JYOTHISHMATHI INSTITUTE OF TECHNOLOGY AND SCIENCE

Nustulapur, Karimnagar - 505481.

(Approved by AICTE& Affiliated to JNTUH)

INSTITUTIONAL MANUAL

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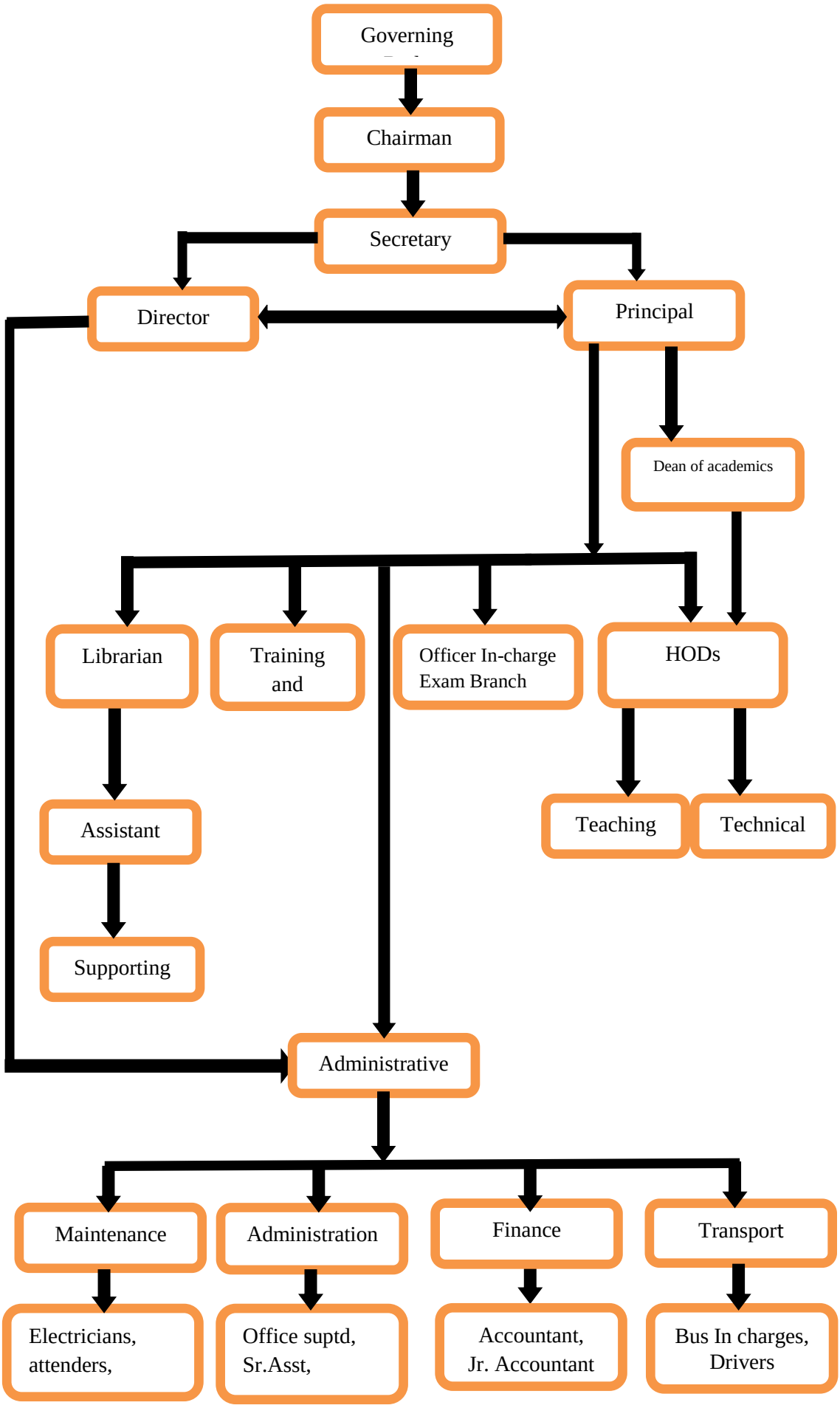
INSTITUTIONAL STRUCTURE



GOVERNING BODY

A governing body is the apex/elite body of the institution which meets yearly once for policy making advocating, administrating and the progress of the institution. It formulates short term and long term goals, future strategies, ethics and human values and overall development of the institution. The Governing body deploys the resources for the accomplishment of vision of the institution.

The structure of the Governing Body of the institution shall consist of the following persons as per the AICTE guide lines. The term of the governing body shall be two years unless otherwise specified.

1. **Chairman** (JGI Chairman)
2. **Member: (Secretary and Correspondent of JGI)**
3. **Member: (Director of JGI)**
4. **Member: (**Nominee from **Government organization)**
5. **Member: (**Nominee of the State Government – Director of Technical Education).
6. **Member**: (Regional Educationist nominated by Trust)
7. **Member: (**Representative of JNT University, Hyderabad)
8. **Member:** (Nominee from Industry)
9. **Member: (** Professor of JMTS)
10. **Member: (**Assistant Professor of JMTS)
11. **Member Secretary:** Principal, JMTS Ex-officio

CHAIRMAN

The Chairman, as administrative head of the institution chairs the Governing Body. With his vast experience he steers the institute into the right direction with inputs from Governing Body members. Sensing the triumph of academic environment of the nation, he proactively takes steps to upgrade the faculty and infrastructure of the institution.

SECRETARY

Secretary plays a vital role in implementing the standard policies of the Governing Body in the key areas of finance and administration. In addition, he monitors on implementation of important communication from the university, AICTE, government and other affiliating bodies. He also plays an apex role in framing of policies for smooth functioning of day to day operations in the institution.

DIRECTOR

The Director is the administrative head of the institution. He plays a key role in inspiring the students and the staff. He motivates the sub staff to adhere with cordial working atmosphere.

COLLEGE ACADEMIC COMMITTEE:

The College Academic Committee consists of Principal as the Chairman comprising of Dean, HOD's, IQAC coordinator, examination branch in charge. The CAC acts as a bridge between the Governing Body and its stakeholders, disseminating the decisions and monitors the implementation of the activities. This committee looks after to decisions The College Academic Committee analyses and recommends different measures on curricular and co-curricular activities and submits the same for advocacy to the governing body.

HEAD OF THE DEPARTMENT

The Head of the Department is responsible for monitoring day to day operations of the department. He organizes the review meetings to ensure the progress in quality teaching learning processes. The HOD encourages the faculty and students to organize and participate in various workshops, seminars and technical events to encompass the recent trends in technology.

COMMITTEE/CELL COORDINATOR

The institution has various committees to assists the principal in carrying out different activities effectively. The senior faculties are appointed as coordinators in various committees and are delegated complete autonomy in decision making and implementation of the functions. The committees hold periodic meetings and recommendations are submitted to the Principal.

SERVICE NORMS

CLASSIFICATION OF EMPLOYEES OF THE INSTITUTION:

The employees of the institution consist of teaching, non-teaching and technical-staff. The institution selection committee shall appoint the Teaching Staff, Non-teaching and Technical Staff as per the guide lines of the institution and in accordance to the AICTE/ JNTUH/SBTET Norms.

The Secretary and Correspondent or the Principal shall appoint additional teaching, non-teaching and technical staff as and when necessary or temporarily or outsourcing on payment of hourly/ daily/consolidated wages.

SERVICE CONDITIONS FOR THE STAFF:

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
2. Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal / Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.
3. Every employee of the Institution shall devote his whole time to the service of the Institution and shall not engage himself directly or indirectly in any trade, business or any other work which may interfere with the proper discharge of his duties.
4. Any staff member, on the appointment shall be on probation for a period of one year.
5. All the teaching staff shall be paid AICTE scale of pay and other allowances as per Institution norms. The salary will be deposited in the respective salary account of the staff opened in the designated bank mentioned by the institution.
6. Attested copies of following certificates should be submitted at the time of joining the institution along with an undertaking about the genuine of the certificates.
    a. SSC Certificate
    b. Intermediate Certificate
    c. Graduation Degree Certificate
    d. Post Graduation Degree Certificate
    e. Service Certificate from previous Employer
    f. Relieving letter from previous Employer
    g. Adhaar and PAN Cards
    h. Any other.

7. Staff member should sign in attendance register every day and also record in the bio-metric attendance system, 15 minutes before the commencement of regular first hour and at the end of the working hours for the day.
8. Staff member should be available in the institution premises during the entire period of office hours, on all working days.
9. If a staff member on any kind of leave has to be out of station, he/she should intimate the Principal/Designated Authority his/her exact outstation address and phone numbers in his/her leave application.
10. No member of the staff shall apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal and Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse to forward such applications based on the period of service if any agreed upon to serve in this institution.
11. A member of the staff shall have his/her service terminated by giving one month notice or salary in lieu thereof, in case of temporary appointment or during the probationary period. In case of permanent service, three months notice or salary in lieu of the notice period must be deposited. However, no staff member will be permitted to tender the resignation in the middle of the academic session. After receiving the notice well in advance (before one/three months-whichever is applicable) the concerned staff member will be relieved from the duty only at the end of the academic session.
12. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
13. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in the discharge of his/her duties, the Principal has got discretion to award punishment such as warning, censure, and withholdings of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal.
14. The Chairman/Principal shall have the power to terminate the services of a member of the staff of the institution, for any of the following reasons:
    a. Misconduct and willful negligence of duty;
    b. Gross insubordination;
    c. Physical or mental unfitness;
    d. Participation in any criminal offence involving moral turpitude

e. Underperformance; and
f. Indulging in indiscipline activities or any activities violating the institution's rules and regulations applicable at the time of service.

15. Important Guidelines-
    a. For the development and progress of the institution/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
    b. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
    c. Staff members should get prior permission from Management/Principal/ Designated Authority to contact any outside agency or government departments for any matter related to the institution/hostels.
    d. If a staff member draws advance from the institution to meet financial expenses for official tour or for arrangement of a institution event, he/she shall settle the account within 21 days from the date of drawing advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted against his salary.
    e. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from the departments concerned.
    f. All the members of the staff shall be governed by general rules/norms also practiced by the institution from time to time.

METHOD OF RECRUITMENT

Step-1

a. Recruitment is normally done twice in a year during May and November or whenever necessary.
b. Number of vacancies is notified by Principal/Designated Authority based on student strength/resignations or terminations of staff members, to the management for approval/information.
c. Vacancies are advertised in leading Telugu and English newspapers.
d. Screening of applications is done by the office superintendant.
e. Shortlisted candidates are informed through phone from Institution Office.
f. At times, Walk-in interviews are also conducted for immediate postings.

Step-2

a. Selection committee constituted as per the rules and regulations of the university.
b. The Direct interview is conducted by selection committee and selected list will be forwarded to the Chairman for the appointment.

Step-3

Higher pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Trust. Faculty norms are as per AICTE.

EMPLOYEE WELFARE POLICY:

The institution welfare policy is to ensure the benefits, facilities given to the employees to work in a better environment. It helps to develop and implement conventional working environment and other facilities. JITS extends the following facilities to its employees.

Common Welfare measures

a. Subsidized Transport for teaching and nonteaching staff
b. Free Medical consultancy and treatment for common ailments through the Health Centre.
c. Employee is entitled to get five special leaves with pay in case of his/her marriage.
d. In case of unfortunate demise of concern employee parent, five special leaves with pay will be provided.
e. Vacation leaves provision for all employees as per the institution norms.
f. Grant of On-duty when faculties are required to go out on official duties or to participate in conferences, seminars, workshops etc., by prior and proper adjustment of workload.
g. Sick Leaves will be provided based on the request from faculty.
h. Provision of three early permission per month for all the faculty.
i. The Institution appreciates the faculty for outstanding performance in the curricular/co-curricular/extra-curricular activities.
j. Salary Advance facility is also provided subject to Management discretion on amount and repayment mode.
k. Provision for Maternity Leave.

Specific Welfare Measures towards Sub-Staff

l. EPF is in force to non-teaching staff members. EPF is being contributed from management with an equal contribution from employees based on the pay scale governed by EPF rules.

m. Dress Allowance to Sub-Staff

Specific Welfare measures towards Research, Presentations, Publications, Workshops and FDP.

n. Financial Incentives to Teachers who receive State, National and International recognition/awards

o. Provision of Special Leave to the existing faculty for the pursuance of their higher qualifications like PhD.

p. Faculty is encouraged to write and publish books or monographs and incentives will be provided.

q. Incentives will be given to the faculty member for journal publication.

r. The institution will pay the registration fee, TA & DA and provide OD (On-Duty) for research paper presentation in the conferences, workshop and faculty development programmes.

s. Special incentives for research grants.

t. The faculty will be honored with memento, Appreciation certificate and immediate increments for obtaining of Doctoral degree.

On-Duty (OD):

a. On-duty will be granted when staff members are required to go out on official duties or to participate in conferences, seminars, workshops etc., by prior and proper adjustment of workload, as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than JNTUH, OD will not be granted.

b. The Number of days on OD is limited to 14 for a year; the excess days shall be deducted from other eligible leave at the credit of the staff.

c. The Number of days on OD related to University Spot evaluation, Observer and External examiner duties are not restricted.

d. Application for OD to attend seminar/conference including paper presentation should be submitted to Principal through concerned HOD.

LEAVE RULES

a. Leave shall not be claimed as a matter of right.

b. A member of the staff shall not normally on any pretence absent from duties without prior permission of his / her superior officer authorized to give permission.

c. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.

d. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

e. Leave of any kind will not be sanctioned when the services of the staff are needed for the institution work or when there is an unfinished job involving the employee.

f. In case of emergency work related to institution or university, the principal / designated authority reserves all rights to cancel the leave.

Casual Leave (CL):

a. All employees are eligible for 15 days of casual leave per year @ 5 days for four months during the calendar year from 1st Jan to 31st December.

b. At a time not more than 4 days including holidays shall be granted. Carryover of lapsed CL for next year is not permissible.

c. Permission for a short period of absence not exceeding one hour on any working day may be granted at the discretion of the designated authority subjected to a maximum of 3 hours per month.

d. Permission to leave the campus early / report late for duty is given to the staff subject to the total duration of 3 hours per month. They should apply for permission in advance. He/She is required to intimate the authority to seek station leaving permission in the event of leaving the station even while on leave.

e. Permission may be given to prefix or suffix Sunday/Holidays to a casual leave but if Sunday/Holidays come in between the period of casual leave, this will be counted as part of the casual leave.

f. Staff going on leave should make an alternative arrangement for their regular duties on the days of their absence, which should be duly signed by the substitute staff member and concerned HOD.

Vacation Leave (VL) Rules:

a. These rules govern the availing of vacation leave for each year. The maximum duration and number of days shall be decided by the Principal/Designated Authority.

b. Vacation Leave (VL) is applicable to all the members of the staff with eligible service.

c. The total number of VL days at the end of the academic year (May to June) for the members of faculty (teaching staff) is limited to 10 to 20 days for continuous service of 12 months in the institution.

d. However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for summer vacation, to ensure smooth functioning of the institution.

e. A staff member becomes eligible for VL only after rendering continuous service of one full calendar year i.e., as on 1st January to 31st December.

f. However, in special/deserving cases, VL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro-rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.

g. Any unused part of VL cannot be carried over to the next academic year.

h. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

i. The staff member should be present at least either on the last working day before availing the vacation or first working day after the vacation.

Leave with Loss of Pay:

a. Any leave availed in excess of the prescribed limit shall be deemed to be leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave are provided. The decision of the Principal / Designated Authority shall be final in such cases.

b. If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will be considered as a Break-in-Service.

c. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break in Service and to that effect, the next increment will be delayed by the amount of breaking period.

Maternity Leave Rules:

a. The Institute permits Maternity leave of 12 weeks, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.

b. All confirmed lady employees are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration.

c. Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 4to 6weeks may be availed.

d. The employee shall inform the Principal at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.

e. Maternity leave will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

PROMOTION AND INCREMENTS

Promotion Policy:

The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness.

a. All promotions shall be subject to completion of the minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc.

b. The promotion of an employee is purely based on the merit cum seniority basis

Increment policy:

a. The institution follows an Annual Increment Cycle i.e. once in a year.

b. Employees are eligible for the increment along with the annual appraisal subject to his/her performance.

c. Ad-hoc increment can also be applied subject to the Management discretion.

Appreciation Policy:

The institution has constituted an Appreciation Policy to encourage faculty for their

Competencies extended in designing the students' career graph.

a. The Institute appreciates the faculty for outstanding performance in the curricular/co-curricular/extra-curricular activities.
b. The institute appreciates the faculty who got rewards/honors/prizes/medals by the Government/NGOs/any other organizations/for their contribution in R&D/Academics/Social Service.

RESIGNATION PROCEDURES

The faculty should follow the underlined procedure.

1. No faculty is entertained to submit resignation in the middle of the semester. They should submit a prior notice of one month or refund one month pay in lieu thereof to resign from the institute.

2. The letter of resignation has to be forwarded through proper channel.

3. During the notice period no leaves will be sanctioned. If he/she is absent from the duties during the notice period, the notice period is extended.

4. The faculty should submit a No-Due Certificate in the appropriate proforma.

5. The college shall issue the "relieving letter" along with "service certificate".

CODE OF CONDUCT (EMPLOYEE):

a. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

b. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose supervision or control, he/she is placed.

c. Every employee shall extend the utmost courtesy and attention to all persons with whom he/she has to deal in with the course of his/her duties.

d. Every employee shall endeavor to promote the interest of the college and shall not act in any manner prejudicial there to.

e. No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement activity.

f. No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government.

g. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain the prior permission of the authority.

h. An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take care that the performance of his duties at any time is not affected in any way be the influence of such drink or drug.

i. Every employee shall maintain the strictest secrecy regarding the college's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the college staff, unless compelled to do so by judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

j. An employee of the College shall not, without the prior permission of the Chairman, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

k. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the college, except with the prior permission of the authority.

DISCIPLINE:

a. All employees are required to attend college dressed formally with I.D card issued by the college during the course of their duties.

b. Faculty not attending the class as per time table will be viewed seriously and they are liable for Loss of Pay.

c. The management is having the right to introduce new rules/modify present rules without any advance intimation according to the circumstances prevailing from time to time.

d. Their service will be continued based on their performance and dedication to their duty.

e. Employee's general conduct and behavior are expected to be that of becoming a good faculty.

f. Punctuality and regularity are essential for the faculty.

g. One has to be obedient to the superiors and follow the instructions issued by them from time to time.

h. The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him or contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

i. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of college authority and shall remain under suspension until further orders.

j. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

STUDENT CODE OF CONDUCT

1. All students admitted in the institution subjected to the discipline and adhere strictly to the rules and regulations.
2. Every student shall carry his/her Identity Card and shall produce whenever asked for.
3. The student should adhere to the dress regulations prescribed by the Institute of wearing formal dress on all working days.
4. Ragging is strictly prohibited in the campus. Any student found to have indulged in ragging will be summarily expelled from the Institution as per the rules stipulated by the Government.
5. The students are not authorized to organize meetings or join discussions on public matters.
6. Smoking, drinking alcohol and use of drugs are strictly prohibited.
7. The students are required to show due regard to the property of the Institute. Any student found guilty of defacing or damaging property like furniture, equipment, fixtures, books, building, vehicles, etc. of the Institute or of hostels is punishable and is liable for expulsion from the Institute.
8. The students shall behave in a discipline manner and follow all the instructions issued by the Principal from time to time and shall not indulge in any act of indiscipline within or outside the premises of the Institution.
9. Every student should be punctual in attending the classes, tutorials, Remedial submission of assignments attending the class tests and mid-tests or otherwise they will lose marks proportionately.
10. Students are required to put up attendance of not less than 75%. Condonation of shortage of attendance will be granted only once during the course of 4 years.
11. Proper observation of Institute discipline, good conduct and participation in sports and games and other events will play an important role in recommending for the final University Examination or any special scholarship or for a job at the end of the course or for the award of a certificate at the time of leaving the Institute.
12. A student shall not be permitted to appear for the University Examination unless he/she has paid all his/her dues of the Institute/Hostel and his/her progress, conduct and attendance are found to be satisfactory.

13. The Institute authorities under no circumstances shall accept any liability in respect of an accident/suicide which a student may meet with or commit during his stay at the Institute or on an educational visit. The students are, therefore, cautioned to conduct themselves in a careful manner.

14. The Principal reserves the right to suspend, if any student fails to pay the Institute / Hostel dues in time and has a consistently poor performance.

15. The Principal reserves all the rights to delete, add or amend the rules and regulations as and when required.

16. The students will strictly abide by the various undertakings etc submitted by them from time to time.

RESEARCH & DEVELOPMENT

RESEARCH INCENTIVE POLICY

To encourage the Research and Development activities of the staff, Research incentive policy is implemented in our institution. In this regard, JITS announced the following incentives towards their contribution.

Publication of Books:

Faculty members are encouraged to write and publish books or monographs, and incentives will be provided as indicated below:

BOOKS/ CHAPTERS	**PUBLISHER**	**INCENTIVE**
Full Book	International	Rs 10,000/-
Full Book	National	Rs. 5000/-
Chapters In Books	International/National	Rs.1500/-
Monographs	International/National	Rs.1000/-

Research publications in Journals:

A research paper should be his/her original work in hard copy or in electronic form in a reputed/refereed international journal with the following conditions:

a. The journal should have an abstract and indexed in reputed indices like Web of Science, Scopus indexed list, etc., with impact factor.

b. The faculty should be the primary and corresponding author for the paper and mention the institution name in affiliation details.

The following incentives will be given to the faculty member as stated points per publication {for all the cases current year Impact Factor (IP) value only considered}:

a. Cash incentive of 15,000/- for IP>1.5.
b. Cash incentive of 10,000/- for 1<IP<=1.5.
c. Cash incentive of 5,000/- for 0.5<IP<=1.
d. Cash incentive of 2,500/- for IP<=0.5.

e. Cash incentive of 2,000/- for non-impact factor journal publications of IEEE, SPRINGER, and ELSEVIER etc.

Note: In case of multiple indexing high Impact Factor (IP) value can be considered.

Publications in conferences:

The following amenities will be extended to the faculty as stated below (twice in a year per faculty):

a. The paper should be published in conferences conducted by Scopus indexed conferences or held by the reputed organizations like IITs/NITs/ IPC / APTI / IPA / CDRI / CSIR / NIPER / Central Research Organizations / Govt. Universities.

b. Publications in putative international professional societies like IEEE, SPRINGER, ELSEVIER, ACM, Bentham etc.

c. The institution will pay a maximum of Rs. 2000/- towards the registration fee, TA & DA as per the eligibility criterion and provide OD (On-Duty) for research paper presentation in the conferences

d. The institution will pay the registration charges and provide OD (On-Duty) for presenting a research paper in international conferences held in abroad

Note: For other cases, only OD will be provided.

Research leave:

a. Research leaves are granted to faculty registered as Ph.D research scholar under any reputed organizations.

b. Six leaves per year can be utilized to attend for Pre PhD Exam, Course work (credit/audit course), Research review meetings, pre-talk and final talk by submitting the proof.

Note: Faculty should have minimum of three years experience in this institution to avail these leaves.

Research grants:

a. Major Projects (> 10 Lakhs): For every research grant, an incentive of 10% of the sanctioned amount will be disbursed during the project period preferably in the project sanctioned month.

b. Major Projects (5≤ 10 Lakhs): Our institution pays Rs.5000/- cash incentive, once for every research grant received from funding agencies.

Incentives to Teachers for State, National and International Recognition/Awards

The Institute provides incentives to teachers who receive state, national and international recognition/awards.

Guidelines:

1. It is the responsibility of the faculty to submit all evidence to R&D in-charge to avail all facilities.
2. The incentive shall apply to any number of papers, subject to the condition of Intellectual Property Rights. Plagiarism checks to be done by R&D in-charge before submitting the paper.
3. When a research publication journal/book/research grant has multiple authors, the cash incentive shall be divided equally among the authors. (only our institution faculty)
4. When a paper being presented in National/International Conferences has multiple authors from the institution, the right to claim is restricted to a single author.

As this being a tentative scheme, the criteria and modalities will be adjusted then and there by the institution.

CODE OF ETHICS: (To check malpractice and plagiarism in research)

The institution is committed to maintain ethics and high standard in research activities carried out by its faculty and students. The institution has formulated a code of ethics to monitor malpractice in research. All faculty and students should follow the guidelines given by the institution to carry out research activities.

- All the faculty and students should check his /her research work using plagiarism detector before submission.
- The faculty and staff should take prior permission for publishing his/her research work, duly submitting the plagiarism report to the principal.
- All form of research should be original and no form of plagiarism will be entertained.
- All faculty and students should follow the domestic and international laws regarding research publication.
- All the Post Graduate students should submit the soft copy of Project thesis for PLAGIARISM check to the University. The Thesis will be accepted for submission, if the similarity index is less than 30%.

Action/ Penalty against defaulters:

Any complaint regarding plagiarism or violation of rule or non adherence to the ethical policy of research attracts disciplinary action.

GRIEVANCE REDRESSAL MECHANISM:

The institution has grievance redressal cell to assist and timely disposal of grievances of various stake holders. This committee is constituted for the overall well being of faculty and students. Any aggrieved faculty or student can launch a complaint with the grievance redressal cell. On receiving the complaint the chairman of the committee calls for a meeting to enquire the complaint, and after giving an opportunity of being heard to the person complained against, takes the appropriate decision. The minutes of the meeting are recorded and maintained with the grievance redressal cell.

STANDARD OPERATING PROCEDURE

The institution has formulated a **standard operating procedure** (**SOP**), which represents a set of step-by-step instructions to help staff and students carry out day to day activities effectively, ensuring safety in all operations. SOP implies that a unified procedure is practiced across all activities.

Establishment and Maintenance of Laboratories

All the Laboratories in the institution are well equipped with necessary equipments as per the affiliating university norms. All electrical, electronics, civil and mechanical equipments and installation are checked at the beginning of the semester.

Purpose:

To provide guidelines for procurement of new equipment, maintenance of laboratory .

Responsibilities: Administrative Officer

Activities-Purchase of all laboratory equipment

a. Identification of need for establishment of new lab/ procurement of new equipment as per new regulations if any
b. Department gives requisition of requirement and suppliers details (email id and contact details) to the office duly endorsed by the principal.
c. The office assistant collects the quotations from respective suppliers and prepares a comparative statement with the concern of respective department.
d. After verification by office superintendent, the proposal containing requisition and comparative statements is forwarded to purchase committee for approval. The purchase committee recommends the supplier based on their services, technical specification, quality and price of the equipment to the Principal for final approval.
e. Purchase order is prepared by procurement in-charge based on final approval and photocopy of the same is sent to Accountant and concerned department.

f. On receiving the material, the concerned faculty-in charge verifies the equipment and certifies that the received equipment is in satisfactory condition and report is submitted to the HOD.
g. Respective entries are made in departmental stock register with all details and the invoice is submitted to the procurement in-charge by getting the signature of designated authority.
h. Photocopy of the invoice is maintained in respective departments.
i. Accountant should fill all the details in payment register.
j. Administrative officer endorses the payment register for release of payment.

Maintenance: (Electrical, Electronics, Civil and Mechanical equipments)

Responsibilities: Lab In charge and Lab Asst.

- The lab technicians of the respective laboratory look after the maintenance of the equipments.
- In-house servicing is carried out periodically.
- The department takes up servicing measures for the instruments/equipments as and when required through suppliers and service persons and in some cases through annual maintenance services (ACM).

The department maintains the complete records of services along with the stock registers. Following documents are maintained:

1) Requisition from department
2) Enquiry for quotations
3) Comparative statements with quotations
4) Purchase order
5) Invoice
6) Receipts
7) Stock register
8) Maintenance /repairs register

Maintenance of Computers (Hardware and Software, Networking and IT Infrastructure):

The Institution has sufficient number of computer systems, software's and other required IT infrastructure as per affiliating university to cater the needs of students and faculty.
Responsibility: System Administrator

- Whenever there is a problem in hardware or software the respective Lab- in-charge submits the requisition to the principal through the HOD.
- The principal endorses and directs the instructions to the system administrator.
- The system administrator maintains the log book, attends and resolves the issues.
- If any purchase of hardware, software and other related spare parts, the HOD submits the proposal to the purchase committee duly signed by the principal.
- The further process is carried out by the Purchase committee.

LIBRARY:

The institution central library houses sufficient number of books, journals, news papers and e-resources to cater to the teaching-learning needs of the students and faculty. The librarian is responsible to manage all operations of the library and the library resources.

Objective:

Procurement of new Books, journals, e-sources, and maintenance

Responsibility: Librarian

Activities:

PURCHASE AND MAINTENANCE

- The Librarian sends a circular to all the head of the departments to submit the list of the books required as per the syllabus prescribed and books on content beyond the syllabus at the beginning of the semester.
- The HOD collects the list from each faculty and consolidates as per the requirement and submits to the librarian.

- The Librarian places the requests before the library committee and finalizes the list with the approval of the principal. The procurement process is further carried by the purchase committee.
- The procured books details are entered in the accession register and also entered in the library software.
- The librarian takes care of damaged books. The weed out process in library is carried out on regular basis. The books after prolonged usage are sent for binding and reused.
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Working Hours:

1. The library remains open on all working days from 8.00 a.m to 8.00 p.m.
2. Issues, Returns & Renewal from 8.00 am to 5.00 pm
3. The library remains close on all public holidays.

Membership

All students and faculty are members of the library.

Borrowing and retuning of books/

- Id card is mandatory to enter into the library and to do the transaction.
- Student can borrow at the most 3 books and faculty can borrow 10 books.
- If any book is lost by the students then a fine of double amount should be paid.
- Books are issued to students for a period of 10 days, and if not returned in specified time else a fine of Rs 1/- is to be paid per day.
- The faculty can retain the books at the end of the semester.

Library Audit:

Annual stock verification will be carried out annually by an adhoc committee constituted by the principal annually.

GENERAL MAINTENANCE

Purpose: To look after the regular maintenance of all physical and academic support facilities.

Responsibilities: Administrative Officer and Maintenance Supervisor

- The physical and academic support facilities are taken care by the maintenance team.
- The supervisor will report to the maintenance team regarding his observation on electrical, plumbing and housekeeping related issues/complaints.
- The faculty or the HOD's can raise a complaint to the maintenance team if found any issues with general maintenance.
- House-keeping activities like water supply, maintenance of gardening, pest control, and disposal of waste are taken care by maintenance team.
- Electricians are available round the clock to address the issues of power down and day to day electrical maintenance.
- The maintenance works related to power and electrical like AC's UPS, transformers etc are carried out by electricians of the institution. The area executive assistant engineer (TSTRANSCO) is intimated of maintenance requirement of transformer. The maintenance coordinator coordinates with the electricity department.
- All the civil and miscellaneous maintenance are carried out by plumber, welder and other skilled workers under the supervision of maintenance coordinator.
- Fire extinguishers are placed at appropriate locations and are maintained periodically.
- As per the need the A.O delegates the work to the concerned person and same will be administered by the maintenance supervisor
- Any major issue shall be reported to the Director and the work will be outsourced accordingly.

SPORTS AND GYM

Purpose: Procurement and maintenance of sports and gym equipment.

Responsibility: Physical Director

- The Physical Director in consultation with the sports committee submits the proposal of required purchase of sports and gym equipment to the purchase committee on approval by the principal.
- The Purchase committee verifies the proposal and submits the recommendation.
- Any maintenance required is reported to the maintenance supervisor, who facilitates service from the service provider with approval from principal.

SAFETY AND SECURITY:

1. Safety charts and instructions (Do's and Don'ts) are displayed in all laboratories.
2. Fire extinguishers are installed at appropriate locations.
3. Proper earthling is provided for all electrical installations
4. First aid boxes are placed in each laboratory.

DO'S AND DON'TS OF LABORATORIES:

All students should follow the instructions given by the faculty in charge.

- Every student should enter the detail in login register.
- Students will be held responsible for any damage to the computer or other equipment. They are not entertained to remove, or disconnect any labels, parts, cables or equipment.
- Students should not delete or uninstall any data/ software.
- Students should shut down the computer properly before leaving the laboratory.
- Students should remove shoes before entering the lab.
- Students should maintain silence in laboratory.
- Students should report the problems if any to the concerned lab faculty.
- An apron should be worn while performing laboratory experiments.
- Students are not allowed to work in Laboratory alone or without presence of the teacher.
- Student should wear safety gear while working in the workshop. Hand gloves, safety shoes, helmets, and eyeglasses are mandatory to work with plumbing, machine fitting, welding or carpentry in workshops.