



**DADI INSTITUTE OF  
ENGINEERING & TECHNOLOGY**  
**NAAC ACCREDITED INSTITUTE**  
Recognized under Sec 2(f) & 12(B) of UGC Act  
(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK,  
Kakinada)  
NH - 16, Anakapalle, VISAKHAPATNAM - 531 002, AP  
[www.diet.edu.in](http://www.diet.edu.in)

# **ADMINISTRATION MANUAL**

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DIET



## **VISION**

**To evolve into a premier value based technical institution ensuring academic excellence and promoting innovational research.**

## **MISSION**

- **To impart high quality technical and professional education to uplift the living standards of the youth by focusing on employability, higher education and research.**
- **To bridge the gap between industry and academia by introducing add on courses based on industrial and academic needs.**
- **To develop responsible citizens through disciplined career and acceptance of ethical values.**
- **To be a student centric institute imbining experiential, innovative and life long learning skills addressing societal problems.**

# QUALITY POLICY

We, at Dadi Institute of Engineering and Technology are committed to impart high quality technical education and develop holistic engineering graduates, cherishing responsible citizenship, creativity, innovation, teamwork and adapt to change.

In order to realize this commitment, we aim to continually monitor, review and upgrade our delivery systems and enhance our infrastructural facilities through implementation of effective Quality Management Systems to meet the global needs.

We also commit ourselves to the holistic development of our students and staff by fostering an intellectual culture encompassing purpose, service and leadership.

# GOALS

## 1. Short term goals

- 1) To achieve academic excellence by securing 100% Pass in the University Examination.
- 2) Enable scholastically vibrant environment for learning, teaching, research and development for students and staff for their personal and professional growth.
- 3) Prepare students to excel in communication, inter-personal and entrepreneur skills.
- 4) Motivate students to foster and develop qualities of leadership, inter-personnel and problem solving skills to face the professional and personal challenges in life.
- 5) Inculcate the qualities of integrity, honesty, loyalty and patriotism among students.
- 6) Stimulate a desire among students and faculties to make full use of infrastructural facilities and expertise within themselves to serve the society and the nation.
- 7) Foster a harmonious, cordial and tripartite relationship among the management, faculty and students for their respective growth and for the establishment of a congenial academic environment in the college.
- 8) Achieve 100% Placements for Students.
- 9) Quality assertiveness through National statutory bodies of Accreditation.

## 2. Long term goals

- 1) Connectivity with the Academic Institutions of National and International importance.
- 2) To evolve as an Autonomous Institution.
- 3) To evolve into a Center for Excellence in Engineering and Technology by undertaking nationally and inter-nationally acknowledged research and development works.

# 1 ACADEMIC ADMINISTRATION

## Principal

The principal shall be the Head of the Institution. He shall be the immediate superior to all the members of the staff working in the Institution. He shall be assisted by Vice Principal and other non-teaching staff in discharging his duties and responsibilities.

The Principal shall be in communication, wherever necessary, with the Heads of the Departments and parents / guardians of the students.

There shall be a Principal's office consisting of a Administrative officer, other admin and non-teaching staff. The office shall maintain the admission registers, scholarship accounts, casual leave, compensatory leave, etc., of the teaching, admin, technical and non-teaching staff of the Institution and such other records necessary for effective administration.

The powers and functions of the Principal shall be as prescribed by the Governing Body.

Academic Awards for students

Add –On Programs

Approvals to faculty to attend workshops/Conferences, etc

Campus Recruitment Training

CII, MSME

Consultancy, Projects, etc

Coordination in organizing Guest Lectures, Work-shops, Seminars, etc.

EDC

E-Learning material – Utilization Record

Faculty Attendance Registers

Faculty Incentives

Incubation Centre

Induction and Orientation of Faculty

Internal Quality Assurance Cell

Memorandum of Understandings (MoUs)

Placement Cell

Policy Development

Professional Body Activities – Students and Faculty

Projects Implementation-Record

QIP Proposals to AICTE

Result Analysis

Social Entrepreneurship

Staff Recruitments (Faculty)

Student Feedbacks  
Student Projects/Internships  
Time Table Committee & Work-load Distribution  
To oversee strategic planning for the Institute  
University Ratifications  
Women Empowerment Cell  
Any other as entrusted by the Management

### **Dean Administration/Administrative Officer**

AFRC & TYASK force related activities  
Campus Networking  
Canteen  
Civil Constructions and Maintenance  
Electrical & General Maintenance  
Establishment  
Fabrications, Furniture & Furnishings  
Hostel Committees – Boys and Girls  
House Keeping  
Innovation Sand Box  
Landscaping  
Library Committee  
Magazine Committee  
Non-Teaching Staff-Leaves  
Publications and Presentations  
Purchase Committee  
Sanitary/Plumbing/Water Works  
Security  
Staff recruitments (NT Staff)  
T-L-E process including subject, course files  
Transport Committee  
Any other as entrusted by the Management .

### **Head of the Department**

There shall be such departments of study as may be constituted from time to time each under a head nominated by the Correspondent on the recommendations of the Principal of the Institution concerned. Generally, the senior most from among the faculty of the department concerned shall be nominated on rotation basis as the Head of the Department for a specific period.

In case where there are no Professors or Associate Professors in any Department, an Assistant Professor may be appointed as Head of the Department, on rotation basis.

The term of appointment of the head of the Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term.

The Correspondent may however relieve any head of the Department of his / her duties, even before the expiry of the term, after giving an opportunity to explain.

The correspondence of the Heads of the Departments with the Correspondent shall be made through proper channel i.e. through the Director / Principal of the Institution concerned.

The Heads of the Departments shall not ordinarily enter into direct correspondence with outside bodies on matters relating to their departments except through the Director / Principal.

The Head of the department shall hold a valid membership in any of the relevant professional bodies.

All correspondence from the members of a Department relating to the working of a Department or to the members of a Department in their official capacity should be addressed to the Head of the Department, who in turn shall forward wherever necessary, such papers to the Director / Principal and further to Correspondent.

### **Powers and Functions of Heads**

The Head of the Department is the academic and administrative Head of his respective department. He has control over the teaching faculty, technical staff, supporting staff and students in the individual department, subject to the general supervision and control of the Director / Principal of the Institution. The powers and functions of the Head of the Department shall be as follows:

To organize the teaching and research in the courses in the Department.

To preside over all the meetings of the Departmental Committee.

To allot teaching work, i.e. subjects, classes, time-tables etc., in consultation with the Departmental Committee.

To allot class-room accommodation and to make all other necessary arrangements.

To supervise teaching, and non-teaching employees of the Department, ensuring that all the members of the staff are discharging their duties properly and efficiently.

To maintain overall discipline among the staff and the students in the Department.

To recommend and forward casual leave to teaching, technical and non-teaching employees of the Department.

To forward applications for sanction of all other kinds of leave of the members of the teaching and non-teaching staff of the department and to recommend suitable acting arrangements if necessary, to the Director/Principal, for issue of suitable orders.

To forward representations and applications of the teaching, technical and non-teaching staff of the Department, if necessary, to the Director/Principal.

To recommend to the Principal, all projects and schemes.

To recommend to the Principal the names of the candidates for the awards / rewards of faculty in consultation with the Departmental Committee through the Dean.

To ensure that the academic progress of the students of the Department is maintained.

To take steps for overall academic development subject to the rules and regulations of the University.

To hold departmental conferences and seminars concerned with the Department with the prior permission of the Director / Principal.

To place indents for purchase of books for the Departmental Library on the recommendations of the departmental Committee.

To maintain the stock registers of all furniture, equipment, apparatus, books and periodicals and arrange for their annual checking.

To ensure that the records of attendance of the students, teaching and non-teaching staff, are maintained as per the rules.

HoDs have to ensure that the classes are organized as per the prescribed timetable and institute timings.

To recommend to the Correspondent through the Director / Principal for the purchase of the required equipment and other items.

To perform such other functions as may be entrusted to him/her by the Director/Principal.

To give guidance to the teaching staff and plan for the distribution of teaching workload keeping in view the course syllabus for the academic year.

To monitor the syllabus coverage from time to time and organize the mid-term online and end-semester examinations as per the schedule given by the concerned University.

To assist the Principal in discharge of the obligation towards the institute in the form of conduct of exams, and submitting of internal marks, staff particulars, attendance statements etc.

To call meetings of the teaching faculty and discuss over issues in a friendly manner and record the consensus of the meeting in the form of resolutions in the 'Staff Minutes Book'. They have to further ensure the timely



implementation of the resolutions in consultation with the Principal and other authorities concerned.

Whenever the HoDs are absent, the routine work of the Department shall be carried on by In-charge HoD, the next senior in the teaching faculty in the respective departments.

The HoDs shall come to the college at least 15 minutes before the college timing and be available to the Director/Principal, teaching Faculty, and students during the college working hours.

To ensure that the academic registers of the concerned faculty are updated by verifying the same in frequent intervals of time.

HoDs have to make an assessment of student performance regularly with the help of the faculty concerned and appraise the same to the Director/Principal and parents.

HoDs have to perform such other functions and duties as may be entrusted to him by the Director/Principal from time to time.

In addition to the above powers and functions, the Head of the Department shall send the progress reports of the research work done by each faculty in the Departments to the Director/Principal from time to time.

## 2 SERVICE RULES

### Human Resource Planning

The Principal shall assess in the month of April every year or during the academic year end breaks, the staff requirement for the immediate semester or academic year.

He/ She will obtain the staff requirement lists from all the Heads of Department and arrive at the number of faculty members and administrative staff required with the stipulated guidelines in mind.

He will consider appointing a Professor to be the Head of every discipline, besides the number of Associate and Assistant Professors required in accordance with the teacher student ratio prescribed herein.

The teacher student ratio shall be **1:20** and for this purpose the Professor shall also be included in counting the number of teachers.

The minimum contact hours during the week for each category shall be maintained as follows:

Principal	2 hrs per week
Professors	12 hrs per week
Associate Professors	24 hrs per week
Assistant Professors	24 hrs per week

He/ She will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member, one subject expert or the Department's Advisors/Experts.

### Recruitment

The selection committee shall prepare a job description and job specification for the candidate to be recruited.

Every job description needs to include the following elements:

- Job Title
- Work is to be performed at DIET campus
- Reporting responsibilities to Head of Department (HOD), Principal, and Human Resources Head

- Number of hours of work required per week and which days or time frames that work is required for (Academic and Administrative)
- Required years of experience (For posts higher than Assistant Professor)
- Required education, degree, certificate, registration or special training in case of Laboratory work
- Other Essential functions (If any as determined by DIET Administrative Office)
- Specific job duties and detailed work activities (i.e., NBA, NAAC, Research and Consultancy)
- Starting Salary (Basic Pay fitment)
- Benefits available (Free Bus Facility, Subsidized Canteen, 100% support for research, incentives for publication and material support for international travel for symposiums/conferences/meetings)

The DIET recruitment committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:

Advertisement in the Newspapers (Either in vernacular local Dailies or National Newspapers as the position deems fit)

Specific and earmarked files maintained for storing the unsolicited applications  
Campus recruitment (for the case of Research Assistants, personnel IIPC and EDC cell)

The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.

The committee shall short list the candidates in the following processes:

#### 2.2.4.1. Personal Interviews

##### **The Art & Science of Interviewing**

In order to make good hiring selections DIET must take time, gather as much information as possible and try to optimize efforts.

DIET recruitment members should not hire a person to fill a job. Hire the best possible person to successfully become a part of your respective department AND fill the position needed.

DIET seeks to affirm that, it is nearly impossible to teach desire, compassion, work ethic, integrity or communication and so DIET recruitment team needs to make certain that interview questions are in-depth and revealing enough to evoke true information – not just responses that the interviewee believes an interviewer may want to hear.

DIET's quality philosophy encapsulates that, the best indicator of future success is past behaviour and resulting actions. Interviewers need to try and avoid asking hypothetical questions. These "what if" questions open the door for conjecture and often lead the interviewee to answer in a manner they anticipate meet your favour.

### **Prospective Teacher's Relationships with Students**

Give an example of how you have dealt with a student who complains about assignments/projects.

Detail about times when you helped students experience success and how the interviewee individualizes instruction for students?

What procedures do you use to evaluate student progress besides using tests?

How have you challenged the slow learner and the advanced learner within the same class?

Describe step-by-step how you set behavioural standards at the beginning of the year?

How have you gotten students to do what you want them to do? Describe your system of classroom management.

Who should be responsible for the discipline in the Institution?

Give a specific example of a student disrupting your classroom; what steps did you take to solve this problem? Did this resolve it? What further steps did you take?

What is your attitude towards individual vs. total class punishment?

Compare negative and positive reinforcement and describe effects of each.

Tell me about your classroom's physical appearance what modifications do you suggest.

Can you please share with the panel any errors/mistakes you could have made with students?

### **Possible Questions on Teacher Relationships with Colleagues**

Describe how you communicate with the parents of DIET students.

Describe one or more specific faculty you've preferred to work with. Why?

What in-Institution activities outside of the classroom have you enjoyed?

What quality or qualities do you have that would enhance teaching staff in general?

Tell me about a co-worker you've had difficulty in dealing with. What happened? How did you resolve the situation?

What has your administrator done to help you? Give us an example of when you didn't receive the support you expected. How did you deal with that?

### **Teacher Relationships with Parents**

How have you communicated with parents in past situations? Describe how you have used this/these technique(s).

What have been your guiding reasons to contact parents?

Outline your discussion to parents?

What community activities have you been associated with? Which of these was your favorite association and why?

Tell us some ways you have involved parents in your classroom.

How have you integrated technology into the curriculum you teach?

Describe any innovative projects you have been involved in developing and their outcomes.

Give an example of how you have used cooperative learning in your classroom.

What four words (any) do students use to describe your teaching strategies?

What are your five primary rules for your classroom?

Describe your teaching style and give specific examples of how you accommodate the different learning styles of the students in your classes.

What do you consider to be your strengths and how have you used them in your teaching?

How do you teach the aspect of "reading"?

What is your favorite subject to teach and why?

Give an example of how you help those who are performing below passing level.

How do you help those who are above level?

Describe a typical lesson in your classroom. What would a Principal see you and your students doing?

Give an example of how you differentiate instruction to meet various learning styles.

How do you feel about inclusion?

Teach us how to write on the board – "Activity"

How do you determine each individual student's potential?

Do you like to teach with an overall plan in mind for the year, or would you rather teach interesting things and let the process determine the results? Explain your position.

Is it ever okay to force a student to learn something? Give me an example.

Tell us how you use standards in your curriculum.

What recent professional readings have you done?  
What does individualized teaching mean to you? Give an example of how you've implemented it.  
Explain how you can tell students are learning. Evaluation techniques?  
How have you individualized the learning process in your classroom?  
Name some ways that a student in a group has shown you he has the concept.  
In which curriculum area do you feel particularly strong?  
What goals do you hope to achieve in your subject?  
If you were asked to get in-service training in one area of the curriculum, which area would you choose?  
Describe the developmental stages of a rural student.  
How do you define success in learning?  
Name some educational theorists and describe how they influence your practice.  
Tell me about curriculum development

**Respond to and define the following educational terms**

Constructivism  
Cooperative learning  
At-risk students  
Assertive Discipline  
Grouping practices  
Higher level thinking  
Authentic assessment  
Whole language  
Parent involvement  
Interdisciplinary curriculum  
Learning styles  
Special education (mainstreaming and inclusion)  
Outcome-based education

**Aptitude Tests, Including Classroom Demonstrations**

Determining the Hiring Timeline

Before posting and advertising DIET defines an open position and should first establish a hiring timeline and checklist. This should include the following elements:

First date for advertising and posting

Last date for accepting applications

Contact person who will accept applications and most acceptable form of applying- phone, fax, email, postal.

Person or team responsible for reviewing applications

First date for interviews

team responsible for interviewing

Final date for first interviews

Initial and final date for second interviews

Deadline date for making offer

Date for pre-employment processing by HR department

First date of active employment

The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who will decide on the appointment.

An offer of appointment shall be released by the Principal/Chairman /Correspondent in the Form 1 appended to this manual.

Offer / appointment letter shall be issued only after obtaining PC/OD of the qualified degree.

BE/B.Tech. 1<sup>st</sup> Class Graduate and ME/M.Tech. 1<sup>st</sup> Class Post Graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. M.Sc/MA with additional M.Phil/NET/SLET Qualification, 1<sup>st</sup> Class Post Graduates are eligible for appointment as Assistant Professors in Science/Humanities Dept.

Ph.D. with 1<sup>st</sup> Class in B.E./B.Tech., and M.E./M.Tech. with five years teaching/industry/research experience or ME/M.Tech. from Industry/Profession with minimum five years of research experience is eligible for appointment as **Associate Professor**.

Ph.D. with 1<sup>st</sup> Class in BE/B.Tech. and ME/M.Tech. with thirteen years of teaching/ industry/ research experience out of which five years of experience shall be as associate professor is eligible for appointment as Professor.

## Orientation

Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.

The Principal shall endorse him/her to the concerned Head of the Department of his/her work.

The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his department.

He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.

The HOD will also ensure that all the registration formalities, including submission of joining report, staff regularisation form etc, by obtaining the assistance of the Office team.

The HOD will introduce the new faculty member to the students in the first class he/she is going to handle in every section of his assignment.

DIET



## 3 POSITIONS & PAY SCALES

### Positions

The Institute will have the following positions of hierarchy in the Teaching Departments:

Principal  
Special Positions including Deans and Directors  
Professors  
Associate Professors  
Senior Assistant Professors and  
Assistant Professors

In addition, the Institute shall have the following support staff and will be deputed to the concerned departments:

Network Administrator  
IT Administrator  
Lab Technicians  
Programmers  
Lab Assistants

The Administrative Office Will have the following positions of hierarchy in the Administrative Department:

#### Administrative Staff

- 3.1.3.1..1 Administrative Officer
- 3.1.3.1..2 Placement and Training Officer
- 3.1.3.1..3 Librarian
- 3.1.3.1..4 Assistant Librarian
- 3.1.3.1..5 Physical Director
- 3.1.3.1..6 Public Relations Officer
- 3.1.3.1..7 Accountant
- 3.1.3.1..8 Cashier
- 3.1.3.1..9 Infrastructure Manager
- 3.1.3.1..10 Transport Manager
- 3.1.3.1..11 HR executive
- 3.1.3.1..12 Senior Assistants
- 3.1.3.1..13 Junior Assistants

Support Staff

- 3.1.3.2..3 Drivers
- 3.1.3.2..4 Attenders
- 3.1.3.2..5 Security
- 3.1.3.2..6 Cleaners
- 3.1.3.2..7 Scavengers

## **Pay Scales**

### **Teaching Staff:**

DIET is implementing AICTE envisaged scales of pay with little departures basing on the market demand and supply conditions of qualified candidates with efficacy, that too with an intention of improving staff retention ratio. For that purpose; at the time of fixing incumbent's scale of pay, the earlier service either in academic, research and industry experience of the incumbent, if any, are being taken into consideration. Consequently, basing on the academic credentials, performance in the interview, earlier service, and earlier salary drawn; the Governing Body of the Institute will fix the Scale, Basic Pay, Academic Grade Pay (AGP) and the DA payable to the newly selected employee, from time to time.

The Pay Structures that are being in vogue, for different categories of teachers i.e., Assistant Professors, Associate Professors and Professors are placed in Tables 1-5.

<b>Table - 1: Assistant Professor</b>			
<b>Pre-revised Scale Rs.8000-275-13500 (Group A entry)</b>	<b>Revised Pay Band + AGP Rs. 15600-39100+AGP 6000</b>		
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	<b>Pay in the pay Band</b>	<b>Academic Grade Pay</b>	<b>Revised Basic Pay</b>
8000	15600	6000	21600
8275	15600	6000	21600
8550	15910	6000	21910
8825	16420	6000	22420
9100	16930	6000	22930
9375	17440	6000	23440
9650	17950	6000	23950
9925	18470	6000	24470
10200	18980	6000	24980
10475	19490	6000	25490
10750	20000	6000	26000
11025	20510	6000	26510
11300	21020	6000	27020
11575	21530	6000	27530
11850	22050	6000	28050
12125	22560	6000	28560
12400	23070	6000	29070
12675	23580	6000	29580
12950	24090	6000	30090
13225	24600	6000	30600
13500	25110	6000	31110
13775	25630	6000	31630
14050	26140	6000	32140
14325	26650	6000	32650

<b>Table - 2: Senior Assistant Professor</b>			
<b>Pre-revised Scale Rs.10000-325-15200</b>	<b>Revised Pay Band + AGP Rs. 15600-39100+AGP 7000</b>		
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	<b>Pay in the pay Band</b>	<b>Academic Grade Pay</b>	<b>Revised Basic Pay</b>
10000	18600	7000	25600
10325	19210	7000	26210
10650	19810	7000	26810
10975	20420	7000	27420
11300	21020	7000	28020
11625	21630	7000	28630
11950	22230	7000	29230
12275	22840	7000	29840
12600	23440	7000	30440
12925	24050	7000	31050
13250	24650	7000	31650
13575	25250	7000	32250
13900	25860	7000	32860
14225	26460	7000	33460
14550	27070	7000	34070
14875	27670	7000	34670
15200	28280	7000	35280
15525	28880	7000	35880
15850	29490	7000	36490
16175	30090	7000	37090

<b>Table - 3: Associate Professor</b>			
<b>Pre-revised Scale Rs.12000-420-18300</b>	<b>Revised Pay Band + AGP Rs. 15600-39100+AGP 8000</b>		
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	<b>Pay in the pay Band</b>	<b>Academic Grade Pay</b>	<b>Revised Basic Pay</b>
12000	22320	8000	30320
12420	23110	8000	31110
12840	23890	8000	31890
13260	24670	8000	32670
13680	25450	8000	33450
14100	26230	8000	34230
14520	27010	8000	35010
14940	27790	8000	35790
15360	28570	8000	36570
15780	29360	8000	37360
16200	30140	8000	38140
16620	30920	8000	38920
17040	31700	8000	39700
17460	32480	8000	40480
17880	33260	8000	41260
18300	34040	8000	42040
18720	34820	8000	42820
19140	35610	8000	43610
19560	36390	8000	44390

<b>Table - 4: Professor</b>			
<b>Pre-revised Scale Rs.12000-420-18300</b>	<b>Revised Pay Band + AGP Rs. 37400-67100+AGP 9000</b>		
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	<b>Pay in the pay Band</b>	<b>Academic Grade Pay</b>	<b>Revised Basic Pay</b>
13260	37400	9000	46400
13680	37400	9000	46400
14100	37400	9000	46400
14520	37400	9000	46400
14940	38530	9000	47530
15360	38530	9000	47530
15780	39690	9000	48690
16200	39690	9000	48690
16620	40890	9000	49890
17040	40890	9000	49890
17460	42120	9000	51120
17880	42120	9000	51120
18300	43390	9000	52390
18720	43390	9000	52390
19140	44700	9000	53700
19560	44700	9000	53700

<b>Table -5: Principal</b>			
<b>Pre-revised Scale Rs.16400-450-20900- 500-22400 (S27and S 29)</b>	<b>Revised Pay Band + AGP Rs. 37400-67100+AGP 10000</b>		
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	<b>Pay in the pay Band</b>	<b>Academic Grade Pay</b>	<b>Revised Basic Pay</b>
16400	40890	10000	50890
16850	40890	10000	50890
17300	42120	10000	52120
17750	42120	10000	52120
18200	43390	10000	53390
18650	43390	10000	53390
19100	44700	10000	54700
19550	44700	10000	54700
20000	46050	10000	56050
20450	46050	10000	56050
20900	47440	10000	57440
21400	47440	10000	57440
21900	48870	10000	58870
22400	48870	10000	58870
22900	50340	10000	60340
23400	50340	10000	60340
23900	51860	10000	61860

The other norms observed by the Institute in respect of staff are as follows:

- a. Every new staff member will be under probation for one year and is eligible for increment after one year, basing upon performance appraisal.
- b. Under Core Engineering stream, an Assistant Professor who completed 5 years of service with Ph.D or 10 years of service without Ph D will be promoted as Associate Professor. Under Non-Core Engineering Stream, an Assistant Professor who completed 10 years of service with Ph.D or 15 years of service without Ph.D will be promoted as Associate Professor.
- c. Under Core Engineering stream, an Assistant Professor who completed 13 years of service with Ph.D or 18 years of service without Ph.D will be promoted as Professor. Under Non-Core Engineering Stream, an Assistant Professor who completed 18 years

of service with Ph. D or 23 years of service without Ph. D will be promoted as Professor.

**Non-Teaching Staff:**

The scales of pay for the non-teaching staff, viz., technical and administrative staff will be as per scales envisaged by the 9<sup>th</sup> Pay Revision Commission (PRC) of the State Government.

**Dearness Allowance:**

Dearness Allowance (DA) will be paid basing upon the length of service and will be determined by the Governing Body of the institute, from time to time.

**House Rent Allowance:**

House Rent Allowance (HRA) will be paid 10% of the basic pay of the incumbent.

**Increments**

Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. The regular increments will be effected at the joining dates of the respective members of staff every year or as decided by GoB.

Additional increments (or) incentives shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management basing upon the review of self appraisal report submitted by the individual staff member through the respective heads of their departments.



## 4 CONDITIONS OF SERVICE

### Classification of Employees

The employees of the Institute shall be classified as under:

**Regular Employee:** An employee who has been appointed in a regular time scale of pay and who has satisfactorily completed his probationary period and whose employment in regular service has been confirmed in writing.

**Temporary Employee:** An employee who has been appointed on a temporary basis to a post.

**Contractual Employee:** An employee who is appointed to a post on contractual basis for a specified period of time on mutually agreed terms and conditions.

**Probationer:** An employee who is provisionally appointed with a view to being considered for appointment on the regular establishment.

**Trainee:** A trainee who is paid a stipend / salary or a grade during the period of training, as may be decided by the competent authority

### Age Limit

No person below the age of 18 years shall be appointed to the services of the Institute. The upper age limit of the candidates for appointment to any post shall be fixed by the GoB, from time to time.

### Record of Service

The Institute shall maintain a 'Service Register/ File' for each employee in which the details of the service shall be recorded from his date of appointment till his separation from the services of the Institute/ superannuation. In the Service Register, normally the information about the aspects of his service such as increments, rewards, promotions, punishments, etc., shall be recorded. Further, the Service Register shall also provide the detailed account of leaves of all types except casual leaves of the employee.

### Duty

A person is said to be 'On Duty' when he is:

Performing the duties of a post to which he is appointed or he is undergoing probation or training prescribed for such post, provided that the employee reports back to duties of the post to which he is appointed, or

Attending to duties outside the headquarters specially assigned to him by the competent authority.

### **Service Certificate**

Every employee shall be entitled to get a service certificate on written request giving the purpose for which he / she needs. However, when an employee is leaving the services of the Institute for good, he shall be issued the service certificate only after the clearance of all the dues and submission of no dues certificate.

### **Dress Code**

All employees shall abide by the dress code, if any, prescribed by the competent authority of the Institute.

### **Identity Badge**

Employees shall be supplied with identity cards, which shall be carried and displayed by the employees at all times while on duty.

### **Performance Appraisal System**

An open, transparent and objective performance appraisal system shall be evolved and implemented in the Institute as approved by GoB.

### **Salary Certificate**

Salary Certificate shall be issued only upon the written request of the concerned staff member.

## 5 CONDUCT, DISCIPLINE & APPEAL RULES

### General

Every employee of the Institute shall at all times  
maintain absolute integrity;  
maintain devotion to duty;  
do nothing which is unbecoming of an employee of the Institute, and  
conduct himself at all times in a manner which shall enhance the  
reputation of the Institute.

Every employee shall obey the orders / directions of his superior(s).

An employee shall at all times be courteous in his dealings with other members of the staff, students and the public.

### Misconduct

Without prejudice to the generality of the term 'misconduct,' the following acts of omission and commission shall be treated as misconduct:

Theft, fraud or dishonesty in connection with the activities or property of the Institute.

Furnishing false information regarding name, age, father's name, qualifications or previous service or any other matter in relation to the employment at the time of employment or during the course of employment.

Acting in a manner prejudicial to the interests of the Institute.

Willful insubordination or disobedience of any lawful and reasonable order of his superiors.

Absence without authorized leave or overstaying the sanctioned leave for more than five consecutive days without sufficient grounds or proper explanation.

Habitual late or irregular attendance or willful absence from duty.

Neglect of work or negligence in the performance of duty including malingering or slowing down of work.

.8 Damage to any property of the Institute.

Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institute or outside such premises where such behaviour is related to or connected with the employment.

0 Gambling within the premises of the Institute.

Smoking within the premises of the Institute.

Collection of any money within or outside the premises of the institute, without the permission of the competent authority.

. 13 Sleeping while on duty.

Commission of any act which amounts to a criminal offence involving moral turpitude.

Absence from employee's appointed place of work without permission or sufficient cause.

Unauthorized use or occupation of the Institute's building, land or other property.

Assaulting or intimidating any employee /student of the Institute.

Striking work or inciting others to strike work in contravention of provision of any law or rule having the force of law.

Breach of any law applicable to the employee or of the conduct rules or any other rules or orders issued by the Institute from time to time.

Writing of anonymous letters, etc., addressing appeals or representations to an authority other than the appellate or the appropriate authority and forwarding advance copies of appeals or representations to any authority.

Distribution or exhibition in the Institute's premises or its precincts handbills, pamphlets, posters or causing to be displayed by means of signs or writings or other visible representations, in any manner without previous sanction of the authority.

Refusal to work on holidays or Sundays or extra work when notified to do so in the exigencies of University/ AICTE/NAAC/NBA or any other work assigned by the competent authority.

Surrounding or forcibly detaining any of the Institute employees.

Forwarding of applications for outside employment, award of fellowships, etc., without prior approval of the competent authority.

Abetment of or attempt at abetment of any act which amounts to misconduct. Note: The above instances of misconduct are illustrative in nature and not exhaustive.

## **Conduct & Discipline**

### **Disciplinary Control**

Employees of the Institute, whether full-time or part-time or on contractual basis be held to be under the general internal discipline of the Institute and such rules of discipline as are enforced, or as may be made, from time to time. Any infringement of these rules shall be dealt with severely.

### **Criticism of the Institute**

The employees of the Institute shall not indulge in any public criticism of the Institute administration, in such manner as flavours of defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to its staff or students of the Institute. No employee shall indulge in criticism, which shall embarrass the Institute administration in its relation to members of different communities among the staff or students or public.

### **Obligation to maintain secrecy**

No employee shall, while in service or after his retirement, resignation or discharge, except in accordance with any general or special order of the Correspondent or, in performance in good faith of the duties assigned to him, communicate directly or indirectly to any other person to whom he is not authorized to communicate such document or information.

### **Raising Subscriptions**

No employee shall without obtaining the prior sanction of the competent authority ask for or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever, except for routine farewell or felicitation functions connected with the Institute.

### **Absence from duty or Late in attendance**

An employee shall not be absent from his duties without having obtained the permission of the competent authority.

An employee who absents himself from duty without leave or overstays his leave shall not ordinarily be entitled to draw any pay and allowance during such absence or overstayal and shall further be liable to such disciplinary action as the competent authority may take as per rules.

However, the competent authority may treat such period of absence or overstayal as period spent on leave to which he is entitled after obtaining an explanation in writing and having satisfied that the absence or over-stay without leave was due to circumstances beyond the control of the employee

### **Suspension**

An employee of the Institute may be placed under suspension pending investigation or enquiry into grave charges, where such suspension is necessary in the interest of the Institute. The Principal shall exercise the powers to suspend with the approval of Correspondent in respect of any employee of the Institute.

An employee who is detained in custody whether on criminal charge or otherwise for a period exceeding 48 hours shall be deemed to have been terminated from his services with effect from the date of detention. However, the Principal shall issue an order of termination with the approval of the Correspondent and such employee shall remain suspended until further orders.

DIET

## 6 LEAVE RULES

Leave cannot be claimed as a matter of Right and the leave sanctioning authority may refuse or revoke leave of any kind. Mere application of the leave, without proper granting of leave shall be treated as absence without leave.

Leave rules and norms have been categorized under the following heads:

### **Casual Leave**

The Teaching and Technical staffs are eligible for twelve (12) days of Casual leave in a calendar year.

The Non- Teaching staffs are eligible for sixteen (16) days of casual leave in a calendar year.

Casual leave shall be credited to the account of an employee in two installments - six (6) days in the month of January and six (6) days in the month of July in a calendar year.

The total period of leaves shall not exceed two continuous days.

The unutilized casual leaves will be carry-forwarded to the next calendar year and the same can only be availed for a maximum of four (4) days at a time and only when there is no academic workload.

Principal is the competent authority to grant Casual Leave for up to four (4) days; beyond which it is to be approved by the Correspondent.

Teaching & Technical Staff can avail one (1) CL per month and can avail accumulated CLs, if any, till 6 months.

Non-Teaching Staff can avail two (2) CLs per month and can avail accumulated CLs, if any, till 6 months.

Privilege Leave can be availed on the day of the Marriage. Any accumulated/eligible CLs can be utilized against Marriage Leaves.

Sunday shall not be counted while applying Casual Leave (But total leaves should not exceed 4 continuous days). For any other leaves such as Vacation/Medical/Academic leaves, Sundays shall be included, if they exceed three days.

CL can be availed either on the last working day before start of vacation or the first

working day after vacation, but not both and limited up to a maximum of two staff per department.

Casual leaves shall be granted for two teaching staff only in a department in a day.

## **Academic Leave**

Academic leave is granted for attending seminars/ workshops/ symposium etc. or for attending faculty development programs / refresher courses/ orientation programs etc.

The maximum number of Academic Leaves eligible is twelve (12) per calendar year.

There is a provision of availing Academic Leave or 50% Registration Fee paid by the Management for attending workshops/conferences. Staff can avail them when there is no workload, preferably during semester break

## **Duty Leave**

Duty Leave will be granted for the staff member who is delegated as observer/spot valuation/external examiner /any other work assigned by the JNTU or Institute Authority.

Duty leaves shall not exceed three continuous days unless prior approved.

Duty Leaves shall not exceed twelve (12) per calendar year.

If Management wish to send the staff for the benefit of the institution other than any statutory ODS, those ODs will not be counted even if On Duty Leaves exceed specified limit.

## **Study Leave**

The teaching staff of the college who has completed three years of experience in the institute shall be granted study leave on loss of pay for advancement of their education in India or abroad.

The period of study leave shall be for a period of study or for a period of two years whichever is less.

The staff will sign an agreement with the college specifying the terms and conditions of leave as aforesaid and as determined by the Principal /Chairman/Correspondent on a case to case basis.



Staff members availing facilities for full time study need to sign agreements with the Management to serve the Institution for three years, along with sureties.

Staff members availing facilities for part time study need to sign agreements with the Management to serve the Institution for two years.

### **Half Pay Medical Leave**

The staff after completion of 3 years of service in the institute or 10 years of total service ( any institutes) will be eligible for a maximum of 16 days of leave on half-pay or 8 days of leave on full pay on medical grounds per annum.

The application for leave on medical grounds shall necessarily be accompanied by a medical certificate issued by eligible and competent Medical Practitioners not less than the rank of Govt. Asst. Civil Surgeon.

The medical certificates submitted by staff are subject to verification by group of doctors constituted by the Management.

The Correspondent is the approving authority.

### **Compensatory Casual Leave**

Teaching staff are granted compensatory leave if they are summoned to attend the work for Special duty on any Sunday. These leave shall not exceed six (6) days in a calendar year.

Compensatory Casual leave will not be granted in the case of attendance on holidays to:

Clear arrears of their ordinary work (or )

Work as substitute for days lost on account of Bundhs/Cyclones etc.

### **Earned Leave**

The staff after completion of three years of service in the institute will be eligible for three days of Earned Leave (EL) on a pro rata basis per calendar year.

The unutilized Earned leaves in a year will be carrying forwarded and accumulated.

The same can be availed for a maximum of 3 days continuously at any time during the service of the staff.

A staff member is eligible to encash EL only after completion of 3 years of service in this institute. A minimum of 5 and a maximum of 10 ELs can be encashed every year. For EL encashment, a balance of 5 days should be maintained all-along and can only be encashed only on and after putting of 6 years of service.

This leave should always be processed through proper channels, and approving authority is the Correspondent or his nominee.

## **Maternity Leave**

Maternity leave may be granted to a female staff member for a period of 3 months.

This leave can be granted to a staff member who puts in minimum of 2 years of service in this institute.

A female staff member can avail this leave for her first or second delivery only.

This maternity leave will be granted only after giving a bond stating that she will work in this college for at least one year, immediately after the expiry of her leave of any nature with the college.

## **Permissions**

Teaching and Technical Staff members are eligible for six (6) permissions of two periods each and Six (6) permissions consisting of 30 minutes each per calendar year.

Admin staff are eligible for Ten (10) permissions of two periods and Six (6) permissions consisting of 15 minutes each per calendar year.

Supporting staff are eligible for ten (10) permissions of two periods and twelve(12) permissions consisting of 15 minutes each per calendar year.

Permission shall not be more than two periods.

Three late permissions will be treated as one Casual Leave.

Permissions are confined to that particular calendar year and will not be carry forwarded.

## Vacation

The staff of the college will be eligible for vacation on the following basis:

### Teaching & Technical Staff

For the first year of services	07 days
6.10.1.1.2. For the second year of services	11 days
6.10.1.1.3. From the third year of services	14 days
6.10.1.1.4. From the fifth year of service	18 days

### Administrative Staff

For the first year of service	06 days
6.10.1.2.2. Above one year of service	10 days

The vacation can be availed during the annual vacation period, unless under special circumstances where the Principal grants it on the basis of the merit of the case.

## 7 TA & DA RULES

### Travelling Allowances

These rules shall be applicable to all categories of employees of the Institute including probationers, persons employed on temporary or contract basis, except to the extent provided under the specific rules.

Travelling allowance is the nature of reimbursement of reasonable expenses incurred by the employee while travelling and halting at an outstation on official duty.

All journeys shall be authorized by the competent authority and necessary approval shall be obtained prior to proceeding on official tour.

No travelling allowance shall be applicable in case of persons joining the Institute's service on their appointment, or for return journey on retirement/resignation.

### Competent Authority

The competent authority to approve the tour for purposes of these rules shall be as follows:

Principal shall be the self controlling officer for all his domestic tours; but for his foreign tours, the Correspondent of the institute shall be the competent authority to approve.

Principal shall be the competent authority to approve all categories of tours of the employees of the Institute and others who visit the Institute on official purposes.

### Mode of Travel, Daily Allowance, Local Conveyance and Accommodation Charges

#### Mode of Travel

The mode of travel applicable, the daily allowance payable and the rates of local conveyance and accommodation charges reimbursable to various categories of employees are as follows:

Sl. No.	Cadre	Eligibility
1.	Principal/ Director	II A/c
2.	Dean/Vice Principal / Heads/ placement officer/ professor	III A/c
3.	Associate & Asst. Professor	Sleeper class
4.	Other Non-teaching staff	Sleeper Class

7. 3.1.1 Reservation charges, A/c super fast surcharge, Tatkal & cancellation charges are reimbursable.

7. 3.1.2 For rail and bus tickets, the person intending to travel can take necessary advance for booking such tickets

#### Daily Allowance

Sl. No.	Cadre	Eligibility At
1.	Principal / Director	actuals
2.	Dean/Vice- Principal / Heads/ Placement officer	Rs.500/- per day
3.	Professor/ Associate & Asst. Professor	Rs.300/- per day
4.	Administrative officer	Rs.300/- per day
5.	Other Non-teaching staff	Rs.200/- per day

*Reckoning of day for the purpose of calculation of D.A:*

The period of absence from the headquarters for purposes of regulating Daily Allowance shall be as indicated below irrespective of the mode of the travel:

A day should be reckoned to cover 24 hours of absence from the headquarters commencing from the minute the officer leaves the headquarters. For every 24 hours of absence from the headquarters, one daily allowance is admissible.

Absence of 12 hours and more – full daily allowance.

Absence of six hours and more but less than 12 hours – half daily allowance.

Absence of less than six hours – no daily allowance.

### Rates of Reimbursement for Accommodation

Cadre	A-1 Class (Rs)	A Class (Rs)
Principal/Director	At actuals subject to a max of Rs.2500/- per day	Actuals subject to a max of Rs.2000/- per day
Vice-Principal /Heads / placement officer	Actuals subject to a max of Rs. 1500/- per day	Actuals subject to a max of Rs. 1200/- per day
Professors / Faculty / AO	Actuals subject to a max of Rs.1,000/- per day	Actuals subject to a max of Rs. 800/- per day
All other staff members	Actuals subject to a max of Rs. 800/- per day	Actuals subject to a max of Rs. 600/- per day

Note:

A-1 class: Hyderabad, Chennai, Bengaluru and other metropolitan cities.

Accommodation charges will be reimbursed on production of the original receipt from Hotel / Guest House. Persons who make their own arrangements for stay at an outstation and do not utilize hotel / guest house accommodation are allowed accommodation charges @Rs.1200/- per day for principal/director and Rs.600/- for others.

### Submission of TA & DA Bills

TA & DA bills along with tour report should be submitted within 7 days of return from tour.

The Correspondent or any other authority nominated by him on his behalf, may waive the submission of voucher/ particulars of travel/transport expenses in case where he is satisfied with the necessary certification made by the employee for having actually incurred the expenses.

### TA, DA & Sitting Fee for External Members

Payment of TA and Sitting Fee for external members attending meetings of GoB, Academic Council, Advisory Committee, Planning & Monitoring Board,

Selection Committees, Boards of Studies of the institute shall be as fixed by the GoB from time to time.

Payment of TA and Sitting Fee for External Members shall be as given below:

<b>Category</b>	<b>Sitting Fee (Rs)</b>	<b>TA</b>
External Members of GoB, Academic council, Planning & Monitoring Board	3000/-	At Actuals
External Members of Board of Studies, Advisory Board and Selection Committees	2000/-	III A/c train fare
External personnel from Academia/ Industry delivering guest lecture	2500/-	Car fare @ 6/- per km.

DRAFT

## 8 PROMOTION POLICY

All promotions shall be considered on the basis of merit- cum – seniority basis.

The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from other academic Institutions.

The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position**, subject however, he/she had completed the years of service in the present position as prescribed by AICTE and concerned University.

Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

All decisions on promotions shall be taken up from the month of June every year or as decided by the GoB.



## 9 RETIREMENT

### Retirement from Service

All teaching and non teaching staff shall retire on completing the age of superannuation, which are 60 for teaching and 58 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 and appropriate sanction by him.

The age of super-annuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

## **10 DISCIPLINE & GRIEVANCE PROCEDURES - STAFF DISCIPLINE**

### **Code of Conduct for Teachers**

Teachers shall be at the appointed classroom at the appointed time without any exception.

Every teacher shall take attendance at the beginning of the teaching hour.

Every teacher shall close the hour punctually at the end of the hour.

A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be

- taking correctional action if it is within his/her power, or
- reporting the matter to the Principal

Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.

Faculty and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.

Faculty and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism

Teachers shall maintain a respectable work conduct in terms of:

Preparation for the particular day's Classes, with latest information added to earlier course content.

Keeping all teaching aid material required for conducting the class in an orderly manner.

Going according to session plan for the day and completing the syllabus for the semester without any backlog.

Following up assignments and tests given to students, evaluating in time and giving feedback to the students.

Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.

Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

Teachers shall observe good personal conduct in terms of:

Not using any abusive language towards students, fellow teachers, parents and other members of public.

Not entering into quarrels, fights or any act of disrespectful nature.

Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.

Not to affiliate with any political organization this might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

Faculty shall conform to the Ethical Standards of a teacher as described in Annexure 6

Not to entertain any student to visit faculty residence.

Not to engage any student for his personal needs.

Not to engage tuitions for the students of our college

## **Disciplinary Action**

Any teacher who is violating the code of conduct defined in Section 10.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Director/Correspondent.

If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.

The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence or absence of the complainant as desired by the Principal.

If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

Upon receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

The course of action for disciplining a teacher shall be under the following categories:

Memo and Censure.

Warning in writing, with recovery of funds, where financial loss is involved in the act.

Suspension from work without remuneration.

Dismissal or discharge from service.

Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d

Where the punishment proposed is in the categories c or d under Section 10.2.7, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

The Principal shall report the proceedings periodically to the Chairman/ Correspondent

## **11 DISCIPLINE & GRIEVANCE PROCEDURES - STUDENT DISCIPLINE**

### **Disciplinary Rules**

Students are expected to conduct themselves generally in a manner which does not hinder the Institute's purposes and cause any damage to its reputation.

Every student shall come to the Institution observing the dress code prescribed by the administration.

Every student shall always wear the photo identity card in the campus.

Students are required to move silently through the corridors without disturbing the nearby classes and laboratories.

Students are prohibited from sitting on the corridor walls.

Students are required to give way to teachers, staff and visitors while moving in the corridors, on the staircases and other places in the Institute premises.

Students are required to cooperate with the administration in keeping the classrooms, laboratories, library and the premises neat and in an orderly manner.

For any study related matters, the student is required to contact the teacher concerned. For hostel related problems, he is required to contact the warden concerned.

For any other personal grievances/ problems the students can feel free to contact his mentor or HOD.

Smoking / chewing tobacco, spitting or drinking alcohol are strictly prohibited in the premises. Hence, if anybody is found indulging in these activities, he shall be punished as per rules.

Students are prohibited from organizing any meetings or entertainments within or outside the Institute premises without the permission of the competent authority.

Students are prohibited from collecting money for any purposes within or outside the Institute without the permission of the competent authority.

Students desirous of addressing the Principal / Director either personally or by letter should do so through the respective HOD.

The students are required:

To use water and electricity economically in the Institute premises.

To switch off the lights, fans, computers, equipment, etc., while going out of the room/ laboratory.

Not to use vehicles to move within the campus as it creates sound and air pollution.

Not to write on benches, walls or doors.

To throw the garbage only in the dustbins.

To keep the campus neat and clean.

Not to use mobile phones on the campus

### **Class Room Disciplinary Rules**

Every student shall enter the College premises on time and attend to the lecture and practical classes punctually.

As soon as the teacher enters the class room, the students shall rise and remain standing till they are asked to sit or till the teacher takes his seat.

No student shall be allowed to leave the classroom without the permission of his teacher or until the teacher leaves the classroom.

Students are expected to assemble in the classrooms before the scheduled time, and the absence of a student shall be noted. If a student comes into the classroom after roll call, the teacher may refuse him admission or deprive him of attendance for the period or recommend to the Principal/ Director for punishment.

A student who disturbs a lesson or makes mischief or noise in a class may be expelled from the class by the teacher.

Every student shall possess the necessary text books, note books and other accessories such as calculators, etc.

Every student is required to maintain decency without making noise in moving from one classroom to another.

## **Attendance Rules**

Attendance shall be marked on period wise/ daily basis according to the methods prescribed by the concerned University from time to time.

Every student must attend at least 75 per cent of the sessions. A student shall be deemed to have eligibility to write semester-end examinations if he has put in a minimum of 75 per cent of attendance in aggregate of all the subjects.

Condonation of shortage of attendance up to 10 percent may be granted by the Principal on valid reasons.

Shortage of attendance below 65 percent shall in no case be condoned.

A candidate shall not be promoted to the next semester unless he fulfills the attendance requirement of the previous semester

## **Behavior in Library & Laboratory**

Every student to whom books or other property of the institute are entrusted shall be held responsible for their preservation in good condition, and in the event of their being lost or damaged, shall be required to replace them or pay their cost as per the library rules.

Any student breaking or damaging any institute property shall be required to pay the cost of repair, replacement and penalty as decided by the competent authority.

In case of willful damage, he shall be punished in such manner as the Principal/ Director may think fit.

The student may not be required to pay the cost if the teacher in charge certifies that the breakage is either incidental to the work or is due to accident and not due to any negligence on the part of the student.

## **Disciplinary Action**

Ragging in any form within or outside the Institute is strictly prohibited.

Any student, who directly or indirectly commits, participates in, abets or propagates ragging within or outside the University campus shall, on conviction, be punished, as per the rules under Ragging Act 26 of 1997.

Any student convicted of an offence of ragging shall be dismissed from the Institution.

Disciplinary action may be invoked against a student where an allegation is made by any person which includes the following:

- a. Disruption of, or interference with, academic, administrative, sporting, social or other activities of the Institution.
- b. Sexual, racial, physical or other harassment, or behaviour which causes fear or distress to others; threatening, abusive, disorderly, irregular or unreasonable behaviour;
- c. Behaviour which contravenes the Principal / Director's dignity and respect.
- d. Behaviour which interferes with freedom of speech, thought, action or inquiry of any other student or member of staff or lawful visitor to the Institute.
- e. Fraud, deception, dishonesty or misappropriation of Institute funds or assets, misuse or falsification of any records or documents held by the Institute.
- f. Conduct which constitutes a criminal offence where that conduct-
  - Took place on or in the vicinity of Institute premises, or
  - Affected or other members of the Institute concerned, or
  - Damages or threatens the reputation of the Institute.
  - Itself constitutes misconduct within the meaning of these Rules

Damage to or wrongful treatment of the property or equipment of the Institute or any of its staff, students or visitors, or any action likely to cause injury to any person or impairing the health and safety of the premises or its occupants, or contravening Institute policies on health, safety and the environment.

Action or omission which could cause loss, damage or injury or put others at risk.

A breach of any rules, regulations, code of conduct or procedures, or any failure to comply with any rule made as a result of disciplinary proceedings whether formal or informal.

### **Procedure for Disciplinary Action**

Upon receipt of the report of the investigation into an allegation of misconduct, the Principal / Director shall arrange a hearing of the allegations of misconduct before the Discipline Committee, unless he decides that the matter is not sufficiently serious to justify formal disciplinary action.



If the Principal / Director consider that there is a good cause to suspend the student pending a hearing, he may suspend the student.

Where a hearing is to be held, the convener of the Discipline Committee shall send a notice to the student specifying generally the matters into which the hearing shall be held, and stating the day, hour and place appointed for holding the hearing.

The Notice shall be sent not less than three working days before the day appointed for holding the hearing, provided that where the student and the Principal / Director so agree, the period of notice may be reduced.

If the student does not appear and the Principal / Director is satisfied that notice of the hearing was duly sent to him, he may proceed with the hearing in the student's absence, or may adjourn the hearing.

The facts shall be established as fully as possible, calling any witnesses where necessary. A member of administrative staff shall be in attendance to record the proceedings.

Having determined the facts, the members of the Discipline committee shall make a decision thereon, and may impose one or more of the following warnings or other penalties as he thinks appropriate in the circumstances:

An oral warning without recording on the student's file.

A formal written warning or reprimand which shall be recorded on the student's file for such period as the committee may consider appropriate.

An order for restitution and/or compensation for damage or loss.

The withdrawal of any benefit, facility or privilege; for such period as the committee may consider appropriate.

A fine or penalty not exceeding Rs. 5,000/-.

In relation to hostel and / or classroom, expulsion from hostel and / or college / Institute.

Alternatively, the Committee may decide to refer the matter to the Correspondent for his consideration and approval

A note of the decision (other than an oral warning) should be recorded on the student's file, a copy sent to the Parent and to be circulated among the students and affixed on notice board.

## Grievances

The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

The Grievance Committee shall be composed of three persons in the ranks of Head of the Departments, Principal/Director/Dean and Chairman/Correspondent.

The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

The grievance committee shall:

- have a member secretary, to monitor the proceedings
- meet once every week on a stipulated day and time

Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.

The Member-Secretary shall record and maintain the minutes the meetings

## 12 LIBRARY

### Administrative Rules

The following administrative rules shall be strictly implemented for smooth and effective functioning of the Library.

#### General:

Students, faculty members, non-teaching staff of institute shall take the Bar-coded ID card from the Library.

Students and faculty members and non-teaching staff of the Institute are eligible to become members of the library after submitting a requisition letter in the prescribed proforma.

The Library staff shall be required to extend necessary help, if needed.

Users shall be required to submit their photo identity card while entering the various Sections of the library.

Photo identity card shall not be transferable. Loss of identity card shall be reported immediately to the Institute Librarian, and a duplicate card shall be issued on payment of Rs.100/-.

#### User Behaviour:

The users shall not indulge in gossip or any other act of indiscipline detrimental to academic pursuits which is strictly prohibited. If any member is found to be indulging in such activities, he shall be asked to vacate the Library immediately.

Strict silence shall be observed in and around the Library as it is necessary for quiet study.

Sleeping in the Library is prohibited.

The premises of the Library shall be kept clean.

If a user is found misusing the reading room he may be disallowed to use the reading room facility.

Cell phones are strictly prohibited in and around the Library. If any cell phone is found being used in the Library premises, the instrument shall be confiscated immediately.

If a student is found stealing the book / journal or indulging in any kind of mutilation, severe action shall be taken against him which may include forfeiture of Library membership, levy of high penalty, or even expulsion from the Institution.

### **Issue/ Return/ Renewal:**

Books are issued/returned/renewed from 8.00 a.m. to 1.00 p.m. and 1.30 p.m. to 5.00 p.m. on all working days.

The teaching faculty shall be allowed to borrow eight books at a time, out of which they may borrow two periodicals/ audio visual materials.

The non-teaching staff shall be allowed to borrow two books at a time.

The student shall be allowed to borrow four books at a time.

The Library books shall be given on loan to students, non-teaching staff members and Research scholars for a period of 14 days and for the teaching staff for one semester.

The book can be renewed once only, i.e., a student can keep the book for a maximum period of 28 days including the renewal; however it can be renewed if there is no demand for that book from other borrowers.

The user can reserve a book which he could not get for a long time by providing all the details of the book at the counter and with a request for reservation. The users can also reserve a book through Online Public Accesses Catalogue (OPAC).

Before borrowing and accepting the books, the borrower has to make sure that the books are in good condition.

The last borrower shall be held responsible for any damages to the book borrowed.

Books borrowed shall be returned in good condition on or before the due date failing which fine shall be levied as per the existing rules of the Library.

Books and journals shall be borrowed in person.

The books borrowed should be returned to the Library, when one ceases to be a member of the Institution for obtaining 'No Dues' certificate.

### **Fines and Penalties:**

The following fines shall be levied, if a student fails to adhere to the Library rules.

If a book is returned after the due date, fine will be collected as per norms prescribed by the library from time to time.

If the student does not return the book(s) even after three months, his name will be sent to defaulters list and he shall lose the right of borrowing books until he returns the book and clears the dues.

Loss of books should be reported immediately in writing to the central Librarian. Replacement charge and fine must be paid immediately.

If the borrowed book is lost or misplaced, the borrower has to pay double the present cost of the book, if it is an Indian edition; and four times the present cost of the book if it is a foreign edition.

If the borrower is willing to replace the book lost/misplaced, he shall be allowed to do so provided the book is the same in all respects. However the borrower should also pay fine.

If the book is returned in damaged condition, an amount prescribed by the Library shall be charged towards its repairs and binding.

Absence and illness shall not be acceptable excuses for exemption from paying overdue charges

DIET

## 13 INCENTIVE, REWARDS & WELFARE ACTIVITIES

### Incentives & Rewards

#### STAFF MEMBERS

Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Points d to i are applicable to staff members with minimum 1 year of service at the Institution.

##### Semester wise:

- a) 1) For producing 100% results in a theory paper: Rs 2000/-cash or silver medal with certificate of appreciation. Individual subject results will be taken into consideration.  
2) If in languages, ES, PE & M.B.A. course - cash award will be Rs. 1000/-.
- b) For producing 95-99.99% results in a theory paper - Rs 1000/- cash award with certificate of appreciation.
  - 1) If in languages & M.B.A. course - cash award will be Rs. 500/-.
- c) For producing 90-94.99% results in a theory paper- Rs.500/- cash award.
  - 1) No cash awards for languages, ES, PE & M.B.A. course.
- d) Best Teacher Award will be presented to one faculty every year based on the selection of received applications as stipulated from time to time. 100 grams of silver will be presented to the Best Teacher.

##### Year Wise:

- e) Paper publications in National Conferences –50% registration fees and academic leave subject to the publication in the conference proceedings (Hard copy).
- f) Paper publications in International Conferences held in abroad – 50% registration Fees, 50% TA, academic leave subject to the publication in the conference proceedings (Hard copy).

**One Time:**

- g) Professional Society Life Membership Fee - 25% will be sponsored by the Management for Faculty with minimum 3 years of service at DIET or 10 years of total service anywhere (Maximum One Professional Society per Staff Member).
- h) NBA Accredited departments – one-time DA enhancement of 5% will be implemented on their existing DA for all the faculty in the accredited departments.

An incentive of Rs 1000/- is provided to all the HODs on the existing salary.

HODs are provided with Mobile numbers under CUG with a free billing in which internet data package is included.

Internet services are provided to all the staff members by providing Wi-Fi environment across the Institute building and campus.

HODs are issued contingent deposit amount of Rs.3000/- to meet departmental expenditure and the same amount will be reimbursed after submission of the relevant bills & vouchers so that HoDs can maintain the deposit amount constantly.

**STUDENTS**

The Management is pleased to announce the following incentives and rewards for Students:

Student securing 1<sup>st</sup> Rank in a semester in each department Rs 500/- Cash award and additional 2 library tokens (But have to get minimum 80% Marks). Merit certificates will be awarded.

Student securing University Rank in top five ranks, cash award of Rs. 25000/- will be given.

There will be a BEST-OUTGOING student AWARD among outgoing batch every year with a certificate of appreciation and 250 gms of pure silver medal.

50 grams silver medals will be awarded to the toppers of all branches among outgoing batch.

50% of professional society student membership fee will be sponsored by the management for the students who secured first rank in first year in all departments but have to obtain minimum of 75%.

50% of Professional Society student membership Fees (annual) will be paid every year by the Management for Students with 85% aggregate from third year onwards.

There will be free Personality Development, Entrepreneurship, Ethics, Communication Skills, Computing Skills and Placement specific programs organized for the benefit of Students.

There will be subsidized add-on skills programs as per Industries Requirements.

## **Welfare Activities**

### **Staff**

In addition to the group Insurance provided to all the students, the employer of DIET sponsors and provides Group Insurance Scheme to all the staff members at an insurance coverage of rupees five lakhs .

All employees who come under the purview of the Employees' Provident Fund legislation shall be enrolled as members as such, on the date of their joining the College.

The College shall contribute 12% of the Basic Pay plus DA, in the form of employer's contribution towards Employees Provident Fund (EPF), if the employee gives consent for his/her contribution.

The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employee's contribution to the EPF Scheme. The college shall remit both the contributions as stated above to the EPF Scheme authorities.

All eligible employees (drawing 21,000 or less gross salary) will be made enrolled with Employee State Insurance (ESI) scheme. Under this, as a welfare measure, the employer is paying 4.75% of the employee's gross salary per month, and the employee will pay 1.75% as his/her contribution.

All eligible teaching and non-teaching staff will be given PF and ESI facilities.

All supporting staff will be supplied with two uniforms every semester.

Free transport facility to all staff members.

Food at subsidized prices will be provided to all staff at college cafeteria.

One month salary will be given to the non-teaching (Administration and Supporting) staff as fringe benefit at the time of his/her marriage.

All supporting staff who are having five and above years of service will be given Rs.5,000 as a financial support at the time of performing marriage to their children



## **Dadi Institute of Engineering & Technology**

(One-time only).

## Students

Group Insurance for all students and their parents with insurance coverage of rupees two lakhs each is provided and sponsored by the Management annually under Student welfare scheme.

Financial Assistance for Economically Backward students.

R.O. Purified Drinking Water facilities.

Food at subsidized prices will be provided to all students at cafeteria.

DIET

## **14. CONSULTANCY, R&D & TEACHING ASSIGNMENTS**

### **Consultancy, R&D**

The Institute encourages its faculty to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.

The faculty shall undertake such assignments

- When the College is approached for such help and the College assigns such engagement to the particular teacher or
- When the teacher himself/herself is approached by the outside agency for such help.

In either case, the faculty shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.

The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

The teacher shall also associate other members of the faculty in working on the assignments.

The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

- a) Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
- b) In all other cases like consultancy assignments, it shall be 70:30 (30% to College).

Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately from the project funds, in the presence of the Principal/Chairman/ Correspondent.

The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

### **Teaching Assignments**

The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:

A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

D I E T

## **15. IN-HOUSE R&D AND SEMINARS/ WORKSHOPS**

### **In-house R&D**

The College encourages its faculty to undertake department-wise R&D activities along with students and other staff members.

Each Department will be sanctioned Rs 25,000/- in a year, towards in-house R&D activities.

Staff members can submit their proposals through the HEAD of the Department and can avail a maximum of Rs 10000/- per project, towards developing a prototype or model.

### **Seminars/ Workshops**

The College encourages its faculty to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.

The Management provides additional 20% funds for any AICTE/ISTE/IEEE/IETE funded programs and 25 % funds for other programs organized by the Department.

## 16. DEPARTMENT OF TRAINING & PLACEMENT

### CORE ACTIVITIES

#### VISION:

To be an interface between industry and academia that nurtures students into industry ready technocrats.

#### MISSION:

To enable the student fraternity realize their talent, provide career guidance and training towards achieving their career goals.

To integrate the career aspects with academic environment and empower the students in realizing their best possible career path.

To plan and implement an organized placement calendar and ensure active participation of students in campus drives.

To organize campus recruitment trainings and ensure that the students are trained on technical skills and personality development.

To organize workshops, guest lectures, seminars and internship programs in order to create industry awareness among the students.

**EXCLUSIVITY IN OPERATIONS:** Training and Placements is a Department by itself and functions exclusively for the purpose. Any aspect related to Training and Placements of the institution has to be brought to the notice of the TPO for evaluation of facts and decision making process.

### CORE ACTIVITIES & RESPONSIBILITIES:

Campus related activities:

*Internships of the students:* To ensure online registrations and participation of the students for internships through the placement coordinator team.

Planning and implementation of Seminars/Guest Lectures – Academic & Corporate Experts

Conducting resume writing, mock interviews – practice sessions and campus drive preparation of the students.

To prepare, register and maintain student data with the assistance of placement coordinator team, utilize the data judiciously according to the preferences of the students. Ex: IT Jobs, Core Jobs, Non-IT jobs, Overseas Educations, etc.

To be SPOC for Training & Placement related activities – Internships, Training Programs[CRT,Summer,crash], Seminars, Guest Lectures, Industrial Visits, Campus Drives[off, on & pool]

Conducting pre-assessment and post assessment tests, before and after CRTs and also taking student feedback for management reference.

Regularly conduct mailing activity of the updates related to institution, across the stake holder relationships.

To provide the best hospitality and ensure good relationships with all the stake holders across the placement calendar year and throughout.

To monitor closely the logistics and facilities provided to the guests/clients at the time of campus workshops, internships, placement drives, seminars, guest lectures.

### **External Duties:**

- Visiting different companies within the reach of the institution and outstations as well. Initiating, maintaining relationships, and utilizing the established contacts for the placement activity.
- Visiting peer institutions of our institutional standard, at the time of off campus and pool campus drives – to accompany the students.
- Visiting academic and corporate institutions – top dignitaries, invite them for a guest lecture or a seminar at our institution.

## **FUNCTIONS :**

16. 3.1 To strengthen the department of Training and Placement , stream line the process and ensure that an SPOC is maintained for communication with all the stake holders, further to achieve best results.
16. 3.2 Training and Placement Department functions exclusively for the core purpose and reports to the Core Committee and Management . TPO will act as Single Point of Contact-SPOC for all placement and training related activities.
16. 3.3 CRT related decision making, placement drive related decision making and all such activities will only be monitored and operated by the dept. of T & P exclusively in consultation with the Core Committee .
16. 3.4 Academic/Adminstaff member, who gets information from different sources, regarding training, certification courses, higher education, employment, placement drives, and any such information related to training and placement activity, should not share it directly in the DIET TEAM or any of the student group/alumni.
16. 3.5 Academic Department HODs/ Faculty/Admin Staff and any employee of the institution for that matter, will not communicate/interfere in the matters related to training and placement with any category of stake holders, unless requested for support from the Central Training and Placement Department. Placement Coordinators will work in line with TPO and adhere to the guidelines of T & P Department.
16. 3.6 All the enquiries related to training and placement will be handled exclusively by Central Training and Placement Department. In the absence of the T & P Department representative, if anyone from the institution handles any query or answers any query from the stake holders, it should be updated immediately to the T & P Department representative through phone/email or the best possible way.
16. 3.7 All the mails which are sent from TPO – DIET have to be treated as priority and replied with updated information within 24 hours of time. This will enable to speed up the process of database management and information sharing regarding internships, placement drives and will facilitate the process of training and placements department.
16. 3.8 Placement coordinators are to be allocated by HODs, at the beginning of the academic year and continued for the entire academic year, without any changes, to



facilitate database management, training program facilitation, placement drive support and all such activities related to training and placements.

16. 3.9 Decision of T & P Department is final regarding the nature of companies invited for CRTs and campus drive. Only Core committee would interfere at any stage of decision making process.
16. 3.10 Training & Placement related information dissemination /sharing through what's app, e-mail, notice board display and in any other mode has to flow from the training and placement department only.
16. 3.11 Regarding training needs of the students and the departmental feedback, it is the responsibility of the HODs and placement coordinators to give information and get the results. TPO will continuously monitor the training activity and feedback, which should be supported by Academic Departments.
16. 3.12 Information will be shared through email/whats app, to the concerned placement coordinators.
16. 3.13 TPO will conduct monthly meetings at the dept. of training and placement regarding Campus Recruitment Training, Company Specific Training and Placements, with the Placement Coordinators Team and update the same to the Academic Committee for further inputs. Attendance of placement coordinators of all departments is a priority, which the absence will be reported by the TPO to the Principal and Chairman.
16. 3.14 HODs are expected to share the feedback and inputs with the TPO, for any changes and improvements even before the commencement of CRTs.
16. 3.15 TPO will furnish the proposals of different companies in the ACM meeting – Monthly, in the month of May - June, update the committee accordingly and handle any queries related to the subject, for clarification.
16. 3.16 Regarding initiation and follow up on CRTs and Placements or any T & P activity, only TPO will contact the Vendor/Stake holder/Guest and update the Academic/Admin departments. This is an exclusive activity of the dept. of T & P and involvement is restricted to management committee only.
16. 3.17 Department of Training and Placement – TPO will work in coordination with the Admin dept. and all departmental HODs for the conduct of internships, workshops, seminars and other placement related activities.
16. 3.18 Students data base preparation and management activity of T & P Dept. has to be supported by placement coordinators of all branches - Engineering and Management studies.
16. 3.19 Placement Coordinators from all the Departments should attend to all the Campus Drives conducted in the campus and support the TPO irrespective of the department, company and the nature of drive (Core, IT, Non-Core, etc).

## 17. ANNEXURES

### Form of Appointment Letter

Proceedings of the Management  
Present: Sri Dadi Ratnakar

Rc.No. Estt./T.F./Rectt./...../.....

Dated: .....

Sub:- ESTABLISHMENT – DIET - Appointment of the ..... –  
Department of .....- Orders issued – regarding

Ref: 1. Minutes of the Selection Committee meeting dt. ....  
2. Minutes of the Meeting dt. .... of the Management.  
3. Your letter of Consent dt. ....

\* \* \*

**ORDER:-**

Mr. /Mrs. / Miss..... is hereby appointed  
as.....in the Department of .....  
in Dadi Institute of Engineering and Technology, Anakapalle and his/her Basic pay is fixed at  
Rs...../- in the A.I.C.T.E. revised Pay Scale of Rs.....-..... along  
with usual allowances like D.A. and H.R.A.

He / She shall abide by the rules, regulations and service conditions of the AICTE,  
Government, University and the Management of the institute that are in vogue from time to time.  
He/She is advised to report to duty on or before .....

**Chairman  
DIET**

Copy to the Principal, DIET  
Copy to the Head of the Dept. of  
**Annexure 3**

## Form of Show Cause Notice/ Memo

To

### SHOW CAUSE NOTICE/MEMO.

It has been reported against you that on.....at ..... you have.....  
the original report of which is appended for your information.

The act as alleged above, if proven, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken exparte.

Principal

Enc: Copy of the original report

## Form of Retirement Letter

Date:

To

Dear Prof./Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on.....  
and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year  
and you will be retired from service on April 30, ....

The College places on record the services rendered by you for .....yrs and.....months, and we wish you  
a healthy long and pleasant retired life.

With best wishes,

Yours Sincerely,

Principal

## Annexure 06 - Ethical Standards for Teachers

### ETHICAL STANDARDS FOR TEACHERS

A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
  - to respect parents, teachers, elders
  - to express the love of brotherhood to fellow students
  - to accept and extend due respect to every religion and social grouping
  - to love the Nation and commit their endeavours to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

A Teacher

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of fellow teachers, students or any other member of society

A Teacher

- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system
- shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities