



# **Sreyas Institute of Engineering & Technology**

(Approved by AICTE & Affiliated to JNTUH)

Beside Indu Arana, GSI, Bandlaguda, Nagole, Hyderabad, Telangana 500068

# **Human Resources Policy**

**Service Rules Formed with Approval of GB Meeting held on 11.05.2017**

## **Institute Vision**

To be a centre of excellence in technical education to empower the young talent through quality education and innovative engineering for well being of the society.

## **Institute Mission**

1. Provide quality education with innovative methodology and Intellectual humancapital.
2. Provide conducive environment for research and developmentalactivities.
3. Inculcate holistic approach towards nature, society and human ethics with lifelong learning attitude.

## **Staff Policy Document**

The Staff Policy Document is prepared to make all staff working at Sreyas Institute of Engineering and Technology aware of rules and regulations that governs their working in the institute. The policy is effective from January 2018. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specificcases.

## **Message from Chairman**

Dear Staff

We are pleased to present to you a HR Policy Manual which will cater to the teaching and non-teaching staff for a lifelong commitment in teaching, research and administration. We look forward towards talented and vibrant individuals suffused with commitment, competence, values and repository of our vision. We urge you to read the policies and bind with the spirit of these policies.

We take this opportunity to wish you a very fulfilling association with Sreyas Institute of Engineering and Technology.

With warm regards,  
Anantula Vinay Kumar Reddy  
Chairman

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## **Message from Secretary**

Dear Staff

The Staff Policy Document is prepared to make all staff working at Sreyas Institute of Engineering & Technology aware of rules and regulations that governs the working of the Institute. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document.

The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

With warm regards,  
Ch. Ravindranath  
Secretary

## Message from Principal

Dear Colleague

Sreyas Institute of Engineering & Technology, Hyderabad commenced in the year 2011 and took a shape with a strong vision to build the state- of- the- art campus. It is a matter of great pride and privilege to be the Principal of such a distinguished Institute. In the past years we have gathered momentum and will persist to do so in the near future.

To assist the management to execute the policies, this concise manual has been drawn which covers issues related to human resource management. It defines the rules that staff have to abide by, the code of conduct and their responsibilities toward the Institute. It also states the staff rights and motivation policies to encourage them to work to their best potential.

I am sure this staff policy document will be useful. I profusely thank the Management, Governing Body Members of the Institute who set clear rules and guidelines to be followed in accord to AICTE and JNTUH norms.

I acknowledge the exemplary team effort by staff members of SIET who have assisted in preparation of the Staff Policy Document.

Principal

Sreyas Institute of Engineering & Technology

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## 1. Campus infrastructures and facility

### Land, built up area

- Physical resources available

- A. Exclusive for this institution - Land 10.02 acres  
- Built up floor space 300000 Sq.m
- B. Shared with other institutions - No

- The College management has established and enhanced conducive academic ambience by providing ergonomically well designed modern furniture, improved infrastructure, and classrooms with audio-visual aid, state-of-the-art laboratories, and an excellent library comprising a plethora of learning resources.
- High speed Internet facility is provided with Wi-Fi connectivity.
- Girl's common room is provided in IB Block room number 006 and 008 wherein girls have some privacy and may also use the space for relaxation.
- Boy's common room is provided in IB Block room number 004 for relaxation.
- A Reverse Osmosis water plant with an installed capacity of 1000 Li/Hr is installed in the Institute, to cater to the drinking water requirements of students, faculty, and staff.
- Two and Four wheeler parking is provided for student's and staff.

### Maintenance of academic infrastructure and facilities

- The general Maintenance Committee of the College ensures proper functioning of all Civil, Electrical, Water, Sewage, Environment, and other facilities.
- Maintenance cycle practiced by the Committee includes both preventive and corrective maintenance of all the equipment. The Committee performs routine check-up and repair works on a regular basis, thereby providing good ambience in the Institute.

- A central Complaints Register on the maintenance of the campus is maintained and the maintenance Committee attends to these complaints on a priority basis.
- A vast majority of minor and major repairs are carried out internally, while some major repairs are outsourced.
- Staff belonging to the maintenance Committee performs routine cleaning of the water tanks, water coolers, filters, etc as per schedule.

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

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

**Water harvesting:**

- The institute gives due importance to the environment and established water harvesting system in the campus from the inception. Every drop of the rain water accumulated in to the harvesting pit.

**Environment Preservation:**

- Full time Gardeners are appointed to take care of plants in the Institute.
- Adequate water is made available for maintaining the plants and the green cover in the campus
- The Institute arranges environment awareness programs on subjects such as need for green cover, hazards of plastics, energy conservation, and use of renewable energy sources to students, faculty, and staff.

**Barrier Free Structure**

- IB Block is provided with elevator.

## **Transportation facility and Canteen**

### **Transportation**

- The Institute is located within Hyderabad Metropolitan (HMDA) limits having frequent TSRTC buses from every major hub of the twin cities as well as sub-urban areas. The Institute liaisons with RTC authorities to provide concessional bus passes to the students who commute by RTC.
- Besides this, the Institute runs 23 buses for to and fro commuting of students and staff from the different areas of the twin cities of Hyderabad and Secunderabad.

### **Canteen**

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

### **Electricity, power backup, telecom facility, drinking water and security**

- Primary source of power through an 11KV/440V transformer of 250KVA capacity supplied by the Telangana State Transmission Corporation (TRANSCO).
- Power backup is provided to the instructional and other critical areas of the Institute through a 370KW capacity Diesel Generator set. Control panels are commissioned in each building.
- All the computer systems are provided with UPS Power backup of 150KVA with 60 minutes backup capacity.
- Telecom Facility: Intercom connection is provided to all HODs and staff rooms and laboratory.
- 100 MBPS speed Wi-Fi Internet access is provided in the central computing facility, faculty cabins, all the functional units and computer laboratories.



## **Drinking Water**

- The institution has been provided with four number of RO plants, each having a capacity of 1000 Liters perhour.
- Drinking water quality is assessed periodically and necessary maintenance of the plant will be taken care.
- An intermediary sump of 50,000 Liters capacity is provided to meet the drinking water and other requirements in the Institute. The pump has a backup power supply through a 250 KVA generator.

## **Water Source**

Source of water supply to campus	: Three bore wells in campus
Water storage facilities	: Overhead and Underground
Total Capacity	: 1, 50,000 Liters.

# **Governing Body Administrative Setup and Functions of Various Committees**

## **2. Governing Body, Administrative Setup**

As per the guidelines prescribed by AICTE Sreyas institute of Engineering technology owns a governing body which is the king pin of the institutes administration with a composition of eminent and renowned personalities from academic, industry and service sectors along with a representation from all of its stake holders. It prepares institutes academic, financial, physical and staffing strategies, aiming the institutes growth and development towards its vision. In order to govern and review the progress, the governing body meets at least twice in an academic year.

### **Role of the Governing Body**

- The Governing Body of the Institute is the highest administrative body.
- It plans future academic programs and Research activities by providing clear cut directions effective for implementation.
- It approves the budgetary allocation towards Infrastructure, Research & Development activities.

### **Functions of Governing Body**

- The Governing Body of the Institute is the supreme administrative body.
- It is constituted as per the norms fixed by AICTE, New Delhi, affiliating University (JNTUH) and Govt. of Telangana.
- The Governing Body approves the mission and strategic vision of the institution, long term plans and annual budgets in accordance to meeting the interests of the Stakeholders.
- The body ensures the establishment and monitoring systems of control and accountability including financial & operational controls.

- Governing body approves the budgetary allocation towards infrastructure and R & D Activities.
- The Chairperson is responsible for leading the governing body, is also responsible for its effectiveness and should ensure that the institution is well connected with the stakeholders.
- The Chairperson supports the head of the institution in execution of the programmes.
- Frequency of the Governing body meetings is minimum once an year or whenever needed

### **3. Administrative Setup**

Sreyas institute of engineering technology has defined an effective student centric administrative setup to steer the institution towards centre of excellence for engineering education. For congenial and effective functioning of the institution, various committees are established with perfect decentralized administrations which are defined with effective functionalities and responsibilities. With this kind of administrative setup Sreyas tried to extend transparency in the decision making process and produced the best working culture and environment.

#### **4 Functions of Various Committees**

The college constituted committees to ensure the operational administration functionalities of the institute. This diversification ensures that the committees address any issues faced by the stake holders and also aims for the improvements under the purview of the respective committees. The various committees and their roles and responsibilities are as follows.

##### **Central Advisory Committee**

###### **Objective:**

Advisory Committee is to assist the administration in making policy recommendations to the management, undertake long-term assignments in order to develop and carry out strategic plan of the institute.

###### **Functions:**

- The primary purpose of advisory committee is to promote collaboration between specific educational programs and industry.
- To prepare students to succeed in their chosen career.
- Committee advises the administration to assist department staff by providing support and giving encouragement for quality education and training.

###### **Responsibilities:**

- Monitoring of program educational objectives and program outcomes.
- Advising faculty members in preparation of Academic plans for their respective courses allotted by the Department.
- To promote in conduction of Co-Curricular activities.
- To promote research, activities establishment.
- Assisting with different Centre of Excellence/Incubation Centre.
- Advising for value added training courses.

**Frequency of Meetings:** Once in a semester

## **Central Academic Committee**

### **Objective:**

The primary objective of Central Academic Committee is to make recommendations to the administration of the institute in various academic and professional related matters.

### **Functions:**

The academic committee provides a platform for its members to review and make suggestions for policies on Institute curriculum development.

### **Responsibilities:**

- To review on the policies of Institute curriculum development, medium of instruction, assessment for learning, teaching and learning quality.
- To disseminate curricular information and recommendations to the department heads and the Academic committee members.
- To review and formulate policies to enhance students learning motivation.
- To monitor and follow up of students learning outcomes.
- To introduce and promote different teaching methods.
- To set up academic reward systems.
- To monitor student's personal data and other learning experiences that enables student to pursue higher studies or develop their career.
- To enhance the teaching efficiency by promoting a transparent appraisal system.

**Frequency of Meetings:** Once in a semester

## **Central Grievance Redressal Cell**

### **Objective:**

- To create a platform where students can discuss their problems, regarding academic and non academic matters.
- To enlighten the students on their duties and responsibilities to access benefits.
- To ensure effective solution to the student's grievances.
- To obtain speedy resolution to the problem.

### **Functions:**

- The Grievances committee deals with the grievances of teaching faculty, other employees and the students.
- The Grievance Committee hears and settles grievances within short duration, after the grievance is lodged with the committee.

### **Responsibilities:**

Grievances Redressal committee receives and redresses grievances reported for the following issues.

Academic issues: pertaining to teaching learning activities.

- Complaint related to library.
- Grievance related to transport facilities.
- Grievances related to sports and cultural activities.
- Grievances related to university examination.
- Grievances related to delay in issuance of records and documents.

**Frequency of Meetings:** Once in a semester; Need based

## **Anti-Ragging**

### **Objective:**

To maintain discipline in the classroom and the college premises.

### **Function:**

This committee monitors the students and ensures that no ragging activity happens. Also, in the event of any indiscipline activities, action is taken by this committee.

### **Responsibilities:**

- To ensure compliance with the provision of UGC regulation 2009 at the institute level as well as the provisions of any law for the time being in force concerning ragging.
- To monitor and oversee the performance of anti ragging squad in prevention of ragging in the institution.
- It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, Canteen and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- To take decisions and actions related to ragging activities of the students in the Institute as and when required.

**Frequency of Meetings:** Need based

## **Central Purchase/Stores Committee**

### **Objective:**

The purpose is to establish policy and procedures for the Institute to procure goods and services.

### **Functions:**

The function of committee is to procure all necessary, economically and efficient materials and services needed for production or daily operation of the institute.

### **Responsibilities:**

- To analyze quotations provided by the department, and provide recommendation for approval. To ensure all documentation is accurately completed.
- To ensure that the supplies/services quoted for comply with what was requested.
- Seek clarification from suppliers/service provider's where necessary.
- To request technical input from relevant staff as required. The committee should also be assigned a role within the supplier pre-qualification process.
- In certain contexts, it may be appropriate for some or all members of the committee to be directly involved in the collection of quotations.
- Ensuring proportionality, transparency, accountability and fairness in the procurement process.
- Ensuring all relevant documentation is prepared prior to committee meeting.
- Ensuring that the Quote Evaluation Form is completed accurately.
- Ensuring all necessary procurement procedures is properly followed.

**Frequency of Meetings:** Once in a semester



## **Central Public Relations, Press & Media, Publication Committee**

### **Objective:**

The SIET try to be best to create and maintain a very positive image amongst the minds of the people.

### **Functions:**

- The Media and PR Cell looks after all communication and publications - internal & external and also serves as the official spokesperson of the institute.
- It is also student-run body responsible for facilitating the Endeavour of a rich Institute Connect Program by means of organizing Conclaves, Guest Lectures, Workshops and other such interactive events.

### **Responsibilities:**

- The role of Media and PR Cell is to manage relations with external stakeholders through several media relation activities.
- It accomplishes this through engagement with the print media and by facilitating institute's online presence across various platforms.
- The Media and PR Cell also manages internal communication by reporting events, happenings and achievements to the administration, faculty and student community.
- Besides focusing on Corporate Interactions, one of the major Media and PR Cell activity is to provide necessary assistance to prospective candidates in their admission related queries, thereby supporting the admission process conducted at SIET
- Improve internal relations: teachers, students and administrative staff.
- Maintain good relations with the community.
- Maintain positive relations with the alumni.

**Frequency of Meetings:** Once in a semester; Event based

## **Career Guidance, Training & Placements Cell/CRT**

### **Objectives:**

- The main objective of the committee is to give career guidance with respect to job.
- To facilitate job opportunities and communicate them to the students seeking employment.
- To build and maintain good relations with the industry thereby bridging the gap between industry and our institution.
- Organize lectures/workshops for various areas like personality development, career opportunities, resume writing, etc.
- To facilitate project work, internships in industry as when required by either industry or students.

### **Functions:**

To help the Training and Placement Office in conducting and coordinating campus placement process as well as training programs in the Institute.

### **Roles and responsibilities:**

Committee of the Institute provides placement assistance to all its students.

- The cell regularly conducts grooming sessions for the students in areas like soft skills, interview facing skills, behavioral skills thereby making them industry-fit.
- To gather information on job avenues and placements in different institutions and concerns related to the courses that the University offers.
- To organize seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks and implementation of national socio-economic policies and to impart training in soft skills.
- The Career Guidance and Counseling Cell are constituted to provide to student community all possible assistance in choosing the appropriate avenues.

- To enable the students to realize their primary ambition, it has become imperative to counsel and encourage them to set definite goals. The cell provides guidance and training by briefing about various avenues during the time of admission.
- Inviting career counselors to inform students about job prospects of different subjects, Conducting aptitude tests, mock interviews and group discussions.

**Frequency of Meetings:** Continuous Need based

### **R&D Cell**

#### **Objectives:**

- The Research & Development (R & D) Cell of SIET facilitates and encourages research culture among the faculty and students.
- Its prime aim is to create contacts with the real world and promote research through a range of publications.

#### **Functions:**

- Identification of thrust areas of research in each department
- Advise and encourage the faculty to carry out research in-house and in collaboration with other organizations
- Visit various departments and meet the faculty to encourage and motivate them to undertake research projects and to scrutinize the proposals before submitting to funding agencies
- Identification of physical and human resources to carry out research
- Identify the budgetary requirements and resources for funding the research
- Review the progress of research and offer necessary guidance whenever required
- Monitor and propose the funding from Institute budget for promotion of research activities
- Identify different organizations/ industries to undertake collaborative research on current topics of mutual interest.

### **Roles and responsibilities:**

- Scrutinize minor and major research project proposals for submission to funding organizations such as UGC, AICTE and DST.
- Monitor and assess the progress of sponsored research projects.
- Review and monitor academic progress of candidates registered for Ph.D /M. Tech./M.Sc.
- Advise and arrange Seminars / Conferences / Workshops.
- Promote and encourage interdisciplinary research.
- Establish technology incubation centers/ Research centers/ Centers of excellence.
- Advise the faculty and find the suitability of research results for journal publication/ patenting/ product generation/ solve societal problems.
- Encourage young faculty members to register for Ph.D in the institute or at various reputed academic institutes

### **Research Promotion Policy at SIET**

- Create a Special Institutional Research Wing over viewing all R&D and academic Ph.D.
- PG activities: Provide laboratory, library/e-library and internet facilities
- Establish department-wise R&D laboratory
- Provide need based financial support for research activities
- Organize workshops, seminars & conferences at national or international level
- Provide incentives and encourage research related activities like reduction in teaching load, duty leave, TA/DA to the faculty for presenting their research activity at various Conferences/Seminars
- Sanction special leave as and when required for good progress of research
- Provide Personal Laptops on concession basis to carry out personal research
- Give due consideration in promotion and salary advancement on paper publication/ Getting patents etc by laying out standards based on citation indices,

impact factors, quality of patentsetc.

- Encourage to write and forward research proposals for financial support to different funding agencies and announce incentives once the project is sanctioned.

### **Consultancy Projects**

- The Institute will undertake routine and non-routine consultancy projects provided facilities are available and such projects does not interfere with any teaching or R&Dwork.
- The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorariumfees.

**Frequency of Meetings:** Once in a semester

### **Central Social Welfare Committee (BC/SC/ST)**

#### **Objectives:**

- To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.
- To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities againstthem.

#### **Responsibilities:**

- To look into the complaints if any received from the concerned staff and students belonging to SC /ST.
- The Social Welfare Committee functions to promote technical and management education among BC/SC/ST students and other weaker section of the society.
- It continuously monitors and evaluates reservation policies intended for BC/SC/ST's Welfare by the Govt. of Telangana and also for the effective implementation of the sameWelfare.

- Monitoring qualified and eligible students to get both fee reimbursement and scholarship.
- If any student fails to get the reimbursement and scholarship, he/she can make a complaint to Social Welfare Committee of the Institute.
- The committee in consultation with the scholarship clerk takes relevant measures to ensure that every student obtains a scholarship.

**Frequency of Meetings:** Need based

### **Central Sports & Games Committee**

**Objective:**

To promote and enhance and change the spirit of sports along with academics.

**Function:**

To organize physical education, sports and games activity to create an environment that stimulates desirable responses that contribute to the optimal development of the individual's potentialities in all the phases of life.

**Responsibilities:**

- Coordination with the Student Sports Secretary
- Keeping stock of previous and current years' sports goods.
- Place order for sports goods on basis of quotations procured.
- Arranging the venues for sports events.
- Drawing plans for various sports.
- Consultation with the Principal
- Obtaining permission to hold sports events in the college campus.
- To conduct intra-oriented- college sports events.
- To obtain sanction for Entry/Registration Fees to participate in various sports events.
- To maintain attendance of students who participate in sports events.

- Sorting out any sports related issues (team selections, objections, quarrels etc.)
- Maintaining reports of sports events participated outdoor or in the University. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.
- Taking follow up of Annual sports contribution of the institute.
- To organize intra-class & inter - class sports and games competitions at the Institute level to identify talents in various sports and games both indoor and outdoor to build a strong Institute level teams to participate at the State Level and National Level competitions.
- To encourage the students to actively participate in various sports and games competitions conducted by other Institutes.
- To organize Institute level sports and games competitions both for students and staff as part of the college annual day celebrations.

**Frequency of Meetings:** Once in a Year

### **Central Transport Committee**

#### **Objective:**

The primary objective of transport committee is to effectively organize and provide transport to the staff and students.

#### **Functions:**

The main function of this committee is to provide proper transport in the institute. It also deals with the allocation of efficient route maps, the maintenance of the buses and communicating the information to the students and staff regarding the timing etc.

#### **Responsibilities:**

Supervision and maintenance

- To maintain the record of all the students and staff availing the transport facility
- Supervise the daily transport operations and provide required instructions to the bus-in-charge.

- Inspect the condition of the buses and report necessary action on a consistent basis to for maintenance to concern committee.
- Arrangement of transport to the speakers of the guest lecture/ event coordinators/ eminentpersons.
- Students and staff should be informed about the timings. A circular is to be displayed on the noticeboards.
- Ensure proper discipline is maintained during the journey on daily basis with the help of in-charges of bus.
- Provide transport facility for occasional requirements for guests as advised by concerned authority.

**Frequency of Meetings:** Once in a Year; Need based

### **Central Arts/Cultural/NSS/Association Committee**

**Objective:**

To promote the inclination of students in the line of arts, culture, NSS activities.

**Functions:**

The Cultural committee helps the students to distinguish themselves apart from their curriculum. Students are encouraged to take part in various cultural events in Institute and other Institutes and showcase their talents through various clubs/associations/national service schemes.

**Responsibilities:**

- Planning & Promotion
- To plan and schedule cultural events for the academic year.
- The in charge of the committee shall conduct a meeting of the committee to discuss and delegate tasks
- The committee shall display on the Notice Board/Website information about events to be celebrated.
- Events arranged for students in coordination with Cultural Committee are
- Fresher's Day , Teachers' Day, Festival Celebrations and Annual Day
- To obtain formal permission from the Institute authorities to arrange programs



- To decide the date, time and agenda of the programs.
- To inform members of staff and students about the events.
- To arrange the venue and logistics (audio/video system, dais, podium etc)
- Invitation & felicitations
- To invite the Chief Guest and other dignitaries.
- To arrange mementos for guests and gifts/certificates for the participants.
- The committee will be responsible to keep the record of all the above activities.

**Frequency of Meetings:** Once in a semester

### **Central General Maintenance Committee**

#### **Objective:**

Primary goal is to provide a quick response to service requests received from students, staff & faculty.

#### **Functions:**

The Institute maintenance committee should be dedicated to maintaining and improving the repair works; cleanliness works etc. in the Institute.

#### **Responsibilities:**

- Civil work maintenance
- The committee should oversee the long term planning of buildings and other works and their general maintenance issues
- The committee will look after the maintenance of Civil construction works, repairs and its routine maintenance.
- Electrical maintenance
- The committee has to look after the maintenance of electrical work among computers, laboratories, library, transport, canteen, college buildings, etc

- Housekeeping
- Induct cleaning agents & equipment and ensure their cleaning procedures
- Ensure proper discipline among sweepers, gardeners, attenders, housekeepers etc.
- Responsible for cleaning schedule of fresh/drinking water tanks, septic tanks, maintenance of cleaning due dates.
- Maintenance of leave list of all maintenance staff.

**Frequency of Meetings:** Need based

### **Examinations/Time Tables/Admissions**

#### **Objective:**

The main objective of the committee is to monitor the operations of the exam cell and render proper guidance and assistance in all respects so that exams are conducted smoothly

#### **Functions:**

Starting from the notification of the exam till the declaration of the results, the committee manages all the activities in co-ordination with the heads of the departments ensuring smooth running of the entire process.

#### **Responsibilities:**

- To ascertain whether all the supporting logistics and facilities are available in the cell for their smooth conduct and to guide and assist the exam in-charge in providing hospitality to the external examiners.
- To carry out examinations, publish results and award certificates (Provided by the University and Institute) to the students who pass the final examinations.
- To verify all the records, files and registers regarding students exam fee, exam schedules, practical exams fee, issue of hall tickets, stationary records, and financial accounts etc.

#### **Maintenance and remuneration**

To make inventory of the required Stationery well in advance and put up the requisition for required items well in advance.

To refer cases of malpractice in the examination to the Committee for necessary

action.

To process the exam remuneration bills on time.

### **Evaluation and Results analysis**

To ensure that the mark lists are submitted by the lecturers to the Examination Section by the due dates and the Statement of Marks are given to the Students within the stipulated time.

To prepare course/program wise distribution of pass percentage and submit the same

### **Responsibilities of Time Table Committee**

To prepare the class timetable at the beginning of each semester and must be communicated to the respective class representative (shall be done by respective department's Timetable Committee).

To collect the information from the HOD regarding class/work distribution of Individual faculty, Lab-wise subject allotment, Assigning of classrooms

To prepare the Academic department Calendar and get it approved by the Principal  
With regard to the individual faculty and lab timetables, one signed copy each to the concerned faculty member/ lab in charge must be given. The original set shall be retained with the Timetable Committee.

### **Responsibilities of Admissions Committee:**

- To prepare clear and well defined policies for admissions.
- To prepare attractive brochures, prospectus and handouts for wider publicity.
- To get acquainted with all the rules and regulations of admissions as prescribed by Govt and guide the students seeking admission accordingly.

### **Promotion:**

To market about the Institute through various platforms as and when prescribed by the university.

To participate in various educational fairs and explain about the achievements, career growth and the facilities offered by the institute.

### **Counseling and guidance:**

To guide the student to take up the correct branch depending on the area of interests.

To guide admitted students to complete the admission procedure like paying fees, getting hostel admission, getting I-card, etc

To maintain the record of admitted students and forward it to concerned department.

**Frequency of Meetings:** Need based

### **Central Library Committee**

#### **Objective:**

The main objective of this committee is to ensure that all the resources are provided by the Library and all the students are well informed about the resources available.

#### **Functions:**

- Books and other e-learning media are very essential for gaining knowledge as learning is a continuous process. Faculty and students require resources to attain knowledge for the day to-day requirements and to function as a channel between the library and its users.
- Inform the staff and students about the latest titles, new arrivals of books and journal.
- Pursue the titles available and recommended additional titles on requirements.
- Recommend the latest resources journals on periodical basis.
- Maintain and upgrade digital library.
- Suggest and provide the quotation for yearly budgetary allocations for library resources.

#### **Responsibilities:**

- To assist the Librarian in formulating a Library policy.
- Procuring books, Technical Journals, Technical Magazines, Applying for access to E-Journals, Providing good reference books and adequate reading spaces
- To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
- To look after general maintenance of the library in terms of reading material and infrastructure.

- To effectively involve in fostering the reading habit of staff and students.

**Frequency of Meetings:** Once in a Year

### **Industry Institute Partnership Cell**

#### **Objective:**

The main objective of this committee is bridging the gap between industry & academic institutions.

#### **Functions:**

Better interaction between technical institutions and industry is the need of the hour. It helps students for generating employment opportunities & to make them industry grade students.

#### **Responsibilities:**

- Establish industry-institution interaction cell.
- Plan for summer internship programs in industries.
- Conduct seminars, workshops by inviting people from industry on relevant topics to students.
- Arrange industrial visits to students liberally so that they can know real world problem & can update their practical skills and important software's.
- Programs can be conducted by arranging resource lectures by inviting people from corporate offices.

**Frequency of Meetings:** Once in a semester

## **Entrepreneur Development Cell**

### **Objective:**

The main objective of this committee is to train the students and integrate the culture of entrepreneurship and to make the students eligible to achieve their dreams of starting their own enterprise.

### **Functions:**

Young graduating Engineering students across the country need proper placements depending upon their talents for which a proper industrial exposure is essential. The curriculum also should have a great bearing in accordance with the need of the industry. The important institute interaction will help to achieve the above objectives.

### **Responsibilities:**

- Awareness
- To create awareness among the students of the Institution regarding entrepreneurship as a career option.
- Arrange guest lectures by inviting engineers and top executives from industry to visit the institution to deliver lectures and to impart industrial exposure to the students.
- Providing opportunities to the degree level engineering institutions to improve their knowledge upgrade their skills and enhance their qualifications.

**Frequency of Meetings:** Once in a semester

## **Website/ICT/Internet Committee**

### **Objectives:**

To ensure that the Institute website is regularly updated, improved and well maintained.

### **Function:**

The primary function of the committee is to disseminate the efforts and the achievements of the Institute, Students and Staff to the outer world through Website updates

### **Responsibilities:**

#### **Data collection**

- Collection of data from each department: Department data consists of vision and mission, newsletter, about department, faculty, achievements, events, sports, placements, academics, attendance, labs and research activities in department.
- Collection of data from library: Library data consists of Total number of Volumes, Titles, Journals, Magazines, Back Volumes of Journals, Project Reports, No. of DVD'S&CD's, News Papers and E-Journals (IEEE, JGate, and Delnet).
- Collection of data of placement records of all students' branch and year wise and recruitment company's details

#### **Updation**

- Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.
- Update all communications, notices, announcements etc on a regular basis.

**Development**

- Strive to make improvement in the website with respect to design, preventability etc on a continuous basis.

**Frequency of Meetings:** Need Based

**Alumni Coordination Committee****Objective:**

The need for an Alumni Committee is to provide a platform and an interface to serve and to promote the mutual interests of the institution and its alumni.

**Function:**

To act as a bridge between the Institute and the alumni for interaction on new developments in different disciplines of engineering and to encourage the alumni to assist the Institute to promote R & D activities.

**Responsibilities:**

- To maintain an up-to-date and detailed database of the alumni
- To highlight the success of alumni to improve the credibility and reputation of the institute.
- Plan and promote a platform for interaction between all stakeholders of Sreyas institute of engineering and technology.
- Maintain healthy relationship with the alumni body
- Assist management in creating an environment in the Institute which enables the students to have lasting memories.

**Frequency of Meetings:** Once in a Year



## **Anti- Sexual Harassment Committee**

### **Objective:**

- Securing the citizens, both men and women equally have the right to adequate means of livelihood.
- Empowerment of adolescent girls.
- Special provision for women.
- Violence against women.
- Unwanted conduct of a sexual nature or conduct based on sex affecting the dignity of women and man. This includes physical, verbal or non-verbal conduct.
- Working environment - hostile, intimidating or if the victims refusal or acceptance of the behavior influences decisions concerning her employment.

### **Functions**

- To look into the women grievances and to ensure safe work environment.
- Any issues relating to physical or mental harassment should be brought into the notice of committee.
- Preventive and remedial measures will be discussed in committee meetings.
- Awareness on women issues will be created on the campus.

### **Roles:**

- This committee is meant for dealing with the problems of women on campus relating to sexual harassment and violent at workplace.
- The committee is dedicated for creating an environment in the campus where everybody feels confident about their safety.

### **Responsibilities:**

- All the members of the committee should attend committee meetings regularly.

- To make them strong and to stand up for themselves, not being afraid of the consequences.
- Every complaint has the right to be notified in writing of the outcome of the complaint. Inappropriate and uncalled for comments about one's body or dress.

**Frequency of Meetings:** Need based

### **Labs Maintenance Committee**

**Objective:**

To main objective of this committee is to conduct the labs regularly as per schedule.

**Function:**

The committee keeps a regular check on the lab equipment regarding its working/functioning, replacements and repairs for the smooth conduction of lab experiments.

**Responsibilities:**

- Handling uncertain materials requires a laboratory safety plan that identifies the risk present and explains how to control them.
- Identify the required infrastructure to the lab like Chairs, Computers, and Tube Lights etc..
- Installation of Software and Drivers in every system to Perform Lab Programs.
- Give clear instructions to the students what to do and what not to do in labs.
- Verify lab registers, log-in and stock registers for every lab.
- Allot lab programmer and lab assistant to specific lab for solving errors/bugs during lab session.
- Assigning the job for the system admin to resolve lab related (software /hardware) issues in as soon as possible.

**Frequency of Meetings:** Once in a semester; Need based

## **Central Disciplinary Committee**

### **Objective:**

To maintain discipline in the classroom, campus as well as in the college premises.

### **Function:**

- This committee monitors the students and ensures that no indiscipline happens. Also, in the event of any indiscipline activities, action is taken by the committee.
- The committee members ensure discipline is maintained among the students.
- Action is taken immediately for indiscipline activities within the campus.
- A record is maintained for indiscipline activities done by the students and action taken.

### **Responsibilities:**

- To maintain the rules and regulations of the Institute given in the information brochure, which are given to the students during admission
- To support Institute policy in a positive way.
- To oversee and monitor the overall discipline of students in the Institute, and review it periodically.
- To take decisions and actions related to indiscipline activities of the students in the Institute as and when required.

**Frequency of Meetings:** Need based

## **Internal Quality Assurance Committee (IQAC)**

### **Objective:**

This committee was constituted to ensure that all the standards with regard to curriculum are met.

### **Function:**

IQAC is playing a major role in designing and maintaining quality assurance within academic systems.

### **Responsibilities:**

- Development and quality of benchmarks/parameters for the various academic activities of the Institute.
- Arrangement for feedback and suggestions from students, parents and other stakeholders on quality related institutional processes.
- Organization of inter and intra workshops, seminars and FDP's on quality related themes and promotions of quality education.
- Parameters/assessment criteria developed by the relevant quality assurance bodies (NAAC, NBA etc.) in the prescribed format.
- If any difficulty found in schedule then the same should be reported to principal for redress immediately.
- Value based programs should be planned and conducted in every semester for students all the streams in the Institute.

**Frequency of Meetings:** Need based

**List of faculty members who are administrators/decision makers for various assigned jobs.**

Position	Function
Principal	<ul style="list-style-type: none"> <li>• Design and defines the organization 'sstructure</li> <li>• Defines and delegates the responsibilities of various position in the organization</li> <li>• Ensures periodic monitoring &amp; evaluation of variousprocesses.</li> <li>• Look after the overall development of theinstitute</li> <li>• Mobilizes external resources to strengthen theinstitute</li> <li>• Prepares annualbudget</li> <li>• Conduct periodic meeting of variousbodies</li> <li>• Manages accounts andfinance</li> <li>• Manages employee recruitmentprocess</li> </ul>
Head of the Department	<ul style="list-style-type: none"> <li>• Plans ,executes and monitors academics and support activities of thedepartment</li> <li>• Proposes departmentbudget</li> <li>• Maintains records of departmental activities andachievements</li> <li>• Picks and promotes the strength of the faculty/staff</li> <li>• Picks and promotes the strength of thestudents</li> </ul>
AO	<ul style="list-style-type: none"> <li>• Maintain Serviceregisters</li> <li>• Maintain Faculty personalfiles</li> <li>• Recruitmentprocess</li> <li>• Maintain minutes ofmeeting</li> <li>• Newproposals</li> </ul>

Position	Function
	<ul style="list-style-type: none"> <li>• Coordinate day to day activities of office</li> <li>• AICTE, TSCHE and University committee preparation</li> <li>• Annual Institute budget</li> </ul>
<p>Training and Placement Officer</p>	<ul style="list-style-type: none"> <li>• Liaison with industry</li> <li>• Identifiers and provides for training needs of students</li> <li>• Arranges campus interviews</li> <li>• Proposes annual T &amp; P budgets</li> <li>• Prepares databases of some top international /national companies consisting of their addresses ,details of operation their expectations ,their HR teams etc. for which services of some students could be utilized</li> <li>• Assists students develop and implements successful job search Strategies.</li> <li>• Works with faculty member /department heads and administration to integrate career planning and academic curriculum as well as coordinate project work /summer training program/internship programs</li> <li>• Prepares audio video presentation or a colorful hand out on the Institute to be presented to potential employers</li> <li>• Compiles and maintain a data bank on student profiles and video resumes along with their photographs</li> <li>• Prepares a placement brochure having all student profiles</li> <li>• Undertakes a rigorous placement campaign</li> <li>• Assists employers achieve their hiring goals</li> <li>• Empowers students with life –long career decision–making skills</li> <li>• Provides resources and activities to facilitate the carrier planning</li> <li>• Process</li> <li>• Act as a link between students alumni and employment community</li> </ul>

Position	Function
	<ul style="list-style-type: none"> <li>• Up gradation of student skills sets regarding future career options expectations of the industry</li> <li>• Generation of awareness in the students regarding future career options available to them</li> <li>• Assisting different companies in the recruiting candidates as per their recruitment</li> <li>• Keeps track of all advertisements related to placements appropriate to the profiles of aspirants</li> <li>• Communicates the resume of the suitable candidates to the potential employers</li> <li>• Provides right placement to the right candidates so that our student excel in their future life.</li> <li>• Organizes placement training for the students and make them ready for interview and group discussion</li> <li>• Shall be alive wire connecting the students and industrial houses</li> <li>• Arrange to find the suitable summer assignments to students and also help, guide and counsel them in securing permanent placement by bringing them to contact with prospective Employers.</li> </ul>
Library Coordinator	<ul style="list-style-type: none"> <li>• Plan and execute modus operand of routine library activity</li> <li>• Plan and proposes expansion/development</li> <li>• Maintain library discipline and culture</li> <li>• With the help of librarian ,prepare annual budget for library</li> <li>• Coordinate with HODs to arrange for printing of lab manuals Record books assignments and ensure that these are available at least one week before the commencement of the semester.</li> </ul>
Transport Coordinator	<ul style="list-style-type: none"> <li>• Maintains buses meant for faculty and students</li> <li>• Provides bus schedules and takes all the necessary logistics of transport.</li> </ul>
Physical Director	<ul style="list-style-type: none"> <li>• Ensure smooth conduct of sports</li> </ul>

<b>Position</b>	<b>Function</b>
	<ul style="list-style-type: none"><li>• Ensure proper use of sportsfacilities</li><li>• Purchasing of sportitems</li><li>• Encourages students to participate in zonal tournaments</li><li>• Creation and upkeep of sportsfacilities</li><li>• Proposing annual budget for sports</li><li>• Oversees security</li></ul>



## 5. SERVICE RULES AND PROCEDURES

### Resignation and Termination

- a. The services of teaching staff that have satisfactorily completed their one year service are liable to be terminated by the Institute by giving two months notice or two months' salary in lieu of such notice.
- b. The services of all non-teaching staff that have satisfactorily completed their one year service are liable to be terminated by the Institute by giving two month notice or two month salary in lieu of such notice.
- c. Teaching staff who have completed their one year service can resign from service by giving either two months notice or by paying one months' salary in lieu of such notice to the Institute. If their resignation is for the purpose of higher studies the notice period is reduced to one month instead of the two months. The timing of resignation should be such that the incumbent will be relieved at the end of the academic year /semester.
- d. Non-Teaching staff who have completed their one year service can resign from service by giving either two month notice or by paying one months' salary in lieu of such notice to the Institute.
- e. 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 of the notice period.
- f. If the Institute issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for remaining part of the notice period.
- g. In all the above sub clauses of this article, notice period does not include vacation or leave on loss of pay granted to the employee.

## **Disciplinary Action**

All employees are liable for disciplinary action for disobedience, misconduct and dereliction/ negligence of duty. However, such disciplinary action is initiated after a fair opportunity has been provided to the employee to defend himself/herself.

## **Conduct Rules**

- a. Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules byhim/her.
- b. Every employee shall at all times, maintain integrity, be devoted to his duty and 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 / She shall exhibit utmost loyalty and shall, always act in the interests of theInstitute.
- c. 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 Institute or detrimental to the interests of theInstitute.
- d. No employee except with the prior permission of the competent authority engages directly or indirectly in any trade or any private tuition or undertakes employment outside his official assignment, whether for any monetary gain ornot.
- e. The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc. during working hours is to beavoided.
- f. Staff members are strongly encouraged to take up research and consultancy projects but only with the permission of theprincipal.
- g. The staff members are prohibited from accepting valuable gifts in any form from the students/ parents/companies having business transactions with theInstitute.

## 6. Leave Rules

They shall be deemed to have come into force with effect from January 2016. They shall be applied to all the employees of the institute.

- a. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service demand.
- b. The sanctioning authority may recall an employee to duty before the expiry of his/her leave.
- c. The principal shall be the competent authority to grant leave to all employees.
- d. Leave letters are to be applied to the Principal in the prescribed format.
- e. Head of departments shall sanction leave to the staff after verifying substitute arrangements, syllabus coverage, and number of faculty members applying leave in the same department on that day.
- f. Head of department has to ensure that the academic work is not seriously disturbed due to the leave applications of his/her colleagues.
- g. Those who applied through phone information to head of department should invariably submit a formal leave letter on their immediate reporting day non-compliance leads to treated as loss of pay for that day.
- h. Frequent use of leave on loss of pay will seriously impact on continuation of the staff member and their annual increments.
- i. Late coming and early going should also be discouraged. However more than two late arrival / early departure (both put together and each of one hour duration) in a month by a staff member will be treated as one half day leave.
- j. Women staff members are eligible for maternity leaves as per institute norms.

**Casual Leaves:**

- a. All staff members, both teaching and non-teaching will have twelve days casual leave in one calendaryear.
- b. If a member of the staff joins in the first fortnight of the month, that staff member can avail one casual leave in that month. Those who have joined during second fortnight can't earn and avail casual leave in thatmonth.
- c. Casual leave shall not be affixed / suffixed to the vacation slot declared by the institute.
- d. A staff member can avail casual leave combined with public holidays but total the number of days availed including public holidays and casual leaves put together, shall not be more than 10days.
- e. Unutilized casual leaves lapses at the end of the calendar year.

**Compensatory Leaves:**

- a. Compensatory leave can be applied by specifying how he/she is eligible to that leave mentioning the day and date of holiday on which they worked duly certified by the HODconcerned.
- b. Compensatory leave to be availed during non-instructional period only i.e. except the instructional/ class work days of theinstitute.
- c. Compensatory leave earned can be used during that calendar yearonly.
- d. There is no limit for number of compensatory leaves that can be earned by any staff member but eligibility conditions already notified shall be strictly adheredto.

**On Duty:**

- The competent authority for sanction of on duty is principal. Head of department can't grant on duty for any staff for anyreason.
- On duty leave will be sanctioned only in the cases of institute deputing the staff member for academic/official work or at the discretion of instituteauthorities.

- On duties can't be clubbed with any other leave.
- On duty cannot be claimed for personal work of the staff member.
- Those who are going on duty shall submit report/ participation certificate, issued by the organizers of the event on their immediate reporting day. Non-compliance leads to treated as loss of pay for that period.
- Members attending seminars/conferences etc., shall submit the receipts for the amount advanced by the Institute towards registration fee, travelling, lodging, and boarding.

**Summer Vacation:**

- a. The vacation period for teaching staff members and non-teaching staff members for one academic year is decided based on their seniority at Sreyas. The staff members are permitted to avail the vacation in the maximum of two spells.
- b. All staff member who has put in a minimum of one year of service in this institute is entitled for summer vacation.
- c. Staff with more than one year and less than two years of continuous is eligible for one week of vacation.
- d. Staff with more than two year and less than three years of continuous is eligible for two weeks of vacation.
- e. Staff with more than three year and less than four years of continuous is eligible for three weeks of vacation.
- f. Staff with more than four years of continuous is eligible for four weeks of vacation.
- g. The vacation is for a specific period and is decided by the principal.
- h. No staff member can take the vacation after the vacation period.

Note: Final Approval of Vacation for any staff member is to the discretion of the Principal.

## **Maternity Leave**

All the women staff members who have completed three years of continuous service at Sreyas are eligible for maternity leave.

- a. Maternity leave can be sanctioned only twice in a serviceperiod.
- b. The leave may be sanctioned up to 6 months which includes pay for one month.
- c. Maternity leave should be applied inadvance.
- d. Staff member can proceed on maternity leave only on receiving the sanction order of the leave.

## 7. Requirement and Promotion Policy

### Recruitment

The Principal shall assess the staff requirement for the subsequent academic years.

The organization gives a news paper notifications/Web Notifications based on staff requirement. Based on received job applications, the committee shall short list the candidates by conducting technical tests, including class room demonstrators and Personal Interview.

Principal will appoint a selection committee for recruitment in each department, which is composed of head of department, one senior staff member and the subject experts.

The committee shall finalize the short listed candidates in the ratio of 1:2 for every position to be filled and submit their recommendation along with the personal data sheets of the candidates to the principal, who in turn decides the appointment and seeks management approval. An offer of appointment shall be released by the principal.

Qualifications will be followed as per AICTE and JNTUH norms.

- M.E / M. Tech 1st class graduate are eligible for appointment as Assistant Professors in engineering department.
- M.Sc./M.A with additional higher qualification, 1<sup>st</sup> class graduates are eligible for appointment as Assistant Professors science and humanities department.
- Ph.D. with 1<sup>st</sup> class in B.E / B. Tech or / M. Tech with five years teaching / industry / research experience or B.E/B.Tech/M.Tech from Industry/Profession with

minimum five years of research experience is eligible for appointment as Associate Professor.

- Ph.D. with 1<sup>st</sup> class in B.E/ B. Tech or M.E / M. Tech with 10 years teaching / industry / research experience or M.E / M. Tech from Industry/Profession with minimum ten years of research experience is eligible for appointment as Professor.

### **Payscale**

- a. Assistant Professor: Pay scale :Rs.15,600 – 39,100 with AGP of Rs.6,000
- b. Associate Professor: Pay scale: Rs.37, 400 – 67,000 with AGP of Rs.9,000.
- c. Professor: Pay scale: Rs.37, 400 – 67,000 with AGP of Rs.10,000.

The faculty will receive house rent allowance 30 % of basic pay and dearness allowance as per the following, non teaching staff (10%), assistant professor (10%), associate professor without Ph.D(10%), associate professor with Ph.D.(20%) and professor (20%).

### **Faculty Ratification**

To ensure all existing faculty members, who are recruited by Institute selection committee, are ratified by JNTUH selection committee complying with regulatory requirements.

All faculty recruited by the Selection Committee and whose names are recommended for ratification shall have to attend the ratification interviews conducted by the affiliating university (JNTUH) from time to time .

The Institute shall notify all eligible faculties to attend the ratification interviews as per the JNTUH's notified schedule.

In case a faculty member fails to be ratified, his or her annual appraisal period will be extended by six months or until the next ratification interview, whichever is later.

The annual increment in such cases shall be released only after ratification in the subsequent batch. While those who fail the ratification process the first time shall be accorded a second chance, a second failure will cause a faculty's services to be



terminated. In effect, a faculty shall be deemed to be on probation for one year or until ratification, whichever is later.

### **Promotion Policy**

After the successful completion of one year service at the organization, faculty/staff will receive the performance based appraisals.

### **Increments**

Staff Members are eligible to the increments at the end of 12 months service in the Institution. The increments will be affected at the beginning of every academic year.

Additional Increments shall be given to staff members based on their contributions, feedback from students and results achieved in the University Examinations, at the discretion of the Management.

Self appraisal form should be submitted to respective HOD's after two semesters of service.

### **7.4. Incentives Policy**

To encourage the faculty towards research, the management has decided to give incentives for publishing research articles published in reputed Journals. Faculty members are eligible for the following incentives based on their performance, contribution and years of service at the Institution.

#### **Academic Performance**

- For producing 90% and above results in a theory paper: Certification of excellence will be awarded.

- For producing 80% and above results in a theory paper: Certification of Appreciation will be awarded.
- Faculty undergoing Part-time, higher Education (Ph D) Study leave can be availed.

### **Conference /Workshop /Seminar/FDP Reimbursement:**

This benefit entitles teaching faculty to avail Conference /Workshop /Seminar/FDP expenses reimbursed for attending conference, Workshop, Seminar, FDP, paper presentation, key note speaker or chairing session with the affiliation of Sreyas Institute of Engineering and Technology as per the following rules.

**Professor:** 50% of the expenses including registration fee, travel expenses, lodging etc., or Rs.10, 000 (Ten Thousand) whichever is less and on duty.

**Associate Professor:** 50% of the expenses including registration fee, travel expenses, lodging etc., or Rs. 7,000 (Seven Thousand) whichever is less and on duty.

**Assistant Professor:** 50% of the expenses including registration fee, travel expenses, lodging etc., or Rs. 5,000 (Five Thousand) whichever is less and on duty.

All the aforementioned amount is applicable for first author only, in case of second author amount will be 50% only, and similarly in case of third author it is 33%. Any individual faculty member can avail only once in a year. At a time 20% of the teaching staff from the department will be allowed to attend the conference and provided it does not clash with any other activity going on in the Institute. Prior permission must be obtained before proceeding for conference. The final permission for the participation in the conference/workshop/seminar/FDP rests with the concerned Institute authorities. The duly approved bills must be submitted within a week after attending the conference along with the supporting documents like attendance certificate, academic leave application, copy of tickets etc. Any sanction beyond will be on special approval.

## **8. Reward for Publication of papers in SCI Indexed Journals:**

If any faculty member published their paper in SCI Indexed, Scopus Indexed or UGC Approved Journals with the affiliation of Institute, they will be entitled for the award in terms of certificates and monetary benefits as per following rules:

### **Rewards**

SC Index	Rs. 10,000 and certificate
Scopus Index	Rs. 5,000 and certificate
UGC Approved	Certificate of appreciation

The above said amount is applicable for first author only, in case of second author amount will be 50% only, and similarly in case of third author it is 33%.

### **Professional Society:**

If any faculty member joins professional society they will be entitled for reimbursement of 50% fees. Prior permission must be obtained before proceeding for enrolling membership. Maximum of one membership in a year will be granted to any staff in this scheme.

# SREYAS

INSTITUTE OF ENGINEERING AND TECHNOLOGY  
(Approved by AICTE, New Delhi | Affiliated to JNTUH, Hyderabad | Accredited by NAAC)  
Hyderabad | PIN: 500068

## Annexure I – [Form of appointment letter]

Letter No. SIET/A.O/\_\_\_/20\_\_-\_\_.

Date:

### APPOINTMENT ORDER

**Sub:** Appointment Order of Teaching/Non-Teaching Staff – Reg.:

**Ref:** 1) Your Application for the post of \_\_\_\_\_ with ref. to this office

Notification, Date: \_\_\_\_\_.

2) Proceedings of the Selection Committee Date: \_\_\_\_\_.

\* \* \*

To \_\_\_\_\_

1. We are pleased to appoint you as \_\_\_\_\_ in the department of \_\_\_\_\_ **Sreyas Institute of Engineering and Technology.**
2. You will be entitled for a monthly salary of Rs. \_\_\_\_\_ with usual allowances as decided by the Governing Body of this College.
3. You should report for duty to the Principal/Director, **Sreyas Institute of Engineering and Technology**, Hyderabad on or before \_\_\_\_\_.
4. All the Original Certificates pertaining to educational qualifications, date of birth, nationality, caste etc., must be submitted on the day of accepting the offer along with one Original set and an additional Xerox copy of the certificates.
5. Your appointment is subject to the terms and conditions and Service Rules as set by the Governing Body of the College from time to time.
6. This appointment is purely temporary, liable to be terminated at any time without assigning any reason there off.
7. You will be on probation for a period of One year from date of joining.
8. After joining the Organization, you are not expected to abscond from duty abruptly; instead you are supposed to give a minimum of two months' notice to be relieved.

**Principal/Director**

Copy to: Accounts Section/Personal File/Library Dept/Examination Branch.

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## Annexure II- [Letter of Confirmation]

Letter No. SIET/A.O/\_\_\_/20\_\_-\_\_.

Date:

### CONSENT LETTER

From

The Principal/Director,  
Sreyas Institute of Engineering and Technology,  
Thattiannaram, Nagole,  
Hyderabad, Telangana - 500068.

Respected Sir,

**Sub:** Appointment of Teaching/Non-Teaching Staff –Consent Letter – Reg.

**Ref:** Lr. No. \_\_\_\_\_ Dated: \_\_\_\_\_.

\* \* \*

In response to the Appointment Order above cited, I am herewith submitting my consent for appointment as \_\_\_\_\_ in your esteemed institution (**Sreyas Institute of Engineering and Technology**).

Thanking you sir,

Yours faithfully

( \_\_\_\_\_ )

Date:

Place:

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## Annexure III - [Personal Data Form]

Post Applied for:

Branch:

<b>1. Application Data</b>		photo
Name of the Candidate		
Father's Name		
Mother's Name		
Date of Birth	dd/mm/yy	
Postal Address with PIN		
PAN & Aadhaar No		
Phone	1.	2.
Email		

## 2. Academic Qualifications (beginning with SSC and ending with latest)

S. No.	Specialization or Major subjects	School/College	Board/University	Year passed	% marks/ Division
1					
2					
3					
4					



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3. Experience			
Period(from-to)	Name of Institution	Post held	*Nature of experience

\* Teaching / research / industrial / hardware / software

1. Subjects you can teach with confidence :
2. Achievements / any other information :
3. Name, address, designation and phone :
4. Number of any two references :
5. Nationality & Religion :
- Caste with Sub Caste : OC / BC / SC / ST / Others ( )
6. Current Salary :
7. Expected Salary :
8. If selected, time required to join or likely
9. Date of joining :

**Date:**

**Signature**

Note: Attach Xerox copies of educational qualifications

- a. Attach service certificate
- b. Attach proof of last and recent salary drawn
- c. Attach Xerox copies of PAN & Aadhaar Card No.

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## Annexure IV - [Faculty Leave Form]



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## Annexure V - [Form of Show cause notice]

Letter No. SIET/A.O/\_\_\_/20\_\_-\_\_.

Date:

To \_\_\_\_\_

### SHOW CAUSE NOTICE/MEMO.

It has been reported against you that on..... at...you have..... the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to give explanation for show cause in writing within 48 hours of receipt, hereof, failing which further action will be taken.

Principal

Sreyas Institute of Engineering and Technology.

Enc: Copy of the original report.

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## Annexure VI - [Form of Exit Questionnaire]

### EXIT QUESTIONNAIRE

All information provided will be treated with strict confidentiality and will be used for improvement in our system where ever required. Please read the questionnaire carefully before responding.

1. What is the reason for leaving the Job? \_\_\_\_\_  
i] Earnings ii] No Promotion iii] Pressure of Work iv] Job Content v] New Job  
vi] Pregnancy vii] Working Hours viii] commuting Problem
2. What were the most positive aspects of your time with the college? \_\_\_\_\_
3. What are your plans for future? \_\_\_\_\_
4. Did you know clearly as to what was expected of you? a) Yes b) No c) Don't Know
5. Did you receive enough training to do your job effectively? a) Yes b) No c) Don't Know
6. Did any issues/concerns contributed to your decision to leave? a) Yes b) No c) Don't Know  
Know: **If yes comment:**  
\_\_\_\_\_
7. How do you rate the working atmosphere? High/ Average /Low  
\_\_\_\_\_
8. What measures would you suggest, to assist Institute retain quality Staff? Comments:  
\_\_\_\_\_

Employee Signature:

Date:

Exit Interviewer (Signature):

Date:

**As a matter of policy, the college will make all reasonable efforts to maintain confidentiality of persons completing the Exit Questionnaire and/or an Exit Interview.**

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## Annexure VII - [Form of Teaching Faculty Self-Appraisal]

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