

St. PETER'S ENGINEERING COLLEGE

**MAISAMMAGUDA, DHULAPALLY, NEAR FOREST ACADEMY;
RANGA REDDY DISTRICT, TELANGANA 500100.**

Human Resources

Policy Handbook

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VISION

To promote quality education accessible to all sections of the society without any discrimination of caste, creed, color, gender and religion and help students to discover their true potential.

MISSION

To provide integrated, continuous and wholesome development of students by equipping them with knowledge and skills, social values and ethics, scientific attitude and orientations for lifelong education and mould them into useful citizens of the society.

To create an environment conducive to inhabiting theirs total involvement and participation of the students, faculty, staff and management. In making the institution into a centre of excellence imparting quality technical education and also arm the students with the competence to be at the forefront of cutting edge technology and entrepreneurship in highly competitive global market.

QUALITY POLICY

St.Peter's Engineering College strives to establish a system of quality assurance to continuously address, monitor and evaluate the quality of education offered to students, thus promoting effective teaching-learning processes for the benefits of our students and making our institution a centre of excellence for engineering and technological studies.

GOALS

GOALS - SHORT TERM

- 1) Achieving academic excellence by 100% Pass in the University Examination.
- 2) Enabling scholarly vibrant environment for learning, teaching, research and development for students and staff for their personal and professional growth.
- 3) Helping students to excel in communication, inter-personal and entrepreneur skills.
- 4) Helping students to foster and develop qualities of leadership, inter-personnel and problem solving skills to face the professional and personal challenges in life.
- 5) Inculcating the qualities of integrity, honesty, loyalty and patriotism among students.
- 6) Stimulating a desire among students and faculties to make full use of infrastructural facilities and expertise within themselves to serve the society and the nation.
- 7) Fostering a harmonious, cordial and tripartite relationship among
- 8) The management, faculty and students for their respective growth and for establishing a congenial academic environment in the college.
- 9) Achieving 100% Placements for Students.
- 10) Quality Assurance through AICTE-NBA Accreditation.
- 11) Enabling ISO 9001:2000 Quality Certification towards quality procedures and systems.

GOALS - LONG TERM

- 1) To foster academic and research collaboration with foreign institutions of repute.
- 2) To evolve as an Autonomous Institution.
- 3) To evolve into a Centre par Excellence in Engineering and Technology by undertaking nationally and inter-nationally acknowledged research and development works.
- 4) To evolve as a Deemed institution.

PLANNING

1

1. HUMAN RESOURCE PLANNING

- 1.1. The Principal will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- 1.2. The Principal every year shall assess in the month of April the staff requirement for the subsequent academic year.
- 1.3. The principal shall appoint the teaching /non teaching faculty in accordance to the rules and regulations laid down by AICTE/JNTUH
- 1.4. The teacher student ratio shall be **1:15** for **UG**, **1:12** for **PG** and 1:20.
- 1.5. The minimum contact hours during the week for each category shall be maintained as follows:
 - 1.5.1. Principal 06
 - 1.5.2. Professors 12
 - 1.5.3. Assoc. Professors 16
 - 1.5.4. Assistant Professors 18
- 1.6 He will appoint a selection committee for recruitment in each discipline, composed of the Principal, HOD, one senior staff member and the Department's Advisors/subject Experts.

2. RECRUITMENT

- 2.1. The committee shall shortlist the candidate in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
 - 2.1.1. Advertisement in the Newspapers
 - 2.1.2. Files maintained for storing the unsolicited applications
 - 2.1.3. Campus recruitment
- 2.2. The committee if it deems fit, may also conduct Walk in Interviews for augmenting the required candidates.

2.3.The committee shall short list the candidates in the following processes:

2.3.1.Personal Interviews

2.3.2.Class room demonstrations

2.4.The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who in turn Interview the candidates and decide on the appointment.

2.5.An Offer of Provisional appointment shall be released by the Principal/Secretary in the Form 1 appended to this manual.

2.6. The minimum qualification for recruitment as an **Assistant Professor** will be a Post graduate degree from a UGC recognized university with specialized subject/discipline. 1st Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept.

Note: Incase of shortage or non availability, at least 1st Class in UG or PG.

2.7.Qualifications as that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable. Minimum of 5 years experience in teaching/ research/industry of which 2 years post PhD experience is desirable for appointment as **Associate Professor**.

2.8. Qualifications as that are for the post of Associate Professor, as applicable. Post Ph.D publications and guiding PhD students is highly desirable. Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee is eligible for appointment as **Professor**.

3. ORIENTATION

- 3.1. Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
- 3.2. The Principal shall take him/her to the department of his/her work and introduced to the Head of the Department.
- 3.3. The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 3.4. He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- 3.5. The HOD will also ensure that all the registration formalities, including submission of Academic Certificates, joining report etc, by obtaining the assistance of the Office team.
- 3.6. The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

SALARY INCENTIVES

2

1 POSITIONS AND PAY SCALES

1.1 The College will have the following positions of hierarchy in the teaching departments:

1.1.1 Principal

1.1.2 Special positions, including Vice-Principal, Deans and Directors

1.1.3 Professors

1.1.4 Associate Professors and

1.1.5 Assistant Professors

1.2 In addition, each department shall have support staff like teaching assistant /Lab Assistants, Department Clerk and Department Attendant.

1.3 The College Office will have the following positions of hierarchy in the administrative department.

1.3.1 Public Relations Officer

1.3.2 Administrative Officer

1.3.3 Accounts Officer

1.3.4 Senior Assistants / Office Assistants

1.3.5 Personal secretary to Principal/Chairman, Clerical Assistants

1.4 The Scales of pay for various teaching positions will be as per AICTE norms :

1.4.1 Principal and Special Positions Pay as per AICTE norms, commensurate with the qualifications and experience

1.4.1.1 Professor - Rs 37,400 –67,000 – 10,000

1.4.1.2 Associate ProfessorRs 37,400 – 67,000 – 9,000

1.4.1.3 Assistant ProfessorRs 15,600 – 39,100 – 8,000

1.5 Additional Qualifications and Previous Experiences carry the following monetary benefits:

1.5.1 Ph.D (Engg)Rs 5,000

1.5.2 Ph.D (Science/Humanities)Rs 3000/-

1.5.3 Previous ExperienceRs 150 per year of Experience.

1.6 Scales of Pay for non teaching positions shall be as follows:

1.6.1 PRO / AORs 18,520 – 530 – 20,100

1.6.2 Cashier/Accountant Rs 9,460 – 280 – 10,300

1.6.3 Clerical AssistantRs 9,460 – 280 – 10,300

1.6.4 Office AssistantRs 6,700 – 200 – 7300

1.7 In addition, staff can be given additional benefits of Rs 125/250/500 for his/her additional skills or Bachelor or Master Degrees. Previous experiences carry Rs 75 per year of experience. Lab assistants get Rs 2500 or Rs 2000 based on their diploma or ITI Qualification.

2 DEARNESS ALLOWANCE

2.1 In addition to the basic salary, a monthly dearness allowance shall be extended to teaching faculties with the exception of those in consolidated pay category.

2.2 Management can also decide other allowances for Professor, Principal and Special posts.

3 INCREMENTS

3.1 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.

3.2 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

4 ACCIDENTAL GROUP INSURANCE

4.1 All Teaching & Non teaching staff members are eligible for accidental group insurance upto Rs 5,00,000/-

4.2 Staff Members are eligible group insurance

5 INCENTIVES AND REWARDS

Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Points 5.1 to 5.4 are applicable to staff members with minimum 1 year of service at the Institution.

5.1 An employee is eligible for a cash award of Rs 3000/- for producing 100% result in a theory subject.

5.2 An employee is eligible for a cash award of Rs 1000/- for producing 95% result in a theory subject

5.3 An employee is eligible for a cash award of Rs 500/- for producing 90% result in a theory subject.

5.4 Best faculty will be awarded with a cash price of Rs 2000/- yearly, department-wise by a committee constituted of Principal and HOD

5.5 Faculty with 2 years of service is eligible for 50% professional body membership fees on yearly subscription fees subject to a maximum amount of Rs 1000 and 50% on lifetime membership fees subject to a maximum of Rs 3000/-. While applying for the membership fees the faculty must serve for a period of 3 years otherwise they need to pay back the amount. Memberships must be recognized professional bodies like (IEEE, IETE, ISTE, Society of acoustic emission etc.,).

5.6 Faculty with 2 years of service are eligible for reimbursement of registration fees + TA for publishing their papers in National/International conferences subjected to a maximum of Rs 1000/- in case of national conference and Rs 4000/- in case of international conferences. However amount will be reimbursed on production of certificate and on publication of the paper in a peer reviewed journal with Scopus Index.

5.7 Faculty with 2 years of services is eligible for reimbursement of registration fees of Rs 5000/- for publication of papers in international journals having an impact factor <1.0 or indexed

peer reviewed journals .Faculty with 2 years of service is eligible for a cash award of Rs2000/- for publishing their papers in free journals.

5.8 Support Staff Members are provided with training in computing skill/ technical skill programs.

5.9 In addition, they can avail on-duties towards higher education against service agreements.

LEAVE RULES

3

1 GENERAL RULES

- 1.1 These rules shall be called the St. Peter's Engineering College Leave Rules.
- 1.2 They shall be deemed to have come into effect from 1/1/17 and shall be applied to all the employees of the college.
- 1.3 A leave account shall be maintained by the Admin Dept for each employee in an appropriate form.
- 1.4 Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- 1.5 The sanctioning authority may recall any employees to duty before the expiry of his/her leave.
- 1.6 Unauthorized absence from duty may be treated as misbehavior inviting disciplinary action.
- 1.7 Any leave without proper application may be considered as 2 LOPs at the discretion of the Management.
- 1.8 An employee on leave shall not take up any service or accept any employment without the approval of management.
- 1.9 Every application for leave on medical grounds shall be accompanied by a medical certificate given by a MCI Registered Medical Practitioner. An employee (declared as vacation staff) who leaves his place of duty during vacation is liable to be recalled.
- 1.10 The Principal shall be the authority competent to grant leave to all the employees, on the recommendation of the employee's immediate superior authority.
- 1.11 In the case of the Principal, the Secretary shall be the authority to sanction leave.

1.12 Individual gate pass must be produced at the gate duly signed by HOD and Principal, if proceeding on half day leave.

2 CASUAL LEAVE (CL)

2.1 Casual leave is a concession to remain absent from duty for a short period without such absence being treated as regular leave.

2.2 The maximum number of days of casual leave that may be availed by an employee in a calendar year i.e., from January - December is 11(Eleven) or proportionate to the service put in by an employee during the year of his initial employment to be worked out @1 casual leave for every month of service put in.

2.3 Casual leave may be granted combining with the public holidays or Sundays subject to the condition that the total period of absence does not exceed 6 days at a time. However the presence is a must one day before or one day after the holiday / Sunday. In such cases when the employee is not present one day before or one day after the holiday/Sunday then the holiday / Sunday will also be treated as casual leave or LOP as applicable.

2.4 If the period of absence is 7 or more days including prefix/suffix then intermediate holidays will be treated as LOPs and no representation will be entertained in this regard.

2.5 Accumulated CL's can be utilized with vacation after getting prior approval from the concerned HOD and principal. In case of any academic work principal has the authority to cancel such accumulated leaves.

2.6 However, out of the accumulated CLs only 2 CLs can be utilized together at one time in continuation.

2.7 An employee joining on or before 5th of a month is entitled for 1 day CL for that month.

2.8 Half-day (1/2) CL can be availed from 9.00 AM to 1.00Pm (Forenoon) or 1.00 PM to 4.20 PM (After noon).

2.9 Leaving early or reporting late will result as 1 or 2 permissions (depending upon time).

2.10 An employee must avoid taking leave during the academic period closure.

2.11 An employee is liable to get a cash award of Rs 2000/- for non-utilization of any CL in one Year.

3 ON-DUTY LEAVE (OD)

3.1 An employee is eligible to get a maximum of 7 ODs in a semester for attending (conferences, workshops, seminars, FDPs) after completing a minimum service of 12 Calendar months.

3.2 However 2 days OD may be granted for an employee having less than one year of service for attending paper valuation & lab external exam. In case of observer duty opportunity will be given once in 3 years only. Personnel, who have already utilized 4 ODs for other purposes cannot be deputed as observer.

4 MEDICAL LEAVE (ML)

4.1 An employee with a minimum service of 1 year is eligible for medical leave of 3 days with prior intimation to the Principal through proper channel and after submission of admit card, discharge summary and bills.

5 SPECIAL CASUAL LEAVES(SCL)

5.1 An employee registered for Ph D and after completion of his/her pre-Ph.D is entitled for a special casual leave of 0.5 (half) day per month for a period of 3 years and which can be accumulated for 4 months and will lapse if unused. This will be approved after producing the official letter from the concerned guide with his office seal.

5.2 An employee after completing his 2nd RRM /after producing rough documentation is entitled for a special casual leave of 1(one) per month for a period of 6 (six) months which will not be accumulated.

5.3 However, SCL will be granted after producing a bond by the employee stating that he/she will serve the organization for at

least 1 years after completion of their Ph D. In Case he/she desires to leave early the entire Special Casual leave will be considered as LOP and the amount will be deducted or recovered from the salary of the employee. otherwise he/she will repay an amount of Rs1.00,000/-.

6 STUDY LEAVE (SL)

6.1 An employee is entitled for study leave of 2 years on no payment basis after putting a minimum service of 2 years. However, this rule is applicable for technical departments only.

7 MATERNITY LEAVE (ML):

7.1 All women employee who have completed a period of 2 (two) year (s) are entitled to maternity leave not exceeding 180 days, *will be granted on no payment basis.*

7.2 They are entitled to maternity leave only twice during their service.

7.3 In case of Rejoining after completing the stipulated time it will be only at the beginning of the semester.

8 SUMMER VACATION

An employee is eligible for summer vacation as given below.

8.1.1 Service between Two (02) to six months (06) 3 days

8.1.2 Service between Six months(06) to less than one (01) year
6 days

8.1.3 Service between one year (1) to one and half (1.5) year
9 days

8.1.4 Service between one and half year (1.5) to two (2) years
12 days

8.1.5 Two years (2) to five (05) years 15 days

8.1.6 Service More than five (05) years 21 days

For calculating the service 30th April of every year will be considered as the last day of the year.

Note: In case of academic work vacation period will be reduced accordingly and cannot be utilized at the later stage.

PROMOTIONS

4

1 PROMOTION POLICY

All promotions shall be considered on the basis of merit- cum – college seniority basis.

- 1.1 The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and subject experts from Industries/Other Institutions.
- 1.2 The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- 1.3 Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position**, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

Cadre	Qualification	Experience
Associate Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech. & PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable
Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be

		<p>required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.</p>
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Those who are promoted shall be fitted in the Scale of Pay applicable to that category after getting selected by JNTUH panel. All decisions on promotions shall be taken up from the month of June every year.

DISCIPLINE & GRIEVANCES

5

1. Code of Conduct for Teachers

- 1.1. Teachers shall be at the appointed classroom at the appointed time without any exception.
- 1.2. Every teacher shall take attendance at the beginning of the teaching hour.
- 1.3. Every teacher shall close the hour punctually at the end of the hour.
- 1.4. A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be taking correctional action if it is within his/her power, or reporting the matter to the HOD.
- 1.5. Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 1.6. Faculties and staff members shall not engage themselves in other activities/ businesses, which effect their effective contribution in the Department and the College.
- 1.7. Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents under any circumstances. Any violation to the rule will be dealt severely including dismissal.
- 1.8. Teachers shall maintain a respectable work conduct in terms of:
 - 1.8.1. Preparation for the particular day's Classes, with latest information added to earlier course content.
 - 1.8.2. Keeping all teaching aid material required for conducting the class in an orderly manner.
 - 1.8.3. Going according to the session plan for the day and completing the syllabus for the semester without leaving any part of the syllabus uncovered.
 - 1.8.4. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.

- 1.8.5. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- 1.8.6. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- 1.9. Teachers shall observe good personal conduct in terms of:
 - 1.9.1. Not using any abusive language towards students, fellow teachers, parents and other members of public.
 - 1.9.2. Not entering into quarrels, fights or any act of disrespectful nature.
 - 1.9.3. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
 - 1.9.4. Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution.
- 1.10. Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6.

2. DISCIPLINE

- 2.1. Any teacher who is violating the code of conduct defined in previous section of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.
- 2.2. If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- 2.3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- 2.4. If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- 2.5. He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

- 2.6. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- 2.7. The course of action for disciplining a teacher shall be under the following categories:
 - a. Memo and Censure.
 - b. Warning in writing, with recovery of monies, where financial loss is involved in the act.
 - c. Suspension from work without remuneration.
 - d. Dismissal or discharge from service.
 - e. Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.
- 2.8. Where the punishment proposed is in the categories c or d under point 2.7, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- 2.9. The Principal shall report the proceedings periodically to the Chairman/Correspondent.

3. GREVANCES

- 3.1. The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- 3.2. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- 3.3. The grievance committee shall have a member secretary, to monitor the proceedings meet once every week on a stipulated day and time
- 3.4. Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- 3.5. The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- 3.6. The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
- 3.7. The Member-Secretary shall record and maintain the minutes the meetings.

CONSULTING, R&D & TEACHING

6

1 CONSULTING, R&D

- 1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.
- 1.2 The teacher shall undertake such assignments
 - 1.2.1 When the College is approached for such help and the College assigns such engagement to the particular teacher
or
 - 1.2.2 When the teacher himself/herself is approached by the outside agency for such help.
- 1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.
- 1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 1.5 The teacher shall also associate other members of the faculty/students in working on the assignments.
- 1.6 The teacher shall levy such professional charges on the benefiting agency after approval by the principal. However, the charges shall be shared with the college on the following basis:
 - 1.6.1 Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (college/Faculty).
 - 1.6.2 In all other cases like consultancy assignments, it shall be 60:40 (40% to College) when no infrastructure is utilized.
- 1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman/ Correspondent.
- 1.8 The Project Co-Ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

2 TEACHING ASSIGNMENTS

- 2.1 The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- 2.2 A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- 2.3 Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

3 IN-HOUSE R&D/WORKSHOPS

- 3.1 The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
- 3.2 Each Department is given a sanction as per the projection and sanction, towards in-house R&D activities.
- 3.3 Staff members can submit their proposals through the HEAD of the Department and funds to develop prototype or model can be sanctioned after approval.
- 3.4 The College encourages its faculties to organize AICTE/ISTE Funded Seminars and Workshops for the benefits of fellow Teachers and students.
- 3.5 The Management provides additional funds if any are required for any AICTE/ISTE funded programs and 50% funds for other programs organized by the Department (maximum of Rs 25000 per Department).

Annexure 1: Appointment order

PROCEEDINGS OF THE STAFF SELECTION COMMITTEE

PRESENT: SRI.T.VIJAYPAL REDDY, SECRETARY

SPEC/ / /2017-18/

Date:

Sub: SPEC- St. Peter's Engineering College, Maisammaguda, Kompally, and Medchal-100 Establishment- Appointment of Teaching Staff -Orders issued.

1. Your Application Dated .
2. Minutes of Staff Selection Committee Dated .

Appointment Order

1. With reference to the application under reference one (1) and in pursuance of the Minutes of the staff Selection Committee under reference two(2), The Chairman, Shantha Educational society, is pleased to appoint ----- as ----- Department in the AICTE pay scale of Rs.----- at St. Peter's Engineering College, Maisammaguda, Kompally, and Medchal-100 with a basic pay of Rs ----- .
2. You will be reporting to HoD - ----- and Principal performing duties/work assigned by them from time to time. You are required to shoulder any other responsibility connected with the Institution, assigned to you by them.
3. You will abide by the staff service, conduct, and leave rules laid down and as amended from time to time by the Management committee.
4. You will be on trial for one month during which your services may be terminated without notice. You will be on probation for a period of one calendar year from the date of joining. Probation period is deemed to be over, after a period of one calendar year, unless otherwise extended or reduced. No increment in salary is admissible before the minimum period of one year
5. Any employee, after completion of the trial period of one month, can resign only after giving a notice of one calendar month for employees on probation or an extended probation. However, term of notice period will be at the sole discretion of the Institution. Resignation will not be accepted in between the Academic year. Any resignation submitted during the academic year will be effective on the last day of the academic year (01 June) i.e., Resignation in the middle of the academic year will not be permitted.
6. A notice of three calendar months is required to be given in the case of permanent employees. However, term of notice period will be at the sole discretion of the Institution. Resignation will not be accepted in between the Academic year. Any resignation submitted during the academic year will be effective on the last

- day of the academic year (01 June) i.e., Resignation in the middle of the academic year will not be permitted.
7. The management committee reserves the right to accept/to postpone /not to accept the resignation.
 8. During the notice period he/she will not be permitted to avail any type of leave and must serve the institute with all their regular duties.
 9. He/She should give an undertaking that he/she will abide by the terms and conditions as laid down by the proceedings before reporting for joining. The receipt of these proceedings is to be acknowledged by signing on the copy of this appointment order.
 10. He/she should not be absent himself/herself from duty without prior permission of the principal.
 11. In case, the administration is not satisfied with his/her academic performance based on the feedbacks received, one month notice will be given to him/her before terminating his/her services in this college.
 12. In case of relieving, last month salary will be released based on the JNTUH university results of the subject taught by him/her.
 13. You have to deposit the following original certificates /documents with the institution. These will be returned to you at the time of your leaving the institution.
 - a. Original Certificates of Degree /Diploma / Intermediate / Matric / 10th Class
 - b. Copies of experience certificates & relieving letter from previous employer to be shown in original and copy submitted.
 - c. Salary certificate from previous employer.
 - d. Form 26 AS/Form 16.
 - e. JNTUH UID form
 - f. Copy of Aadhar card and PAN card
 - g. Copy of Present address proof
 - h. Three passport size photographs
 14. You will update the Institution with any change in your address/marital status immediately on occurrence. Similarly you shall submit the original certificates of the Degree / Diploma on completion of any higher education/qualification.
 15. The orders issued in these proceedings are subject to amendment by the Management and these are liable to be cancelled or modified at any time with or without further notice.
 16. This appointment is subject to the selection / ratification by JNTUH.
 17. You should report to duty on at 0900 hrs, failing which the order will be treated as cancelled without further intimation to you

PRINCIPAL

SECRETARY

Cc to: 1. Administrative Officer, 2. Personal File, 3 Spare Copy

Annexure 2

Letter of Confirmation

St. Peter's Engineering College
Joining Report

Hyderabad
To

The Principal
St. Peter's Engineering College
Maisammaguda (V)
Medchal (M)
R.R.(District)

From
Name _____

Address _____

Mobile No. _____

Email ID. _____

Sir

Sub:- Joining report as _____

Ref:- Appointment order No. _____ Date _____

With reference to the above, I report to the duties as _____ to day ie
_____ FN/AN, in _____ dept, Further, I state that I shall obey the
terms and conditions specified in the appointment order.

Thanking you

Yours faithfully

Annexure 3.1

FACULTY INFORMATION SHEET

Type: Teaching Non Teaching Technical

Surname: _____

Name: _____

Gender : Female Male

Date of Birth: _____ DD/MM/YYYY

Father Name: _____

Category: SC ST BC OBC H

Minority OC

(for Govt./UGC/AICTE/MIRD purpose).

Designation: _____ Other Designation: _____

Department: _____ Mobile No.: _____

Previous Experience: _____ (In years)

Date of Appointment: _____ (DD/MM/YYYY)

Ratified by JNTUH: YES NO

Date of Ratification: _____ (DD/MM/YYYY)

Salary Drawn (Rs.): _____ Scale of Pay: _____

PAN Number: _____

Aadhaar No.: _____

Email: _____

Educational qualifications:

Sl. N	Disiplne	Course Studied	Year of Passing (YYYY)	% of Marks/ CGPA	Division	Board of University Place
1	SSC					
2	Inter					
3	UG					
4	PG					
5	M.phil					
6	Ph.D					
7	Post. Doc					

a) Subjects/Labs being taught/conduct as per college time table : (for Teaching / Technical Staff)

S.N	Degree	Dept.	Specialization	Shift (I/II)	Subject/ Lab	Duration of class as in Time Table (in Minutes/Week)
1						
2						
3						
4						
5						

b) Is the faculty associated with Examination Branch? : Yes No

Photo to be signed By Principa

c) Is the faculty associated with Placement Cell? : Yes No

d) Faculty Achievements : (if any) :

i)

ii)

iii)

Date :

Place:

Signature of the Principal / Director

Signature of the Faculty

Title	Surname	First Name	Middle Name
Gender	Father's Name	Mother's Name	Date of Joining
Address Line 1	Address Line 2	Postal Code	City/Village
State	Religion	Caste	Date of Birth
STD Code	Lane Line #	Mobile No. 1	Mobile No. 2
PAN No.	Aadhaar No.	Exact Designation	Appointment Type FT/PT
Email Address	Department	Course	Salary Mode
Date of Joining	Doctorate Degree	PG Degree With %	UG Degree With %
Other Qualifications	Area of Specialization	Teaching Experience in years	Total Work Experience
Research Experience in Years	National Publications	International Publications	Patents
No.ofPG projectsguided	No.of Doctorate StudentsGuided	No. of Books Published	Pay Scale
Physically Handicapped Yes/No	Minority Indicator	First Year Teacher	FY/Common Subject Teacher
Would you like to work as Expert Member on various committees of AICTE			YES / NO:
Have you ever applied to AICTE for any grants / assistance			
BasicPay in Rs.	DA%	HRA in Rs.	Gross Salary
Photo	Signature	Left Thumb Impression	Right Thumb Impression

Annexure 4

Form of Show cause notice

Date:

To

SHOW CAUSE NOTICE/MEMO.

It has been reported against you that on..... at...you have..... the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken exparte.

Principal.

Enc: Copy of the original report.

Annexure 5

Date:

To

Dear Prof./Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on....and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30,

The College places on record the services rendered by you for ...yrs and ...months, and we wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully,

Principal.

Annexure 6

ETHICAL STANDARDS FOR TEACHERS

A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
 - to respect parents, teachers, elders
 - to express the love of brotherhood to fellow students
 - to accept and extend due respect to every religion and social grouping
 - to love the Nation and commit their endeavours to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

A Teacher

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the college or of fellow teachers, students or any other member of society

A Teacher

- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system

- shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.