

## SERVICE RULES



*... Empowering Minds*

## **SRI VASAVI INSTITUTE OF ENGINEERING & TECHNOLOGY (SVIET)**

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)  
An ISO 9001:2015 Certified Institute

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## INDEX

CONTENT	
DESCRIPTION	PAGE NO.
<b>PART – I : SERVICE RULES</b>	03
<b>Chapter 1 : Service Records</b>	04-06
1.1. Service Conditions for the Staff	04-06
1.2. Termination of Service	06
<b>Chapter 2 : Appointments and probation &amp; seniority</b>	07
2.1 Appointments and probation & seniority	07
2.2 Pay Fixation	07
<b>Chapter 3 : Leave Rules</b>	08
3.1. Leave Rules	08
3.2. Casual Leave (CL)	08
3.3. Vacation Leave (VL) for Teaching Staff	09-10
3.4. Earned Leave (EL) for Non-Teaching Staff	10-11
3.5. Leave With Loss Of Pay	11
3.6. Out-Station Duty(OD)	11-12
<b>Chapter 4 : Medical Facilities</b>	12
<b>Chapter 5 : Conduct &amp; Discipline</b>	12-13
5.1. Conduct	12-13
5.2. Discipline	13
<b>Chapter 6 : Annual Confidential Report</b>	14
<b>Chapter 7 : Appeals and Review</b>	14
<b>PART – II : THE DUTIES AND RESPONSIBILITIES</b>	15
<b>Chapter 8 : General</b>	16
<b>Chapter 9 :Department</b>	17
<b>Chapter 10 : Class room Teaching</b>	17-19
<b>Chapter 11 : Laboratory</b>	19
<b>Chapter 12 : Test/Exam</b>	19-20
<b>Chapter 13 : Student – Faculty Rapport</b>	20
<b>Chapter 14 : Undertaking By the Member</b>	21
<b>PART – III : PAY SCALES</b>	22-23
<b>Chapter 15 : Motivational Schemes for Faculty</b>	24
<b>Chapter 16 : Motivational Schemes for Students</b>	25

## **PART -1 : SERVICE RULES**

## **CHAPTER I – SERVICE RECORDS**

### **1.1 SERVICE CONDITIONS FOR THE STAFF:**

**1.1.1** Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

**1.1.2** Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Management or other officers under whom he/she shall, from time to time, be placed. He/she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.

**1.1.3.** Every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned/involved in any trade, business or canvassing/private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the chairman or his nominee.

**1.1.4.** Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

**1.1.5.** Any staff member, on appointment, except on contract, shall be on probation for a period of two years.

**1.1.6.** All the teaching staff shall be paid AICTE scale of (V pay basic) and other allowances as per College norms. In addition, contribution shall be made by the management towards the employees' provident fund, at a rate fixed by the Government of Andhra Pradesh on the salary for the teaching staff who has completed three years of service in this college.

**1.1.7.** Staff attendance should be signed every day, 10 minutes before the commencement of the College, and at the end of the working hours for the day unless

they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.

**1.1.8.** Staff should be available in the college premises during the entire period of office hours, on all working days.

**1.1.9.** If staff members on any kind of leave has to be out of station, he/she should intimate the Principal/Designated Authority his/her exact out station address and phone numbers in his /her leave application.

**1.1.10.** No members of the staff shall apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college.

**1.1.11.** The Principal shall have right to place any staff under suspension on charges of misconduct.

**1.1.12.** In a case wherein a member of the teaching or non teaching staff commits any misconduct in discharge of his/her duties, the Correspondent has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Correspondent.

**1.1.13.** For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

**1.1.14.** In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feeling of others.

**1.1.15.** Staff members should get prior permission from Management/ Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college/hostels.

**1.1.16.** If a Staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college events, he/she shall settle the account within 10 days from the date of drawl of advance or within 3 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

**1.1.17.** Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all be governments concerned.

**1.1.18.** All members of the staff shall be government by general rules/norms also practiced by college from time to time.

## **1.2 TERMINATION OF SERVICE**

**1.2.1.** A member of the staff shall have his/her service terminated by giving one month notice or one month basic salary in lieu thereof, in case temporary appointment or during probationary period. In case of permanent service three months notice or three months salary must be given.

**1.2.2.** The Correspondent shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

- a. Serious misconduct and willful negligence of duty;
- b. Gross insubordination;
- c. Physical or mental unfitness; and
- d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 1.3.1 will not be applicable and the staff member will not be eligible for terminal benefit.

## **CHAPTER 2- APPOINTMENTS, PROBATION & SENIORITY**

**2.1.1.** The Correspondent shall be the authority for issuing all appointment orders.

**2.1.2.** All initial appointments to teaching and non teaching posts shall, ordinarily, be made on probation for two years. All appointments, by promotion, shall be made on probation for a period of one year.

**2.1.3.** The executive body/governing body upon the recommendation of the Principal for valid and sufficient reasons may extend the period of probation of an employee for such a period as found may be necessary.

**2.1.4.** The rules governing probation will not apply to appointments made on adhoc/Contract/Contingent basis or as Trainee.

**2.1.5.** The seniority of an employee in a post shall be determinate by the date of commencement of probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to merit order in which they have been placed by the selection committee if any, which has included them in the panel. However seniority alone is not the criteria for promotion or for conferring any other benefit/authority.

### **2.2 PAY FIXATION**

**2.2.1.** Pay for the selected candidates is fixed by the selection as per the pay scale approved by the Governing body for the respective post based upon the qualification and experience of the candidate.

**2.2.2.** Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Trust.

## **CHAPTER 3 – LEA RULES**

### **3.1. LEAVE RULES:**

**3.1.1.** Leave shall not be claimed as a matter of right.

**3.1.2.** A member of the staff not normally or on any pretence absent himself/ herself from his/her duties without prior permission of his/her superior officer authorized to give permission.

**3.1.3.** Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.

**3.1.4.** In case of absence on Medical grounds(Hospitalized condition), intimation should be sent to the Principal within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

**3.1.5.** Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

### **3.2 CASUAL LEAVE (CL):**

**3.2.1.** All employees are eligible for 12 days of casual leave per year @ 1 day per month during the Calendar Year from 1<sup>st</sup> January to 31<sup>st</sup> December.

**3.2.2.** Probation period staff members are allowed to take leave after completion of the respective months only.

**3.2.3** At a time not more than 7 days including holidays and Sundays shall be granted. If it exceeds, it will be treated as leave without pay.

**3.2.4.** Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the principal.

**3.2.5.** If the member of permissions for short absence exceeds 2 in a month, it shall be considered as one a day CL for 3 permissions.

**3.2.6.** Casual Leave cannot be combined with any other kind of leave. It can be combined with holidays and Sundays.

**3.2.7.** Casual leave will expire if not used after 31<sup>st</sup> December every year. (i.e., will not accumulate)



### **3.3 VACATION LEAVE (VL) and (EL) FOR TEACHING STAFF**

**3.3.1.** These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the principal.

**3.3.2.** Vacation Leave (VL) is applicable to only the member of the faculty (teaching staff) with eligible services.

**3.3.3.** The total numbers of VL days for members of faculty (teaching staff) is limited to 3 weeks, for a continuous service of 12 months in the institution. Besides, they are eligible for 08 days of earned leave in a calendar year.

- EL's should not be combined with any type of leave.
- Half EL's are not allowed.
- EL's should be applied in advance only.
- EL's should not be combined with any holidays and Sunday's.
- Minimum EL's applied at any time is 03 days.
- If CL's are exhausted in their account, then only they are permitted to apply less than 03 EL's.

**3.3.4.** These 3 weeks can be available in the summer vacation period in the months of May, June or July.

**3.3.5.** However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institutions.

**3.3.6.** A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 31<sup>st</sup> May. i.e. from 1<sup>st</sup> June of a calendar year to 31<sup>st</sup> May of the following academic year.

**3.3.7.** However, in special/deserving cases, VL can be sanctioned after 6(six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total serve of one year can be obtained.

**3.3.8.** In case a staff member, after availing VL as per Para 3.3.7 does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of pay (LOP) and proportionate salary will be deducted from any payment due to him/her or will be recovered from the said staff member.

**3.3.9.** Any unused part of VL cannot be carried over to the next academic year.

**3.3.10.** While calculating the number of days of vacation leave, all intervening declared holidays and Sunday will be included.

**3.3.11.** Staff must be present on last working day before proceeding on vacation, similarly, they must attend the duty immediately after availing the vacation. If this condition is not fulfilled, the entire vacation period will be treated as EL or Loss of pay, if sufficient leave is not there in their credits.

### **3.4 EARNED LEAVE (EL) FOR NON-TEACHING STAFF**

**3.4.1** The number of days of EL for Non-teaching Staff is restricted to 6 days per year which should be available within the corresponding year.

**3.4.2.** A Staff member becomes eligible for EL only after rendering a continuous service of one full academic year as on 31<sup>st</sup> May i.e. from 1<sup>st</sup> June of a calendar year to 31<sup>st</sup> May of the following academic year.

- EL's should not be combined with any type of leave.
- Half EL's are not allowed.
- EL's should be applied in advance only.
- EL's should not be combined with any holidays and Sunday's.
- Minimum EL's applied at any time is 03 days.
- If CL's are exhausted in their account, then only they are permitted to apply less than 03 EL's.

**3.4.3.** However, in special/deserving cases, EL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that service of one year can be obtained.

**3.4.4.** In case a staff member, after availing EL as per Para 3.4.3 does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of pay (LOP) and proportionate salary will be deducted from any payment due to him/her or will be recovered from the said staff member.

**3.4.5.** If any staff member is prevented from availing EL in the interest of the colleges by the orders of the principal, equaling compensation shall be considered. Such consideration rests solely at the discretion of the Principal.

**3.4.6.** Any unused part of EL cannot be carried over to the next academic year.

**3.4.7.** While calculating the number of days of vacation leave, all intervening declared holidays and Sunday will be included.

### **3.5. LEAVE WITH LOSS OF PAY**

**3.5.1** Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on LOSS OF PAY (LOP). If the quantum of LOP is more than 10 days in an year, it will be considered as a Break- in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal shall be final in such cases.

**3.5.2.** If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.

**3.5.3.** Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in Service.

**3.5.4.** Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL/EL in the semester in which the second break in service occurs.

### **3.6. OUT-STATION DUTY (OD)**

**3.6.1.** OD will be granted when staff member are required to go out on official duties or to participate in seminars, etc., as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than JNTUK, OD WILL NOT BE GRANTED.

**3.6.2.** Number of days on OD for exam duty is limited to 10 for a year at the rate of 5 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.

**3.6.3.** In addition to the above a faculty members is eligible for 10 days OD to participate in Conferences, Seminars, workshop, etc., including paper presentation.

**3.6.4.** The principal shall have the right to cancel the any type of leave (CL/EL/OD/VL) sanctioned earlier, for any emergency work in the college.

#### **CHAPTER 4: MEDICAL FACILITIES:**

The College is running a Medical Center inside the campus and a Registered Medical practitioner will be visit the medical center as and when required. The college provides a vehicle for the purpose of taking the patients when needed to the nearby hospital at Machilipatnam.

#### **CHAPTER 5 : CONDUCTS & DISCIPLINE:**

##### **5.1 CONDUCT**

**5.1.1.** Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

**5.1.2.** Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, her/his superior placed.

**5.1.3.** Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

**5.1.4.** Every employee shall Endeavour to promote the intrest of the College and shall not act in any manner prejudicial thereto.

**5.1.5.** No employee shall be a member, or otherwise associated with political party or any organization which takes part in polities, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.

**5.1.6.** No employee shall join, or continue to be a member of an association the objectives or activities or activities of which are prejudicial to the interests of the

sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government.

## **5.2. DISCIPLINARY ACTION**

a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend him/her.

b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institutions, after establishing the facts about committing an offence and dereliction/negligence of duties.

i. Censure

ii. Withholding increments/promotion

iii. Recovery from his salary whole or part of any pecuniary loss caused to the College due to negligence of duty or breach of orders/rules.

iv. Suspension

v. Removal from service.

vi. Dismissal from service.

c). If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members of the rank of HODs and Senior Faculty members.

d). An employee can appeal against any punishment imposed upon him/her by the competent authority to the Management/government Body as the case may be.

## **CHAPTER 6: ANNUAL CONFIDENTIAL REPORT**

**6.1.** All the faculty members are required to submit their self evolution report (SER) at the end of every academic year in the prescribed format.

**6.2.** The format of SER and ACR(Annual Confidential Report) will be as per College guidelines.

**6.3.** The head of the institution shall write confidential report for all staff and submit to the Executive director/ Correspondent for approval.

## **CHAPTER 7: APPEALS AND REVIEW:**

**7.1.** The staff members of the College are welcome to submit their appeals or Grievances if any to the **PRINCIPAL/EXECUTIVE DIRECTOR/CORRESPONDENT** for review and redress.

## **PART - II: THE DUTIES AND RESPONSIBILITIES**

## **CHAPTER 8: GENERAL:**

**8.1.** The Faculty Members should come to the college at least 10 minutes before the commencement of classes and should leave the college not earlier than 10 minutes after the end of the last hour.

**8.2.** All the faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

**8.3.** The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

- |                                    |               |
|------------------------------------|---------------|
| <b>(i).</b> principal:             | 04 hours/week |
| <b>(ii).</b> Dean/Professor:       | 08 hours/week |
| <b>(iii).</b> Associate Professor: | 12 hours/week |
| <b>(iv).</b> Assistant Professor:  | 16 hours/week |

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour.

The work plan of teachers shall ensure, in the most proactive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

**8.4.** Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.

**8.5.** Faculty Members should attempt to publish text books, research papers in reputed International/Indian Journal/Conferences.

**8.6.** The Faculty Member must strive to prepare him/her academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student communities are large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.

**8.7.** Groupies of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.



## **CHAPTER 9: DEPARTMENT**

**9.1.** The Faculty Member should always first talk to the HOD and keep to the HOD in confidence about the member's professional and activities.

**9.2.** The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.

**9.3.** In addition to the teaching, the Faculty Member should take additional responsibility as assigned by HOD/Principal in academic, co-curricular or extracurricular activities.

**9.4.** Every Faculty Member must give seminar on same topic at least once in each semester to other faculty.

**9.5.** Every faculty member should maintain students' attendance records and the absentees roll number should be noted everyday in the Centralized Software maintained in the Department as soon as the classes/laboratory hours are over.

**9.6.** Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

**9.7.** The Faculty Member should make him/her presentable. The Faculty Member should show no partiality to any segment/individual student.

**9.8.** The Faculty Advisor/Counselor must update the students' personal file regularly and put up for inspection by HOD/Principal as the case may be.

## **CHAPTER 10: CLASS ROOM TEACHING**

**10.1.** Once the subject is allotted the faculty Member should prepare the lecture hour wise lesson plan.

**10.2.** The Faculty Member should get the lesson plan and course file – approved by HOD and principal. The course file consists of preface, previous year university question paper, notes, hand outs, OHP sheets, test/exam question paper, two model

answer scripts for each test/exam, assignments (if any), feedback analysis report, Course Educational Objectives (CEO) and Course Outcomes (CO) etc.,

**10.3.** The faculty member's Diary must be regular updated and put up for inspection by HOD/PRINCIPAL as the case may be.

**10.4.** The faculty member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The faculty member should not dictate the notes in the class.

**10.5.** The faculty member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

**10.6.** The Faculty member should engage the full 50 minutes and should not leave the class early.

**10.7.** The faculty member ideally should recapture for first 5 minutes, the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.

**10.8.** The faculty Member should cultivate to include humor in the lecture, to break the monotony.

**10.9.** Should practice/rehearse the lecture well before going to the class.

**10.10.** The faculty Member should make use of LCD, OHP, Models etc., as teaching aids.

**10.11.** The faculty Member should encourage students asking doubts / questions.

**10.12.** The faculty Member should get the feedback from students and act /adjust the teaching appropriately.

**10.13.** The faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

**10.14.** In problem oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least in week in advance of actual class.

**10.15.** The faculty Member shall give possible 2-mark questions with answers for each unit.

**10.16.** The faculty Member should sign in the class log book every day after he/she finishes the lecture.

**10.17.** The faculty Member should interact with the class coordinator or counselor and inform him /her about the habitual absentees, academically backward student, objectionable behavior etc.

**10.18.** The faculty Member should always aim for 100% pass results in his /her subjects and work accordingly.

**10.19.** The faculty Member should regularly visit library and read the latest journals / magazines in his /her specialty and keep oneself abreast of latest advancements.

**10.20.** The faculty Member should make him / her available for doubt clearance.

**10.21.** The faculty Member should motivate the students and bring out the creativity / originality in the students.

## **CHAPTER 11: LABORATORY**

**11.1.** The faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

**11.2.** Whenever possible, additional experiments to clarify or enlighten the students must be given.

**11.3.** The lab observations /records must be corrected then and there or at least by next class.

## **CHAPTER 12: TEST /EXAM**

**12.1.** While setting question paper, the faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

**12.2.** During invigilation, the faculty member should be continuously moving around. He/she should not sit in a place for a prolonged time. He/she should watch closely so that nobody does any malpractice in the exam/test.

**12.3.** Whenever any malpractice is noticed, the faculty Member should get a written statement from the student and inform the Chief Superintendent. (Class co-coordinator and HOD concerned in the case of cycle test / Model Examination).

**12.4.** The Answer Scripts must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Examination Section /Principal with remarks.

**12.5.** The faculty Member should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department /college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

### **CHAPTER 13: STUDENT – FACULTY REPORT**

**13.1.** The faculty Member should have a good control of students.

**13.2.** As soon as the faculty Member enters the class, He/ she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late comers the teacher should try to correct the student must be directed to meet the class coordinator and HOD.

**13.3.** The faculty Member should act with tact and deal with insubordination by students maturely.

**13.4.** The faculty Member should be strict but not harsh. Never use harsh words / Unparliamentarily Language, which would hurt the feeling of the students.

#### **CHAPTER 14: UNDERTAKING BY THE MEMBER:**

Every member of the faculty should carefully read and understand the above “Duties and Responsibilities” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give his/ her undertaking as below:

I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Sri Vasavi Institute of Engineering and Technology (SVIET).

Signature:

Name & Designation:

Date:

## **PART - III: PAY SCALES**

<b>PAY SCALES AT SVIET</b>		
<b>S.NO.</b>	<b>DESCRIPTION</b>	<b>SALARY(Rs.)</b>
<b>1.</b>	Faculty with M. Tech qualification in engineering Stream(Fresher)	18,000/-
<b>2.</b>	Faculty with M. Tech qualification from reputed institutes IIT's and NIT's in engineering Stream(Fresher)	22,000/-
<b>3.</b>	Faculty with B. Tech qualification in engineering Stream(Fresher)	12,000/-
<b>4.</b>	Faculty with MSC/ MBA qualification in Science and Humanities Stream(Fresher)	10,000/-
<b>5.</b>	Faculty with three years experience in this college will be placed in the college pay scales (mentioned below) after review by selection committee <b>Scale I: V pay Basic + 50%DP +96 %DA +7.5% HRA</b> <b>Scale II: V pay Basic + 136 %DA +7.5% HRA</b> <b>Scale III : V pay Basic + 116% DA + 7.5% HRA</b> <b>Scale IV : V pay Basic + 48%DA + 7.5% HRA</b>	
<b>6.</b>	Faculty in engineering stream with M. Tech (two years Experience in this college) will be placed in V pay (Merged Scale) after review by the Selection Committee.	
<b>7.</b>	Faculty in Science and Humanities stream (three years Experience in this college) with PG and M. Phil Qualification will be placed in V pay (Merged Scale) after review by the Selection Committee.	

## **CHAPTER 15: MOTIVATIONAL SCHEME FOR FACULTY**

The management pleased to grant the following awards as Motivational Schemes for faculty.

### **I. The following cash incentive will be given for presenting the paper in**

- a. National Conference Organized by Universities/NIT's/IIT's – Rs.3,000/-
- b. National Conference Organized by NBA Accredited Colleges – Rs.2, 000/-
- c. National Conference Organized by Non NBA Accredited Colleges – Rs.1, 000/-
- d .International Conference Organized by Universities/NIT's/IIT's – Rs.5,000/-
- e. International Conference Organized by NBA Accredited Colleges – Rs.4, 000/-
- f. International Conference Organized by Non NBA Accredited Colleges – Rs.2, 000/-

### **II.A cash Award for producing best pass percentage in any theory subjects of University examinations as Follows:**

- 1. Rs.10, 000/- for achieving 100% pass in Science & Engineering subjects (up to IV B. Tech I Sem).
- 2. Rs.5,000/- for achieving 95% and above pass in Science & Engineering subjects
- 3. Rs.2,000/- for achieving 90% and above pass in Science & Engineering subjects
- 4. Rs.2,000/- for achieving 95% and above pass in arts and management subjects

### **III.A cash awards as shown below will be given for publications in**

- a. International Journal – Rs.3,000/-
- b. National Journal-Rs.2,000/-
- c. Book Publication-Rs.3,000/-

### **IV. Cash award for getting sponsored projects**

- 3% of Project cost will be given as incentive.

### **V. Cash incentives for qualification up gradation**

- ❖ 3 increments as and when PhD is awarded
- ❖ One increment as and when M.E/M.Tech/M.Phil degree obtained (wherever applicable)

**Note: All these schemes will be reviewed for every two years**



## CHAPTER 16: MOTIVATIONAL SCHEMES FOR STUDENTS

The management pleased to grant the following awards as motivational schemes for students.

**I. Medals and awards for university Rank holders/Class toppers.**

- ❖ Rank holders as announced by JNTUK are eligible to a cash award of Rs 5000/-.
- ❖ A Special prize of Rs.2500/- with merit certificate for the topper in each branch up to the current semester with no history of arrears for UG/PG courses (in each year i.e. I, II, III&IV years).

**II. Award for getting prizes in paper/project work/presentation the inter collegiate seminars/conferences**

- ❖ A cash award of Rs. 1000/- will be given

**III. Award for getting prizes in sports/cultural events.**

Students who win prizes in intercollegiate cultural/sports events will be awarded

Rs.1000/- (for single & double teams winners)	}	Inter Collegiate Tournament
Rs.3000/- (for team winners)		
Rs.2000/-(for single & double team winners)	}	University tournament
Rs.5000/-(for team winners)		

**IV. Award for best outgoing students**

- Cash award of Rs. 5000/- + Certificate

**V. Best project work awards at our college level  
(medals+Certificates+Rs.1000/- cash award).**

**VI. Students with 100% attendance will be given a certificate of merit.**