



# POLICY MANUAL

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## ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi, Permanently affiliated to JNTUK, Kakinada)  
(Recognized u/s 2(f) & 12(B) of UGC Act 1956, Accredited by NAAC)

Aditya Nagar, ADB Road, Surampalem - 533 437 Andhra Pradesh, INDIA

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## FOREWORD

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Dear Colleague,

We are pleased to present you a policy manual detailing all the updated policies of Aditya College of Engineering.

We urge you to read these policies and get familiar with the letter and spirit of those policies.

Should you find a need for any clarifications, you may please get in touch with the office of our college.

We are delighted to take this opportunity to wish you a very fulfilling association with ACOE.

With Regards,

Dr A. Ramesh  
Principal

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## ADITYA COLLEGE OF ENGINEERING

Aditya College of Engineering (ACOE) was founded as the premier promoter of quality education in coastal districts of Andhra Pradesh in 2008 under Sarojini Educational Society. Dr N. Sesha Reddy, as a founder chairman, promoted this educational institution, with a mission, to offer the best engineering education with unmatched innovations in the process of teaching and learning by aiming at the holistic development of the students.

The College is situated in an eco-friendly area of 11.27 acres with thick greenery at Surampalem, Gandepalli Mandal, Kakinada District, Andhra Pradesh. The College is 15 KM away from Samalkot Railway Station on Howrah-Chennai Railway line in South Central Railway and 35 Km away from Kakinada and Rajahmundry on ADB Road.

The College has three academic Buildings with a total carpet area of 44,524 Sq. Mts. apart from that there are two boys' hostels and one girl's hostel buildings. The particulars of academic buildings and the departments / offices accommodated are as follows:

S. No.	Building Name	Department/Office
1	Srinivasa Ramanujan Bhavan	Administrative Office, Examination Cell, Accounts, Admission Office, ECE, CSE, H&BS, Management Sciences
2	Newton Bhavan	Electrical and Electronics Engineering, Petroleum Technology
3	James Watt Bhavan	Civil & Mechanical

The college proudly offers UG and PG programmes in engineering and MBA with 15 years of rich standing experience in the educational era. Besides, the college has added many feathers in its cap which include recognitions and ranks from various agencies of India. These distinct recognitions speak volumes of the institute's objective to promote engineering excellence. Recognitions and ranks of ACOE are furnished below:

Agency/Magazine	Rank of Aditya College of Engineering
ARIIA (Atal Ranking of Institutions on Innovation Achievement)-2021	Recognized in the Band "PERFORMER" under the category colleges/Institutes (Private & Technical)
THE WEEK	85 in South India; 145 All India rank
Careers 360	AAA grade
Silicon India	29 ( Among Top 100 Engineering Colleges in India )
Data Quest - CMR	85 ( Among Top 100 Engineering Colleges in India )
Times Engineering	145 ( Among Top 175 Engineering Colleges in India )
The Academic Insights	44 (Among Top 50 Engineering Colleges in India)

ACOE is approved by AICTE, recognized by the Government of Andhra Pradesh, Permanently affiliated to Jawaharlal Nehru Technological University Kakinada (JNTUK). The college has also received UGC recognition under Sections 2(f) and 12(B) of the UGC Act. Aditya College of Engineering will do its best to offer an innovative environment where in learner's dreams for higher knowledge, dreams for scientific inquiry, dreams for technology creation, dreams for co-curricular activities, and dreams to change the world will be realized.

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## VISION, MISSION AND QUALITY POLICY

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### **Vision :**

To induce higher planes of learning by imparting technical education with

- International standards
- Applied research
- Creative Ability
- Value based instruction and to emerge as a premiere institute.

### **Mission :**

Achieving academic excellence by providing globally acceptable technical education by forecasting technology through

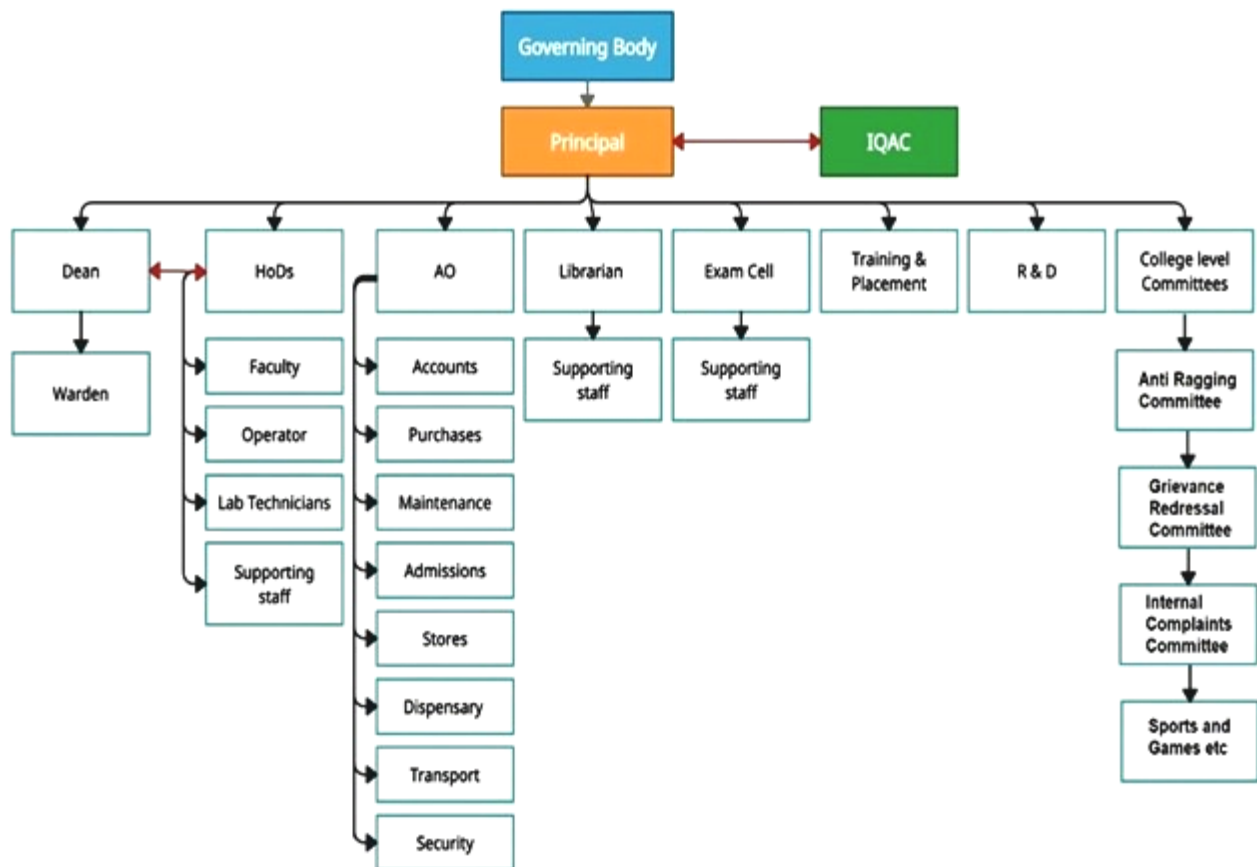
- Innovative Research And development
- Industry Institute Interaction
- Empowered Manpower

### **Quality Policy:**

Aditya is committed to create and sustain and improve the learning process through Total Quality Management and make itself a seat for scientific and Technological learning with continual improve and team work as its strength for achieving the set objectives.

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## ORGANOGRAM



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## GOVERNING BODY

The Governing body is constituted as per the guidelines prescribed by AICTE / State Government / UGC. The Governing Body meets once in six months and interacts with industry experts, faculty, students and corporate to understand the improvement areas and raise the level of knowledge delivery at Aditya College of Engineering with the assistance of faculty members and administrators of the Institute. The Chairman, Vice-Chairman and Secretary are the chief functionaries who take the responsibility of implementing the policy decisions of the governing body through the Principal. The composition of Governing Body is presented here.

S. No.	Name of the member	Position in GB
1	Dr N. Satish Reddy	Chairman
2	Dr N. Sesha Reddy	Member
3	Sri N. K. Deepak Reddy	Member
4	Dr N. Suguna Reddy	Member
5	Smt. N. Sruthi	Member
6	Dr Pullela S.V.V.S. Ravi Kumar Professor	Faculty Member
7	Sri K. Manoj Kumar Reddy Associate Professor	Faculty Member
8	Dr M. Srinivasa Reddy	Educationist
9	Smt Pilli Sumalatha Asst. Manager, Poorna Textiles, Peddapuram	Industry Nominee
10	Regional Officer, SCRO, AICTE, Hyderabad	Ex-Officio Member
11	Principal, Govt. Modal Residential Polytechnic, Rajamahendravaram	State Government Nominee & Ex-Officio Member
12	Dr K. Ramu Professor of CE, JNTUK, Kakinada	University Nominee
13	Dr A. Ramesh Professor of EEE & Principal, ACOE	Member Secretary

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## GRADES & DESIGNATIONS

Appointment of the human resources shall be approved by the Governing Body. The qualification and experience required for a vacant post is stipulated by the Governing Body based on the norms prescribed by the State Government / Affiliating University / UGC / AICTE. Selection may be done by the direct recruitment or promotion of existing staff to fill various positions. Aditya College of Engineering implements various grades and designations to all its working personnel as stated below:

Teaching Staff	
Grade	Designations
T1	Principal
T2	Professor, Dean
T3	Associate Professor
T4	Assistant Professor

Technical Supporting Staff	
Grade	Designations
TS1	Electrical Engineer, Civil Engineer, System Administrator
TS2	Programmers, Lab assistants, Library assistant, Hardware Technician

Non-Teaching Staff	
Grade	Designations
NT1	Administrative officer, Office Superintendent, Accounts officer
NT2	Senior Assistant, Junior Assistant, Cashier, Accountant
NT3	Drivers, Security guard, Maintenance staff
NT4	Attender, Gardener, Sweeper, Scavenger

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## RECRUITMENT POLICY

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**Objective:** Effectiveness and efficiency of an institute is subjected to the competence and quality of its human resources. The objective of this policy is to implement a streamlined recruitment process in identifying and hiring qualified and best-suited candidates for all the given positions and as applicable and as per the AICTE norms.

**Policy and Procedure:** The recruitment policy is designed to ensure qualified candidates are to be hired for all the positions. Whenever the staff requirement arises, the same will be informed to the Principal which in turn will be submitted to the Management. After taking the approval of Governing Body (GB), selection committee will be constituted with two internal experts and one/two external experts drawn from university/reputed institutes along with Principal/Dean. Advertisement, based on the requirement will be released to print and electronic media for direct recruitment. Profiles received will be scrutinized and shortlisted as per the norms laid down by statutory bodies. Candidates will be called for written test/group discussion/demonstration/personal interview whichever is applicable depending on the post on the specified dates.

Selection committee will test the candidates for their suitability and shortlist the probable candidates and submit the final list of profiles to the Principal. Subsequently, Principal will submit the final list to the GB for its approval. Selected candidates will be offered a suitable position in the form of an offer letter with agreed terms and conditions of employment.

Qualifications, experience and pay package will be implemented as per AICTE norms. Pay package details will not be provided to potential candidates either via email or on paper, before the day of joining. This is to prevent the potential employee using the offer to negotiate other offers elsewhere as bargaining chips. The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker sections of the society.

**Dress code for the employees:** All the regular employees should follow the dress code based on the designation.

For Faculty:      Male – Formal Dress with shirt-in and shoes, clean shave with Tie and ID card.  
                            Female – Formal saree with ID card.

For Technical and Non-Teaching staff: The Technical and Non-Teaching staff members are assigned with different uniforms and they have to attend the duties in uniform only. If uniform is not specified to them then they have to attend the duties in formal dress.

**Working hours:** The working hours for all the employees are specified as given below:

For Faculty members and Technical Staff : 9.25 AM to 4.25 PM

For Administrative Staff : 8.30 AM to 5.50 PM

All the faculty members and persons in administrative positions may have to stay back in the college beyond the specified time to complete the assigned tasks and/or when the situation demands.

Staff members should reach the college and affix their thumb impression prior to and after the schedule timings. Leave policy include permissions and ODs etc is specified separately (Refer '[Leave policy](#)').

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## INDUCTION POLICY

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**Objective:** To facilitate smooth assimilation of new employees into the institute and help them to understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institute.

**Policy and Procedure:** Induction policy is applicable to all the new recruits of the institute and new employee will be inducted in the college as a regular employee. The orientation programme will be conducted by the Head of the department concerned.

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## INSURANCE POLICY

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**Objective:** The objective of insurance policy is to provide employee welfare through basic assurance of healthcare to all employees and help them meet unforeseen personal expenses arising from medical emergency.

**Policy and Procedure:** This policy is applicable to all regular employees of the Institute include probationers and contractual employees are not covered under this policy. Mediclaim Insurance coverage is applicable for the employee and her/his family members. The Family Members shall include Spouse; Two Dependent Children; and the employee is required to declare her/his dependents under this scheme in the prescribed format at the time of joining. Employee should communicate to the college office, in case, for any other member of the employee's family to be covered under this policy, any addition or withdrawal of family members on account of marriage, birth and death.

**Mediclaim Group Insurance:** A minimum hospitalization of 24 hours is a pre-condition for any claim, except for Cataract, Dialysis, Tonsillitis, Dental problems and such other ailments as covered under the Mediclaim Policy. Annual entitlement of Group Medical Insurance is as applicable and this can be used only by the individual or by the family members covered under this policy. The Admissions are restricted to specified registered Medical Hospitals or listed hospitals. The policy also covers reimbursement of expenses on maternity for the first two confinements. The Mediclaim policy usually covers:

- Room and board as provided by the Hospital / Nursing home
- Nursing care
- Surgeon, Anesthetists, Medical practitioner, Consultants' and Specialists' fee
- Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances
- Medicines and Drugs, Diagnostic materials and X-Ray, Dialysis, Chemotherapy
- Radiotherapy Cost of Pacemaker, Artificial limbs, Cost of organs and similar expenses.

The details of the policy are governed strictly by the terms and condition of the Mediclaim Policy.

The following are not covered under the Mediclaim Policy (the list is not exhaustive):

- Cost of Spectacles, Contact lenses, Hearing aid/instrument, etc.
- Dental treatment or surgery, unless requires hospitalization in case of an accident
- General Medical Check-up ( without any illness)
- General debility, rest cure, congenital external deformity / defects or anomalies
- Sterility
- Intentional self-injury, use of intoxicating drugs / alcohol, VD, AIDS, etc.
- Naturopathy Treatment.

Employees opting for cashless provision may produce their identity documents to the hospital before hospitalization and the expenses incurred by them shall be claimed by the hospital with the Third Party Administrator (TPA) to the extent of their eligibility. Expenses beyond the eligibility limit, shall be settled by the employee with the hospital directly and make an application in the claim form along with the original supporting documents through college office.

Employees not opting for the cash-less provision may file their claim in the claim form to the college office along with the original documents such as, Discharge summary / certificate given by the hospital indicating date of admission, date of discharge, nature of illness and treatment given. Prescriptions, medical bills and medical reports, example: Lab reports, ECG, X-ray, reports etc. The claim form along with supporting documents/bills as indicated above should be submitted to office within 4 days from the date of discharge. The person concerned from college office shall submit the claim to Third Party Administrator (TPA) for processing and settling the claim. Insurance Company's liability in respect of all the claims submitted by an employee during the period of insurance shall not exceed the sum insured. All claims are governed by the terms and conditions agreed between the Insurance company and Aditya College of Engineering Mediciam Group Insurance Policy. In all disputes, the decision of the Management/GB shall be final.

**Group Personal Accident Insurance:** The insurance provides relief for the following due to any accident anywhere in India:

- Temporary Total Disablement
- Permanent Partial Disablement
- Permanent Total Disablement
- Death Benefits
- Carriage of Dead body

All claims are administered / settled as per the terms and conditions between the Insurer and the institute under the Group Personal Accident Insurance Policy.

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## POLICY ON HEALTH CARE

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**Objective:** To provide employee welfare through quality treatment to the employees and their dependents.

**Policy and Procedure:** ACOE is collaborated with Apollo Shine Foundation, Chennai and all the regular employees are entitled for the treatment. The SHINE programme is a Student Health Initiative from Apollo SHINE Foundation powered by Apollo Hospitals Group. This programme is intended to provide first aid on campus, to create awareness about present day health issues and also to enable students to be equipped to handle medical/health care situations that might arise in the course of their life.

To help and facilitate continuum of care, SHINE ID cards will be given to all members who enroll enabling them to avail special privileges with All Apollo Brands and partners of the Apollo Shine Foundation for medical appointments, purchase of medicines, inpatient and outpatient visits, health check-ups, diagnostics, dental procedures and many more.

- 15% off on Health checks at any Apollo Hospitals
- 15% off on Out-Patient investigations at any Apollo Hospitals
- 15% off on room rent and investigations for in-patient billing at any Apollo Hospitals.
- 10% off on pharmacy purchases at any Apollo pharmacy.
- 50% off on diagnostic X-rays and 15% off on any procedure at Apollo WHITE Dental.
- 15% off on all diagnostics & health checks at all Apollo Clinics.
- 15% off on all diagnostics & health checks at Apollo Spectra Hospitals.

**Accident Insurance:** Shine members (Students, Teaching and Non-Teaching staff members) will be entitled to accident insurance coverage. The members' coverage details are given below:

- Accident Medex: Fixed up to Rs. 10000/- or Actual claim whichever is lower (Only for students & Staff).
- TTD-Weekly benefits-104 weeks@1% of CSI or Rs. 2000/- or Actual weekly salary whichever is lower for staff.
- Act of Terrorism is covered.
- Only student, one earning parent of the students as per the institution records & staffs of the institution are covered.
- Sum insured should not exceed 10 times of Gross Annual Salary of the employees.
- Age bracket: Between 03 years to 65 years.

Category	Avg/Fixed Sum Insured (₹) Maximum Up to					
	AD Only	DM Only	PTD Only	PPD Only	TTD	Medex
Student	100000	100000	0	100000	0	10000
Parents	200000	0	200000	200000	0	0
Staff	200000	200000	200000	200000	2000	10000
AD-Accidental Death, DM- Dismemberment, PTD-Permanent Total Disability,						
PPD-Permanent Partial Disability, TTD-Temporary Total Disability, Medex-Medical Expenses						
<b>Premium Per Live</b>			<b>Rs.100/- (inclusive of GST)</b>			

For further details, employee can contact at college office.

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## ESI AND PROVIDENT FUND

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**Objective:** The objective of this policy is towards employee welfare through basic assurance of healthcare to all employees and helps them meet unforeseen personal expenses arising from medical emergency as well as provident fund is to serve long term savings to support employee's retirement.

**Policy and Procedure:** One component of this policy, ESI, is applicable to the regular employees whose pay package is less than Rs. 21000/- and the employees who are covered under ESI Act are entitled for the benefits such as (1) Sickness Benefit, (2) Medical Benefit, (3) Disable Benefit, (4) Maternity Benefit, (5) Dependent Benefit, (6) Funeral Benefit.

The Provident Fund (PF) facility is provided to the regular employees of ACOE and is entitled to PF subscription @12% for a minimum basic pay package of Rs. 15000/-. The employees who are eligible should fill the form in the college office and shall submit all the required documents. Similarly, the employees joined ACOE who are having PF subscription in earlier college shall apply for transfer of PF account or they can open new account by closing the earlier account which is left to the discretion of employee.

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## FEE CONCESSION POLICY

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**Objective:** To provide employee welfare through monetary assistance towards tuition fee concession for the children of regular employees who join the Aditya Group of Educational Institutions.

**Policy and Procedure:** The policy is applicable to all regular employees of ACOE and the concession will be available for the children of an eligible employee. However, employee may opt to admit their wards to other institutions other than Aditya Group of Educational Institutions and no financial assistance or concessions will be provided in such cases. The child entering through the convener quota will be entitled for the concession.

- 50% in Tuition fee
- 50% in Transport fee

Those seeking this concession shall apply through the HoD to the Principal with all the details and supporting documents. All the relevant documents will be checked and processing will be done further and the decision will be taken by appropriate authority. In the event of separation of an employee, the fee concession will be stopped with immediate effect. However, the Financial Assistance already extended shall be waived, provided the separation is not on disciplinary grounds.

The Institute reserves the right to provide the facility of fee concession including withdrawal of the facility to the employee and/or other disciplinary measures.

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## ALLOWANCES

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**Objective:** The objective of this policy is to provide monetary benefit to the employees who are holding responsible positions in the college.

**Policy and Procedure:** This policy is applicable to the regular employees who are holding the responsible positions at ACOE such as administration, accounts, training and placement and other shared services, depending on work exigency and special approval of Principal/Director. The allowance is fixed cadre wise which include remuneration for extra responsibility as well as telephone charges. No other claim shall be entertained in this regard.

Designation	Allowance (Rs.)
Examinations In-Charge	2500
Head of the department	5000
Training & Placement Officer	3000
Dean	10000
Principal	15000

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## INCENTIVE POLICY FOR RESEARCH & PUBLICATIONS

**Objective:** To promote research activities and research culture in the institute and thus to improve the profile of the institute.

**Policy and Procedure:** Incentive policy was revised and implemented from October 2020. The following are some of the highlights of the policy and the incentives for research activity are given.

- Publication of papers with high impact factor will get more incentive based on the range of Impact Factor (IF) values.
- Incentives are announced for getting Seminar Grant/Funded Projects/Research Grants.
- Incentives will also be given for citing papers published by faculty members of ACOE.
- Honorarium will be given to the faculty members after the International Conference paper appears online and indexed in Scopus database.
- Faculty members who exhibit outstanding performance in research and consultancy will be given an opportunity to present in International Conferences abroad.

PUBLICATIONS		
International Journal with IF >5	or H-Index > 25	Rs.25'000/- *
International Journal 2< IF < 5	or H-Index 15 < HI < 25	Rs. 20,000/- *
International Journal 0.5< IF<2.0	or H-Index 10 < HI < 15	Rs. 15,000/- *
International Journal IF<0.5	or H-Index < 10	Rs. 10,000/- *
* Impact Factor should be given by Thomson and Reuter/Clarivate and 20% amount will be for citing three papers published by faculty of ACOE or self citations. H-Index of Conference Proceedings will not be considered. H-Index of IF Journals only will be considered.		
International Journal (Scopus Indexed)		Rs. 10,000/-
International Journal (WOS Indexed but not in Scopus)		Rs. 5,000/-
UGC Indexed Journal (for English and Management Studies only)		Rs. 2,000/-
International Conference Registration(Scopus Indexed) * or Registration fee and actual expenditure whichever is lower		Rs. 10,000/-*
Incentive after the Conference paper is published * in Scopus Indexed Proceedings		Rs. 10,000/- *
National Conference *or Registration fee and actual expenditure whichever is lower		Rs. 10,000/- *
*Organized by NIT / IIT/ Central or State University / Deemed University / Research Laboratories / Reputed Institutes with Autonomous Status with NAAC / NBA Accreditations.		
Publishing Text Book		
International Edition		Rs. 20,000/-
Indian Edition		Rs. 10,000/-
Publishing Book Chapters- Pro rata basis depending on number of Chapters.		
Publishing an article in a Magazine		Rs. 2,000/-

<b>PATENTS</b>	
National Patent Publication	Rs. 10000/-*
National Patent awarded	Rs. 10000/-*
US Patent	Rs. 30000/-*
*Filing charges will be paid by the college and incentives will be given only if the applicant is ACOE	
<b>FUNDED PROJECTS/RESEARCH GRANTS</b>	
Award of Grant for Conference/Workshop/Seminar	5% of sanctioned amount*
Funded research project where equipment is not involved	10% of sanctioned amount*
Funded research project where equipment is involved	15% of sanctioned amount*
*Submission of application, follow-up for grant, carry out the project and submission of utilization certificate should be done by the faculty member	
AICTE scheme-MODROBS (Amount > 5 Lakhs)	Rs 25000/-
AICTE scheme-MODROBS (Amount < 5 Lakhs)	Rs 20000/-

<b>RESEARCH TARGETS FOR INDIVIDUALS</b>	
Faculty who achieve 10/10 points in research Targets	Rs. 1,00,000/- *
*Reimbursement of Registration fee, actual expenses for making paper presentation in the International Conference abroad to a maximum of Rs.1, 00, 000/- against submission of bills. Airfare by economy class and accommodation in semi luxury hotels.	
<b>RESEARCH TARGETS FOR THE DEPARTMENT</b>	
Department which gets a minimum of 8/10 Points by min 3 faculty (To purchase equipment to enhance research facilities of the Department)	Rs.10 Lakhs.

Research targets for faculty members								
Particulars	Doctorate with Exp. > 8 Y	Max Points	Doctorate with Exp. < 8 Y	Max Points	Non Doctorate with Exp. > 8 Y	Max Points	Non Doctorate with Exp. < 8 Y	Max Points
GROUP-A								
SCI Journals	One Journal = 2	10	One Journal = 3	9	One Journal= 4	8	One Journal = 4	8
Unpaid Scopus Journal	One Journal = 1	3	One Journal =1	3	One Journal= 2	4	One Journal = 2	4
Paid Scopus Journal	Not applicable	0	Not applicable	0	One Journal= 1	2	One Journal = 2	2
	Minimum = 3		Minimum = 3		Minimum = 2		Minimum = 2	
GROUP-B								
Patent	Filed =1 Awarded=3	4	Filed =1 Awarded=3	3	Filed =2 Awarded=4	4	Filed =2 Awarded=4	4
Conf./WS/FDP organized or Resourceperson for FDP/WS	One Conf./WS= 2	2	One Conf/WS= 3	3	One Conf./WS=4	4	One Conf./WS = 4	4
Int. Conf. Submitted Paper	One Conf. = 1	1	One Conf. = 1	2	One Conf. = 2	4	One Conf. = 2	4
	Max. Cutoff: 4		Max. Cutoff: 4		Max. Cutoff: 6		Max. Cutoff: 6	
GROUP-C								
Books	Nat. Edition =2 Int. Edition = 4	4	Nat. Edition =2 Int. Edition = 4	4	Nat. Edition =2 Int. Edition = 4	4	Neat. Edition =2 Int. Edition = 4	4
R&D Project (Sanctioned/ Submitted)	One R&D Sub = 1 One R&D Awa= 3	6	One R&D Sub= 1 One R&D Awa= 3	6	One R&D Sub= 1 One R&D Awa= 3	6	One R&D Sub= 1 One R&D Awa= 3	6
Consultancy	Work<1 Lakh = 1 Work >1 Lakh = 2	4	Work<1 Lakh = 1 Work >1 Lakh = 2	4	Work< 1 Lakh = 1 Work >1 Lakh = 2	4	Work < 1 Lakh =1 Work >1 Lakh = 2	4
Workshops attended	Not Applicable	0	Not Applicable	0	One WS=0.5	1	One WS = 1	2
FDP attended	Not Applicable	0	Not Applicable	0	One FDP = 1	2	One FDP = 1	2
	Max. Cutoff: 6		Max. Cutoff: 6		Max. Cutoff: 6		Max. Cutoff: 6	
Total Points Expected ( from Group A+B+C)		10		10		10		10

**Guidelines for Implementation of Research Incentives strategy:**

- No faculty member will be given exemption in Group A except faculty members from English and Management Studies.
- Research publications are mandatory for all cadres.
- NAAS Score of the Journal will be considered in place of Scopus for the publications made by the faculty of Department of Agricultural Engineering.
- Faculty members working administrative positions may be given 4 points exemption in Group B.
- If faculty publishes Scopus papers beyond the expected number, that can be used to substitute points in Group B and Group C.
- All Doctorates should get 3 points in Group A and Non-doctorate faculty should get 2 points in Group A.
- At least one Science Indexed Journal Paper is expected from Doctorate faculty in two years.
- All the doctorates should get minimum 5 points out of 10 and the non-doctorate faculty members should get 3 points out of 10.
- Those faculty members who get zero points may be terminated by the last week of March every year. Non-Doctorate faculty those who fail to get minimum 3/10 points and Doctorate, who fails to get minimum of 5/10 points in the annual targets, maybe given a chance of one more year to continue subject to their satisfactory performance in academics. If he/she fails to get minimum points in the subsequent year also, he/she will be terminated.
- Faculty who get 10/10 will get reimbursement of registration fee, actual expenses for making paper presentation in the International Conference abroad to a maximum of Rs.1, 00, 000/- against submission of bills. (Airfare by economy class and accommodation in semi-luxury hotels - booking will be made by the college office)
- The Department in which minimum three faculty members obtain minimum of 8/10 points will be given Rs. 10 Lakhs for the development of research facilities in the Department.
- Academic year would be considered as per JNTUK calendar or as notified by the Academic committee/Principal.

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## LOYALTY BENEFIT POLICY

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**Objective:** The objective of this policy is to acknowledge and recognize the commitment, dedication and loyalty of faculty members and to retain valuable employees for longer period of service by giving them the monetary benefit.

**Policy and Procedure:** This policy is applicable to all Engineering Faculty who have Ph. D. qualification (with B. Tech. and M. Tech.). Such faculty member may include those joining ACOE with Ph. D. qualification or those who acquire Ph. D. while already working at ACOE. A few exceptions with regard to applicability of this policy are:

- The policy shall exclude faculty who are contracted to serve the Institute for a minimum of three years on account of the QIP or similar long leave.
- However, they will become eligible for the appropriate Loyalty Benefit Policy, if any, prevailing at the end of their contract period.
- Faculty whose annual increments are on hold/delayed/deferred for the want of fulfillment of academic commitments.
- Faculty whose probation period may have been extended.
- Faculty who may have failed in the University Ratification Process.
- Faculty against whom misconduct proceedings may have been proven.

The three year period referred to in the policy shall commence from January 1 or July 1 and/or as per the academic calendar and/or as decided by the Principal/GB depending on the half-year period when the faculty joins/completed research (Ph. D.) programme with the award of the academic degree. In case of faculty who had availed long study leave under QIP or comparable programme for one year or more, the policy shall commence only after the faculty member has served the Institute for the mandated contract period.

The loyalty benefit awarded will be two-months Basic + DA drawn by the faculty at the time of their joining and the policy shall be reviewed every year.

**Note:** Employee can submit his/her Query/question/interpretation with the regard to this policy, if any, will be submitted to the GB and whose decision will be final.

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## DOMESTIC TRAVEL POLICY

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**Objective:** This policy is aimed to reimburse the expenses of travel, lodging and boarding when employees travel on official work.

**Policy and Procedure:** This policy is applicable to all regular employees of ACOE. Official travel would be treated as “On Duty”, if the place of visit from Surampalem is more than 150 km (one way) and/or the total duration of travel is more than 8 hours and tours will be approved by the Principal, ACOE. For the purpose of allowances, a day is considered as 24 hours from the time one leaves home, with 12 hours intervals counted as half-day. Hotel bookings irrespective of location are to be handled through the college office or as applicable. When touring together, twin-sharing accommodation shall be utilized. The applicable rates for reimbursement of tour expenses are given below:

- **Stay/Lodging expenses** : **100%**
- **Food/Boarding expenses** : **100%**
- **Travel expenses** : **100%**

**Travel advance:** In general, travel advance will be provided by the institute. Otherwise, employees may use credit cards for funding their travel plans. Travel expenses are expected to be settled only after the travel has been completed. However, advance may be drawn through requisition to the Principal.

**Local conveyance:** In general, employees are advised to use public transport. However, the Principal, Dean, Head of the department, Professor are entitled to avail metered taxis/cabs and other cadres may use public transport. However, when a whole day of travel is involved, shared AC cabs may be availed.

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## REIMBURSEMENT OF LOCAL CONVEYANCE

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**Objective:** The aim of this policy is to reimburse the expenses of local conveyance (not amounting to a *Tour*) when own vehicle is used for official purposes.

**Policy and Procedure:** In general, College shall provide the local conveyance when an employee moves on official purpose. However, this policy is applicable to all the regular employees when they use their own vehicles and the claim of reimbursement will be as follows:

Four wheelers :	@ Rs. 11 per Km.
Two Wheelers :	@ Rs. 4 per Km.
Parking charges :	Actual charge on production of bill.

Employees using public transport/Autos will be allowed reimbursement at actual amounts and the reimbursement shall be claimed immediately after reporting to duties. All the claims shall carry the proofs and shall be applied through the head of the department to the Principal.

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## PERSONAL LOAN POLICY

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**Objective:** This policy enables employees to avail personal loan without interest, for the purpose of meeting certain critical personal expenses. The aim is to provide employee welfare through loan to help employees meet significant expenditure, such as marriage of a child, pursuing Ph. D. or Higher Education for self and child.

**Policy and Procedure:** This facility will be applicable to employees upon completion of 2 years of service in ACOE. There should be a gap of 24 months between the last installment of the loan availed and request for new loan. Loan will be sanctioned based on the approval of Principal. The upper limit for the personal loan shall be as mentioned below:

- Teaching staff and Non-teaching staff members – 2 months net salary

No interest will be charged and the loan shall be recovered over 12 installments. To avail personal loan, requires a requisition letter with copies of documents such as wedding invitation, proof of house purchase, Ph.D. admission/fee, higher education admission/fee proofs, purchase invoice, etc., as applicable and necessary, shall be submitted to the Principal through HoD. Recovery of loan will commence from the 1st of the subsequent calendar month of loan disbursement. All approvals of the loan shall be at the discretion of the Principal/GB. The Principal/GB also retains the right to change the terms of the loan or withdraw the facility at its discretion.

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## LEAVES POLICY

All the regular employees of ACOE are expected to follow the following leave policy include permissions.

Leave/Permission	No. of leaves	Procedure to apply
<b>Casual leave</b>	12 per annum	<ul style="list-style-type: none"> <li>Employee should make alternate arrangement for their work before they apply for leave.</li> <li>Employee should apply through HoD to Principal.</li> </ul>
<b>Maternity leave</b>	6 months	This is applicable for women employees and the span of maternity leave will be counted as a regular service.
<b>Outdoor duty/Official Duty/On-Duty (OD)</b>	As per the requirement	This is applicable in the following cases: <ul style="list-style-type: none"> <li>University Practical External Examiner / University Representative / Observer / University Valuation / Presenting papers in Conferences / Training programmes / FDPs / delivering seminars/lectures outside the college.</li> <li>Employee should apply for OD through HoD to the Principal with proof.</li> </ul>
<b>Permissions (One hour each)</b>	3 per month	<ul style="list-style-type: none"> <li>This is applicable to all employees provided routine should not affect.</li> <li>Can be availed either at the beginning of the day or at the end of the day.</li> <li>Excess time/delay/late to report to duty each time will be considered as half-day casual leave.</li> </ul>
<b>Compensatory Off (CO)</b>	1 for 8 hours of working on holidays, extended hours	<ul style="list-style-type: none"> <li>This is applicable to all employees.</li> <li>COs will be added to the employee account when an employee works on holidays, extended hours.</li> <li>COs will be considered and granted when official work is assigned to regular employees.</li> </ul>
<b>Summer vacation</b> <ul style="list-style-type: none"> <li>Any balance/unused/accumulated vacation cannot be carried forward.</li> <li>Prefix/suffix holidays, week-ends will be considered part of the week under any circumstance.</li> </ul>	1 week	<ul style="list-style-type: none"> <li>Applicable to faculty members served Institute with service continuously less than one year.</li> <li>Technical and Non Teaching staff, who completed 6 months of service.</li> <li>On recommendation and approval from the HoD/Principal.</li> </ul>
	2 weeks	<ul style="list-style-type: none"> <li>Applicable to employees served Institute with service continuously more than one year.</li> <li>On recommendation and approval from the HoD/Principal.</li> </ul>
	Additional 1 week	<ul style="list-style-type: none"> <li>Applicable to faculty members who are pursuing research programme (Ph. D.).</li> <li>Applicable to faculty members served Institute with service continuously less than one year.</li> <li>On recommendation of Dean (R &amp; D) with a letter from Research Supervisor and approval from the HoD/Principal.</li> </ul>

All the regular employees can avail above by applying to the Principal through the head of the department, subject to availability.

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## POLICY ON RATIFICATION OF FACULTY MEMBERS

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**Objective:** To ensure all the existing faculty members, who are recruited by college selection committee, shall be ratified by the affiliating university, JNTUK complying with regulatory requirements.

**Policy and Procedure:** This is applicable to all the teaching staff members and all the faculty members recruited by the College Selection Committee, whose names are recommended for ratification, shall have to attend the ratification interviews conducted by the affiliating university, JNTUK from time to time.

The Institute shall notify all the eligible faculty members to attend the ratification interviews as per the JNTUK's notified schedule. The onus of meeting the standards of the ratification committee shall be on the faculty members. In case a faculty member fails to be ratified, his or her annual appraisal period will be extended by six months or until the next ratification interview, whichever is later. The annual increment in such cases shall be released only after ratification in the subsequent batch. In addition, such faculty member shall forego the DA which may be announced during the extended appraisal period, and will be eligible for it only at the end of the extended appraisal period. While those who fail the ratification process for the first time shall be accorded a second chance, a second failure will cause a faculty member services to be terminated. In effect, a faculty member shall be deemed to be on probation for one year or until ratification, whichever is later.

A faculty who does not *attend* the ratification interview as required may also invite termination. Only on serious medical grounds, with due medical certificate, may a faculty member seek exemption from attending the ratification interview. In all such cases, the Principal shall be the deciding authority.

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## POLICY ON PROMOTIONS/APPRAISALS

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**Objective:** This policy governs the promotions for the faculty members so as to encourage and motivate them positively, to achieve the Institute goals.

**Eligibility:**

- ✓ From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines
  - Ph. D. Qualification
  - 5 years in the current position (from the date of joining/attaining previous promotion/ completing Ph. D.)
  - Prescribed research output
  - Acceptable teaching feedback
  - Demonstrated academic administration
- ✓ The Eligibility shall stand modified in the following cases:
  - For those whose probation may have been extended, the 5 year period will commence only after confirmation.
  - For those who may not have cleared the ratification on the first attempt, the 5 year period will commence only after the date of ratification.
- ✓ The Eligibility conditions may be extended at the discretion of the Management/GB, in the following cases:
  - Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments.
  - Faculty with track record of misconduct.

**Policy and Procedure:** In general, the policy of promotions will be governed by the rules laid down by the statutory bodies, UGC/AICTE as well as on the score of Academic Performance Indicators (API). However, the deserving faculty members shall be nominated for deserving and/or suitable positions based on their qualifications and experience and the decision of the Management/GB will be final.

Further, a committee shall be constituted to verify and the eligibility and other norms furnished by the statutory bodies. The committee consist the Principal, Dean, Head of the department concerned, two subject experts from outside colleges and the consensus or maximum points scored shall be considered for promotion. Faculty shall have the right to represent their grievance to their HoD. The HoD shall redress the grievance within 7 working days, failing which the grievance may be escalated to the next higher level. Further, Employees of ACOE shall be asked to fill the prescribed format along with proofs to submit to the Principal through Head of the department concerned.

**Note:** The above are only eligibility criteria. Mere eligibility to promotion/appraisal does not entitle one to promotion/appraisal. The Management/GB may relax or extend the eligibility criteria in exceptional circumstances/cases, at its discretion.

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## POLICY OF MENTORING/COUSSELLING/PROCTORING

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**Objective:** The main objective of this mentoring/counselling/proctoring system is to provide a reliable and comprehensive support system, to motivate students to excel in both academic and non-academic activities.

**Policy and Procedure:** The mentoring/counselling/proctoring system of ACOE ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful careers. With effective implementation of the system, it is expected that the students get access to a support system during the crucial stages of their academic, professional and intellectual development and enhances the students' confidence and challenges faced by them setting higher goals. Further, it is expected that

- Offers psychosocial support for the students
- Helping the students to develop the interpersonal skill
- Offers the students an exposure to diverse academic and professional perspectives and experiences in various fields
- Mentees get a direct access to powerful resources of the institution
- Offers the foundation for the students to reach greater heights in their professional lives.

Each faculty member shall be assigned with 15-20 students and he/she is responsible for mentoring/counseling them. The performance report of the individual students shall be reported to the parents periodically. In this system, a diary shall be maintained for each student where the following details are to be recorded:

- Personal Information
- Previous Record
- Academic Performance
- Competitive Examinations Details, if any
- Details of Internship and Industrial Training
- Scholarships Received
- Co-Curricular and Extra-Curricular activities

The diaries shall be checked every fortnight by the head of the department and submit to the Principal for verification. Any deviation shall not be entertained in this policy.

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## CODE OF CONDUCT

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**Preamble:** ACOE believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions. The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life. All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives. The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

**Objective:** The Institute prides itself on the high standards embodied in its working principles. The institute expects its employees to adhere to these principles in their day to day activities. The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behavior that the institute expects from its employees.

**Applicability:** All employees on regular rolls of the institute including employees on contract governed by this Policy. Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings. Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.

### Policy Guidelines of Conduct

**National Interest:** ACOE is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

**Use of the 'Aditya' Brand:** The use of 'Aditya' name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party or joint venture shall use the **Aditya** brand for any purpose without any specific authorization.

**Group Social Responsibility:** Group's Social Responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of Education, Community Service, Health & Hygiene and Livelihood. The Group encourages its employees and their families to actively participate in CSR activities.

**Competition:** ACOE shall market its services on its own merit and shall not make unfair and misleading statements about competitors' services. Any collection of competitive information shall be made only in the normal course of business.

**Quality of Services:** ACOE is committed to deliver services of world class quality based on the requirement of its Customers and built to National and International standards.

**Equal Opportunities:** ACOE shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.

**Accurate and Complete Accounting:** Employees shall use Institute's funds and other property solely for the benefit of the Institute. All disbursements must be lawful and consistent with Institute's policies. No unrecorded fund, reserve, asset or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in Institute communications for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the Institute. Employees are responsible for accurate and timely record keeping for all Institute's assets, liabilities, revenues and expenses in compliance with accepted accounting rules and controls. All books, records and documents must accurately and completely describe the transactions.

**Settlement of Expenses:** Employees shall settle all the expenses incurred on account of travel, loans & advance etc, as per the guidelines stipulated in the Policy/Policies.

**Protection of Intellectual Property:** Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as "Work made for hire" and the intellectual property rights over the same shall vest with the Institute.

**Collaboration within Aditya group:** All the institutions in the group shall cooperate with each other by sharing knowledge, infrastructure, human and management resources and making efforts to resolve disputes amicably, albeit without adversely affecting its business interests and stakeholder value.

**Confidentiality and Non-disclosure:** Employees shall ensure that all information available to them during the tenure of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institute.

Any employee of ACOE and her/ his immediate families shall not derive any benefit or assist others to derive any benefit from the access to the insider information about the Group, including information which is not available publicly. Such insider information may include among other things:

- a) Merger or acquisition, divestment of businesses or business units
- b) Data or information such as profits, earnings and dividends etc.

- c) Investment decisions, assets revaluation, restructuring plans etc.
- d) Major supply and delivery agreements

**Policy and Process Integrity:**

**Antitrust or Fair Trading-** Employees shall avoid any discussions or agreements with competitors about policies, activities that would result in anticompetitive markets.

**Falsification or Destruction of information-** No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

**Use of equipment and consumable resources:** Employees shall ensure that all the equipment and resources and consumable items are used for the work of the Departments.

**Use of Internet, Intranet and Electronic mail:** Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material. Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols. Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused. The college monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

**Protecting Institute's assets**

**Misuse of Resources:** Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-activity related reasons or purposes including improper use of systems and timekeeping.

**Theft-** Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the institute.

**Unethical Transaction:** No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers. All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

**Gifts and Entertainment:** Except in connection with and specifically pursuant to programs officially authorized by the institute, no employee shall accept, directly or indirectly take any money, objects of value, or favors/discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institute. All employees must disclose authorized transactions of this nature to

the authority concerned. All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institute's books and records.

**Public Representation:** No employee shall, without the express consent of the GB/Management/Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.

**Charitable Contributions:** Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institute's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

**Political Activity:** No employee shall involve in any political activity directly or indirectly. No employee shall canvas for any political party or candidate at any point in time. Employees may not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute. Any employee who stands in elections for any public office may do so after informing the concerned authority to pursue his public/political career.

**Regulatory Compliance:** Every employee shall, in her/his conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.

**Third Party Representation:** Third Parties which have dealings with ACOE but are not members of the group, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent the group without written permission. A Non-disclosure agreement is to be signed with the Third parties to support the confidentiality of the information. Third Parties and their employees are expected to abide by the Code in their interaction with and on behalf of ACOE or Aditya group.

**Sexual Harassment and other harassments policy:** ACOE recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the institute's policy against Sexual Harassment.

**Other Harassments:** ACOE prohibits harassment of one employee by another employee or supervisor on any basis including but not limited to race, color, religion, marital status, national origin, physical or mental disability and/or age. The purpose of this policy is not to regulate our employees' personal morality but it is to assure that in the workplace, no employee harasses another. Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

**Whistle Blower policy:** ACOE provides a platform for its employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institute without fear of reprisal or victimization.

**Ethical Conduct:** ACOE expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. Employee is supposed to inform in case, if he deviates from the above standard (or if any case is filed against him). No employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends/ relatives for any activity dealing with ACOE, he must disclose the nature of such relationships and transactions beforehand.

**Dress Code:** ACOE expects its employees to follow a dress code as specified which helps them to work comfortably at the workplace and at the same time project a professional image for the stakeholders that we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours.

### **Environment, Health and Safety**

**Environment, Health Safety and Laws of the land** – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of ACOE Employees, stakeholders and the Community at large.

**Substance Abuse-** To meet our responsibilities to Employees and stakeholders, ACOE shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol in the work place is absolutely prohibited.

**Threats and Physical Violence-** No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere. The list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

- Causing physical injury
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Committing acts motivated by or related to sexual harassment or domestic violence.

**No Smoking-** Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.

**Disciplinary Actions:** All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles. Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee. Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice. The employees of the Compliance Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations or this Code.

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## POLICY AGAINST SEXUAL HARASSMENT

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ACOE recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

**Policy against sexual harassment:** For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually coloured remarks, avoidable and unwarranted physical contacts, willfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favors, demanding sexual favor by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place which may contain :

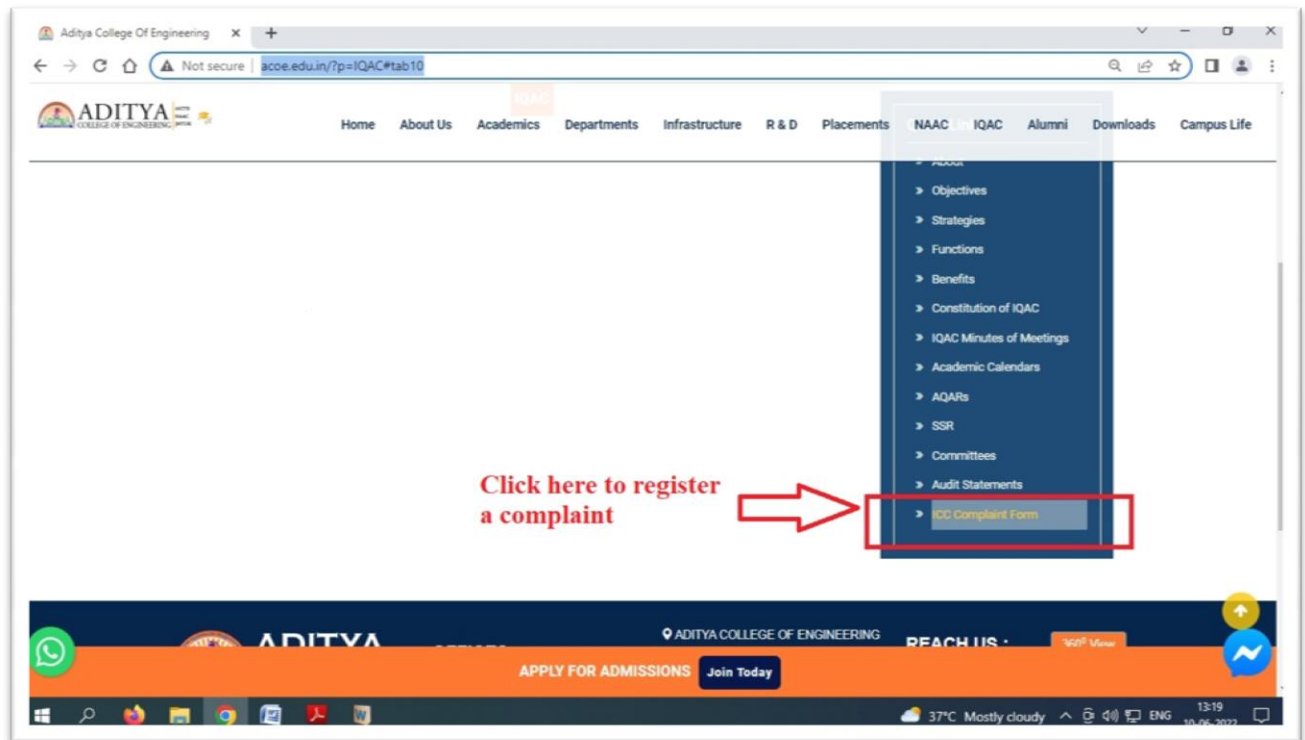
- Implied or overt promise of preferential treatment in that employee's employment
- An implied or overt threat of detrimental treatment in that employee's employment or an implied or overt threat about the present or future employment status of that employee and includes the creation of a hostile working environment.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.
- Such conduct that is humiliating and may constitute a health and safety problem.

"Sexual Harassment" amounts to serious misconduct in employment under the service rules/regulations governing employment. This policy on Sexual Harassment applies to men and women; to like and opposite gender relationships; to relationships between supervisors and subordinates; teachers and students; and peer relationships. Employees or anyone else doing activity on our premises, as well as to those involved in activities in which our name is associated, all must comply with this policy.

**Objective:** ACOE is strongly committed to having a workplace that ensures Equal Employment Opportunity and endeavors to ensure a congenial environment where employees can work without any inhibition and contribute their best without any fear or favor.

**Policy and Procedure:** This policy applies to all employees, employees on Contract and stakeholders. As a policy it applies to all locations, situations where activity is conducted, in activities run in partnership with us and to all Institute-sponsored social events.

A committee is constituted as per the direction of AICTE and functional within the campus. (Refer <http://acoe.edu.in/Committees/2021/ICC-ABHAYA%202021-22.pdf>). The complaints may be registered through Email ([office@acoe.edu.in](mailto:office@acoe.edu.in)), Phone call to any authority, written complaint or aggrieved person can use complaint form provided in the college web site. (Refer <http://acoe.edu.in/?p=IQAC#tab10>) and the figure given below for better understanding.



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## POLICY ON GRIEVANCES REDRESSAL

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**Objective:** Individual Employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to may affect morale and productivity. There is a need for formal grievance process to address such matters.

**Policy and Procedure:** This is applicable to all the regular employees of ACOE and the grievance for the purpose of this policy would mean dissatisfaction arising out of the decision and the grievances can be submitted on a plain paper through HoD to the Principal. Grievances for the purpose of this policy will cover individual grievances such as:

- ✓ Payment of Salary
- ✓ Recoveries of dues etc.
- ✓ Increment \*
- ✓ Working conditions/Health & Safety
- ✓ Leave
- ✓ Medical Insurance / facilities
- ✓ Non-extension of benefits under rules
- ✓ Promotion\*
- ✓ Administration or Academic issues
- ✓ Compensation & Benefits\*
- ✓ Related to Appraisals
- ✓ Reimbursements
- ✓ Interpersonal Conflicts/Issues with the HOD or team members
- ✓ Role fit
- ✓ Only grievance affecting an individual employee may be raised.
- ✓ Separation/Retention

**NOTE: “\*” Grievance can be raised within 2 weeks from the date of issue of an increment/promotion letter.**

The grievance arising out of the following will not come under the purview of the grievance procedure:

- Terms of appointment settled prior to joining
- Matters relating to disciplinary enquiry / action
- Where the grievance does not relate to an individual employee

If the grievance is against the HOD then employee can contact the Principal/Director. The employee shall bring up the grievance immediately within a reasonable period of time not exceeding two weeks. Only an aggrieved employee can raise the grievance.

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## POLICY ON QUALITY IMPROVEMENT PROGRAMME (QIP)

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**Objective:** This policy is in line with the QIP Policy outlined by AICTE and is aimed at supporting the existing faculty members in pursuing full time Ph. D. with study leave and financial support, as per applicability.

**Applicability:** Only for pursuing Ph. D. with premier institutions (IITs, NITs) or institutions as approved by the management. In general, only one faculty per 10 faculty in a department shall be eligible (on first come first served basis) to avail the facility of study leave under this policy. However, depending upon other considerations, the Management/GB may entertain more or less candidates. In case of dearth of funds or excess of candidates desirous of leave, special approval for study leave without financial assistance may also be considered, if the applicant is so interested. Faculty member should have completed at least 2 years of service in ACOE to be eligible for study leave under this policy.

**Policy and Procedure:** Faculty member planning to proceed for their Ph. D. will inform the Principal through HoD from and the time frame over which they plan to pursue their Ph. D. The Principal shall give in-principle recommendation to proceed. However, the actual sponsorship of the candidate under QIP will be subject to the overall criteria governing the number of candidates in each department and other considerations governing the scheme and will be decided by the Principal/Director/GB. After successful completion of Ph. D., the faculty member shall resume duty at ACOE and should serve the institute for a period of 2 years from the date of award of Ph.D. It is possible that a faculty member may not have completed all the requirements of Ph. D. in the prescribed time of 3 years, and shall pursue the remaining part of the dissertation work from ACOE.

It is also possible that a faculty can join back ACOE ahead of completion of leave period if he/she submits the dissertation in advance. For the purposes of career advancement, as a special gesture, the Principal/GB will treat the leave period as continuity of service (Thus, the increments for the period of study leave shall be protected. Upon resuming duties faculty may be considered for promotion, if they fulfill the stipulated promotion eligibility conditions.

Before proceeding on leave, the faculty shall sign an agreement with ACOE to serve the Institute, upon their return from leave, for a period of 2 years from the date of award of degree. In case a faculty violates the agreement in due course, or does not submit the dissertation within two years of rejoining the Institute or does not successfully defend the thesis within three years of rejoining the institute, the faculty shall reimburse the entire sum, if availed from the Institute (fellowship, contingency grant and any other

sum paid to the candidate or the host institution on behalf of the candidate). Upon rejoining, the faculty shall be fitted in the suitable scale that from the date of joining.

**Note: The Management/GB may relax or extend the eligibility criteria in exceptional circumstances/cases, at its discretion.**

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## ANNEXURE 1-QUALIFICATIONS FOR TEACHING POSITIONS

Qualifications and experience for teaching positions:

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	B.E./B. Tech. & M.E./M..Tech. in relevant discipline with 1 <sup>st</sup> class or equivalent	Teaching experience is desirable
	Associate Professor	Qualifications as above for the post of Assistant Professor as applicable and Ph. D. or equivalent in appropriate discipline. Post Ph. D. publications and guiding Ph. D. students is highly desirable.	Minimum of 5 years experience in teaching/ research /industry of which 2 years post Ph. D. experience is desirable.
	Professor	Qualifications as above for the post of Associate Professor as applicable and post Ph. D. publications and guidance to scholars is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should beat the level of Associate professor. or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience, good academic record and books/ research paper publications/IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications / IPR/ patents, etc.

Programme	Cadre	Qualification	Experience
Science & Humanities	Assistant Professor	Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers	Teaching experience is desirable
	Associate Professor	Qualification as above that is for the post of Asst. Professor as applicable and Ph. D. or equivalent, in appropriate discipline. Post Ph. D. Publications and guidance to scholars is highly desirable.	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post Ph. D. experience is desirable.
	Professor	Qualification as above that is for the post of Associate Professor, as applicable and Ph. D. or equivalent, in appropriate discipline. Post Ph. D. publications and guidance to scholars is highly desirable	Minimum of 10 years teaching/ research/Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/ IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training, technical books/research Paper publications/IPR/ patents etc. as deemed to fit by the expert members of the selection Committee.



**ADITYA COLLEGE OF ENGINEERING-BIRD'S EYE VIEW**