

# SREYAS

## INSTITUTE OF ENGINEERING AND TECHNOLOGY

**Approved by AICTE & Affiliated to JNTUH, Accredited with NAAC & NBA for ECE & MECH**  
Beside Indu Arana, GSI, Bandlaguda, Nagole, Hyderabad, Telangana -500068



## HUMAN RESOURCES POLICY

HR POLICY formed with approval of GB Meeting held on 10.12.2020

## **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 human capital.
2. Provide conducive environment for research and developmental activities.
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 2021. 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.

## **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,  
Sri 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,  
Sri Ch.Ravindranath  
Secretary

## **Message from Vice Chairman**

Dear Staff

Sreyas is the most admired institution for pursuing technical education. The institution aims to provide support to faculty and students to attain the knowledge as well as the skills that they aspire for. The institution promotes good governance framework towards improving quality of technical education. Sreyas enhances to become dynamic, demand-driven, quality conscious and efficient institution.

This Service Rules Manual has been prepared to assist in carrying out one's duties and responsibilities towards the Institution.

With Warm Regards,  
Sri Ananthula Hriday Reddy  
Vice Chairman

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## **Message from Principal**

Dear Colleague

Sreyas Institute of Engineering & Technology, Hyderabad incepted 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

## Index

<b>S. No</b>	<b>Name of the Topic</b>	<b>Page No</b>
1	Campus Infrastructures and Facility	01
2	Functions of Various Committees	03
3	Functions of Administrators	20
4	Leave Rules	23
5	Recruitment and Promotion Policy	26
6	Incentive Policy	29

## **1. Campus Infrastructures and Facility**

- 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.
- Land 10.02 acres; Built up floor space 3, 00,000 Sq.m

### **Ambience & Green Cover**

- 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.
- 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.

### **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.

### **Barrier Free Structure**

- IB Block is provided with elevator.

### **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 24 buses for 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 mineralwater that ensures healthy, tasty and hygienic food at very affordable prices. In addition to this, a standalone fruit juice centre is also available on the campus.

## **Electricity, Power Backup & Telecom Facility**

- 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 per hour.
- 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.

## **2. Governing Body**

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.

## **I. FUNCTIONS OF VARIOUS COMMITTEES**

Sreyas Institute of Engineering Technology has defined an effective Student Centric administrative setup to steer the institution towards center 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.

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.



## **1. 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 the 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

## **2. 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

### **3. 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 providers 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

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

The Internal Quality Assurance Cell (IQAC) was established at Sreyas Institute of Engineering & Technology, Nagole, Hyderabad on July 10, 2015. The Principal of SIET, Dr. Suresh Akella is the Chairperson and Dr. N. Murali Krishna Senior Faculty from the Department of Electronics & Communication Engineering is the Director of the IQAC. The IQAC Committee includes all stakeholders of the Institute, i.e. students, alumni, all Department Heads also including the Examination & Evaluation, members of the Management, Administration and industry experts.

##### **Vision**

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

##### **Objective**

- To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
- To create a quality culture.
- To channelize the efforts and measures of the institution towards academic excellence.
- To become a potential vehicle for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

##### **Strategies**

- In order to ensure quality sustenance and enhancement, IQAC shall evolve mechanisms and procedures for:
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programs.
- Equitable access to and affordability of academic programs for various sections of the society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.
- Research sharing and networking with other institutions in National and International.

**Functions:**

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops, seminars on quality-related themes and promotion of quality circles.
- Documentation of the various programs/activities leading to quality improvement.
- Acting as a nodal agency of the institution for quality-related activities.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

**Benefits**

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- To the enhancement and integration among the various activities of the institution and institutionalize many good practices.
- To provide a sound basis for decision making to improve institutional functioning.
- To act as a change agent in the institution.
- To better internal communication.

**5. 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.

#### **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

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

## **6. Central Grievance Redressal Committee**

#### **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.
- Complaints related to library.
- Grievances 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

## 7. Anti-Ragging Committee

### **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 disciplinary 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

## 8. 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

**9. Alumni 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.

- Planning and promoting a platform for interaction between all stakeholders of Sreyas Institute of Engineering and Technology.
- Maintaining healthy relationship with the alumni body
- Assisting management in creating an environment in the Institute which enables the students to have lasting memories.

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

## 10. 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

## 11. Examinations/Time-Tables Committee

### **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.
- 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.
- 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
- 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.
- 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.
- 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.
- 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

## **12. Entrepreneur Development/Industry Institute Partnership 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.
- The main objective of this committee is bridging the gap between industry & academic institutions.

### **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 should also have a great bearing in accordance with the need of the industry. The important institute interaction will help to achieve the above objectives.
- 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:**

- Awareness to create awareness among the students of the Institution regarding entrepreneurship as a career option.
- Arranging 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.
- Establish industry-institution interaction cell.
- Planning for summer internship programs in industries.
- Conducting 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

### **13. Career Guidance, Training & Placements Cell**

#### **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.

#### **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-ready.
- 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

#### **14. 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, Work Shops 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

## **15. 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 against them.

### **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 same Welfare.
- 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 measure to ensure that every student obtains scholarship.

**Frequency of Meetings:** Need based

## **16. 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

## **17. 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

## **18. 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 timings etc.

### **Responsibilities:**

- Supervision and maintenance
- To maintain the record of all the students and staff availing the transport facility
- Supervising the daily transport operations and provide required instructions to the bus-in-charge.
- Inspecting 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/ eminent persons.
- Students and staff should be informed about the timings. A circular is to be displayed on the noticeboards.
- Ensuring proper discipline is maintained during the journey on daily basis with the help of in-charges of bus.
- Providing transport facility for occasional requirements for guests as advised by concerned authority.

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

## **19. Women Grievance Redressal, Protection Cell**

### **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.

### **Responsibilities:**

- This committee is meant to deal 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.
- 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



## II. FUNCTIONS OF ADMINISTRATORS

Position	Function
Principal	<ul style="list-style-type: none"> <li>• Design and defines the organization 'structure</li> <li>• Defines and delegates the responsibilities of various position in the organization</li> <li>• Ensures periodic monitoring &amp; evaluation of various processes.</li> <li>• Look after the overall development of the institute</li> <li>• Mobilizes external resources to strengthen the institute</li> <li>• Prepares annual budget</li> <li>• Conduct periodic meeting of various bodies</li> <li>• Manages accounts and finance</li> <li>• Manages employee recruitment process</li> </ul>
DEAN (Academic)	<ul style="list-style-type: none"> <li>• Finalization of academic calendar</li> <li>• Providing guidelines to the Time Table in charge</li> <li>• Student course work registration</li> <li>• Preparation of Academic Regulations, guiding HODs in curriculum structure preparation:</li> <li>• Getting necessary approvals form BOS and Academic Council</li> <li>• Publication and distribution of the syllabi</li> <li>• Coordinating with all academic bodies of the institution</li> <li>• Arranging the issue of all academic certificates and medals to the students</li> <li>• To co-ordinate Graduation day</li> <li>• Working towards improvement in TLP and Pedagogy of the institute</li> <li>• To assist the PRINCIPAL to take suitable steps from time to time to strive for the high academic standards</li> <li>• To involve in pre examination activities to ensure academic quality</li> <li>• To involve in post examination activities to draft methods to support slow learners and to guide fast learners in their progression</li> <li>• Suggest actions to be taken to overcome the feedback issues of faculty and to act as a mentor for faculty recording low feedback</li> </ul>

	<ul style="list-style-type: none"> <li>• To propose for introduction of new programs for the approval of the Governing Body</li> <li>• To review and maintain all records of all programs including curricula, courses offered, academic calendar, registration etc.</li> <li>• Act as a channel of communication between students, faculty and departments in finalization of all types electives</li> <li>• Disseminates information pertaining to all academic matters</li> <li>• Any other works assigned by the principal.</li> </ul>
DEAN (IQAC)	<ul style="list-style-type: none"> <li>• Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;</li> <li>• Coordinating quality related activities, including adoption and dissemination of best practices at the institute level;</li> <li>• Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional related quality aspects</li> <li>• Development of strategic planning for quality culture in the institution</li> <li>• Preparation of the Annual Quality Assurance Report (AQAR) and SSR for NAAC accreditation</li> <li>• Coordinating the Preparation of SAR for programme accreditation by NBA</li> <li>• Faculty Annual Self-Appraisal</li> <li>• Coordinating with all Committees regular meetings and action taken reports</li> <li>• Facilitating feedback process- gathering and analyzing the feedback response from all the stakeholders, particularly the students on various quality aspects;</li> <li>• Dissemination of information to faculty &amp; students on various quality parameters of higher education;</li> <li>• Organization of institutional level workshops, seminars on quality related themes and promotion of quality circles;</li> <li>• Documentation of the various programmes/activities leading to quality improvement;</li> </ul>

<p>Head of the Department (HoD)</p>	<ul style="list-style-type: none"> <li>• Plans ,executes and monitors academics and support activities of the department</li> <li>• Proposes department budget</li> <li>• Maintains records of departmental activities and achievements</li> <li>• Picks and promotes the strength of the faculty/staff</li> <li>• Picks and promotes the strength of the students</li> </ul>
<p>AO</p>	<ul style="list-style-type: none"> <li>• Maintain Service registers</li> <li>• Maintain Faculty personal files</li> <li>• Recruitment process</li> <li>• Maintain minutes of meeting</li> <li>• New proposals</li> <li>• Coordinate day to day activities of office</li> <li>• AICTE,TSCHE and University committee preparation</li> <li>• Annual Institute budget Liaison with industry</li> </ul>

Position	Function
<p style="text-align: center;">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>• Proposes annual T &amp; P budgetsPrepares 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 implement successful job searchStrategies.</li> <li>• Woks with faculty member /department heads andadministration to integer career</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 andvideo 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–makingskills</li> <li>• Provides resources and activities to facilitates the carrierplanning Process</li> <li>• Act as a link between students alumni and employmentcommunity</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>• Organizes placement training for the students and make them ready for interview and group discussion</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</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> <li>• Ensure proper use of sports facilities</li> <li>• Purchasing of sport items</li> <li>• Encourages students to participate in zonal tournaments</li> <li>• Creation and upkeep of sports facilities</li> <li>• Proposing annual budget for sports</li> <li>• Oversees security</li> </ul>

### III. LEAVE RULES

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

Also, it is the responsibility of every employee of the institution to apply leave through online portal (faculty log-in)/ off line mode with necessary alternate arrangements of his/her classes so as to ensure the students will not be put into any inconvenience/deprived of their class/learning.

The leave approving authority shall respond to employee leave request and accord the necessary approval at the earliest (online/offline), so that the employees are not put into any inconvenience. It is the responsibility of every approving authority such as HOD, AO, Librarian, TPO, COE, Principal and others to check their logins (online) twice in a day (first in the morning and second before leaving the campus in a given day) and approve the leave requests, similarly procedure in case of offline mode if online is not functioning.

Please be informed that an employee can proceed for the OD & Other Leaves only after obtaining the due approval from the concerned authorities. Any employee shall not proceed on leave if their leave is not approved by the immediate authority.

**The following are the leave approving authorities:**

S.No	Applicant	Recommending Authority	Approval Authority
1	Faculty / Staff	HOD/AO/Librarian/TPO/COE	Principal
2	HODs	-	Principal
3	Deans/ Associate Deans	Principal	Principal
4	Principal	-	Management

#### TYPES OF LEAVES

##### 1. CASUAL LEAVE (CL)

- a) Casual Leaves are intended essentially for short periods of absence due to unexpected contingencies.

- b) The total casual leaves admissible are 12 per employee per year. The total CLs should not be exceeding 12 days in a calendar year.
- c) If an employee joins the college in middle of a calendar year, the number of casual leaves admissible will be on prorata basis in that year that is one CL for after one month of service.
- d) Casual leave should not be combined with holidays, vacation or any kind of regular leaves (as discussed in the following sections).
- e) In a stretch, an employee cannot apply for more than 3 days of CL.
- f) Casual leaves required advance approval and the employee has to make alternative arrangements for his/her academic work.
- g) The unused CLs in an academic year cannot be carry forwarded to the next calendar year and deemed to be lapsed.

## **2. ACADEMIC LEAVE (AL)**

- a) An employee is eligible for 6 days Academic Leaves benefits only after completion of one-year satisfactory service in the College or should have satisfactory completion of the specified Probation Period.
- b) Academic Leave (AL) construed seminars/symposia/workshops/PhD class works/projects viva/paper presentations/guest lecture/external duties etc., organized by institutions of national and international repute for professional development.
- c) Academic Leave (AL) s cannot be combined with Casual leave or with any other leave or with vacation.

## **3. SPECIAL CASUAL LEAVE (SCL)**

- a) The Employee can avail one week SCL in case of sudden demise of his/her first relation (Spouse, Children and Parents)
- b) All staff members who has put in a minimum of one year of service in this institute is entitled for one week SCL for his/her marriage.

## **4. ON DUTY (OD)**

Any faculty/staff deputed by the college for representing the institute for presenting research project presentations/AICTE/JNTUH/Technical Education/UGC or any other work related to administration, they may seek OD.

**Note:** All ALs/ODs are to be recommended by the concerned immediate authority (recommending authority) and to be approved by the Principal, limiting to a maximum of 10 days in a calendar year.

## **5. COMPENSATORY CASUAL LEAVE (CCL)**

Compensatory Off shall be provided to an employee if s/he worked against assigned duties by the College that fall during holidays or extended hours during regular days (the number of hours shall be more than 6 hours at a stretch). The approval of the compensatory off is at the discretion of leave approving authorities.

The total number of Compensatory Leaves shall not exceed 3 days in a Calendar Year and these leaves cannot be extended to the next academic year.

## **6. SICK LEAVE (SL)**

- a) Sick Leaves are admissible to an employee, whose probation has been satisfactorily completed.
- b) Sick Leaves are limited to 4 days for each completed year of regular service.
- c) Sick Leave may be sanctioned only after producing a discharge summary/report obtained from refereed hospital/doctors approved by the College Authorities.

## **7. MATERNITY LEAVE (ML)**

- a) Maternity Leave is admissible to women employees appointed on regular basis and after satisfactory completion of the probationary period.
- b) The leave is not admissible in case of an employee, who has two or more surviving children.
- c) The total permissible leave is maximum of 120 days with half pay.

## **8. SUMMER VACATION (SV)**

- 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 years and less than three years of continuous is eligible for two weeks of vacation.
- e. Staff with more than three years 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:**

1. Final Approval of Vacation for any staff member is to the discretion of the Principal
2. Leaves without proper reason and not fall in any of the above leaves will be treated as Loss of pay and entails explanation to the undersigned.

## **IV. RECRUITMENT AND PROMOTION POLICY**

### **Recruitment**

The Principal shall assess the staff requirement for the subsequent academic years. The institute gives a newspaper notifications/Web Notifications based on staff requirement. 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 short list the candidates by conducting technical tests, including class room demonstrators and Personal Interview. 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 1<sup>st</sup> class graduate are eligible for appointment as Assistant Professors in engineering department.
- M.Sc. /M.A with additional higher qualification, 1st class graduates are eligible for appointment as Assistant Professors science and humanities department.
- Ph.D. with 1st 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 1st 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.

### **Pay scales**

- 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**

All promotion shall be considered on the basis of merit-cum-seniority basis from among the staff subject to the following conditions.

- There shall be vacancy existing at the next higher cadre as per the AICTE prescribed staff pattern and cadre ratio.
- The staff member should have obtained the qualification prescribed by AICTE for the post to be considered.
- The staff member should have completed the years of service as prescribed here under to be considered for the vacant post.

Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher level position based on the Committee Decision, subject to however he/she had completed the years of service as prescribed qualification.

## **Increments**

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

## **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.
- h. 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.

## **Code of Conduct Rules**

- a. Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/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 the Institute.
- 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 the Institute.
- 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 or not.
- 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 be avoided.
- f. Staff members are strongly encouraged to take up research and consultancy projects but only with the permission of the principal.
- g. The staff members are prohibited from accepting valuable gifts in any form from the students/ parents/companies having business transactions with the Institute.

## **V. 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.

The entire 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.

**Reward for Publication of papers in SCI Indexed Journals:**

To encourage the faculty towards research, the management has decided to give incentives for publishing research articles published in reputed Journals which are indexed in SCOPUS, web of science, SCI and ISI. The incentives are as given below.

1. If it is paid journal, reimbursement will be made as given below.

- SCOPUS / WEB of Science / SCI : Rs. 5,000
- If it is free Journal (SCI/SCIE) : Rs. 10,000
- If it is free Journal (SCOPUS/WEB OF SCIENCE/ESCI) : Rs. 8,000

- Additional Rs 500/- for every citation in a year (the paper must be cited in a Journal which is also a Scopus / Web of Science Indexed).
  - For Conferences, Registration fee will be paid subjected to a maximum of Rs.4,000/- (Proceedings should be published in Springer / IEEE Xplore / ACM / Association of Civil Engg / Association of Mechanical Engg / Science Direct / IET).
2. Only First Author will get the incentive.
  3. Faculty who get sponsored project from any funding agency like DST / AICTE / UGC / etc, will be given incentive Rs. 10,000.
  4. Faculty/Students who got gold medals (One among top 5%) in online certification programs like NPTEL will be given Rs. 1,000 as incentive.
  5. Patent: Applicant name should be in the name of "Sreyas Institute of Engineering and Technology".
  6. Faculty who's patent to be filed must be approved by the principal after published, will be given Rs.5000/- incentive, if they publish with their own expenses.
  7. If Patent is granted incentive for investor is Rs.10,000.
  8. Consultancy: If more than Rs. 1,00,000 revenue generated through consultancy, incentive for the coordinator is Rs 10,000
  9. Book publication Rs.12,000 incentives to authors ( Publication should of international standard)

### **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.

### **Quality Benchmarks set for the Faculty**

1. Every faculty should publish paper(s) in reputed international journals, which are indexed by SCOPUS/SCI/ SCI expanded/ Web of science etc... one per year for both Ph.D and Ph.D. registered faculty.
2. Each faculty should present papers minimum of one in International Conferences per semester and indexed by Scopus/SCI/web of science.
3. Every Doctoral Faculty should apply for sponsored project, Consultancy project, and Patent.
4. Each Faculty should attend at least one Refresher Course/STTP/FDP/Workshop of duration one week in a year or equivalent MOOCS/NPTEL course per Year.
5. Faculty should guide at least two UG Projects with tangible outputs and encourage the students to present it any inter institutional competition.

6. Every Doctoral Faculty should guide minimum one PG project if the department is offering PG.
7. They should take part in any college developmental activity assigned by the Principal. (Either extra or co-curricular).
8. Every faculty should get minimum of 70 % student feedback.
9. API score should be more than 50 % for Non-Doctoral Faculty and more than 65% for Doctoral Faculty.
10. The Pass Percentage in the course taught by the faculty should be more than 85%.
11. Every faculty should be a member of any Professional Society - International/National consortium in addition to ISTE. (not free memberships)
12. Every faculty must mentor 20 students and track their progress in Mentoring book.

**Quality Benchmarks set for the Departments:  
Consultancy, Funding Projects, Patents – as per the table given below (Minimum)**

Department	Funding Projects/Year	Consultancy Amount / year	No. of Patents/year
CSE	20 L	5 Lakhs	5
ECE	10 L	3 Lakhs	5
ME	5 L	2 Lakhs	1
CIV	5 L	2 Lakhs	1
H&S	2 L	1 Lakhs	2

FDPs	Minimum 2 per Year – (funding AICTE/UGC / ISTE / TEQIP III or any other)
Workshops /Add on Courses/Value Added Courses	2 per Year
Placements	70%
Higher Education ( MS / M.Tech / MBA / PGDM):	Minimum : 10%
Students Publications per Year	10
Student participation per year in Extra/ Co-Curricular Activities outside the college :	20
Student Innovations	Minimum 1 per Semester
Student Hardware Prototype Models in working conditions	(CIVIL/MECH/ECE/EEE): 5 Models per year and software modules from CSE/IT : Minimum 5 modules (In full working shape)



**Standard Operating Procedure: (SOP-1): Faculty score card**

Faculty roles and responsibilities (For Assistant Professors without PhD)

S.No	Item	Minimum Target
1.	Course	1 per Semester
2.	Laboratory	1 per Semester related to the course [or as assigned by HOD]
3.	Feedback	Min.70%
4.	API Score	More than 50 %
5.	Pass Percentage in each course taught	More than 85%
6.	Faculty Development Programs	2 (1 per Semester)
7.	Mentoring	20 students ( Will be allotted by HOD)
8.	UG Projects	Min 2
9.	Journal Paper	1 (Scopus) per Year
10.	Conference Paper	1 (Scopus) per Year
11.	Participation in International Conference	1 per Year
12.	Industry Internship	1 per Year
13.	NPTEL/MOOC	1 per Semester
14.	Admin work which is assigned by HOD	JNTUH/NBA/NAAC/NIRF/etc
15.	PhD Registration	Mandatory in One Year. if not registered
16.	Professional Membership	IEEE/CSI/ASME (will be decided by HOD)

**Standard Operating Procedure: (SOP-2): Faculty score card-Faculty roles and responsibilities (For Assistant Professors with PhD and Associate Professor with & without PhD).**

<b>S.No</b>	<b>Item</b>	<b>Minimum Target</b>
<b>1</b>	Course	1 per Semester
<b>2</b>	Laboratory	1 per Semester related to the course [or as assigned by HOD]
<b>3</b>	Feedback	Min.70%
<b>4</b>	API Score	More than 60 %
<b>5</b>	Pass Percentage in each course taught	More than 85%
<b>6</b>	Faculty Development Programs	2 (1 per Semester)
<b>7</b>	Mentoring	20 Students ( Will be allotted by HOD)
<b>8</b>	UG / PG Projects	Min 2 UG , 1 PG
<b>9</b>	Journal Paper	1 (Scopus) per Year
<b>10</b>	Conference Paper	1 (Scopus) per Year
<b>11</b>	Participation in International Conference	1 per Year
<b>12</b>	Industry Internship	1 per Year
<b>13</b>	NPTEL/MOOC	1 per Semester
<b>14</b>	Sponsored R&D Project	10 L/ Year
<b>15</b>	Committee Member	1 or 2 at Institution Level (will be assigned by Principal)
<b>16</b>	Admin work which is assigned by HOD	JNTUH/NBA/NAAC/NIRF/etc
<b>17</b>	PhD Registration	Mandatory in One Year. if not registered
<b>18</b>	Professional Membership	IEEE/CSI/ASME (will be decided by HOD)

**Standard Operating Procedure: (SOP-3): Faculty score card  
Faculty roles and responsibilities (For Professors with and without PhD)**

SNo	Item	Minimum Target
1.	Course	1 per Semester
2.	Laboratory	1 per Semester related to the course [or as assigned by HOD]
3.	Feedback	Min.70%
4.	API Score	More than 65 %
5.	Pass Percentage in each course taught	More than 85%
6.	Faculty Development Programs	Convenor/Coordinator per Year
7.	Mentoring	21 Students ( Will be allotted by HOD)
8.	Journal Paper	2 (Scopus or above)
9.	Conference Paper	2 (Scopus or above)
10.	Participation in International Conference	1 per Year
11.	NPTEL/MOOC	1 per Semester
12.	Admin work which is assigned by HOD	JNTUH/NBA/NAAC/NIRF/etc
13.	UG / PG Projects	Min 2 UG, 1 PG
14.	Professional Membership	IEEE/CSI/ASME (will be decided by HOD)
15.	Sponsored R&D Project	10 L/ Year
16.	Committee Member	2 or 3 at Institution Level (will be assigned by Principal)
17.	Patents	1 Filed / Published
18.	Awards	1 per Year
19.	Textbook	1 per Year
20.	Book Chapter	1 per Year
21.	Interaction with outside	BOS/Guest Faculty/PG Project/UG Project

## AWARD OF POINTS FOR FACULTY SELF APPRAISAL

Faculty self-appraisal is for 400 points. The faculty performance in the areas of teaching, research and other administrative support will be considered. They are expected to achieve the following points for the sanction of yearly increment and additional incentive increments (if any) based on the performance.

**Name of the faculty:**

**Designation:**

**Department:**

**Qualifications:**

**Experience in this institute:**




**Total experience:**


**Mobile:**

**Email Id:**

S. No	Grade	Points to achieve		
		Professors	Associate professors	Assistant professors
1	Outstanding	>=300	>=260	>=220
2	Very Good	260-299	220-259	180-219
3	Good	220-259	180-219	140-179
4	Average	180-219	140-179	100-139
5	Poor	<180	<140	<100

The focus of the faculty evaluation in teaching and learning/ research/ extension activities / involvement/ etc. during the year starting from 1<sup>st</sup> July, 2019 to 30<sup>th</sup> June, 2020(one academic year) is based on the following criteria from C1 to C18.




Criteria	Description	Points
C1	Loss of pay (1 <sup>st</sup> July 2017 to 30 <sup>th</sup> June 2018) For "N "number of Loss of pays in an academic year Points = 5 – N*0.5 If number of loss of pays is more than 10 then negative points will be awarded Proof: report from CMS	5 (max) 
C2	Involvement in the departmental (faculty)/ Institution level activities (HODs and Deans) <b>Enclosure of proof required:</b> A letter of recommendation from HOD/ Principal Format to be uploaded (Minimum 50% of marks are to be scored)	40 (max) 
	Institutional activities (Faculty) - by Principal	20 (max) 

C3	Result Analysis	20 points (max) 
	I semester - 10 points (max) II semester – 10 points (max) If more than two subjects are taken average is considered.	
	Points will be calculated as per the table -1	

**Table 1:**

S. No	Non-Engineering course		Engineering courses	
	Result Analysis (%)	Points awarded	Result Analysis (%)	Points awarded
1	>90	10	>80	10
2	>80 -<=90	8	>70 -<=80	8
3	>70 -<=80	6	>60 -<=70	6
4	>60 -<=70	4	>50 -<=60	4
5	<60	0	<50	0

**Enclosure of proof required:** Result analysis and follow up statement signed by HOD for each course separately.

<b>C4:</b>	<b>Lecture Notes, Lab Manuals, Complete Course File</b>	<b>Max 10 points</b> 
<p>As teacher is expected to teach one theory course in the odd semester and one course in even semester, the distribution of points can be 5 points for each course taught with lecture notes provided to the students, along with course file In case, if a teacher is allotted two courses in each semester, the points distribution may vary.</p> <p><b>Lecture notes should be neatly typed / Hand written.</b></p> <p><b>Enclosure of proof required:</b> Lecture notes in PDF format for each of the course taught.</p> <p><b>Imp note:</b> If the Lecture notes is neatly hand written and available in spiral binding carries more weightage. (if the notes is prepared by more than one faculty, points will be shared)</p> <p><b>Dean Academics &amp; HOD 's authentication is required</b></p>		
<b>Semester</b>	<b>Number of Courses</b>	<b>Distribution of points</b>
Odd Semester	1	15 max 
Even Semester	1	15 max 

C5	Students' feedback on teaching	20 Points Max	
<p>Students' perception of learning experience in class is sometimes the most direct way to weigh the effectiveness of teaching methods. What students perceive and experience in class directly determines how effectively they are learning. The award of points is as follows:</p>			
S. No	Semester	Number of Courses	Distribution of points
1	Odd Semester	1	1 0 <input type="checkbox"/>
2	Even Semester	1	1 0 <input type="checkbox"/>
Award of Points			
S. No	Student Feedback (%)	Points awarded	
1	91 — 100	10	
2	81– 90	8	
3	71– 80	6	
4	60 - 70	4	
5	0-59	0	
<p>Note:</p> <ol style="list-style-type: none"> <li>1. Enclosure of proof required: Feedback analysis (Minimum 60% feedback is essential in order to validate other points i.e. all other points will be nullified if feedback is less than 60%).</li> <li>2. If a faculty teaches more than one theory subject in a semester, average is considered.</li> <li>3. If a faculty is not given any theory subjects and only labs are given, HOD can assign points based on his regularity to the laboratory, continuous evaluation, helping the students in the lab, knowledge / command over the subject related to the lab.</li> </ol>			

**C6: Research Publications (50 points).**

Faculty are encouraged to publish research papers in reputed peer reviewed Journals and / or Conferences i.e. SCI / Scopus indexed / web of Science/ICI. The weightage for the journal publication is 25 points and for conference is 15 points. In order to maintain standard in publications, certain stipulations are fixed as detailed below:

S.No	Description	Max Points	Marks for the first/main author 60%	Marks for co-authors The remaining 40 % marks are equally distributed
1	IEEE xplore / Scopus indexed / Association of Civil Engg/ Mechanical Engineering/ Springer / Conference	15 <input type="checkbox"/>	9	If two co-authors points will be distributed like 3+3 or if only one co-author 6 points
2	SCI/Scopus/ WoS / Extended SCI Journal	25 <input type="checkbox"/>	15	If two co-authors 5+5 or if only one co-author 10 points
3	Citations ( Calendar Year : 2017)	10 <input type="checkbox"/>	1 point per citation (Only Scopus citations will be considered) Scopus author citation page is to be enclosed	
<b>Total points will be subjected to a maximum of 50</b>				

**C7 participation in Seminars, workshops and faculty development programs: (1  points max)**

Description	Duration	Points
Participation in STTPs	Two weeks	10 points /each
Participation in FDP	One week	3 points /each
Participation in workshop /seminar	Less than one week	2 points ( maximum) each

**Enclosure of proof required:** Participation certificates or prize winning certificates issued by the competent authority.

C8: Coordinator for FDPs/ Workshop (organizing members cannot claim any

points) (30 points max) or Workshops / seminars conducted for the students

Description	Duration	Points
For STTPS	Two weeks	20 points /each
FDP	One week	10 points /each
For workshop /seminar	Less than one week Each day carries upto one point	5 points ( maximum) each

C9: Invited talks/ awards: (maximum points: 10)

Description	Level	Points
Invited talks given / Award for seminars/ conferences/ symposia / chairing sessions / Guest lecture	International	20 points /each
	National level	10 points /each
	College level	5 points each

**C10: Student counseling (20 points)/ Effective ness of the counseling** If all the students cleared all the subjects till now = 20 points Otherwise prorate basis. (HOD should give authentication)

Sreyas Institute of Engineering and Technology  
Bandlaguda, Nagole, Hyderabad-500068

**Mentoring**

Name of the department :  
Name of the faculty :  
Details of the students :

S.No	Roll No	Name of the student	Number of Backlogs fill now

Marks awarded by the HoD: (Max=20)

HoD can assign points based on how regular the faculty is in counselling

HoD Signature

Additional student projects / Products can claim 5 points each subjected to maximum of 10 (if main project is not given)

**C13: Ph.D guidance: ( 5 points)** ( only once – in the year of allotment)



**C14: Books Publication: (Maximum 15 points)**

<b>International Publishers:</b>	<b>10 points</b>
<b>National:</b>	<b>3 points per book</b>
<b>Local publisher:</b>	<b>2 Points per book</b>

(if there are more than one author: points will be shared among all authors equally)

**C15: Patent filing: (20 points)** (if more than one investigator, points will be shared equally)

**C16: Certifications :( 10 points)** (NPTEL/ MOOCs like COURSERA/EDX etc) (certification should be in this academic year only)

**C17: Consultancy (max 20 points):** Up to Rs 2,00, 000/- 10 points can be claimed (points will be shared all the faculty, if more than one PI involve in consultancy)

**C18: Professional body membership: 15 points (max)**

IEEE (10 points)/ISTE (10 points) /IETE (5 points)/ASME (10 points) /CSI (10 points) /ASCE (10 points) /IE (I) (5 points) / ACM (10 points)

**Deductions (these points will be deducted from the above total):** 20 points will be deducted for every memo received with regard to Examination duties / Evaluation / Indiscipline / not honoring the duties assigned. **HOD recommendation is to be enclosed.**

**Any other relevant information not covered above**

<b>S. No</b>	<b>Information</b>

**Coordinator, IQAC**

Date:

**PRINCIPAL**

## ACADEMIC PERFORMANCE INDICATORS (API) SCORESHEET FOR PROFESSOR AND ASSOCIATE PROFESSOR

**Note: The self-assessment score will be based on verifiable criteria and will be finalized by the screening / selection committee.**

### CATEGORY-III : RESEARCH AND ACADEMIC CONTRIBUTIONS

S. No.	APIs	Faculties of Engineering/Sciences	Faculties Languages/Arts/ Humanities/Social Sciences/ Library/Management	Maximum points	Self-Assessment Score
III (A)	Research Papers publish ed in:	Refereed Journals*	Refereed Journals*	15 / publication	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10 / publication	
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / publication	
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 / sole author; 10 / chapter in edited books	
		Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25 / sole author; 5 / chapter in edited books	
		Subject Books by Other local publishers with ISBN/ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers	15 / sole author; 3 / chapter in edited books	
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 / Chapter	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter	

S. No.	APIs	Faculties of Engineering/Sciences	Faculties Languages/Arts/ Humanities/Social Sciences/ Library/Management	Maximum points	Self-Assessment Score
III (C)	<b>RESEARCH PROJECTS</b>				
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above ` 30.00 lakhs	(a) Major Projects amount mobilized with grants above ` 5.00 lakhs	20 / each Project	
		(b) Major Projects amount mobilized with grants above ` 5.00 lakhs up to ` 30.00 lakhs	(b) Major Projects amount mobilized with minimum of ` 3.00 lakhs up to ` 5.00 lakhs	15 / each Project	
		(c) Minor Projects (Amount mobilized with grants above ` 50,000 up to ` 5.00 lakhs)	(c) Minor Projects (Amount mobilized with grants above ` 25,000 up to ` 3.00 lakhs)	10 / each Project	
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of ` 10.00 lakhs	Amount mobilized with minimum of ` 2.00 lakhs	10 per every ` 10.00 lakhs and ` 2.00 lakhs, respectively	
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Accepted by funding agency)	Completed project Report (Accepted by funding agency)	20 / each major project and 10 / each minor project	
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent; 50 / each International level output or patent	
III (D)	<b>RESEARCH GUIDANCE</b>				
III (D) (i)	M.Tech	Degree awarded only	Degree awarded only	3 / each candidate	
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 / each candidate	
		Thesis submitted	Thesis submitted	7 / each candidate	
III (E)	<b>TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS</b>				
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching- Learning- Evaluation Technology Programmes, Soft	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 / each	
		(b) One week duration	(b) One week duration	10 / each	

	Skills development Programmes, Faculty Development Programmes (Max: 30 points)				
III (E) (ii)	Papers in Conferences/ Seminars/workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in		
		a) International conference	a) International conference	10 / each	
		b) National	b) National	7.5 / each	
		c) Regional/State level	c) Regional/State level	5 / each	
III (E) (iv)	Invited lectures or presentations for conferences/ symposia	d) Local-University/ College level	d) Local-University/ College level	3 / each	
		a) International level	a) International level	10 / each	
		b) National level	b) National level	5 / each	

	Associate Professor	Professor
<b>Minimum API Scores</b>	Consolidated API score requirement of 300 points from Category III of APIs	Consolidated API score requirement of 400 points from Category III of APIs
<b>Total Self-Assessment Score by Applicant</b>		
<b>Score by the Screening/Selection Comt.</b>		

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) Papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

**Note:** The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author / supervisor / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.