

# **STAFF SERVICE RULES**



**VAAGESWARI COLLEGE OF ENGINEERING**  
**BESIDE LMD POLICE STATION, RAMAKRISHNA COLONY,**  
**THIMMAPUR, KARIMNAGAR-505481**

*Chay John*  
Principal  
Vaageswari College of Engineering  
KARIMNAGAR-505 537.

# **VAAGESWARI COLLEGE OF ENGINEERING, KARIMNAGAR**

**Sponsored by Sree Vaageswari Educational Society**

## **SERVICE RULES & REGULATIONS**

### **1. THE INSTITUTION**

- The College is managed by the Governing Body of Sree Vaageswari Educational Society.
- It is having perpetual succession and a common seal and shall sue and be sued by the Secretary and Correspondent of the college within the by laws of the Society.
- The Society Governing Body of Sree Vaageswari Educational Society is to act as Trustee of Vaageswari College of Engineering to manage any property, legacy endowment bequest or gift for purpose of education or otherwise in furtherance of the work and welfare of the college and to invest any funds representing the same in accordance with the provisions of AICTE and JNTUH regulations.
- The college is conducting professional courses in Diploma, Undergraduate and Post Graduation in Engineering, Post Graduation in Management and MCA which are recognized by All India Council for Technical Education, New Delhi and are affiliated to Jawaharlal Nehru Technological University Hyderabad. The Diploma courses are affiliated to State Board of Technical Education and Training, Hyderabad.
- The Society is running other colleges namely Vaageswari College of Pharmacy, Vaageswari Institute of Pharmaceutical Sciences, Vaageswari Institute of Management Sciences which are having individual barricades and titles, no infrastructure is shared.

### **1.1 FORMATION OF GOVERNING BODY FOR THE COLLEGE**

The Structure of the Governing Body of the College shall consist of the following persons as per the AICTE and JNTUH guidelines. Governing Body of the college meets to discuss various issues and aspects related to the development of the college. It includes considering and approving the institution strategic plan which sets the academic aims and objectives of the institution and identifies the financial, physical and staffing strategies. The term of the governing body shall be two years unless otherwise specified or till further formation of the Governing Body.

- 1. Chairman:** Nominated by the Society
- 2. Member:** Nominee of the Society
- 3. Member:** Nominee of the Society
- 4. Member:** One from Industrialist/technologist/educationist out of the 5 names of panel approved by the Chairman of the Society.
- 5. Member:** Nominee of the Govt. of Telangana State – Director of Technical Education.
- 6. Member:** An Industrialist/technologist/educationist to be nominated by the Govt. of Telangana State Government.
- 7. Member:** Nominee of the affiliating university JNTUH, Kukatpally
- 8. Member:** Nominee of AICTE New Delhi.
- 9. Member:** One Regular staff Vaageswari College of Engineering at the level of Professor of to be nominated by the Principal
- 10. Member:** One Regular staff Vaageswari College of Engineering at the level of Assistant Professor to be nominated by the Principal.
- 11. Member Secretary:** Principal, Vaageswari college of Engineering (Ex-officio).

The Governing Body of the college meets to discuss various issues and aspects related to the development of the college. It includes considering and approving the institution strategic plan which sets the academic aims and objectives of the institution and identifies the financial, physical and staffing strategies. The committee should meet at least twice in academic year.

## 2. SERVICE CONDITIONS

### **Employee Classification of the College:**

The employees of the College consist of teaching, non-teaching and technical-staff. The college selection committee shall appoint the Teaching Staff, Non-teaching and Technical Staff as per the guidelines of the institution and in accordance to the AICTE/ JNTUH norms.

The Secretary and Correspondent or the Principal shall appoint teaching, non-teaching and technical staff as and when necessary as per the requirement either on regular basis or temporarily or outsourcing depending on the institute requirement and they have to report to the Principal

### **Service Conditions for the Staff:**

- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal / Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.
- Every employee of the College shall devote his whole time to the service of the College and shall not engage himself directly or indirectly in any business or any other work which may interfere in the proper discharge of his duties in the college.
- Faculty should not engage in any part-time activities, outside the college hours without the prior permission of the Management.
- Any staff member, on the appointment shall be on probation for a period of one year.
- All the teaching staff shall be paid AICTE scale of pay and other allowances as per College norms.
- Attested copies of following certificates should be submitted at the time of joining the college.
- SSC Certificate
- Intermediate Certificate
- Under Graduation Degree Certificate
- Post Graduation Degree Certificate
- Ph.D Certificate
- Genuine certificates of UG, PG and PhD.
- Service Certificates from previous Employer
- Relieving letter from previous Employer
- Aadhar and PAN Cards
- Any other.
- Staff member should sign in attendance register every day and also record in the bio-metric attendance system, 15 minutes before the commencement of regular first hour and at the end of the working hours for the day.

- Staff member should be available in the college premises during the entire period of office hours, on all working days. Prior intimation is necessary to avail leave.
- If a staff member on any kind of leave has to be out of station, he/she should intimate the Principal/Designated Authority his/her exact outstation address and phone numbers in his/her leave application.
- No member of the staff shall apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the Principal/Management and such application should be routed through the Designated Authority. 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 to forward such applications based on the period of service if any agreed upon to serve in this college.
- A member of the staff shall have his/her service terminated by giving one month notice or salary in lieu thereof, in case of temporary appointment or during the probationary period. In case of regular service, three months notice or salary in lieu of the notice period must be deposited. However, no staff member will be permitted to tender the resignation in the middle of the academic session. After receiving the notice well in advance (before one/three months- whichever is applicable) the concerned staff member will be relieved from the duty only at the end of the academic session. However, in case he/she gets a job in Govt/Foreign may be relieved.
- The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
- In a case wherein a member of the teaching or non-teaching staff commits any misconduct in the discharge of his/her duties, the Principal has got discretion to award punishment such as warning, censure, and withholdings of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal.
- The Chairman/Principal shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
  - Misconduct and willful negligence of duty;
  - Gross insubordination;
  - Participation in any criminal offence involving moral turpitude
  - Underperformance
  - Indulging in indiscipline activities or any activities violating the institution's rules and regulations applicable at the time of service.
  - If it came to even after appointment that the faculty has been recruited with fake qualification certificates.
  - Not been ratified by the affiliating university

#### **Important Guidelines-**

- For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- Staff members should get prior permission from Management/Principal/ Designated Authority to contact any outside agency or government departments for any matter related to the college.
- If a staff member draws advance from the college to meet financial expenses for college event such as conducting workshops, conferences, purchasing equipment etc, he/she

- shall settle the account within 30 days from the date of completion of work for which advance was drawn failing which the advance shall be adjusted against his salary.
- Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from the departments concerned.
- All the members of the staff shall be governed by general rules/norms also practiced by the college from time to time.

### **3. STAFF RECRUITMENT**

The guidelines stipulated as per GO MS No. 14 of Govt. of Telangana State and as per clause 11(d) of University affiliation regulations – 2017 shall be followed for selection of teachers in affiliated colleges.

#### **Procedure of recruitment:**

- Recruitment is normally done twice in a year during May and November or whenever necessary.
- Number of vacancies is notified by Principal/Designated Authority based on student strength/resignations or terminations of staff members, to the management for approval/information.
- Vacancies are advertised in leading Telugu/English newspapers.
- Screening of applications is done by the respective Head of the Department.
- Shortlisted candidates are informed through call letters/telephone/email by College Office.
- For immediate requirement walk-in interviews are also conducted.
- Selection committee constituted as per the rules and regulations of the AICTE/JNTUH.
- The qualifications and experience and other norms like API score for the teaching faculty shall be as per the AICTE/JNTUH norms.
- The teaching staff selection process shall be done through ratification by affiliating university through Selection Committee Minutes (SCM). It is the mandatory that all the faculty to be ratify by the SCM, if any faculty not been ratified their services may be terminated from the college.
- The committee consists of Colleges Secretary and Correspondent, Principal, Two university nominees and one or two subject experts. In the committee at least one member shall be from BC/SC/ST/Minority/Women.
- Based on the SCM list, Principal shall issue ratified orders to individual faculty members.
- The appointment orders shall be issued by the Secretary and Correspondent to all the selected faculty.
- Recruitment of Principal shall be done as per the AICTE/JNTUH norms.

### **PROMOTION AND INCREMENTS**

#### **Promotion Policy:**

The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness.

- All promotions shall be subject to attaining required qualification, experience and API Score.
- The promotion of an employee is purely based on the merit cum seniority basis.
- Career Advancement Scheme interviews shall be conducted once in every year. The norms that are followed in CAS shall be as per JNTUH.



**Principal**

Mageswari College of Engineering  
KARIMNAGAR-505 527.

**Increment policy:**

- The institution follows an Annual Increment Cycle i.e. once in a year.
- Employees are eligible for the increment along with the annual appraisal subject to his/her performance.
- Ad-hoc increment can also be applied subject to the Management discretion.

**Appreciation Policy:**

The institution has constituted an Appreciation Policy to encourage faculty for their Competencies extended in designing the students' career graph.

- The Institute appreciates the faculty for outstanding performance in the curricular/co-curricular/extra-curricular activities.
- The institute appreciates the faculty who got rewards/honors/prizes/medals by the Government/NGOs/any other organizations/for their contribution in R&D /Academics /Social Service.

**Employee Welfare Policy:**

VAAGESWARI COLLEGE OF ENGINEERING welfare policy is to ensure the benefits, facilities given to the employees to work in a better environment. It helps to develop and implement conventional working environment and other facilities. VAAGESWARI COLLEGE OF ENGINEERING extends the following facilities to its employees.

- PF (for eligible staff)
- Subsidized transport facility
- Subsidized food facility
- Maternity leave to female employees
- Sick Leaves
- Early Permission
- Accidental insurance
- Special leaves to Research scholars
- Facilitating OD to Faculty for participation in Training/ Seminar/Workshop/R&D

**4. LEAVE RULES****Leave Rules**

- Leave shall not be claimed as a matter of right.
- A member of the staff shall not normally on any pretence absent from duties without prior permission of his / her superior officer authorized to give permission.
- Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- All teaching faculty should maintain at least 75% of Biometric attendance in every month during academic year.
- In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority at the earliest and a Medical Certificate shall be produced at the time of joining after leave and the same should be uploaded in JNTUH Academic Audit Cell faculty portal and also should send the hard copy to the Registrar, JNTUH.
- 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.

- In case of emergency work related to college or university, the principal / designated authority reserves all rights to cancel the leave.

**Casual Leave (CL):**

- All employees are eligible for 18 days of casual leave per calendar year. It may be recalculated from time to time.
- At a time not more than three days excluding holidays shall be allowed. Carryover of lapsed CL for next year is not permissible.
- Permission for a short period of absence not exceeding one hour on any working day may be granted at the discretion of the designated authority subjected to a maximum of 2 hours per month.
- Permission to leave the campus early / report late for duty is given to the staff subject to the total duration of 2 hours per month. They should apply for permission in advance.
- Staff going on leave should make an alternative arrangement for their regular duties on the days of their absence, which should be duly signed by the substitute staff member and concerned HOD.

**Vacation Leave:**

Vacation to all the staff shall be as per the affiliating university of JNTUH.

**Leave with Loss of Pay:**

- Any leave availed in excess of the prescribed limit shall be deemed to be leave on Loss of Pay (LOP). If the quantum of LOP is more than six days in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave are provided. The decision of the Principal / Designated Authority shall be final in such cases.
- In case of break in service, the date of increment shall be changed accordingly.
- If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will be considered as a Break-in-Service.
- Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break in Service and to that effect, the next increment will be delayed by the amount of breaking period.

**Maternity Leave Rules:**

- The Institute permits Maternity leave of 12 weeks for all eligible female staff, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.
- All confirmed female employees are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration. In all circumstances the female employee should serve the institution continuously atleast three months to avail Maternity leave.
- Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 4to 6weeks may be availed.
- The employee shall inform the Principal at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.
- Maternity leave will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

#### **Paternity Leave:**

- All male employees of new father to be are eligible for 10 day of paternity leave only two times in his life time of employment.
- To become eligible to avail the paternity leave, the employee must have been working in this institute at least of 26 weeks of regular service.

#### **On-Duty Leave:**

- On-duty will be granted when staff members are required to go out on official duties or to participate in conferences, seminars, workshops etc., by prior and proper adjustment of workload and after approval by the Principal/Designated Authority.
- The Number of days on OD is limited to 14 for a year; the excess days shall be deducted from other eligible leave at the credit of the staff.
- The Number of days on OD related to University Spot evaluation, Observer and External examiner duties are not restricted.
- Faculty member are allowed to avail maximum to the extent of 6 days for examination related work for universities other than JNTUH.
- Application for OD to attend seminar/conference including paper presentation should be submitted to Principal through concerned HOD.

**4.8. SPECIAL LEAVE:** All the staff members are eligible for 13 days special leave in the case of death of his/her father/mother/spouse/children.

#### **5. MEDICAL FACILITIES**

A Registered Medical Practitioner shall be visiting the Medical Centre four times a week on part-time basis. He /She take care of the students and staff for minor ailments. On emergency, the medical practitioner will be called to the campus to attend to the patient. The college provides an exclusive vehicle for the purpose of taking the patients when needed to the multi-specialty hospital at Karimnagar for treatment. The expenses made by Institute (if any) against the treatment shall be paid back by the concerned employee in a stipulated period of time.

#### **6. CONDUCT AND DISCIPLINE**

All the staff of Vaageswari College of Engineering should work for the growth of the institution and they should be always with cordial relation with co staff, students, parents of the students and outside people. Teaching is a noble profession, every teacher should keep in mind while performing his duties.

#### **CONDUCT:**

- 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.
- 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 supervision or control, he/she is placed.
- Every employee shall extend the utmost courtesy and attention to all persons with whom he/she has to deal in with the course of his/her duties.
- Every employee shall endeavor to promote the interest of the college and shall not act in any manner prejudicial thereto.
- No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement activity.

- No employee shall join, or continue to be a member of an association the objectives or activities 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 interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government.
- No employee shall engage directly or indirectly in any business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain the prior permission of the authority.
- An employee of the college 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 and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- Every employee shall maintain the strictest secrecy regarding the college's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the college staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- An employee of the College shall not, without the prior permission of the Chairman, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.
- 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 authority.

### **DISCIPLINE**

- All employees are required to attend college dressed formally with I.D card issued by the college during the course of their duties.
- Faculty not attending the class as per time table will be viewed seriously and if necessary action shall be taken.
- Employee's general conduct and behavior are expected to be that of becoming a good faculty.
- All staff should give Biometric attendance daily twice as per the instructions, and they put up 75% of biometric as prescribed by the JNTUH. If any faculty couldn't maintain his/her services deemed to be terminated unless otherwise if there is any genuine reason and acceptable situation by the Principal/Management/JNTUH.
- Punctuality and regularity are essential for the faculty.
- One has to be obedient to the superiors and follow the instructions issued by them from time to time.
- Faculty behavior should be good with colleagues, if found any faculty misbehaving may be taken action of terminating from the services
- The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him or contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

- If any Staff found doing money transactions with the students his/her services may be terminated without notice period.
- If any staff indulging in favoring any students to give more mark his/her services shall be terminated.
- If any male staff indulging in misbehavior with female staff/students his services shall be terminated without notice period.
- If any staff favoring student in the examination room shall be terminated without notice period.
- 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 an order of college authority and shall remain under suspension until further orders.
- An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

#### **SELF APPRAISAL REPORT OF TEACHING FACULTY:**

- All the staff members are required to submit their Self Appraisal Report at the end of every academic year in the prescribed format.
- The Head of the institution shall write a confidential report for all staff and submit to the Principal for approval.

### **7. ACADEMIC GOVERNING STRUCTURE**

For smooth conducting and discharging duties the College Academic Governing structure consisting of College Academic Council (CAC), Department Academic Committee (DAC), Female Grievance Redressal Committee for staff and students, SC/ST Committee, etc to chalks out a roadmap to achieve the goals of the institute. The meeting of committee will be conducted in every semester or whenever necessary.

#### **COLLEGE ACADEMIC COMMITTEE (CAC):**

College academic council is formed to discuss the academic matters of the college. Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect.

The Principal of the College shall be the Convener of its Academic Committee, and the Chairman for all the meetings of the Committee.

##### **i. COMPOSITION**

The College Academic Committee (CAC) shall have a minimum of seven members with at least one female faculty, Principal shall be the Chairman. The constitution of the CAC will be as follows:

- a. Principal of the College – Chairperson
- b. All Heads of the departments
- c. Two other senior faculty members of the college
- d. Officers In-Charge of Academic / Examination Section / Placement Cell.

##### **ii. CAC MEETINGS**

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

### **iii. FUNCTIONS of CAC**

- To review the academic and other related activities of the college
- To review the students and faculty development Programmes
- To visualize and formulate perspective plans for the development and growth of the college
- To formulate Master Plan for campus development, facilitating the implementation of the provision of the perspective plan
- To draw new schemes of development for the college
- To plan for resource mobilization through industry interaction, consultancy and extra-mural funding
- To promote research and extension activities in the college campus
- To promote teaching innovations and student placement Programmes
- To plan for sustaining the quality of education, quality improvement and accreditation of the college
- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence
- To review students attendance/malpractices in examinations.
- To oversee the internal examinations / evaluation / recording

### **ACADEMIC COMMITTEE OF DEPARTMENT**

#### **Role and composition of the Committee:**

To formulate policies, goals and objectives of the Department and prepare a perspective plan for implementation and to act as a “Think –Tank” and offer direction to the Department, keeping in view the broad principles, vision and mission of the Institute and the requirement of the industry. The Committee should suggest the content to be added in the syllabus and suitable teaching methodology to achieve these goals. The Committee will consist of HOD and senior faculty in the Department.

#### **Frequency of the meetings:**

The committee will meet well before the commencement of each semester

### **GRIEVANCE REDRESSAL COMMITTEE**

#### **7.3.1Composition**

The composition of the complaints cum grievance redress committee shall be:

- a. Headed by a Senior Faculty Member as nominated by the Principal.
- b. Senior Faculty member from all departments.
- c. Should have at least two senior lady staff members from different departments (if available).
- d. Should have at least two senior members from B.C., S.C. or S.T. categories (If available).

#### **Functions**

- a. To enquire the complaints received from the aggrieved students or staff of the college.
- b. The Principal upon receipt of the report from the committee shall, after giving an opportunity of being heard to the person complained against, submit the case with the committee's recommendation to the Chairman of the college. The Chairman shall confirm with or without modification the punishment recommended.

## **ANTI-RAGGING:**

As per the UGC regulation on curbing the menace of ragging in higher educational institution, guide lines letter dated 27 June 2019 strict vigilance is made.

- a. All the students should submit an affidavit giving an under taking with counter signed by their parents/guardians that they never indulge in ragging.
- b. A Committee with the staff members is formed, under the Chairmanship of Principal of the College, for prevention and eradication of evil practice of ragging, the fresher's, in the institution by senior members.

## **ANTI-RAGGING-SQUAD**

An internal Squad with staff members under the Co-ordination of Coordinator is formed, for prevention and eradication of evil practice of ragging the fresher's, in the institution by senior members. The Squad will initiate for a campaign is being made by displaying posters, impressing all the senior students, about the consequences of ragging the junior students. The senior students are further impressed that the ragging is a grave offence, which attract not only fine, but also Imprisonment, including disqualification of their career, and rustication from the institute.

## **WOMEN PROTECTION COMMITTEE**

It is observe that there is a growing violence and harassment against the women in the society and the crime rate is considered to be at alarming stage. It is therefore considered necessary to provide adequate safety and security to the women students and staff of the college by timely entertaining their grievance and to provide necessary redressal in their course of study and in the case of employees at their work place. Accordingly a committee is constituted at the instituted at the institution level for entertaining the grievances of the students and their parents.

## **SC/ST COMMITTEE**

The Scheduled Castes and Tribes (Prevention of Atrocities) Act, 1989 an Act of the Parliament of India enacted to prevent atrocities against scheduled castes and scheduled tribes to deliver justice to these communities through proactive efforts to enable them to live in society with dignity and self-esteem and without fear or violence or suppression from the dominant castes. The practice of untouchability, in its overt and covert form was made a cognizable and non compoundable offence, and strict punishment is provided for any such offence. A Committee with the staff members is formed, under the Chairmanship of Principal of the College.

## **INTERNAL WOMEN COMPLIANT COMMITTEE**

It is observed that there is a growing violence and harassment against the women in the society and the crime rate is considered to be at alarming stage. It is therefore considered necessary to provide adequate safety and security to the women students and staff of the college by timely entertaining their grievances and to provide necessary redressal in their course of study and in the case of employees at their work place. The committee is constituted at the institution level for entertaining the grievances of the students and staff and their parents.

## **RIGHT TO INFORMATION**

The Registrar JNTUH Hyderabad in the letter communicated vide reference cited Registrar JNTUH Hyderabad L.No.UAAC/JNTUH/RTI/2013, Dt.10-09-2013, has issued instructions to appoint Public Information Officer (PIO), Asst. Public Information Officer (APIO) and Appellate Authority at the institution level to deal with the cases of the students and others for any information they seek under the RTI Act 2005.

## **8. EQUIPMENT PURCHASE AND SERVICING**

To establish new labs/additional experiments and to repair the equipments it should be done based on systematic analysis without compromising the quality with optimum cost.

### **PURCHASE**

- i. Department should give requisition with details of requirement and suppliers (email id & contact no. is essential) and it should be submitted to the college through HOD and principal's office.
- ii. Procurement in-charge clerk should collect the quotations from respective suppliers and prepare comparative statement with the help of respective department.
- iii. After verification by office superintendent, the proposal containing requisition and comparative statements should be put up in the meeting of purchase committee for final approval based on price, service, time of supply and quality etc.,
- iv. Purchase order should be prepared by procurement in-charge based on final approval and photocopy of the same should be sent to Accountant and concerned department.
- v. Files containing the copies of the following should be maintained at Administrative office along with payment register:
  - vi. Purchase order
  - vii. Invoice
  - viii. Payment receipts (payment should be made only through bank transactions).
- ix. Concerned Department should receive the material. The same should be tested and verified by HOD/faculty in charge of the laboratory and certified that received equipments are in satisfactory condition
- x. Respective entries should be made in departmental stock register with all details
- xi. The department should mention required information on the backside of invoice and it should be submitted to the procurement in-charge by getting the signature of designated authority.
- xii. Photocopy of the invoice should be maintained in respective departments.
- xiii. Accountant should fill up all the details in payment register.

### **SERVICING/REPAIRING OF THE EQUIPMENT**

- Department lab in-charge should submit a request regarding to repair or servicing work of equipments through proper channel.
- Repair/service equipment if it is with in the guarantee period then it should take to the notice of supplier for rectification. If the guarantee period is lapse, then it should be rectified with the procedure done as in the case of purchasing new equipment.

### **STATIONERY ITEMS PROCUREMENT**

- Department should submit a request for stationary items and submit the same to the stationary store in-charge with the signature of Administrative Officer/designated authority/Principal.
- Administrative officer should verify and sign on the request.
- After issuing the required material to the concerned Department, the stationary store in charge should obtain the signature of concerned department clerk in the store register.

## **9. TEACHING FACULTY**

### **DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY**

- The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- The workload of the teacher should as follows:
  - a. Principal 4 hours/week
  - b. Dean / Professor 10 hours/week
  - c. Associate Professor 14 hours/week
  - d. Assistant Professor/Lecturer 18 hours/week

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated working hours, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- Faculty Members should publish research papers in reputed International/Indian Journals/Conferences. and text books,
- The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- Participation in curriculum development work like development of structure for new programmes, formulation of new syllabi and preparation of new assignments, charts, models, transparencies, laboratory instructional manuals and lecture hand-outs.
- Interaction with students involving supervision of hostels, sports, games, NCC, NSS and other co-curricular activities, student counseling and career guidance.
- Assisting the internal administration in activities like preparation of time-tables, formulation of examination schemes, tabulation and finalization of sessional awards and attendance, in-charge of laboratory, supervision of the work of laboratory supporting staff, purchases and preparation of development proposals.
- Interaction with industry involving working in industry for short periods, assisting in consultancy projects, supervision of practical training of students during vacation and organizing industrial visits
- Forming Group of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.

### **DEPARTMENT WORK**

- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.



Principal

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- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
  - Each Department has to nominate faculty members for the following Departmental Responsibilities.
    - JNTUH
    - AICTE
    - Accreditation
    - Examination
    - Timetable
    - Training & Placement
    - Projects
    - Seminars/Workshops/FDP
    - Department Library
    - Attendance
    - Students Participation
    - Branch Association related to faculty and students
    - Sports and Games
    - Industrial visits
- i. Every Faculty Member connected with R&D activity must give a seminar on some topic at least once in each semester.
  - ii. Every Faculty Member should maintain student's attendance records very carefully on day to day basis and put up the same for signature by HOD/Principal as the case may be on the last working day of each month. Upload the attendance details periodically as per the guidelines issued by competent authority.
  - iii. The absentees roll number of first hour should be noted by the concerned teachers and handover the same to the Department.
  - iv. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternative arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternative arrangements suggested.
  - v. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
  - vi. The Faculty Mentor/Counselor must update the register consisting the student's
  - vii. Mentoring record regularly and put up for inspection by HOD/Principal as the case may be.

#### **TIME TABLE**

- i. The College Academic Council will prepare the general format of timetable well before the commencement of the semester. All the Departments should follow the same while preparing their respective timetables of various classes
- ii. Out of 36 teaching hours per week, 30 hours will be allotted for classroom teaching ( 1 lecture hour is equal to 60 min.) of the University prescribed syllabus. Activities like Training courses, AV classes, Seminars, Sports, Professional Societies etc., can be planned during 6 left out classes of the week.
- iii. Timetable of all the Departments will be synchronized in such a way that year wise extra activities can be planned during free hours.

## **CLASS ROOM TEACHING**

- a. Once the subject is allotted the Faculty Member should prepare the Academic plan and lecture hour wise lesson plan in a prescribed format.
- b. The Faculty Member should get the Academic plan, lesson plan approved by HOD and Principal well before the commencement of the classes. The softcopy of same should be mailed to the competent authority.
- c. The Academic plan consists of Course objective, timetable, Syllabus as per JNTUH, Prerequisites of the course, Unit wise course outcome, Topics beyond the syllabus, List of Reference books, Information regarding Audio-Visual websites, Course related websites, e-books, journals etc, previous year university question papers, Assignment topics, Tutorial questions, seminar topics etc. as circulated by the CAC.
- d. The faculty member should submit the Course material file to the Department office at the end of the semester. The Course file should contain Academic plan, handouts, PPT content, test/exam question papers, two model answer scripts for each test/exam, model Assignment and Tutorial sheets etc. as instructed by the HOD.
- e. The faculty member should follow the general guidelines given below:
  - i. The Faculty Member's academic record must be regularly updated and put up for inspection by HOD/Principal as the case may be.
  - ii. The Faculty Member should refer more textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
  - iii. The Faculty Member should go near to the class room at least 5 minutes before and enter the class without delay as soon as the previous class complete.
  - iv. The Faculty Member should teach the full 60 minutes and should not leave the class early.
  - v. Should practice/rehearse the lecture well before going to the class.
  - vi. The Faculty Member should make use Models and PPT as teaching aids.
  - vii. The Faculty Member should encourage students asking doubts/questions.
  - viii. The Faculty Member should get the feedback from students and act/adjust the teaching appropriately.
  - ix. The Faculty Member should take care of academically weak students and pay special attention to their needs in special classes.
  - x. For analytical subjects, regular tutorials have to be conducted.
  - xi. The Faculty Member shall give seminar topics/Quiz (related to the concerned subject) to the students and guide them about preparation and presentation process. Seminar In charge of the concerned class should conduct the seminars every week (Two seminar hours per week) with proper arrangement and preparation. The performance of the students should be assessed and to be noted. The list of the students indicating their date of presentation should be announced at the very beginning of the semester. Whenever time permits, head of the Department should attend these seminar classes.
  - xii. The Faculty Member should prepare the AV lessons for better understanding of the subject.
  - xiii. The Faculty Member should interact with the class coordinator or counselor and inform him/her about the habitual absentees, academically weak student, objectionable behavior etc.
  - xiv. The Faculty Member should always aim for 100% pass results in his/her subjects and work accordingly.

- xv. The Faculty member should regularly visit library and read the latest journals / magazines and keep abreast of latest advancements.
- xvi. The Faculty Member should available for clearance of doubts of students in specific time.
- xvii. The Faculty Member should motivate the students to bring out the creativity/originality.
- xviii. The assignments should be given to the students to enhance their peripheral knowledge. Topics of the assignment should be chosen from the area beyond the syllabus (Minimum one assignment should be given before every mid exam).
- xix. Record of classes not being held due to Public holidays/Bandh in attendance registers.

## **LABORATORY**

- i. The Faculty Member going for laboratory class must ensure that the student perform the all experiments. The experiment results should be evaluated before the students leave the class room. The experiment demo should conduct and importance of doing the experiment should be enlighten to all the students.
- ii. Form maximum four students in a batch to perform the experiments, and in case of computer lab one student should assigned one computer.
- iii. Whenever possible, additional experiments to clarify or enlighten the students should be included in the laboratory.
- iv. The lab observations/records must be corrected then and there or at least by the next class.
- v. All lab manuals should be prepared or updated well before the commencement of the Semester.
- vi. The concerned faculty should not allow the students to do the next experiment if the record sheet of the previous experiment is found to be not corrected.

## **TEST / EXAM**

- i. While setting the question paper, the Faculty Member should follow the guidelines of the affiliating University and QAC.
- ii. Invigilation duties will be allotted by Examination branch to all the faculty members (of all cadres) as per their availability for the same.
- iii. During invigilation, the Faculty Member should continuously move around. He / She should not sit in a place for a prolonged time. He / She should watch closely so that nobody does any malpractice in the exam/test.
- iv. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the affiliating University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of class test / MID examinations).
- v. The mid test papers must be corrected as per the scheme of evaluation which is to be submitted to the Examination Section along with corrected answer scripts within three days from the date of examination and marks submitted to the HOD for forwarding to Principal with remarks.
- vi. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, the status of parents, personal relations, etc.

## **SKILL UPDATION**

- i. Management encourages faculty towards facilitating research-oriented practices and better handling of projects through utilizing needed support. Faculty members should update their skills in a specific domain(s) by joining the training program, refresher courses etc. The

Management may support these efforts by partial/complete sponsorship or by providing OD/special leaves.

- ii. Faculty members can contribute their skill and knowledge with the students by initiating specialized training program through Training and Placement Cell.
- iii. They are expected to motivate students to work on in-house projects (micro, mini and major level). The Management may offer a fellowship for outstanding projects once it is recommended by the Department Advisory Committee.
- iv. Excellent projects and the Project Guides will be awarded after the successful execution of the project.

#### **MAKE-UP CLASSES**

- i After the announcement of the results of the first mid-semester exams, the Department will identify the Weak students/slow learners following their own methods already in practice and plan for extra coaching classes. Faculty members should take make-up classes in their respective subjects to support these weak students to fare well in the subsequent exams.
- ii After university exam results declared, identity those who have failed and conduct special classes to the failed students.

#### **STUDENT–FACULTY RAPPOR**

- i The Faculty Member should have a good control of students.
- ii As soon as the Faculty Member enters the class, He/She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers, the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HOD.
- iii The Faculty Member should act with tact and deal with insubordination by students maturely.
- iv. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.
- v. The faculty mentor has to interact with the group of students (each group consists of maximum 10 students) assigned to him/her regularly and fill up the required data in the mentoring register given to them.

#### **10. DUTIES AND FUNCTIONS OF OFFICE ASSISTANTS**

- i Office Assistant attached to the Department is responsible for all administrative work related to that Department. He / She have to maintain at least the files in
- ii their concern department as mentioned in Appendix – I
- iii They should collect the absentee information (in a prescribed format) from each faculty member and submitted to attendance in-charge / HOD.
- iv. They have to maintain the Department notice board neatly. Outdated documents should be removed promptly and filed properly.
- v. Any changes in the Time Table should be forwarded to the principal office.
- vi If any program is going to be organized by the Dept., the Department Office should prepare requirement of facilities and submit the same to the A.O well in advance.
- vii No letterhead should be utilized in the Department office without permission of the Principal/HOD.
- viii Recommendation letters to students for higher studies or for any other purpose should be given only after taking approval from HOD/Principal.

## **11. RESEARCH & DEVELOPMENT**

### **Research Incentive Policy:**

To encourage the Research and Development activities of the staff, Research incentive policy is implemented in the institution. In this regard, VAAGESWARI COLLEGE OF ENGINEERING announced the following incentives towards their contribution.

#### **Research publications in Journals:**

A research paper should be his/her original work in hard copy or in electronic form in a reputed/refereed international journal with the following conditions:

- The journal should have an abstract and indexed in reputed indices like Science Citation Index, Web of Science, Scopus indexed list, etc.,
- The faculty should be the primary and corresponding author for the paper and mention the college name in affiliation details.

**Publication of Books:** Faculty members are encouraged to write and publish books or monographs

#### **Publications in conferences:**

The following amenities will be extended to the faculty as stated below (twice in a year per faculty):

- The paper should be published in conferences conducted by Scopus indexed conferences/Web of sciences or held by the reputed organizations like IITs/NITs/ Central Research Organizations / Govt. Universities.
- The institution shall provide OD (On-Duty) for research paper presentation in the conferences.

#### **Research leave**

- Research leaves are granted to faculty registered as Ph.D research scholar at reputed organizations like IIT/IISc/NIT/Central Govt.Research Organization.
- Maximum extent of 15 days leaves per year can be utilized to attend for Pre PhD Exam, Course work (credit/audit course), Research review meetings, pre-talk and final talk by submitting the thesis.

Note: Faculty should have minimum of three years continuous service in this institution to avail these leaves.

#### **Research grants:**

- a. **Major Projects (> 10 Lakh):** For every research grant, an incentive of 10% of the sanctioned amount will be paid by the institution.
- b. **Major Projects ( $\leq$  10 Lakh):** Institution pay Rs.5000/- cash incentive for every research grant received from funding agencies.

#### **Guidelines:**

1. It is the responsibility of the faculty to submit all evidence to R&D in-charge to avail all facilities.
2. The incentive shall apply to any number of papers, subject to the condition of Intellectual Property Rights. Plagiarism checks to be done by R&D in-charge before submitting the paper.
3. When a research publication journal/book/research grant has multiple authors, the cash

- incentive shall be divided equally among the authors. (only for this college faculty)
4. When a paper being presented in National/International Conferences has multiple authors from the college, only one author is restricted to claim. The criteria and modalities will be adjusted then and there by the college.

## **12. STUDENTS ACADEMIC PROJECTS:**

A unified project proposal will be maintained for all the Departments of the Institute Faculty members will be encouraged towards better handling of projects through utilizing needed support. Students will be motivated to work on in-house projects by providing fellowships and prizes for the best outcomes. Two outstanding projects selected in each Dept. and cash awards will be presented in the annual day function. Research oriented projects will be supported with the required logistics.



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