



# **AUDISANKARA**

COLLEGE OF ENGINEERING & TECHNOLOGY  
**(Autonomous)**

Approved by AICTE and affiliated to JNTUA, Anantapuramu



## **STAFF HAND BOOK**

## STAFF HAND BOOK

---



**AUDISANKARA COLLEGE OF ENGINEERING &  
TECHNOLOGY  
(AUTONOMOUS)**

**NH-5, Bypass Road, Gudur, Tirupati Dt., A.P.**

**Approved by AICTE and affiliated to JNTUA, Anantapuramu**



# STAFF HAND BOOK

**Tel: 08624-221942/212042**

**Phone: 9248748429, 9248748418**

**Website: [www.audisankara.ac.in](http://www.audisankara.ac.in)**

**Email: [director@audisankara.ac.in](mailto:director@audisankara.ac.in)**

## STAFF HAND BOOK

### **AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY**

#### **NORMS CONTENTS**

1. Introduction	3
2. Job Description	6
3. General Guidelines/Policies	14
4. Service Rules and Regulations	26



## STAFF HAND BOOK

---

### CHAPTER I

#### INTRODUCTION

Audisankara College of Engineering and Technology (ASCET), Gudur was established in the year 2001 to promote rich tradition of excellence in technology based education. A premier-league institution among the affiliates of JNTUA, Anantapuramu, approved by All India Council for Technical Education (AICTE) and also ISO 9001:2000 certified. ASCET is accredited by NAAC with “A<sup>+</sup>” grade.

ASCET is strengthened with highly qualified, experienced and dedicated faculty members. The Faculty understand the student's goals and pay attention to cater their needs and support them at every step to make them a confident professional. The institution intends to promote collaborative industry relevant projects, R&D and consultancy to raise the overall academic standard as well as build strong Industry-Institute relations. The institute strives to translate its vision into reality and achieve the desired goals.

#### QUALITY POLICY

The college policy on all issues for quality assurances shall be implemented scrupulously encouraging improvement and innovation at various levels to develop the institution into a centre of excellence, thus increasing the stakeholders' value and providing quality service to the society. At the college, we pursue high standards of excellence in imparting technical education with a right mix of knowledge, training and research. We continually strive to improve the standard of competence of our faculty, the quality of our infrastructure as well as the content and delivery methods of our educational programs, and add value to our growth inputs in tune with global trends.

#### VISION

To make Audisankara College of Engineering & Technology a center for academic excellence where 21<sup>st</sup> century innovative minds manage with novel ideas & spread out new technologies relevant in meeting the societal needs with increased employment opportunities and changed life style.

#### MISSION

To provide the students with Technological direction and support, acclaimed in latest cutting edge technologies with a blend of academic concepts and practical nuances in hot areas of Engineering and Technology so that they develop all the resourcefulness, competence and confidence to take on the technological challenges of tomorrow.

## STAFF HAND BOOK

---

### The Faculty

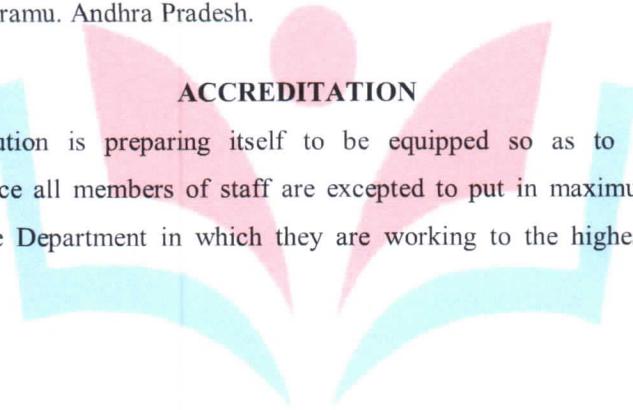
Under the guidance of Prof. R. Lokanadham, the Principal of the College, the faculty and staff are committed to mould a new generation of the students who will be harbingers in Technical advancement.

### Approval and Affiliation

The Institute is approved by All India Council for Technical Education (AICTE) and also ISO 9001:2015 certified. ASCET is accredited by NAAC with “A<sup>+</sup>” grade and affiliated by JNTUA, Anantapuramu. Andhra Pradesh.

### ACCREDITATION

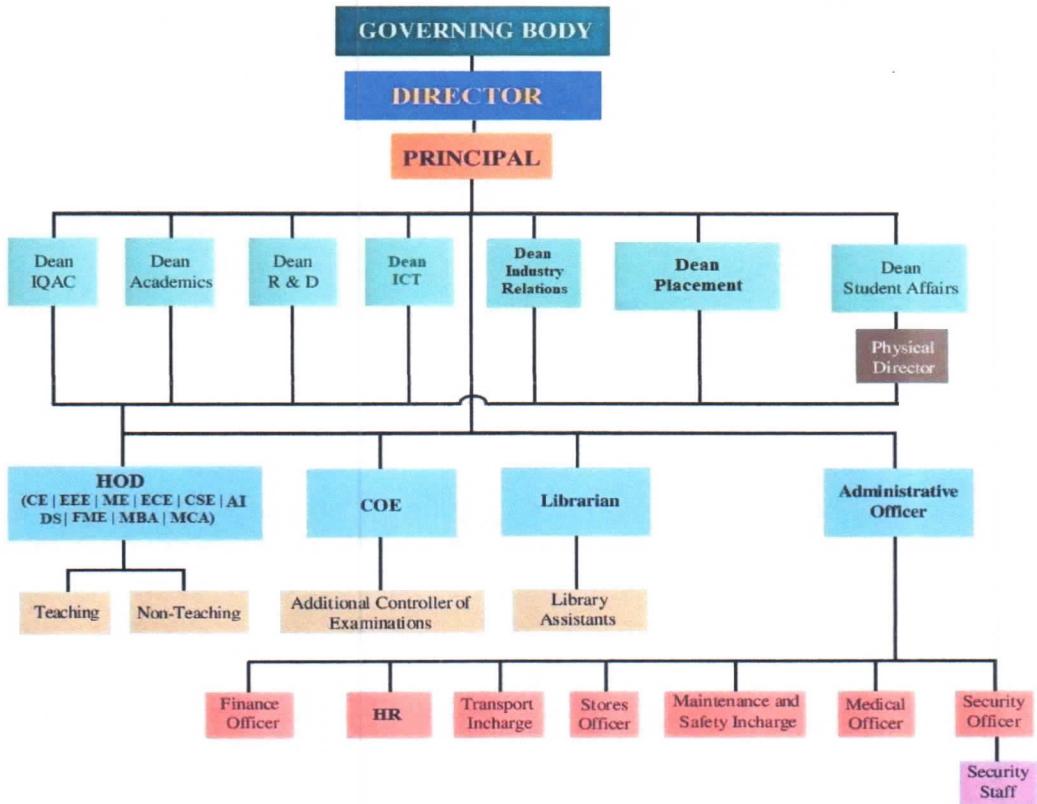
The institution is preparing itself to be equipped so as to present itself for accreditation. Hence all members of staff are expected to put in maximum effort to lift the Institution and the Department in which they are working to the highest possible level of excellence.



# AUDISANKARA

## STAFF HAND BOOK

### ORGANIZATION STRUCTURE



## STAFF HAND BOOK

---

### CHAPTER II

#### JOB DESCRIPTION

**Objective:** To ensure mutual respect and freedom for everyone and be role models to student community.

#### REPORTING FOR DUTIES ON TIME

1. College working hours are, normally from 9.00 A.M. to 4.50 P.M. However, those who have academic, administrative, examination or any other such work shall follow the 8.30 A.M to 5.00 P.M. or any other timing as directed by HOD/Principal/Chairman /Director.
2. A six day working schedule from Monday to Saturday is followed except second Saturday. Classes are scheduled from 9.15 A.M to 4.30 P.M.
3. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
4. Anyone coming late / leaving early for more than 60 minutes on 2 occasions in a month may be allowed by HOD/Principal/Chairman/ Director.
5. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from HOD/Principal/Chairman /Director and register his/her absence (i.e. OUT and IN timing Register kept at gate).
6. Staff members shall compulsorily wear College ID while in the College premises.
7. Staff members shall submit their investment details to the Account Section before 7<sup>th</sup> January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
8. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal on standard Discipline Report
9. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
10. All members of staff are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts etc. are not permitted.
11. Faculty and staff shall communicate to each other and with students only in English.
12. As a security measure, members of the staff who need parking facility in campus shall give their names and the registration number of the vehicle to the security Supervisor.
13. Staff members should attend meeting of any kind conducted by HOD/Principal/ Director only.

## STAFF HAND BOOK

### THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY

#### General

- a) The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- b) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- c) The work load of all the staff shall be fixed as per norms. The teaching-contact hours should be at least as follows as per AICTE norms,

1.	Principal	4 hours / week
2.	Dean / Professor	8 hours / week
3.	Associate Professor	12 hours / week
4.	Assistant Professor / Lecturer	16 hours/week

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

- a) Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- b) Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- c) The Faculty Member must strive to prepare him/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- d) Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

#### IN DEPARTMENT

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

## STAFF HAND BOOK

---

- c) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Chairman/ Administrator in academic, co-curricular or extracurricular activities.
- d) Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the software as soon as the classes/laboratory hours are over.
- e) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD and tutor must be informed with appropriate alternate arrangements suggested.
- f) The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- g) The Tutor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.
- h) To give counseling to the students if needed.
- i) To bring the students misbehavior in the class to the knowledge of the Tutor/HOD/ Principal.
- j) To carry out the administrative works of the department given by the HOD concerned.

### IN CLASS ROOM TEACHING

- a) Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- b) The Faculty Member should get the lesson plan and course file - approved by HOD and Principal.
- c) The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. The course file consists of preface, previous year university question papers, notes, hand outs, PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty has to get verified their course file by their HOD at least once in a month and submit it to the concerned HOD within three weeks of the last instruction day of the concerned semester.
- d) The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- e) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- f) The Faculty Member should engage the full period and should not leave the class early.

## STAFF HAND BOOK

---

- g) Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and at the attendance software.
- h) The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions.
- i) The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- j) The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.
- k) In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- l) The Faculty Member shall give all possible pattern questions of each unit to the students.
- m) The Faculty Member should interact with the class tutor or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- n) The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- o) The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- p) The Faculty Member should make himself/ herself available for doubt clearance.
- q) The Faculty Member should motivate the students and bring out the creativity / originality in the students.

### AUDISANKARA IN LABORATORY

- a) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- b) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- c) The lab observations/records must be corrected then and there or at least by next class.
- d) Allow the students inside the lab only on submission of the required records written up to date.
- e) To give crystal clear instructions.
- f) To attest the readings of the experiment. To let the students know the percentage of error he/she commits for every experiment.
- g) To sign the manual /rough record before the end of each practical class.

## STAFF HAND BOOK

- h) Faculty conducting practicals / projects shall be responsible for the respective labs during their practical hours.
- i) Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.
- j) In order to prevent theft, faculty members are advised to take the following action.
  - i) Before starting the practical's/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.
  - ii) As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
  - iii) Students shall not be permitted to carry bags into the labs.
  - iv) In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

### Student – Faculty Rapport

- a) The Faculty Member should have a good control of students.
- b) As soon as the Faculty Member enters the class, He / She should take attendance by calling their Name. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not being any change the student must be directed to meet the In-charge faculty, HOD.
- c) The Faculty Member should act with tact and deal with insubordination by students maturely.
- d) The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.

### DUTIES AND RESPONSIBILITIES OF IN-CHARGE FACULTY:

**Objective:** To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.

- a) To ensure that every student is well supported to fulfill his/her learning potential
- b) In order to monitor the progress and quality of students, appraise them and consult their parents.
- c) To encourage the students to learn beyond the syllabus contents.
- d) Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- e) To maintain student discipline in the class as per the college policies.
- f) To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree

## STAFF HAND BOOK

---

- g) Address students' queries.
- h) Meeting the parents of students, especially defaulters.
- i) To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent.
- j) To produce and update student handbook, department brochure for placement/consultancy and updating of information on college website pertaining to the Class
- k) To lead an effective induction programme and value added course for student's in consultation with HOD.
- l) To produce the assessment plan for every semester well in advance
- m) To manage the production and dissemination of reports to students, parents, College Management, JNTUA university, NBA, AICTE and other governing bodies from time to time
- n) Implement the actions based on the minutes of class committee meetings.
- o) Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
- p) Arrange PTA meetings and all common functions of the college to represent the class.
- q) Take charge of any special projects assigned by the management from time to time.
- r) Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- s) Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
- t) Be the academic leader of the designated class in the Department.
- u) To lead the development and maintenance of appropriate standards and quality assurance (including ISO) in the delivery of course materials, assignment and question paper setting and its valuation.
- v) To monitor the semester progress regularly based on approved semester and assessment plan.
- w) To arrange industrial visits and guest lecturers for students to improve their learning experience in the consultation with HOD.
- x) To encourage the students to participate in technical competitions conducted outside the college.
- y) To maintain the desired academic standards in the assignments and tests administered in the class.
- z) Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.

## STAFF HAND BOOK

- aa) Prepare a subject wise list of the final attendance (APC), practical and lectures together and make forwarded to Principal within 3 days of a semester closing in the prescribed format through HOD.
- bb) Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- cc) Arrange class committee meetings as per norms.
- dd) Any other duty the HOD/ Chairman/ Principal/Administrator may assign.

### DUTIES AND RESPONSIBILITIES OF THE LABORATORY /WORKSHOP IN-CHARGE AND LAB ASSISTANT

**Laboratory and workshop Objective:** To help students analyze Evaluate & Create themselves through experiments, what they learn in the classroom

- a) To maintain the Dead Stock Register and Consumable Registers.
- b) To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- c) To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- d) To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- e) To organize the laboratory for oral and practical examinations.
- f) To hold those responsible for any breakage / loss etc. and recover costs.
- g) To ensure the cleanliness of the lab and switch off all equipment after use.
- h) Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- i) The Lab Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- j) Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute
- k) All the Lab Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- l) Lab Assistants in coordination with Lab In-charge should display (i) List of Equipments/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- m) Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Chairman/Administrator from time to time.

## STAFF HAND BOOK

---

**In order to prevent theft/damage, the Lab In-charge shall take the following action:**

- a) Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- b) Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- c) If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.



## STAFF HAND BOOK

---

### CHAPTER III

### GENERAL GUIDELINES / POLICIES

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

1. The College encourages its teachers to take consultancy and in-house R&D assignments. 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. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/administrator in writing.
2. A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
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.
4. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. 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, testing, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
  - In all other cases like consultancy assignments, it shall be 70:30 (30% to College).

#### INCENTIVES FOR PUBLISHING PAPERS

As a part of the continual quality improvement policy of the college, it has been decided to give incentives to the staff members publishing papers in conferences and journals as per the following guidelines.

- Rate of incentives
  - Scopus and SCIE/ESCI/SCIE (Unpaid Journal) – Rs. 15000/-
  - Scopus or Web of Science (Unpaid Journal) – Rs. 10000/-
  - Scopus or Web of Science (Paid Journal) – Rs. 5000/-
  - International Conference – Rs. 20000/-
  - National Conference – Rs. 5000/-
- To claim the above incentives, a hard copy of the paper published in the proceedings/journal clearly indicating the affiliation of the author as a staff member of ASCET has to be submitted along with the application.

## STAFF HAND BOOK

---

- Faculty members who are pursuing PhD on part time external basis may claim only 90% of the declared incentive when they mention the author affiliation as research scholar.
- Prior permission shall be obtained from competent authority for sending papers.
- In the case of conferences, oral presentation is needed and poster presentation will be having only 50% weightage and hence the incentives for poster presentation in national and international conferences will be Rs. 500/- and Rs. 1000/- respectively.
- In case of more than one author for the paper, the first author will get the full credit and the subsequent authors can claim 50% of the incentive.
- In any case the number of authors per paper shall not exceed four to claim this incentive.
- The maximum amount that can be claimed by a staff member in this regard is restricted to Rs. 25000/- per year.
- To prepare the manuscripts of text books, author may claim an advance amount of Rs.10000/- for which shall be return to the college within 12 months.

### TRANSPORTATION POLICY & RULES

1. Audisankara College of Engineering and Technology, Gudur provides limited bus transportation facility to students and staff who live in more than 10 kms away from the college in certain predetermined routes.
2. Bus facility is offered to eligible students at the discretion of the college management and cannot be claimed as a right by any student or parent.
3. All students who wish to avail the college bus facility should register their names with the account office on the date announced in the beginning each academic year.
4. Bus pass will be issued to the eligible students only on recommendation of 'Bus mangers' in the prescribed format and after paying the full bus fees.
5. Transport fee for full year will be charged even if a student leaves the transport facility in between the session.
6. Free transportation facility is made available for Teaching and Non-teaching Staff Members of ASCET.
7. Hostellers and day scholars without bus pass are strictly not permitted to travel in college bus.
8. Two staff members from each bus are designated as 'Bus Managers'. They are responsible for overall discipline and conduct of students in the Bus.
9. Bus managers are expected to maintain the contact data of all passengers of their bus and that of the management authorities.
10. In case of emergency and unexpected events Bus managers to inform management representative and or take any prudent action as the situation demands.

## STAFF HAND BOOK

---

11. The Bus mangers have the authority to assign seats to students and other passengers.
12. Bus manger may report to the management if any trip is made without a minimum of 33% regular passengers.
13. Intimation regarding cancellation of a trip will be notified to the concerned 'Bus mangers' and passengers to the extent possible.
14. Staffs are requested to sit in the seats allotted to them and to take care of the students.
15. College bus charge will revised periodically based on the various operating expenses.
16. Normally College buses will be available to the already existing routes on all official working days. However, trip could be adjusted if number of passengers are very less.
17. During the university examinations transportation facility will be available irrespective of the strength of passengers.
18. Passengers will be picked up and let off at designated stops only.
19. The time schedule and the stages of trip can't be altered in any situation unless prior permission is secured.
20. Bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
21. Getting bus pass doesn't ensure the passengers any reserved seat.
22. Girl and boy students are expected to occupy separate seats in the bus. Mixed seating by students is strictly prohibited.
23. Passengers must be possession of valid bus pass and is required to produce it as and when asked by any staff.
24. Music is not played in the bus until further information.
25. As college bus is an extension of the institution, all the code of conduct and rules of the college are equally applicable in the bus with special reference to use of mobile phone with headset and proper dress code.
26. College doesn't encourage any form of celebrations in the bus or during the travel(birthday, sendoff etc.,)
27. Students are expected to wait in orderly lines and allow faculty to board the bus first. In similar manner students are expected to wait for staff members to disembark first.
28. Students must board and leave the bus carefully and courteously without shoving and pushing.
29. Students shall not extend their arms, head or any other part of their body out of the bus window nor shall they extend clothing or other articles through the bus windows.
30. Throwing articles within the bus or out of the windows at any time will not be condoned.
31. Excessive noise (loud talking, screaming, whistling, etc.) by students is not allowed.
32. Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.

## STAFF HAND BOOK

---

33. Students shall not write upon, disfigure or cause damage to any part of the inside or outside of the bus. Students are to take care of the bus; if not, damage will be charged to the offender, and as a minimum with loss of bus riding privileges until damage is paid.
34. Students shall behave in such a manner as not to jeopardize the safe operation of the bus.
35. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
36. Eating or drinking on the bus and littering are strictly prohibited.
37. Any other misconduct which may distract the driver from safe operation of the bus will not be tolerated.

### GROUP INSURANCE POLICY

- Audisankara College of Engineering & Technology takes utmost care of its staff members. In order to provide a monitory backing, a Group Insurance is initiated.

### MOBILE PHONE POLICY

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

1. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.
  - a) Students are not permitted to use mobile phones within the campus.
  - b) Students who are staying in college hostels should not bring the mobile phones to the college.
  - c) Day scholars carrying mobile phones to the college shall deposit the same in the designated place before 8.55 AM and can collect the same after 4.30 PM.
  - d) The mobile phones shall be kept in silent mode / off while depositing in the designated place.
  - e) All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
  - f) Students violating the above rules will be fined an amount of Rs. 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course.
  - g) Staff members are allowed to use mobile phones in their respective cabins.

## STAFF HAND BOOK

---

### BIOMETRIC ATTENDANCE POLICY (i.e. Iris)

The purpose of this policy is to establish guidelines to improve efficiency in monitoring the attendance, leave records and over all working environment by Biometric Based Attendance Monitoring System (BBAMS). This policy is applicable to all staff members who work under normal working hours.

The rules that will be followed for operation of the system as follows:

1. The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by Principal. Whereas the matter of attendance and related policy will be dealt in office.
2. The term staff used in these rules would include all the teaching non-teaching and other staff of ASCET.
3. Adequate numbers of machines have been installed to avoid long queue and inconvenience during office opening time. All the staffs of ASCET would be able to mark their attendance in any of the machines installed near Administrative officer room. In case, if any of the machine is not functioning, the staffs may mark their attendance in any other machine installed in ASCET.
4. All staffs will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
5. The office timings are from 09:00 AM to 05:00 PM with 30 minutes of lunch break from 01:00 PM to 01:30 PM and these are to be scrupulously observed.
6. The Academic timings are from 09:00 AM to 04:30 PM with 50 minutes of lunch break.
7. Arrival in the office after 9.00 AM or departure from office before 04:30/ 04.50 PM will be reckoned as half day Leave subject to other rules mentioned herein. In exceptional cases like consultation with doctors hospitals/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to one hour (maximum) will be allowed twice in a month subject to the condition that prior intimation/approval of the immediate superior officer has been obtained.
8. Any academic staff availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS not later than 1.00 PM (190 minutes prior to exist time) and the staff availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS after 01:00 PM. For office staff availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS up to 1.00 PM and the staff availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS after 01:00 PM.
9. Attendance reports would be available on intranet on daily basis and concerned staffs shall get their attendance regularized within two days from the date of absence.

## STAFF HAND BOOK

---

10. In case, any staff is to visit local offices for official purposes and situation is such that such staff would not be able to mark attendance in the system either in the morning or evening, prior intimation regarding it would be sent to principal in proper channel through e-mail as mentioned the details above.
11. All installed machines and corridors leading to these machines shall be under 24-hours surveillance through CCTV cameras. Disciplinary / legal action shall be taken against any staff found to be tampering with the attendance monitoring system / surveillance system.
12. Further, a consolidated monthly statement in this regard would be sent from the office by every 26<sup>th</sup> of a month.
13. It must be ensured by the controlling officer / staff concerned that duly recommended leave applications of any nature are sent to concern sections promptly through College website. The sections in the office shall ensure that all such leaves for a month are duly sanctioned by 25<sup>th</sup> of the month will be entrained only for calculating the monthly salary of the following month.

### **BUDGET AND PROCEDURE FOR PROCURING LAB CONSUMABLES, VALUABLES AND STATIONERY:**

#### **Budget**

Soon after the last working day of an academic year, the staff in-charge of each lab should assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semester. The HOD of the department concerned has prepared a detailed Budget for the next academic year to the management and submitted to Management through principal. A copy of approved budget should display in the internal Notice Board

#### **Non-Consumables:**

1. The HOD as soon as realizing the need for the equipments (including furniture) for the next year/SEMESTER has to initiate a proposal to the Management for the procurement of the same, through the Principal with a copy of approved Budget
2. After the approval, the Management will call for quotations.
3. On receipt of quotations the HOD has to prepare a comparative statement.
4. If required, vendors may be called for negotiations by the Management.
5. The purchase order will then be issued to the selected vendor by the Management.
6. A copy of the purchase order will be sent to the Principal/HOD of the concerned department by the Management.
7. After purchases are over and received by the Department, HOD has to certify that the items are received in good / working condition.

## STAFF HAND BOOK

---

8. The details should be entered into the consumables / no consumable stock register as the case may be and HOD may recommend for passing the bill for payment within a week of the receipt of the consumable / non-consumables. Bill may be sent to the Chairman through the Principal.

### Stationery:

1. Soon after the last working day of an academic year , HODs' should assess the requirements of stationery needed for the administration of their Department (including ISO related works)
2. After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
3. After procurement, the stationery required for each Department will be distributed by the Store keeper.
4. Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the office well in advance (at least 10 days before the proposed date). While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.
5. As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the HOD concerned. (the stationery obtained for a specific purpose shall not be used for normal work of the Department)

## MAINTENANCE OF STOCK

1. In case of laboratory, the following stock registers have to be maintained
  - A. Consumables stock register
  - B. Non-consumables/valuables stock register
  - C. Other register(s) based on the requirement of the Department concerned.
2. The staff in-charge for each lab is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in charge of the laboratory, Lecturer in charge of verification and the HOD concerned.
3. The staff in charge is nominated among the members of the Department. He/she will be in-charge of the concerned laboratory of the department. At times, it is seen that Technical Assistant is taking final decision about receipt of stock. It should be avoided.
4. Whenever a new staff member takes over the staff in-charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock register. If there is any discrepancy, the fact should be reported immediately through the HOD to the Principal.

## STAFF HAND BOOK

---

5. If a staff member who is in charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Principal.
6. Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Principal immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.
7. Similarly, loss of any item shall also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.
8. After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.
9. If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Principal. This has to be entered in the stock register.
10. No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.
11. If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest.
12. Periodic service and maintenance of equipments / machineries is a must.

### STOCK VERIFICATIONS

1. Surprise checks on stocks have to be carried out by the HOD in his/her Department at least once in a year. Principal or any member of the Management may also conduct surprise checks.
2. Apart from surprise checks, annual verification has to be carried out by the staff members deputed by the Principal from other Departments before the end of the academic year.
3. Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.

## STAFF HAND BOOK

---

### ACADEMIC AUDITING

**Objective** Academic auditing covers Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation

There are two types of audit academic audit and ISO audit. The audit is mainly focused on

1. Adherence to the Academic calendar and semester plan
2. Functioning of class/course committees
3. Schedule of class and Faculty Time Table
4. Attendance of students
5. Quantity & Quality of Assignments/ Internal Exam Questions
6. Subject/ practical coverage as per course plan
7. Evaluation of internal exams/ assignments with sample
8. Evaluation of students performance in practical classes
9. Performance of students in Internal exams and Award of internal evaluation marks
10. Maintenance of course diary and Course File
11. Performance of students in the previous semester
12. Faculty evaluation by students
13. Information on progress of students to their parents
14. Feed backs from students and stake holders

### **INSTRUCTIONS TO INTERNAL QUALITY AUDITOR**

QSP procedures should be followed very strictly during the auditing process:

1. The internal Auditors shall study the quality system documents before going for the audits
2. Deviations/Non-Conformities deficiencies if any shall be identified and recorded in Non- Conformance Report with the respect to the specific requirement
3. The Auditee or his Representative shall write down the proposed corrective/preventive action and the proposed date of completion of the NCR found on the Non-Conformity report and return it to the Internal Auditor.

### **INSTITUTIONAL PRACTICES OF DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT**

The Principal of the institution collaborate with different sections/departments and personnel to improve the quality of its educational provisions using the following procedure:

The Institute is following Academic Calendar in true spirit and it is being finalized in

## STAFF HAND BOOK

---

consultation with principal, Head of Departments, Controller of Examinations, and senior faculty and physical director covering all academic activities e.g. commencement of classes, internal examinations, various committee meetings, end semester examinations, technical festival and sport activities etc. This printed academic calendar is circulated to all teaching staff, non-teaching staff and students.

The management, Principal and Head of the departments meet frequently to review plans and update academic and administrative matters. Performance of the departments is discussed in meetings of Head of Departments. The information discussed and decisions of management are communicated to the staff of the institution through departmental meetings by head of the respective departments. Principal also communicate this information to the staff using circulars.

The management get the information from Academics Branch, Examination Branch, Administration Branch, Accounts & Audit Branch, head of the departments, teaching staff and non-teaching staff to review the activities of the institution.

Management encourages and supports the staff in the decision-making process for improvement of the effectiveness and efficiency of the institute. Principal of the College is the member of the governing body which is highest decision making body. The Faculty is appointed as members of various committees for the college.

The following cells/ committees are in existence to decentralize the academic and administrative activities.

- Anti- Ragging Committee
- Finance Committee
- Purchase Committee
- Co-curricular activities Committee
- Extracurricular activities Committee
- Hostel Committee
- Training & Placement Committee
- Examination Committee
- Library Committee
- Grievance Redressal Committee
- SC/ST Committee
- Transport Committee
- Internal Quality Assurance Cell (IQAC)
- Institute Discipline Committee
- Faculty Recruitment Committee
- Research and Development Committee

## STAFF HAND BOOK

---

- IPT Committee
- Web development, ICT and e-learning Committee
- Startup and Incubation Committee
- Entrepreneurship development Committee
- Campus Infrastructure maintenance Committee
- Institute Admission Committee
- Industry Institute interface Committee
- Alumni Affairs Committee
- Strategic Planning and Implementation Committee
- Health, Safety and Wellbeing
- Women Empowerment Committee

### Welfare Measures

Welfare measures for teaching and non-teaching members are not only for the development of staff but also for the organization development. Audisankara College of Engineering Technology offers various schemes to all the employees with the motive to promote the efficiency and efficacy.

Following are the welfare measures provided to teaching and non-teaching staff by the institution:

#### Maternity Leave

A pregnant woman employee in our college is entitled to avail a maximum of 90 days' half pay maternity leave. The employees will be normally paid on the same date as their salary would be paid.

#### Fee concession policy to staff children

This policy aims to promote education of wards of the staff. Tuition fee concession will be given to the wards of staff who are studying in this institution.

#### Free Bus Transportation for staff

Fee concession scheme is being implemented for the staff travelling in college buses. The scheme is applicable to all teaching and non-teaching staff.

#### Support to staff for higher education /research

Sponsorship is provided to the faculty members to pursue research degrees and leave will be granted to pursue research, to ensure and encourage the faculty in knowledge upgradation.

#### Support to staff for attending workshops /conferences

Faculty members are encouraged to participate in Conferences / Workshops to enhance their quality in academics and to help pursue their research by giving the

## STAFF HAND BOOK

---

sponsorships from the institution every year.

### **Awards**

Cash awards are given to faculty in recognition to outstanding contributions in paper publications in reputed journals.

### **Subsidized food facility**

Institution offers subsidized food facility to the staff with a reasonable charge that covers the cost of food, its preparation and service.

### **Subsidized accommodation**

Subsidized accommodation is provided to both teaching and non-teaching staff of the institution in the hostels.

### **Leave on Duty**

Leave on duty is provided to teaching staff of the institute to attend guest lectures, Conferences & FDP programs.



## STAFF HAND BOOK

---

### **CHAPTER 4** **SERVICE RULES AND REGULATIONS**

The rules that will be followed as follows:

#### **RECRUITMENT PROCEDURES**

1. Recruitment is normally done twice in a year during April and October.
2. Number of vacancies both teaching and non teaching is notified by Principal/ HOD/Designated Authority based on student strength / resignations or separations of staff members, to the management for approval / information.
3. Screening of applications received is done by the respective Department Head.
4. Short listed candidates are informed through emails /over telephones from the office
5. At times, Walk- in interviews are also conducted for immediate postings.
6. The minimum qualification as per AICTE Regulations.
7. All the teaching staff shall be paid AICTE scale of pay.
8. In addition to the Basic Salary, a monthly dearness allowance and other allowance shall be paid as per management policy.
9. Management can also decide other allowances for Professor, Principal and Special Posts.
10. Interview Committee consists of Management, Director, Principal, Dean academics, concern department head and subject experts.
11. A written test/ interview is conducted for faculty post and short listed candidates shall be called for personal interview and selection be made on merit.
12. Direct interview is conducted for senior posts.
13. On completion of the interview, the selection committee will record its final recommendations with signature of every member present. The selection committee may recommend suitable advance increments for exceptionally outstanding candidates who are to be appointed as Assistant Professor, Associate Professor and Professor. Recommendations of the selection committees will be placed before the Chairman of ASCET, along with details of sanctioned posts, for final approval and subsequent issue of appointment orders by the Chairman.

## STAFF HAND BOOK

---

### APPROVAL OF QUALIFICATION

1. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms.
2. Every appointee shall be subject to the conditions that his/her desired qualification is approved by the affiliating University.
3. At the time of joining all appointee submit original certificate and equivalence certificate as demanded by JNTUA with sufficient number of copies from S.S.C onwards. The original certificates returned only after the approval of qualification of the appointee by JNTUA University.
4. Till the approval of the desired qualification by the university, the candidate is paid a consolidated amount as decided by the administrator. If the qualification is not approved by the university, the appointment is cancelled for such candidate.
5. In later stage, any malpractice in qualification noticed by any authorities the candidate/ employee is terminated with immediate effect and a penalty imposed as decided by the management

### Service Conditions for the Staff

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
2. There shall only three designations in the respect of teachers in ASCET namely Assistant Professor, Associate Professor and Professor.
3. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
4. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or his nominee.
5. Any staff member, on appointment, except on contract, shall be on probation for a period of one year.
6. A member of the staff shall have his / her service separated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or

## STAFF HAND BOOK

---

during probationary period. In case of permanent service, three months notice or three months salary must be given. But during the close of academic year, one month notice is sufficient for separation from service of ASCET for permanent staff. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof.

7. A security amount equivalent to one month salary is deducted from staffs during the service in convenient installment.
8. A service file for keeping the record of service of staff shall be maintained by Principal in respect of each employee of the College. All activities of an employee in his/her official position shall be recorded in this service file.

### PROMOTION POLICIES

1. All promotions shall be considered on the basis of merit- cum –seniority basis or as decided by the management from time to time
2. The Chairman shall appoint a committee for promotion, in which he shall be the Chairman, with administrator, principal and experts in the respective area
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.**
4. The staff shall be considered for promotion to the next higher level position, subject however, he/she had completed as per AICTE in the present position and should have obtained AICTE prescribed qualification.
5. Special preference to the faculty who is undergoing Ph.D and completing the course work and comprehensive viva voce for Ph.D and on publication of 5 International Journal papers, being in the authors' area of specialization for the promotion to the post of Associate professor with Minimum of 5 yrs experience in teaching/research/industry or (Equivalence for PhD is based on publication of 5 International Journal papers, being in the authors' area of specialization) and subjected to condition that, they fulfill the AICTE requirement within four years from the date of promotion.
6. Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor and possessing a Ph.D. degree in

## STAFF HAND BOOK

---

the relevant discipline or Minimum of 13 years experience in teaching and/or Research and/or Industry with PhD shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE.

7. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor
8. The following information is required in the CV for reappointment and promotion of candidates:
  - Educational background
  - Academic and other relevant employment history
  - Awards and appreciation if any
  - Research and/or creative works, publications journal , conference proceeding, text book publications etc
  - Teaching accomplishments: List of courses taught with results, List any textbooks, study guides, manuals, workbooks or electronic media, produced for student or class use, mentor list etc
9. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
10. All decisions on promotions shall be taken up from the month of April / October every year
11. All cases of promotions satisfying the above norms and those prescribed by the AICTE will be considered, subject to the requirement of the department and discretion of the Management.

## AUDISANKARA

### RETIREMENT FROM SERVICE

1. All teaching and non teaching staff shall retire on completing the age of superannuation, which is 65 years for teaching and 58 years non-teaching.
2. When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1<sup>st</sup> of May of the succeeding year.
3. 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.
4. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

## STAFF HAND BOOK

---

### SEPARATION OF SERVICES OF AN EMPLOYEE

1. Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
3. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Chairman has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.
4. The Chairman shall have the power to separate the services of a member of the staff of the college, for any of the following reasons:
  - i. Serious misconduct and willful negligence of duty
  - ii. Gross insubordination
  - iii. Physical or mental unfitness and
  - iv. Participation in any criminal offence involving moral turpitude. The services of a temporary employee are liable to be terminated at any time without assigning any reasons whatsoever.
5. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice.
6. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event or the employee has failed to do his duty or negligence of duties.

### CODE OF CONDUCT

- Every employee shall be governed by this code and is liable for consequences in the event of any breach of rules by him/her.
- Every employee shall at all times, maintain integrity, be devoted to his/her duty and be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall, always act in the interests of the College.
- An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Whenever leaving

## STAFF HAND BOOK

---

station, an employee shall inform the Principal in writing through the respective HOD or the Principal directly if the employee happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.

- No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the 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 the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.
- No employee except with the prior permission of the competent authority engages directly or indirectly in any trade or any private tuition or undertakes employment outside his official assignment, whether for any monetary gain or not.
- An employee against whom an Insolvency Proceedings commenced in the Court of law shall forthwith report full facts thereof to the College.
- An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof.
- No employee shall, except with prior permission of the competent authority, has recourse to any court of law or to the press for the vindication of any official act of the College which has been the subject matter of adverse criticism or attack of 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 claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- No employee who has a living spouse shall contract another marriage without first obtaining the permission of the Governing Council notwithstanding that a subsequent marriage is permissible under personal and religious law for the time being applicable to him/her and violation of this rule will lead to the removal from the service of the college.
- An employee who commits any offense or dereliction of duty or does an act detrimental to the interests 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 Governing Council and the decision of the Governing Council thereon, is final

## STAFF HAND BOOK

---

and binding on the employee.

- No employee shall engage in strike or incitement there to or in similar activities such as absence from work or neglect of duties or participate in hunger strike etc., Violation of this rule will amount to misconduct and attract deterrent punishment.
- The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc. during working hours is to be avoided.
- Staff members are strongly encouraged to take up consultancy projects but only with the permission of the Management.
- The staff members are prohibited from accepting valuable gifts in any form from the students/parents/companies having business transactions with the College.
- The staff members shall not interfere in any matter not connected to their job requirement.
- The details of students feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.
- Every employee shall be governed by these rules and liable for consequences in the event of any breach of the rules by him/her.

### Performance Appraisal of Employees

1. Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of July.
2. Additional Increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.
3. Annual Staff Performance Appraisal Systems consists of
  - A. Appraisal by Students
  - B. Appraisal by Head of Department
  - C. Faculty Self Appraisal

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The Management, Principal and Administrator will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments

1. Paper publication -Journal/conference,
2. Patent –Apply/sanction,
3. Project –Apply/sanction
4. Testing/consultancy
5. Conduct/coordinate- Conference / seminar / FDP /TEDx / Hackathon / Workshop/ any similar event.

## STAFF HAND BOOK

---

### DISCIPLINARY PROCEDURE

1. Any teacher who is violating the code of conduct defined in this chapter of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman.
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.
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 such as detailed enquiry etc
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:
  - Memo and Censure.
  - Warning in writing, with recovery of monies, where financial loss is involved in the act.
  - Suspension from work without remuneration.
  - Dismissal or discharge from service.
8. Any staff member receiving more than two memo or warning will be given punishments.

Where the punishment proposed is in this categories Principal/ chairman 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.

### 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, Director/Dean, administrator and Chairman.
3. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

## STAFF HAND BOOK

---

4. The grievance committee shall: have a member secretary, to monitor the proceedings meet once every month on a stipulated day and time
5. Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
6. The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
7. The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
8. The Member-Secretary shall record and maintain the minute's the meetings.

### LEAVE RULES

#### General

1. Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
2. **Leave Application:** The leave application shall be submitted through online well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged
3. The lab staff shall make alternate arrangements/internal adjustments to keep the students engaged. The same must be informed to concerned tutors and HOD. Casual Leave, out station duty and Duty Leave application should be submitted through online.
4. No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deduction.
5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
6. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing. An alternative arrangement for class work has to be informed to the HOD.

## STAFF HAND BOOK

- Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

### Kinds of Leave:-

The staff members are entitled to enjoy the following leave benefits:

a)	Casual Leave	CL
b)	Extra Ordinary Leave	EOL
c)	Leave on Duty	LOD
d)	Compensation Duty leave	CDL
e)	Study Leave	ST
f)	Vacation Leave	VL
g)	Maternity Leave	ML
h)	Medical Leave	MED
i)	Marriage Leave	MAR

### CASUAL LEAVE (CL)

- Every employee held on the roster of the college is entitled to One (1) day casual leave for each Thirty (30) days block of duty performed by him/her subject to a maximum of Fifteen (15) days of casual leave in one calendar year.
- A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.
- CL can be pre-fixed/suffixed with all types of holidays/leaves.
- Total no. of days of C.L. to be availed at a spell should not exceed 6 days for regular employees.
- CL up to total accumulated period may be granted under special circumstances.
- For contract /probationary staffs CL can be available proportionate to accumulated CL up to the date of application.
- CL will not be carried forward to next calendar year and will lapse at the end of the calendar year.

### EXTRA ORDINARY LEAVE

As the name suggests, this leave is granted under extra-ordinary circumstances only. This may include the following:-

- Prolonged sickness of self or a family member
- Higher education
- Forced exile/renunciation

Although there cannot be fixed guide line for the duration of such a leave, yet it shall not exceed 300 (three hundred) days at the time.

## STAFF HAND BOOK

---

### LEAVE ON DUTY (LOD)

1. An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.
2. Duty leave may be granted for one or more of the following purposes:
  - a. To deliver academic lecture
  - b. To work on behalf of the College or to attend technical workshops/symposium of National/International level.
  - c. To present a research paper in a Conference/Symposium of National/International level.
  - d. To attend selection committee or other such like committee meetings provided they are convened by a statutory body/university recognized by the Government.
  - e. To inspect academic institutions attached to a statutory body or a University recognized by the Government.

The on duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:-

1. There exists a written request from the competent authority.
2. The paper has been accepted for presentation and a communication to this effect received in writing/mail.

### OUT-STATION DUTY (OD):

1. OD will be granted when staff members are required to go out on official duties as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than JNT University, OD will not be granted.
2. Number of days on OD is limited to 14 days for a year at the rate of 7 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the Designated Authority. This limit is applicable to conduct of University Practical Examination, Theory Examination and paper Valuation, Viva voce, Synopsis submission & DC meeting. However, this limit is not applicable to centralized valuation camp.
3. Head of the Department has the power to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.
4. Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other

## STAFF HAND BOOK

---

committee/ Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and the Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher availing O.D. is permitted to enjoy the remuneration given by the University or any other academic bodies.

5. In all the cases, prior written permission has to be obtained from the Principal through HOD.
6. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

### COMPENSATION DUTY LEAVE

It is the policy of ASCET that staff is expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However under special circumstance compensation duty leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Chairman, Principal, administrator and H.O.D concerned of the college. Such approval of CDL rests solely at the discretion of the Principal/Designated Authority.

#### Approved CDL

- a) Can also be combined with C.L.
- b) This leave must be availed within three months from the day of the duty carried out.
- c) C.D.L. can be availed as full day only

### STUDY LEAVE

- I ASCET appreciates and encourages faculty development by acquiring higher qualifications such as PhD. Study leave of up to 4 years will be granted to faculty who wish to pursue full time Ph.D.
- II Faculty should have completed a minimum of 3 years of service at ASCET to avail the above facility.
- III Faculty those who wish to avail study leave for fulltime PhD shall give an undertaking to the effect that after the completion of the PhD, they shall rejoin ASCET and shall serve minimum period of one year. Faculty while rejoining ASCET after the successful completion of Ph.D will be eligible for 3 increments.
- IV. To pursue PhD under part-time, faculty will be permitted under the following conditions.
  1. Faculty shall give an undertaking to the effect that they will be continuing with ASCET after completion of their PhD for a minimum period of one year.

## STAFF HAND BOOK

---

2. Faculty should have completed a minimum period of 3 years of service at ASCET before applying for PhD under part-time.
3. The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
4. Permission to avail this facility will be given by the management based on the recommendation of the HOD/principal and considering the overall performance and seniority of the faculty.
5. Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
6. It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at ASCET.
7. An employee will not be entitled to draw the salary during study leave

### MATERNITY LEAVE

1. Maternity leave may be granted to a permanent female employee with half pay upto a maximum of two children.
2. The leave pay granted only if she work for a period of not less than 1 year afterrejoining. The leave salary shall be paid as
  - 50% of maternity leave pay shall be paid during the period of leave on monthly basis.
3. All the holidays occurring during the leave shall be counted for the purpose of computation of 90 days.

### VACATION LEAVE

1. The total number of VL days for members of permanent staff (vacation staff) is limited to 45 (forty-five) days, for a continuous service of 12 months in the institution. These 45 days includes the declared vacation during Pongal, Christmas etc.
2. If any staff wants to avail in multiple stretches, the two days (Sunday, Saturday) not inclusive in their applications, the same was deducted from their Vacation Leave

## STAFF HAND BOOK

---

3. If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority. Such compensation can be availed within the academic year.
4. A staff member becomes eligible for full VL only after rendering a continuous service of one full academic year as on 31st May. ie. From 1st June of a calendar year to 31st May of the following academic year. In such cases, staff members are required to serve the institution for a further period of six months or one semester. If he/she joins on service on later date, they can avail proportionate VL.
5. In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay and salary will be deducted from any payment due to him / her or will be recovered from the said staff member.
6. However, in special / deserving cases, VL can be sanctioned for permanent staffs proportional to number of completed months of continuous service, solely at the discretion of the Designated Authority. In such cases, staff members are required to serve the institution for a further period of six months or one semester.
7. Any unused part of VL cannot be carried over to the next academic year
8. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
9. The vacation period amongst the faculty members shall generally be staggered to ensure that the Institutes functioning are not hampered.

### VACATION LEAVE FOR NON-TEACHING STAFF

- I. The number of days of VL for Non-vacation Staff is restricted to 30 days per year which shall be availed within the vacation period declared for teaching staff.
- II. Those who have working during the vacation declared for teaching staff in the interest of the college by the orders of the Principal/Designated Authority, the compensation at the rate of 1:1, i.e, one day's pay for every one day of eligible vacation leave shall be considered and credited to their account at the end of academic year (May)/ compensation duty leave shall be considered.
- III. Such consideration rests solely at the discretion of the Principal/Designated Authority.

## STAFF HAND BOOK

---

IV. Other rules and conditions of availing VL are similar to that for Teaching Staff.

### MEDICAL LEAVE

1. The entitlement of Medical leave is @12 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
2. The authority has the right to refer the application to a Doctor/Hospital of the choice in case of doubt on the genuineness of the application.
3. Medical leave application shall always be accompanied by a medical certificate.
4. Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.
5. Medical leave is sanctioned can be commuted for full salary basis.

### MARRIAGE LEAVE

- Those who are completed one year of service can avail marriage leave for 7 days.





**AUDISANKARA**  
COLLEGE OF ENGINEERING & TECHNOLOGY  
(Autonomous)

NH-5, Bypass road, Gudur, Tirupati Dt., A.P. - 524101

Mobile: 9248748429, 9248748418

website: [www.audisankara.ac.in](http://www.audisankara.ac.in)

email: [director@audisankara.ac.in](mailto:director@audisankara.ac.in)

