

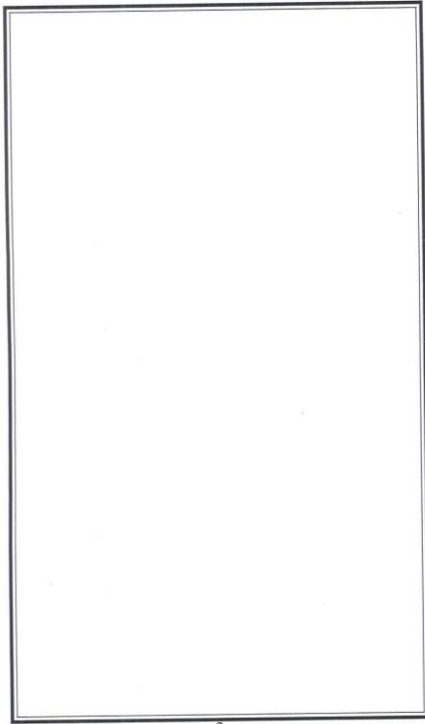
# SWARNANDHRA

INSTITUTE OF ENGINEERING & TECHNOLOGY

NARSAPUR-534280, W.G.DISTRICT,  
ANDHRA PRADESH



## Human Resources Policy Handbook



VISION	MISSION
<p>"TO PROVIDE THE SOCIETY WITH A CENTER OF LEARNING THAT MOTIVATES, SUPPORTS AND ENCOURAGES THE YOUTH TO EVOLVE INTO DYNAMIC PROFESSIONALS."</p>	<p>Achieving self sufficiency on all fronts to ensure qualitative Teaching- learning practices. Providing Quality Education, student-centered teaching-learning processes and state-of-art infrastructure for professional aspirants hailing from both rural and urban areas. Imparting technical education that encourages independent thinking, develops strong domain knowledge, hones contemporary skills and positive attitudes towards holistic growth of young minds. Evolving this Organization into a Center of Academic and Research Excellence.</p>

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### QUALITY POLICY

SWARNANDHRA Institute of Engineering and Technology strides towards excellence by imparting training and instructions of International standards in an environment conducive for effective teaching and learning processes with a goal to develop the organization as a trend setter in the academic field and as a centre of excellence with emphasis on knowledge, vision and conduct.

To synthesize and analyze the potential needs of the society and global market and to mould urban and rural youth to practice engineering profession with confidence, courage, competence and integrity for achieving universal acceptance.

  
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### Short term Goals:

- Practising total quality management to ensure student-centered teaching-learning processes.
- Ensuring academic excellence by 100% pass in the university examinations.
- Achieving total placement of students by improving their personality, technical skills and domain knowledge.
- Conducting programmes on personality development, soft skills and programming skills, entrepreneurship, ethics, co-curricular and extra-curricular events on regular basis for student development.
- Signing MOUs with number of industries for better institute-industry interaction, student placements, projects, in-plant training and technology transfer on current topics.
- Undertaking consultancy and sponsored research activities by forging alliances with research organizations, government entities, industries and alumni.
- Fostering a cordial, harmonious and tripartite relationship among the management, faculty students for their prospective growth and for establishing a congenial academic environment in the college.

### Long Term Goals:

- To attain the status of 'Autonomy' with self sufficiency, offering career oriented programmes.
- To emerge as a globally recognized center of excellence in the fields of engineering, technology and management by research.
- To have collaboration with reputed global universities

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for exchange of students and faculty towards 'Sandwich Programmes on technology transfer.

- To provide complete residential facilities for students and staff.
- To have a fully air conditioned digitized auditorium with a seating capacity of 1000 to conduct various national and international conferences on current technologies.

### HUMAN RESOURCE PLANNING

- The Principal shall prepare the staff requirement for the subsequent academic year in the month of April.
  - He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff to be recruited with the following guidelines in mind.
  - He will consider appointing a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the teacher student ratio and cadre ratio prescribed herein.
  - The teacher student ratio shall be 1:15 up to 2017-18 and 1:20 from 2018-19 onwards. And for this purpose, the Professors shall also be included in counting the number of teachers.
  - The minimum contact hours during the week for each category shall be maintained as follows:

  
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Principal	5hrs
Professors	10hrs
Associate Professors	15hrs
Assistant Professors	20hrs

- 1.1.6 He will appoint a selection committee for recruitment in each discipline, consists of the HOD, one senior staff member and the Department's Advisors/ Subject Experts, and Management Representatives.

### RECRUITMENT

- The selection committee shall prepare a job description and job specification for the candidate to be recruited.
  - 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:
    - Advertisement in the Newspapers
    - Files maintained for storing the unsolicited applications
  - The committee deems it fit, may also conduct Walk-in-Interviews for augmenting the required candidates.
  - The committee shall shortlist the candidates in the following process:
    - Personal Interviews
    - Class room demonstration
  - The committee shall finalize the shortlisted candidates and submit their recommendation along with the Personal data sheets of the candidates to the Secretary and Correspondent who in turn Interviews the candidates and decide on the appointment.
  - An Offer of appointment shall be released by the Secretary & Correspondent.

  
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- 1.2.7 M.E./M.Tech (with 1st class either at PG or UG level) and Post graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. M.Sc/MA 1st Class Graduates are eligible for appointment as **Assistant Professor** in the Department of Science and Humanities.
- 1.2.8 Ph.D with 1st Class in B.E/B.TECH or M.E/M.TECH with three years teaching /industry/research experience or M.E/M.TECH from Industry/Profession with 7 years of research experience is eligible for appointment as **Associate Professor**.
- 1.2.9 Ph.D with 1st Class in B.E/B.TECH or M.E/M.TECH with ten years teaching/industry/research experience out of which 5 years of service must be at the level of Associate Professor is eligible for appointment as Professor.

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- ORIENTATION**
- 1.3.1 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 and briefed about HR policies of the college.
  - 1.3.2 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.
  - 1.3.3 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the office team.

**SALARY & INCENTIVES**

**POSITIONS AND PAY SCALES**

- 2.1.1 The College will have the following positions of hierarchy in the teaching department:
  - a. Principal
  - b. HOD
  - c. Professors
  - d. Associate Professors
  - e. Assistant Professors/Lecturers
- 2.1.2 In addition, each department shall have support staff like Lab Assistants, Department Clerk and Department Attendant.
- 2.1.3 The College Office will have the following positions of hierarchy in the administrative department.
  - a. Office Superintendent
  - b. Accountant
  - c. PA to Principal/ Secretary
  - d. Clerical Assistants
  - e. Office Assistants.
- 2.1.4 The Scales of pay for various teaching positions will be

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- as follows:
- a. Principal and Special Positions - Pay as per AICTE norms, commensurate with qualification and experience
  - b. Professor Rs 37,400 - 67000 with AGP 10,000/-\*
  - c. Associate Professor Rs. 37,400 - 67000 with AGP 9,000/-\*
  - d. Assistant Professor (Sr. Scale) Rs. 15,600 - 39,100 with AGP 7,000/-\*
  - e. Assistant Professor -----
  - Fresh Graduates -B.E/B.TECH/M.Sc/MA Rs.10,000/-\* (initial pay) Rs. 10,000 - 375 - 15,300/- upon satisfactory Completion of adhoc for 2 years they will be given VI pay scale.
  - f. Additional Qualifications and Previous Experience carry monetary benefits.

\* Grade pay will only be given to faculty with Ph.D Qualification.

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

S.No.	Designation	Scale of Pay
1	OS	Rs. 7770-200-8170-215-8815-235-
		9520-255-10285-280-11125-315-
		12700-300-13030-360-13750-425-
		15025-475-16925-550-18575
2	Sr. Asst.	Rs. 6195-155-6505-170-7015-185-
3	Accountant	7570-200-8170-215-8815-235-9520-
4	Technician	255-10285-280-11125-315-12700-
5	Programmer	330-13030-360-13750-425-14175
6	Asst. Librarian	
7	Jr. Asst.	Rs. 4260-110-4480-115-4825-125-
8	Lab Asst.	5200-135-5605-145-6040-155-6505-
		170-7015-185-7570-200-8170-215-8815-235-9520

**DEARNESS ALLOWANCE**  
 2.2.1 In addition to the Basic Salary, a monthly dearness

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- allowance shall be extended to Teaching Faculty with the exception of those at entry level (fresh BE/B.Tech Graduates at Assistant Professor level).
- 2.2.2 Currently, Teaching faculty members receive graded DA and 10% as HRA.

**INCREMENTS**

- 2.2.4 Staff Members are eligible to get increments prescribed at the end of 12 months of service in the institution. The increments will be affected at the beginning of every academic year, i.e in the month of July.
- 2.2.5 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.

**INCENTIVES AND REWARDS- STAFF**

For excellence in teaching, awards have been instituted by the management to recognize good faculty. The awards are presented on every College Day.

Faculty, who exhibit dedication and commitment are also recognized by deputing them for conferences, seminars and also commendation letters are issued. Staff members are eligible for the following incentives and rewards based on their performance, contribution and years of service at the Institution.

- 1. Staff members who are in service for ten years in this institute will be rewarded with a 10g gold coin

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2. Staff members with their performance in total university examinations for a section with 100% pass in all subjects will be awarded with 10g gold coin.

### LEAVE RULES

#### 3.1 Casual Leave

- 3.1.1 The teaching staff will be eligible for 1 Casual leave for every month of service.
- 3.1.2 Casual leaves can be accumulated till the end of the calendar year and cannot be carried for the next calendar year.

#### 3.2 Annual Leave (Earned Leave)

- 3.2.1 The teaching staff of the college will be eligible for leave on the following basis: a. For the first year of service Nil  
b. From the second year of service 10 day p-a-
- 3.2.2 The Earned leave can be availed during the calendar year. Balance of leaves can be accumulated for consecutive years of services.
- 3.2.3 The Annual leave can also be offset against leave due to sickness or maternity.
- 3.2.4 The annual leave can be accumulated up to 120 days during the service and en-cashable at the time of leaving or during the service.
- 3.2.5 There is CCL provision for the employs if they work on holidays
- 3.2.6 If any staff member leaves the institution without intimation, encashment of leave will not be available.

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### Maternity Leave:

- 3.2.7 In addition, the Management gives 180 days paid maternity leave.

#### 3.3 Study Leave

- 3.3.1 The teaching staff of the College can be granted leave for advancement of their education in India or abroad.
- 3.3.2 The Management, at its discretion will extend assistance towards higher education fees, as interest free loan or as 100% assistance.
- 3.3.3 Higher educational programmes need to be completed in the stipulated time of two, three or five years.

#### 3.4 On duty assignments

- 3.4.1. The college can permit any staff member to take special assignments with other colleges or industrial units, for specific period of time or to attend seminars or training programmes.
- 3.4.2 The period of absence due to such assignments shall be treated in the following manner:
- If the assignment is under arrangement between the college and the other unit, the staff will continue to receive the pay and perquisites from the college.
  - If the staff is proceeding on a training programme duly sponsored by the College, the entire period will be treated as On Duty and he/she will be eligible for the pay and perquisites as though he has been working in the college during such period

### PROMOTIONS

#### PROMOTION POLICY

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

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- 1.1.2. The Principal shall appoint a committee for promotion, in which he shall be the chairman, with two Professors and invited experts from the Industries/ Other Institutions.

- 1.1.3. 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.

- 1.1.4. 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:

- Assistant Professor: (Senior scale) ME/M.Tech Graduates with 3 years experience and M.A./M.Sc./ MBA / MCA with 5 years experience
- Associate Professor: 07 years experience for ME / M.Tech Graduates with BE/B.Tech., 12 years experience for and 10 years experience for M.A./M.Sc./ MBA/ MCA. graduates.
- Professor: Ph.D. with 10 years of service.

- 1.1.5. Those who are promoted shall be fitted in the scale of pay applicable to that category.

- 1.1.6. All decisions on promotions shall be taken up from the month of July every year.

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### RETIREMENT

#### 5.1 Retirement from Service

- 5.1.1. All teaching and non teaching staff shall retire on completing the age of superannuation, which is 70 for teaching and 60 for non-teaching.

- 5.1.2. When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on 1st of May of the succeeding year.

- 5.1.3. The College will communicate in writing before 6 months of retirement, as measure of assistance to the retiring employee.

- 5.1.4. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.

- 5.1.5. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

#### 5.2. Retirement benefits

- 5.2.1. All employees who fall under the purview of the Employees Provident Fund, legislation shall be enrolled as members as such, on the date of their joining the college and on completing one year of service

- 5.2.2. The College shall contribute 12% of pay subject to the ceiling of Rs. 780/- per person, towards the Employers contribution to the EPF Scheme.

- 5.2.3. The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme.

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- 5.2.4. The College shall remit both the contributions as stated above to the EPF Scheme authorities.
- 5.2.5. The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- 5.2.6 The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.
- 5.2.7 The college shall provide Group Insurance for employ students
- 5.2.8 The college shall also pay to the employee the following benefits at the time of his/retirement:
- Encashment of Salary towards accumulated leave on his/her Annual leave account.
  - Arrears of salary, if any, payable.

#### DISCIPLINE AND GRIEVANCES

##### 6.1 Code of conduct for Teachers

- 6.1.1. Teachers shall take classes as per the time table/ adjustment without any exception.
- 6.1.2. Every teacher shall take attendance at the beginning of the teaching hour.
- 6.1.3. Every teacher shall close the hour punctually at the end of the hour.
- 6.1.4. 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 corrective action, if it is within his/her purview
  - reporting the matter to the HOD/Principal.
- 6.1.5. Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.

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- 6.1.6. Faculties and staff members shall not engage themselves in other activities/business, which affects their effective contribution in the department and the college.
- 6.1.7. Faculties and staff members shall not receive gifts of any kind from the students or the Parents for any favoritism.
- 6.1.8. Teachers shall maintain a respectable work conduct in terms of :
- Preparation for the particular day's classes, with latest information added to their earlier course content.
  - Keeping all teaching aid material required for conducting the class in an orderly manner.
  - Going according to session plan for the day and completing the syllabus for the semester without any backlog.
  - Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
  - Obtaining prior sanction for leave of absence and warning the students of such absence as a measure of courtesy.
- 6.1.9. Teachers shall observe good personal conduct in terms of :
- Not using any abusive language towards students, fellow teachers, parents and other members of public.
  - Not entering into quarrels, fights or any act of disrespectful nature.
  - Not engaging in any activity of business inside the college premises, including money lending, canvassing for sale of any articles or distribution of any commodity.
  - Not to affiliate with any political organization which

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might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

- 6.1.10. Faculties shall conform to the Ethical Standards of a teacher as described in the Annexure.

#### 6.2 Discipline

- 6.2.1. Any teacher who violates the code of conduct defined in Sec.6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Correspondent.
- 6.2.2. If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- 6.2.3. 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.
- 6.2.4. If the principal is satisfied with the facts of the complaint on such enquiry, he/she shall proceed with the disciplinary process, depending upon the veracity of such violation.
- 6.2.5. He/she shall proceed with issuing a show cause notice, fully describing the offence and action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- 6.2.6. On the receipt of the explanation, or after expiry of the time stipulated for the submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include punishment.

- 6.2.7. The course of action for disciplining a teacher shall be under the following categories:

- Memo and Censure
- Warning in writing, with recovery of money, where financial loss is involved in the act.
- Suspension from work without remuneration.
- Dismissal or discharge from service.
- Any staff member receiving more than two memos or warning will be given punishment mentioned in c or d.

- 6.2.8. Where the punishment proposed is in the categories c or d under Section 6.2.7, The Principal shall constitute a one man court of domestic enquiry to probe into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

- 6.2.9. The Principal shall report the proceedings periodically to the Secretary & Correspondent.

#### 6.3 GRIEVANCES

- 6.3.1 The Principal shall constitute a Grievances Committee to redress the Grievances of the teaching and non- teaching staff.
- 6.3.2. The Grievances Committee shall be consisted of All the HODs, Principal and Secretary & Correspondent.
- 6.3.3. The Principal shall announce the constitution of the committee and the names of members at the beginning of every academic year.

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6.3.4. The grievances committee shall:  
have a member secretary, to monitor the proceedings meet once in a week on a stipulated day and time

6.3.5. Any teacher or non-teaching staff or student with grievance shall make a representation to the Committee,

6.3.6. 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 grievances warrants a meeting to be commissioned immediately.

6.3.7. The grievances shall be redressed immediately by the committee and by the Secretary and Correspondent

6.3.8. The member-Secretary shall record and maintain the minutes of the meeting.

**CONSULTANCY, R&D AND TEACHING ASSIGNMENTS**

**7.1 R & D and Consultancy**

7.1.1. The college encourages its faculty to undertake consultancy and R& D activity within the Institution or with other institutions/industries.

7.1.2. The faculty can take up such assignments  
When the college is approached for such help or the college assigns such engagement to the particular faculty.  
When the faculty himself/herself is approached by the outside agency for such help. Phd enrollers are given encouragement (financially) mentioned in NAAC.

**INHOUSE R&D / SEMINARS/WORKSHOPS**

**8.1 In-house R & D**

8.1.1 The College encourages its faculties to undertake department wise R&D Activities along with Students and other Staff Members.

8.1.2 Each Department is given a sanction of Rs 1,00,000/-

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in a year, towards in-house R&D activities.

8.1.3. Staff members can submit their proposals through the HEAD of the Department and can avail a maximum of Rs 10000/- per project, towards developing a prototype or model.

**8.2 Seminars/Workshops**

8.2.1 The College encourages its faculty to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.

8.2.2 The Management provides additional 100% funds for any AICTE/ISTE funded programmes and 50% funds for other programmes organized by the Department (maximum of Rs 50,000 per Department).

**INCENTIVES & REWARDS - STUDENTS**

9.1. The Management is pleased to announce the following incentives and rewards for students:

9.1.1 Students who secure college 1st, 2nd and 3rd ranks from all years in an academic year will be paid a cash award of Rs.3000/-, Rs.2500/- and Rs.2000/- respectively.

9.1.2 Student who ever secures University Rank (Top 10 positions) will be presented with a Laptop.

9.1.3 BEST-OUT GOING student of the college will be identified and awarded with a cash prize of Rs. 5,000/-

9.1.4 Students who secure 100% marks in a subject will be awarded with a cash prize of Rs. 1000/-.

9.1.5 50% of Professional Society Fees (annual) will be paid by Management for students with 70% aggregate.

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9.1.6 There will be free personality development, entrepreneurship, ethics, communication skills, computing skills and placement specific programmes for Students.

9.1.7 Students are provided subsidized add-on skills programmes as per industrial requirements like work-shops on latest technologies.

**ANNEXURE 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 groups  
- 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

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**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 to solve the problem and guide 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 School or of fellow teachers, students or any other member of society.

**A Teacher**  
shall always accept the entity of fellow teachers, honor 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.

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