

Institutional Guidelines for Teaching and Non-Teaching Staff on Timing, Dress Code, Leave, Academics, welfare measures, incentive and related matters.



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The institution is giving a constant support for the faculties for their professional development and teaching quality by providing direct/indirect and financial/non-financial support. The Institution has recognized the importance of professional bound activities in the form of conferences/ workshops are provided financial support.

1. Working Days and Working Hours

- The Working days are from Monday to Saturday in a week except Govt. Holidays. However, during Internal Tests, in the event of shortage of working days to complete the syllabus, and University Examinations holidays may be converted as working days. The list of holidays for each semester will be clearly indicated in the Academic schedule.

- On all Working days, the Class work will be from 9.30 am to 4.10 pm. All Faculty members and Non-teaching Staff have to reach the College campus before 09.00 am and leave the campus after 04.25 pm.

- Attendance is through biometric device and they need to sign in the Attendance Register in the HOD Office both in the morning during arrival and in the evening before departure.

2. The Faculty members should be in the Classrooms/Laboratories five minutes before the commencement of each theory class/practical class. Dress Code and General Appearance.

Gent Faculty members are advised to wear light coloured formal Shirt and dark coloured trousers. They should tuck-in their shirts, wear formal belt, black shoes and groomed properly. They should also wear a formal Tie. Lady Faculty members should wear formal Saree with Blouse and formal Chapels/Cut shoes. Non-Teaching Staff shall wear uniform dress with formal Shoes. All should wear their identity cards regularly.

3. Lunch interval

The lunch interval will be for a period of 60 minutes as mentioned in the time table. All the faculty members and laboratory staff should follow these timings regularly. The lunch break for

office staff and Library staff shall be between 1.00 to 2.00 pm. All teaching and non-teaching staff should compulsorily take their lunch in the dining room and not in their office/work place. Lunch will be provided to both teaching and non-teaching staff in the cafeteria at subsidized rate.

4. Cleanliness, House Keeping and Energy Conservation

All teaching and non-teaching staff should maintain the tables, chairs and rooms allotted to them neat and clean. They should get their offices cleaned on regular intervals. Whenever they move out of their place, they have to switch off the lights, fan / AC, computers, printers, etc. All are responsible in conserving the energy.

5. Leave / Absenteeism / Permission

(a) Casual Leave (CL):

Each faculty member shall avail 1 day CL per month subject to a maximum of 12 days per academic year. Each non-teaching Staff shall avail 1 day CL per month subject to a maximum of 12 days per academic year. Casual leave can be availed with the prior permission from the principal by submitting the duly filled-in leave application, before the date of leave and recommended by the HOD/In-charge. In case of emergency and unavoidable circumstances, the faculty member/non-teaching staff shall intimate the leave to the HOD and principal's office and the leave application has to be submitted as soon as they resume the duty.

(b) Absenteeism

Leave without written prior permission/oral information will be treated as 'Absent'. In case of any faculty member / non-teaching staff continuously being absent for more than 6 days, his/her name shall be removed/struck off from the attendance register.

(c) On-Duty Leave (OD):

The Faculty members shall avail the following on-duty leave with prior permission from the principal:

- Hall Superintendent / University Representative duty for Jawaharlal Technological University, Kakinada examinations: 7 days per semester.

- External Examiner duty for Jawaharlal Technological University, Kakinada examinations –eligible faculty members shall be 7 permitted as per the order received from the University office.

- Central Evaluation duty for Jawaharlal Technological University, Kakinada

examinations –approved evaluators shall be permitted as per the order received from the University office.

- Research project presentation/consultancy assignment/participation in conference/seminar/workshop/FDP etc. –3 days per semester.

The non-teaching staff shall avail on-duty leave for college related works with prior permission from the principal.

(d) Compensatory Casual Leave (CCL):

Faculty members and non-teaching staff are eligible to avail CCL in lieu of working for the institute/management on a non-working day/general holiday.

(e) Summer Vacation:

- Faculty members who have completed 6 months of service but less than 1 year in our Institution are eligible for a vacation leave of 7 days during summer.

- Faculty members who have completed 2 years of service in our Institution are eligible for a vacation leave of 2 weeks during summer.

- Non-teaching staff members who have not completed 1 year of service in our Institution are not eligible for a vacation leave during summer.

- Non-teaching staff members who have completed 1 year of service in our Institution are eligible for a vacation leave of 7-days during summer.

(f) Permission:

The faculty members and non-teaching staff shall avail permission for 1-hour to attend an urgent work on any working day without affecting their academic work/normal work. Each faculty and non-teaching staff member shall avail 3 such permissions in a month.

6. Academic Work

- An academic schedule comprising the details of reopening date, working days, holidays, internal Tests, model examination, last working day, university examinations, etc., based upon the Jawaharlal Technological University, Kakinada academic schedule shall be prepared by the

principal's office for each semester before the commencement of classes and a copy of the same be given to all departments, for proper implementation.

- Time table shall be prepared by each department and implemented after due approval from

theHOD and the principal.

- All faculty members shall prepare lesson plans for the theory subjects, laboratory plans for practical subjects and obtain the approval of HOD on or before the date of commencement of classes, for implementation.

- Faculty members shall prepare tutorial plans for subjects as mentioned in the curriculum and implement the same as per the time table.

- Faculty members shall make use of NPTEL videos/MIT videos, CBTs and other e-learning modules for facilitating enhanced learning by the students.

- All faculty members must prepare well and teach effectively to enable all students in the class to understand the lessons and hence learn.

- Each faculty member must aim to produce 100% result in the subject taught by him/her. In any case the result of each subject should be greater than 90%.

- In order to encourage meritorious performance, the faculty member(s) who produce 100% result in theory subject(s) in the University Examination will be encouraged and honored with a cash award of Rs.10000/- per subject per semester and a certificate of appreciation.

***The overall performance of the faculty members will be linked to their increments and promotions.**

Teachers provided with financial support/incentives to attend conferences/workshops/Seminars/FDPs etc. and towards membership fee of National/International professional bodies

7. Participation in Conferences / Seminars / Workshops, FDP, and Research/Publications work

- Each faculty member should participate in at least 1 conference/seminar/workshop/FDP, etc., in a semester subject to a maximum of 2 such participations in a semester.

- The college will sponsor the registration fee, boarding expenses and travel expenditure (actual Bus fare / Train fare – to and fro) for participation in Regional/National conferences. Lodging expenses if any have to be borne by the faculty member concerned.

- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals.

- The college shall reward the faculty member(s) who publish original research paper in an International Refereed Journal of good impact factor, with Rs.5000/- per paper. Similarly, for a

publication in a National Referred Journal of good impact factor, Rs.3000/- per paper shall be awarded.

- Research/Publication incentives--Faculty members who are active in their research and publish their work will be encouraged with the incentives. Further, Registration fee, TA, DA will be provided to attend the conferences of National/International level. All the researchers will be encouraged with the honorarium as per AICTE norms, if any funded research project sanctioned by the funding agencies.

- Faculty members will be provided with financial support towards the total membership/registration fee of National/International professional bodies.

8. Participation in Sponsored Research and Consultancy work

Every faculty member in addition to the regular academic work shall participate in carrying out sponsored research and consultancy work. They should singly/jointly prepare project proposals in emerging areas and submit to various funding agencies for grant. After receiving the fund, they should execute the project and complete it successfully as per the terms and conditions of the sponsoring agency.

The institute shall award an honorarium to the chief coordinator/co-coordinator or principal investigator/co-investigator of the funded project with an amount equal to 2% of the total grant (1% at the time of receiving the grant and the remaining 1% after successful completion of the project). The honorarium will be subject to a maximum ceiling of Rs.2,00,000/-

For consultancy grants, the coordinator/investigator shall be eligible for an honorarium of 60% of the revenue earned and the remaining 40% of the revenue has to be retained by the college for providing infrastructural facilities such as power, water, machinery/equipment, etc., to accomplish the consultancy activities.

If any man power such as lab technicians, office assistants, co-staff are utilized in carrying out the consultancy activity, the Coordinator / Investigator has to pay 10% of the revenue from his share as honorarium to them.

9. Organizing Conferences / Seminars / Workshops, FDP, Guest lectures

- Each department shall organize at least one conference/seminar/workshop, FDP, etc.,

during every academic year.

- College shall sponsor Rs.20000/- per year to each Department for organizing a conference/seminar/ workshop/FDP, etc.
- Every department shall conduct at least 2 Guest lectures/special lectures per semester to impart knowledge on current affairs and beyond syllabus. College shall sponsor Rs.5000/- per guest lecture / special lecture. In addition, boarding facility and actual travel expenditure will be provided.

10. Encouraging faculty members to pursue Higher Studies (Ph.D.)

- Faculty members interested in pursuing Ph.D. on Part Time basis shall submit an application to the management through the principal seeking permission for registration.
- The college shall grant 3 ODs per semester to the Ph.D. scholars to meet their supervisors for discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first semester/second semester.
- The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 1 month during summer vacation to enable him/her writing the thesis for submission.

11. Assessment, Promotion policy

All faculty members and non-teaching staff will be assessed for their performance during every year. The faculty members will have 3 levels of assessment, namely (i) Assessment by the students during each semester, (ii) Self-assessment during each academic year, and (iii) Assessment by their reporting officers/ superiors.

The performance of the non-teaching staff will be assessed by their reporting officers and superiors. The faculty members and non-teaching staff are eligible for promotion as per college procedures, AICTE norms and university regulations.

12. Self-Discipline, Work ethic and involvement

All teaching and non-teaching Staff should observe self-discipline, ethics and dignity at work place. They are permitted to use the Mobile phones only in their office/at sitting place. They should not carry Mobile phones to the Classroom/ Tutorial room/Laboratories/Seminar Hall/Drawing Hall/ Meeting/Function. If required on special occasions, they need to report to the college on holidays or during vacation to accomplish the urgent and important work. They

should not resign in the middle of the semester/academic year.

They should always bear in mind that they form an integral part of the Institution and actively involved in the Institutional building process with involvement and dedication. They have to abide the college rules, university regulations and AICTE norms in force from time to time.

The faculty member(s) who violate the college rules and university regulations and indulge in any in disciplinary activities will be dealt with strictly as per the provisions of disciplinary measures of the college and the university in force from time to time.

Note: All kinds of leave as mentioned above have to be availed only with the prior permission from the principal by submitting the duly filled-in leave Application, one-day before the date of leave and recommended by the HoD. In case of emergency and unavoidable circumstances, the faculty member / non-teaching staff shall intimate the leave to the HoD and principal's office and the leave application should be submitted as soon as they resume the duty.

The faculty member(s) have to necessarily make alternative arrangements for his/her teaching work with other faculty member(s). In case of on-duty leave for examination or related works, copies of letters/orders received from the university or concerned authorities have to be enclosed with the leave application. After completing the on-duty, the faculty members shall submit the attendance certificate, progress report/status report, as applicable, to the principal office when they resume the duty.

These rules and regulations are subject to change from time to time.



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