by phone call.
- 5.2.2 At times, Walk – in interviews are also conducted for immediate postings.

5.3. INTERVIEW

- 5.3.1 Interview Committee consists of Director / Designated Authority, University Nominee , Academic Council members and respective Heads of the department and subject experts.
- 5.3.2 Direct interview is conducted for senior posts. Selection committee shall be constituted by the Director as per the guidelines.
- 5.3.3 The appointed faculty shall upload the certificates of qualification, experience and appointment letter in the Faculty Registration Portal of the university along with the Joining report and obtain registration number which will be used for further correspondence.
- 5.3.4 If a faculty moves from one college to another he / she should submit the relieving letter from previous college to join the college. If a Faculty fails to get a relieving letter from previous college in spite of complying with rules and submitting resignation letter as per rules, the Faculty can join the college with supporting documents of intimation and reflect change accordingly in faculty registration Portal.
- 5.3.5 Notwithstanding anything contained in these rules and regulations, the Management may employ Faculty / Staff on a temporary basis to different posts in the organizations under its control on a consolidated pay, on daily remuneration or on contract basis whenever and wherever the necessity and circumstances arise.

5.4 PAY FIXATION

- 5.4.1 Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate as per guide lines of AICTE/UGC.
- 5.4.2 Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee, subject to the approval of the Secretary of the society.

5.5. JOINING SERVICE:

- 5.5.1 A person is deemed to have joined the service from the date of reporting to the office on any working day. He/She shall join on or before the last date of reporting as specified in his /her appointment letter. If the person reports before noon of the working day he shall be considered as joining on the same day. If he / she reports in the second half of the day he / she shall be considered to have joined on the next working day. He/She will complete the formalities such as submitting the joining report, filling up form for opening the bank account, after which he/she will be taken to his / her work place and introduced to the Department.
- 5.5.2 The Teaching staff should mandatorily submit all Original Educational Certificates to the Director's Office on the day of joining and the certificates will be in the safe custody of the Director's Office as long as the employee is on rolls. The certificates will be returned on the day of his/her relieving.

5.6 INDUCTION AND TRAINING:

- 5.6.1 The Employee after joining the Department will be briefed by the HoD about the rules and regulations of the institution, explains his / her roles, responsibilities and will be introduced to all other employees of his / her department. The HR of the concerned Department will explain the process of attendance, Leave procedure etc. He / She will be advised to refer the Service Rule Book which contains all information.

5.7 PROBATION:

- 5.7.1 All newly recruited staff will be placed on probation for a period of Two Years. However, the Management reserves the right to waive probation period at its discretion.
- 5.7.2 The Management may extend probation period if the performance of any staff during probation period is not satisfactory. This extension shall be given only once for a period of six months.
- 5.7.3 However, the Management can terminate the services of the staff if he / she is found unsuitable by various reasons of misconduct, negligent behavior or unsatisfactory work by giving one month notice or one month salary in lieu of the notice period at the end of initial probation period.
- 5.7.4 Staff on Probation are not entitled for any Leave except one Casual Leave per month during the first year and will be entitled for CL as per rules on completion of one year probation.

5.8 CONFIRMATION OF SERVICE:

- 5.8.1 At the end of Probation period, an employee on probation shall fill a prescribed form and submit it to his / her Head of Department (HOD). The HOD shall in turn, forward this form along with comments / recommendations to the Director for confirmation of services. Director will verify the recommendations of the HoD whether the performance is satisfactory or suggested extension of probation period or termination of services etc. of the employee; and appropriate decision will be taken by the Director based on the recommendation of the HoD.
- 5.8.2 Confirmation of services shall be from the date of completion of Probation period.

5.9 WORKING HOURS / ATTENDANCE / LATE REPORTING:

- 5.9.1 The Institute will function between 9.00 AM to 4.00 PM on all working Days.

- 5.9.2 Attendance is recorded through the Bio Metric system and signing in the Register. An employee should record his / her attendance in the morning while reporting and while leaving in the evening. A grace period of 10 Minutes is permissible thrice in a month. While reporting in the morning which shall not be claimed as a right by an employee.
- 5.9.3 An employee reporting late for more than three days will be marked as absent and casual Leave will be deducted from his / her account if it is available in his /her account. If no leave is available in his / her account, it will be considered as Loss of Pay.
- 5.9.4 The Head of the institute is the authorized person to condone any late reporting if the reason for reporting late is found genuine especially on medical grounds. The employee should obtain the approval of his / her HOD and later from the Head of the Institution and the same shall be handed over to the concerned Department.
- 5.9.5. In case he / she leave early on official duty and do not report back for the day he/ she should get the On-Duty Form signed by HOD and submit it to the HR in the Department for recording the same. Permission slip from HOD is mandatory to leave the Institute Area.
- 5.9.6 In case the employee reports late due to any official work assigned, he / she should get the On-Duty Form signed by HOD and give it to the HR Department for recording the same.

CHAPTER 6

LEAVE RULES

6.1 LEAVE RULES:

- 6.1.1. Leave shall not be claimed as a matter of right.
- 6.1.2. A member of the staff shall normally or on any pretence should not absent himself/herself from his/her duties without prior permission of his / her superior officer who is authorized to give permission.
- 6.1.3. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- 6.1.4. In case of absence on Medical grounds, intimation should be sent to the Director/Dean within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
- 6.1.5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

The Institution follows the following kinds of leave to its employees:

- a. Casual Leave
- b. Compensatory Leave
- c. Maternity Leave
- d. Paternity Leave
- e. Special Casual Leave
- f. Study Leave

6.2 CASUAL LEAVE (CL):

- 6.2.1. All employees are eligible for 12 days of leave per year @ 1 day per month during the Academic Year from 1st July to 30 June. The Employees those who complete one year service are eligible for 15 days of CL.

- 6.2.2. Probation period staff members are allowed to take leave after completion of the respective months only.
- 6.2.3. At a time not more than 3 days including holidays shall be granted. Carryover of lapsed CL is not permissible.
- 6.2.4 It can be prefixed/suffixed to a holiday / weekly off but the total period including holiday/weekly off shall not exceed 3 days.
- 6.2.5. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the Director / Dean/HoD.
- 6.2.6. If the number of permissions for short absence exceeds 2 in a month, it shall be considered as CL for 3 permissions.
- 6.2.7. All faculty leaves, except in case of emergencies, must be approved by the HoD/ Dean) before availing, and finally approved by the Director. Only in the case of family emergencies, a telephonic intimation is accepted by the HoD. The administrative staff is neither authorized nor obligated to convey their telephonic intimation to their immediate officer regarding their absence and this practice is not encouraged.
- 6.2.8 Unauthorized leave of one week (continuous or intermittent) without proper and genuine reasons may result in termination of employment with this Institution without the contractual notification of one month.

6.3 Compensatory Leave:

- 6.3.1 Teaching&Non-Teaching staff (regular or on probation) are eligible for maximum of 5 days in a calendar year in lieu of each day work done during holiday/weekly off.
- 6.3.2 Should be utilized during the same year, cannot be accumulated and cannot be combined with any other leave.

6.4 VACATION FOR TEACHING STAFF

- 6.4.1 These rules govern the availing of vacation for each semester. The maximum duration and number of days shall be decided by the Director / Deans.
- 6.4.2 Vacation is applicable for only the members of the faculty (teaching faculty) with minimum eligible service of one year.

- 6.4.3 The total vacation for members of faculty (teaching staff) is limited to 5 weeks per academic year, for a continuous service of 12 months in the institution.
- 6.4.4 However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period indentified for summer vacation, to ensure smooth functioning of the institution.
- 6.4.5 A staff member becomes eligible for vacation only after rendering a continuous service of one full academic year as on 31st May. i.e. from 1st July of a calendar year to 30 June of the following academic year.
- 6.4.6 However, in special / deserving cases, vacation can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.
- 6.4.7 If any staff member is prevented from availing vacation in the interest of the college by the orders of the Director, compensation at the rate of one day for every three days of eligible vacation leave shall be considered. Such consideration rests solely at the discretion of the Director.
- 6.4.9 Any unused part of vacation cannot be carried over to the next academic year.
- 6.4.10 While calculating the number of days of vacation, all intervening declared holidays and Sundays will be included.

6.5 LEAVE WITH LOSS OF PAY

- 6.5.1 Any leave availed in excess of the prescribed shall be deemed to be Leave on Loss of pay (LOP). If the quantum of LOP is more than 7 days in an year, it will be considered as dereliction of duties and disciplinary action will be taken, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Secretary and Director shall be final in such cases
- 6.5.2 Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP and will be viewed seriously.
- 6.5.3 Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing Vacation.

6.6 MATERNITY LEAVE RULES

- 6.6.1 A women employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 180 days, subject to prior approval of the Director and Secretary.
- 6.6.2 In addition to the above, a maximum of 30 days can be availed as Maternity Leave in lieu of Vacation available as credit to the employee. Any short fall in Vacation credit will be considered as Leave on Loss of Pay (LOP).
- 6.6.3 Any additional leave beyond the above will be reckoned as leave on LOP.
- 6.6.4 An employee can avail ML only on one (1) occasion in her entire service period.
- 6.6.5 The ML sanctioned shall be availed on a continuous basis and cannot be availed in two-three slots.
- 6.6.6 The decision of the Secretary will be final in sanctioning of ML.
- 6.6.7 Employees are advised to contact Admin department to know the leave record and then apply for leave.

6.8 Special Casual Leave:

- 6.8.1 Teaching Faculty who have completed One Year of service will be entitled for Leave with Pay for 5 days every year for attending seminars, paper presentations, attending convocation (if it is outside Hyderabad), attending Interview for commencing Ph.D. course and for attending Viva Voce for completion of Ph.D., Guest Lectures, Workshops, Conferences, Paper Correction in University, on approval from Dean and Director.

6.9 Study Leave:

- 6.9.1 Employees who have completed 2 years of service (excluding Probation Period) shall apply for study leave in advance, through the HOD, who will forward it to the Committee consisting of Director, Dean and Head (Academics) for its consideration along with his / her recommendation, which shall consider the application based on its merit and may or may not approve the leave. This leave cannot be claimed as a right by any employee. Employee is not entitled for pay and allowances when he is on Study Leave. The period on Study leave will not be considered for Gratuity payment or any other benefit. Study the entire service.

6.10 LEAVE ON- DUTY (OD)

- 6.10.1 OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. approved by the Director/Designated Authority. When Staff members go for examination work for Universities other than JNTU Hyderabad, OD will not be granted.
- 6.10.2 Number of days on OD for Exam duty is limited to 6 for a year at the rate of 3 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.
- 6.10.3 In addition to the above a faculty member who completed probation is eligible for 5 days Special CL to participate in Conferences, Seminars, Workshops, etc., including paper presentation.
- 6.10.4 The Director Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

CHAPTER 7

CONDUCT, DISCIPLINE & PENALTIES

7.1 CONDUCT

- 7.1.1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- 7.1.2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose control, he/she is working.
- 7.1.3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- 7.1.4. Every employee shall endeavor to promote the interest of the Institution and shall not act in any manner prejudicial thereto.
- 7.1.5. No employee shall be a member, or be otherwise associated with, any political party or any organization which takes parts in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.
- 7.1.6. No employee shall join or continue to be a member of an association the objectives of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interest of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the State Government.
- 7.1.7. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature of work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- 7.1.8. Employees are prohibited against showing any discrimination towards students & other employees based on Caste/Religion/Region/Tribe/Gender/etc., Any act involving theft, willful fraud, dishonesty will be considered as misconduct and action will be taken as deemed appropriate by the management.
- 7.1.9. An employee of the Institution shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being not to be under the influence of any intoxicating drink or drug during the course of his duty and

shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.

- 7.1.10. Obligation to maintain secrecy: Every employee shall maintain the secrecy strictly regarding the Institution directly or indirectly, any information of staff, unless compelled to do so by a superior officer in the discharge of his duties.
- 7.1.11. An employee of the Institution shall not, without the prior permission of the Chairman, engage in any trade or business or adventure by him.
- 7.1.12. No employee of the college shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Chairman.
- 7.1.13. Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.
- 7.1.14 All the employees shall follow the dress code of the institution as may be applicable and carry ID Cards at a clearly visible place on them when they are in the Institute premises or on official duty outside.
- 7.1.15 Use of mobile phones during class room sessions / lectures / meetings / during exam work / while on Invigilation is strictly prohibited.
- 7.1.16 Furnishing false information pertaining to age, qualification, experience and getting appointed by giving such false information will result in immediate termination of concerned employee from service without notice. He/she will not be entitled for his / her accrued benefits. Criminal action may also be taken if required.
- 7.1.17 Gambling, consuming alcoholic drinks, chewing tobacco, consuming drugs and smoking within the institution areas and office, sleeping while on duty, neglect of work, taking bribe/commission, willful absence, getting into physical fights, taking part in strike/demonstration, distributing pamphlets against the institution, canvassing for any political party within the Institution area, refusal to work when required by management, instigating quarrels, ragging, getting involved in criminal activity, criticizing the management or institution, collecting, running chit funds or money schemes etc.,

7.2. DISCIPLINE

7.2.1. The Secretary or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

7.2.2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by order of the Chairman and shall remain under suspension until it is modified or revoked by the authority competent to do so.

7.3 MINOR PENALTIES:

7.3.1 1) Censure.

2) Fine

3) Recovery from pay, if any loss caused to the Institution by negligence or breach of orders.

4) Withholding of increments.

5) Suspension.

7.3.2 MAJOR PENALTIES:

1) Reducing the rank.

2) Removal from service.

7.4 ANNUAL CONFIDENTIAL REPORT

7.4.1 All the staff members are required to submit their Self Evaluation Report (SER) at the end of every semester in the prescribed format.

7.4.2 The format of SER will be prepared by the HoD and will be given to the teaching/non teaching staff for completion with data and submission.

7.4.3 The Head of the institution shall write confidential report of all staff and submit to the Director for approval.

CHAPTER - 8

LIBRARY

The Institution has fully functional Library with large number of books/periodicals/Journals etc. are available within the Institution. Students can make use of this well stocked library to enhance their knowledge, carryout research, improve their verbal and written communication skills etc. The Library subscribes national and international journals which are mandatory for engineering college. Our library includes a digital library with 30 systems to access video lectures, e-books and audio materials.

Every effort is made to ensure that the library is equipped with latest books and periodicals. All the users make effective use of resources available in the library. Any person who is either a student or a staff of the Institute automatically becomes a member of the Library and every member is issued a bar coded ID card with a unique number, on filling up of the Borrower's card available in the Library.

- 8.1.1 Procedures to follow to obtain books from the Library.
- 8.1.2 Any member who wants a particular book can search for the book available through LAN and also through the computer systems in the Library.
- 8.1.3 The members can seek assistance of library staff in finding a book, if required. The borrower should bring the book before the Issue counter along with the ID card for issue of the book and recording the same by the Library staff.
- 8.1.4 Every student will be issued books for a period of 14 days. The student has to return the books on or before the due date i.e. 14th day.
- 8.1.5 Every staff member has to return the books at the end of the each semester.
- 8.1.6 No Dues Certificate will not be issued if the books are not returned to library.
- 8.1.7 Due date stamp is put on the due date slip, which is pasted on the inside title page of the book and the book is to be returned on or before the due date mentioned on the slip.
- 8.1.8 All the library users must co-operate to circulate the books among the staff/students by returning them within the due date. If the book is Lost, damaged, torn or mutilated, the borrower has to replace the book with a new copy or pay the prevailing cost of the said book. The last borrower will be held responsible for the condition of the book.

- 8.1.9 Procurement of books is done as per the norms of AICTE. If a staff member needs a book to be procured for the library, he /she has to fill in book indent form (available in the library) and obtain the signature of the concerned HOD and give it to the Librarian. If any book is to be procured on urgent basis, it is to be taken to the notice of the Director through the HOD. The required book will be procured with the permission of the Director depending on the availability in the online /offline stores.
- 8.1.10 Soon after the book is received by the library, concerned library staff will verify the book in terms of: Whether the book is as per the order; whether the book is in good condition; and Price.
- 8.1.11 If the above are in order, Institution stamp will be put on the book and the book is entered in the Book Accession Register. Subsequently, the book will be given an Accession Number.
- 8.1.12 Then the book label and due date slip is be pasted at proper place and the Call Number will be written over the book and the details of the book will be entered in the library software. Finally, the book will be sent to the shelf for use by members.
- 8.1.13 A copy of every new book will be displayed in the new arrivals stand to get the attention of the members.
- 8.1.14 One copy of every text book will be kept as Reference Book for use in the library. Project Reports submitted by the students will be kept under this section or at a Place earmarked for this.
- 8.1.15 Some important books, for which there is only one copy in the library is also kept in this section. Back volumes of the periodicals are made into bound volumes and placed under this section.
- 8.1.16 All books are arranged in the shelves, everybody has access to these books. But the Reference & Quick Reference Books are kept under lock and key. These books cannot be taken out of library by any member and should be used within the Library. These books will be given for consultation, only on the deposit of the Library Identification Card.
- 8.1.17 Hard copies of the journals and magazines are arranged branch wise and in alphabetical order in the pigeon holes.

CHAPTER -9

STUDENTS

OBJECTIVES:

The Nalla Narasimha Reddy Education Society's Group of Institutions expects its students to be familiar with all the conduct and behavioral rules mentioned below and adhere strictly to the Code of Conduct and amendment brought to this code from time to time.

The primary purpose for setting up the Institution is for advancement and application of knowledge, value based education and imparting life skills to its students. Its core activities are teaching, learning and research. These purposes can be achieved only if various constituents of the Institute can live and work side by side in conditions which permit freedom of thought and expression. In order to achieve and maintain such conditions, to protect the Institute from disturbances and to ensure academic standards, it is essential to have rules, guidelines and procedures for ensuring that the necessary steps can be taken when behavior of the students falls short of expectations. To deal with unacceptable behavior of the students, the Institute has a Student Discipline Committee. The rules are applicable for all the students of the Institution.

Students shall agree to abide by the Institute rules, regulations, policies and procedures when they take admission in any of the courses in the institute. The Director of the Institution is responsible for regulating the discipline of students of the Institution. The procedures provide for rigorous, fair, transparent and consistent processes for investigating and considering reported incidents involving alleged misconduct and for imposing penalties.

9.1 General Disciplinary Rules:

- 9.1.1 The most important thing is punctuality. Students are expected to be in the Institution by 9 A.M. and in the class room before 9.15 A.M.
- 9.1.2 Students shall come to the Institution neatly dressed with formals. Their attire should be befitting to be status of a student doing a professional course. Students shall always wear their photo identity card while they are in the campus area.

Students shall move silently through the corridors without disturbing the nearby classes and laboratories. Students are prohibited from sitting on the corridor walls. Students are required to give way to teachers, staff and visitors while moving in the corridors, on the staircases and other places in the Institution premises.

- 9.1.3 Students should not leave the campus during the working hours (between 9:00 A.M. and 4:00 P.M.) without prior permission from the Head of the Department. Students' who wishes to leave the campus for any reason may apply for permission to the concerned Head of the Department.
- 9.1.4 For any study related matters, they are required to contact the faculty concerned or Head of the Department.
- 9.1.5 Smoking, chewing tobacco, spitting, drinking alcohol, gambling, betting or taking drugs are strictly prohibited in the Institute premises. Student found indulging in these activities, shall be punished as per rules.
- 9.1.6 Use of mobile phones is strictly prohibited in the classrooms/ labs/ workshops/library/computer labs/Offices and other prominent places.
- 9.1.7 Students must behave and conduct themselves in the Institution campus, and premises in a dignified and courteous manner and show due respect to the authorities, employees, elders and among other students.
- 9.1.8 Harassment of any kind not limited to, sexual, racial, wrongful confinement, threatening, blackmailing which causes fear and distress to others is strictly prohibited and attracts severe punishment.
- 9.1.9 Students are not permitted to use vehicles to move within the campus. Students shall not write or stick posters on benches, walls or doors and shall not rest their legs / shoes on the walls.
- 9.1.10 The institute has the right to suspend, fine, rusticate or take any action which is deemed necessary in case of any indiscipline on the part of students. The same will be reflected in the conduct certificate issued at the time of leaving the institute.
- 9.1.11 Vandalizing, any physical or verbal abuse of the Teachers & Non Teaching staff inside and outside the college premises, threat to use physical force amounts to gross indiscipline of the student.
- 9.1.12 Students are required to switch off the lights, fans, computers, equipment, etc. while going out of the class room, laboratory/other rooms etc.

- 9.1.13 Students must maintain to promote a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institution.
- 9.1.14 Students must avail all educational opportunities and benefits available at the Institution and make good use of them to prosper academically to develop scientific arena.
- 9.1.16 Students must respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- 9.1.17 Students must respect the cultural and social values cultivated and followed by People of this Country.
- 9.1.18 Students should know that all the interpersonal communication within the campus must be only in English. Students must realize that they are all part and parcel of the learning process. Unless Students make mistakes and learn from mistakes, they will never be able to acquire good command over English. Though we respect our mother tongue and believe, we must hold ourselves to our roots but as we are all aware, good command over English paves the way for a good professional career and make way for global opportunities. Hence every student must inculcate the habit of conversing in English while in the campus.
- 9.1.19 If Students do not have any classes they are advised to make use of free time productively, by utilizing various facilities provided by the Institution like Central Library, Digital Library, Language Lab, etc. and widen their options. Students must actively participate in all academic and extracurricular activities like; Seminars/Workshops, Tech Fests, Institution Day and all the National Festivals and use them as a platform to present themselves and grow as a better individual.
- 9.1.20 As a student, he/she is expected to cultivate habits like practicing self-discipline, showing dedication towards studies and respecting the teachers and elders.
- 9.1.21 If any one of Students has any complaints or grievances against the institution, they are always welcome to bring them to the notice of respective departments and get problems solved.
- 9.1.22 Never forget that Students are always welcome to make suggestions for the improvement of the institution. Students suggestions will be appreciated and implemented if they found to be good, innovative and helpful in offering better services to all of Students.

9.2 RULES TO BE FOLLOWED FOR STUDENTS :

- 9.2.1 Respect the safety of others by not bringing real or imitation weapons to the campus.
- 9.2.2 Student should not indulge in chatter or invoke in spreading rumors on campus.
- 9.2.3 Students are expected to spend their free time in the Library/Reading Room.
- 9.2.4 They shall not loiter along the corridors or crowd in front of the offices or the campus roads.
- 9.2.4 Students should refrain from sitting in places such as parapets, stairs, footpaths, etc.
- 9.2.5 Possession or consumption of chewing gum, narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus.
- 9.2.6 Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
- 9.2.7 Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- 9.2.8 Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to public, private or Institution properties.
- 9.2.9 No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets, etc. within the Campus.
- 9.2.10 No one shall exhibit any banners, flags boards, etc. inside the campus gates, and buildings or on the compound walls without the approval of the Institution.
- 9.2.11 The Institution being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting or boycott kind of activity which may harm the peaceful atmosphere of the Institution and shall abstain from violence in the Campus and even outside.
- 9.2.12 Engaging in groups, keeping under captivity or illegally confining any official of the Institution is prohibited. Students are not permitted to undertake any Educational tours or Industrial visits without the prior approval and permission of the Director.
- 9.2.13 Students are strongly discouraged from coming to the Institution in their vehicles. Vehicles should be parked in the parking space only. Rash or negligent driving of vehicles, riding in noisy two wheelers, riding with more than one pillion riders in the Institution premises is prohibited.

- 9.2.14 Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institution.
- 9.2.15 To avoid loss and to prevent occurrence of embarrassing situations students should avoid wearing or carrying or keeping with them any item of expensive jewelry nor should they carry / keep with them more money than neither required nor expensive electronic gadgets.
- 9.2.16 The prescribed dress code should be maintained in respective labs.

9.3 RAGGING PUNISHMENTS:

- 9.3.1 As per the directives of the Supreme Court and subsequent directives from University Grants Commission it has been reiterated the ban on ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging.

Students should diverge from the following forms of Ragging:

- 9.3.2 Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc.

9.4 Punishment for Participation in/or Abetment of Ragging:

- 9.4.1 Lodging a Police Complaint
- 9.4.2 Cancellation of admission.
- 9.4.3 Suspension from attending classes.
- 9.4.4 Debarring from appearing in any test/examination or other evaluation process.
- 9.4.5 Withholding results.
- 9.4.6 Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.

9.4.7 Suspension/expulsion from the hostel, if any.

9.4.8 Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.

9.4.9 Expulsion from the institution and consequent debarring from admission to any other institution.

9.4.10 Fine up to Rs. 25,000/-

9.5 Affidavit by students and parents

9.5.1 Each student and his/her parents/ guardian shall have to furnish an affidavit along with the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.

9.5.2 The above Codes of Conduct has to be signed by the parents/guardian and the student as a prerequisite for admissions in the Institution.

CHAPTER – 10

TRANSPORT

10.1 Transport facility for staff:

- 10.1.1 Employees can avail the transport facility on concessional rates.
- 10.1.2 They will be picked up from designated points at scheduled time.
- 10.1.3 The route and pick up points are decided by the Institution and there will not be any deviation from this.
- 10.1.4 Employees shall report 5 minutes prior to the scheduled pick up time.
Bus / Vehicle shall not wait for any employee if he / she are late.

10.2 Transport facility for Students:

- 10.2.1 The Institution shall decide on the routes, pick up points and schedule the timings. All students are expected to abide by the same.
- 10.2.2. Students shall report 5 minutes prior to the scheduled pick up time.
- 10.2.3 Buses shall not wait for students who are late.
- 10.2.4 Misbehavior in buses will be viewed seriously and the student may be disallowed from using the transport facility and also disciplinary action taken against him /her as per rules.
- 10.2.5 Students shall not damage buses and keep the bus neat and tidy.
- 10.2.6 Students shall cooperate with the driver and not divert his attention.
- 10.2.7 Students shall not travel on the foot board, get off a moving bus, catch a moving bus, put their hands out of the windows, smoke inside the bus, spit, chew and spit pan or tobacco etc.
- 10.2.8 Safe custody of the belongings is the student's responsibility and the Management is not responsible for any loss or damage to their belongings.

10.3 Other Vehicles:

- 10.3.1 Vehicles are provided at the Institute for official use to carry out institute work from time to time.
- 10.3.2 The vehicles provided shall be used judiciously and a record of the same shall be maintained in a log book by the Transport in-charge.
- 10.3.3 All maintenance works for the vehicle shall be carried out on time and recorded in the book available with the driver.
- 10.3.4 Pollution under check certificate, Insurance papers and Registration document shall always be available in the Vehicle and shall be renewed on time. Fitness certificate (if required) shall be taken on time. Copies of the documents shall be maintained in the office.
- 10.3.5 Drivers shall keep the vehicles neat and clean.

10.4 Withdrawal of Transport Facility:

- 10.4.1 Transport Facility is provided to the students /staff to facilitate him/her in reaching the Campus on time and to ensure he / she does not waste time in finding the alternate mode of travel. This is strictly a management decision and the Management is no way responsible for any delay or any unfortunate incident while the student / staff uses this facility. All the Staff and Students are expected to follow basic safety rules while travelling in Vehicles and ensure their own safety.

10.5 Guidelines for employing Drivers:

- 10.5.1 Antecedents of Drivers employed by the outsourced Agency or employed by Institute shall be checked and a record maintained with details like his Driving license, Aadhar Card, Photo, Names with contact numbers of references provided by him.
- 10.5.2 Complaints about rash driving, speaking on mobile phone while driving, reporting drunk and misbehavior with students and staff shall be taken seriously and the driver's services shall be terminated without notice.