

St. ANN'S COLLEGE OF ENGINEERING & TECHNOLOGY: CHIRALA-523187

Nayunipalli, Vetapalem, CHIRALA-523187, Prakasam District, A.P.



HUMAN RESOURCES POLICY HAND BOOK

I. HUMAN RESOURCE PLANNING

1. The principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
2. He 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.
3. He will consider appointing a professor to be the Head of every discipline, beside the number of Associate Professors and Assistant professor required in accordance with the teacher student ratio prescribed herein.
4. The teacher student ratio shall be 1:15 and for this purpose the Professor shall also be included in counting the number of teachers.
5. The minimum contact hours during the week for each category shall be maintained as follows:

Principal	: 04
Professors	: 12
Associate Professors	: 16
Assistant Professors	: 20

6. He will appoint a selection committee for recruitment in each discipline, composed of the HOD, two senior staff members and the department advisors/ Experts.

II. RECRUITMENT

1. The selection committee shall prepare a job description and job specification for the candidate to be recruited.
2. The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
 - a) Advertisement in the Newspapers.
 - b) Files maintained for storing the unsolicited applications.
 - c) Campus recruitment.
 - d) District or special employment exchanges.
3. The committee deems it fit, may also conduct walk in interviews for augmenting the required candidates.
4. The committee shall short list the candidates in the following processes;
 - a) Personal interviews
 - b) Aptitude tests including class room demonstrations.
5. The committee shall finalize the short listed candidates and submit their recommendation along with the personal data sheets of the candidates to the

principal, Secretary and Correspondent who in turn interview the candidates and decide on the appointment.

6. An Offer of appointment shall be released by the Correspondent. In absent of the correspondent Secretary will issue the appointment.
7. ME / M. Tech 1st class graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. M.Sc. / M.A. with 1st class graduates are eligible for appointment as Assistant Professor in Science & Humanities Department.
8. Ph.D. with 1st class in BE / B.Tech and ME / M. Tech with three years teaching/industry/research experience or ME/M. Tech from industry/profession with minimum five years of research experience is eligible for appointment as Associate Professor. Existing Associate Professors in 5th pay scale are retained as Associate professor in 6th pay implementation. However, they are advised to complete their Ph.D. at the earliest.
9. Ph.D. with 1st class in BE/B.Tech and ME/M. Tech with ten years teaching/industry /research experience or ME/M. Tech from industry /Profession with minimum ten years of research experience is eligible for appointment as Professor.

III. ORIENTATION

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.
2. The Principal/HOD shall take him/her to the department of his/her work and introduced to other faculty members.
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/her team.
4. HOD 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.
5. The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the office team.
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.

IV. POSITIONS AND PAY SCALES

1. The college will have the following positions of hierarchy in the teaching departments:
 - a) Principal
 - b) Professors
 - c) Associate Professors and
 - d) Assistant Professors

2. In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendant.
3. The college office will have the following positions of hierarchy in the administrative department.
 - a) Manager
 - b) Accountant
 - c) PA to Principal
 - d) Clerical Assistants
 - e) Office Assistants.
4. The scales of pay for various teaching positions will be as follows:
 - a) Principal and Special Positions...
Pay as per AICTE norms, commensurate with qualifications and experience.
 - b) Professor-- Rs.37400-67000 AGP 10000
 - c) Associate Professor Rs.37400-67000 AGP 9000
 - d) Assistant Professor (S.G) Rs.15600-39100 AGP 8000
 - e) Assistant Professor (Sr. G) Rs.15600-39100 AGP 7000
 - f) Assistant Professor Rs.15600-39100 AGP 6000
5. Scales of pay for non-teaching positions shall be as follows:
 - a) Programmer
 - b) Technical Assistants
 - c) Lab Assistants
 - d) Manager
 - e) Librarian
 - f) Assistant Librarians
 - g) Accountant
 - h) Junior Assistant
 - i) Senior Assistant
 - j) Attender
 - k) Gardener/scavenger

V. DEARNESS ALLOWANCE

1. In addition to the basic salary, a monthly dearness allowance shall be extended to teaching faculties.
2. Management can also decide other allowances for professors, Principal and Special posts.

VI. YEARLY INCREMENTS

1. Staff members are eligible to the increments prescribed at the end of 12 months service in the institution.
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.

VII. BENEFITS EXTENDED TO FACULTY & NON-TEACHING STAFF

1. Employees Provident fund (EPF) for non-Teaching staff only whose salary not more than 15000/-.
2. Group insurance.
3. Free Transport for non-teaching staff
4. 50% concession Transport charges for teaching staff.

VIII. INCENTIVES AND REWARDS

1. Staff members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the institution.
 - a) For Producing 100% results in a theory subject Rs.1000/- cash award (for Engineering Subject).
 - b) Department wise yearly best teacher award Rs.2000/- cash award.
 - c) Professional society Life membership fee 100% paid by the management for faculties with minimum three years of service at the institution (Maximum one professional society per staff member).
 - d) Summer/winter schools/seminars/conferences- 50% TA, 50% fees and on duty for faculties with less than 5 years' experience. 100% TA, 100% fee payables for faculties with more than 5 years' experience at the institution (one program per year).
2. Support staff members are provided with free computing skills programs.

IX. LEAVE

1. **Casual Leave:**
 - a) Every employee is eligible to avail up to a maximum of 12 days of casual Leaves and 2 days earned leaves in a calendar year.
 - b) Normally only one day casual leave will be sanctioned in a month.
2. **Compensatory Leave:**
 - a. In general, prior approval of principal should be obtained by the HOD for carrying out works on compensatory leave basis to the staff. However, compensatory leave

towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD will be granted on specific reason and recommendations of the HOD in writing within three days from the date / period of carrying out such work.

b. Later on the compensatory leave can be availed only after applying to the principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the office. The compensatory leave should be availed within three months after the actual date of working.

c. COMPENSATORY LEAVE WILL NOT BE GRANTED TO ANY STAFF OF SPECIAL CLASSES, EDUCATIONAL TOURS, UNIVERSITY PRACTICAL EXAMINATIONS. ACCREDITATIONS, INSPECTION OF AICTE/UNIVERSITY, OTHER BODIES, EMERGENCY WORKS AND SPECIAL WORKING ON SATURDAY ETC.

3. **ON DUTY:**

1. On duty permission will be granted only the prior permission in writing from the Head of the Department and an approval by the Principal. The staff must also sign in the register maintained for availing on duty.
2. The teaching staff members will be allowed a maximum of 15 working days in an academic year as on duty for the purpose of attending board meetings/valuation/external examiner for practical examinations connected with university during the college working days. Staff should produce evidence from competence authority for having done the intended duty. Otherwise if this absence will be treated as leave.
3. All other on duty if any pertaining to the college should be specially allotted by the HOD or principal and permission obtained in advance from the Principal.

4. **SPECIAL CASUAL LEAVES:**

- a) **Special Casual Leaves:** Special Casual Leaves may be granted up to maximum of 5 days in an academic year for the member of teaching staff to attend and undertake for approved seminars/short term courses, academic work assigned by university other than JNTUK.
- b) **Academic Leaves:** To attend academic works of JNTUK.

5. **VACATION LEAVE:**

- a. Teaching and non-teaching staff members are eligible to avail vacation leave.
- b. Vacation can be availed only during the summer vacation period (May to July). The vacation period will be declared by the Principal.
- c. Every teaching staff member who has fully served for two semesters in an academic year is eligible to avail 21 days (10 days of non-teaching staff) of vacation leave during the academic year. For service period less than one

academic year, the vacation will be calculated on pro-Rata basis. Vacation leave may be availed in two spells.

- d. CL, EL, COL, OD etc. cannot be combined with vacation leave.
- e. Vacation leave should be applied well in advance and got sanctioned before availing the same.

6. **MATERNITY LEAVE:**

The leave can be granted to all lady staff subject to the following conditions:

- a) Should have completed the minimum of two years of satisfactory service.
- b) The maternity leave is limited to a maximum of 3 months only.
- c) During the maternity leave period 50% salary will be paid.

7. **MEDICAL LEAVE:**

- a) For treatment and hospitalization of serious compliant like TB, Cancer, Leprosy, Heart surgery, Kidney Transplantation or retina Transplantation etc., the medical will be decided on the merit of individual case.
- b) For other ailments and hospitalization the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital subject to the following conditions:

0- 5 years ---- NIL

5- 10 years ---- 1 week

10-15 years ---- 2 weeks.

8. **Marriage Leaves:**

Sanction of marriage leaves will be based on the following conditions:

- a) An employee is eligible to avail marriage leave of 10 days after he / she has completed one year of continued service in SACET.
- b) After availing marriage leave he/she has to put in one more year of continue service in SACET.
- c) In case rule No.2 is violated, the employee will have to lose his/her salary for 10 days.

X. PROMOTION POLICY

- 1. All promotions shall be considered on the basis of merit-cum-seniority basis
- 2. The principal shall appoint a committee for promotion, in which Secretary shall be the chairman, with two professors and invited experts from other institutions.
- 3. The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines 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.

4. 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:
 - a) **Associate Professor**: Ph. D., with 5 years' experience as Assistant Professor.
 - b) **Professor** : Ph. D., with 5 years' experience as Associate Professor.
5. Those who are promoted shall be fitted in the scale of pay applicable to that category.

XI. RETIREMENT:

1. All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 65 for teaching and 58 for non-teaching.
2. The college will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
3. The age of superannuation as mentioned above shall not be applicable to the professors of emeritus and special category appointments.

XII. DISCIPLINE & GRIEVANCES PROCEDURE:

1. CODE OF CONDUCT FOR TEACHERS:

- a) Teachers shall be at the appointed classroom at the appointed time without any exception.
- b) Every teacher shall take attendance at the beginning of the teaching hour.
- c) Every teacher shall close the hour punctually at the end of the hour/period.
- d) 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---
 - i) Taking correctional action if it is within his/her power, or
 - ii) Reporting the matter to the HOD or Principal.
- e) Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- f) Faculties and staff members shall not engage themselves in other activities/businesses, which affects their effective contribution in the department and the college.

- g) Faculties and staff members shall not receive gifts of any kind from the students or their parents for any favoritism.
 - h) Teachers shall maintain a respectable work conduct in terms of:
 - a. Preparation for the particular day's classes with latest information added to earlier course content.
 - b. Keeping all teaching aid material required for conducting the class in an orderly manner.
 - c. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
 - d. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
 - e. Ensuring the orderly arrangements of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
 - f. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
2. Teachers shall observe good personal conduct in terms of:
- a. Not using any abusive language towards students, fellow teachers, parents and other members of public.
 - b. Not entering into quarrels, fights or any act of disrespectable nature.
 - c. 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.
 - d. Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and reputation of the institution.
3. Faculties shall conform to the ethical standards described as follows:
- a. A Teacher
 - i. 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 endeavor's to her progress
 - ii. Shall have a sense of belonging to the institution
 - iii. Shall assume total dedication to the teaching profession.
 - iv. Shall always have an urge to excel in professional expertise.

- v. Shall wear a respectable attire, befitting the society's expectations.
- vi. Shall keep up immaculate personal hygiene at all times.
- vii. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- viii. Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- ix. 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.
- x. Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- xi. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- xii. 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.
- xiii. 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.
- xiv. Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the institution or fellow teachers, students or any other member of society.
- xv. Shall always accept the entity of fellow teachers, honour their sentiments and respect their value system.
- xvi. Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

XIII.DISCIPLINARY PROCEDURE:

1. Any teacher who is violating the code of conduct defined in section xii of this manual will be subjected to appropriate disciplinary action by the principal/Secretary/correspondent.
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.

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.
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.
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.
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.
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.
8. Where the punishment proposed is in the categories C or D under Section 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.
9. The principal shall report the proceedings periodically to the Secretary and Correspondent.

XIV GRIEVANCE PROCEDURE:

1. The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
2. The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal, Secretary and Correspondent.
3. The Grievances committee shall meet once every 3 month on a stipulated day and time.

4. Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the committee.
5. The member secretary of the Grievances 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.
6. The grievance shall be redressed immediately by the committee and by the Secretary/Correspondent.
7. The member secretary shall record and maintain the minutes the meetings.

XV CONSULTING, R&D AND TEACHING ASSIGNMENTS:

1. CONSULTING, R & D:

- a. The college encourage its teachers to take consultancy and R&D assignments within intuition, with other institutions or industries, appropriate to the teachers' competence.
- b. The teacher shall undertake such assignments
 - When the college is approached for such help and the college assigns such engagement to the particular teacher or
 - When the teacher himself/herself is approached by the outside agency for such help.
- c. In either case, the teacher shall take up the assignment by obtaining the approval of the principal/Secretary/Correspondent in writing.
- d. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- e. The teacher shall also associate other members of the faculty in working on the assignments.
- f. The teacher shall levy such professional charges on the benefiting agency; however ,the charges shall be shared with the college on the following basis:
 - Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 70:30 (30% to college).
 - In all other cases like consultancy assignments it shall be 90:10(10% to college).
- g. The project coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

2. Teaching assignments.

1. The college permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section,

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 approval the same.
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.

XVI IN HOUSE R&D AND SEMINARS/WORKSHOPS:

1. In-House R&D:

- a. The college encourages its faculties to undertake department wise R&D activities along with students and other staff members.
- b. Each department is given a sanction of Rs.250000/- in a year towards in-house R&D activities.
- c. Staff members can submit their proposals through the HOD and can avail a maximum of 50000/-per project, towards developing a prototype or model.

2. Seminars/Workshops:

- a. The college encourage its faculties to organize AICTE/ISTE funded seminars and workshops for the benefits of fellow teachers and students.
- b. The management provides additional funds for any AICTE/ISTE funded programs.

Cash incentives for Publications and Research by Faculty

1. For publishing a text book useful to engineering students with an international publisher like McGraw Hill, Oxford University press or other reputed international publishers, the faculty will be given a cash award of Rs.15,000/-.
2. For publishing a text book useful to engineering students with a national publisher like Tata-McGraw Hill, Prentice Hall of India, Mac Millan, Sage, or reputed national publishers, the faculty will be given a cash award of Rs. 10,000/-.
3. For publishing a text book useful to engineering students with a Regional/local publisher, the faculty will be given a cash award of Rs. 5,000/-.
4. The faculty who completes a minimum three years of service at SACET and who pursue Ph. D degree on part time basis without any financial assistance, on securing the Ph. D degree are eligible for two increments.
5. For publishing a technical paper in a refereed international journal, a) the faculty from engineering disciplines will be given a cash award of ` 2000/- for each paper. b) The faculty from basic sciences will be given a cash award of Rs. 1000/- for each paper.

6. For publishing a technical paper in a refereed national journal, a) the faculty from engineering disciplines will be given a cash award of Rs. 1000/- for each paper. b) The faculty from basic sciences will be given a cash award of Rs. 500/- for each paper.
7. For publishing a Professional article in a national/international magazine/newspaper etc., the faculty will be given a cash award of Rs. 500/- for national and Rs. 750/- for international issues respectively.
8. For presenting a paper at a National seminar/ conference, the faculty will be given a cash award of Rs. 750/- and if presented a paper in an international Seminar / conference held in India a cash award of Rs. 1000/- will be given.
9. Two faculty members from each department will be supported to attend the National/International conferences/seminars as a participant once in a year.
10. The institute will pay the full registration charges and eligible DA with sleeper class fare at actuals to the faculty for presenting the paper at the national conference subject to a maximum ceiling of Rs. 1500/- per paper.
11. The institute will pay the full registration charges and eligible DA with sleeper class fare at actuals to the faculty for presenting the paper at the international conference held in India subject to a maximum once in a year.

Guidelines for claiming incentives for paper presentations in National or International Seminars/conferences.

1. Any conference/Seminar publication with more than four Authors is not considered for incentives.
2. The author is expected to present the paper and mention his/her affiliation with in his/her publications to be eligible for all the incentive that were announced.
3. In case of papers with two authors and both are from SACET, the first author will be entitled for the incentives announced and however the authors may share the incentive among themselves. If the first author is not from SACET and the Second author is from SACET, he/she will be eligible for travel, registration and 50% of the incentive announced.
4. In case of multiple authors where the first author is not from SACET and if more than one from SACET are among the rest, only one author from SACET will be eligible for reimbursement of travel and registration fee and no cash incentive.

Guidelines for claiming incentives for paper Publications in National/International Journals:

1. Any journal publication with more than four authors is not considered for incentives.

2. In case of papers with two authors and if any is from SACET, the author will be entitled for full cash incentive and cash award as applicable.
3. In case of papers with multiple authors where the first two authors are not from SACET and one among the rest is from SACET, the author from SACET will be eligible for only 50% of cash incentive.
4. Cash incentives for journal publications will be extended to any no. of papers subject to the condition that the papers published are 80% different at concept level. The final decision with regard to the quality of the journal and type i.e. national/international will be based on the age of the journal, impact factor of the journal, no. of papers in each volume and affiliation of the authors.
5. Any international journal by title will be treated as international journal in true sense if it is having minimum age of 5 years and impact factor.

Faculty Development Programme/Staff Development Programme:

1. All the faculty members are encouraged to participate in the SDP/FDP for duration of 2 to 5 days conducted at other institutions once in a semester.
2. Two faculty members per semester per each department shall be sponsored for such type of programmes with full financial support which includes registration/participation fee and travel by sleeper class in case the hosting institution does not provide the same. However, the programme sponsored by AICTE / ISTE/ DST shall be given priority in view that the total expenditure is taken by the hosting institution and the faculty will be given academic leave for the period.

The following documents to be submitted to claim the incentives:

1. A copy of notification of Conferences/seminars.
2. Copy of the letter submitting the draft copy of the paper.
3. Copy of the acceptance mail in case of conferences/seminars.
4. Copy of the Reviewers remarks in case of Journals.
5. Copy of participation certificate in case of Conferences/Seminars.
6. Original receipt towards payment of registration for paper presentation or participation in conferences/seminars.
7. Copy of the final full length paper published in the proceedings of the Conferences/seminars.
8. Copy of the final paper printouts of the paper in case of journals along with impact factor.
9. Copy of the index page print in case of Journals/conferences/seminars proceedings.
10. Original Travel Tickets when claiming for TA/DA.