

# MIRACLE EDUCATIONAL SOCIETY GROUP OF INSTITUTIONS



( Approved by AICTE,New Delhi & Affiliated to JNTUKAKINADA )

Miracle city, Munjeru village, Bhogapuram Mandal,Vizianagaram dist-535216.

## I. SERVICE AND CONDUCT RULES

### 1 .General:

(a) These rules shall be called MIRACLE EDUCATIONAL SOCIETY GROUP OF INSTITUTIONS,BHOGAPURAM Service and Conduct Rules and shall come into force from the date decided by the Chairman of the Governing Body of the College. These rules supersede all rules previously in force.

(b) Except as otherwise provided these rules shall apply to all categories of employees except part-time employees and employees borne on contingent establishment.

(c) The Chairman of the Governing Body of the College reserves to itself the right of modifying these rules from time to time.

### 2. Definition:

(a) 'Institute' or 'College' means the MIRACLE EDUCATIONAL SOCIETY GROUP OF INSTITUTIONS

(b) 'Society' means MIRACLE EDUCATIONAL SOCIETY, BHOGAPUARAM.

(c) 'Chairman' means the Chairman of the MIRACLE EDUCATIONAL SOCIETY GROUP OF INSTITUTIONS. and Chairman of the Governing Body of the College.

(d) 'Chairman of the Governing Body' means the Chairman of the Governing Body of the College as constituted by the Chairman.

(e) Director/Principal/Dean means the Head of the Institute

(f) 'Appointing Authority' means Chairman of the Governing Body.

(g) 'Permanent Post' means a post carrying a definite scale of pay sanctioned without limit of time and included in the cadre of sanctioned posts.

(h) 'Permanent Employee' means a person confirmed in a permanent post to which no other person holds a lien.

i) 'Department' means section or division in which services are rendered both teaching and practical training, leading to award of a degree/diploma in that faculty.

### **3. Appointing Authority for teaching posts:**

(a) The Chairman of the MIRACLE EDUCATIONAL SOCIETY GROUP OF INSTITUTIONS and the Chairman of the Governing Body is the Chairman of Teaching and Non-teaching selection committee.

(b) All appointments of the staff of the College except that of the Director/Principal/Dean, Dean shall be made by the Selection Committee constituted by the Chairman of the Governing Body from time to time.

(c) Selection Committee for the Institute

Teaching: In addition to members of Selection Committee constituted by Chairman of the Governing Body, the following are the members of Selection Committee for selection of Professor/Associate Professor / Sr. Asst. Professor / Asst. Professor

1. Chairman
2. Director/Principal of the Institute
3. Dean
4. Head of Department
5. Subject experts not below the rank of Professor in a University

(d) For Non Teaching Selection Committee: - All regular appointments of non-teaching staff are made by the non-teaching selection committee constituted by the Society from time to time.

(e) All posts at the College shall normally be filled by advertisement but the Chairman of the Governing Body shall have the power to decide, on the recommendation of the Director/Principal/Dean that a particular post be filled by invitation or by promotion from amongst the members of the staff of the College.

### **4. Traveling Allowance to attend interview:**

Candidates selected for interview for a post are normally not entitled to T.A. but in special cases they may be paid such traveling allowance as may be determined by the Chairman from time to time.

### **5. Medical Fitness:**

Every appointment shall be subject to the condition that the appointee is certified by a medical authority nominated by the Chairman of the Governing Body as being in sound health and physically fit to serve provided that the may for sufficient reasons relax the medical requirement in any particular case or cases subject to such condition, if any, as may be laid down by the Chairman of the Governing Body. 'Provided further, that in the case of persons appointed temporarily for

periods of three months or less than three months duration, the production of physical fitness certificate may be dispensed with.

## **6. Salary and Allowances:**

All employees working under sanctioned post are entitled to pay according to pay scales of their posts, and in addition such dearness and other allowances at such rates as the Chairman of the Governing Body may decide, from time to time.

## **7. Appointments:**

All permanent appointments shall ordinarily be made on probation for a period of one year for college selection committee appointments, after which period, the appointee, if confirmed, shall continue to hold the post, till the close of the academic session, in which he attains the age of retirement as followed by affiliated University.

Provided that the appointing authority may in exceptional cases, grant extension of service or to re-employ any member of the staff on a year to year basis, provided further that the extension in the first instance in the case of teaching staff may be made for a longer period but not exceeding three years. However, employees joining after superannuation shall be entitled to service conditions as stipulated from time to time and as decided on the discretion of the Chairman of the Governing Body.

## **8. Termination of services:**

(a) After the probation if the employee is not confirmed, thereafter, he shall be deemed to have continued on a temporary basis and his services may then be terminated, on a month's notice or on payment of a month's salary in lieu thereof.

(b) The appointing authority shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation, on one month's notice, or payment of salary in lieu thereof.

(c) If in the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, due to which his retention in service is considered undesirable, by such appointing authority, his services may be terminated by one month's notice or on payment of one month's salary in lieu thereof.

(d) The appointing authority shall have the powers to terminate the services of any member of the staff on grounds of retrenchment or based on unavailability by giving to the persons concerned one month's notice in writing or on payment of one month's salary in lieu thereof.

(e) A permanent employee of the College may discontinue his services by giving to the appointing authority one months notice in writing or on payment of one months salary in lieu thereof, if agreed to by the appointing authority, provided that the appointing authority may for sufficient reasons call upon the employee concerned to continue till the end of the academic session in which the notice is received.

(f) The service of a temporary employee shall be liable to be terminated at any time by notice in writing given by either party. The period of such notice shall be one month unless otherwise agreed to by the parties. The other terms and conditions of such employees shall be such as may be specified by the appointing authority in the letter of appointment.

### **9. Traveling and Daily Allowances:**

The employees of the College shall be entitled to traveling and daily allowances according to the scales laid down by the Chairman of the Governing Body from time to time on all such out station appointments as approved and authorized by the Director/Principal/Dean.

### **10. Employees entitled to vacations:**

It shall be for the Director/Principal/Dean to decide as to the class of employee of the College who shall be entitled to vacation.

Teaching and Non-teaching staff of the Institute shall be eligible for vacation as announced by Affiliated University with prior approval from the Director/Principal/Dean. Compensatory Half Pay Casual Leave may be accrued in the ratio of 1: 1 in the case of public holidays and during vacation on the days which an employee is retained by the Director/Principal/Dean for specific services like Lab establishments/AICTE work/Accreditation work/ Examination Cell work etc.

### **11 .Conduct Rules:**

The employees of the College shall be governed by the Conduct Rules as laid down in Schedule 'A'.

### **1 2.Leave Rules:**

The employees of the College shall be entitled to vacation and leave in accordance with the rules approved by the Chairman of the Governing Body .

### **13. Policy on Annual Salary Increment:**

MES is committed to providing our employees with fair compensation for their work, encouraging and rewarding strong workplace performance, and ensuring they maintain a quality standard of living. Employees who perform their duties satisfactorily are entitled to one annual salary increment.

## **14. Promotion Rules:**

To provide adequate opportunity, encouragement and career growth to the employees consistent with their contribution to the growth of the Organization; MES will endeavor to motivate and enthuse its employees at all levels for better and more effective performance for rewarding them with promotion, in accordance with the rules approved by the Chairman of the Governing Body as per norms of AICTE/UGC whichever is applicable.

## **15. Penalties:**

The Director/Principal/Dean may place a member of the staff appointed at the College under suspension under the following circumstances: -

(a) Where a disciplinary proceeding against him is contemplated or is pending, or where a case against him in respect of any Criminal Offence is under investigation or trial in a Court of Law.

During the first year of suspension the member of the staff concerned shall be entitled to a subsistence allowance of an amount equal half the basic pay and any period subsequent thereto at such rates as may be decided by the appointing authority. In addition he may be granted any allowance of which he was in receipt on the date of suspension to such extent and subject to such conditions as the Director/Principal/Dean may fix. During the period of suspension he will not be entitled to work anywhere else.

The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff :-

(i.) Censure

(ii) Withholding of increments;

(iii) Recovery of the whole or part of the pecuniary loss caused to the Society by

Negligence or breach of orders

(iv) Reversion to a lower service, grade or post or to a lower time scale, or to a lower stage in a time scale

(v) Dismissal from service which shall ordinarily be a disqualification for future employment under the MES. No order imposing on any member of the staff any of the Penalties specified at (iv) to (v) above, shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken against him.

No order imposing on any member of the staff any of the penalties specified at (i) to (iii) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the appointing authority.

Notwithstanding the above provision it shall not be necessary to follow the procedure mentioned above in the following cases: -

(a) Where an employee is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on criminal charge in a Court of Law.

(b) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person any opportunity or showing cause

If any question arises whether it is reasonably practicable to give to any person an opportunity of showing cause under clause (b) above, the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank, as the case may be, shall be final.

A member of the staff aggrieved by any order imposing penalty passed by the Director/Principal/Dean against him shall be entitled to prefer an appeal to the next higher authority against the order and the decision of the appellate authority regarding the appeal shall be final.

A member of the staff aggrieved by any order imposing any penalty passed by the Director/Principal/Dean against him shall be entitled to prefer an appeal to the Chairman of the Governing Body and there shall be no further appeal from the decision of the Chairman of the Governing Body. No appeal shall be entertained unless, it is submitted within a period of three months from the date on which the appellant received a copy of the order appealed against, provided the appellate authority may in its entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time, If charges against a member of the College staff, who has been dismissed, removed or suspended on certain charges, are not proved or his appeal is accepted by competent authority, he may be granted pay and allowance by the authority suspending him or by the appellate authority for the period of his absence from duty as under: -

(a) Full pay to which he would have been entitled if he had not been dismissed, removed or suspended and by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal, removal or suspension, if he has been fully exonerated.

(b) Such proportion of such pay and allowance as the appellate authority may prescribe, if not fully exonerated. In a case falling under clause (a), the period of absence from duty will be treated as a period spent on duty. In case falling under (b) it will not be treated as period spent on duty unless the appellate authority so directs.

## **16. Provident Fund:**

The employees of the College shall be entitled to the benefits of Provident Fund maintained for persons in the service of the College in accordance with the provisions of the rules of the Fund and Management.

## **17. Appointment on Contract:**

Appointment on contract basis is made by Chairman of the Governing Body of the College.

## **18. Interpretation:**

Notwithstanding anything contained in the regulations, the Chairman of the Governing Body shall have the power to decide on any matter when any difficulty arises, regarding the interpretation or implementation of any of the above regulations.

# **SCHEDULE-A**

## **CONDUCT RULES**

### **1. Application:**

The provisions contained in this Schedule shall apply to all employees of the College including Director/Principal/Dean.

### **2. Definitions:**

In this Schedule unless the context otherwise requires.

(a) "Competent authority" means: -

(i) The 'Chairman' in the case of the Director/Principal/Dean.

(ii) The 'Director/Principal/Dean' in the case of all other employees.

(b) "Members of the family" in relation to an employee includes: -

The wife, child or step child of such employee residing with and dependant on him and in relation to an employee who is a woman, the husband residing with her and dependant on her, and any other person related, whether by blood or by marriage to the employee or to such employees wife or husband and wholly dependant on such employee, but does not include a wife or husband

legally separated from the employee or child or stepchild who is no longer in any way dependant upon him or her, or whose custody the employee has been deprived of the law.

(C) “Serviced means service under the College.

### **3. General:**

(a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.

(b) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.

(c) 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 such duties, as may be assigned to him by competent authority, beyond schedule working hours and on closed holidays and Sundays and during vacations.

(d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.

(e) Except for valid reasons and or unforeseen contingencies no employee shall be absent from duty without prior permission.

(f) No employee shall leave station except with the prior permission of proper authority, even during leave or vacation.

(g) Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or Director/Principal/Dean if he is himself the Head of a Department, the address where he would be available during the period of the absence from station.

### **4. Taking part in Politics and Election:**

No employee shall take active part in politics in the campus of the College or exploit his official position for political ends or permit the use of College facilities for political purposes.

### **5. Criticism of the Institute:**

No employee shall, in any print/digital/electronic broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.

(i) Which has the effect of an adverse criticism of any policy or action of the College; or

(ii) Which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organization or members of public; or

(iii) Which exploits the name of the College or his position therein? Provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

## **6. Evidence before Committee or any Authority:**

(i) Save as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.

(ii) Where any sanction has been accorded under subparagraph (i) no employee giving such evidence shall criticize the policy or any action of the College or the Central Government or any State Government.

(iii) Nothing in this paragraph shall apply for: -

(a) Evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or

(b) Evidence given in any judicial inquiry; or

(c) Evidence given at any departmental inquiry ordered by the College authorities.

## **7. Unauthorized communication of information:**

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

## **8. Private Trade or Employment:**

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his official assignments. No member of staff shall offer private tuition /services either for monetary or otherwise.

## **9. Investments, Lending and Borrowing:**

(i) No employee shall speculate in any business nor shall make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

(ii) No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

### **10. Insolvency, Habitual Indebtedness and Criminal Proceedings:**

(i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.

(ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether he is guilty or not on criminal charge Or otherwise for a period longer than 24 hours shall not join his duties in the College unless he has obtained written permission to that effect from the Director/Principal/Dean of the College.

### **11. Moveable, Immoveable and Valuable property:**

Every member of the staff shall, on first appointment in the College service and thereafter at such intervals as may be prescribed by general or special order of the competent authority submit return in such form as the College may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

### **12. Vindication of Acts and Character of Employees:**

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

### **13. Representations:**

(a) Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.

(b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

## **14. Punishment, Appeals etc:**

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these 'rules and preference of appeals against any such action taken against him.

15.If any staff rejected by AFRC,AICTE,JNTUK Ratification wise the same staff have to relieve on same day without Notice.

## **II. LEAVE RULES**

### **1. Introduction ;**

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Chairman of the Governing Body from time to time. The following leave rules and norms give details about the different types of leave and how they can be availed off. Certain rules are common to both Teaching and Non-teaching of the Institute. Certain rules and norms have been designed specifically with reference to faculty of the Institute.

### **2 General Principles Regarding Grant of Leave**

#### **2.1 Applicability**

The provisions contained in these rules shall apply to all permanent employees of the college. However, these leave rules doesn't include employees under contractual basis or services.

#### **2.2 Right to leave**

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- ii. To change the nature of leave, the maximum period permitted shall not exceed two weeks.
- iii. Mere application of the leave, without proper granting of leave shall be treated as absence without leave.

#### **2.3 Authority empowered to sanction Leave**

- i. Applications for leave shall be addressed to the Chairman by the Director/Principal/Dean and to the Director/Principal/Dean by the other members of staff.

ii. Sanctioning authority for the sanction of leave for the Director/Principal/Dean shall be Chairman.

iii. For all the Leaves other than Casual Leaves to the members of the staff sanctioning authority is the Director/Principal/Dean or by a member of staff to whom the power has been delegated by the Director/Principal/Dean.

iv. Sanction of Casual Leaves to the members of the staff both teaching and non-teaching of the functional departments shall be made by the respective Head of the departments / In-charge HOD's.

v. Sanction of Casual Leaves to the members of all the staff members for Science & Humanities, Library, Exam Cell, Placement cell shall be made by the respective department In-charges.

vi. Sanction of Casual Leaves to the members of all the staff members in Director/Principal/Dean's Office, Physical Directors, Gardening, Construction, and Maintenance shall be made by the respective department In-charges.

vii. Sanction of Special Casual Leaves, Academic Leaves (up-to 3 days), Half Pay Causal Leaves (up-to 7 days), On- duty leaves, Compensatory Leaves shall be made by the Director/Principal/Dean. Leave applications for above mentioned leaves shall be forwarded thru respective HOD's / In-charges of respective department to Director/Principal/Dean.

## **2.4 Commencement and termination of leave**

i. Leave ordinarily begins from the date on which leave as such is actually availed and ends on the day preceding the date on which duty is resumed.

ii. Second Saturday, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

## **2.5 Combination of leave**

Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

## **2.6 Grant of leave beyond the date of retirement and in the event of Resignation**

i. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.

ii. An employee who has served notice for resignation shall be eligible for CL's on pro rata basis and they are not eligible for any other leaves, Provided that the Director/Principal/Dean may,

in any case, grant leaves to an employee prior to his/her resignation if, in the opinion of the Director/Principal/Dean, the circumstances of the case justify such grant of leave.

## **2.7 Conversion of one kind of leave into another kind**

Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after leave by the employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

## **2.8 Rejoining of duty on return from Leave on medical grounds**

- i. An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.
- ii. Leave sanctioning authority may secure second medical opinion, if considered necessary.

## **2.9 Rejoining of duty before the expiry of leave**

Except with the permission of the authority, which granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

## **2.10 Maximum period of absence from duty**

- i. No member of the Service shall be granted leave of any kind for a continuous period exceeding five years.
- ii. Unless the Chairman of the Governing Body, in view of the special circumstances of the case, determines otherwise, a member of the service who remains absent from duty for a continuous period exceeding five years other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

\*\* Review based - On Guide's recommendation for every 30 days and thereof.

## **2.11 General**

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- ii. Absence from duty after expiry of leave entails disciplinary action.
- iii. Absence without leave will constitute an interruption in service
- iv. A staff on leave should not, take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- v. At any time not more than 30% in a department may be granted leave.
- vi. Probationary employees may note that they cannot avail any other leaves except Casual Leave as per the norms.

## **3. Kinds of Leave:**

The following kinds of leave shall be admissible to the members of the staff of this Institute.

1. Casual Leave (CL).
2. Academic Leave (AL).
3. On-Duty (O.D).
4. Half Pay Causal Leaves (HPCL).
5. Maternity Leave (MTL).
6. Study Leave (Full-Time).
7. Study Leave (Part-Time).
8. Summer Vacation and Permissions.

### **3.1 Casual Leave (CL)**

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 15 days in a calendar year.
- ii. Second Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or sufficed, shall not be counted as Casual Leave.
- iii. A staff member can avail only one leave in a month. However, they can avail the preceding month's CL in the subsequent months, if they are not availed in the past. The left over three days CL (out of 15 days CL in a year) may be availed in advance from the month of July in a calendar year.
- iv. CL can be taken for half a day also.
- v. Staff appointed and joined duty during the middle of a year may avail of CL on pro rata basis.

### **3.2 Academic Leave (AL)**

Academic leave may be granted when a staff member attends conferences/ seminars/ workshops/ refresher courses/ symposia/ practical training/ judge for paper presentations/ conference chairs/ guest lectures etc. shall be entitled to Academic leave maximum amount of 6 days in a Calendar year. Priority need to be followed in forwarding a recommendation for participation is as follows:

- i. In the order of seniority duly taking into account whether the faculty in the given academic year has already attended any seminar/workshops/ Symposium.
- ii. Area of research/teaching
- iii. Retired faculty considered on requirement basis
- iv. Paper Presentations considered without any discretion.
- v. Given faculty in a given academic year may get a second opportunity provided at least 50% of faculty covered in the discipline/department.
- vi. The above is only a general priority. In specific cases discretion may be used keeping in view of institution interest.
- vii. Permission for participation may be refused to those who have attended a similar program within the last six months.
- viii. At any given time not more than 2 faculties from a given department be deputed/permitted.
- ix. Refresher courses for Non- teaching technical staff in their line of duty can be considered for academic leave.

### **3.3 On-Duty (O.D.) Leave**

On-Duty leave may be granted when a staff member is attending Examination related work such as lab external examiner/ project external examiner / observer, or any other institutional related work assigned by Principal / Director. (Faculty members are allowed only one spell per semester in case of JNTUK valuation).

### **3.4 Half Pay Causal Leave (HPCL)**

i. The HPCL admissible to a member of the staff shall be 10 full days in a calendar year for teaching staff and for Non-teaching staff. For availing of HPCL Minimum two year service in the college is necessary.

ii. HPCL can be accumulated up to 180 (90 days).

### **3.5 Maternity Leave (MTL)**

i. Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 120 days from the date of its commencement.

ii. Maternity Leave shall not be debited to the leave account.

iii. Maternity Leave may be combined with leave of any other kind except Casual Leave.

iv. Minimum 2 years service in the college with a commitment of at least 1 year service bond after leave is required for availing of maternity leave for the staff member for the first delivery.

v. Minimum 5 years service in the college with a commitment of at least 1 year service bond after leave is required for availing of maternity leave for the staff member for the second delivery.

vi. Maternity Leave is available for the desiring woman staff for four months un-paid leave for those who have less than two years of service in the institution.

vii. Based on medical reports the maternity leave can be extended up to one month with salary unpaid.

viii. During maternity leave, leave salary equal to last pay drawn is admissible.

### **3.6 Study Leave (Full Time)**

i. Study leave is granted to staff with not less than five years of service in the college for a course leading to Ph.D/PDF and not less than three years of service in the college for technical staff for course leading to diploma.

ii. Course should be certified to be of definite advantage to the Institute interest.

iii. The Director/Principal should approve the particular study to grant leave.

iv. The faculty on his/her return should submit a full report on the work done during study leave, meanwhile periodical review of the work should be submitted year-wise for Ph.D./ PDF.

v. Study leave is not admissible

a. For studies out of India if facilities for such studies exist in India;

b. To an employee due to retire within three years on return from the study leave;

vi. Maximum period of study leave is 36 months for Ph.D. and one year for PDF.

vii. Study leave shall not be debited to the leave account.

viii. Faculty who wish to avail this Study Leave (Full-Time) has to execute Three years service bond after completion of their Ph. D./PDF

ix. Requisite Bonds in the prescribed forms are required to be executed by the faculty before proceeding on study leave. The bond amount will be decided by the Chairman of the Governing Body.

x. If the course falls short of the study leave, the faculty should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.

xi. Leave Salary for Ph.D./ PDF:

Basic salary during the period for NIT/ IIT and 50 % of Basic pay in case of Universities for Ph.D./ PDF with other commitments being the same.

xii. Non-teaching technical staffs are eligible for study leave for up gradation of skills in their functional line like pursuing Diploma from ITI

xiii. Leave Salary for Diploma:

a. Technical staff pursuing Diploma course in his/her functional line can be given tuition fee support if he/she gives a commitment to serve in the institution for at least two years.

b. Technical staff pursuing Diploma course in his/her functional line can be given basic salary support if he/she gives a commitment to serve in the institution for at least three years.

### **3.7 Study Leave (Part Time)**

i. Study Leave is granted to staff with not less than five years of service in the college for course leading to Ph. D., and not less than five years of service in the college for technical staff for course leading to Diploma.

ii. Course should be certified to be of definite advantage to the Institute interest.

iii. The Director/Principal should approve the particular study to grant leave.

iv. The employee on his/her return should submit a full report on the work done during study leave.

v. Study leave is not admissible to an employee due to retire within three years on return from the study leave;

vi. Faculty members who have registered for Ph. D. (part time), they can avail 7 days leave for 1st year, 7 days leave for 2nd year, 10 days leave for 3rd year and 15 days leave for 4th year from their date of registration. Staff members who have more than 5 years of experience in this institution are eligible to avail this study leave.

vii. Study leave shall not be debited to the leave account.

viii. Employees who wish to avail this Study Leave (Part- Time) have to execute two year service bond after completion of their Ph.D.

ix. Requisite Bonds in the prescribed forms are required to be executed by the faculty before proceeding on study leave. The bond amount will be decided by the Chairman of the Governing Body.

### **3.8 Summer Vacation and Other Norms**

i. Teaching staff will get minimum 3 weeks and non-teaching staff will get 2 weeks of summer vacation every year. However, probationary employees can not avail summer vacation.

ii. Staff members may be permitted maximum 2 permissions in a month with a total duration of one hour. If there are more than two permissions in a month, it will be converted into a half-day CL.

iii. Staff members are not given CCL (Compensatory Casual Leaves) under any circumstances for any work assigned by Principal/Director

### **POLICY ON ANNUAL SALARY INCREMENT**

Annual Increments will be based on the appraisal and publications as per norms given below:

i. Every faculty has to publish at least one article in any Peer reviewed journal/UGC listed journal based on his/her research work or B.Tech/M.Tech student's project every year. However, it may be extended one more year based on his/her explanation.

ii. Doctorates and Professors have to publish an article/paper in Scopus Indexed/SCI Journal at least once in two years.

iii. Academic Administrators of the college have to publish an article/paper in Scopus/SCI Journal at least once in three years.

## **II. BENEFITS FOR STAFF**

### **1. Quality Improvement (Q.I.P.):**

Faculty members are sponsored for higher study on deputation under QIP Scheme. One staff member from each department can be sponsored at one occasion on seniority basis.

### **2. Group Insurance:**

College provides group insurance to teaching staff and non-teaching staff up to a limit of Rs.2,00,000/-. College is providing health insurance to teaching staff with contribution from staff. Sum assured depends upon the salary.

### **3. Professional Body memberships:**

College provides 50% of membership fee for one Professional Body membership for the faculty having at least two years of service in the college.

### **4. Financial support to faculty members to attend FDPs:**

Faculty members are allowed financial support to attend Faculty Development Programs TA/ DA (as per prevailing rules) and registration fee will be provided.

Faculty members can avail this facility for two times maximum in an academic year.

### **5. Incentives for Faculty Research & Publications:**

i. Incentives to any faculty will be sanctioned in the month of March and September of every year.

ii. Every Doctorate has to submit any project proposal to at least one of the external funding agencies once in two years.

iii. If any faculty has external funded projects, 2 to 5% of the project fund will be sanctioned as incentive as per committees recommendations.

iv. If the name of the Research Guide as 1st Author, then the 2nd name of Author may considered if the college name appears in the journal.

v. If any faculty guides a research scholar as co-guide, then 3rd name with college name will also be considered for incentive.

### **6. Add on facilities to Staff:**

- i. College provides all facilities to arrange the bank loan for the interested staff.
- ii. The management is planning to provide Laptop to the faculties who have a minimum three years service in the institute.
- iii. The management provides salary advance to the faculties at the emergency.
- iv. The management provides Laptops to the HoD's and professors.
- v. The management provides A/C bus facility for transport to HoDs and professors.

### **III. FACULTY HANDBOOK**

The Faculty Handbook reflects the policies and regulations of the Miracle Educational society Group of Institutions, Bhogapuram as they apply to the teaching faculty of the College. These are in addition to the rules, procedures and requirements contained in the Service Rules. The faculty being central to any educational enterprise, they have greater responsibilities than the other sections that go to populate an educational community.

#### **1. PROFESSIONAL ETHICS AND ACADEMIC RESPONSIBILITY**

##### **1.1 Introduction**

The basic functions of the College are the advancement and dissemination of knowledge, the development of critical intelligence, and the education of citizens and professional workers for the society of which the College is a part.

The indispensable condition for the successful discharge of these functions is an atmosphere of intellectual freedom. Unless he or she is free to pursue the quest for knowledge and understanding, wherever it may lead, and to report and discuss the findings, whatever they may be, the College faculty member cannot properly perform his or her work. As a participant in an enterprise that depends upon freedom for its health and integrity, the faculty member has a special interest in promoting conditions of free inquiry and furthering public understanding of academic freedom.

Freedom entails responsibilities. It is incumbent upon the faculty member to accept the responsibilities which are concomitant with the freedom he or she needs.

Those responsibilities are: 1) to students, 2) to scholarship, 3) to colleagues, 4) to the College and 5) to the larger community which the College serves. To make these responsibilities operational, it is necessary that ethical and professional standards be adopted to guide faculty members in their conduct and that effective mechanisms be established to monitor and enforce compliance with these standards.

##### **1.2 Responsibilities to Students**

As a teacher, the faculty member has the responsibility for creating in his or her classroom or laboratory a climate that encourages the student's endeavors to learn. The faculty member should exemplify high scholarly standards and respect and foster the student's right to choose and pursue his or her own educational goals.

- a. The faculty member must make clear the objectives of the course or program, establish requirements, set standards of achievement, and evaluate the student's performance.
- b. The faculty member has the responsibility to meet classes as scheduled and, when circumstances prevent this, to arrange equivalent alternate instruction.
- c. The faculty member has the responsibility to teach courses in a manner that is consistent with the course description and credit published in the syllabus book of University and with the announced objectives of the course. He or she must not intentionally interject into classes material or personal views that have no pedagogical relationship to the subject matter of the course.
- d. In order to facilitate student learning, faculty members should present the appropriate context for course content. While challenge is essential to good teaching, challenge is ordinarily most effective when students are adequately prepared to deal with course materials.  
On controversial issues within the scope of the course a reasonable range of opinion should be presented. When the faculty member presents his or her own views on such issues, they should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.
- e. The faculty member owes to the student and the Institute a fair and impartial evaluation of the student's work. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, sex, or political views, or be based on the student's agreement with the teacher's opinion pertaining to matters of controversy within the discipline.
- f. Every student is entitled to the same intellectual freedom which the faculty member enjoys. The faculty member must respect that freedom. Restraints must not be imposed upon the student's search for or consideration of diverse or contrary opinion. More positively, the faculty member has an obligation to protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action. The classroom must remain a place where free and open discussion of all content and issues relevant to a course can take place.
- g. The faculty member has obligations as an intellectual guide and counselor to students. He or she has a responsibility to be available to students for regular counseling. In advising students, every reasonable effort should be made to see that information given to them is accurate. The progress of students in achieving their academic goals should not be thwarted or retarded unreasonably because a faculty member has neglected his or her obligation as advisor and counselor.
- h. Faculty members are expected to hold regularly scheduled office hours and reasonably available for appointments with students.
- i. The faculty member should conduct himself or herself at all times so as to demonstrate respect for the student. He or she should always respect the confidence deriving from the faculty-student relationship.
- j. The faculty member must avoid exploitation of students for personal advantage. For example, in writings and oral presentations, due acknowledgment of their contributions to the work should be made.
- k. In order that students can make knowledgeable choices about whether to take a particular course, it is the faculty member's responsibility to provide, on the first day of class, a course

syllabus, in either electronic or paper format, containing the following information:

- (1) the instructor's name, designation, department Contact hours for doubt clarification
- (2) goals and objectives of the course;
- (3) course content and schedule of topics;
- (4) list of readings and/or other anticipated course materials;
- (5) expectations for attendance, assignments, and examinations;
- (6) dates and times of any examinations scheduled outside of class time;

### **1.3. Responsibilities to Scholarship:**

Society has a vital stake in maintaining the College as an institution where knowledge can be sought and communicated. The faculty member has an ethical responsibility both to make full appropriate use of that freedom in his or her teaching and research and to guard it from abuse. More specifically:

- a. A faculty member is committed to a lifetime of study. Although no one can know everything, even about a limited subject, he or she must constantly strive to. keep abreast of progress in his or her field, to develop and improve his or her scholarly and teaching skills, and to devote part of his or her energies to the extension of knowledge in his or her area of competence.
- b. The faculty member has the responsibility of being unfailingly honest in research and teaching. He or she must refrain from deliberate distortion or misrepresentation, and must take regular precautions against the common causes of error.
- c; In order to maintain or increase effectiveness as a scholar, a faculty member may find it advantageous to assume certain obligations outside the College, such as consulting for government or industry, or holding office in scholarly or professional societies. Such activities are appropriate in so far as they contribute to his or her development as a scholar in his or her field, or at the very least, do not interfere with that development. On the other hand, acceptance of such obligations primarily for financial gain, especially when such activities may be incompatible with the faculty member's primary dedication as a scholar, cannot be condoned.

#### **1.4. Responsibilities to Colleagues.**

As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. He or she respects and defends the free inquiry of associates and avoids interference with their work. In the exchange of criticism and ideas, he or she shows due respect for the rights of others to their opinions. He or she refrains from personal vilification, and acknowledges contributions of others to his or her work. When asked to evaluate the professional performance of a colleague, the faculty member strives to be objective.

#### **1.5. Responsibilities to the Institution.**

The faculty member's primary responsibility to his or her Institution is to seek to realize his or her maximum potential as an effective scholar and teacher. In addition, the faculty member has a responsibility to participate in the day-to-day operation of the Institute. Among the faculty member's general responsibilities to the Institute, the following may be particularly noted:

- a. When a faculty member acts or speaks as a private person, he or she should make clear that his or her actions and, utterances are entirely his or her own and not those of the Institute.
- b. The faculty member must never attempt to exploit his or her standing within the Institute for private or personal gain. The faculty member may, on appropriate occasions, cite his or her connection with the Institute, but only for purposes of personal identification. The faculty member must not permit the impression to prevail that the Institute in any way sponsors any of his or her activities.
- c. Institute facilities, equipment, supplies, and other properties must never be used for personal or private business.
- d. A faculty member has the duty to ensure that the regulations of the Institute are designed to achieve the Institute's goals as well as being in accord with the principles of academic freedom. Recognizing the importance of order within the institution, the faculty member observes the regulations of the Institute, but in no way abdicates his or her right to attempt to reform those regulations by any appropriate orderly means.
- e. Effective faculty participation in the governance of the Institute promotes academic freedom and the goals of the institution. Each faculty member should take part in his or her institution's decision-making processes to the best of his or her ability and should accept a fair share of the faculties responsibility for its day-to-day operation.
- f. During periods of disturbance or high tension on campus, a faculty member should take reasonable steps to prevent acts of violence and to reduce tension.
- g. Subject to the requirements of this statement and other institutional regulations, a faculty member determines the amount and character of the work and other outside activities he or she pursues with due regard to his or her paramount responsibilities within the Institute and primary loyalties to-it.

## **1.6. Responsibilities to the Community.**

As a member of the community, the faculty member has the rights and obligations of any citizen. However, in exercising these rights, the faculty member must make it clear that he or she does not speak for the Institute, but simply as an individual. The faculty member does not use the classroom to solicit support for personal views and opinions.

Because academic freedom has traditionally included the faculty member's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions on the other. If such conflicts become acute, and the faculty member's attention to his or her obligations as a citizen and moral agent precludes the fulfillment of substantial academic obligations, the responsibility of that choice cannot be escaped, but the faculty member should either request a leave of absence or resign his or her academic-position.

## **2. FACULTY RESPONSIBILITIES AND DUTIES:**

### **2.1 Responsibilities of HoDs**

- i. Dispatch the attendance data of the students to the parents, who secure less than 75% attendance at the end of every month by registered post. Keeping the records of those students by taking Signature of the students.
- ii. Weekly report of absenteeism of the students of the preceding week must be uploaded in college web portal, to enable web master to send SMS to all parents on Monday.
- iii. Quiz and mid examination marks of every semester must be uploaded in college web portal, to enable web master to send SMS to all parents.
- iv. Progress reports of every student must be posted to the parents after every internal examination under certificate of posting.
- v. Syllabus coverage should be sent to the Dean (Academics) in every one month.
- vi. Feedback reports from the students must be taken twice in a semester (after one month of semester starting and before one month of semester end).
- vii. At the end of the semester, attendance, condonation and detention report has to be sent to the Dean (A&P), exam cell and accounts.

### **2.2 Teaching –**

The faculty is responsible for contributing to the teaching programmes of the College through:

1. Preparation and submission of lesson plans and schedules as per curricular and advise of the department.
2. Teaching of assigned courses.
3. Shall take up theory subjects, Laboratory, Drawing etc., as entrusted from time to time by the HOD as decided in departmental academic council meeting.

4. Preparation of course material for the courses and for the Technology-Enhanced Learning (TEL) environment envisaged for the College. This includes developing the web sites for the courses on the education server of the College
5. Faculty is responsible for engagement for each of the scheduled hour as per time-table of the department. If a faculty member cannot take a class due to a rare pressing engagement, arrangements must be made to make that hour up, through mutually convenient class work adjustment / substitution by a colleague. Such arrangements should be infrequent.

### **2.3 Student related:**

1. Shall promote parental interactions and provide the necessary performance reports and counseling feedbacks from time to time.
2. Counseling students, Academic advising of students as assigned within the department;
3. Faculty is expected to be punctual in the class and all other scheduled meetings with the students. It should try and inculcate in students, by example, the respect for time, procedures and rules.
3. Shall take up the theory subjects, Laboratory,
4. Faculty is expected to be helpful and sympathetic towards the students and their learning needs.
5. Availability on campus for interactions with students. Each faculty will maintain at least one open office hour on three different days of the week for the students. These hours should be set for students' convenience and should be announced in the class and posted. There will still be some students who will need to meet the faculty outside these hours and adequate arrangements should be made by faculty for these academic interactions.

### **2.4 Institution related:**

1. Shall attend all such responsibilities like invigilation, timetable preparations, counseling reports, self assessment, to obtain student feedbacks on the services provided from time to time and consolidate on various criteria/opinions so as to improve on overall performance
2. Shall maintain attendance registers, log sheets, evaluation and assessment of students for awarding of internal marks.
3. All records like attendance registers, log sheets, consolidated marks memos, evaluated scripts, and question papers should be submitted to the department after completion of semester / year.
4. Shall attend external duties as assigned by university authorities.
5. Setting up of the required laboratories, identifying the equipment, preparing the lab manuals and periodical updation, management of the laboratories as assigned by the department.
6. Shall prepare and develop Course Contents, Notes Material, Laboratory Manuals, Power Point presentations.
7. Engaging in activities to promote the advancement of department and Institute programs of study through curricular development, promotion of student research and scholarship, assessment,

outcome evaluation, etc.;

8. Engaging in activities to promote the overall advancement of the Campus and Institute such as involvement in educational programs, community service (Institute engagement activities), and student activities.

9. Helping in the management of student affairs, including sports, cultural and club activities, management of hostels, and disciplinary functions.

10. Helping the College in management of the various activities central to an academic campus including participation in Industrial Visits / Tours.

11. Participation in department and institution meetings;

12. Attendance at official Institute functions;

### **2.5 Professional Body:**

1. Engaging in activities to promote individual professional development appropriate within the faculty member's primary discipline;

2. Participation in discipline specific refresher courses including workshops, seminars and conferences for enhancement of knowledge in their respective fields. In addition, the faculty is also expected to carry out research work, including consultancy assignments, of high quality in at least one of the identified research areas.

Within the mission, goals and needs of the department, at this Campus and of the Institute, the particular skills, talents and inclinations of each faculty member will be respected, subject to the overall fulfillment of aggregate responsibilities.

### **3. WORKLOAD NORMS**

Classroom teaching and the work associated with it is the major responsibility of the faculty. But the College recognizes that it stands to gain stature only through the individual stature of its faculty, which comes through making significant contributions to the advancement of knowledge, and through making contributions to the Industry by taking up advanced consultancy projects.

A. It is envisaged that a faculty member of the College will spend about 18 hours per week on teaching and other tasks directly related to teaching. This includes time spent on preparing and updating the course-site, grading time and formal office hours, helping student with their difficulties in the courses being taught, and on the maintenance of course files in electronic format (containing detailed teaching plan used, text-books, copies of all assignments and teaching materials used, recommendations about desirable deviations, comments about the success of innovations, etc.).

B. Besides these direct teaching duties, a faculty member is expected to spend remaining hours per week on activities such as research, extension activities, preparation of teaching aids, development of computer-based instructional material and other educational software including books, teachers

manual for lab courses, etc., Academic/student administration, Assigned duties in admissions process, academic/administrative committee work, warden ship, formal student counseling, etc.

#### **4. STUDENT EVALUATION:**

The Faculty of a course is responsible forwarding the internal marks to the students for the course. It is expected that

1. Faculty will be absolutely fair in evaluating the students. Any willful manipulation of student grades is seen as the most serious infraction of conduct rules.
2. The grading shall be transparent. The faculty is expected to return to the students the graded scripts of quizzes, tests, and mid-semester examinations within a reasonable time.
3. Evaluation / Assessment shall be prepared and maintained and submitted as per the guidelines of the institution.

#### **5. CONSULTANCY AND SPONSORED RESEARCH**

The College expects and encourages its faculty to undertake consultancy and sponsored research. Norms for administration and regulation of such work will be developed in due course of time.

The College also encourages its faculty to accept academic committee work of other institutions and agencies. The rules governing the release of faculty members for such duties will be developed in due course of time.

#### **IV BENEFITS FOR STUDENTS**

The management is pleased to announce the following incentives and rewards for students.

Student securing 1st and 2nd Ranks in a semester, Gold and Silver medals. For any University Rank holder (Top 3 Positions) 50% Tuition Fees will be refunded. For others (4 to 10 Positions) 25 % Tuition Fees will be refunded.

50% of one Professional Society membership (annual) fees will be paid by management for Students with more than 80% aggregate.

Any student, who is having 75% of attendance and possess the membership of Professional Society, can attend conferences/seminars/workshops through Student Activity Centre (SAC) subject to prior permission from the respective HOD.

A maximum sum of Rs.3000/- will be reimbursed to a student attending any conference/ seminar/ workshop organized by premier institutions like NITs/IITs/IIITs/Universities who will get 1st and 2nd prizes along with TA/DA and Registration Fee. For other institutes, an incentive of Rs.1000/- and Rs.500/- will be awarded to the 1st and 2nd prize winners.

Innovative project funding for students will be given to students, subject to the approval of expert committee.

There will be regular personality development, entrepreneurship development, and ethics, and value added course, courses on communication skills, computing skills and placement specific programs for Students at no cost.

There will be free and subsidized add-on skills programs as per industries requirements.