



SERVICE RULES

AND

CODE

OF

CONDUCT



INDEX OF SERVICE RULES AND CODE OF CONDUCT

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1. CODE OF CONDUCT FOR GOVERNING BODY

BOARD OF GOVERNANCE

The Board of Governors is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.

- The Board of Governors of the college has been constituted as per the University Grants Commission (UGC), New Delhi, India, guidelines for autonomous colleges during the eleventh plan period (2007-2012)(as modified up to 8th January, 2013).
- The main objective of the Board of Governors (BOG) is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.
- KG Reddy College of Engineering & Technology, in one of its executive meetings resolved to have an eminent educationist as the chairman of the Board of Governors, even though the UGC empowers the president of the society as the chairman of BOG.
- The KGR CET felt that under the stewardship of an eminent personality with highly focused and concerted ideas in the field of education can definitely build the institution for the future. As per the UGC guidelines, five members of the Governing Body of KGR CET will represent on the Board.

THE PRIMARY ACCOUNTABILITIES

The Board of Governors of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.

TO APPROVE THE MISSION AND STRATEGIC VISION OF THE INSTITUTION

- The prime duty of the BOG is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. It has to review its short term and long term goals and, if necessary, make changes in the priority as time passes.
- It should suggest to the institute to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, bench marking, risk management including financial, physical, staff so as to meet the interests of stakeholders that is students, parents, alumni, employers, local communities, government and others representing public interest.
- The BOG should be supported by various other committees in aspects like revision of curriculum, operational planning of strategic issues to meet the vision and mission statements in true sense. The Institutional Development Committee ensures the implementation of the BOG suggestions.
- The strategic plan may be reviewed once in five years.

TO ENSURE THE ESTABLISHMENT AND MONITORING OF PROPER, EFFECTIVE AND EFFICIENT SYSTEMS OF CONTROL AND ACCOUNTABILITY

The Board of Governors shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.

- To submit the expenditure report for the fixation of the fees and other charges payable by the students who seek admission into the college, on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Follow proper procurement guidelines and ensure appropriate spending for the right cause.

- The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.

TO MONITOR INSTITUTIONAL PERFORMANCE AND QUALITY ASSURANCE ARRANGEMENTS

The Board of Governors shall advise the institute from time to time in respect of the following:

- Timely compliance of documents for accreditation
- Ensuring that the statutory supplies are met in respect of accreditation for the purpose of maintaining quality of education.
- Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution
- Carrying out gap analysis and identifying the areas for improvement.

TO PUT IN PLACE SUITABLE ARRANGEMENTS FOR MONITORING THE PERFORMANCE OF MANAGERIAL AND ADMINISTRATIVE POSITIONS

Members of Board of Governors shall ensure that

- The Head of the institution implements the decisions of BOG in true spirit for the growth of the institution using the process of reorganization
- The Head of the institution shall plan the future growth of the institution
- Processes to evaluate the performance of Head of institution are established.
- The required documentation is maintained to meet the statutory requirements

OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES

In order to maintain high ethical standards, transparency and openness are to be ensured in the working of the institution by the Board of Governors.

TO PROMOTE OF TRANSPARENCY AND OPENNESS AT EVERY LEVEL

- All the minutes of meetings of various committees must be available for the important stake holders
- Preparation of annual reports showing the activities in an academic year and putting the report on the website.

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TO PUT IN PLACE SUITABLE ARRANGEMENTS FOR MONITORING THE PERFORMANCE OF MANAGERIAL AND ADMINISTRATIVE POSITIONS

- Conducting proceedings of governing bodies in as open a manner as possible (and permissible by statutes), including the review of those of the governing body and any reports on the outcomes of such reviews.
- Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.
- Ensuring that vacancies are widely publicized both within and outside the institution.

MANAGING THE KEY ATTRIBUTES OF GOVERNING BODY

- The BOG has been constituted in accordance with the guidelines of the UGC for autonomous colleges. As per the guidelines, as and when required, independent members may be co-opted into the BOG to carry out primary responsibilities for duration of two years.
- The Chair of the Governing Body is responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders.
- The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the institution. The head of the institution is accountable to the governing body, and regularly reviews, having regard to the authority conferred by the instruments of governance.

2. CODE OF CONDUCT OF PRINCIPAL

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.

- He is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.
- He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible according extension or changes various functionaries in the administration, with the approval of Academic Council.
- To conduct the meetings of the Board of Governors as per the stipulated guidelines
- To hold Academic Council meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

THE DUTIES OF THE PRINCIPAL MAY BE SUITABLY CATEGORIZED AS

A) ACADEMIC ADMINISTRATION:

(i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Jawaharlal Nehru Technological University Hyderabad, AICTE, UGC, State Government and the Governing Body of the college.

(ii) Shall be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.

(iii) In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.

(iv) In matter of admissions, Coordinator, admissions will assist the principal

(v) In matters related to academic work, he will be assisted by the Director (Academic), Chairman, Board of Studies and heads of the departments.

(vi) An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.

(vii) Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.

(viii) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.

(ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.

(x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.

- (xi) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.
- (xii) In matters related to student attendance, drop outs, medical condonation, Principal gets assistance from Director Academic.
- (xiii) The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- (xiv) Principal shall also ensure quality assurance and he should be assisted by Director, IQAC.
- (xv) shall monitor, evaluate research, development and consultancy activities. Director, R&D, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.
- (xvi) The principal should promote industry-institute interaction for better employability of the students.
- (xvii) Shall promote internal revenue generation (IRG) activities with the help of staff and students.
- (xviii) Arrange finishing School for the students with the active association of Director, Training and Placement
- (xix) Shall efforts to look after overall welfare of staff and students.
- (xx) For effective functioning of the college he shall build close rapport between staff, students and management.
- (xxi) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- (xxii) Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UG, University, State Council of technical education, Department of Technical Education authorities.

(xxiii) Shall involve faculty members at different levels for various institutional activities.

B) GENERAL ADMINISTRATION

On general administrative matters Principal shall be assisted by Director (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc

(i) Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees

(ii) Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non teaching staff.

(iii) Arrange performance appraisal of faculty and supporting staff.

(iv) Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except himself.

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

(vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.

(vii) Campus maintenance cell shall work under the instructions of Principal

C) FINANCIAL ADMINISTRATION

(i) Principal is assisted by the Finance committee in financial administration.

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

(iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body

- (iv) All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.
- (v) Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.
- (vi) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
- (vii) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- (viii) Shall countersign T.A bills
- (ix) Shall have power to sanction advances and final withdrawal of EPF of the staff

3. CODE OF CONDUCT FOR TEACHING STAFF AND NON TEACHING STAFF:

In fulfillment of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible, ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making a statement about their qualifications and competencies.
- Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, a disclosure is required by the law or serves a compelling professional purpose.
- Respect confidential information as and when necessary.
- Speak out if the behavior of a colleague is seriously in breach of this code.

RESPONSIBILITY AND ACCOUNTABILITY

- Faculty must handle the subjects assigned by the Head of Department (HOD).
- Faculty must complete the syllabus in time. Faculty shall produce good results in the subjects handled by them and are accountable for the same.
- Tutor – Ward system must be effectively implemented. Faculty shall monitor the respective group of students who are attached to them.

- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Assignments should be written in notebooks. The notebooks are to be collected from the students in time and returned to the students after correction.
- Two mid exams are to be conducted in a semester. Answer books are to be valued, and marks are to be informed to the students. Marks for the assignments, mid tests, seminars if attended are to be entered in the counseling report.
- Faculty should be good counselors and facilitators. They should help, guide, encourage and assist the students in ensuring that the teaching-learning process is effective and successful. Value-based education must be their motto.
- Faculty should maintain decorum both inside and outside the classroom and set a good example to the students.
- Faculty should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

DRESS CODE: FACULTY

Following is the dress code for the faculty of institute:

Gentlemen: Formals with tucked in shirts. Shoes are matching with the belt.

Ladies: Saree / Punjabi dress with dupatta

ID CARD:

- It is mandatory for students and staff to always display ID cards when they are on campus.
- Faculty should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of the student, ID card must be returned to the student concerned on the spot.

COMMUNICATING WITH PARENTS:

Faculty should not summon parents to the institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the college discipline committee or for parents meeting date in coordination with HOD and principal.

STUDENTS - LATE COMING:

- Students should not be denied admission into the classrooms/laboratories when they report late for the classes. However, such students shall automatically lose attendance for those classes.
- Faculty must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline, misbehavior or insubordination should be dealt at with individuals at HOD or principal level as such faculty should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

TAKING ATTENDANCE:

- Staff members must take attendance within first 5 minutes of starting the period.
- Latecomers should not be denied admission to the classes for being late. However, such students need not be given attendance.
- Faculty is advised to refrain from awarding punishments like:
 - Dismissal from the classrooms,
 - Making them stand in and outside the classrooms,
 - Not marking attendance
 - Troublemakers in the classrooms must be reported to the HOD/Principal/Director for further action.

- Students violating dress code must not be allowed to attend the lecture classes, laboratories, and library. Faculty members must report such cases to the administrative office for canceling attendance for the day.

COURSE FILE:

Every faculty must maintain a course file for each subject offered during semester/year. It shall have following details: syllabus, lecture plan, lecture notes for each period, date and time for preparation, date and time for delivery.

CLASS ADJUSTMENT BEFORE GOING ON LEAVE:

- As per the rules of the institute staff members must adjust their classes and show the consent of the substitute faculty to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

PROCEDURE FOR RELIEF OF RESIGNATION:

- As per the service rules of the Institute, faculty members intending to resign are required to give two months' notice.
- The staff should deposit following original Certificates.
 - a. 10th or equivalent
 - b. 12th or equivalent
 - c. B.Tech & M.Tech / B.Sc. & M.Sc. / M.Phil./Ph.D.
- Institute reserves the right to relieve the staff at any time during the notice period.

INSTRUCTIONS TO INVIGILATORS:

- Report to the chief superintendent at least 30 minutes before the commencement of examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes before the commencement of examination.

- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement examination. Ensure that the candidate should not carry any material except hall ticket, ID card, and non-programmable calculator into the examination halls. Programmable calculators, cell phones, and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the commencement of examination.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the chief superintendent immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS:

- Practical examinations should be conducted in the respective laboratories/workshops/drawing Halls only.
- Both the examiners (internal and external) should assess the students for 50% of marks allotted for practical assignments. Internal examiners have to brief the external examiners regarding the allocation of marks for each component of the practical activity.
- Marks must be noted on the answer sheets indicating the marks awarded for each component of the practical activity.
- Both the examiners must sign on the answer sheets as well as on the award lists.

PROMOTION POLICY:

- Faculty members belonging to all branches may be notified as associate professors right from the date of joining provided they possess post-graduate qualifications. These promotions are need-based, i.e., to fulfill the cadre ratio required as per AICTE norms.
- Faculty members belonging to other disciplines shall be promoted to assistant professors based on university selection only.
- Ph.D. holders having minimum five years' experience shall be promoted as professors irrespective of their discipline and selection by the university.
- Staff belonging to basic sciences & humanities with five years of teaching experience (in engineering Colleges) shall be considered for promotion as associate professors without insisting on Ph.D. or university selection.
- Promotion to the cadre of professor is either through the university selection committee or governing body only.
- While promoting staff to higher cadre, due weight shall be given to feedback, involvement in extra-curricular activities and administrative responsibilities.
- Experienced candidates working in reputed institutes may be given pay protection without insisting on fulfilling the above norms.

FACULTY EMPOWERMENT AND FINANCIAL STRATEGIES:

- Institute provides financial support to attend the one international conference of repute. They are provided with 50% registration fees and one side transport fare by shortest distance.
- The institute provides upto 100% registration fees of Workshop/FDP/Refresher Courses / Orientation Programs at reputed institutes.
- Institute provides free transport facility to all the employees from nearest place from their residence around and across the Hyderabad.
- Institute provides maternity leave to the female staff according to the norms.

- Institute provides 12 casual leaves in a academic year. And all other leaves as per the JNTUH norms.
- Institute provides paid leave to attend Workshops/ Seminars/ Conferences/ FDPs.
- Employees who have completed 6 years are eligible to get a laptop as an incentive from the institute.
- Institute provides opportunities to all employees to associate with state, national and international professional bodies.
- Institute encourages teaching, non teaching staff to participate in Workshops, Conferences, FDPs for their continuous developments.
- Institute appreciates and support employees to conduct training programs and arrange industrial visits.
- Institute does believe in equality and provide equal opportunity / support to non teaching staff too, to get enroll themselves for different courses / training programs to enhance their skills and knowledge to update themselves according to demand / change.
- To develop administrative skills, institute avail employees to attend corporate training programs inside/out side college.
- Institute provides FDPs and various training programs to our faculties to upgrade their knowledge, teaching skills, methodology and personality.
- Institute motivates staff to have good relationship with other organizations and to participate in various programs conducted by them.
- Institute has given opportunities to staff to conduct/attend webinars of IUCEE, IEEE and AICTE for learn / share knowledge about recent / current changes, developments in different sectors.
- As to have a better command on their respective subjects, the institute invites corporate persons professionals and market resource persons such as researchers, industrialist and academicians to have interaction with the faculty. These people will share their knowledge on basis of that staff to upgrade his/her knowledge accordingly.
- Institute always welcome new ideas from the experienced faculty about lecture delivery, laboratory work and seminars/ workshops, to provide guidelines to the new family members. They may have one – two – one interaction or common lecture as mini workshop.

DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:

HOD is responsible for conducting all academic programmes of the department as per the norms of affiliating university. In pursuance of above objective he/she is required:

- To formulate timetables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behavior of students.
- HOD's are responsible for ensuring that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day. Recommend for disciplinary action against those availing leave without prior arrangement for class work.
- HOD's must verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. They should forward all the registers on the last working day of every month to the director's perusal.
- HOD's are responsible for going around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Should convene meetings of faculty twice in a fortnight to review academic and research activities of the Department.

- HOD's should arrange guest lectures, preferably in a specialization related to the department to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.
- Should monitor students' development and problems through feedback and counseling.
- Should appoint faculty counselors to meet the needs of students suffering from the effects of stress and peer pressure.

DISCIPLINE IN COLLEGE BUSES:

- All female staff members traveling in college buses should sit in the front, and male staff members should sit in the last row to maintain the discipline in the Buses.
- Transport in-charge is requested to report the compliance of above instruction to the undersigned immediately.
- Senior faculty members are once again requested to keep a strict vigil on the students indulging in ragging or in any activities that might disturb the environment.

DUTIES OF LAB-TECHNICIAN:

- Any unexpected breakdowns of laboratory machines / equipment's must be reported immediately to the teaching staff in-charge of the lab.
- Damages caused to the laboratory equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of lab Assistant is to identify the requirement of lab consumables etc. preferably before the beginning of the semester and give the same in writing to laboratory –in-charge.

- All maintenance works must be carried out & recorded as per the schedules are given by the laboratory-in-charge, without affecting the regular lab class work.
- Issue register for tools issued to the students must be maintained for every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of "first aid facilities and firefighting equipment".
- Avoid other activities during laboratory hours unless assigned by the senior management.
- Adjust laboratory work to a technician, who is familiar with that lab, in case of your absence.
- Ensure that the machine is in proper working condition & then allow the students to do the job.

DUTIES OF LAB-IN CHARGES:

- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by the technician in a proper manner.
- The lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.

4. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

- Issue of notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from appropriate authority.
- Calling for subjects for inclusion in the agenda from the Principal /Head of Department compile them and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.
- Sending agenda and notes to the members of various committees.
- Gathering records of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
- Maintenance of all important documents such as Memorandum of Association (MOA), Bye-laws and carrying out changes/modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.
- Seeking the approval of/information to the UGC, AICTE, University and other bodies, as the case may be, wherever necessary for the changes/modifications made.
- Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the institution.

5. CODE OF CONDUCT FOR SUPPORTING STAFF

Non-teaching employees in college are committed to the following values: Loyalty, Integrity, Dignity, Responsibility, Respect, Justice and Care.

SUPPORTING STAFF DEMONSTRATE LOYALTY BY:

- Modeling and supporting commitment to the faith, and lifestyle values
- Being punctual and conscientious in all duties
- Dressing and behaving in a manner consistent with the standards expected by the college where we work
- Advocating a drug and alcohol free lifestyle
- Speaking supportively of the college where we work.

SUPPORTING STAFF DEMONSTRATE INTEGRITY BY:

- Being honest in words and actions
- Acting within the law
- Creating and maintaining appropriate relationships. This includes:
 1. Interactions with students
 2. Notifying the Principal immediately if there is reasonable cause to suspect that a student is being harmed or is likely to be harmed
 3. Maintaining professional boundaries
 4. Being fair and impartial.

SUPPORTING STAFF DEMONSTRATE DIGNITY BY:

- Respecting diversity, treating students with care and compassion, respecting that each person has a unique family environment
- Valuing each student without making comparisons with other students
- Being supportive of other staff members.

SUPPORTING STAFF DEMONSTRATE RESPONSIBILITY BY:

- Meeting the required standards for every task
- Collaborating and cooperating with colleagues and administrators.

SUPPORTING STAFF DEMONSTRATE RESPECT BY:

- Showing mutual respect, trust and confidentiality
- Providing positive support for others.

SUPPORTING STAFF DEMONSTRATE JUSTICE BY:

- Being fair and reasonable at all times
- Being committed to the wellbeing of individuals, the wider community and the common good of all people.

SUPPORTING STAFF DEMONSTRATE CARE BY:

- Being a positive influence and exercising sound judgment
- Showing care and compassion in all relationships
- Paying careful attention to our duty of care to others

6. SERVICE, CONDUCT & LEAVE RULES (as per JNTU Hyderabad)

1. GENERAL

- These rules shall be called "KG Reddy College of Engineering & Technology, Chilkur, Moinabad, R. R Dist, TS-501504, Service and Conduct Rules" and comes into force from the month of August 2010. These rules supersede all the rules put into force, previously.
- These rules shall apply to all categories of employees (Teaching and Non-Teaching Staff Members).

2. DEFINITION:

- 'College / Institute' means KG Reddy College of Engineering & Technology, Chilkur, Moinabad, R. R Dist, TS-501504
- 'Society / Trust' means Aristotle Educational Society.
- 'Management' means Aristotle Educational Society registered by its founder Chairman.
- 'Teaching Post' means a post carrying a definite scale of pay sanctioned as per AICTE norms and included in the cadre of sanctioned posts.
- 'Non - Teaching Staff Members' means a person appointed in a Non-Teaching post in accordance with AICTE / Govt. of Telanaga rules.
- 'Principal' means Head of the institution authorized by management to discharge the duties and responsibilities.
- 'University' means JNTUH, Hyderabad, the affiliating university.

3. APPOINTING AUTHORITY:

All appointments of the faculty and Non-Teaching Staff Members of the College shall be made by the Chairman, Aristotle Educational Society (Parent Society), subject to the approval of the selection committee constituted by University /Management.

4. MODE OF SELECTION:

As per the rules prescribed for selection of employees from time to time by AICTE/University/Govt. of Telangana shall be followed.

5. TERMINATION OF SERVICE/RESIGNATION:

- Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority.
- Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, two months' notice in writing or payment of two month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.
- The other terms and conditions of such employment shall be specified by the appointing authority in the Annexure which is given to all staff at the time of appointment.

6. RETIREMENT:

- The age of retirement of teaching faculty member shall be as per AICTE Norms.
- The age of retirement of other non-teaching Staff Members shall be as per the State Government Rules or as may be decided by the Management/Society.

7. PROBATION:

- Every employee shall on initiated appointment be on probation for a period of two years from the date of his/her date of joining the duties. The period of probation may be extended by a further period not exceeding one year.
- Service of an employee during probation may be terminated without assigning any reason, the employee is deemed to have been on probation until the order declaring satisfactory completion of probationary period is communicated to him, even if the stated period of vacation is complete.

- After confirmation, the appointment shall hold the office till the age of superannuating unless otherwise found unsuitable to discharge his/her duties.

8. INCOME-TAX:

The Institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time. A salary certificate indicating gross earnings and deductions shall be issued by the Institute in prescribed format if employee requests.

9. PROFESSIONAL TAX:

The Institute will deduct Professional Tax at source from the salary of the employees as per the applicable rates of central government from time to time.

10. EMPLOYEE RECORDS:

The Department of Human Resources/ Registrar, maintains for each employee a personnel file that contains vital employment information. To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify Human Resources/Registrar in writing of any changes in name, home address, marital status, telephone number, e mail and person to notify in case of emergency. It is also important to notify Human Resources/Registrar of scholastic achievements that may enhance your opportunities for advancement.

11. ANNUAL LEAVES

- Every employee held on the roster of the institute is entitled to (one) 01 day Casual Leave for each month of duty performed by him/her subject to a maximum of Twelve (12) days of casual leave in one academic year.
- CL will not be carry forwarded to next academic year & will lapse at the end of the every academic year.
- An employee can avail only 2 days CL in one stretch.

- When an employee serves the College for part of a year, he/she is entitled to annual leave on a pro-rata basis calculated for every completed month of service.
- Leave calendar for Annual leave will be from July to June (Academic Year).
- If one takes leave on Saturday and Monday then Sunday would be counted as paid off. Similarly, with festivals and national holidays, if there is a holiday on Friday and someone applies for casual leave on Saturday, then all the three days i.e. Friday, Saturday and Sunday would be considered as Leave without pay.

12. MEDICAL LEAVE

- Medical Leave shall be given to those faculties who are completing probation period of service at the institute after ratification from JNTUH. However it is at the discretion of the Head of the institute to reduce period of leave as per requirement. Also Head of institute may recall faculty on the basis of urgent requirement for duty.
- An employee is eligible for ten days of medical leave in a year. The minimum period of medical leave shall be 3 days.
- Medical leave needs to be specifically accompanied with a medical certificate.
- Medical leave cannot be converted paid leave.

13. MATERNITY LEAVE

- All woman employees are entitled to avail maternity leave of 90 days each for the first two pregnancies.
- Maternity Leave shall be given to those faculties who are completing two years of probationary period successfully after ratification from JNTUH. However, it is the discretion of Head of the institute to reduce period of leave as per requirement. Also, Head of institute may recall faculty on the basis of urgent requirement for duty.

14. STUDY LEAVE

- Study leave may be granted to confirmed fulltime faculty after completion of five years of continuous service and not retiring within next five years, for advanced or research work directly related to his/her work by the Competent

authority on the recommendation of the Director, if approved by the competent authority, they will also decide the duration of the leave and the other terms. He /She will be required to furnish a bond for Rs.3.50 lakhs on non-judiciary stamp paper of Rs.20/-stating/mentioning there in that he /she will serve the institute at least for a period of 5 years after returning from the study leave.

- Study Leave cannot be claimed as a right by any employee either on the basis of length of service or because other of similar or inferior status have been granted such leave. It will be granted as the College feels the need for an employee with a special type of training.
- Study Leave may be granted to those who are considered to be most likely to profit from the studies/ Training and to use it in the interest of the College.
- Request for study Leave should be initiated by the employee through the department Head.
- Study Leave will normally be given only for the purpose of a specific study program/Training in any university or Institution, details of which must be given in the application.
- Study Leave may be granted for maximum 2 – 3years.
- Study Leave may be granted without pay

15. VACATION:

The faculties ratified by the university successfully completing the probation period are eligible for Dussera / Summer vacation as per university statues and norms of AICTE. Faculties not ratified by university or on probation will be given vacation according to their working experiences from 1 week to 4 weeks.

- The vacation shall start on any day of the week except Monday, but the last day of the vacation shall not fall on Saturdays and Sundays.
- Un-availed summer Vacation cannot be combined. Also surrendering of vacation period for "claim of salary" is not allowed.

- Staff Members must submit joining report to the Principal on the next day of completion of vacation.

16. ON DUTY:

- Teaching Staff Members shall be permitted to attend Paper Valuation duty as well as Examination observer duty as per university order. The period of Examination observer duty and Paper valuation duty spent will be treated as OD. Except this Teaching Staff Members can also avail 5 days for attending FDP / Workshop / Conference / Symposiums / Seminars etc. in an academic year. ON DUTY shall be availed only with prior approval of the Head of the Institution
- Teaching Staff Members who are deputed for specific purpose on "Other Duty" should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.
- The Staff Members who are proceeding on "Other Duty" with the approval of Principal should produce the "Attendance Certificate" immediately on the date of joining the duty after availing "OD".

17. CODE OF CONDUCT & DISCIPLINE FOR FACULTY & STAFF:

Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him / her

- Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall always act in the best interests of the college.
- An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority. Whenever leaving station, an employee shall inform the Principal, in writing through the respective H.O.D, or directly,

if he / she happen to be the H.O.D, mentioning the contact address during the period of his / her absence from the headquarters.

- No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization, which takes part in political activity; nor shall aid or assist in any manner any political movement or activity.
- No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
- No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- An employee against whom an insolvency proceeding is pending before a Court of Law shall forthwith report full facts to the college.
- An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.
- No employee shall except with prior permission of the competent authority can take resource to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attach defamatory character.
- Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his /her application to any higher authorities unless the competent authority has rejected his / her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- An employee who commits any offence or dereliction of duty or does an act detrimental to the interest of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the

decision to the Management and the decision of the Management thereon is final and binding on the employee.

- No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of the rule will amount to misconduct and attract deterrent punishment.

18. DISCIPLINARY ACTION:

- All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself.
- As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / negligence of duties.
 - i) Censure
 - ii) Withholding increments / promotion
 - iii) Recovery from his salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders / rules.
 - iv) Suspension
 - v) Removal from service
 - vi) Dismissal from service
 - vii) If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members - HODs from amongst the senior faculty. An employee can appeal against any punishment imposed upon him / her by the competent authority to the Management / Governing Body as the case may be.

19. AWARDS FOR STAFF MEMBERS:

- Staff Members producing 100% in the Theory Subjects during the JNT University, Hyderabad Examinations will be awarded with appreciation certificates.
- Staff Members who continue rendering their services to the Institution for a consecutive period of 5 years and above will be awarded with appreciation certificates.

20.PERFORMANCE APPRAISAL:

- The formal written evaluation program of KG Reddy College of Engineering & Technology, Moinabad is established to provide annually, a planned, scheduled, opportunity for the employee and supervisor to meet and mutually identify, discuss, and document the demonstrated job performance and accomplishments of the employee during a specified rating period.
- Indicates where he/she stands in relation to the expectations of the Institution.
- Assures mutual understanding of responsibilities and work assignments.
- Serves as a source of assistance and guidance in improving and preparing for advancement.
- Helps identify an employee's performance level, growth potential, and developmental needs as measured by the standards of performance for the job.
- Assures that the employee is fully aware of assigned duties and responsibilities.
- Provides an opportunity to recognize effective performance and to let employees know that their contributions have a direct impact on the overall goals of the University.
- Serves as a foundation to formulate with the employee a specific plan of action for achieving goals and improving job performance.
- Establishes the basis for better two-way communications.
- Serves as a major consideration in matters concerning employee development, promotion, transfer, retention, salary, and job performance improvement.

20.1 PERFORMANCE APPRAISAL REVIEW PROCESS

- Performance Appraisals shall be done for all staff members of the Institution and copies must be placed in the personnel file in Human Resources. The appraisal will be done by the immediate Head of the Department & Head of the Institution (the rater) and will be reviewed at the next level of supervision (the reviewer).

20.2 YEARLY INCREMENT:

- Increment of any members of staff, Teaching or non – teaching will depend upon the performance of his working ability and satisfaction he gives to the management in discharge of his duties and attendance, self-appraisal & interview.

21. OTHERS:

Allowances for Presenting Papers in Seminar / Conferences etc.

- The regular Teaching staff who are sponsored for presenting papers in seminars/ conferences are eligible to claim travel by one III A/C or II A/C (as per cadre) by rail in addition to reimbursement 50% of registration fee. No D.A. is admissible. This facility is limited to once in an academic year i.e. July – June.

Allowances for Attending Seminars, Q.I.P. Courses, Refresher Courses Etc.

- The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo Q.I.P. Courses, Refresher Courses etc., are eligible to travel by II sleeper class. No D.A. is admissible. This provision is not extended when the organizing agency is meeting the T.A.

22. AMENITIES

- The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training.
- Free transportation shall be provided to all the faculty members to and from the Institution within the city limits.
- Staff Members are permitted to pursue Higher Education, as part time programme, while serving the Institution.
- By providing registration fees and other facilities, Staff Members are given full support to undergo their research work and submit proposals.
- CCL is given to Staff Members for carrying out the assigned works during Holidays.
- Management shall pay 50% fee for Patent registration.
- Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.
- If found dissuading from anything listed in these Rules, the Management/Society shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.

7. TRAVEL ALLOWANCE

- All members of the staff are eligible for travel allowance, when deputed on official duty as per the order of the Principal.
- The Travel allowance eligible for various categories are indicated below:

Category	Travel Class	Road mileage if traveled by own car. Rs. per km	Dearness Allowance With accommodation.	Dearness Allowance Without accommodation.
Principal / Director/Dean/ Professor ASP/CFO	Rail II AC (2A)	5.50	1. Rs.800/-in A class cities 2. Rs.600/- in B class cities 3. Rs.500/- in C class & other places	1.Rs.200/-for A class 2. Rs.150/-for B class 3. Rs.150/-for others
Assistant Professor/Senior Lecturer/ Administrative Officer/ Registrar	Rail III AC (3A)	NA	1. Rs.700/- A class 2. Rs.500/- B class 3. Rs.400/- others	1. Rs.150/ A class 2. Rs.100/ B class & others
Lecturer Manager	Rail II class(SL)	NA	1.Rs.700/-A class 2. Rs.500/-B class 3. Rs.400/-others	1. Rs.150/-A class 2. Rs.100/- B class & Others
Supporting Senior staff	Rail II class (SL)	NA	1.Rs.600/-A class 2. Rs.400/-B class 3. Rs.300/-others	1. Rs.100/-A class 2. Rs.75/- B class & others
Supporting Junior staff	Rail II class	NA	1. Rs.600/- A class 2. Rs.400/- B class 3. Rs.300/- others	1. Rs.100/-A class 2. Rs.75/-B class & others

Class A Cities S.No. Cities	Class B Cities S.No. Cities	S.No. Cities	S.No. Cities
1 Ahmedabad	1 Agra	21 Ghazibad	41 Moradabad
2 Bangalore	2 Aligarh	22 Gorakhpur	42 Mysore
3 Chennai	3 Allahabad	23 Guwatati	43 Nashik
4 Delhi	4 Amravah	24 Gwalior	44 Patna
5 Hyderabad	5 Amritsar	25 Hubli	45 Pondicherry
6 Kanpur	6 Aurangabad	26 Indore	46 Raipur
7 Kolkata	7 Barielly	27 Jabalpur	47 Rajkot
8 Lucknow	8 Belgaum	28 Jalandhar	48 Ranchi
9 Mumbai	9 Bhavnagar	29 Jammu	49 Salem
10 Nagpur	10 Bhilai Nagar	30 Jamnagar	50 Solapur
11 Pune	11 Bhopal	31 Jamshedpur	51 Srinagar
12 Surat	12 Bhubaneswar	32 Jodhpur	52 Thiruvananthapuram
	13 Bikanur	33 Kochi	53 Tiruchirapalli
	14 Chandigar	34 Kolhapur	54 Tiruppur
	15 Coimbatore	35 Kota	55 Vadodara
	16 Cuttack	36 Kozhikode	56 Varanasi
	17 Dehradun	37 Ludhiana	57 Vijayawada
	18 Dhambad	38 Madurai	58 Visakapatnam
	19 Dharwad	39 Mangalore	59 Warangal
	20 Faridabad	40 Meerut	

- Subject to limits prescribed in the schedule above, reimbursement of travel or fare paid for the actual cost of ticket or fare paid for the journey and accommodation charges, if any, will be made.
- Higher class of travel or accommodation is permissible only on special sanction.
- Air fare shall be approved only on special occasions and on prior approval.
- Travel shall always be made only on the shortest route.
- If cancellation is made on order from the sanctioning authority, cancellation charges shall be reimbursed.
- Travel claim / settlement shall be made within 5 days after completion of travel.
- If the cancellation is made by the staff, the advance drawn if any should be immediately refunded within one day.
- DA shall be calculated at the rate of 50% for 5hrs to 12 hours and 100% for more than 12 hours. No DA shall be paid for period less than 5hrs.
- Expenditure towards local travel, telephones, porter charges etc. if any, shall be reimbursed at actual on producing of the bills/vouchers. (If bills are not available)
- Any other expenditure involved shall be reimbursed subject to eligibility and approval by the management.

8. PAY SCALES

ENGINEERING FACULTY PAY SCALE

TABLE - I: ENGINEERING FACULTY PAY SCALE							
Cadre	Qual	Exp. after qualification	Total Experience	Pay Scale	AGP	Total Starting pay	Annual Increment
Lecturer	B.E./B.Tech	-	-	8000-275-13500	20% of Basic	9600	-
Asst.Prof. (AP)	B.E./B.Tech +M.E/M.Tech/ Ph.D. in Humanities and Sciences	-	-	15600 – 600 x 3 – 17400	6000	21600	600
Asst.Prof (AP)Gr-I	B.E./B.Tech +M.E/M.Tech/ Ph.D. in Humanities and Sciences	3	3	17400 – 650 x 2 – 18700	7000	24400	650
Asst.Prof. (AP)Gr-II	B.E./B.Tech +M.E/M.Tech/ Ph.D. in Humanities and Sciences	5	5	18700 – 700 x 29 – 39000	8000	26700	700
Asst.Prof. (AP)Gr-III	B.E./B.Tech +M.E/M.Tech/ Ph.D. in Humanities and Sciences.	-	-	18700- 700 x 29 - 39000 + 10000	8000	36700	700
Asso.Prof (ASP)	B.E./B.Tech +M.E/M.Tech +Ph.D.	2 as AP Gr-III	5	37400 – 1400 x 4 - 43000 – 1500x16 - 67000 + 10000	9000	56400	1400
Professor	B.E./B.Tech +M.E/M.Tech +Ph.D	5 as ASP	10	37400 – 43000 – 1500x16 - 67000 (43000 min.) + 10000	10000	63000	1500
Principal	B.E./B.Tech +M.E/M.Tech +Ph.D	3 as Prof	10	37400 – 43000 – 1500x16 – 67000 (43000 min.) + 3000 + 10000	10000	66000	1500

MBA FACULTY PAY SCALE

TABLE II: MBA FACULTY PAY SCALE

Cadre	Qual.	Exp. after qual.	Total Exp.	Pay Scale	Total Starting pay
Asst. Prof. (AP)	MBA with I Class	2 years	2 years	15600-600x3-17400-650x2-18700-700x29-39000	15600
Asst. Prof. (Gr. I)	MBA with I Class	3 Years as AP	5 Years	15600-600x3-17400-650x2-18700-700x29-39000	17400
Asst. Prof. (Gr. II)	MBA with I Class + Ph.D or Equivalent	-	-	15600-600x3-17400-650x2-18700-700x29-39000+SP	17400+ SP
Asst. Prof. (Gr. III)	MBA with I Class + Ph.D or Equivalent	2 years	5 years	15600-600x3-17400-650x2-18700-700x29-39000+ SP	18700+SP
Asso. Prof. (ASP)	MBA with I Class + Ph.D + Publications	5 years	8 Years	37400-1400x4-43000-1500x16-67000	37400
Professor	MBA with I Class + Ph.D + Publications	5 years as ASP	13 years	37400-1400x4-43000-1500x16-67000 (43000 min.)	43000
SP - Special Pay for Ph.D.,					