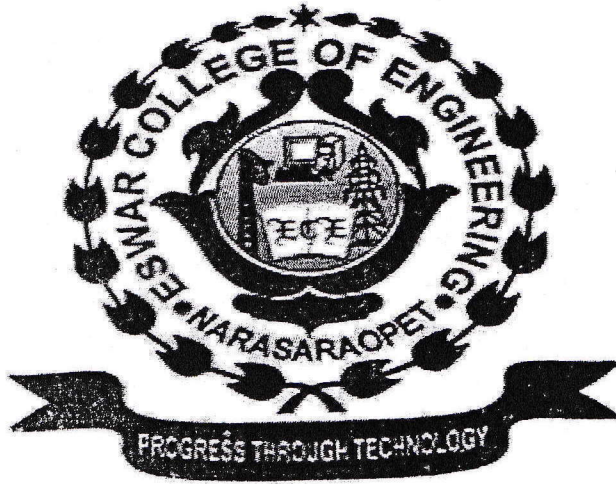
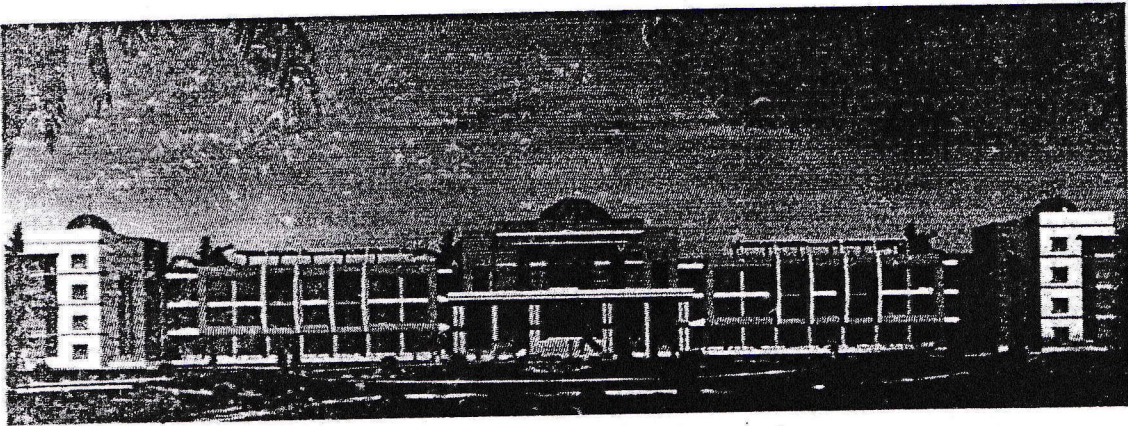


# ESWAR COLLEGE OF ENGINEERING

APPROVED BY AICTE, NEW DELHI & AFFILIATED TO JNTUK, KAKINADA & SBTET, A.P.



## HR POLICY





  
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### Staff Policy Document

The Staff Policy Document is prepared to make all staff working At ESWAR COLLEGE OF ENGINEERING aware of rules and regulations that governs their working in the Institute. The policy is effective from July 2023. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

  
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## SERVICE RULES

### CHAPTER 1 - SERVICE RECORDS

#### 1.1. RECORDS OF SERVICE

1.1.1. A service book for keeping the record of service of staff shall be maintained by Human Resources (HR) Department in respect of each employee of the College.

1.1.2. All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the Administrative officer or his/her superior.

1.1.3. The Administrative officer shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

#### 1.2. SERVICE CONDITIONS FOR THE STAFF:

1.2.1. 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.

1.2.2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/ Designated Authority 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.

1.2.3. Any staff member, on appointment, except on contract, shall be on probation for a period of one year.

1.2.4. All the teaching staff shall be paid AICTE scale of pay 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. This will be paid to the staff only at the time of retirement / resignation.

1.2.5. Staff attendance should be signed every day, 10 minutes before the commencement of regular class hours, 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.

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

1.2.7. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority. .

1.2.8. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.

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

1.2.10. 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.

1.2.11. 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 feelings of others.

1.2.12. 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.

1.2.13. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his/her salary.

1.2.14. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

1.2.15. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

### 1.3 TERMINATION OF SERVICE

1.3.1. 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 of temporary appointment or during probationary period. In case of permanent service two months notice or two months salary must be given.

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

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

In such termination cases, the above rule will not be applicable.

## CHAPTER 2- METHOD OF RECRUITMENT

### 2.1 SCREENING:

2.1.1. Recruitment is normally done twice in a year during May and November.

2.1.2. Number of vacancies is notified by Principal/Designated Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.


2.1.3. Vacancies are advertised in leading newspapers – both Telugu and English.

2.1.4. Screening of applications is done by the respective screening committee.

2.1.5. Short listed candidates are informed through call letters and over telephones by Administrative officer/Office superintendent.

2.1.6. At times, Walk- in interviews are also conducted for immediate postings.

  
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**2.2 INTERVIEW:**

2.2.1. Interview Committee consists of Principal/Designated Authority, Academic Council members and respective Heads of the department and subject experts.

2.2.2. A personal interview and selection be made on merit and experience basis.

2.2.3. Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairman as per the guidelines approved by the Governing Council.

**2.3 PAY FIXATION:**

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

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

**2.4 INCREMENT:**

Every Faculty shall draw an increment in his/her scale of pay, unless it is withheld or postponed by the resolution of the Governing council on a reference by the principal and after the faculty has been given sufficient opportunity to make his/her written representation.

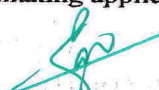
**2.5 RESIGNATION:**

A member of staff may at any time, terminate his/her engagement by giving the Governing council three months notice in written: provided that Governing council may waive the requirement of notice at its discretion.

On termination / resignation of his/her service, an Employee shall give a proper account of all identity cards, clothing, reports and records. Papers, Books, Tools, Instruments and other property of the College in his/her possession/custody/charge before the last payment of outstanding salary. The value of all shortages and or damages to the College tools, instruments, and other property in the Employee's possession/custody/charge shall be recoverable from him/her and without prejudice to any other mode of recovery, may be recovered by adjustment against whatever is payable to him/her.

**2.6 RETIREMENT:****Retirement from Service**

- All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 62 for teaching and 60 for non-teaching.
- When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1<sup>st</sup> of May of the succeeding year.
- The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal/Director and appropriate sanction by him.



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The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments

## 2.7 QUALIFICATIONS FOR DIRECT RECRUITMENT:

### (i) PROFESSOR

1. An eminent scholar with a doctoral degree in the concerned/allied/relevant discipline and published work of high quality, and actively engaged in research, with evidence of published work with minimum of ten publications as books or research papers.
2. A minimum of ten years of experience in post-graduate teaching, or research at a institute /national level institute including experience of guiding research at doctoral level.
3. Contribution to educational innovation, design of new curricula and courses and technology-mediated teaching process.

4. A minimum score as indicated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS)

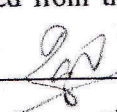
### (ii) ASSOCIATE PROFESSOR

1. Good academic record with doctoral degree in concerned or allied or relevant discipline.
2. A master degree with at least 60% of marks or an equivalent grade of 'B' in the 7 point scale with letters grades O, A, B, C, D, E.
3. A minimum of eight years of experience of teaching or research in an academic/research position equivalent to that of Assistant professor in a Institute/College or Accredited research Institution, excluding the period of doctoral research, with some distinction in the areas of scholarship as evidenced by quality of a minimum of five publications as books or research papers.
4. Contribution to educational innovation, design of new curricula and courses and technology-mediated teaching process or evidences of having guided doctoral candidates or research students.
5. A minimum score as indicated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS)

### (iii) ASSISTANT PROFESSOR

1. Good academic record with doctoral degree in concerned or allied or relevant discipline. A master degree with at least 60% of marks or an equivalent grade of 'B' in the 7 point scale with letters grades O, A, B, C, D, E, and F at the Master's degree level, in a relevant subject from an Indian Institute or an equivalent degree from accredited foreign Institute.
2. M.Phil and Ph.D. in the relevant field may be prescribed in appropriate cases, a desirable or essential qualification. The minimum qualifications shall not be relaxed even if a candidate has research degrees like M.Phil and Ph.D.
3. Qualifying in the National Eligibility Test (NET) for Lecturers conducted by the CBSC, CSIR or a similar test accredited by UGC (disciplines in which NET is not conducted are exempted from this condition). Candidates who have been awarded the Ph.D degree in accordance with the UGC (Minimum Standards and Procedure for the Award of Ph.D degree) Regulations, 2009, will be exempted from the requirement of qualification in the NET.

  
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## CHAPTER 3 - LEAVE RULES

### 3.1. LEAVE

- 3.1.1. Leave shall not be claimed as a matter of right.
- 3.1.2. A member of the staff shall not normally or on any pretense 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, intimation should be sent to the Principal/Designated Authority 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 15 days of casual leave in a calendar year from 1<sup>st</sup> January to 31<sup>st</sup> December. However, the employees should avail 7 CLs in the 1<sup>st</sup> half of the year i.e., from 1<sup>st</sup> January to 30<sup>th</sup> June and the remaining 8 CLs in 2<sup>nd</sup> half i.e., 1<sup>st</sup> July to 31<sup>st</sup> December.

3.2.2 Carryover of lapsed CL is not permissible.

3.2.4. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority / Principal.

### 3.3. VACATION LEAVE (VL) FOR TEACHING STAFF

3.3.1. These rules govern the availing of vacation leave for each academic year. The maximum duration and number of days shall be decided by the Principal/Designated Authority.

3.3.2. Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

3.3.3. The total number of VL days for members of faculty (teaching staff) is limited to 20 (Twenty), for a continuous service of 12 months in the institution.

3.3.4. These 20 days can be availed during summer vacation in the months of May or June or as per the academic calendar issued by the affiliating university.

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

3.3.6. A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 30<sup>th</sup> June, i.e., from 1<sup>st</sup> July of a calendar year to 30<sup>th</sup> June of the following academic year:

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

### 3.4. Earned Leaves (EL)

3.4.1. EL is applicable to faculty members only with eligible service.

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3.4.2. The total number EL days for faculty depend on their in house experience.

For example: the faculty completed one year service is eligible to get 6 ELs per year.

3.4.3. These ELs should be utilised to participate in National/ International Conferences, Seminars, Workshops, etc., including paper presentation

3.4.4. The unused ELs will lapse on 31<sup>st</sup> December of every year.

### 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 a 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/ Designated Authority 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.

### 3.6. MATERNITY LEAVE RULES

3.6.1. A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 180 days, subject to prior approval of the Principal/ Designated Authority.

3.6.2. Employees are advised to contact Administrative Officer to know the leave record and then apply for leave.

### 3.7. SPECIAL LEAVE

3.7.1. A special leave for 5 days will be granted to the faculty those who are getting married and willing to continue in this Institution after marriage.

3.7.2. Only regularized faculty is eligible for this special leave, subject to prior approval of the Principal/ Designated Authority.


### 3.8. OUT-STATION DUTY (OD)

3.8.1. OD will be granted when staff members 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.

3.8.2. Number of days on OD for Exam duty is limited to 12 for a year at the rate of 6 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.

3.8.3. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier for any emergency work in the college.

  
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## CHAPTER 4: CONDUCT & DISCIPLINE

### 4.1. CONDUCT:

- 4.1.1. 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.
- 4.1.2. 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, he/she is placed.
- 4.1.3. 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.
- 4.1.4. Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
- 4.1.5. No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.
- 4.1.6. No employee shall join, or continue to be a member of an association, the objectives 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.
- 4.1.7. An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- 4.1.8. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- 4.1.9. Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

### 4.2. DISCIPLINE:

- 4.2.1. The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- 4.2.2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of

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law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.

4.2.3. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

#### CHAPTER 5 - ANNUAL CONFIDENTIAL REPORT

5.1 All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.

5.2 The Head of the institution shall write confidential report for all staff and submit to the Chairman for approval.

#### CHAPTER 6 - APPEALS AND REVIEW

6.1 The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / CHAIRMAN .

  
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