SANTHIRAM ENGINEERING COLLEGE

(AUTONOMOUS)

NANDYAL

SREC POLICY DOCUMENT



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AMENDMENTS

S.No.	Page No.	Version 2.0	Version 3.0
1	Pg.No.18	Cat5	Cat6
2	Pg.No.40	Only Maternity leave	Maternity leave with pays

RULES, REGULATIONS AND CODE OF CONDUCT GOVERNING THE SERVICES OF THE EMPLOYEES IN THE INSTITUTION.

1. SHORT TITLES:

The Service rules of ***Santhiram Engineering College (Autonomous)***, in short, these rules shall be called ***SREC Service and Conduct Rules 2021*** of teaching and non-teaching staff.

These rules will came into force from 1st January, 2021 and shall supersede all the earlier rules.

The Governing Body is the appropriate authority to interpret and to amend the Rules from time to time in the interest of the Institution, its stakeholders, and its Employees.

Definitions:

In these rules unless the context otherwise requires:

a) "President" means president of the institute.

b) “Governing Body” means Governing Body of the institute

c) "Academic Council" means the Academic Council of the Institute

d) "Authorities" means the Authorities of the Institute.

e) Principal means, The Principal of the college or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, (whatever be his designation, otherwise).

f) Employee means a person employed under the categories of teaching or non-teaching staff including the Principal and other designations.

a) President :

President/Chairman of the Executive Body or Governing Body as the case may be. President shall to the extent necessary nominate persons to represent the various interests for the furtherance of the objectives of the institute.

2. COMPOSITION OF GOVERNING BODY:

Number of Member(s)	Category	Nature
4	Management	Trust or management as per the constitution or by-laws, with the Chairman or President / Director as the Chairperson
1	Nominated by the CTE	Nominee by the CTE either Principal / RJD of Technical Education.
1	State Govt. nominee	Industrialist or Academician not below the rank of Professor or State Government official of Directorate of Higher Education / State Council of Higher Education
1	University Nominee	Nominated by the University
1	Principal of the College	Ex-Officio member secretary
1 or 2	Teacher of the College	Nominated by the Principal based on seniority by rotation

Term : The Governing Body shall be reconstituted for every three years.

Meetings : Meetings of the Governing Body shall be held at least twice in a year.

The President of Santhiram Engineering College shall be the Chairman of the Governing Body.

Functions of the Governing Body:

Subject to the existing provision in the by-laws of respective college and rules laid down by the State Government / Parent University, the Governing Body shall:

1. Formulate the institution's academic goals and objectives and direct the institute toward achieving them.
2. Examine the College Academic Council's suggestions and develop a road map for attaining the institution's objectives.
3. Observe and direct the college's academic, research, and other relevant activities.
4. Develop strategies in the areas of finance, infrastructure, and personnel.
5. Consider the recommendations of the Staff Selection Committee and approve the same.
6. Consider the important communications, policy decisions received from the University, Government, AICTE, UGC etc.
7. Encourage and facilitate college to apply for Accreditations/ Certifications if any
8. Facilitate and encourage college faculty to apply for research projects/proposals
9. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objectives.

10. Facilitate starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG/PG program.
11. Consider the recommendations of the College Academic Committee of the college and direct them for implementation.
12. Examine the budget proposals and accord approval.
13. Examine and pass the annual budget of the college.
14. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
15. Consider and facilitate college to resolve legal/court cases, if any

3. NORMS RELATED TO FACULTY AND STAFF MEMBERS:

The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The Rules, Regulations & Responsibilities are only indicative and not exhaustive. Non-adherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such staff members.

A. GENERAL NORMS:

The faculty and staff members should -

1. Be punctual to duty.
2. Stay in the campus during the working hours of the College and should stay after college hours also if necessary.
3. Discharge the responsibilities assigned in Teaching / Research / Consultancy and Administrate diligently in honest and un-biased manner with total commitment.
4. Be responsible to protect equipment, materials, and facilities of the college.
5. Attend and participate in the meetings, activities called for/assigned by the HOD/Principal.
6. Follow the rules & regulations in force and brought in force from time to time.
7. Not engage/take private tuitions.
8. Wear a decent and formal dress, as per the college norms.
9. Finish the evaluation work of Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) on priority without causing any inconvenience.
10. Whenever a faculty/staff is deputed / permitted to take up an assignment outside of the college, the concern should submit the proof of attendance and the same should be documented in the department /college records.

B. BEHAVIORAL NORMS:

The teaching profession is noble and expects high standards of ethical behavior. The faculty and staff are expected to conduct themselves in professional and befitting manner.

The faculty members shall adhere to ethical codes of conduct listed below:

1. The faculty and staff shall not indulge in rude or abusive behavior, comment against superiors, and make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.
2. The faculty and staff shall desist from un-authorized distribution of printed material etc.
3. The faculty and staff shall desist from falsifying/tampering any records or documents.
4. The faculty and staff shall desist from getting involved in un-authorized activities leading to financial benefit.
5. The faculty and staff shall comply with rules, regulations, and policies of Management from time to time.

C. ACADEMIC:

The faculty and staff should -

1. Engage the assigned class work / laboratory work as per the schedule.
2. Maintain the record of course file, lesson plans and other relevant documents of the courses handled by them.
3. Implement designated curriculum with the said objectives.
4. Participate in professional development activities and apply the concepts in academic activities such as classroom delivery & also in practical sessions.
5. Share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process. (TLP).
6. To take responsibility to concentrate on slow learners for better performance and also advanced learners for carrier enhancement.

D. CLASSROOM MANAGEMENT:

The faculty should -

1. Available at the classroom five minutes before the scheduled time.
2. Mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance.
3. Not be deviated from the topic and stay focused on the topic/content.
4. Commence the class by recapitulating the main points of previous class to help bridging the memory to reinforce the concepts and ideas.
5. Share knowledge in a manner that encourages effective two-way communication.
6. Be self-confident and facilitate quality delivery of the course they teach.
7. Use visual and activity-based learning wherever possible; make power point presentations (PPT), ICT tools etc., in addition to conventional use of board depending on the course and necessity.
8. Provide real time case studies as and when necessary.
9. Employ appropriate strategies to achieve desired objective of learning and pose questions to the students which will inculcate out of box thinking.
10. Summarize the concepts at the end of every class.
11. Conduct the Slip Test/ Surprise test/ Assignments after completion of each unit, by off-line mode or online mode, keep consolidate and tracking of the performance of the students.
12. After every test, discuss about the common mistakes made by students and explain how to overcome it, evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent.
13. Meet all the academic and evaluation deadlines prescribed by the college/university from time to time. Not prepone, postpone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal.
14. Handle the assigned practical classes and available in the designated place for the full scheduled time of the practical class.
15. A class, be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class.
16. Absence from duty without authorization is not permitted and shall be considered seriously.

E. STUDENT RELATED:

The faculty should -

1. Motivate students to show interest and learn the most.
2. Aware the students about the course objectives.
3. Be available for the students even after class hours to clarity their doubts, if any.
4. Provide the course material to the students and motivating them to follow the textbooks.
5. Provide students a detailed set of possible questions for all the topics to guide/prepare them for enhancing their knowledge and face the examinations confidently.
6. Treat students with respect and teach them to treat others with respect.
7. Motivate and help students to do minor educational projects in related area/topics (suggested by faculty and chosen by the student), so that their analytical and self-learning skills improve.
8. Feel comfortable working with exceptional learners/slow learners and learners with diverse needs.
9. Handle gently but firmly, any misbehavior of students and weed out the cause.
10. As a Counselor / Mentor, the faculty shall advise/counsel the student on all the academic matters (like registration/re-registration for the courses, dropping of courses and/or withdrawing from the courses).
11. Meet the assigned students at least once in every fortnight. The faculty shall report to the HOD / Principal about those students who avoid meeting the proctor.
12. Understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed.
13. Keep the parents informed about the academic progress and general behavior of their wards from time to time.
14. Put efforts to make the student perfect in interpersonal skills while interacting with students, parents, colleagues, staff and administrators and other stakeholders. Developing Positive attitude and mind set is highly appreciated.
15. Ensure maintenance of a Counselor diary accurate, complete, and appropriate manner. The counselor / mentor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification. The counselor / mentor should serve the students as a friend, philosopher, and guide.

4. ROLES& RESPONSIBILITIES OF ACADEMIC ADMINISTRATORS

A. PRINCIPAL:

The principal shall provide leadership for the academic administration and create an effective environment conductive for learning. The Principal shall ensure that quality education is imparted to the students and foster their holistic development. The Principal shall ensure all round development of the Institution and achievement of strategic goals of the institution.

The principal shall

1. Report to the President/Chairman on all institutional matters.
2. As the Head of the Institution shall act as a liaison between the staff, students, and management.
3. As the Head of the Institution, he/she shall put-forth proposals to the President, in all administrative / academic / finance related matters and seek approval and ensure its apt implementation.
4. Assess the HR requirements and make recruitments as per the procedures and norms.
5. Act as a facilitator between external agencies and the Institution.
6. Ensure that proper administrative and evaluation process in addition to addressing to the rightful grievances of the students, staff and faculty members.
7. Prepare strategic plan from time to time for the institution which sets the milestones to be achieved.
8. In-charge of all academic and administration bodies and ensure adherence of all regulations framed by the Governing Body.
9. Conduct regular meetings among various bodies as necessary, for proper functioning of the Institution.
10. Comply in a timely manner all records and reports required by the various agencies like University, APSCHE, UGC, AICTE and others.
11. Promote accreditation activities and facilitate accreditation authorities like NBA, NAAC etc., by complying time to time with respect to all records and reports required by the agencies.
12. Take all necessary actions for smooth conduction of examinations.
13. Advise and monitor the functioning of the Hostels; ensure congenial environment for the hostilities.

14. Advice the coordinator-Alumni Association to plan and organize activities for the same.
15. The principal shall perform the duties and responsibilities assigned by the President / Management in the due course.

B. ADMINISTRATIVE OFFICER (A.O)

The A.O shall

1. Look after admissions/re-admissions and enrollment of students.
2. Notify for spot admission process.
3. Be responsible to create Email IDs for all the Students using the prescribed format.
4. Update the student's rolls list to all the HODs at beginning of the semester.
5. Maintain the online database of the students, which includes their results, attendance and complete biodata.
6. Maintain data base (including academics) of the passed-out students.
7. Maintain the data base of detained/discontinued students.
8. Prepare, print and distribute the ID cards every employee/ student.

C. CONTROLLER OF EXAMINATIONS (CoE):

The CoE shall

1. Circulate the Institute Academic Calendar to all the Departments.
2. Make the arrangements for printing and distribution of Academic, Promotion rules book and Syllabus books to the students, and to Heads of the Departments.
3. Prepare the timetables for internal examinations, invigilation charts, seating arrangement for all examinations as per university instructions based on the university calendar.
4. Arrange verification / valuation of answer scripts of the students.
5. Coordinate with the faculty in printing of question papers for mid/ internal examinations.
6. Prepare the list of toppers from each batch (& branch) and make the arrangements to award them on College Day celebrations / orientation day.
7. Consolidate the list of detained students and circulate the nominal rolls to all the concern Departments.
8. Coordinate with HODs and faculty towards progression in student related activities for betterment of the students.

9. Identify the requirements for new lecture halls/ classrooms/drawing halls, time to time, and update the same to the principal.
10. Coordinate with HODs in finalization and consolidation of CIE.
11. Prepare the practical examination schedules in consultation with HODs.
12. Prepare and send the appointment orders to the examiners for semester end examinations for question paper setting and for evaluation.
13. Verify the remuneration bills and crediting the same to the examiners / invigilators / staff.
14. Supervise/update/maintain academic records of all categories of students/faculty/staff up to date.
15. Issue of all academic certificates, medals, and prizes to the students.
16. Coordinate with the principal to take necessary steps from time to time to strive for the high academic standards.
17. Look after the re-admitted students regarding their equivalent subject and conducting of CIE process.
18. Collect Examination fee/ condonation fee/and other relevant fee.
19. Issue hall tickets to all the students.
20. Coordinate with HODs in preparing the documentation for NBA/NAAC/AICTE/UGC//any other related authorities.
21. Send SMS to the staff for any required activity.
22. Execute any other duties assigned by the principal.
23. Prepone and postpone examinations, under emergency conditions within the schedule of the University.
24. Conduct regular/supplementary/advanced supplementary examinations.

D. HEAD OF THE DEPARTMENT (HOD):

Responsibilities of an Academic Head of the Department

Definition:

The prime role of the Head of an Academic Department is to provide strong Academic Leadership. The Head of the Department is required to lead, manage, and develop the Department to ensure it achieves the highest possible Standards of excellence in all its activities. HOD will be supported by the principal and by Colleagues in the Department, Faculty and Central Services.

The Head of the Department is required to exercise Leadership, demonstrate Vision, and empower others to deliver the agreed Departmental Strategy among the Faculty fraternity. It is recognized that the methods by which Head of the Department carries out the duties and the extent of delegation, will depend on such factors as the size and nature of the Department and the Personal approach of the individual Head of Department.

The HOD shall

1. Responsible and accountable for setting and advancing the Academic Strategy of the Department in line with Faculty and University Strategic Plans and direction.
2. Be an active member of the faculty executive board and contribute to the overall development and betterment of the faculty as well department.
3. Promote and represent the Institution, both internally and externally.
4. Ensure the best possible Student experience through.
5. Fulfill the university´s responsibilities concerning students in respect of their Admission, Instruction, progress, and examination.
6. Create and exploit new opportunities for knowledge transfer activity to secure additional Income Streams and new Areas of Teaching and/or Research.
7. Contribute to Institute wide initiatives to improve understanding and communication of this area.
8. Attend the necessary briefings and training.
9. Responsible for subject distribution, time tables preparation, mini-projects, minor & major projects allocation, technical seminars, conducting of student and faculty activities, staff activities, encouraging for good publications and submission of research projects . All these has to planned, executed and completed within the stipulated time line with the help of the respective Dept. coordinators

E. ROLES & RESPONSIBILITIES OF FACULTY:

A Professor/ Associate Professor shall provide academic leadership in creating an effective learning environment for students.

FACULTY - CADRE OF PROFESSOR / ASSOCIATE PROFESSOR:

Duties: The faculty shall

1. Design/ revision and up-gradation of courses.
2. Deliver lecture, practical skills, methods, and techniques to students using innovative methods and technology.

3. Prepare course file, lesson plans for the courses assigned.
4. Take-up on priority mandatory works of the college like paper setting, evaluation etc.
5. Mentoring [Proctoring] the students.
6. Supervise [innovative] student projects.
7. Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/ administrative activities).
8. Involve in the process of procuring course materials/ textbooks, laboratory equipment's etc.
9. Participate in all departmental and college activities as prescribed.
10. Any other responsibility assigned by the HOD/ Principal/ Management from time to time.

Responsibilities: The faculty shall

1. Continue research work: post-doctoral fellowship at reputed University/ Organizations.
2. Prepare and submit proposals for external funding agencies like AICTE, DST etc.
3. Guide Research Scholars for Ph. D.
4. Make presentations at National and International conferences and similar events.
5. Publish at least one paper in refereed and non-paid journals National/ International Journals, during each assessment period. In case of joint authors fractional weightage will be given.
6. Write Textbooks/ Manuals/ Monographs etc.
7. Prepare the proposals for patents in their relevant streams.
8. Undertake consultancy works for Income Revenue Generation [IRG].
9. Keep abreast of current developments in their respective fields.
10. Deliver Guest/ Invited lectures [at least one in a year] at other Institutions [without affecting the scheduled class work and other assigned responsibilities in the department/college].
11. Conduct/ Organize FDPs [workshops/ conference/ STTP] one in year.

FACULTY - CADRE OF ASSISTANT PROFESSOR:

Assistant Professor shall provide academic leadership in creating an effective learning environment for students.

Duties: The faculty shall

1. Prepare course material, lesson plans for the courses assigned.
2. Deliver lectures using innovative methods and technology.
3. Submit self-annual performance appraisal before the commencement of the academic year and adhere to the same.
4. Assist students for improving their learning in academics.
5. Supervise student projects.
6. Mentoring [Proctoring] the students.
7. Accompany students during field trips and industrial visits.
8. Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.
9. Attend at least one FDP [workshop/ conference/ STTP (minimum duration shall not be less than a week).
10. Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/ administrative activities);
11. Involve in the process of procuring course materials/ textbooks, laboratory equipment's.
12. Participate in all departmental and college activities as prescribed.
13. Any other responsibility assigned by the HOD/ Principal/ Management from time to time.

F. ROLES AND RESPONSIBILITIES – ACCOUNTS SECTION:

The Account Section shall look after the

1. GST returns /payments
2. Checking cash collection statements and corresponding deposits in the bank.
3. Making entries for fee collection and other miscellaneous collection and generating receipts.
4. Implementation of Tally package and Customization of fee collection module and payroll module in consultation with Tally suppliers and Internal Auditors.
5. All fee collection and receipts.
6. Bank relating work

7. Arranging for payments as per approval for services and procurement of materials.
8. Advance payments to staff for expenses and adjustments of the same against statements submitted.
9. Preparation of data for submission of tax returns i.e., TDS from contractors and professionals.
10. Preparation of Bank Reconciliation Statements.
11. Making Journal Entries and Finalization of annual accounts (preparation of Income and Expenditure Statement and Balance Sheet).
12. Arrangement of payments for reimbursement of expenses to faculty attending to seminars / research activities etc.
13. Maintaining Project Accounts of all departments (AICTE, DST, etc.), issuing of cheques as per requirement from Project funds, Preparation of accounts and Certificates of utilization for the project and obtaining auditors certificate for submitting to the concerned authority.
14. Attending to Internal Audit work and external audit work.
15. Furnishing of information in connection with submission of applications to AICTE, NBA, NAAC, NIRF and attending to inspection work in connection therewith.
16. Preparation of application to AFRC for fixation of fee with respect to the accounting data.
17. Furnishing of information for the meetings.
18. Preparation of monthly budget for recurring expenditure and preparation of annual budget and communicating the approval to the concerned departments.
19. Maintaining approval files and Purchase Order files.
20. Entering the students' particulars admitted every academic year.
21. Issuing of receipts for payment of fee to the students.
22. Preparation of daily collection statements of Tuition Fee based on the challans received from the bank for entering into accounts.
23. Preparation of outstanding statement periodical and reminding for payments.

24. Arranging for collection of examination fees, fines etc. and Preparation of daily statements for entering in the accounts.
25. Issue of No Dues Certificates for the outgoing students, duly verifying the Students Fee Collection Register.

Student Activities:

The Account Section shall look after the

1. Receiving of Scholarship applications from fee re-imbursement students.
2. Uploading of income and other statements to the concern welfare departments on the Government Web portal.
3. Taking biometric from the concerned scholarship students.
4. Submission of scholarship applications (physical copies) for the re-imbursement to the concern welfare departments (SC, ST, Minorities, EBC &BC).
5. Follow up for fee re-imbursement.
6. Adjustment of fee re-imbursement amount received to the individual student account and preparation of cheques for transfer of funds from scholarship account to main account.

G. ROLES AND RESPONSIBILITIES – LIBRARY:

Acquisition Section:

The library -In charge/ Librarian shall look after

1. Preparing purchase orders
2. Verifying the status of the received books from suppliers
3. Checking and stamping of new books
4. Accessioning and Classification of the new books
5. Bills preparation**.**
6. Preparation of reports and statistics**.**
7. Processing of new books and sending to stacks**.**
8. Processing of reference books and transfer to reference section**.**
9. Purchase of Printed Journals as per the AICTE norms, online journals, IEEE journals, taking care of various Memberships such as NDL, Sodh Sindh ect.
10. Updating the information in the LMS – Ecap.

Circulation Section:

The library -In charge/ Librarian shall look after

1. Library membership and related works
2. Book Bank Circulation
3. Issuing of No-Dues
4. Circulation of Books
5. Maintenance of records related to Circulation and Membership.

Stack Maintenance:

The library -In charge/ Librarian shall look after

1. Arrangement of new books in the stacks
2. Stacking of Check-In/daily returned books
3. General maintenance of stacking
4. Updating the status of the books.

Reference Section:

The library -In charge/ Librarian shall look after

1. Maintenance and arrangement of reference collection and project reports of the students
2. Maintenance and arrangement of Journals
3. Maintenance and managing of issues & return of CDs/DVDs.

Digital Library:

The library -In charge/ Librarian shall look after

1. Maintenance of library databases
2. Operation activities of Digital Library.
3. Computer related works.

Entry and Exit Gate:

The library -In charge/ Librarian shall look after

1. Verification of ID cards
2. Directions to the Users
3. Entry control and Direction to the guests
4. Monitoring of students
5. Record of incoming and outgoing library books and material

H. LEGAL OFFICER:

The Legal officer shall look after the

1. Overall, In-charge of the institution's legal matters and
2. Assisting of the concerned authorities in all Legal matters.
3. Performance of Standing Counsels in preparation of Counter Affidavit, Written Statement, Writ Appeals, Vacate Stay Petition etc.,
4. To attend the Court and to liaison with Standing Counsels, Government Pleaders and Coordinate with Advocate
5. Scrutinize the Remarks, Counter Affidavits and Affidavits filed.

I. ROLES AND RESPONSIBILITIES – NETWORKING DEPARTMENT:

The in-charge/ coordinator for Systems & Networks shall

1. Manage and monitor all installed Systems and Infrastructure
2. Install, configure, test, and maintain operating systems, application software and system management tools.
3. Proactively ensure the highest levels of systems and infrastructure availability.
4. Monitor and test application performance for potential bottlenecks, identify possible solutions, and work with developers to implement those fixes.
5. Maintain data base security, backup, and redundancy strategies.
6. Participate in the design of information and operational support systems.
7. Provide support at all events by resolving all the issues related to systems and network.
8. Should actively get involved in the Web maintenance and give appropriate suggestions when required.
9. Design, Monitor, Maintain, and Fix Computer System Networks of all sizes by acquire broad and extensive knowledge of Networking, Computer Systems, and Periphery Systems.
10. Install, Inspect, Secure and Troubleshoot networked Computers within the Institution. They operate a help desk, provide physical duties or monitor for internal and external threats by gaining extensive knowledge of Network Management.
11. Maintain the integrity and security of the Institute's Network and the Systems connected to it.
12. Take care of computer networking system having extensive knowledge of network connectivity, protocols, network security devices, network types, including wireless, fiber optic or **Cat6 (version.3.0),** and common operating systems, such as Windows and UNIX.
13. Respond to troubleshooting calls and e-mails from users of the network. They need to diagnose and offer repair instructions remotely, as well as in person.
14. Perform an advanced role as a monitor and gain network access for bottlenecks, security threats or problems with connectivity. They also configure and maintain security devices to ensure the safety of company software, systems, and data.

J. ROLES AND RESPONSIBILITIES – LAB ASSISTANTS:

Laboratory assistants the work in the field of Science and Engineering Faculty, Students, Researchers and Scientists during lab tests and experiments. Before an experiment, laboratory assistants process specimens and prepare the proper experimental set up. Afterward, they ensure the equipment is clean and maintain the lab well.

Train students on different software's in Labs. She/he should be helpful for the projects that are carried out by the students as part of this course as well as other courses. Also requires proper bookkeeping and maintenance of these records as per the Institution Norms.

The Lab Assistant shall

1. Perform laboratory tests to produce reliable and valid data to support scientific investigations for the students
2. Follow strict methodologies to carry out analyses
3. Prepare specimens and samples
4. Keep equipment in a clean and serviceable condition and ensure the safe removal of waste
5. Record, and sometimes interpret, results to present to the reporting authority.
6. Use computers and perform mathematical calculations for the preparation of graphs
7. Ensure the laboratory is well-stocked and resourced and that everything is clearly and correctly labeled.
8. Keep up to date with technical developments, especially those which can save time and improve reliability
9. Follow and ensure strict safety procedures and safety checks.
10. Perform activities allocated by the concerned Department Head.
11. Assist the respective Lab In-Charge for smooth functioning of the laboratories.
12. Available for maintenance and care of resources/services of the institute.
13. Coordinate with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD, also maintain separate register for **Maintenance, Repairs and Service, transfer and obsolescence.**
14. Maintain (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Timetable (iv)Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
15. Work for any other assignments as given by HOD /Principal.

K. RESPONSIBILITIES –TECHNICIAN:

Preparation:

A majority of work in scientific research revolves around preparation. One of the primary roles of a laboratory technician in engineering is to prepare materials and subjects for testing by a lead investigator, scientist or researcher. Lab technicians should ensure that all materials are well maintained and ready for use on days that testing is scheduled to occur. Technicians should also make sure that materials meet the experimental standards set by the lead investigator.

Assistance:

Lab technicians are also expected to assist the lead investigator on testing days. This can be routine tasks such as retrieving needed materials on demand but can also involve the Technician's deep engagement with the test, such as helping to control the experimental apparatus. Success requires strict adherence to the requests of the lead investigator.

Data Recording

After data has been collected from a particular test lab, technicians will often be given the responsibility of transferring it into a computer database. This task can take many hours and be highly tedious, but it is a position of high responsibility because any inaccuracies in data records could greatly affect the outcome of the test. This duty requires stamina and attention to detail to be completed successfully.

Custodial Work:

Labs must be always kept clean and orderly and keeping custody of the lab often becomes the responsibility of Lab Technicians. Clean labs are important for maintaining the reliability of the test, the reputation of the Institute/Lead Investigator and the impressions of any external visitors for inspections and funding resources. This job is especially important when experiments involve hazardous materials such as the use of radioactive isotopes or viruses and bacteria.

L. PROGRAMMER – RESPONSIBILITIES:

The Programmer shall

1. Work as a Team with the Department or in collaboration with others, on Software Development Projects in a Database Environment.
2. Work with Colleagues in Departments for developing, augmenting, and maintaining a fully integrated administrative computing information system as per the guidelines of the Head of the Department/Principal.
3. Utilize current methods of analysis, design, programming, installation, testing, debugging, and documentation, to effectively serve various user groups throughout the Institution.
4. Support, structure and secure access to student, staff and management information.
5. Maintain current knowledge of information systems specifically related to administrative computing functions.
6. Keep abreast of latest Banner technologies and functionalities and make appropriate recommendations.
7. Perform other duties as assigned by the HOD/Principal.

5. RECRUITMENT& CLASSIFICATION OF EMPLOYEES

The Scales of Pay, Qualifications and the suitability of employees to post them against the vacant posts of Teaching and Non-Teaching shall be decided based on the recommendations of the UGC/AICTE/ University and the directions of the Government. However, the decision of the Governing Body is final.

Classification of Employees:

Category		**Designation of the post**
	A. TEACHING STAFF	
1	a)	Principal
2	a)	Professor
	b)	Associate Professor
	c)	Assistant Professor (Grades)
3	**Library and Information Centre**	
	a)	Librarian
	b)	Assistant Librarian

	c)	Library Assistant
	d)	Book Bearer / Desktop Publishers
4	**Physical Education**	
	a)	Physical Director
	b)	Asst. Physical Director
	B. NON TEACHING STAFF	
5	**Administration Department**	
	a)	Administrative Officer
	b)	Junior Assistant
	c)	Store Keeper
6	**Accounts Department**	
	a)	Accounts Officer
	b)	Jr. Accountant
7	**Networking Department**	
	a)	Systems Engineer
	b)	Network Administrator
8	**Technical Staff**	
	a)	Laboratory Assistant
	b)	Technician Grade – I
	c)	Technician Grade – II
	d)	Programmer
	e)	Computer Operator
9	**Supporting Staff**	
	a)	Data Entry Operators
10	**Drivers and Maintenance Staff**	
	a)	Drivers
	b)	Security / Attender / Sweeper / Gardener / Waterman

Note :-

A. Teaching Staff:

Employees under category 2 to 4 will come under Vacation Department.

B. Non-Teaching Staff:

1. Employees under category 5, 6 and 10 come under Non-Vacation Department.
2. Employees under Category 7, 8 and 9 come under Vacation Department.

a. Method of Recruitment:

Appointment to the various categories of posts in the service shall be made as detailed hereunder:

Teaching Staff:

Category		Method of Recruitment
1	(a)	By Appointment on Deputation / Direct Recruitment.
2	(a) & (b) & (c)	By Appointment on Deputation / Invitation or Direct Recruitment.
3	(a) & (b) & (c)	By Direct Recruitment
4	(a) & (b)	By Direct Recruitment

Non – Teaching Staff:

Category		Method of Recruitment
5	(a)	By Direct Recruitment / Promotion
	(b) & (c)	By Direct Recruitment
6	(a)	By Direct Recruitment / Promotion
	(b)	By Direct Recruitment
7	(a) & (b)	By Direct Recruitment
8	(a) & (c) & (d) & (e)	By Direct Recruitment
	(b)	By Direct Recruitment / Promotion
9	(a)	By Direct Recruitment
10	(a) & (b)	By Direct Recruitment

Note:

A) Subject to the availability of Posts and the applications, written Examination as well as interview will be conducted for every Post. Selection shall be made on grounds of merit, suitability and experience. The Qualifications (for the above Posts i.e. Teaching and Non-Teaching Posts) will be as prescribed as per rules by the UGC / AICTE / University / State Government from time to time.

B) However, under exigency, the Chairman may nominate any Candidate to any post on Contract basis.

6. QUALIFICATIONS FOR APPOINTMENT:

The Qualifications prescribed by UGC/AICTE/ University/State Government from time to time shall be followed. The Qualifications for the respective Posts in force at present by UGC / AICTE / University/State Government are given below for quick reference only.

i. Qualifications for Engineering and MBA :

S.No.	Programme	Cadre	Qualifications and Experience
1	-	Principal	Qualifications as defined for the post of Professor. (Post PhD Publications and guiding PhD Students is highly desirable) **Experience** Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at the level of Professor. **OR** Minimum of 13 years of experience in teaching and/ or Research and/or Industry. In case of Research experience, good academic record and books/research Papers publication / IPR / Patents record shall be required as deemed fit by the expert members in Selection committee. H-Index is desirable. If the experience in industry is considered, the same shall be at Managerial level equivalent to Professor level with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members of the Selection committee. At least TWO PhD scholars must be guided. Flair for Management and Leadership is essential.

2	Engineering / Technology, and MBA	Professor	Qualifications as defined for the post of Associate Professor Post PhD publications and guiding PhD students is highly desirable. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS). **Experience** Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor. **OR** Minimum of 13 years' experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee.

3	Engineering / Technology and MBA	Associate Professor	Qualifications as defined for the post of Associate Professor **and PhD or equivalent, in appropriate discipline**. Post PhD publications and guiding PhD student is highly desirable. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS). **Experience** Minimum of 5 years' experience in teaching and/or research and/or industry of which at least 2 years shall be post PhD, is desirable
4	Engineering / Technology	Assistant Professor	BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech both UG and PG
5	MBA	Assistant Professor	First Class or equivalent in Master's Degree in Business Administration or equivalent and 2 years relevant Experience is desirable.

ii. Qualifications for Mathematics, English, Physics and Chemistry:

S.No.	Cadre	Qualifications and Experience
1	Assistant Professor	i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant discipline or qualifying in NET/SET exam. ii. Good academic record as defined by the concerned university with at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited Foreign University. iii. Notwithstanding anything contained in sub-clauses (i) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum

		Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009.
2	Associate Professor	i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines. ii. A Master's Degree with at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed). iii. A minimum of **Eight years** of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers. iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students. v. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS).
3	Professor	A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of **10 publications** as books and/or research/policy papers. (ii) A minimum of **ten years** of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level. (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

		(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS). **OR** B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

iii. ADMINISTRATIVE / MINISTERIAL STAFF – QUALIFICATIONS:

S.No.	Name of the Post	Qualifications
1	Administrative Officer	First class Graduate Degree from any Recognized University with 8 years of Experience from any reputed Educational Institution, out of which 5 years as Assistant Administrative Officer or Equivalent Position with Administrative ability to handle Educational Institution Systems.
2	Accounts Officer	1st class M.Com / MBA Finance / CA / CMA from any recognized University with 8 - 10 years of experience from any reputed Organization out of which 5 years at Managerial Level. OR 1st class B.Com from any recognized University with Intermediate in ICWA/CA with 6-10 experience from any reputed Organization out of which 5 years at Managerial level. Expertise in Accountancy Systems, ERP Systems and Educational Institutions and UGC Accounting Guidelines is essential. Knowledge of Taxes (GST / TDS / PF / ESI & Statutory Payments, Licenses and others such) will be important. Fee Fixation related Experience will be preferred.

3	Jr. Accountant	I or II Class in B.Com / M.Com / MBA (Finance) from any recognized University with 2 years of experience with Accountancy and Tally in any reputed Institution / Organization. Skills: Persons with Good Typing Skills, MS Office / Excel and Accounting Packages, Documentation and Filing will be preferred.
4	Librarian	1st Class in Masters from Library Sciences along with Bachelors in BA/ BSc /BCom/BLISc Degree from recognized University with 5years of experience in Library Sciences out of which 3 years of experience as Library Assistant.
5	Library Assistant	1st class in BLISc from Library Science along with Bachelors in BA/BSc/BCom Degree from recognized University with 2 years of experience in Library Science related to Educational Sector. Skilled in MS Office is a must.
6	Book Bearer	First or Second-Class Degree with CLISc. Typing and Computer knowledge will be preferred. Minimum of 1- 2 years of experience in any Library Section.
7	Desktop Publisher	First or Second-Class Degree with PGDCA. Experience in Typing, MS-Office, Page maker and Net Browsing Skills.
8	Junior Assistant	1st or 2nd class in any Degree. MBA/PGDBM with specialization in relevant field will be preferred. Relevant experience Minimum 2 years in Purchases, Stores and Logistics Department in any reputed Educational Institution or Organization.
9	Store Keeper	1st or 2nd class Diploma in any Engineering Branch with a minimum 15 years of experience in maintaining stores in reputed Organization.
10	Systems Engineer	1st class Degree at B.Tech / Masters level in Computer Science with minimum 10 years' experience in networking with any reputed Educational or IT Sector.

11	Network Administrator	1st or 2nd class Degree at B.Tech/Masters level in Computer Science. Require certifications, such as a Microsoft Certified System Engineer, Microsoft Certified System Administrator/Engineer and Cisco Certified Network Associate with minimum 8 years' experience in Networking with any reputed Educational or IT sector.
12	Lab Assistant in Engineering	1st or 2nd class BE/B.Tech/Diploma in concerned branch with good academic record. Minimum of 3 - 5 years in Industry/Engineering College required
13	Lab Assistant in Chemistry	1st or 2nd class in BSc (Chemistry). Candidates with MSc Chemistry are preferred. Minimum of 3 - 5 years of experience in Industry/Engineering College.
14	Technician Grade – I	1st or 2nd class in Diploma / ITI. Minimum 8 years of experience in relevant field. OR 3 – 5 years of Technician Grade-II experience
15	Technician Grade – I (Physics)	1st or 2nd class in BSc / M.Sc., Minimum of 8 years of experience in relevant field
16	Technician Grade – II	1st or 2nd class in Diploma/ITI. Minimum of 5 years of experience in the relevant field
17	Computer Operator	1st or 2nd class Degree with PGDCA / Diploma in CSE / B.Tech / BCA / MCA / BSc / MSc with 2 years of experience in Corporate or Educational Institutions. Excellent Computer Skills and Knowledge in Operating Systems.

18	Programmer	1st class in B.Tech / MCA / MSc (comp) with sufficient of experience in Programming, Computing and Systems Operations. Excellent Academic Record will be preferred Skills: Well versed with Programming and Software's. Great insight on further developments, ability to learn and teach various programming languages. Skilled enough to understand the students' requirements and guide them to make them learn and understand better. Ability to assess the need, analyze the situations and provide on time solution in the Computer Labs ✓ Good Technical Skills ✓ Problem solver ✓ Analyzing ability
19	Data Entry Operator	1st or 2nd class in any Degree with 1 - 2 years of experience as a Data Entry Operator in any reputed Institution. Good Typing Skills, Knowledge in MS Word, Documentation and Filing.
20	Driver	A pass in 10th Standard, should be able to read and write English and Local language and should possess professional Driving License with 8 years' experience in heavy vehicle.
21	Attender /watchman/ Sweeper/ Mali / Gardener / Waterman	A pass in 10th Standard. 3 years of any working experience.

Note:

1) Wherever there is need for Personnel for any of Posts and there is paucity of time to undertake the Persons to advertise and Recruit, Appointments may be done on Contract / Consolidated Salary for a Specific Period / One Year with dates fixed by the Selection Committee / Competent Authority Constituted for that purpose. After the said period of the Contract Appointment, the appointed employee will cease to be in Service. They will have to apply for the Posts afresh along with other Applicants and compete for Regular Appointment.

2) No Contract Service / Experience will be considered for Promotion to any Post. The Contract Service / Experience in the SREC may be considered at the time of Recruitment & Selection for the first entry post.

7. PAY, ALLOWANCES, INCREMENTS AND INCENTIVES:

1. U.G.C. Scales of Pay, as applicable from time to time, shall be adapted to posts classified as teaching staff, but, subject to approval of the Governing Body. However, the Governing Body may temporarily appoint staff on consolidated pay in certain cases.
2. AP-PRC Scales of Pay, as applicable from time to time, shall be adapted to posts classified as non-teaching staff, but, subject to approval of the Governing Body. However, the Governing Body may temporarily appoint staff on consolidated pay in certain cases.
3. Dearness and House Rent Allowances as per A.P. State Government rates shall be adopted.
4. Unless otherwise stated in the appointment order, an employee on appointment shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
5. All service in a post on time scale of pay shall count for eligibility for increment.
6. Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.
7. The Governing Body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than 10 days.
8. The Chairman shall be the authority to sanction normal increment in case of those staff on regular scales of pay and whose personal files did not contain adverse remarks, since the date of sanction of last increment. In all other cases, the Governing Body shall be the competent authority to sanction normal increments.

ADVANCE INCREMENTS:

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

INCENTIVES:

Students:

1. If any student(s) secure(s) 90% and above marks in one (any) academic year, the total fee which was paid (Tuition fee + Hostel fee if applicable) for that academic year will be reimbursed.
2. On submission of tickets and participation certificate, the students are allowed to have one way fare reimbursement (for shortest paths) for presenting a technical events like paper presentation, poster presentation, hackathon, or any other co-curricular related events at National or International levels.
3. Each student is allowed to present one paper for an academic year and presenting the same paper (repeated presentation of the paper) in different conference is not allowed.
4. The paper must be approved by the Technical Committee of the college before it is presented in a conference.
5. Two-way fares will be granted to the prize winners in a paper presentation or any other technical events.
6. The student / group / team is allowed to have one way fare refund for their participation in sports and games conducted / organized by the Universities / reputed colleges at National or International levels.
7. There must be an approval from PD before participation (for sports and games).
8. No accommodation & registration fee will be borne by the college.
9. Two-way fare will be given to the winners / runners of the event
10. A Gold Medal to the topper and a Silver Medal to the second topper from each branch of every batch at UG& PG level will be given at the college day celebrations.
11. A cash prize of Rs.25,000/- will be given at the college day celebrations to a student for securing a University Gold Medal (s).
12. A set of books worth Rs.500/- (or) Membership in a Professional Society will be given to each topper who attends all the toppers' meetings in an academic year.

13. A set of books worth Rs.1,000/- (or) Membership in a Professional Society will be given to each student who secures 100% attendance in an academic year. (The above prizes no.12 & 13 are to be awarded to the concerned students on Orientation Day / College annual day celebrations of every year).
14. A Special Appreciation Certificate and Reward will be given to the Topper in English will be conferred at the college day celebrations.
15. A Special Appreciation Certificate and Reward will be given to the Topper in Mathematics will be conferred at the college day celebrations.
16. An endowment prize **'PUJYA GURUJI KAMLESH PATEL'** was introduced from the academic year 2021-22 , sponsored by ALUMNI student, the details are:
    a. The scholarship amount for the topper up-to III-II (any B.Tech Course): 25,000/-
    b. The scholarship amount for the topper up-to II-II (any B.Tech Course): 15,000/-
    c. The scholarship amount for the topper up-to I-II (any B.Tech Course): 10,000/-

Faculty:

1. Rs.2,000/- cash prize to the faculty who produces 100% result in his concerned subjects.
2. Rs.1,000/- or actual expenses (whichever is less) will be refunded for attending or participating in a National level Seminar / Conference / Workshop if participated WITHIN THE STATE.
3. Rs.2,000/- or actual expenses (whichever is less) will be given for attending or participating in an International Seminar / Conference / Workshop WITHIN THE STATE.
4. Rs.2,000/- or actual expenses (whichever is less) will be given for attending or participating in a National level Seminar / Conference / Workshop OUTSIDE the state.
5. Rs.3,000/- or actual expenses (whichever is less) will be provided for attending or participating in an International Seminar / Conference / Workshop OUTSIDE the state.
6. Each faculty will be given 6 leaves (names as ALs) in an academic year.
7. Each faculty member is allowed to claim reimbursement one program in an academic year.
8. The actual fares / amount will be refunded on submission of proofs like bills and a participation certificate.

9. Rs. 3000/- - Rs. 5,000/- (based on the quality of the indexing journal) reward will be given for the publication of a paper in a reputed Indexed journal.
10. Rs.50,000/- incentive on receiving Indian Commercial Patent Grant.
11. Cash incentive of 25,000/- and 15,000/- for receiving of PhD in Engineering and Non-Engineering Dept faculty as an encouragement and inspiration.

Department / General:

1. Rs.10,000/- cash reward will be given to the department, if any student secures University Gold Medal (s), on the college day celebrations.
2. Rs.5,000/- Cash reward will be given to the Department which secures the highest result in the year / semester - 80% result is the benchmark here.
3. For every start-up proposal grant, an incentive of minimum of Rs.10,000/- and maximum may be based of the sanctioned amount will be given to the faculty/student of SREC.

8. APPOINTMENT TO THE SERVICE:

1. A Person shall be deemed to have been appointed to the Service when his Appointment is made to a Post in accordance with the rules mentioned.
2. Every Appointee shall be subject to the conditions that he/she is Certified as being in reasonable health and physically fit for service by medical evidence as specified from time to time.
3. Every Person appointed to any post shall carry out any task assigned by the principal in addition to his/her official duties.
4. The Seniority of the Employee in any Grade shall, unless, he / she has been reduced to a lower level on punishment or on leave on loss of pay, shall be determined by the date of his / her Appointment on Probation / time of joining duty.
5. The appointing authority while appointing two or more persons simultaneously to the same Grade Posts; Seniority for them shall be decided based on the merit awarded to them by the Selection Committee at the time of their Appointment, and the credentials they received after joining in the institution.
6. Initially, the Appointment of the Selected Candidate (Regular) will be temporary for a period of Two Years, after which, the performance of the Appointee will be reviewed to regularize the appointment. The Service conditions of the Incumbent will be governed by the Rules and Regulations of the institute issued from time to time.

7. Except in the case of Appointment on tenure or on a Contract basis or on Deputation, all Appointments to the Posts shall ordinarily be made on Probation for a period of Two years on Duty. The period of Probation can be extended by the Governing Body, in case of unsatisfactory performance of the Employee or on certain reasons. The President shall have the right to extend the period of Probation in respect of any Employee, on reasonable grounds
8. If any Person or Candidate is appointed on purely Contract position in a vacancy, such Candidates have no right to hold a Regular / Permanent position. However, the Candidates appointed temporarily may also apply for Regular/Permanent Post, following the usual exercise relevant to the Candidates in direct competition.
9. The Regular Teaching Staff shall continue in the service, otherwise provided, till they reach the age of superannuation of 58 years or 30 years of service at SREC. This will not apply to those on a Contract basis, which shall be decided by the Governing Body.
10. The Non-Teaching Employees shall continue in the service, otherwise provided, till they reach the age of superannuation of 58 years or 30 years of service at SREC. This will not apply to those who are on contract basis, which shall be decided by the GB.
11. The Service of any Regular Employee can be terminated without assigning any reason with 3months notice on either party or 3 months' pay in lieu thereof. The services of any Contract Employees can be terminated with One month notice.

9. SELECTIONCOMMITTEES:

The Governing Body will be formed in accordance with the decision of the General body. The Selection Committee will be constituted by the Governing Body.

COMPOSITION OF SELECTION COMMITTEE:

For Professors, Associate Professors & Assistant Professors:

S.No.	Panel Member	Number of Members
1	Chairperson of the Governing Body	1
2	Principal of the Institution	1
3	Head of concern Dept	1
4	Subject Experts (Nominated by Governing Body)	1 or 2
5	One academician representing SC & ST / OBC / Minority / Women / Differently abled category	1

For Non-Teaching Staff:

S.No.	Panel Member	Number of Members
1	Chairperson of the Governing Body	1
2	Principal of the Institution	1
3	Head of concern Dept / AO	1
4	One academician representing SC & ST / OBC / Minority / Women / Differently abled category	1 (if required)

Whenever it is necessary, the Governing Body may appoint a Person on Contract basis in any Post for a given time depending on the need. This will not confer any right on him / her for a Regular Appointment on this basis. He / She should qualify with other Applicants before a regularly Constituted Selection Committee, when next held, for Selection in direct competition for Appointment on Regular Basis.

10. FEEDBACK PROCESS AND FACULTY PERFORMANCE ASESSMENT:

Feedback Process– A well-established feedback process is in place and is operating very effectively. The main features of this system are

1. Every semester there are two feedbacks which are obtained from the students for each of the subject being taught by the faculty.
2. The complete feedback system is kept confidential, and the identity of individual faculty/ student is protected.
3. Each feedback consisting of 10 various questions on the subject matter.
4. Through, E-Cap software feedback is collected and analyzed.
5. Faculty are rated on a scale of five ranging from Excellent, very good, Good, Fair and Poor.
6. Faculty are advised to improve lacking areas based on the feedback analysis.

11. RESIGNATION AND TERMINATION OF SERVICES OF AN EMPLOYEE:

1. Any Employee on the Regular Service shall provide a minimum of three months' notice in case the Employee desire to be relieved on resignation or in the option shall pay three months' salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts the Resignation, and the Candidate is relieved.

2. The Services of Contract Employee are likely to be terminated at any time, after issuing a Minimum of one month notice and without assigning any reasons whatsoever.
3. The Management reserves the right to terminate the Services of a Regular Employee by giving three Months' Notice or Three Months' Salary in lieu thereof without assigning any reason.
4. The Management can suspend or terminate an Employee whether on Contract / Probationary or Regular if he/she is involved in Political activity, or in a Criminal Cases or in the event it is established by an Authorized Committee appointed for this purpose that the Employee has failed to do his duty, charged with moral turpitude or negligence of duties, or when convicted by a Court of Law.

12. LEAVERULES:

1. Any Leave shall not be availed as a matter of right. The competent authority alone shall have the right to sanction it.
2. For the purpose of the Leave Rules, the Employees shall be classified as Teaching and Non-Teaching. (Regular and Contract basis)
3. A Leave account shall be maintained for each Employee in the office.
4. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except CL / CCL with prior approval of the principal.
5. Regular Employees who have put in less than one year of service are not eligible to avail the vacation.

Employees are eligible for avail of the following:

Casual leave:

1. The Institute usually works for 6 days in a week. All Employees of the Institute shall normally be entitled to 15days of C.L per Calendar year subject to any changes from time to time approved by the Governing Body.
2. C.L. for Half a day can also be granted. Teaching staff when they go on C.L. should make alternative arrangement for their classwork.
3. Normally not more than three days of C.L. can be availed in a month. However, at the discretion of the principal and with prior permission, more than three days in a month may be availed.
4. Principal, at the discretion, may also permit C.L. to be suffixed, prefixed, or sandwiched with other public holidays provided the total duration does not exceed 10

days. In case this stipulation of 10 days is exceeded, the total period will be debited to other leave including Loss of Pay to which they are eligible.

5. For contract staff C.L. will be granted in proportion to their service put in.

Compensatory leave:

Teaching and Non-Teaching Staff including ministerial staff shall be entitled for Compensatory leave on the specific direction or recommendations of the Head of the Institute or Head of the Department whenever they are required to work on a Holiday / Holidays with prior approval, to a maximum of 6 days per Calendar year. Such leave will have to be utilized within 10 months from the date of working on the Holiday only with prior approval. This will not apply to the work of University Examinations / Other duty which is remunerative.

Academic leave:

Teaching and non-teaching staff shall be entitled for academic leave on the specific direction or recommendations of the Head of the Institute or Head of the Department whenever they are required to attend for professional, administrative and evaluation processes with prior approval to a maximum of 6 days per Calendar year.

Medical Leave (ML):

1. Teaching and non-teaching staff shall be entitled for medical leave (half pay leaves) on the specific direction or recommendations of the Head of the Institute as per the medical certificate provided for not more than 15 days when they met with an uncertain incident in an academic year.
2. Faculty More than 5 years of service is eligible to avail 3 half pay leaves per year. After 5 years only faculty is eligible to utilize half pay leave and maximum half pay leave in year is limited to 15 (irrespective of their service in SREC)
3. Medical certificate issued for diseases by Doctors who are not qualified or trained to treat will be rejected.
4. Medical Certificate must be addressed to the Principal or the Employer of the Institution and any Certificate addressed as ' Whomsoever' will be rejected.
5. Medical Certificate given from back date will not be approved. Fitness Certificate on Advance Date or Back Date will be invalid.
6. All Medical Certificates should be MCI certified with Registration No. of Doctor.
7. For specific sickness / disease only the concerned Physician can certify.
8. Any Medical Certificate is found to be forged or faulty presented for availing leave, will entail Disciplinary action.

Maternity leave: (version.3.0)

All Women Employees who completed a minimum of five years of service at SREC, are eligible for maternity leave. The women faculty can avail full pay of 1 month or half pay of 2 months of maternity leaves (as per their requirement). 5 full pay leaves or 10 half pay leaves will be added as per their experience after 5 years at SREC, up to a maximum of full pay of 2 months or half pay of 4 months.

Vacation:

Vacation generally as stipulated by the Head of the Institution and approved by the President, may be availed of in combination with or in continuation of any kind of leave except CL / CCL with prior approval of the principal. This vacation leave is based on the institute Academic calendar.

13. WORKLOAD OF TEACHERS:

The Workload of Teachers is as per AICTE norms.

1. The work timings will be announced by the principal from time to time.
2. Two hours of tutorials / Labs are equivalent to one hour of theory period.
3. The faculty should be available to clarify the doubts of the students during their free time.

14. DISCIPLINARY PROCEEDINGS:

No punishment on a Member of Staff shall be imposed except after.

i. The Employee will be informed in written by the Principal / President for Teaching Staff and the Principal for other Categories of Staff with regard to the allegations on which action is proposed to be taken and is given an opportunity to make representation he / she may wish to make inwritten.

ii. Such representation, if any, is taken into consideration by the Principal / Management before imposing penalty.

iii. Powers can be delegated by the President to the Principal or by the Principal to Head of the Department or any other Staff Member in writing for specific purpose and duration.

DISCIPLINARY PUNISHMENTS AND APPEALS:

1. These Rules shall apply to all Employees of the Institute. The following penalties may be imposed upon the Employees of the Institute namely.
    i. Censure
    ii. Fine

iii. Withholding of increments with or without cumulative effect.

iv. Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence of duties or breach of orders or by any act of employee.

v. Suspension for a specified period.

vi. Removal from the Institute Service.

2. Where it is proposed to impose on an Employee of any of the penalties specified in rule 2 above, he/she shall be given an opportunity of making any Representation that he/she may desire to make and such representations, if any, shall be taken into consideration before the order imposing the penalty is passed.

3. a) No Regular Employee of the Institute shall be dismissed or removed reduced in rank except after an inquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such inquiry to impose on him/her any such penalty, he/she has to be issued a show cause notice on the penalty proposed, calling for his / her explanation, if any.

   b) The Inquiry under Sub-rule (a) shall be made by an Enquiry Committee / Enquiry Officer constituted for the purpose. The Enquiry Committee / Enquiry Officer shall be constituted by the President.

4. Every Employee of the Institute shall be entitled to one appeal from an order imposed on him/her on any of the penalties specified in Rule (2), to the Authorities specified in the Annexure 'A' .

15. WELFARE NORMS:

1. **Insurance coverage to staff members:**

   All the Regular staff members in SREC are extended the benefit of Medical Insurance. The coverage is to a maximum extent of rupees three lakh /per year for the Teaching Faculty and Non-teaching Staff.

2. **Provident Fund:**

   The P.F. scheme is implemented for eligible Staff of the Institution as per the provisions of Employees Provident Fund Act.

3. **Insurance Coverage to the students:**

   SREC also providing the insurance allowance to the students' who got the admission into SREC. The validity of this insurance is up to 1 year and every year it is renewed by the management. The coverage is to a maximum extent of rupees three lakh /per year for the student and up to 2 lakh to the nominee of the student.

4. **Late Lingamurthy Memorial Educational Scholarship:**

The Management is committed to encouraging the students to joining in core branches. In this context, Sri Shiridi Sai Educational Academy is providing scholarship towards tuition fee. Every year during admission process, applications are invited from the eligible students and the **"Student Welfare Committee"** will prepare the list of eligible students and amount of scholarship and submit the same through Principal.

5. **Santhiram Seva scholarship:**

The Management has committed for enhancing the professional knowledge, skills and attitudes of educators, so that they might in turn improve the learning process of students. The college aims at developing a deep understanding of the human values and social concerns among the engineering graduates. The Scholarships are awarded to students with financial need, as determined by the Governing body. It is a merit scholarship for economically weak students. This financial aid comes from a dedicated scholarship fund of the Trust. The applicant must furnish the relevant details as a proof of his/her for receiving scholarship. Every year during admission process, applications are invited from the eligible students and the "**Student Welfare Committee**" will prepare the list of eligible students and amount of scholarship.

Eligibility:

a) Student who are economically weak, and/or from a rural area.
b) Student with good academic record i.e., above 70% or 7.0 GPA from SSC.

6. **Welfare Schemes:**

   a. Canteen facility at subsidized rates
   b. Subsidized Transportation facility
   c. Educational grant for faculty & Staff & their family members
   d. Medi claim for faculty & Staff & their family members
   e. Free Medical consultancy
   f. Gifts for family & Individual functions
   g. 3 Additional leaves for funeral services of the family members
   h. Uniform is provided to peon & security

SANTHIRAM ENGINEERING COLLEGE

Approved by AICTE, New Delhi: Affiliated to JNT University, Anantapuramu
An ISO 9001:2015 Certified Institution, 2(f) & 12(B) recognition by UGC Act, 1956.
NH-40, Nandyal – 518501: Kurnool Dist. A.P.

ANNEXURE-A

Authorities which may impose the penalties and Appellate Authorities

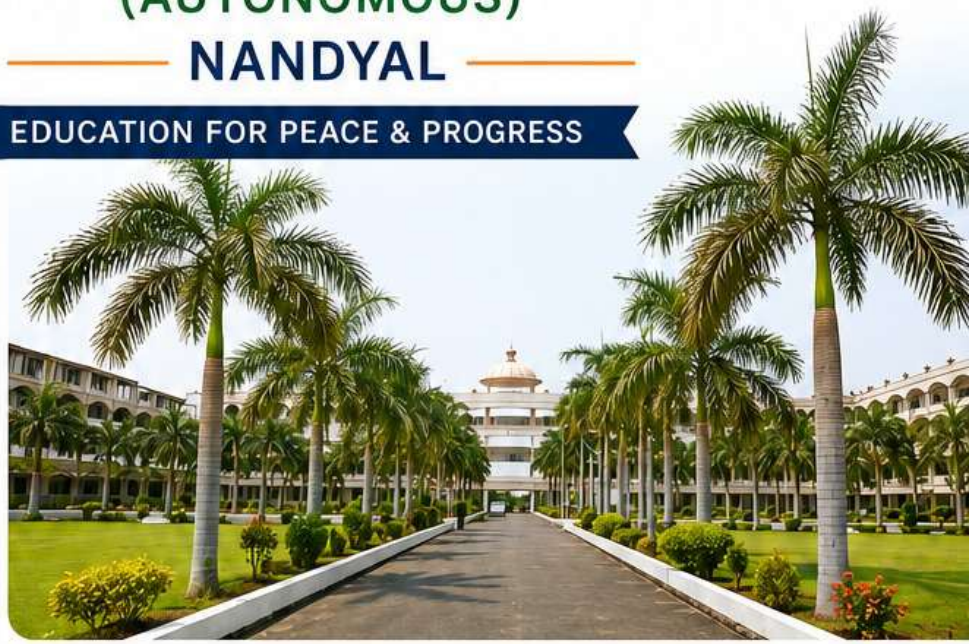
Sl. No.	Categories of Staff	Censure	Fine	With holding of increment or reduction to lower post or lower scale	Recovery from pay of the whole or any part of the pecuniary loss to the Institute	Removal from service	Suspension	Dismissal	Appellate Authority
1	2	3	4	5	6	7	8	9	10
1	Teaching Staff	Principal	Principal	Principal	Principal	Principal/ President of Governing Body			Governing Body
2	Non-Teaching Staff Junior Assistant and above	Principal	Principal	Principal	Principal	Principal			Governing Body
3	Non-Teaching Staff below Rank of Junior Assistant	Principal	Principal	Principal	Principal	Principal			President of Governing Body

SANTHIRAM ENGINEERING COLLEGE

(AUTONOMOUS)

NANDYAL

EDUCATION FOR PEACE & PROGRESS



COLLEGE VISION

To become a nucleus for pursuing technical education and pool industrial research and developmental activities with social-conscious and global standards.

COLLEGE MISSION

- To provide Advanced Educational Prams and prepare students to achieve success and take leading roles in their chosen fields of specialization by arising a self-sustained University
- To establish postgraduate programs in the current and Advanced Technologies.
- To establish an R & D Consultancy through developing Industry Institute Interaction, building up exceptional infrastructure
- To propel every individual, realise and act for the technical development of the society.

OUR DISTINCTIONS

AUTONOMOUS STATUS 2023	NAAC GRADE A (3.2 SCORE)	NBA ACCREDITED (ECE & CSE)
AICTE - CII SURVEY GOLD CATEGORY (2017 & 2018) PLATINUM CATEGORY (2019)	NPTEL NODAL CENTRE & SPOC (From 2017)	ISO 9001:2015 CERTIFIED

Excellence in Education, Commitment to Society, Leadership in Future

COLLEGE CREDENTIALS & RECOGNITIONS

- Received Best Engineering College with AA+ by Career 360 in year 2023, and **AAA** in year 2026.
- Conferred **Autonomous status in the year 2023.**
- Accredited by **NBA** (Dept of ECE & Dept of CSE) and **NAAC** Accreditation with **Grade A (3.2 score)**
- SREC is recognised as Q-Mentor College by APSCHE in 2022.
- Recognised Swachhta Action Plan Institution by MGNCRE in 2021
- SREC received "Certification of Appreciation" from HCL.
- Received "Best Fastest Growing Engineering College in Andhra Pradesh" award from Global Education Excellence Awards, New Delhi.
- SREC is recognized under GOLD CATEGORY by AICTE - CII Survey for the Year's 2017 and 2018, and PLATINUM CATAGORY in the year 2019.
- International Collaborative MOU with LINCOLN University, Malaysia in the year 2018.
- NPTEL Nodal Centre & SPOC from 2017
- 2(f) & 12 (B) of UGC Recognition in the year 2013
- ISO 9001:2015 certification
- Received All India Level ranks in the AICTE-Eduskills internships –
  - 22nd position in the year 2023
  - 6th position in the year 2024
  - 5th position in the year 2025
- Received GRADE-A certificate from NPTEL, and secured All India wide position, for completing
  - 167th position - 960+ MOOCS certifications during July-Oct, 2024.
  - 144th position - 980+ MOOCS certifications during Jan-Apr, 2025.
  - 195th position - 900+ MOOCS certifications during July-Oct, 2025.
  - 167th position - 1260+ MOOCS certifications during Jan-Apr, 2026.
- Received 4* rating from IIC, and became MENTOR INSTITUTE to 44 schools in and around Nandyal district, in the year 2025.

EDUCATION • INNOVATION • RESEARCH • DEVELOPMENT • SOCIETAL IMPACT