

SREYAS

INSTITUTE OF ENGINEERING AND TECHNOLOGY

An Autonomous Institution

Approved by AICTE, Affiliated to JNTUH

Accredited by NAAC-A Grade, NBA (CSE, ECE & ME) & ISO 9001:2015 Certified



Revised Edition 3

(W.E.F January 2025)

HUMAN RESOURCES POLICY

HR Policy & Service rules framed with approval in GB meeting held on 18.12.2024

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 has been designed to ensure that all staff members of Sreyas Institute of Engineering and Technology are well-informed about the rules and regulations that guide their roles and responsibilities within the institution. Effective since January 2025, this policy serves as a framework for maintaining professionalism, accountability, and consistency at the workplace. All staff are expected to adhere strictly to the provisions outlined in this document. The Management retains the right to review and revise these policies as necessary and may exercise its discretion in specific cases to ensure fairness and institutional integrity.

Message from Chairman

Dear Staff,

It gives me immense pleasure to present the Staff Policy Document of Sreyas Institute of Engineering & Technology. This document has been thoughtfully prepared to ensure that all members of our academic and administrative community are well-informed about the rules and regulations that guide the day-to-day functioning of our institution.

As a center of learning and excellence, it is essential that we maintain a professional, respectful, and disciplined work environment. I urge each of you to familiarize yourselves with the contents of this policy document and to uphold the standards and expectations outlined in it.

Let us continue to work together to foster a culture of integrity, innovation, and excellence at Sreyas.

Warm regards,
Sri Anantula Vinay Kumar Reddy
Chairman

Message from Secretary

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 to working with talented and vibrant individuals suffused with commitment, competence, values and who are 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.

Warm regards,
Sri Ch. Ravindranath Yadav
Secretary

Message from CEO and Treasurer

As Treasurer, I recognize the importance of aligning HR practices with financial responsibility. At Sreyas Institute of Engineering and Technology, our HR policy is fundamental to creating a fair, transparent, and growth-oriented workplace. It ensures that all faculty and staff are supported with clear guidelines for recruitment, development, and performance evaluation. Strategic human resource planning helps us maintain institutional sustainability while also investing in the well-being and professional advancement of our team.

I encourage everyone to engage with the HR policy, as it reflects our shared commitment to a strong, inclusive, and forward-thinking academic environment.

Warm regards,
Sri Nirvetla Sharath Reddy
CEO & Treasurer

Message from Vice Chairman

Sreyas Institute of Engineering and Technology stands as a leading choice for students pursuing technical education. The institution is dedicated to supporting both faculty and students in acquiring knowledge and skills necessary to achieve their personal and professional goals. With a strong emphasis on good governance and continuous improvement, Sreyas is committed to enhancing the quality of technical education. The institution consistently strives to be dynamic, responsive to evolving demands, quality-focused, and efficient in all its endeavors.

This Service Rules Manual has been carefully designed to provide guidance in fulfilling the roles and responsibilities of staff members, ensuring alignment with the vision and values of the institution.

Warm Regards,
Sri Ananthula Hriday Reddy
Vice Chairman

Message from Principal

Dear Colleagues,

Sreyas Institute of Engineering & Technology, Hyderabad, established in 2011, was founded with a strong vision to create a progressive and future-ready learning environment. It is a privilege to lead this distinguished institution as its Principal. This Staff Policy Manual has been solicitously compiled to support the effective implementation of institutional policies. It outlines the staff responsibilities, code of conduct, rights, and motivational measures, ensuring clarity and consistency in human resource practices.

I, sincerely, thank the Management and Governing Body for their guidance in aligning this document with AICTE and JNTUH norms. I also appreciate the collaborative efforts of our dedicated staff in the preparation of this manual.

Kind regards,

Dr. Udaya Kiran, Principal

Sreyas Institute of Engineering & Technology

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I. Campus Infrastructure and Facilities

Sreyas Institute of Engineering & Technology is situated on a sprawling 10.02-acre campus, featuring a built-up area of 3,00,000 sq.m. It offers a well-structured, student-friendly campus with modern classrooms, audio-visual aids, advanced laboratories, and a resource-rich library. The campus promotes a peaceful, pollution-free environment with well-ventilated buildings and a strong emphasis on sustainability. Green cover is maintained through regular tree plantation drives, supported by full-time gardeners and a reliable water supply system that includes a 50,000-liter sump, four RO plants (1,000 LPH each), and a total water storage capacity of 1,50,000 liters. A rainwater harvesting system is in place since inception, and the institute actively promotes environmental awareness through various campaigns and initiatives.

To ensure uninterrupted operations, the campus is powered by a 500 KV transformer and a 375 KW diesel generator, with a 280 KVA UPS supporting all computer systems. A 2 Gbps high-speed Wi-Fi network, intercom systems, and elevator access in key buildings enhance connectivity and accessibility. In addition to the academic facilities, the campus houses a clean, economical canteen and a fruit juice outlet for healthy refreshments. Located within HMDA limits, the institute is well-connected by TSRTC services and operates 4 AC buses and 22 Non-AC buses for student and staff transportation, offering convenient travel from all major areas of Hyderabad and Secunderabad. We are providing 2 buses from nearest bus stand for students using public transportation.

II. Functions of Various Committees

Sreyas Institute of Engineering & Technology has implemented a decentralized, student-centric administrative framework to enhance excellence in engineering education. Various committees have been established to ensure transparent decision-making and a collaborative working environment, addressing stakeholder concerns and driving continuous improvement within their respective domains.

1. Governing Body

Objective:

In line with AICTE guidelines, Sreyas Institute of Engineering & Technology's Governing Body, comprising of esteemed members from academia, industry, public service, and stakeholders, oversees the institution's strategic planning in academics, finance, infrastructure, and staffing to ensure growth aligned with its long-term vision.

Functions:

- The Governing Body is the institute's highest administrative authority.
- Constituted as per AICTE, JNTUH, and Telangana government norms.
- Approves the institution's vision, mission, long-term plans, and annual budgets, ensuring alignment with stakeholder interests.
- Establishes and monitors control systems for financial and operational accountability, including budget allocations for infrastructure and R&D.
- The Chairperson ensures the body's effectiveness, fosters stakeholder connections, and supports the head of the institution in program execution.

Responsibilities:

- 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.

Frequency of Meetings: once in a year or whenever needed.

2. Internal Quality Assurance Committee (IQAC)

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.

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.
- Preparation of the SSR to be submitted to NAAC based on the quality parameters.
- Preparation of the SAR to be submitted to NBA

Responsibilities:

- 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.

Frequency of Meetings:

3. 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

4. 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

5 Research & Development Cell

Objective

R&D Cell aims to foster a culture of research, innovation, and scholarly publication within the institution. It will serve as a central body to support and coordinate research activities especially interdisciplinary, facilitate high-quality publications, and ensure adherence to research ethics and best practices.

Functions

- To encourage faculty and students to undertake quality research.
- To provide guidance and resources for publishing research findings in reputed journals.
- To facilitate collaborations with other research institutions and industry.
- To organize workshops, conferences, and training programs on research methodologies.

- To ensure compliance with ethical research practices and plagiarism guidelines.
- To assist in securing research funding and grants from national and international agencies.
- To encourage research productivity, the R&D Cell will implement an incentive policy mentioned below.
- Monetary rewards for publications in high-impact factor journals.
- Recognition and awards for outstanding research contributions.
- Financial support for attending national and international conferences.
- Research grants for innovative and impactful projects.
- Additional academic benefits such as reduced teaching loads for active researchers.
- Institutional support for patent filing and intellectual property rights protection.

Responsibilities

- Promote interdisciplinary and collaborative research initiatives.
- Provide assistance with journal selection, manuscript preparation, and submission.
- Organize seminars, workshops, and conferences on research methodologies, writing, and ethics.
- Identify and disseminate information on research funding opportunities.
- Maintain a digital repository of research work produced by the institution.
- Implement and monitor policies on research integrity, plagiarism, and intellectual property rights.

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. 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:

Sreyas Institute of Engineering & Technology has established the following key committees to ensure efficient and transparent administration:

Examination Cell:

- Manages all aspects of examinations, including logistics, scheduling, and result publication.
- Handles exam-related records and addresses cases of malpractice.
- Processes remuneration for exam duties.

Timetable Committee:

- Develops and disseminates class timetables each semester.
- Coordinates faculty assignments and classroom allocations.
- Prepares the academic calendar and secures necessary approvals.

Frequency of Meetings: Need based

12. 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.
- 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. 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 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 compliant 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.

15. 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

16. 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 of events.
- 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

17. 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

18. Canteen Committee

Objective:

The primary objective of a canteen committee is to ensure the efficient and hygienic management of the canteen, focusing on providing healthy, tasteful, and well-maintained services for students and staff.

Functions:

- To supervise, take steps for the maintenance of canteen facilities with hygiene.
- To maintain and control the quality of the food supplied in the canteen.
- To modernize the canteen equipment and cooking procedures.
- To plan on monitor the maintenance of all the infrastructure facilities related to the canteen.

- To maintain the canteen premises clean and hygiene.

Roles and Responsibilities:

- Oversee and coordinate all aspects of canteen operations, ensuring smooth functioning.
- Manage and supervise canteen staff, including chefs, cooks, servers, and cleaning personnel by providing guidance and support to perform their duties effectively.
- Implement and enforce quality control measures to ensure the freshness, taste, and safety of food items by conducting regular inspections of food preparation and service areas.
- Develop and manage the budget for the canteen, making decisions on expenditures, pricing, and cost control by working closely with the canteen committee on budget-related matters.
- Establish and maintain relationships with food and beverage suppliers and negotiate contracts, monitor vendor performance, and ensure timely deliveries.
- Oversee the maintenance of canteen facilities, including kitchen equipment and dining areas. Coordinate repairs and improvements to ensure a clean and functional environment.
- Mediate and resolve conflicts or disputes among canteen staff or between staff and customers, foster a positive and collaborative work environment.

Frequency of Meetings: Need-Based

19. Institution's Innovation Cell

Objective:

The primary objective of a canteen committee is to ensure the efficient and hygienic management of the canteen, focusing on providing healthy, tasteful, and well-maintained services for students and staff.

Functions:

- To supervise, take steps for the maintenance of canteen facilities with hygiene.
- To maintain and control the quality of the food supplied in the canteen.
- To modernize the canteen equipment and cooking procedures.
- To plan on monitor the maintenance of all the infrastructure facilities related to the canteen.
- To maintain the canteen premises clean and hygiene.

Roles and Responsibilities:

- Oversee and coordinate all aspects of canteen operations, ensuring smooth functioning.
- Manage and supervise canteen staff, including chefs, cooks, servers, and cleaning personnel by providing guidance and support to perform their duties effectively.
- Implement and enforce quality control measures to ensure the freshness, taste, and safety of

food items by conducting regular inspections of food preparation and service areas.

- Develop and manage the budget for the canteen, making decisions on expenditures, pricing, and cost control by working closely with the canteen committee on budget-related matters.
- Establish and maintain relationships with food and beverage suppliers and negotiate contracts, monitor vendor performance, and ensure timely deliveries.
- Oversee the maintenance of canteen facilities, including kitchen equipment and dining areas. Coordinate repairs and improvements to ensure a clean and functional environment.
- Mediate and resolve conflicts or disputes among canteen staff or between staff and customers, foster a positive and collaborative work environment.

Frequency of Meetings: Once in a semester.

20. RTI Committee

Objective:

The RTI Committee aims to promote transparency and accountability by ensuring effective implementation of the Right to Information Act, 2005. It facilitates timely access to information, raises awareness about the Act, and ensures institutional compliance. The committee also supports PIOs in their duties and promotes proactive disclosure, contributing to a more open and responsive administration.

Functions:

- Monitor the status and timely disposal of RTI applications and appeals.
- Organize training and awareness programs on RTI.
- Review and update proactive disclosures (Section 4 of RTI Act).
- Maintain proper documentation and records of RTI cases.
- Recommend policies to improve RTI implementation.
- Coordinate with PIOs, Appellate Authorities, and external agencies.

Responsibilities:

- Ensure effective implementation of the Right to Information Act, 2005 within the institution.
- Promote transparency, accountability, and openness in administrative functioning.
- Facilitate timely and accurate responses to RTI applications.
- Monitor and review the status of RTI requests, appeals, and compliance.

- Support and guide PIOs, APIOs, and Appellate Authorities in discharging their duties.
- Organize RTI awareness and training programs for staff and the public.
- Ensure proper maintenance of records and documentation related to RTI.
- Promote proactive disclosure of information as per Section 4 of the RTI Act.
- Recommend improvements in information management and dissemination processes.
- Liaise with higher authorities and Information Commissions when required.

21. Finance Committee

Objectives:

The Finance Committee regulates the institute's financial management and ensures sustainability. It reviews and approves budgets, monitors financial performance, and ensures compliance with regulations. It also administers resource allocation for academics, research, and infrastructure. Additionally, it identifies new revenue opportunities and develops policies to support the institution's strategic goals.

Functions:

- Develop and review the annual budget and financial forecasts
- Monitor financial performance, budget adherence, and reporting
- Recommend financial policies and ensure regulatory compliance
- Support audits, risk management, and internal controls
- Advise on strategic planning, major expenditures, and investments
- Oversee fundraising efforts and key revenue sources

Responsibilities:

- To review and approve the annual budget, allocate resources across critical areas, and oversee capital expenditure planning to ensure alignment with organisational goals.
- To regularly monitor financial performance, ensure regulation compliance, and manage risks through effective cost control measures.
- To oversee financial performance through regular reviews, ensure regulatory compliance, and manage risks with effective cost-control measures.
- Identify new revenue streams and oversee investment strategies to enhance financial sustainability.
- Regularly review and update financial policies to ensure adherence to best practices.

22. Women Empowerment Committee

Objectives:

The objective of the Women Empowerment Committee is to promote gender equality, ensure a safe and inclusive environment for women, and support their personal and professional growth. The committee aims to raise awareness, prevent discrimination and harassment, and encourage women's participation in leadership and decision-making roles.

Functions:

- Organize workshops, seminars, and awareness programs on women's rights and empowerment.
- Conduct training programs for skill development and career advancement.
- Address issues related to gender bias, inequality, and workplace harassment.
- Collaborate with external organizations and resource persons for expert sessions.
- Promote a gender-sensitive culture within the institution or organization.
- Encourage and support initiatives led by women.

Responsibilities:

- Create and enforce policies that promote women's welfare, equality, and empowerment within the organization.
- Address complaints related to gender discrimination or harassment, and maintain a safe and supportive environment.
- Organize training, workshops, and awareness programs to educate and empower women personally and professionally.
- Support women in taking leadership roles and actively involving themselves in decision-making processes.
- Assess the impact of initiatives, ensure legal compliance, and regularly report activities and outcomes to the relevant authorities.

23. Staff Selection Committee

Objectives:

The objective of the Staff Selection Committee is to ensure a fair, transparent, and merit-based recruitment process for selecting the most suitable candidates for various positions within the organization. The committee aims to uphold institutional standards, promote equal opportunity, and align recruitment with organizational needs and goals.

Functions:

- Develop and update recruitment procedures and criteria.
- Plan and conduct selection processes such as interviews, written tests, or demonstrations.
- Shortlist candidates based on qualifications, experience, and job requirements.
- Ensure compliance with institutional policies and government regulations.
- Maintain transparency and impartiality throughout the selection process.

Responsibilities:

- Oversee the entire recruitment process—from identifying staffing needs to final selection—ensuring it aligns with the organization’s goals and approved manpower plans.
- Review submitted applications to ensure candidates meet the required qualifications, experience, and eligibility criteria before shortlisting for further stages.
- Coordinate and conduct interviews, written tests, skill assessments, or presentations based on the role requirements, ensuring consistency and fairness.
- Assess candidates based on pre-defined criteria such as merit, experience, and performance in selection stages, maintaining transparency and impartiality.
- Prepare a final list of selected candidates and submit recommendations to the competent authority for approval and appointment.
- Ensure all recruitment activities adhere to institutional policies, reservation norms, and government guidelines, and maintain proper records of the entire process for accountability.

24. Academic Audit Committee

Objectives:

The objective of the Academic Audit Committee is to evaluate and enhance the quality of academic processes and practices within an institution. The committee ensures that academic activities align with institutional goals, regulatory standards, and continuous improvement frameworks, fostering excellence in teaching, learning, and research.

Functions:

- Review academic policies, curriculum, and teaching methodologies.
- Monitor the implementation of academic plans and schedules.
- Assess the effectiveness of faculty performance and student outcomes.
- Ensure compliance with accreditation and quality assurance standards.
- Provide recommendations for academic improvement and innovation.

Responsibilities:

- Review the relevance, structure, and quality of academic programs, ensuring they meet industry standards, regulatory guidelines, and student needs.
- Examine the effectiveness of teaching methodologies, use of ICT tools, lesson plans, and faculty preparedness to promote an engaging learning environment.
- Evaluate faculty contributions in teaching, research, mentoring, and professional development, and recommend opportunities for training or upskilling.
- Verify that departments follow academic calendars, examination procedures, attendance rules, and accreditation norms as prescribed by regulatory bodies.
- Review student performance data, pass percentages, progression rates, and feedback to assess the overall impact of academic practices.
- Suggest actionable improvements in curriculum design, teaching strategies, resource utilization, and academic governance to enhance institutional performance.

25. Internal Compliance 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.

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

26. Student Council Committee

Objective:

The primary objectives of a student council committee is to foster communication between students, administration, and staff, promote an environment conducive to learning and development, and represent student interests and concerns

Functions:

- The Counselling Committee ensures availability of Counselling service as and when required to the students and the staff with their concerns.
- The Counselling Committee helps students and staff to cope with the fast-paced changes in the stressful modern lifestyle and to correct their concerns on their own through Counselling and Guidance.
- The Committee provides assistance to enhance their ability to work on social and emotional development that will impact their productivity in their work life.
- Through Counselling the Committee gives a hope that there is a better way, or a way out with problems they can't handle, can't control, or just don't know how to deal with.
- Every year two awareness sessions, one each for the first year students during Induction programme and one for the senior students, are conducted besides the regular counselling and guidance provided to the students who approach the Counsellor personally.
- At the end of the two sessions, feedback of the participants is collected and analysed to ascertain the impact.

Roles and Responsibilities:

- The Coordinator / Counsellor will conduct at least three programmes in an academic year on mental health & wellbeing, stress management, self-motivation, relationship management, interpersonal communication etc.
- The Counsellor will counsel the students who are sensitized through the above programmes when they approach her.
- The Committee Members will identify the students who may need psychological counselling and send them to the Counsellor.
- The Committee will conduct training programmes to the Faculty Proctors in handling the proctorial system better.
- The Coordinators will maintain the documents related to the group programmes conducted, like approval letters, circulars, feedback and feedback analysis.

Responsibilities of the Coordinator:

- Conduct individual counselling sessions to students who may need support system with academic, personal, social and psychological issues
- Conduct training programs on counselling skills for faculty & staff
- Conduct sessions for students on mental health and psychological issues
- Interact with the parents of the students who may need psychological counselling or therapy

Responsibilities of Student Members:

- The Student Members of the Committee will identify the students among their peers who may have issues related to mental health, stress, ability to cope with academics, emotional wellbeing, interpersonal communication etc and inform the Faculty Members of the Committee, who will in turn refer them to the Counsellor.

- Will coordinate awareness programmes and other events as and when conducted.

Frequency of Meetings: Once in a Semester, need based

III.FUNCTIONS OF ADMINISTRATORS

Position	Function
Principal	<ul style="list-style-type: none"> • Establishes and defines the organizational structure, delegate responsibilities, and oversees overall development. • Monitors and evaluates institutional processes to ensure efficiency and effectiveness. • Mobilizes external resources, prepares annual budgets, and manages accounts and finances. • Conducts periodic meetings with various bodies to facilitate communication and decision-making. • Manages employee recruitment to attract and retain qualified personnel.
Dean (Academic)	<ul style="list-style-type: none"> • Manages curriculum development, academic scheduling, and ensures compliance with institutional regulations. • Guides faculty on academic policies, assists with student course registrations, and addresses academic concerns. • Organizes academic ceremonies, including Graduation Day, and oversees the distribution of student awards and certificates. • Implements strategies to enhance teaching methodologies, oversees examination processes, and supports diverse learner needs. • Proposes new academic programs and maintains comprehensive records of curricula and course offerings. • Acts as a liaison among students, faculty, and departments, especially in finalizing elective courses and disseminating academic information. • Assists the Principal with various tasks to uphold and enhance academic standards, undertaking additional duties as assigned.
Dean (IQAC)	<ul style="list-style-type: none"> • Develops and implements standards for academic and administrative activities. • Promotes institutional best practices. • Maintains an institutional database via MIS to enhance quality. • Fosters a culture of quality through strategic initiatives. • Prepares reports for NAAC and NBA accreditations. • Oversees annual self-assessments for faculty. • Organizes regular meetings and tracks action items. • Collects and analyzes stakeholder feedback, especially from students. • Shares updates on quality parameters with faculty and students. • Hosts events focused on quality improvement and promotes quality circles. • Records activities that lead to quality enhancements.

Head of the Department (HoD)	<ul style="list-style-type: none"> Plans, implements, and monitors the department's academic programs and support functions to ensure alignment with institutional goals. Develops and proposes the department's budget, ensuring resources are allocated effectively to support departmental initiatives. Maintains comprehensive records of departmental activities and achievements, facilitating transparency and informed decision-making. Recognizes and promotes the unique strengths and expertise of faculty and students.
AO	<ul style="list-style-type: none"> Maintains service registers and personal files for faculty and staff. Oversees the faculty and staff recruitment process. Records and manages minutes of meetings. Drafts and submits new institutional proposals. Coordinates daily office operations and activities. Prepares documentation and reports for AICTE, TSCHE, and university committees. Assists in the preparation of the annual institutional budget. Fosters and maintains relationships with industry partners.
Training and Placement Officer	<ul style="list-style-type: none"> Industry Engagement: Cultivates relationships with employers to facilitate student internships and job placements. Student Preparation: Assesses and addresses students' training needs, offering guidance on job search strategies, resume writing, and interview techniques. Curriculum Collaboration: Works with faculty to integrate career planning into academic programs and coordinate experiential learning opportunities. Promotional Activities: Develops materials showcasing the institution and student achievements to potential employers. Data Management: Maintains comprehensive records of student profiles and employer contacts to support placement activities. Alumni and Employer Liaison: Serves as a bridge among students, alumni, and the employment community to foster professional networks. <p>These responsibilities collectively aim to enhance students' employability and establish strong industry connections for successful placements.</p>

Library Coordinator	<ul style="list-style-type: none"> Plans, executes, and oversees daily library activities to ensure efficient service delivery. Proposes and implements plans for the library's growth and development. Collaborates with the librarian to prepare and manage the annual library budget. Fosters and upholds a disciplined and positive library environment. Works with department heads to coordinate the printing of laboratory manuals.
Transport Coordinator	<ul style="list-style-type: none"> Manages fleet maintenance. Oversees the upkeep and servicing of buses designated for faculty and student transportation. Develops and manages bus schedules, ensuring efficient and timely transport services.
Physical Director	<ul style="list-style-type: none"> Oversees the organization and smooth execution of sports activities, ensuring proper utilization and maintenance of facilities. Manages the acquisition of sports equipment and proposes the annual sports budget to support program needs. Encourages and facilitates student participation in zonal tournaments and other competitive events. Plans and oversees the creation and upkeep of sports facilities to provide a safe and conducive environment for activities. Ensures the safety and security of sports facilities and events.

IV. SERVICE 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 unforeseen 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)/ offline 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 everyday) 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)

Employees are entitled to 12 days of paid Casual Leave (CL) annually for unforeseen situations, subject to the following conditions:

- New employees earn CL at a rate of one day per completed month of service during their first calendar year.
- A maximum of three consecutive days of CL can be taken at a time. CL cannot be combined with holidays, vacation, or other leave types.
- CL requires prior approval from the appropriate authority, and employees must arrange for their responsibilities to be covered during their absence.

- Unused CL does not carry over to the next calendar year and will lapse if not utilized.

2. ACADEMIC LEAVE (AL)

Employees who have completed one year of satisfactory service or the designated probation period are eligible for up to six days of Academic Leave (AL) annually. This leave covers participation in professional development activities such as seminars, workshops, PhD-related engagements, and guest lectures. AL cannot be combined with casual leave, other leave types, or vacation periods.

3. SPECIAL CASUAL LEAVE (SCL)

Employees who have completed at least one year of service are eligible for up to one week of Special Casual Leave (SCL) for the death of an immediate family member (spouse, child, or parent) or they can avail it for their own marriage.

4. ON DUTY (OD)

Faculty and staff deputed by the college to represent the institute for research presentations, administrative tasks, or engagements with bodies such as AICTE, JNTUH, Technical Education, or UGC may apply for On Duty (OD) leave. All OD and Academic Leave (AL) requests must be recommended by the immediate authority and approved by the Principal, with a combined maximum of 10 days per calendar year.

5. COMPENSATORY CASUAL LEAVE (CCL)

Employees who perform assigned duties during holidays or work extended hours exceeding six continuous hours on regular days may be granted compensatory leave, subject to approval by the designated authority. A maximum of three such leaves can be availed within a calendar year, and they must be utilized within the same academic year, as they cannot be carried forward.

6. SICK LEAVE (SL)

Employees who have successfully completed their probationary period are entitled to four days of sick leave per completed year of service. Approval of sick leave requires submission of a discharge summary or medical report from a hospital or doctor approved by the College authorities.

7. MATERNITY LEAVE (ML)

Female employees on regular appointments who have completed their probationary period are eligible for up to 120 days of maternity leave at half pay, provided they have fewer than two surviving children.

8. SUMMER VACATION (SV)

At Sreyas Institute of Engineering and Technology, vacation entitlement for teaching and non-teaching staff is determined by their length of continuous service:

- One to two years: Eligible for 1 week of vacation.
- Two to Three years: Eligible for 2 weeks of vacation.
- Three to Four years: Eligible for 3 weeks of vacation.
- Above Four years: Eligible for 4 weeks of vacation.

Staff must have completed a minimum of one year of service to qualify for summer vacation. Vacations are scheduled by the Principal and must be taken during the designated period, typically in a maximum of two spells. Any unused vacation cannot be carried forward. Final approval rests with the Principal. Unauthorized absences will be treated as leave without pay and may require an explanation.

V. RECRUITMENT AND PROMOTION POLICY

Recruitment

The Principal evaluates staffing needs for upcoming academic years and initiates recruitment through newspaper and web notifications. A selection committee, comprising of the department head, a senior staff member, and subject experts, is formed to oversee the hiring process. This committee shortlists candidates via technical assessments, including classroom demonstrations and personal interviews, recommending a shortlist in a 1:2 ratio for each position. The Principal reviews these recommendations, obtains management approval, and issues appointment offers accordingly.

Qualifications will be followed as per AICTE and JNTUH norms

The qualifications for faculty positions are as follows:

Assistant Professor:

- Engineering Departments: First-class M.E./M.Tech graduates in the relevant branch.
- Science and Humanities Departments: First-class M.Sc./M.A. graduates with additional higher qualifications.

Associate Professor:

- Ph.D. with first-class in B.E./B.Tech or M.E./M.Tech, and a minimum of five years of teaching, research, or industry experience.

Professor:

- Ph.D. with first-class in B.E./B.Tech or M.E./M.Tech, and at least ten years of teaching, research, or industry experience.

Pay Scales

Faculty pay scales and allowances are structured as follows:

- **Assistant Professor:** ₹15,600–39,100 with an Academic Grade Pay (AGP) of ₹6,000.
- **Associate Professor:** ₹37,400–67,000 with an AGP of ₹9,000.
- **Professor:** ₹37,400–67,000 with an AGP of ₹10,000.

Allowances:

- Typically, HRA is provided at rates of 30% of basic pay, and Dearness Allowance is as follows: non-teaching staff (10%), assistant professor (10%), associate professor without Ph.D.(10%), associate professor with Ph.D.(20%) and professor (20%) Rates are periodically revised by the government and may vary based on position and qualifications.

Faculty Ratification

To comply with Jawaharlal Nehru Technological University Hyderabad (JNTUH) regulations, faculty recruited by the institute must undergo JNTUH's ratification process. The institute will notify eligible faculty of scheduled interviews. If a faculty member is not ratified, their appraisal period extends by six months or until the next interview, delaying any salary increments. A second failure in ratification

results in termination. Thus, faculty remain on probation until ratified or for one year, whichever is longer.

Other facilities

- **Employees Covered Under the ESI Act:** Employees earning a gross monthly salary of ₹21,000 or less are eligible for benefits under the Employees' State Insurance (ESI) Act. This social security scheme provides comprehensive medical care and cash benefits in case of sickness, maternity, disability, and employment-related injuries. The ESI coverage is aimed at ensuring the well-being of lower-income employees and their dependents, offering them financial protection and access to quality healthcare.
- **Employee Provident Fund (EPF) – September 1, 2011:** The Employee Provident Fund (EPF) scheme was implemented within the organization starting from September 1, 2011. Under this retirement benefit scheme, both employer and employee contribute a specified percentage of the employee's salary towards a provident fund account. This initiative promotes long-term savings, financial security, and a structured retirement plan for employees, ensuring they have adequate funds upon retirement or in times of need.
- **Group Personal Accident Cover – March 2022:** In March 2022, the organization introduced a Group Personal Accident (GPA) insurance cover for its employees. This policy provides financial compensation in case of accidental death or disability (permanent or partial). The GPA cover reinforces the company's commitment to employee welfare by offering support and security to employees and their families in the event of unforeseen accidents.

Promotion Policy

Faculty promotions are determined by merit and seniority, contingent upon the availability of vacancies in accordance with AICTE's prescribed staff patterns and cadre ratios. Candidates must meet AICTE's qualification and experience requirements for the higher position. Typically, the senior-most eligible staff member is considered for promotion, pending committee approval and fulfillment of these criteria.

Increments

After completing one year of service, faculty and staff undergo performance-based appraisals. Additional increments may be granted based on individual contributions, student feedback, and university examination results, at the management's discretion. Employees are required to submit a self-appraisal form to their respective Heads of Departments after two semesters of service.

Resignation and Termination

After one year of satisfactory service, both teaching and non-teaching staff may be terminated by the

institute with two months' notice or salary in lieu thereof. Teaching staff may resign with similar notice or by paying one month's salary; this notice is reduced to one month for those pursuing higher studies, with departures timed to the academic schedule. Non-teaching staff may resign with two months' notice or one month's salary. Early departures require compensating the remaining notice period. The institute may also terminate employment before the notice period ends by compensating accordingly. Notice periods exclude vacation or unpaid leave. Employees may face disciplinary action for misconduct, with due process ensuring a fair defense.

Code of Conduct Rules

Employees must adhere to institutional rules, maintaining integrity, devotion, and impartiality in their duties. They should exhibit courtesy towards management, colleagues, students, and the public, acting in the institution's best interests. Public criticism of institutional policies is prohibited. Engaging in external employment, trade, or private tuition without prior approval is not allowed. During working hours, staff should focus solely on their assigned duties, avoiding unrelated activities. While research and consultancy projects are encouraged, prior permission from the principal is required. Accepting valuable gifts from students, parents, or business associates is forbidden.

VI. 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 facility 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.

Faculty conference funding is allocated as follows: 100% for first authors, 50% for second authors, and 33% for third authors, with each faculty member eligible once per year. A maximum of 20% of a department's teaching staff may attend conferences simultaneously, ensuring no conflict with institutional activities. Prior approval from institute authorities is mandatory. Post-conference, approved expense claims must be submitted within a week, accompanied by supporting documents such as attendance certificates and travel tickets. Any exceptions require special approval.

Reward for Publication of papers in Indexed Journals:

To encourage the faculty towards research, the Management has decided to give incentives for

publishing research articles in reputed Journals which are indexed in SCOPUS, web of science, SCI and ISI. The incentives are as given below.

1. To encourage research papers from faculty the following revised structure:

	1 st Author	2 nd Author	3 rd Author	4 th or any other position
SCIE/ESCE	25000	16000	8000	6000
Scopus	15000	10000	5000	3000
WOS collection	8000	5000	2500	1500
Any other Indexing	Subjected to RPC discretion			

2. Faculty who get sponsored project from any funding agency like DST / AICTE / UGC / etc, will be given incentive Rs. 10,000.
3. Faculty/Students who got gold medals (One among top 5%) in online certification programs like NPTEL will be given Rs. 1,000 as incentive.
4. Patent: Applicant name should be in the name of “Sreyas Institute of Engineering and Technology”.
5. Faculty whose 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.
6. If Patent is granted, incentive for the investor is Rs.10,000.
7. Consultancy: If more than Rs. 1,00,000 revenue generated through consultancy, incentive for the coordinator is Rs 10,000
8. 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.

Annexure-I

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.

Annexure-II

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)

Annexure-III

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)

Annexure-IV

Standard Operating Procedure: (SOP-2): Faculty score card-Faculty roles and responsibilities (For Assistant Professors with PhD and Associate Professor with & 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 60 %
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 / PG Projects	Min 2 UG , 1 PG
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.	Sponsored R&D Project	10 L/ Year
15.	Committee Member	1 or 2 at Institution Level (will be assigned by Principal)
16.	Admin work which is assigned by HOD	JNTUH/NBA/NAAC/NIRF/etc
17.	PhD Registration	Mandatory in One Year. if not registered
18.	Professional Membership	IEEE/CSI/ASME (will be decided by HOD)

Annexure-V

Standard Operating Procedure: (SOP-3): Faculty score card

Faculty roles and responsibilities (For Professors with and 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 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

Annexure-VI

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 1st July, 2019 to 30th June, 2020(one academic year) is based on the following criteria from C1 to C18.

Criteria	Description	Points
C1	Loss of pay (1 st July 2017 to 30 th June 2018) For “N” “number of Loss of pays in an academic year Points = $5 - N \times 0.5$ 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) Enclosure of proof required: 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.

C4:	Lecture Notes, Lab Manuals, Complete Course File	Max 10 points
<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>Lecture notes should be neatly typed / Hand written.</p> <p>Enclosure of proof required: Lecture notes in PDF format for each of the course taught.</p> <p>Imp note: 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>Dean Academics & HOD 's authentication is required</p>		
Semester	Number of Courses	Distribution of points
Odd Semester	1	15 max
Even Semester	1	15 max

C5	Students' feedback on teaching	20 Points Max	
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:			
S. No	Semester	Number of Courses	Distribution of points
1	Odd Semester	1	10
2	Even Semester	1	10
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
Note: 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%). 2. If a faculty teaches more than one theory subject in a semester, average is considered. 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.			

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/	15	9	If two co-authors points will be distributed like 3+3 or if only one co-author 6 points

	Mechanical Engineering/ Springer Conference /			
2	SCI/Scopus/ WoS / Extended SCI Journal	25	15	If two co-authors 5+5 or if only one co-author 10 points
3	Citations (Calendar Year : 2017)	10	1 point per citation (Only Scopus citations will be considered) Scopus author citation page is to be enclosed	
Total points will be subjected to a maximum of 50				

C7 participation in Seminars, workshops and faculty development programs: (15 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/	International	20 points /each

conferences/ symposia / chairing sessions / Guest lecture	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 prorated 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

project is not given)

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

C14: Books Publication: (Maximum 15 points)

International Publishers:	10 points
National:	3 points per book
Local publisher:	2 Points per book

(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

S. No	Information

Coordinator, IQAC

Date:

Principal