SERVICE
RULES

SREE DATTHA INSTITUTE OF ENGINEERING & SCIENCE

(Accredited by NAAC, Approved by AICTE, New Delhi, Affiliated to JNTUH, College code: E4, Hyderabad, T.S.)
Nagarjuna Sagar Road, Sheriguda (V), Ibrahimpatnam (M), R.R. Dist., Greater Hyderabad-501510. T.S.
Sponsored by Vyjayanthi Educational Society

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PREFACE

SREE DATTHA INSTITUTE OF ENGINEERING AND SCIENCE (SDES) is a new generation engineering college established in the year 2001 under VYJAYANTHI EDUCATIONAL SOCIETY.

SDES approved by AICTE, New Delhi and affiliated to JNTUH, is dedicated for an unparalleled learning experience. This commitment is best reflected in its vision to become a globally recognized institute of engineering and technology by the year 2030.

This commitment to excellence is supported by a strong team of experienced professionals. In short, **SDES** stands tall as one of the best destinations for world-class education.

INSTITUTION VISION

- ✓ To develop this Institute as one of the premier & top-class institution in India.
- ✓ To be an academic institution in dynamic equilibrium with its social ecological and economic environment, striving continuously to excellence in education, research and technological service to nation.

INSTITUTION MISSION

- ✓ To provide high quality enterprising students with excellent technological skills.
- ✓ To create and sustain a community of learning in which students acquire knowledge and learn to apply it professionally with due consideration for ethical and economic issues.
- ✓ To pursue Research and give research findings.
- ✓ To help in building national capabilities in science, technology, humanities, management, education and research.

QUALITY POLICY

We aspire to continuously improve our performance through systematic monitoring and up gradation of all aspects of teaching learning process.

STAFF POLICY DOCUMENT

The Staff Policy Document is prepared to make all staff working at SDES aware of rules and regulations that govern their working in the institute. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

GENERAL INFORMATION

Name of the Institute: Sree Dattha Institute of Engineering and Science,

      [EAMCET CODE: SDES]

Address of the Institute: Nagarjuna Sagar Road, Sheriguda (V),

      Ibrahimpatnam (M), R.R.Dist – 501510

Contact Details Tel: 8686778686,8686888686

Working Hours:

S.No.	College	Time	Office	Time	Holiday
1	MONDAY TO SATURDAY	09:30 AM TO 03:45PM	MONDAY TO SATURDAY	09:30 AM TO 05:30PM	ALL SUNDAYS

DISCIPLINE

ID-card:

All Faculty members should maintain formal Dress Code within the Campus. ID card should be worn by all staff members within the campus and must produce the Card when requested by the administrative authorities at any time.

Reporting on duty upon arrival:

Every day staff members are expected to register their attendance in the register, as well as Biometric system on or before 9:30am.

Late arrival:

Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 10 Minutes delay is permissible. Only-one permission is allowed per month with intimation to the Head of the department (or his/her deputy). Further permission will be considered as leave. Repeated incidences of late arrival is recorded in personal file and attracts negative points in performance evaluation.

Leaving the campus before time:

In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action

On-Duty leave:

All staff members should fill up the printed On-Duty form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal should be submitted in college office for records. At the absence of Head of the Department, the On-Duty form has to be submitted directly to Principal for approval. The On-Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

GUIDING PRINCIPLES

Leadership:

The Institute's leadership at all sites and in all capacities, communicates the institution's goals and values; facilitates teamwork, collaboration and partnership; rewards achievement of desired outcomes; support continuous learning and improvement; and encourage innovation and the capacity to respond to change. In doing so, the institute's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.

Quality of Employment:

The Institute is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourage balancing work and personal commitments.

Compensation, Reward and Recognition:

The Institute's compensation, reward and recognition is administered and equitably strengthening the tie between pay, performance and organizational success for activities like Excellence in Academics, Placements, Admissions, Research, Paper Publications in reputed national & International journals, Consultancy, Funded projects, Patents etc,.

Continuous Learning and Development:

The Institute values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional Vision, Mission, organizational needs and performance expectations.

Response to Change:

- The Institute is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute.

- During times when reduction or change in the nature of the workforce is required, the Institute will rely on reducing attrition, to the extent possible.

- In support of these principles, the Institute commits adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications.

CLASSIFICATION OF EMPLOYEES

At SREE DATTHA INSTITUTE OF ENGINEERING AND SCIENCE, employees are classified on a functional basis to optimize institution efficiency, while clearly distinguishing authority and responsibility at each level.

ORGANIZATION CHART

The Organization Chart shows the line of responsibilities between departments and hierarchy of Institutional delegation of authority and responsibility.
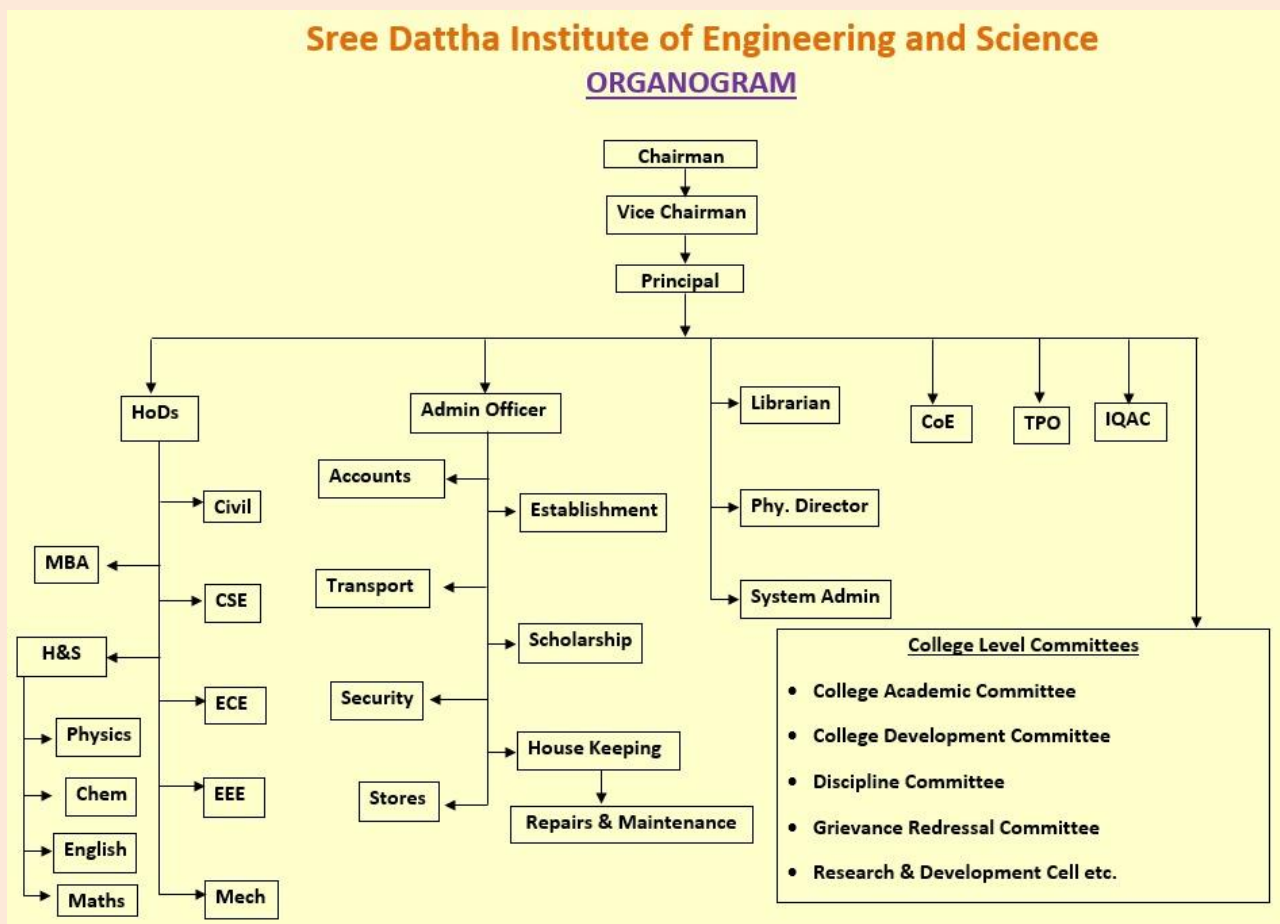

Figure 2: Organization Chart of Institute

<u>SERVICE RULES</u>

1: Organization& Governance, Resources, Institutional Support, Development and Planning

1.1 Campus infrastructures and facility

1.1.1 Land, built up area and academic infrastructure

	-	Physical resources available
A. Exclusive for this institution	-	Land 10 acres
	-	Built up floor space 17217.5 Sq. m
B. Shared with other institutions	-	No

- The College management has established and enhanced conducive academic ambience by providing ergonomically well designed modern furniture, improved infrastructure, and classrooms with audio-visual aid, state-of-the-art laboratories, and an excellent library comprising a plethora of learning resources.
- Library and laboratory facility is made available beyond the regular College hours. Transport is provided to students, faculty, and staff who work after College hours.
- High speed Internet facility is provided with Wi-Fi connectivity.
- Girls Lounge is provided in South block of Ground Floor wherein girls have some privacy and may also use the space for reading purposes as well as for relaxation.
- Boys lounge is provided in North block of 2nd Floor which may be used by them for the purposes of reading, discussion, and relaxation.
- Mineral water plant with an installed capacity of 1000 Li/Hr is installed in the College, to cater to the drinking water requirements of students, faculty, and staff.
- Two and Four wheeler parking is provided for students and staff.

1.1.2 Maintenance of academic infrastructure and facilities

- The Maintenance Cell of the College ensures proper functioning of all Civil, Electrical, Water, Sewage, Environment, and other facilities.
- Maintenance cycle practiced by the cell includes both preventive and corrective maintenance of all the equipment. The cell performs routine check-up and repair works on a regular basis, thereby providing good ambience in the College.
- A central Complaints Register on the maintenance of the campus is maintained and the maintenance cell attends to these complaints on a priority basis.
- A vast majority of minor and major repairs are carried out internally, while some major repairs are outsourced.
- Staff belonging to the maintenance cell performs routine cleaning of the water tanks, water coolers, filters, etc as per schedule.

1.1.3 Ambience, green cover, water harvesting, environment preservation, barrier free structure etc.

- College is located in pollution free and peaceful environment. All buildings have good cross ventilation.
- Institute has maintaining green cover which is further enhanced by arranging additional tree plantation programs on specific occasions.

- Mineral water plant installed in the College caters to the drinking water requirements of students, faculty, and staff.

Water harvesting:

- The College organizes awareness program on water harvesting for students, faculty and staff.
- The Civil Engineering Department organizes a one-day workshop of water day every year and invites experts in water resources for the benefit of students and staff.
- Water Harvesting are provided in campus at various critical points.

Environment Preservation:

- Full time Gardeners are appointed to take care of plants in the College.
- Adequate water is made available for maintaining the plants and the green cover in the campus
- Segregated solid waste management system is in place.
- Waste papers are disposed off through proper agencies for recycling.
- The College arranges environment awareness programs on subjects such as need for green cover, hazards of plastics, energy conservation, and use of renewable energy sources to students, faculty, and staff.
- College displays slogans & banners on means of protecting environment in campus.

Barrier Free Structure

➢ Building is provided with elevator.

1.1.4 *Hostel, Transportation facility and Canteen*

Hostel

College have separate hostel for boys and girls in the campus. Hygienic food is provided to the students. CC Cameras have been installed in the hostel entrance. All the necessary facilities are provided to make them feel at Home.

Transportation

➢ The College is located within Hyderabad Metropolitan (HMDA) limits having frequent TSRTC buses from every major hub of the twin cities as well as sub-urban areas. The College liaisons with RTC authorities to provide concessional bus passes to the students who commute by RTC.

➢ Besides this, the College runs **13** buses for to and fro commuting of students and staff from the different areas of the twin cities of Hyderabad and Sheriguda.

Canteen

➢ A well furnished and hygienically maintained Management owned canteen facility is provided in the College campus. Quality food is prepared using mineral water that ensures healthy, tasty and hygienic food at very affordable prices. In addition to this, a standalone fruit juice centre is also available in the campus.

Canteen: Yes / ~~No~~   FASSAI No.: 23619028001494

No. of canteens: One   Seating Capacity: 200   Daily usage: 600(approx)

1.1.5 Electricity, power backup, telecom facility, drinking water and security

Specific details in respect of installed capacity, service points for distribution, water purification etc.

Electricity and Power backup

➤ Primary source of power through an 11 KV/440 V transformer of 125 KVA capacity supplied by the Transmission Corporation of the state of Telangana, (TRANSCO).
➤ Power backup is provided to the instructional and other critical areas of the College through a 125 KW capacity Diesel Generator set. Control panels are commissioned in each building.
➤ Another source of Power backup is provided through a 100 KW Solar Power Unit for the uninterrupted power supply to the all the important functional units like Principal's office, Examinations Branch, Accounts, Transport section and Scholarships section and other administrative units and surplus power is contributed to the electricity grid of the state.
➤ All the computer systems are provided with UPS Power backup.

Internet Facility:

- Landline Telephone connections:02
- 250 MBPS speed Wi-Fi Internet access is provided in the central computing facility, faculty cabins, all the functional units and computer laboratories

Drinking Water

➤ Water for drinking purposes is provided through 1000 Liters per Hour RO plant. Drinking water quality is maintained by water analysis and necessary maintenance of the plant.
➤ An intermediary sump of 75,000 Liters capacity is provided to meet the drinking water and other requirements in the College. The pump has a backup power supply through a 125 KVA generator.

Water Source:

Source of water supply to campus:

- Bore wells & Municipal water are available in campus

Water storage facilities: Overhead and Underground: Total Capacity: 1,00,000 Liters

1.2 Organization, Governance and Transparency

1.2.1. Governing body, Administrative setup and functions of various bodies

List the governing, senate and all other academic and administrative bodies; their memberships, functions and responsibilities; frequency of the meetings and attendance there, in a tabular form. A few sample minutes of the meetings and action-taken reports should be annexed. The published rules including service rules, policies and procedures; year of publication shall be listed. Also state the extent of awareness among the employees/students

S. No.	Name of the Member	Role	Designation
1	Sri G. Pandu Ranga Reddy	**Chairman**	**Chairman , SDVES**
2	Sri G.N.V. Vibhav Reddy	**Member**	**Member Secretary SDVES**
3	Sri G. Devendra Vikram Reddy	**Member**	**Society member**
4	Sri Y. Sreenivasa Murthy	**Member**	**Society member**
5	Sri T.S. Anand	**Member**	**Society member**
6	AICTE Regional Officer – SCR	**Member**	**AICTE Nominee**
7	Joint Director of Telangana State	**Member**	**State government Nominee**
8	JNTUH Nominee	**Member**	**Professor, ECE**
9	Dr.P.K.Sagar	**Member**	**Professor, Dept Of Mechanical Engg., SDES**
10	Dr. M. Venkat Reddy	**Member**	**Senior teaching faculty member, Dept Of CSE, SDES**
11	Dr Pankaj Diwan	**Member**	**Founder of IDEA LABs**
12	Dr. Md. Sameeruddin Khan	**Member Secretary**	**Principal, SDES**

➢ The Governing Council of the college is the supreme administrative body

➢ It is constituted as per the norms fixed by AICTE, New Delhi; Affiliating University and Govt. of Telangana.

➢ The Governing Council is ambitious and converts aspirations into outcomes with a rigorous framework of governance.

➢ The Governing Council approves the mission and strategic vision of the institution, long-term business plans and annual budgets in accordance to meeting the interests of the stakeholders.

➢ The Head of the Institution is appointed as the Chief Executive of the Institution and suitable arrangements are made to monitor his/ her performance.

➢ The council ensures the establishment and monitoring systems of control and accountability including financial & operational controls and risk assessment. Also it clears procedure for handling internal grievances.

➢ Governing Council monitors the institutions performance against the plans approved The Governing Council should ensure the achievement of the mission and vision of the organization; future academic plans and research activities should be promoted by

providing direction of implementation and overall monitoring of the activities

➢ Governing Council must approve the budgetary allocation towards infrastructure, staffing and R & D.

➢ The Chairperson is responsible for leading the governing body, is also responsible for its effectiveness and should ensure that the institution is well- connected with the stake holders.

➢ The Chairperson should support the head of the institution in execution of the programs

➢ Frequency of meeting of the Governing Council is minimum two times a year or whenever needed.

Major Responsibilities of the Governing Council

✓ To uphold the legal stature of the college in view of AICTE, UGC, State Government and affiliating University (JNTUH)or any other body or agency.

✓ To take decisions regarding the intake and addition or discontinuation of any program accordingly recommending the Principal to take formal steps with the affiliating body to put this into action.

✓ Fix the fee structure and any charges applicable in accordance with the recommendation of the Central Planning and Budgeting Committee and prescribed fee structure of affiliating university

✓ Extension, Renovation or Procurement plans recommended by Central Planning and Budgeting Committee.

✓ Approve the budget and recommend necessary corrections.

✓ Nominate and constitute other central committees for smooth discharge of responsibilities.

✓ Decide the promotions or penalties as recommended by Central Academic Monitoring Committee.

Powers and Functions of the Governing Council

The Governing Council shall exercise powers and discharge the functions as follows

✓ Ensure proper management, maintenance and custody of the institution to land, infrastructure, equipment and funds, including loans and grants received from AICTE, Central Government and Government of Telangana.

✓ Instructions are imparted in accordance with norms and standards prescribed by Government of Telangana and affiliating University/AICTE.

✓ To ensure approval of appointment of staff by way of selection committee of the institute in accordance with the norms prescribed by AICTE and JNTUH.

✓ To ensure implementation of provision of acts, instructions, rules and regulations prescribed by AICTE and JNTUH in matters of service conditions of staff relating to appointment, leave, Provident Fund, age of retirement and disciplinary actions.

✓ To ensure observance and compliance of instructions issued by AICTE, Government of Telangana and affiliating University.

✓ To ensure that the building, land, furniture and facilities are not being used for any other

purpose.

- ✓ To submit reports and returns from time to time to AICTE and JNTUH (Affiliated University).

- ✓ Create peaceful and favorable atmosphere for study free from ragging.

Powers and Functions of Chairperson of Governing Council

- ✓ The Chairperson shall intimate the date of the Governing Council meeting to the Principal-cum-Member Secretary for arrangement of Chairman/Governing Council meeting.

- ✓ In case the Principal-cum-Member Secretary fails or ignores to arrange Governing Council meeting, the Chairperson can call for Governing Council meeting.

- ✓ In the event of taking vote on any decision and if a tie occurs, then decision of Chairperson shall be final.

- ✓ The Chairperson shall ensure that the decisions taken in Governing Council meeting are implemented by Member Secretary.

- ✓ The Chairperson shall ensure that the Governing Council is functioning properly to meet the mission of the Institute.

Powers and Functions of Member Secretary of Governing Council

- ✓ Member Secretary of Governing Council of the Institute shall be the Principal, who executes the decisions taken in the Chairman/Governing Council on behalf of the Governing Council.

- ✓ By the order of the Chairperson, Member Secretary shall arrange the Governing Council meeting.

- ✓ In case of un-favoring situations, he/she will intimate the cancellation of the meeting the Chairperson and other members of the Governing Council.

- ✓ He would take correspondence on behalf of the Governing Council meeting in relation with the decisions taken in it and get it confirmed by the Chairperson and members present. With confirmation, the proceedings would be forwarded to AICTE and affiliating University (JNTUH).

- ✓ The Member Secretary would maintain the properties of the institution and remain in-charge of institution.

- ✓ He will exercise powers and functions as maybe imposed and assigned by the Chairman/Governing Council from time to time.

➢ **Secretary:**

- ✓ In absence of Member Secretary, Secretary will act as Member Secretary in consultation with Chairman.

(List of the published rules, policies and procedures, year of publications, awareness among the employees/students, availability on web etc.)

➢ The College rules, Academic policies, and procedures are made available on the web, in the departments, in the library, etc., for perusal of all its employees, students, and other stake holders.

➢ The rules and policies regarding recruitment and promotion are as per AICTE and Jawaharlal Nehru Technological University, Hyderabad norms, which are also made available on web, in the departments, in the library, etc., for perusal.

➢ Academic regulations of Jawaharlal Nehru Technological University, Hyderabad to which the college is affiliated are made available to all students for their perusal in hard copy and also placed on the college's web-site.

➢ Awareness among the employees/students about these rules and procedures is created.

➢ The Pay Commission recommended pay scales are implemented to the faculty. Co-relating with the tuition fee fixed by the AFRC of the State.

Recruitment Procedure:

➢ The approval of sanction of posts is first taken from the college management and advertisement is released inviting applications for the sanctioned posts as per AICTE norms.

➢ The advertisement is published at local and national Newspapers. The same is posted on the college website.

➢ The applications of the candidates are scrutinized and sent to the JNTUH for verification of eligibility and Academic Performance Indicators (API) Scores.

➢ Selection committee duly appointed by university and subsequent interviews will be held either at University or College campus.

➢ The appointment is done after the due approval from the university.

Promotional Policies

The college has been following the promotional policies laid down by AICTE / UGC / Local University in the promotion of faculty members.

DUTIES AND RESPONSIBILITIES

Each and every employee in the institute has their own responsibilities and the employee should carry all the tasks assigned to them with the fullest of ability,

Principal:

The principal shall carry all Legislation, Planning, Institutionalized, Academic & Administrative duties and responsibilities as enumerated below:

✓ Duties of the principal:

The Principal of the Institute has overall responsibility for all aspects of the academic life. The principal is the Chief Officer of the Institution. The Principal holds ultimate responsibility for all the matters. In more specific terms, these responsibilities are encompassed by, but not necessarily limited to, the following areas,

➢ Legislative:

The Principal bears general responsibility for overseeing the implementation of GB (Governing Body) and Faculty legislation, bearing in mind the fiscal liabilities, which he or she may, also carry. The Principal will exercise leadership in bringing forward issues, ensuring that adequate information is available to permit careful discussion so that a board base of support is developed.

➢ Planning, Execution and Outcome:

The Principal is responsible to prepare the long-term and short-term plan for the overall growth of the Institute. Long-term plan may be 4-5 Years' duration and Short-term may be 1-2 Years' duration. These plans must be made in consultation with the department and Governing Body. Responsibility of planning, execution and outcome analysis lies with the Principal.

The principal is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Institute, and for facilitating the production of plans in a timely manner. He or She ought to be alert to, and where appropriate, ought to share changes in the environment, which have implications for academic planning for the unit. The Principal is responsible for implementing the agreed academic plans of the Institute. An important responsibility is the development and distribution of information to support the planning and budgeting process.

➢ Institutionalization:

The principal is held responsible for proposing structuring / re-structuring the academic / administrative flow of operation to Governing Body for decision. The Principal has a special role to prepare the academic regulation, teachers' guidelines, administrative manual for code of conduct, disciplinary regulations, career advancement plan or any other rules or regulations for the proper functioning and advancement of the SDES.

➢ Academic Programs:

The Principal has a special role as the custodian of innovation and high standards in academic matters. It is His or Her responsibility to stimulate and facilitate curriculum

implementation and program development, to ensure the academic integrity of programs, to maintain and enhance the standards of those.

The Principal additionally ought to animate and encourage extra-curricular programs designed to encourage the intellectual and cultural development of the students in the faculty.

- ➢ Personnel administration:

The Principal will be familiar with the details of the collective agreements and / or University policies and administrative guidelines and conventions governing the employment of faculty and supporting staff or Institute, and will ensure adherence to those agreements and policies.

The principal has an obligation to foster the professional development of faculty and staff. An important responsibility concerns the oversight of the process by which new faculty are hired. The principal has a special responsibility to ensure that within the provisions of the collective agreement, appropriate mechanisms are in place to locate and employ faculty of the highest quality, and to develop policies whereby the potential of faculty in teaching and research is maximized.

The principal will ensure that the workload of faculty is assigned in a fair and equitable manner.

- ➢ Research activity:

The Principal has a special responsibility to foster research and other professional activity by faculty members, not only by recognizing that research is an important component of the workload of faculty members, but also by supporting research in the infrastructure of the Faculty or Institute, by supporting attendance at academic conferences and by animating and supporting the applications of individuals and groups to external funding agencies.

- ➢ Career Advancement:

The Principal should recognize the special role that He or She is assigned in the promotions related process. He or She will not only ensure that the process follows collective agreement, but will see the candidate is properly advised at all stages, will endeavor to ensure the conditions of hiring and employment will maximize the candidature of the faculty members. It ensures the individuals are considered for promotion at the appropriate time. The Principal is assigned the responsibility of commenting on files for tenure and promotion; those comments ought to be substantive and carefully considered.

- ➢ Planning:

The Principal is responsible for ensuring the appropriate academic planning process functioning efficiently in the Institute, and for facilitating the production of plans at an appropriate time. He or She ought to be alert to, and where appropriate, ought to shape changes in the environment, which have implications for academic planning for the unit. The Principal is responsible for implementing the agreed academic plans

of the Institute. An important responsibility is the development and distribution of information to support the planning and budgeting process.

➢ External Relations:

The Principal is to take responsibility of developing relationship with the affiliating University, AICTE and any other University. The Principal represents the Institute in any specific local, regional, provincial, national or International constituency or deliberative body as and when assigned by GB.

➢ Reporting Relationships:

The Principal is appointed by the Governing Body and is ultimately accountable to the Chairman/GB. His / Her routine reporting line on most academic matters is through the Chairman. He or She will also interact directly with many areas of the Central Administration, Department, Units, etc.,

➢ Library:

The Principal is responsible for ensuring the sufficient numbers of books, periodical, multimedia materials, newspapers and any other material required for the teaching-learning process in consultation with Department and Librarian.

➢ Projects /Publications:

The Principal is responsible for minor, major projects and publications in any form.

➢ Any Other:

The Principal is responsible for general discipline, student's affairs, welfare of the students and teaching staff. The Principal has responsibility of monitoring the smooth conduct of sessionals / practical's and University examinations and related record keeping in consultation of the Examination Unit / Record Unit.

✓ **Head of the Department:**

➢ **Academics:**

- To monitor and conduct academic activities of the department under the guidance of the Principal.

- To take department and faculty feedback and accordingly take the remedial actions.

- To plan and take the necessary actions for improvement of department results and academic performance.

- To coordinate term work assessment and conduction of practical /oral examinations as lay down by affiliating University (JNTUH).

➢ **Administration:**

- To maintain discipline and enforce rules as laid down by the institute, in the department.

- To monitor the day to day activities of the department.

- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.

- To conduct regular meetings with teaching and non teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.

- To initiate recruitment of non- teaching staff & teaching staff as per rules laid down by JNTUH University/AICTE.

- To execute any other work assigned by the Management/Principal.

✓ **Sub-committees of the Institute**:

The Sub-committees have been functioning in the college in order to facilitate the successful functioning of autonomy. Each of the committees has been conducting its meetings the minutes of which have been ratified in the GC meetings from time to time.

Frequency of Meetings: Meetings of these committees take place usually once in a semester, but can be scheduled as per the decision of the Chairman of the Committee. Each Committee is constituted for a period of one academic year unless otherwise extended.

VARIOUS COMMITTEES AND THEIR FUNCTIONS

1. Governing Body (Board of Governors)

- Making sure the organization's members are aware of the values, mission and priorities

- actively involving key stakeholders in setting and monitoring the organization's mission maintaining positive relationships with the mand developing policies that best serve their needs

- Influencing decisions, finances and reporting, at least annually, to stake holders

- Monitoring and responding to any potential differences of opinion or causes of conflict e.g. between government and organizational interests.

- Ensuring the governing body complies with all legal requirements and with the governing body's own policies.

- Being accountable to the organization's funders and/or owners.

2. Internal Quality Assurance Cell (IQAC):

Functions of IQAC Committee:

- Development of Quality benchmark /parameters for various academic and administrative activities of the institute.

- Organization of workshops, seminars and quality related themes.

- Documentation of various programmes / activities leading to quality improvement.

- Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.

- Preparation of Annual Quality Assurance Report (AQAR) at regular basis.

- To initiate innovative practices in different areas of academic, co-curricular, research and extension activities. It provides efficient and progressive performance of academic tasks.

- Strengthen scholarly research and creative achievements in students and faculty.
- Facilitating the creation of student centric learning environment.
- Conduct meetings with all the members and develops quality bench marks.

3. College Academic Committee (CAC):

Functions of College Academic Committee:

- Fixing quality parameters for various academic and administrative activities.
- Monitoring the organization of class work and related academic activities.
- Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/sustenance.
- Improve teaching and learning with state-of-the-art infrastructure.
- Enhancing teaching-learning process.
- Recommends organize/attend FDP, seminars, workshops, etc.
- Course materials must be prepared with visual aids.

4. College Development Committee (CDC):

Functions of College Development Committee:

-

- Collect feedback from all the stake holders viz.the students, staff, parents, Industry experts, academic peers etc regarding the course requirements, emerging Trends and the corrections needed in the existing academic system and verifies whether it relates to the conduct of the course work or organizing the laboratories.
- Analyze the feedback and make reviews.
- Review on FDP/Workshops/Seminars/conferences/Any Other.
- Funding proposal to various funding agencies.
- Review on Budget utilization.
- Review on Infrastructure.
- Reconstitution of Committees.
- Result Analysis.
- Recommend the following:
  - ✓ Changes to the syllabus
  - ✓ Introduction of the new courses
  - ✓ Upgrading the Laboratories
  - ✓ Introduction of the New laboratories
  - ✓ Recommending for the requirements of new infrastructural facilities to the department concerned.

5. Examination & Evaluation Committee(EMC):

Functions of Examination & Evaluation Committee:

- Prepares relevant time tables of the Institute based on the Examination Time Table.

- Prepares and display an overall Supervision Duty List.

- The Exam Committee shall hold a pre-exam meeting to brief the members offacultywithregardtotheexaminationproceduresandtheroleandresponsibilitiesofare port of same shall be submitted to the Principal.

- Committee collects list of examiners for assessment and moderation of each subject from respective HOD's.

- Ensures that the evaluation and moderation process is completed on time.

- Prepares smooth conduct of Examinations, time– table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.

- Ensures that the entire exam related documents reach the university in time. Conducts Internal Assessment examination as per academic calendar.

- Distributes marks lists to the students after the results of various examinations received from the University.

- Processes all Circulars, Guidelines, Office Orders, Notifications received by the University.

6. Training placement and career guidance cell:

Functions of cell:

- Main activities are Career guidance, Job Search, CV Preparation, Interview Techniques, Placement Opportunities, Motivating to become leader & team player.

- To develop Soft Skills, JAM Sessions, Communication skills, Mock GD, Interpersonal Skills.

- Life skills like Self confidence, Positive Attitude, Change Adoption, Career Talks, and Healthy Living.

- Training programmes like Logical Reasoning, Analytical Aptitude.

- To develop Professional skills like Facing Interview, Resume Building, and Job Search.

- Efforts are taken to provide career opportunities to all the students.

- To work with Placement Departments of other Institutions to organize off campus and pool campus drives.

- Arranging Campus recruitment drives, Industrial visits.

- Organizing summer internships (In-plant training).

- Facilitate Industry Institute Interaction improves the skill levels of the students in their chosen field Exchange information with Career Guidance Committee.

- To identify agencies for Campus Recruitment Training.

7. Grievance Redressal Committee(GRC):

Functions of Grievance Redressal Committee:

- Fairness and impartiality.
- The handling of grievances informally wherever possible.
- Ensure the principles of natural justice and procedural fairness.
- Effective, reciprocal communication and feedback.
- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial student- student relationship and student –Teacher relationship.
- Encourage the students to express their grievances / problems freely and frankly without any fear of being victimized.
- Suggestion/Complaint box is installed in front of the admin block.
- Ragging in any form is strictly prohibited in and outside the College.
- Advise students of the College to respect the right and dignity of one another.

8. Women's Grievance Redressal Committee (WGRC):

Functions of Women's Grievance Redressal Committee (WGRC):

- To provide a safe environment for girl students and women employees.
- To educate the establishment towards gender sensitization.
- To organize various programs to educate teaching and non-teaching staff as well as students on gender sensitization.
- To provide help desks and round the clock helpline.
- Make use of the CCTV setup to initiate necessary preventive and corrective steps against harassment of women.
- Organize awareness programs to avoid involuntary sexual acts suchasin appropriate touching, groping, a sexual manner.
- Counseling services.
- To strengthen the physical and psychological attitude of women to handle critical circumstances.
- Making all aware of the women's act and legal consultative for safety and security of women.

- To motivate and inspire girl students.
- To promote awareness among girl students on occupational, legal and constitutional rights.
- To educate girl students on women specific health issues and measures to be taken.
- To sensitize girl students on gender equality and to further encourage them to advocate gender equality within the community
- To make girl students realize their strengths and being powered

9. Industry Institute Interaction Cell(IIIC) :

Functions of Industry Institute Interaction Cell:

- To ensure the employability and employment of the students as per their knowledge and skills gained within the tenure of their graduation.
- To execute Pre-Placement training programs and other industry expected skill based training programs with academic monitoring committee.
- To prepare and finalize the list of prospective employers and deciding the action plans to convenience them to choose this institution as their preferred destination.
- To maintain a strong relationship with alumni and get valuable feedback from them and pass on to the concerned apex committees for effective changes.
- To organize entrepreneurship seminars and start-up shows to boost up self employability..
- Supplement the teaching learning process.
- Help the industrial community to solve technical problems.
- Periodical meetings (once in a year) with Industrial Advisory Board.
- Organizing guest lecturers from Industry experts.
- Organize industrial visits and tours.

10. Anti Ragging Committee (ARC):

Functions of Anti Ragging Committee:

- To display banners about ragging, educating senior students on the consequence so find in ragging.
- Provide help-line numbers to enable the victims to contact the College authorities and committee members quickly.
- Constitute Vigilance Squads with faculty members and assign inspections to vulnerable areas in a scheduled manner.
- Staggered timings for first year students and senior students for a specific period of time to pre-empt any attempts of ragging both in the campus and transport buses.

11. Students counselling & parent interaction cell:

Functions are

- Facilitate career guidance to students.
- Assist students suffering from psychological disorders.
- Arrange for professional counselors.
- Maintain record of counseling activities.
- Student academic counseling.
- Provide Backlog Reduction program for weaker students.
- Arrange remedial classes for weaker students.

12. Research & Development Cell (R&D):

Functions of Research Development Committee:

- To motivate faculty members to register for Ph.D. and carry on active research work.
- Recommend the institution to provide the money for faculty to do active research.
- Encourage all the faculty and students to attend more number of Technical Symposia/Seminars/Conferences/Workshops/FDP.
- Improve the number of research publications.
- Submit sponsored research proposals.
- Recommend the institution to allot fund for student research.
- Recommend the institution to publish its own research journal.
- To inculcate the concept of research among students by arranging paper presentation competitions.
- Toencouragepublicationofresearcharticlesbysendingdeservingentitiestojournals.
- To identify members of the faculty who are research oriented.
- To submit project reports to AICTE/UGC/TEQIP to facilitate funding, grants etc.
- To establish link with other institutes/Labs/Organizations for projects.
- To organize short-term Training Programs and workshops.
- Encourage research activities at the College level in the feasible areas
- Promote consultancy services to outside organizations
- Identify relevant social problems in which the faculty and students can involve and recommend solutions.
- Encourage faculty and students to solve society problems by way of research.

- Give wide publicity about the research capabilities and facilities available within the institute to the outside world and get consultancy projects.

13. Institution Magazine & News Letter Committee

Functions ofInstitution Magazine & News Letter Committee

- To Set a dead line for articles or announcements to be submitted by Board members and/or committee chairs. The dead line for each issue is the third Thursday of the month.

- Send a copy of the draft issue to the President or other designated officer for review.

- Pick up the copies from the printer when they are ready. Deliver two copies to the Library and the remaining copies to the Membership Coordinator for the membership table at Guild meetings.

- Notify the Board and committee chairs of due dates for each issue, guidelines for length of article (short), and how to provide inserts (each committee is responsible for providing and paying for enough copies to accompany the mailed copies).

14. Library Committee

Functions of Library Committee:

- Identify recent developments and requirements of the students and the faculty during the past semester.

- Up gradation of library through new titles and increase in the number of volumes of existing titles.

- Steps to be taken to make library more user-friendly.

- Evaluation of the library usage.

- Library services and usage Feedback from members(students and faculty)

- Procurement of all semester books for all branches.

- Identification and procurement of Department wise available journals as per AICTE.

- Discussion on Online journals, NPTEL video lectures

- Manages data base of books, journals, instructional resources
- Manage digital library resources
- Conducts annual audit of Library
- Conducts meetings with librarian, HOD' store commend new purchases as per changing academic regulations
- Keep an account of lecture notes developed by the faculty and makes it available to students for access

15. Co-Curricular Committee (CC):

Functions of Co-Curricular Committee:

- To suggest various co curricular activities to be organized in an academic year.
- To suggest various improvements for the existing bodies such as an ISTE student chapter, IETE student chapter,etc.,
- To prepare proposals for conducting state level and national level events in co-curricular activities.
- To finalize a budget to conduct various activities in an academic ear and submit to the principal for his approval.
- Preparation of list of guest lecture programmers
- Conduct of seminars ,paper contests ,quizzes etc.,

16. Extra-Curricular& cultural Committee (ECC):

Functions of Extra-Curricular & cultural Committee:

- To finalize the budget maintenance of courts, procuring sports material.
- Finalize teams, intramutual, extra mutual tournaments and participation for tournaments, sports day and stock verification etc.
- Keeping stock of previous and current year sports goods.
- Ordering Sports and games goods.
- Arranging the venues for sport and games events.
- Obtaining permission to hold sport and games in the College campus
- To recommend students for permission to participate in the intra or inter College events.
- To recommends for registration fee to participate in various events.
- Sort out any issues taking place during matches.
- Maintaining discipline in all events happening in or outside the College.
- Maintain records of sport and games events attended by students.
- The schedule of events for the whole academic year.

- Holding sport events for staff members.
- To recommend attendance to students who have taken part in sport and games events.
- To prepare the annual budget for various cultural events.
- To obtain formal permission from College authorities to arrange programmers.
- Plan, propose and organize events like Essay writing, Elocution, Debate, Quiz, Extempore, Painting, Photography, Dance, Singing and many other events at regular intervals and various student festivals.
- Responsible for all intra and inter college cultural events in the College.
- To inform members of staff and students about the events.
- To arrange the venue and logistics.
- To arrange mementos for guests and gifts and certificates for the participants.
- To decide date, time and agenda of the programmed.
- To promote and arrange extracurricular activities to bring out the talent of the students in the performing arts.

17. NSS Committee

- To interpret the scheme to the students/volunteers and other members of the college community and create awareness about the NSS Programmes .
- To provide information about NSS motto aims and objectives, philosophy and activities.
- To enlist cooperation and coordination of community, agencies, government departments and non-governmental agencies.
- To select or adopt the village/slum for service projects on the basis of utility and feasibility
- To prepare and conduct the orientation Programme for NSS Volunteers, explain them about the concept of social service.

18. Disciplinary Committee (DC):

Functions of Disciplinary Committee:

- Continuous Monitoring of possibility of occurrence of events of Indiscipline by students
- To prepare code of conduct and monitor adherence to the code of conduct.
- To check the implementation of code of conduct and check for the alternation for every academic year.

- Continuously monitor the College campus for any possibility of occurrence of indiscipline events from students
- The committee takes necessary steps to strengthen the environment, if needed
- Seeking information through both covert and overt operations to identify the possible situation of acts of indiscipline and initiate steps to prevent the situations of indiscipline.
- Work in close coordination with the proctors and mentors to inculcate sense of responsibility and belongingness in the students
- Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises
- Maintains proper discipline in the college canteen, student waiting room, corridors and canteen during the college working hours.
- Assists the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the student's community.

19. Cafeteria Committee

Functions of College Canteen Committee:

- Ensure food quality and maintenance on day to day basis.
- Neat ness of the premises.
- Quality of oils and other items
- Neat and hygiene conditions inside the kitchen
- Cleanliness of the utensils, plates etc.

20. Store & Purchase Committee (SPC):

Functions of Store & Purchase Committee:

- Maintains the approval letters.
- Collects the quotations from various vendors.
- Compares the prices from the quotations.
- Finalizes the competitive prices.
- Places the Purchase Order.
- Settles the bills and submits the same for auditing purpose.

21. Social Media & Public Relations Committee

Functions of Information &Communication Committee:

- To keep the information up-to-date on the college website.
- To liaison with all the departments and functional units for uploading correct information.
- To schedule regular and periodical maintenance of the website.

- Ensure healthy functionality of the website.
- Bring to the immediate notice to the chairman for any discrepancy in information.

22. Environment Awareness Committee

- To coordinate and implement the activities relating to the environment education, awareness and information.
- To monitor the implementation of all the projects and activities relating to environment education, awareness and information
- To motivate educational institutions, NGOs and any other organization in the district to involve in environment awareness, education and information activities.
- To suggest mechanism to improve the environment through environment information, education and awareness to the State Environment Agency.
- To maintain accounts under the committee and regularly audit the expenditure and submit report to the appropriate agency.
- To execute projects, schemes, etc., approved by the State Environment Agency.
- The district eco-club coordinator shall ensure timely implementation of the eco-club programmes in the schools and submit all reports regarding eco-club to the committee.
- To monitor the activities of the National Environment Awareness Campaign, Eco-clubs in educational institutions under National Green Corps, NGOs funded by the government agency and for the purpose of environment awareness, education and information.

23. Maintenance and House Keeping

- Work areas, storage areas ,and amenities will be kept and maintained in a clean and hygienic manner
- Fire escapes ,other doors ,stairwells ,aisles ,walkways ,corridors and other means of access and egress are to be kept clear and unobstructed at all times
- Ensure Safety signs, fire extinguishers/houses, and emergency exits must never be obstructed.
- All spills must be cleaned up immediately and cleaning material disposed of correctly.

24. Health &Safety Committee

- The committee should develop monthly, quarterly, and annual safety goals. Goals should be specific, measurable, realistic, and attainable.
- The committee should track and take care of student health and advise to avoid hazardous activity.
- To involve all persons in the workplace in health and safety concerns by responding to and discussing health and safety concerns brought up by co workers

- The committee should keep track of and review its goals.
- The committee should make a list of federally mandated training programs and another list of company-specific training needs. The committee should check to see that employees have received the needed training.
- Monitor accidents, incidents, and near misses and look for trends. When gathering data on accidents, incidents, and near misses, the committee indicates categories that need further discussion.

25. Transportation Committee (TC):

Functions of Transportation Committee:

- Lay down the policies regarding the fitness, renewal of insurance, pollution checkup of the various transport vehicles used by the College.
- Payment of vehicle tax as prescribed by the RTA. Ensure medical fitness of all drivers as per the norms applicable to the drivers.
- Recommend leave policy of the drivers, their uniforms, ESI, PF, salaries and advances, increments etc.

26. Class Representatives &Student Council:

Functions of Class Representatives and Student Council:

- Participating in institutional decision-making structures.
- Actively engage students within class and campus to enhance all students learning experience and enhance their skills
- Awareness of all policies relating to academic and student support and point students to respective departments for any support needs.
- School Policy Documents.

27. Alumni Committee

Functions of Alumni Committee

- To foster relations between the Alumni and the Institute and strengthen the bond between Alumni and current students.

- The committee organizes various events such as Annual Alumni Meet, summer/ Winter City Meets to keep the alumni in constant touch with the institute and also help them in networking amongst themselves.

- The committee also tracks and highlights the achievements and successes of alumni so as to provide impetus to the institute and its students.

- Alumni Committee publishes a annual newsletter, which contains articles, interviews, achievements of alumni.

- The committee acts as facilitator and provides administrative help to the alumni.

- The committee is also striving to set-up and maintain a dedicated website for alumni activities.

28. SC/ST & Minority committee

Function of cell

- To take necessary steps of measuring for ensuring effective implementation of the policy & programmes/schemes of the State and Central Govt. for SC-ST, if any.

- To ensure the Prevention of Atrocities on the SC, ST Staff, Faculty and Students.

- To ensure the equal opportunity in matters of employment/promotions subject to fulfilling Qualification, Eligibility criteria and Merits.

- To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.

- To conduct the inquiries on the reported & complained issues and to aid and advice the Director & the Management of the Institute in this regard for the justice and smooth functioning of the Institute.

29. FUNCTIONS OF EDC THE CELL

Entrepreneurship Development Cell supports the following activities

➢ It shall conduct awareness and development programs about entrepreneurship.

- It will also conduct staff training programs for the industrial enterprises. It will conduct growth-oriented programs for the first- and second-generation entrepreneurs.
- It will provide support, services to entrepreneurs, and escort services to the first-generation entrepreneurs.
- Conduct various seminars and workshops in the related fields of interest and need.
- Look for the development of a strong database on all the industrial activities, government policies etc.
- It shall have a strong network with the industries and supporting agencies.
- It is expected to promote entrepreneurs in the thrust areas. It is gestated to conduct techno economic feasibility service.
- It is anticipated to help to develop products and processes.

RECRUITMENT POLICY

Recruitment Procedure:

Teaching: (Assistant Professor/Associate Professor/Professor/Principal)

Non- Teaching: (Lab In charge / Librarian / Placement & Training/Administration)

- ➤ The committee shall augment candidature in the following order:
  - Advertisements in the news paper
  - Files Maintained for storing the unsolicited applications
  - Application received through website notification,
  - Application received through various job portals.
  - Referrals from existing staff.

- ➤ The committee if it deems fit, may also conduct walk in interviews for augmenting the required candidature

- ➤ The committee shall short list the candidature in the following process:
  - Professional & Academic background
  - Faculty Eligible Test (FET)
  - Personal & HR Interviews
  - Class Room Demonstrations.

- ➤ The committee shall finalize the short listed candidature and submit their recommendations along with the personal data sheets/ bio data of the candidature to the principal, who will then forward it to the management.

- ➤ An offer of appointment shall be released by the chairman.

- ➤ B.E./B.Tech. or M.E./M.Tech. in appropriate branch of engineering with 1st class distinction are eligible and appointed as **Assistant Professor** in engineering departments. M.Sc. / M.A. with additional M. Phil. qualification, 1st class graduates are eligible for appointment as **Assistant Professor** in Science/Humanities Department., depending on performance of staff in staff selection committee process, they can be designated as **teaching staff**.

- ➤ Ph.D. with Grade, three years of teaching/industry/research experience (or) ME/M.Tech from industry/profession with minimum five years of research experience are eligible as **Associate Professor.**

- ➤ Ph.D. with Grade, ten years teaching/industry/research experience (or) ME/M.Tech with min ten years of research experience including 5 years as **Associate Professor** is eligible for Appointment as **Professor**.

- ➤ The norms prescribed above may change as per AICTE, JNTUH and State Government guidelines as and when deemed fit.

NOTE: While selecting a candidate, the concept of relevant qualification shall be strictly followed and adhered to without any deviation.

Joining:

- Every staff needs to deposit original certificates (whichever is applicable) of 10th,UD (OD & PC), PG(OD&PC),PhD(OD&PC), pass port size photograph,, finger print scans & copy of PAN, AADHAR card to admin dept., and collect the acknowledgement.

- HR will take all information that is needed as per AICTE, JNTUH and other regulatory bodies; name of the faculty will record in all refectories.

- Every faculty need to collect their faculty ID card, registered email address and college portal user -ID and Password from the HR Dept., within one week of joining the organization.

Orientation:

- Every teacher after appointing in the college shall be given a brief introduction about the college by the principal/HoD on the day of his/her joining.

- The HoD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non teaching staff members.

- The HoD will also take him/her on a tour to the campus, explaining him/her to the various labs within the dept., and explains about the facilities in the college.

- The admin dept., shall brief all the staff about the rules and regulations.

Job Responsibility:

- The workload is allotted to the faculty members as per norms prescribed from time to time.

- Hierarchy of instructions needs to be followed as per the organization structure of the institution. This structure may change from time to time.

- Teachers have to perform a variety of tasks based on which will the increments and continuation of service in the organization will depend. some of these include

a) Academic

b) R&D

c) Accreditations

d) Mentorship & Guidance

e) Consultancy Extension

f) Initiative & Self Development

LEAVE RULES

General:

1. Leave cannot be claimed as a master of right. The sanctioning authority has full discretion to refuse (or) revoke leave when the exigencies of service so demand.

2. A Leave account shall be maintained for each employee in an appropriate form.

3. An employee shall not take up any service or accept any employment, while on leave.

4. Sanction Leaves:

   i.   For casual leaves, sanctioning authority is the Head of the Department (HoD) for vacation staff, Manager for all non-vacation staff except those working in the departments'
   ii. For HoD's and Manager, Principal is the sanctioning authority' Principal shall be the competent authority to grant all other kinds of leaves on the recommendation of HoD / Manager as the case may be.
   iii. Incase-of Principal, Chairman / secretary & correspondent shall be the authority to sanction leave'

5. Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.

6. Any kind of leave maybe granted in combination with or in continuation with any other kind of leave except 'CL' with prior approval

7. Employees when deputed on official duty or on college work' the period of their absence shall be treated as "On Duty".

Casual Leaves:

1. All employees of the College shall be entitled to twelve days of casual leave and two optional holidays to be decided before the beginning of calendar year or proportional to the service put in by an employee during the year of his / her initial employment.

2. Casual Leave in and one stretch shall not exceed seven days in total period often days prefixing, suffixing or sandwiching with public holidays.

3. Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.

4. In-normal circumstances, casual leave requires advance sanction .The employee has to make alternate arrangements for his/her work'

Earned Leave:

1. All the vacation staff of the college shall be eligible for a vacation of sixty days in a calendar year and three days of earned leave in a calendar year. They shall be present in college either on the last working day before vacation or on first working day after the, vacation.

2. All the regular non-vacation staff of the college shall be eligible for accrual of Earned Leave of 30 days in a calendar Year.

3. All regular employees can accumulate earned leave up to a maximum of 240 days.

4. All the vacations staff is eligible to earn the additional E.L. at the rate of one day for every two days of retention during vacation for attending to official duty.

Half Pay Leaves:

1. The half-pay leave may be granted to regular employee on medical grounds and on private affairs at the rate of 20 days per calendar year.

2. Commuted leave not exceeding half the amount of half-pay leave due may be granted on medical grounds to a permanent employee subject to following conditions:

i. Commuted Leave during the entire service shall be limited to a maximum of 240 days.

ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.

Maternity Leave: All Women employees are entitled to maternity leave of 90 days each for first two Pregnancies with pay.

Study Leave:

The faculty members become eligible for study leave as per the following provisions:

- ✓ Ph.D. (part time):
  - ➢ The faculty member may be granted study leave with full pay for 6 days maximum in a year (for four years maximum) during summer/winter vacation subject to the conditions that (1) the faculty member gives an undertaking to serve the institute for three years after completion of Ph.D. and (2) the faculty member submits a certificate from the supervisor to the effect that he/she has utilized the vacation period for research work to the satisfaction of the supervisor.

Faculty Improvement Programme:

The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty members is entitled to receive half of his salary during his period of study. The other conditions are as follows:

i. The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave should be for a period of one and half years for M.Tech. /M.E. /M. Phil. Program and three years for Ph.D.

ii. The Teacher concerned should execute a bond on the required non-judicial stamp to the effect, which he/ she shall serve the institution for double the period of study leave taken for the above program. The penalty in case of violation of bond will be double the amount received from the Institute during the study period. Any extension of such leave shall be on loss of pay only.

Management is the sanctioning authority for such leave on the recommendations of the Principal and the Head of the Department concerned.

Grant of Extraordinary Leave:

Extraordinary leave may granted to all regular employees by principal/ Management to work elsewhere for a period of one year, when an employee has put in 5 years or more continuous service in the Institution. During such leave, he/she shall not be entitled for any pay or allowances.

Leave Rules for Contingent Staff:

All the contingent staff of the College is eligible for a Casual Leave of 12 days in a calendar year and other leaves of 12 days.

Traveling Allowances, Daily Allowance, Local Transport:

Employees of the college when deputed to any out stations shall be entitled to travelling allowances, daily allowances and other permissible expenses they incur. These shall be regulated as under:

Note: It is a fundamental principle that allowance is not to be a source of profit and no allowance is granted do cover the expenses of family members accompanying them when traveling on duty.

Grade: All the staff, both teaching and Non-Teaching is classified into two Grades as follows:

Grade - I: The entire regular teaching staff of Asst. professor cadre and above.

Grade - II: All the non- teaching staff and all other employees.

Employees of Grade - I are eligible to travel by 2nd class/AC sleeper class. All the other employees are eligible to travel by II class.

Daily Allowances:

Daily Allowances admissible to different grades of employees shall be as noted below:

Category of Employee	Town / City A	B	C
Grade - I	Rs.400/-	300/-	200/-
Grade - II	Rs. 300/-	200/-	150/-

For the purpose of claiming D.A., the absence of the employee from the employees from the headquarters is reckoned i.e., the time between the officer's left the headquarters and the time he returned to the headquarters shall be taken. For periods less than 24 hours absence, the following rate is admissible:

Absence Less than 6 Hours	No D.A
Absence more than 6 hours, but less than 2 hours	Half D.A
Absence more than 12 hours	Full D.A

NOTE:

1. Regarding the interpretation of these rules and on any other point which is not covered ,in these rules, The decision of the Management of the College shall be final and such decisions shall as far as possible, be in the general interest of the employees.

2. The Management reserves the right to amend any of the above rules in the interest of the ' College without unduly affecting the general interest of the employees.

3. Allowances for Presenting Papers in Seminar / Conferences etc. The regular Teaching staffs that are sponsored for presenting papers in seminars/ conferences are eligible to travel by 2nd class or equivalent by rail in addition to reimbursement of registration fee. No D.A. is admissible. This facility is limited to once in an academic year i.e. July - June.

4. Allowances for Attending Seminars, Q.I.P. Courses, Refresher Courses Etc. The regular teaching staffs that are permitted to attend the seminars as delegates, and to undergo Q.I.P. Courses, Refresher Courses etc., are eligible to travel by II sleeper class. No D.A. is admissible. This provision is not extended when the organizing agency is meeting the T.A.

CONDUCT RULES FOR ALL EMPLOYEES

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

b) Every employee shall at all times maintain integrity of Character, be devoted to his/her duty and be honest in his / her official dealing. An employee shall, all times be courteous and polite in his/her dealings with the management, principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall, always act in the best interest of the college.

c) 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. Even during leave or vacation, no employee shall leave head quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the principal in writing through the respective HoD or the principal directly if he/she happens to be a HoD the address at which he/she would be available during the period of his/her absent from the headquarters.

d) No employee shall be a member of any political party nor shall take part in politics or to be associated with any party or organization, which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.

e) 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.

f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain.

h) 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.

i) No employee shall except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the college, which has been the subject matter of criticism or attach defamatory character.

j) Whenever an employee wishes to put forth any claim or seeks redress of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.

k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry a fraud punishment by the competent authority' However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the management and the decision of the management thereon, is final and binding on the employee.

l) No employee shall engage in strike or incitement thereto or 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.

DISCIPLINARY ACTION

a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is "initiated and after a reasonable opportunity has been provided to the employee to defend him/her.

b) As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.

 i. Censure
 ii. Withholding increments/promotion
 iii. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
 iv. Dismissal from service If the competent
 v. Removal from service
 vi. Suspension

POLICY STATEMENT AND CODE OF CONDUCT

General Policy:

➢ **Policy for Physically Handicapped People:**

Discrimination is prohibited against any applicator employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

➢ **Drug and Alcohol-free Workplace Policy:** The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy.

All employees as a condition of employment: Abide by the institute's policy on prohibited substances; and inform the institute if he/she is convicted for possessing / using drugs within two days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

➢ **Equal Employment Opportunity:**

It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

➢ **Sexual Harassment:**

Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken.

➢ **Soliciting / Canvassing:**

Canvassing, placing signs and posters for solicitation purposes, religion, caste, chain letters, and collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

➢ **Employment of Relatives:**

No individual shall be employed in a department or unit, which will precipitate a subordinate- superior relationship between individual and any of his/her relative who is employed in the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more

organizational levels of supervision of management. For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.

➤ **Attendance:** Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless deputed by the Head of the department for any official work. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department.

➤ **Conflicts of Interest:**

An employee of the Institute must avoid actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

➤ **Code of Conduct:**

All employees must follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment.

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property of the Institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.

Safety:

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.

Injury:

It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the HR Manager immediately. A qualified Nurse/ Doctor are available on the campus along with an equipped Medical Facility during the work timings are also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.

Confidential Information:

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has-been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

Gratuities:

Employees of the Institute do not accept gratuities, courtesies, or gifts in any from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

Political Activities:

As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty.

Disruptive Behavior:

While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

Outside Employment:

Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of

duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment

➤ **Malpractices:**

No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute

➤ **Revelations:**

Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters.

SALARY POLICY

Type & fixation of Initial salary:

In general, the type and fixation of initial salary is subjected to the statutory requirements like those of the government pay scales (6 pay rule – Ref - Annexure 20 – Salary Structure & Designation chart), JNTUH and All India Council of Technical Education (AICTE) , Salary is fixed at the discretion of management.

Consolidated salary: Usually non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at SDES. It is fixed as per management decision.

Salary and increments as per pay commission / Pay Scale cadre wise: Teaching and Non-teaching staff is eligible for getting pay scale as per eligibility, experience and JNTUH University approval & management's discretion.

Salary Increments (Rationalization):

➢ **Time scale of pay:**

Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6th pay rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Department as per the requirements of government pay scales, All India Council for Technical Education, JNTUH University etc. The recommendations based on the performance appraisal of the employee are reviewed by the HR Manager, Principal and Management. Annual increments, in general, will be paid in the month of August of every calendar year.

➢ **Debt Repayment and Monetary Responsibility:**

The Institute is authorized to withheld paychecks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.

➢ **Payroll Schedules:**

Employees are paid for all the days of the month. Payment is directly deposited with the Designated Bank (State Bank of India-SBI, IBP Branch) to the employees account.

➢ **Higher remuneration:**

The institute is authorized to pay higher remuneration on a case-to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

➢ **Payroll Deductions:**

Income–tax, professional tax and contributory provident funds are deducted wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal.

Income-tax: It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.

Contributory Provident Fund Scheme: Contributory provident fund facility is available to grade 4 cadre employees from the starting date of their employment. This facility is granted to those employees having university pay scale only after completing 3 years of service.

➢ **Working Time:**

Muster: A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

The Standard Workweek: Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs.

However, the standard workweek of the employees is Monday to Saturday with 2nd Saturday as Holiday.

Overtime: No overtime charges are provided to any employee.

Allowance granted in lieu of salary: Allowances are fixed at the discretion of management based on the employee's contribution to the institute. It requires approval of management and is considered to be a part of salary.

Travelling Allowance: Travelling allowance is given for official travel to all staff members.

PERFORMANCE EVALUATION POLICY

Performance Appraisal/Evaluation is a benefit given to the employees in order to form a proper job matrix in the Institute. Both teaching and non-teaching staff had individual self appraisal forms. It helps the employees for self-development, student enrichment and contributes more towards the growth of the Institute.

The following factors are taken into consideration for Faculty Performance Evaluation (Ref – Annexure – 6 – Faculty Performance Appraisal Form),

- Conduct
- Academics
- Faculty Mentoring & Counseling
- Service to the Department / Institution
- Faculty Professional Development

Academics: The Faculty performance in Academics is evaluated during every semester. The academic performance is evaluated using the following parameters,

- Course File & Lecture Notes
- Students Feedback
- University Exam Result (Pass- 100%)
- University Exam Results Subject Average
- University Ranks
- One Subject Failure

Faculty Mentoring & Counseling: Every Faculty is a Mentor and for every Mentor 15-20 students are assigned as their Mentees. The Mentor is responsible for their Mentees development in Academics, Extra-curricular/Co-curricular activities, Sports, placement training and personal counseling.

The performance of the Mentees reflects the performance of the Mentor (Faculty).

Service to the Department / Institution: The Faculty performance is also evaluated by taking into account the amount of work done in their respective department for its development and their contribution towards Institution growth.

PROMOTION POLICY

➤ A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.

➤ Promotions during probation period are subject to an administrative approval for the same, by Principal.

➤ Employees are encouraged to apply for any position for which they are qualified and should contact the HR Manager for specific information.

➤ When an employee is promoted either on applying for an advertised position or via there classification process the employee may receive appropriate pay/remuneration based on an employee's exceptional experience and/or education and job responsibility.

➤ A faculty desiring of promotion to a higher post need to appear for presentation with necessary proof for claim in front of the Appraisal Committee appointed by the Management (Principal / HR Manager / Head of the Department) and only on the recommendations of the appraisal committee he /she is granted promotion.

Promotions are approved only when the faculty satisfies the eligibility criteria prescribed by JNTUH and after successful presentation before the Appraisal Committee.

RESIGNATION POLICY

Resignation & Retention Policy:

➢ Any voluntary resignation is accepted only during the end of the Academic year with prior 3 months notice or 3 months gross salary in lieu of 3 months notice. Voluntary resignations will not be entertained during the middle of the semester and is not permitted. However the Management reserves the right to relieve the person even before the conclusion of the two month notice period. Further the Management reserves the right to terminate the services of a person without any notice period in case of non-satisfactory performance or any violation of the norms of the Institution.

➢ Exit Interview is conducted for every faculty submitting resignation and the reason for leaving the institute is identified. The information collected during the Exit interview is recorded and filed.

➢ Before resigning the employee must get their No Dues form duly signed by the concern Head of the Department, other related department heads and submit to the HR Department before the relieving date. Any unsettled amount or dues must be cleared before getting the relieving order and service certificate.

➢ The employee must return all documents and items related to Institution to the concerned department before relieving. Failure to do so will result in strict action against the employee.

➢ Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal. Head of Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely.

GRIEVANCE AND APPEALS PROCEDURE

General Grievance Cell and Its objectives:

➢ A Grievance is any complaint by an employee concerning any aspect of the employment. Every employee shall represent his/her grievance for redressal only through proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

Procedure of Working:

➢ Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the Institute,

First Level – The employee attempts to remedy the problem through consultation with his / her immediate superior. If the problem pertains with the immediate superior he / she may proceed directly to the second level.

Second Level – The second level includes the Head of the Department. If the problem pertains with the Head of the Department he / she may proceed directly to the third level.

Third Level – If the grievance is not resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Principal.

Fourth Level - If the grievance is not resolved at the third level, the employee presents his / her grievance to the Management.

Complaints cum Redressal Committee:

➢ Complaints cum Redressal Committee are formed in order to keep the healthy working atmosphere among the staff, students& parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances.

Facility:

➢ Suggestion cum complaint boxes have been installed at different places in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged; however one may choose to remain anonymous.

Recommendation:

➢ Recommendation of the members of the complaints cum redressal committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he /she may file an application for review, in

writing, to the Management through the HR Manager within twenty days following the written decision of the Principal. The decision of the Management on the appeal shall be final and binding on the employee.

Co-operation in internal investigation:

➢ All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

DISCIPLINARY ACTION POLICY

➢ It is obligatory for an employer to set and maintain satisfactory standards of conduct and performance at work. Employees are clear about the standards that are expected from them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

➢ The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.

➢ Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the Department.

➢ It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.

➢ The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.

➢ If the conduct or performance of an employee is not satisfactory, he/ she are required to attend a formal disciplinary hearing held by the Head of the Department, the Principal. If the explanation is not satisfactory, based on the committee's recommendation, action will be taken.

<div align="center">BENEFITS & INCENTIVES</div>

Honorarium:

Honorarium means payment granted to the teachers as remuneration for special work or work of an occasional nature.

Employees Incentive:

Employee receives incentives in the form of additional increments every year depending upon the students' feedback and performance appraisal results. Every year the best performing faculty is identified and honored during the Annual Day for producing University rank holders, department toppers and class toppers.

Faculty Promotion:

Faculty is promoted to higher cadre depending upon their capability and initiative.

Provident Fund:

Provident Fund Scheme is made available to all employees.

Group Insurance:

Group insurance is provided for all teaching staff.

The following are the some of the schemes / benefits offered by the Institution.

- Special Incentives for faculty on achievements.
- Providence for registering in professional bodies like CSI, IEEE etc.
- Fund providence for attending Workshops, Conferences and FDP's etc.
- Subsidized transport to staff members (Providing 70% subsidiary) .
- Special allowance to training and placement officers.
- Free Transport to students under special factors.
- Subsidized prices of Transport to students (Children of staff working in SDES)
- Cell-Phones and Laptops to HoD's for better connectivity and networking.
- CLs, HPLs, CCL, Medical Leave, study leave and Examination Leave as per eligibility. Maternity Leave to female employees
- Special Leave on the occasion of marriage to staff.
- Health Awareness camps within campus and Free Medical Check-ups.
- Sports and Cultural activities to staff at the time of annual day celebrations Fee concession to children of staff members who are studying in SDES.
- Financial assistance for higher studies.
- Canteen facility for staff.

PURCHASE PROCEDURE

For the purchase of new material the following procedure is to be followed by all staff members,

Raising Proposal: When a new requirement arises in a department, a proposal is made through software in the prescribed format.

Accounts / Store: The proposal is sent to the accounts department and store for verification. The account officer checks the proposal and verifies weather the raised proposal is within budget or not and clears it.

Approval: The proposal raised is approved in the following order:

- Department HoD
- HR Manager
- Principal
- Chiarman

Purchase Department: The approved proposal is sent to the purchase department. The purchase manager collects 3 best quotations and submits the proposal along with the quotations to the Management for approval.

Management Approval: The Management will verify the proposal and upon concurrence from Principal and based on the quote attached, will approve the best proposal.

Purchase Order: Upon getting approval from the Management, the purchase manager will raise Purchase order to the vendor approved by the management.

Material Delivery: The supplier will deliver the material to the college upon receiving the Purchase order.

Gate Entry: Gate entry seal will be embossed on the Original Bill, when the material is delivered.

Store Entry: The material delivered is then taken to the store and entered in Stock register (GRN – Goods Received Note). Without PO and Gate entry, the material will not be taken inside the Store.

Material checking: The material delivered is inspected for its quality by the store in-charge and the concerned department staff, who raised the proposal.

Department Use: After verifying the material and quality confirmation, the material is issued to the concern department. A record is maintained for every material issued in the store.

TRANSPORT POLICY

- Using of college transport is not compulsory and only those students who agree to abide by the transport rules of the college are advised to use the college transport.

- The students who want to use the college transport should submit the College Transport request Form along with a photo to the college at the beginning of the academic year.

- Bus pass/ID Card will be issued for those students who have submitted the application form and paid the transport fee for using the college transport. The bus pass will be valid for one academic year.

- The boarding/dropping point should be given clearly in the requisition form.

- Once a student applies for and obtains a bus pass the transport fee will be charged for 12 Month.

- The transport fee should be paid in the beginning of the year and the fee once paid will not be refunded under any circumstances.

- The transport charges will be notified every year and is subject to change depending on the Increase In the cost of fuel and other operating costs.

- Students are requested not to damage the seats or any other parts of the Bus during travel. Failure to do so, the student/students will be fined, disciplinary action will be taken and the student/students may not be permitted to use the College Transport facility again.

- All the students traveling in the college bus should carry the bus pass/ID Card and produce the bus pass/ID Card at anytime if demanded by the Driver or the Bus In- charge.

- Those traveling in the bus without a bus pass/ID Card will be fined an amount of Rs. 500/- each time and if necessary disciplinary action will also be taken,

- The students should not change the boarding /dropping point, or routes without proper permission and such request will not be entertained during the middle of the semester.

- The students traveling in the college bus should not create any disturbance to other students or staff members.

- Strict discipline should be maintained inside the college bus.

- Subsidy is being provided for faculty.

- Faculty must take responsibility to maintain decorum in the bus.

FORMATS

The following are the formats for:

- CL
- NO Due
- Self Appraisal form (Teaching and Non -Teaching)
- Appointment order
- Joining Report
- Brief Resume and Undertaking
- Faculty feedback form for interview
- Interview panel (List)

Sree Dattha Institutions
Sheriguda (V) Ibrahimpatnam (M) R.R. Dist.

CASUAL LEAVE APPLICATION

To
The Principal   Date _____
SDES, Sheriguda.
                    Sub:– Request of leaves.

1. Name of the Employee   :

2. Designation   :   Dept_____

3. Leave Eligibility   : (Y/N)

4. Leave Availed So Far   :   /12

5. Leave Now Applied :

   No. of days with/ date   :

6. Purpose of Leave   :

7. Alternative Arrangement of Class Work :

Sl. No.	Branch	Period	Name	Sign

Sign. of the Employee: Approved / Not Approved

Note: leave letter should be submitted one day before availing it.

HOD/Academic coordinator   PRINCIPAL

SREE DATTHA INSTITUTE OF ENGINEERING AND SCIENCE
Sheriguda (V) Ibrahimpatnam (M) R.R. Dist.

FACULTY NO DUE CERTIFICATE

DATE:_____

Name:_____S/o D/o_____

Branch:_____Academic Year_____

1) Keys		2) Head of the Department	3) Librarian	4) Transport	5) Accountant	6) Office Supdt.
Lab Key	Almarha Key	Signature	Signature	Signature	Signature	Signature
Cub boards	ID Card.	Stamp	Stamp	Stamp	Stamp	Stamp

SREE DATTHA INSTITUTE OF ENGINEERING AND SCIENCE
Sheriguda (V) Ibrahimpatnam (M) R.R. Dist.

FACULTY NO DUE CERTIFICATE

DATE:_____

Name:_____S/o D/o_____

Branch:_____Academic Year_____

1) Keys		2) Head of the Department	3) Librarian	4) Transport	5) Accountant	6) Office Supdt.
Lab Key	Almarha Key	Signature	Signature	Signature	Signature	Signature
Cub boards	ID Card.	Stamp	Stamp	Stamp	Stamp	Stamp

Annual Assessment of the members of faculty based on the Performance Based Appraisal System (PBAS)

PART-A (General Information)

1	**Name**	:
2.	**Father's Name**	:
3.	**Department**	:
4.	**Current Designation**	:
5.	**Date of joining in SREE DATTHA**	:
6.	**Service elsewhere, if any**	
7.	**Date of last promotion or increment**	:
8.	**Permanent Address including Mobile number and e-mail id (Institution E -Mail ID)**	:
9.	**Address for correspondence including Mobile number and e-mail id**	:

SUMMARY OF API SCORES

S. No.	CATEGORY DESCRIPTION	Maximum score	API Score deserves
1	**Category-I (Teaching, Learning and Evaluation related activities)**	**125**	
2	**Category-II (Co-curricular, Extension, Professional development related activities)**	**50**	
3	**Category-III (Research, Publications and Academic contributions)**	**175**	
	TOTAL SCORE FOR ALL THE THREE CATEGORIES	**350**	

Filed IQAC **Reference No.** **Signature of IQAC coordinator:** **Date:**	**Verified with records in personal file** **Signature of Verifying Officer** **With designation** **Date**

Principal

Note: Please go through the instructions and details of the scores before filling the form. (Attach separate sheets wherever necessary)

PART-B (Academic Performance)

Category -I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (125)

S. No.	Details of the activities	Maximum API Score	API Score deserves
1	Teaching of the courses assigned (Offline or Online)	50	
2	Extra classes taken exceeding UGC Norms (un paid)	10	
3	Imparting of Knowledge	20	
4	Contribution to curriculum and methodology	20	
5	Examination related duties	25	
	Maximum Category Aggregate (1+2+3+4+5)	125	

Category – II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (50)

S. No.	Details of the activities	Maximum API Score	API Score deserves
1	Co-curricular activities	10	
2	Extension activities	20	
3	Professional development related activities	20	
	Maximum Category Aggregate (1+2+3)	50	

Category – III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS (175)

S. No.	Research and Publication activities	Maximum API Score	API Score deserves
1	Research Publications	50	
2	Publication of Books	40	
3	Participation and presentation of Research papers	30	
4	Invited lectures/key-note address/chairing sessions	15	
5	Research Guidance	20	
6	Recognition	20	
	Maximum category aggregate (1+2+3+4+5+6)	175	

I certify that the information provided is correct to the best of my knowledge as per records available

Date: **Signature of the faculty with Designation**
Place:

                                                Signature of HOD

                                                Signature of Principal

CATEGORY-I (125)
DETAILS OF SUB CATEGORIES

1. Teaching of the courses assigned (50)

S. No.	Course/Paper	Level	No. Of classes allotted per week	% of classes taken	Unit Score	Maximum score	API Score deserves

Avg. of 2 sems							
1					80%-25		
2					81%-85%-28	35	
3					86%-90%-31		
4					91%-95%-33		
5					100%-35		

Note: Attach the list of subjects if more than 4 subjects are allocated. The HOD has to endorse on the time-table. The average score of both the semesters will be taken into consideration.

Regularity & Punctuality	Resourcefulness	Summative feedback by students	Over all Teaching performance	Maximum score	API Score deserves
3	3	2	7	15	

Note: the HOD is expected to visit the classes of the faculty and must have a complete idea about the teaching ability of each faculty and accordingly score may be awarded.

2.   Extra classes taken exceeding AICTE/UGC Norms (Un paid) - (10)

S. No.	Course/Paper & Branch	Level	No. Of classes allotted per week	% of classes taken	Unit Score	Maximum score	API Score deserves
a.					2		
b.					2		
c.					2	10	
d.					2		
e.					2		
	Maximum Category Aggregate (a+b+c+d+e)					10	

Note: HOD has to endorse on the individual time-table of the faculty. For every one subject taught extra 2 points will be earned.

3. Imparting of Knowledge (20)

S. No.	Details of the items	Unit Score	Maximum score	API Score deserves
a.	Student performance in the examination (based on end-semester results)	---	5	
b.	Performance based on student feedback	---	5	
c.	Performance based on academic audit and HOD's appraisal	---	5	
d.	Use of our library resources (no.of hours in a year)		5	
	Maximum Category Aggregate (a+b+c+d)		20	

Note: For Item. No. a, the aggregate percentage of all the courses is taken into consideration. The result copy must be endorsed by the concerned HOD. For the Item Nos. b & c, HOD has to make the average of grade of all the courses dealt by the faculty and also fill the columns as per the grade granted by the academic audit. For d. data is to be collected from library.

4. Contribution to curriculum and methodology (20)

S. No.	Details of the items	Unit Score	Maximum score	API Score deserves
a.	Updating of courses, design of curriculum	5	10	

			Unit Score	Maximum score	API Score deserves
b.	Preparation of resource material, fresh reading materials, laboratory manuals, e-content	-	10	
c.	Use of innovative teaching learning methodologies	5	10	
d.	Developing and imparting remedial coaching, Counselling modules, bridge course	5	10	
e.	Developing and imparting specialized teaching learning programmes	5	10	
Maximum Category Aggregate (a+b+c+d+e)			20	

Note: Evidences are needed for the first two items. A write-up with required information/results is needed in support of the item nos. c, d, &e.

5. Examination related duties (25)

S. No.	Examination related responsibilities under taken	Unit Score	Maximum score	API Score deserves
a.	Examiner for other colleges/university/Sree Dattha works Preparation of Online Question Paper (odd and even)	10	20	
b.	Evaluation of answer scripts of (Other colleges/universities/Sree Dattha)	10		
c.	Question paper setting of other colleges/universities (Theory/ Practical)	5	5	
d.	Evaluation coordination for University Exam	5	5	
e.	Examination Chief Superintendent	10	10	
Maximum Category Aggregate (a+b+c+d+e)			25	

Note: Relevant certificates are to be enclosed. Our Institution related aspects will not be considered.

1. **In category –I - the following weightages are given for the examination related activities done in the Sree Dattha by the members of faculty.**
   Examiner for university examinations - 5 points, evaluation of answer scripts - 3 points and question bank setting - 3 marks.

2. **In category 5.e- acting as assistant superintendent of university examinations weightage is 3 and chief superintendent for other exams like NEET/GATE/TNPSC etc. weightage is 2 for each examination.**

TOTAL API SCORE FOR THE CATEGORY-I

	125

Note: Expected minimum score for the following positions in the category-I:

S. No	Designation	Score to be secured
1	Professor	38
2	Associate Professor	63
3	Assistant professor	75

CATEGORY-II (50)
DETAILS OF SUB CATEGORIES

1. Co-curricular activities (10)

S. No.	Sub-category	Details	Level	Unit score	Maximum score	API Score deserves
a.	Institutional co-curricular activities	Field Study	--	5	5	
		Educational Tour	----	5		
		Industry implant training	---	5		

		Placement activity	---	5		
b.	Students and staff related socio-cultural and sports programmes, campus publications etc.	Socio-cultural activities	Department	2		
			University	5		
		Sports programmes	Department	2	5	
			University	5		
		Campus publications	Department	2		
			University	5		
c.	Community work	Specify	---	5	5	
d.	Green initiative practices	Practice of Green initiatives				
e.	Positions held/Leadership role played (NSS, NCC or similar activity)	NSS	---			
		Social Activities	---	10	10	
Maximum Category Aggregate (a+b+c+d+e)					10	

Note: Put the tick mark in the activity in which participated and submit a report on your contribution along with other details for item no. a. Put the tick mark in the activity in which participated and submit a report on your contribution along with other details for item no. b. Evidences of paper cuttings, photo graphs etc are to be enclosed in support of the activities under taken for item no. C. A copy of the Orders issued by the competent authority is to be enclosed. A write-up explaining the activities conducted is to be submitted for item no. D

2. Extension activities (20)

S. No.	Sub-category	Details	Unit score	Maximum score	API Score deserves
a.	Contributions to corporate life in the Institution	Meetings	2	8	
		Popular lectures	2		
		Subject related events	2		
		Articles in magazines	2		
b.	Institutional governance @ Leadership Level	Dean	10	10	
		Chief Warden	10		
		Chairman	10		
		IQAC Director	10		
		Placement Cell in- charge	10		
		Any other	5		
c.	Participation in committees @ Institution Level	Admission committee	5	5	
		Campus development	5		
		Library committee	5		
		Any other	5		
d.	Responsibility for participation @ Dept. Level	Student's welfare	3	3	
		Counselling	3		
		Discipline	3		
		Any Other	3		
e.	Organization of seminars/workshops, etc	Regional/National (with funds)	5	10	
		International (with funds)	10		
Maximum Category Aggregate (a+b+c+d+e)				20	

Note: Put the tick mark in the concerned column and enclose necessary evidences for item no. a. A copy of the Orders issued by the competent authority is to be enclosed for item no. b. A copy of the orders issued by the competent authority is to be enclosed along with a write up of your contributions for item no. c. A copy of the orders issued by the competent authority along with a write-up is to be enclosed for item no. d. Enclose

the orders issued by the competent authority or brochure of the seminar etc., for item no. e. The work of the committee shall last at least for one semester. Temporary committee members will not be awarded any marks. It is a part and parcel of the responsibilities of the members of faculty. Organization of seminars/workshops etc., without funds at Regional/National weightage is 3, international level - 5.

3. Professional development related activities (20)

S. No.	Sub-category	Details	Unit score	Maximum score	API Score deserves
a.	Membership in profession related committees at various levels	National level	3	5	
		State level	2		
b.	Participation in subject associations, conferences, seminars without paper presentation.	Subject associations	2	5	
		Conferences	2		
		seminars	2		
c.	Participation in short term training courses in educational technology, curriculum development, and professional development etc for less than a week.	National level/state level/Regional level	5	10	
d.	Participation in orientation programmes, refresher courses and summer training programmes	Orientation Programme	10	10	
		Refresher course	10		
		Summer training	10		
e	Participation in online FDP programmes, Certificate Course.	FDP Programmes	3	10	
		Certificate Course			
	Maximum Category Aggregate (a+b+c+d)			20	

Note: Xerox copy of the orders is to be attached for item no. a. Put the tick mark on the concerned detail & submit a certificate from the competent authority for item no. b. Enclose a copy of the certificate issued by the competent authority for the item no. c. Enclose the copy of the certificate received from competent authorities for item no. d.

It is mandatory to undergo at least one orientation programme conducted by UGC-Academic staff colleges for 28 days for CAS promotion. At least one refresher course conducted by UGC-Academic staff colleges for 21 days is mandatory for CAS promotion for other categories for item no.4. Xerox copy of the certificates is to be attached for item no. e

TOTAL API SCORE FOR THE CATEGORY-II
Note: Expected minimum score:

50	50

S. No	Designation	Score to be secured
1	**Professor**	12
2	**Associate Professor**	25
3	**Assistant professor**	31

CATEGORY-III (175)
DETAILS OF SUB CATEGORIES

1. Publications (50)

S. No.	Sub-category	Details	Unit score	Maximum score	API Score deserves
a.	Journals – web science	International level	20		
	Scopus	International level	15		
	Indian citation Index	International level	12	50	
	UGC approved Journals	International level	10		
	Others	International level	10		

b.	Conference proceedings	International level	**5**	**10**	
c.	Journals – web science	National level	**10**	**30**	
	Scopus	National level	**8**		
	Indian Citation Index	National level	**6**		
	UGC approved Journals	National level	**5**		
	Others		**3**		
d.	Conference proceedings	National level	**5**	**10**	
e.	Completed Major Research Project	value of Rs.10 Lakhs and above	**25**	**25**	
	On-going Major Research Project	value of Rs.10 Lakhs and above	**10**		
	Completed Minor Research Project	value of below Rs.10 Lakhs	**10**		
	On-going Minor Research Project	value of below Rs.10 Lakhs	**7**		
	Completed Minor Research Project	funded by Sree Dattha	**5**		
	Ongoing Minor Research Project	funded by Sree Dattha	**2**		
f	Consultancy done	In lakhs	**5**	**10**	
Maximum Category Aggregate (a+b+c+d+e+f)				**50**	

Note: Enclose the copy of the published paper/project report along with cover page of the journal/Research project summary. Enclose the orders issued by the competent authority. The weightage for publication in digital explore carry 5 points.

2. Publication of Books with/without ISBN Nos. (40)

S. No.	Sub-category	Details	Unit score	Maximum score	API Score deserves
a.	Books with ISBN Number or Government publications	National/ International level	**20**	**20**	
	Books without ISBN Number	National/ International level	**10**		
b.	Books edited as Editor	National/ International level	**10**	**10**	
	Books edited as Associate Editor	National/ International level	**5**	**10**	
c.	Contribution of an article in a book with ISBN Number	National/ International level	**5**	**10**	
Maximum Category Aggregate (a+b+c+d+e)				**40**	

Note: Enclose the copy of the cover pages of the book along with the pages of content of the Book published/edited. Manuals will not be considered as books. When more number of authors is there for a book the total points will be shared among them. Re-prints will not be considered.

3. Presentation of papers in seminars, conferences, symposia etc., (30)

S. No.	Sub-category	Unit score	Maximum score	API Score deserves
a.	International seminars/conferences/symposia	**8**	**16**	
b.	National seminars/conferences/symposia	**6**	**12**	
c.	Regional seminars/conferences/symposia	**4**	**8**	
d.	Local seminars/conferences/symposia	**3**	**6**	
Maximum Category Aggregate (a+b+c+d)			**30**	

Note: Enclose the copy of all the certificates of attendance.

4. Invited lectures/key-note address/chairing sessions in seminar/WS etc, invitation as experts (15)

S. No.	Sub-category	Details	Unit score	Maximum score	API Score deserves
a.	Chairing of a session in seminars/conferences	At Inter National level Institutes - 15, others - 10	15	15	
b.	Chairing of a session in seminars/conferences	National level institutes - 10 Others - 7	10	10	
c.	Key-note address delivered at	At Inter National level institutes - 15, others - 10	15	15	
d.	Key-note address delivered at	National level institutes - 10, other - 7	10	10	
e.	Invited lectures / Resource Person	Inter National level institutes - 7, others - 5	7	10	
f.	Invited lectures / Resource Person	National level institutes - 3, others - 1	3		
g.	Invited lectures/judges etc	State/district/university level	1	3	
	Maximum Category Aggregate (a+b+c+d+e+f+g)			15	

Note: Enclose the Xerox copy of the invitation/certificate from the organizers.

5. Research Guidance (20)

S. No.	Sub-category	Unit score	Maximum score	API Score deserves
a.	Project Guidance at Under Graduation/Post Graduation	1	5	
b.	Award of M.Phil Degree	3	15	
c.	Submission of each dissertation of M.Phil Degree / M.Phil thesis of other universities evaluated/Project Guidance at Master Degree Level	2	10	
d.	Award of Ph.D Degree	10	20	
	Submission of each dissertation of Ph.D Degree /Evaluation of PhD Thesis of other universities/	5		
	Maximum Category Aggregate (a+b+c+d)		20	

Note: Enclose the Xerox copy of the orders/ first page of the thesis or dissertation along with the contents.

6. Recognition (20)

S. No.	Sub-category	Details	Unit score	Maximum score	API Score deserves
a.	Receipt of any award	International level bodies	10	20	
	Receipt of any award	National level bodies	7	15	
b.	Receipt of any prizes	International level bodies	10	20	
	Receipt of any prizes	National level bodies	7	15	
c.	Patents	Awarded-10, applied-3	10	20	
d.	Academic/non-academic positions	International level	4	10	

	held outside the university	bodies			
	Academic/non-academic positions held outside the university	National level bodies	3	5	
e.	Academic/non-academic positions held outside the university	State level bodies	2	5	
	Academic/non-academic positions held outside the university	District level bodies	1	5	
f.	Any other significant contributions other than mentioned above	At any level	2	4	
	Maximum Category Aggregate (a+b+c+d+e+f)			20	

Note: Enclose the necessary evidences.

TOTAL API SCORE FOR THE CATEGORY-III

	175

Note: Expected minimum score for the following positions in the category-III:

S. No	Designation	Score to be secured
1	Professor	75
2	Associate Professor	37
3	Assistant professor	19

Expected minimum score for the following positions for all the three categories:

S. No	Designation	Category-I	Category-II	Category-III	TOTAL
1	Professor	38	12	75	125
2	Associate Professor	63	25	37	125
3	Assistant professor	75	31	19	125

TOTAL SCORE: [   ]   **C-I** [   ]   **C-II** [   ]   **C-III** [   ]

DECLARATION BY THE HEAD OF THE DEPARTMENT
I declare that I have gone through all the papers and desirable scores awarded based on the evidences.

Signature of the HOD

Signature of the Principal

SREE DATTHA INSTITUTE OF ENGG & SCIENCE

NON-TEACHING PROFESSIONAL PERFORMANCE APPRAISAL FORM

1. Name of Staff Member:

2. Position Title:

3. Date of Hire:

4. Dept:

5. Summary of Staff Member's Job Responsibilities (Brief Job Description)

NOTE: One column in each category must be checked.

1. ATTITUDE TOWARDS CO-WORKERS -

Are your cooperative to the needs of your colleagues?

Are you receptive to the needs of your colleagues?

2. ATTITUDE TOWARDS PUBLIC -

Are you cooperative to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the school)?

Are you cheerful when you meet the public?

COMMENTS:

3. PERCEPTIVITY AND SENSITIVITY –

Are you perceptive to the needs of the student, faculty and institutional needs?

Are you sensitive to the needs of the student, faculty and institutional needs?

COMMENTS:

4. STAFF/STUDENT RELATIONS -

Do you have the ability to engage, motivate, supervise, and effectively work with your   colleagues?

Do you have the ability to engage, ,sand effectively work in the interest of students?

COMMENTS:

5. DEPENDABILITY -

Do you carry through your tasks/ areas of management assigned to you in a responsible manner?

COMMENTS:

6. JOB KNOWLEDGE -

Do you meet work standards and complete all works always on time and focus on your work only?

Do you require constant supervision, or follow up to complete the given task?

COMMENTS:

EMPLOYEE SIGNATURE _____ **DATE** _____

SREE DATTHA INSTITUTE OF ENGINEERING & SCIENCE
(Accredited by NBA, Approved by AICTE, New Delhi, Affiliated to JNTUH, College Code : E4, Hyderabad, T.S.)
Nagarjuna Sagar Road, Sheriguda (V), Ibrahimpatnam (M), R.R. Dist. - 501 510.
Ph : 08414-320919, +91-8801099921/13, Email : info@sreedattha.ac.in, www.sreedattha.ac.in

EAMCET CODE : SDES

LETTER OF APPOINTMENT

Proceedings No. Esst/SDES/20XX   **Date: DD.MM.YYYY**

Sub:– Esst. – Appointment of **xxxxxxxx(name)** as **xxxx(designation)** in the department of **ADMINISTRATION** orders Issued.

Ref:– 1. This office Advertisement in the daily Newspaper dated: **DD.MM.YYYY**
     2. His/her application dated: **DD.MM.20XX**
              *****

Based on the recommendation of the selection committee of the college

Sri/Smt. XXXXX(name) is appointed as **XXXX(designation)**in the pay scale of **Rs.xxxx/-** plus usual allowances**.**

    Her/his appointment is temporary and liable for termination at any time without notice and without assigning any reasons thereof. However, his/her services will be regularized after his/her selection by regular selection committee constituted by the JNTU, Hyderabad.

    She/he has to serve in the organization at least for a period of one academic year if he/she desires to leave the organization during this period he/she has to give two months notice or in lieu 2 months salary to avoid any dislocation of teaching work in the college.

                             SECRETARY/CORRESPONDENT

To
Sri/Smt. XXXXX
1. Copy to Secretary
2. Copy to the Accounts section for necessary action.
3. Copy to: XXXXXX_

JOINING REPORT

To

The Secretary & Correspondent

Sree Dattha Institute of Engineering and Science,

Sheriguda, Ibrahimpatnam,

R.R.Dist. 501510

Sub:– Establishment – **XXXXX(name)** reporting for duty on the A/N of **DD.MM.YYYY as XXXX(designation)** in the department of **XXXXX** submission – Reg.

In obedience to the orders issued as per the reference cited above, I am willing to serve in this organization and reporting for duty on the A/n or F/N of **DD.MM.YYYY** as **XXXX(designation)** in Department of **XXXXXXX** , SREE DATTHA INSTITUTE OF ENGINEERING AND SCIENCE.

Yours faithfully

SREE DATTHA INSTITUTE OF ENGINEERING AND SCIENCE
Sheriguda (V) Ibrahimpatnam (M) R.R. Dist.–501 510.

BRIEF RESUME AND UNDERTAKING

| | Photo |

Post Applied for : _____ Branch _____

Name of the candidate : _____

F' Name : _____

Date of Birth : _____ Category (OC/BC/SC/ST) _____

Address for Correspondence : _____

_____

Permanent Address _____

_____Email ID.: _____

Contact Number : _____Marital Status :_____

Educational Qualifications:

Examination Passed	Year of Passing	Institution	University/ Board	% of Marks
1.				
2.				
3.				
4.				

Experience: Designation	Organization with Address	Period	Pay
1.			
2.			

Minimum Salary Expected: _____

Reference

1) _____	2) _____
_____	_____
_____	_____
Phone No: _____	**Phone No:** _____

DECLARATION/ UNDERTAKING

1. I here by undertake to stay at Hyderabad town, on my selection and appointment as _____ Sree Dattha Institute of Engineering and Science/ Pharmacy sponsored by Vyjayanthi Educational Society.
2. I also declare that I shall discharge my duties diligently and to the satisfaction of my superiors and principal. I don't indulge in any acts, which may bring disreputation to the college and profession.
3. I declare that I will abide by the rules and regulations of the Sree Dattha Institute of Engineering and Science/ Pharmacy sponsored by Vyjayanthi Educational Society, in force.
4. I declare that the above information provided by me is true and correct
5. Original certificates need to be handed over for verification before final selection.

Place :

Date : Signature of the Candidate

SREE DATTHA INSTITUTE OF ENGINEERING & SCIENCE

EAMCET CODE : SDES

(Accredited by NBA, Approved by AICTE, New Delhi, Affiliated to JNTUH, College Code : E4, Hyderabad, T.S.)

Nagarjuna Sagar Road, Sheriguda (V), Ibrahimpatnam (M), R.R. Dist. - 501 510.

Ph : 08414-320919, +91-8801099921/13, Email : info@sreedattha.ac.in, www.sreedattha.ac.in

FACULTY FEED BACK FORM

NAME OF THE FACULTY :   DATE:

BRANCH/SUBJECT :   TIME :

SL.NO.	NAME OF THE STUDENT	HALL TICKET NO.	GRADE ALLOTED TO FACULTY					REMARKS IF ANY
			EXCELLENT	GOOD	SATIFY	NOT SATIS	FAIL	

LIST OF CANDIDATES REPORTED ON _____

Si.no	Unique Id	Name of the Faculty	Branch	Qualific ation	UG Degree and Year of Passing	PG Year of Passing (M.Tech)	Experience Indust rial	Experience Teachi ng	Any other qualification (M.Phil/Ph.D.)	Phone Number	Last organization worked or current working place	Last Salary drawn	Signature

Nagarjuna Sagar Road,
Sheriguda (V),
Ibrahimpatnam (M), Rangareddy Dist,
Pin_code - 501510.

Mobile : 8801099913,20,22.
Mobile : 9393808082,8801099935,36.
Phone no : 9397808022,11
info@sreedattha.ac.in