



NRI INSTITUTE OF TECHNOLOGY

AUTONOMOUS



(Approved by AICTE, New Delhi : Permanently Affiliated to JNTUK, Kakinada)
Accredited By NAAC with "A" GRADE : An ISO 9001 : 2015 Certified Institution
Pothavarappadu (V), (Via) Nunna, Agiripalli (M), Vijayawada Rural, Krishna (Dt.), Pin : 521 212 - A.P.

ADMINISTRATIVE MANUAL



rovided in these rules, the Governing Body of the college shall be the competent authority to issue such directions or orders it may consider appropriate and such directions or orders shall carry as much authority and effect as these rules.

2. Rules requiring clarification and interpretation shall be referred to the Governing Body, whose clarification/interpretation shall be final.
3. Any other rule, prescribed by the Government/Affiliating University/AICTE shall be specifically discussed and appropriate rules/instructions are issued from time to time.
4. Unless otherwise stated, specifically, in the terms of, appointment every employee is a whole-time employee of the college and may be called upon to perform duties as may be assigned to him/her by the appropriate authority, if necessary, beyond the scheduled working hours and on holidays and Sundays whether compensated for or not.
5. Every employee shall perform the duties assigned to him/her to the best of his/her abilities, and shall always act in the interest of the institution.
6. Generally, the leaves like C.L, SCL, O.D., E.L., ML/HPL and CCL are applicable to all the Staff members as per their eligibility. Whereas other leaves included in the "NRI leave rules" are applicable to those who are ratified by JNTUK and completed probation.
7. All eligible employees of the college are subjected to the provisions of Employees Provident Fund Act.
8. The age of superannuation of all members of staff are governed by A.P.State Government/AICTE/UGC rules from time to time.
9. A Service Register shall be maintained for each employee and the relevant service entries shall be attested by the competent authority.
10. The power to add, delete or amend these rules shall rest with the Governing Body of the college, and such additions/deletions/amendments will form part of these rules, effective from the date on which such addition/deletion/amendment is passed by the Governing Body.

IV. APPOINTMENTS:

1. The Chairman is the competent authority to appoint any employee based on the recommendations of the selection Committee. The appointment orders shall be issued by the Principal.
 2. The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff and AICTE/ A.P. State Government / University norms in respect of Non-Teaching Staff.
- 3. SELECTION PROCEDURE & RULES:**
- i. The qualifications required for filling a post shall be such as may be determined by the Governing Body from time to time taking into consideration the norms prescribed by Government of Andhra Pradesh/ University/AICTE.
 - ii. The Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing staff in conformity with University Rules and Regulations.

- iii. All teaching staff posts from Assistant Professor and above and any other posts classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted by Governing Body from time to time. The Staff selection Committee shall be constituted as per the norms of the Affiliating University/AICTE.
- iv. All other teaching and non-teaching staff posts, all temporary and adhoc appointments shall be based on the recommendations of the Staff Selection committee duly constituted by Governing Body from time to time.
- v. The Selection Committees shall shortlist the candidates, conduct written test and or interview and make its recommendations to the Governing Body, the names of the selected candidates being arranged in order of merit.
- vi. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.
- vii. No act or proceedings of any Selection Committee shall be questioned on the ground, merely, of absence of any member of the Selection Committee.
- viii. The recommendations of the Selection Committee in selecting the candidates shall not be questioned as improper or irrelevant or unfair.
- ix. The Governing Body of the college may in special circumstances appoint persons (Eg. Retired persons) on contract basis, year after year up to the age of 65/70 years, in case of teaching posts.
- x. Any other instruction given, or rule prescribed, from time to time, by Govt. of Andhra Pradesh/Affiliating University/AICTE regarding selection procedure will automatically form part of the rules/procedure of selection.
- xi. All teaching staff appointed by the Chairman of the Governing Body shall have to be ratified by the affiliating University.

V. PROBATION & SENIORITY:

1. The Chairman of the Governing Body shall be the competent authority for issuing all appointment orders.
2. All initial regular appointments to teaching and non-teaching posts shall, ordinarily, be made on probation for a period of two years. All appointments, by promotion, shall be made on probation for a period of one year.
3. The Governing Body upon the recommendations of the Principal for valid and sufficient reasons (long leave/ maternity leave/medical leave etc.) may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.
4. The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she, satisfactorily, completed probation.
5. The rules governing probation will not apply to appointments made on

v. Coordinator, IQAC(Member-Secretary)

- (b) The IQAC shall meet at least once in three (3) months. The quorum for the meeting shall be one-third of the total members on rolls.
- (c) The Coordinator, IQAC shall issue a notice of the meeting with the approval of Principal with not less than a week's time. In special circumstances a meeting may be convened with shorter notice.
- (d) The agenda, minutes and action taken report are to be prepared, circulated and documented with official signatures and maintained electronically in a retrievable format by the Coordinator.
- (e) The Coordinator shall take steps for implementation of the recommendations of IQAC after obtaining approval of the Principal.

4. FUNCTIONS OF IQAC:

The following shall be the functions of the IQAC:

- (a) to develop and apply quality benchmarks/parameters for the various academic and administrative activities of the Institution;
- (b) to facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- (c) to arrange for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- (d) to disseminate information on the various quality parameters of higher education;
- (e) to organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- (f) to document various programs/activities of the Institution, leading to quality improvement through publication of Books/Reports/ Manuals/Diaries/Guidelines, etc.;
- (g) to act as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of good practices;
- (h) to develop and maintain Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- (i) to develop Quality Culture in the Institution;
- (j)(a) to prepare the Annual Quality Assurance Report (AQAR) of the Institution based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;



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PRINCIPAL

NRI Institute of Technology
Pothavarappadu (V), Agripalli (M)

NRI INSTITUTE OF TECHNOLOGY

(AUTONOMOUS)

SERVICE & CONDUCT RULES



(Sponsored by Sri Durga Malleswari Educational Society)
Affiliated to JNTUK University, Kakinada, Approved by AICTE : ISO 9001 : 2015 Certified
Accredited by NAAC with "A" –Grade, Accredited by NBA (CSE,ECE & EEE)
POTHAVARAPPADU (V), AGIRIPALLI (M), Krishna Dt.,
Andhra Pradesh – 521212.

NRI INSTITUTE OF TECHNOLOGY

(Sponsored by Sri Durga Malleswari Educational Society- SDMES)
Affiliated to JNT University, Kakinada, Approved by AICTE : ISO 9001 : 2008 Certified
POTHAVARAPPADU (V), AGIRIPALLI (M), Krishna Dt., A.P

I. PREAMBLE:

1. These rules shall be called as “NRI Institute of Technology, Pothavarappadu Service and Conduct Rules -2011” (Governing the conditions of service of teaching and non-teaching staff).
2. These rules shall apply to all teaching and non-teaching employees of NRI Institute of Technology, Pothavarappadu unless otherwise mentioned in the appointment order.
3. These rules have come into effect from 1st July,2011 and shall supersede all the earlier rules.

II. DEFINITIONS:

1. **COLLEGE/INSTITUTION:** Means NRI Institute of Technology, Pothavarappadu.
2. **MANAGEMENT:** Means the Governing Body of the college constituted in conformity with relevant orders of Government/University/AICTE as applicable from time to time represented by its Chairman.
3. **CHAIRMAN:** Means Chairman of the Governing body of SDMES/constituent colleges as the case may be.
4. **UNIVERSITY:** Means JNT University, Kakinada, PIN: 533 003.
5. **HEAD OF THE INSTITUTION:** Head of the Institution is the person authorized by the Management to discharge the academic and administrative duties and responsibilities of the college.
6. **PRINCIPAL :** Shall be the competent authority to be the head of the institution or any other person may be authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation, otherwise.
7. **EMPLOYEE:** Means a person employed under the categories of teaching or non-teaching staff including the Director, Principal and Vice-Principal.
8. **SERVICE:** Means, day/days an employee works with pay
9. **VACATION :** Means any recess in an academic year which is a minimum of seven days.
10. **VACATION STAFF :** Means employees who are allowed to avail vacation. All other employees are deemed to be 'Non-Vacation Staff'.
11. **HEADQUARTERS:** Means the head-quarters of the college i.e. Pothavarappadu.
12. **COMPETENT AUTHORITY:** (a) Chairman/Secretary/Correspondent of the college managing committee in case of Principal (b) Principal in case of other employees.

13. **TEACHING STAFF:** The teaching staff comprise of the following categories:

Director	Asst. Professor
Principal	Teaching Assistant
Vice-principal	Librarian
Dean	Physical Education director
Professor	Placement officer
Associate Professor	Any other category, as declared by the competent authority

14. **NON-TEACHING STAFF:** Means those categories of staff that are not categorized under the teaching staff shall be deemed to be non-teaching staff.

Technical Staff/ Department /cell staff	Administrative Office staff	Contingent Staff
a. Foreman b. System administrators, Programmers, Asst. Programmers, Computer Operators c. Technicians and Lab Assistants : <ul style="list-style-type: none"> • Grade – I • Grade – II • Grade - III d. Training and placement staff* e. Library staff* f. Physical Education staff* g. Hostel staff*	a. Administrative Officer b. Finance Officer c. Manager d. Accounts Officer e. Superintendent f. Senior Assistant g. Junior Assistant h. Steno cum P.A. to Principal i. Typist j. Record Assistant k. Attender l. Transport Supervisor m. Vehicle Driver n. Vehicle Attendant o. Vehicle Mechanic	a. Watchman b. Security men c. NMR d. Attender e. Gardner f. Sweeper etc.
* Staff cadre down the line shall be followed as per the guidelines		

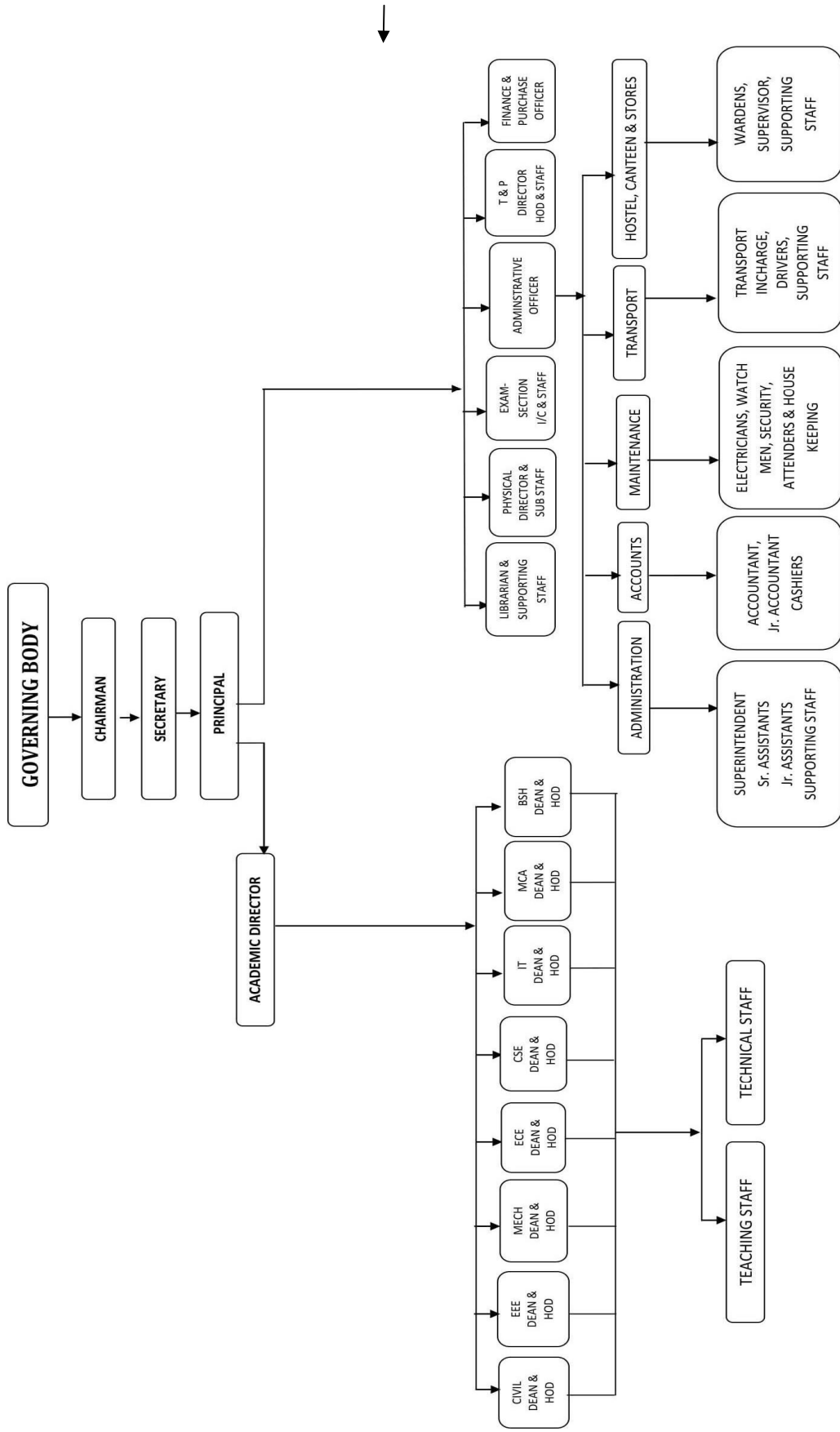
DUTY: An employee is said to be on “duty” for the purpose of service benefits.

- i) When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post.
- ii) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
- iii) When the employee is attending conferences/seminars/summer schools duly permitted by the competent authority.
- iv) When the employee is attending to the work assigned to him/her by the competent authority, in the interest of the Institution.

15. **LEAVE:** Means leave, granted by the appropriate authority to an employee, to which he is eligible.

16. **PAY:** Means Basic Pay in the time scale or Basic Pay with Dearness Allowance as the case may be.

17. **YEAR:** Means Calendar Year/Financial Year/Academic Year as the case may be.



ORGANIZATIONAL STRUCTURE

III. GENERAL:

1. In respect of matters not specifically provided in these rules, the Governing Body of the college shall be the competent authority to issue such directions or orders it may consider appropriate and such directions or orders shall carry as much authority and effect as these rules.
2. Rules requiring clarification and interpretation shall be referred to the Governing Body, whose clarification/interpretation shall be final.
3. Any other rule, prescribed by the Government/Affiliating University/AICTE shall be specifically discussed and appropriate rules/instructions are issued from time to time.
4. Unless otherwise stated, specifically, in the terms of, appointment every employee is a whole-time employee of the college and may be called upon to perform duties as may be assigned to him/her by the appropriate authority, if necessary beyond the scheduled working hours and on holidays and Sundays whether compensated for or not.
5. Every employee shall perform the duties assigned to him/her to the best of his/her abilities, and shall always act in the interest of the institution.
6. Generally the leaves like C.L, SCL, O.D., E.L., ML/HPL and CCL are applicable to all the Staff members as per their eligibility. Whereas other leaves included in the “NRI leave rules” are applicable to those who are ratified by JNTUK and completed probation.
7. All eligible employees of the college are subjected to the provisions of Employees Provident Fund Act.
8. The age of superannuation of all members of staff are governed by A.P.State Government/AICTE/UGC rules from time to time.
9. A Service Register shall be maintained for each employee and the relevant service entries shall be attested by the competent authority.
10. The power to add, delete or amend these rules shall rest with the Governing Body of the college, and such additions/deletions/amendments will form part of these rules, effective from the date on which such addition/deletion/amendment is passed by the Governing Body.

IV. Appointments:

1. The Chairman is the competent authority to appoint any employee based on the recommendations of the selection Committee. The appointment orders shall be issued by the Principal.
2. The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff and AICTE/ A.P. State Government / University norms in respect of Non-Teaching Staff.
3. SELECTION PROCEDURE & RULES:
 - i. The qualifications required for filling a post shall be such as may be determined by the Governing Body from time to time taking into consideration the norms prescribed by Government of Andhra Pradesh/ University/AICTE.

- ii. The Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing staff in conformity with University Rules and Regulations.
- iii. All teaching staff posts from Assistant Professor and above and any other posts classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted by Governing Body from time to time. The Staff selection Committee shall be constituted as per the norms of the Affiliating University/AICTE.
- iv. All other teaching and non-teaching staff posts, all temporary and adhoc appointments shall be based on the recommendations of the Staff Selection committee duly constituted by Governing Body from time to time.
- v. The Selection Committees shall shortlist the candidates, conduct written test and or interview and make its recommendations to the Governing Body, the names of the selected candidates being arranged in order of merit.
- vi. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.
- vii. No act or proceedings of any Selection Committee shall be questioned on the ground, merely, of absence of any member of the Selection Committee.
- viii. The recommendations of the Selection Committee in selecting the candidates shall not be questioned as improper or irrelevant or unfair.
- ix. The Governing Body of the college may in special circumstances appoint persons (Eg. Retired persons) on contract basis, year after year up to the age of 65/70 years, in case of teaching posts.
- x. Any other instruction given, or rule prescribed, from time to time, by Govt. of Andhra Pradesh/Affiliating University/AICTE regarding selection procedure will automatically form part of the rules/procedure of selection.
- xi. All teaching staff appointed by the Chairman of the Governing Body shall have to be ratified by the affiliating University.

V. PROBATION & SENIORITY:

1. The Chairman of the Governing Body shall be the competent authority for issuing all appointment orders.
2. All initial regular appointments to teaching and non-teaching posts shall, ordinarily, be made on probation for a period of two years. All appointments, by promotion, shall be made on probation for a period of one year.
3. The Governing Body upon the recommendations of the Principal for valid and sufficient reasons (long leave/ maternity leave/medical leave etc.) may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.
4. The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she, satisfactorily, completed probation.

5. The rules governing probation will not apply to appointments made on Adhoc/Contract/Contingent basis or as Trainees.
6. The seniority of an employee in a post shall be determined by the date of commencement of probation in that post. In case two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to the merit order in which they have been placed by the selection committee, if any, which has included them in the panel. However, seniority alone is not the criterion for promotion or for conferring any other benefit/authority.

VI. PAY, ALLOWANCES & INCREMENTS:

1. AICTE/UGC Scales of Pay, as applicable from time to time, shall be adapted to posts classified as teaching staff, but, subject to approval of the Governing Body. However, the Governing Body may temporarily appoint staff on consolidated pay in certain cases.
2. The scales of pay as approved by the Governing Body shall be adopted for all posts not falling under the category of teaching staff.
3. Dearness and House Rent Allowances as per A.P. State Government rates shall be adopted, but subject to approval of Governing Body.
4. Unless otherwise stated in the appointment order, an employee on appointment shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
5. Increment are sanctioned as per the guide lines of AICTE/UGC/A.P.State Government .
6. Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.
7. The Governing Body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than seven days.
8. The Chairman of the Governing Body shall be the authority to sanction normal increment in case of those staff on regular scales of pay and whose personal files did not contain adverse remarks, since the date of sanction of last increment. In all other cases, the Governing Body shall be the competent authority to sanction normal increments.

VII. ADVANCE INCREMENTS:

1. The Governing Body shall be the competent authority to sanction advance increments, in respect of new appointees taking into consideration the pay structure in previous employment and additional qualification or experience. Advance increments to the existing employees may be sanctioned as an incentive in deserving cases.

2. Advanced increments are sanctioned on acquiring higher qualifications like Ph.D, M.Tech., M.Phil. as per UGC/AICTE/A.P. State Government rules from time to time.

VIII. Travelling Allowance, Daily Allowance, Local Transport etc.:

1. The employees of the college when deputed to any out station shall be entitled to Travelling Allowance, Daily Allowance and other permissible expenses they incur as per the rules of A.P. State government in force from time to time. 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 to cover the expenses of family members accompanying them when traveling on duty.

Grades: All the staff, both teaching and Non-Teaching are classified into three Grades as follows:

- Grade – I:** The entire regular teaching staff of Associate professor cadre and above.
Grade – II: The entire regular teaching staff of Assistant professor cadre and below.
Grade – III: All the non- teaching staff and all other employees.

Employees of Grade – I are eligible to travel by III tier AC sleeper class.
 All the other employees are eligible to travel by sleeper class (SL)/II class.

If the train facility is not available, the employees can travel by APSRTC express service buses only and claim the charges actually paid on production of original tickets.

The current applicable DA and Lodging allowances are mentioned in Appendix – 1. For the purpose of claiming D.A., the absence of the employee from the headquarters is reckoned i.e., the time between the staff left the headquarters and the time he returned to the headquarters shall be taken. For periods less than 24 hours absence the following rate are admissible:

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

NOTE:

1. Regarding the interpretation of these rules and on any other point which is not covered under 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.
2. **Allowance for Presenting Papers in Seminar / Conferences etc.:** The regular teaching staff who are sponsored (once in an academic year) for presenting papers in seminars/ conferences and to undergo Q.I.P. Courses, Refresher Courses etc., are eligible to travel by third AC class in addition to reimbursement of registration fee. This provision is not extended when the organizing agency is meeting the T.A and D.A. either fully or partially.

IX. RESIGNATION, TERMINATION & RELIEF:

1. The services of staff who are ratified & completed probation may be terminated by the employer by giving three months notice or three months salary in lieu of such notice.

2. The services of staff on probation/ temporary/adhoc appointments are liable to be terminated by the employer by giving one month notice or one month salary in lieu of such notice.
3. Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months salary in lieu of such notice to the Employer. If their resignation is for the purpose of higher studies the notice period is reduced to two months instead of three months. The timing of resignation should be such that the incumbent will be relieved at the end of the semester.
4. Teaching staff who are on temporary/adhoc appointments can resign from service by giving either two months notice or by paying two months' salary in lieu of such notice to the employer. However the timing of resignation should be such that the incumbent will be relieved at the end of the semester.
5. All Non-Teaching Staff can resign from service by giving two months notice or by paying two months' salary in lieu of such notice to the employer.
6. In the case of teaching staff who have completed probation and are seeking employment elsewhere, two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year only. In addition, all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.) will also be forwarded. However, the Management is given discretion to relax the rule in appropriate case basing on the merits and demerits of the case.
7. In case of teaching staff who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES etc.,) will be forwarded.
8. In the case of teaching staff that are appointed on temporary/adhoc basis and are seeking employment elsewhere, four applications per year will be forwarded. In addition, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES etc.) will be forwarded.
9. In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation period, two applications per year will be forwarded.
10. In the case of non-teaching staff (whether they are on probation or confirmed) all applications for admission to higher studies will be forwarded.
11. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining part notice period.
12. If the employer issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.
13. In the entire above sub clauses of this article, notice period do not include vacation or earned leave or leave on loss of pay granted to the employee.

X. CONDUCT RULES:

1. Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
2. Every employee, at all times, maintains integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit/utmost loyalty and shall, always, act in the interests of the college.
3. 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.
4. 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 happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
5. No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe or aid or assist in any manner to any political movement or activity.
6. 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.
7. No employee can engage directly or indirectly in any trade or any private tuition or undertake employment or consultancy outside his official assignment, whether for any monetary gain or not.
8. An employee against whom an Insolvency Proceedings commenced in the Court of Law shall forthwith report full facts thereof to the college.
9. If an employee on any ground goes to jail for more than 24 hours will be suspended from duties except on agitations and strikes etc. for the cause of society.
10. 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.
11. 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 attack of defamatory character.
12. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
13. An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subjected to an enquiry and punishment by the competent

authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Body and the decision of the Governing Body, thereon, is final and binding on the employee.

14. No employee shall engage in strike or incitements there to 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 attracts deterrent punishment.

XI. DISCIPLINARY ACTION:

1. 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 fair opportunity has been provided to the employee to defend himself.
2. As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about 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.
 - iv) Suspension
 - v) Removal from service
 - vi) Dismissal from service

XII. ANNUAL CONFIDENTIAL REPORT

1. All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.
2. The format of Annual Confidential Report (ACR) for the teaching staff is given by the Principal
3. The Head of the institution shall write confidential report for all staff and submit to the Chairman for approval.

XIII. APPEALS AND REVIEW

The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / CHAIRMAN for review and redress.

XIV. GENERAL DUTIES

1. The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

3. The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

(i) Professor / Associate Professor	: 14 hours / week
(ii) Assistant Professor	: 16 hours/week
(iii) Other categories	: 20 hours/week

A relaxation of two hours in the work load may be given to Professors who are actively involved in extension activities and administration. For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

4. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the principal/Management.
5. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
6. The Faculty Member must strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
7. Formation of any kind of groups should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.
8. Staff member should be willing to accept the academic, research, consultancy, administrative and related works from time to time as assigned by the higher authorities within or outside the college.

XV. DEPARTMENT

1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
2. The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
4. Every Faculty Member must give seminar on any topic at least once in each semester to other faculty.
5. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.

6. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
7. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
8. The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

XVI. CLASS ROOM TEACHING

1. Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.
2. The Faculty Member should get the lesson plan and course file – approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, hand outs, PPT, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.,
3. The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
4. The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
5. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
6. The Faculty Member should engage the full 50 minutes and should not leave the class early.
7. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.
8. The Faculty of Member should not carry mobile phones to the lecture class / lab./ drawing / workshop practice.
9. Should practice/rehearse the lecture well before going to the class.
10. The Faculty Member should make use of PPT, Models etc., as teaching aids.
11. The Faculty Member should encourage students asking doubts / questions.
12. The Faculty Member should get the feedback from students and act /adjust the teaching appropriately.
13. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

14. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
15. The Faculty Member shall give possible subjective/objective questions with answers for each unit.
16. The Faculty Member should sign in the class log book every day after he/she finishes the lecture.
17. The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
18. The Faculty Member should always aim for 100% pass results in his /her subjects and work accordingly.
19. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
20. The Faculty Member should make himself/ herself available for doubt clearance.
21. The Faculty Member should motivate the students and bring out the creativity / originality in the students.

XVII. LABORATORY

1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
3. The lab observations/records must be corrected then and there or at least by next class.

XVIII. TEST / EXAM

1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
2. During invigilation, the Faculty Member should be continuously moving around. She/he should not sit in a place for a prolonged time. She/he should watch closely so that nobody does any malpractice in the exam/test. Invigilators should not carry mobile phones to the exam hall.
3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle test / Model Examination).
4. The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Chief Superintendent / Principal with remarks.
5. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

XIX. STUDENT - FACULTY RAPPORT

1. The Faculty Member should have a good control of students.
2. As soon as the Faculty Member enters the class, he / she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent.
3. In case of repeaters or habitual late comers, the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HoD/Dean.
4. The Faculty Member should act with tact and deal with insubordination by students maturely.
5. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

XX. RESPONSIBILITIES OF THE EMPLOYEES

Responsibilities of the Principal :

- i) The Principal shall be the head of the institution.
- ii) Plan the establishment of various departments and administrative units of the college.
- iii) Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
- iv) To identify and recruit suitable persons to man the various departments and administrative units.
- v) Development of various laboratories, Computer Centre, library and all organs required for an educational institution.
- vi) To maintain cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies who matter.
- vii.) a)To maintain healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.
 - b) Prepare the minutes of meetings.
 - c) Prepare the budget for approval of management.
 - d) Regularly apprise the management about the various activities.
- viii) To plan functions like Annual Day, Fresher's Day, Success Meet etc.
- ix.) To give leadership for organizing seminars, symposia, short-term schools and plan Faculty Improvement Programs.
- x.) In a nutshell. the principal shall be responsible to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries, R & D Establishments and the general public.

Responsibilities of Heads of Departments:

- i.) (a)** Administer the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time

(b) Maintain vacation duty statement, CCL account for the staff of the department.

(c) Maintain the relevant topic-wise files and ensure "place for everything and everything in its place".

(d) The HOD should be well informed about the activities and programs of other professional colleges and institutions. HOD should keep good contacts with the faculty of IITs, Universities and Sister Colleges in the country and if possible, universities abroad.

(e) Preparation of class-wise timetables.

(f) Ensure compilation of students' attendance and mid marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.
- ii.)** Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.
- iii.) (a)** Development of various laboratories and arrange for regular maintenance, updating the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.

(b) Maintain laboratory-wise stock registers one for capital equipments and the other for components & spares.

(c) Procure spares and components and stock them and maintain inventory laboratory- wise.
- iv.) (a)** Coordinate the activities of Technical Associations, ISTE, IETE. I EEE and such other professional associations.

b) Organizing special lectures by experts, technical staff, seminars & conferences and refresher courses.
- v.) (a)** Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.

(b) Encourage students to develop communication skills, report writing, debating and group discussions etc.

- vi.). (a) Maintaining cordial relations with local industries and also develop contacts in general with industry and R & D organizations in the country.
- (b) Extend all possible help to the students of the department for training / project work / professional employment. .
- (c) Efforts are to be put in to enhance the computing skills of the students of the department and organize bridge courses to make up deficiencies.

Responsibilities of Deans:

1. Dean of Administration:

i.). To assist the Principal and render advice as and when sought in organizing various administrative units/ cells/ sections in the college such as establishment, accounts, academics, examinations, students' counseling, students' feed back on teaching effectiveness, proctorial work, games, sports cultural activities, seminars, functions and so on.

ii.) Assist the Principal in evolving service rules, code of conduct, leave rules, annual reports, annual confidential reports, self-appraisal reports, performance appraisal reports of faculty and staff and such other activities. In general to assist the Head of the Institution i.e., the Principal to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries & R & D Establishments and the general public.

2. Dean of Academics & Examinations:

i.) (a) Coordinate admissions to various courses, collection of the necessary original certificates, collection of fees, prepare the lists of students with roll numbers and maintain student profiles throughout their stay in the college.

(b) Maintain records of students' attendance and Sessional marks and have liaison with the universities on all academic matters like schemes of instructions, syllabi, rules and regulations and such others.

ii) (a) Coordinate the conduct of all university annual/semester examinations as per the schedules given by the university.

(b) Coordinate all the laboratory examinations and send the award list received from the various departments to the university.

(c) Announce schedules and conduct of mid Sessional examinations.

(d) In general to coordinate all activities connected with the university examinations and also the internal examinations of the college.

3. Dean of Students' Activities:

i). (a) To receive the freshers and organize orientation programs.

(b) To form various sections for the 1st year classes and to coordinate class time tables.

(c) To take effective steps with assistance of proctorial committee to prevent ragging

(d) To coordinate the activities connected with the freshers day, annual day celebrations and such other functions.

ii). To maintain the record of academic prizes given away annually to the meritorious students of each class.

4. Dean of Research & Development:

i) (a) To coordinate all the proposals for research schemes submitted to various funding agencies.

b) To coordinate the import of sophisticated equipment and the necessary permissions from the university and other authorities.

(c) In general to work out the various plan to give a boost to R&D activities in the various departments of the college.

d) To coordinate the activities of the city-centre including training activities, bridge courses, Internet Facility, Reference Library and related matters.

ii). To coordinate the proposals for new courses in the college and maintain liaison with university, AICTE and Government.

RESPONSIBILITIES OF TEACHING STAFF:

1. Academic Responsibilities:

i) Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by JNTU and relevant advanced topics beyond syllabus.

ii) To develop curriculum, learning resource materials and Laboratories.

iii) To actively participate co-curricular and extra-curricular activities of the college and those organized by other institutions.

- iv) Excellent guidance and counseling to promote their personal, ethical, moral and overall character.
- v) To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.
- vi) Self development through up-gradation of qualification and participation in professional activities.

2. Administration:

- i) To participate actively in academic and administrative management of the institution and also in policy making.
- ii) Planning, monitoring and evaluation and promotional activities at department and institutional level.
- iii) To design and develop new Programmes of high quality.
- iv) To prepare project proposals for funding in vital areas of R & D.
- v) Laboratory Development and Modernization.
- vi) To participate in administration related activity both at departmental and institutional levels.
- vii) To monitor and evaluate academic and research activities.
- viii) To participate in policy planning at the Regional / National level for development of Technical Education.
- ix) To help mobilization of resources for the institution.
- x) To plan and implement staff development activities.
- xi) To maintain accountancy and to conduct performance appraisal.

3. Research & Consultancy:

- i) To actively involve in Research and Development Activities, Research guidance and Industries sponsored research.
- ii) To provide consultancy and testing services by providing extension services and participating in community services.
- iii) To provide non-formal modes of education for benefit of community and dissemination in community services.
- iv) To promote the spirit of entrepreneurship with an aim at creation of jobs.
- v) And any other relevant work assigned by the head of the institution.

XXI. UNDERTAKING BY THE MEMBER:

Every member of the faculty should carefully read and understand the above “*Duties and Responsibilities*” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as below:

I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above, I will be relieved from the employment of NRI Institute of Technology, Pothavarappadu. A copy of these rules is supplied to me.

Signature:

Name & Designation:

Date:

APPENDIX - 1

Daily Allowances/Lodging Allowances:

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

Category of Employee	Type of Allowance	Town / City		
		A Grade Towns (Municipal Corporations/ towns)	B Grade Towns (Metropolitan Cities)	C Grade Towns (Cosmopolitan Cities)
Grade – I	Daily Allowance	300/-	350/-	400/-
	Lodging	500/-	750/-	875/-
Grade – II	Daily Allowance	200/-	250/-	300/-
	Lodging	300/-	450/-	525/-
Grade – III	Daily Allowance	150/-	175/-	200/-
	Lodging	200/-	300/-	350/-

Reimbursement of the actual lodging charges may be considered subject to the production of the actual bill subject to 10 – 15 % of variation.


Dr. C. NAGA BHASKAR



- PRINCIPAL
N.R.I. Institute of Technology
Pothavarappadu (V), Agiripalli (M)

Signature of Principal