

Kallam Haranadhareddy Institute of Technology

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

NH-5, Chowdavaram, Guntur, A.P.-522019

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Service Rules, Leave Rules and HR Policy- 2012

Service Rules, Leave Rules and HR policy is Approved vide Resolution No.16 of Governing Body Meeting Dated 4th March, 2012

NAME:

Service Rules, Leave Rules and HR policy shall be called Kallam Haranadhareddy Institute of Technology, Chowdavaram Service leave rules and HR policy (Governing the conditions of Recruitment and service of teaching and non –teaching staff).

APPLICATION:

These rules shall apply to all teaching and non-teaching employees of Kallam Haranadhareddy Institute of Technology, Chowdavaram unless otherwise mentioned in the appointment order.

EFFECTIVE DATE:

These rules have come into effect from 5th March, 2012 and shall supersede all the earlier rules.



PRINCIPAL
KALLAM HARANADHAREDDY
INSTITUTE OF TECHNOLOGY
Chowdavaram, CHINTUR-522 016

1. INTRODUCTION

The Kallam Haranadhareddy Institute of Technology (KHIT) was established by the **Kallam Academy of Educational Society (KAES)** in the year 2010. KHIT is recognized as one of the dedicated providers of higher education in Engineering and Technology, in Andhra Pradesh. KHIT is approved by AICTE, New Delhi and affiliated to JNTUK, Kakinada.

1.1 Vision:

To be a quality - oriented technical institution known for global academic excellence and professional human values.

1.2 Mission:

- To provide quality instruction with competent and knowledgeable faculty and well-equipped laboratories to meet global standards
- To achieve academic distinction through novel teaching and learning practice
- To encourage students by providing merit scholarships
- To prepare the graduates to accomplish professional practice, employability, entrepreneurial development and higher education
- To inculcate self-discipline, accountability and values in the learners for effective and
- informed citizenship
- To focus on MoUs with premier institutes and renowned industries for effective industry institution interaction to become an R&D centre through skill development, professional upgradation and innovation

1.3 Quality Policy:

KHIT is engaged in imparting quality education to the young aspirants in engineering and technology. It perpetually shows its strong thirst for obtaining high levels of teaching. The Institutional Quality Policy objectives are as follows:

- To provide highly knowledgeable, experienced and committed faculty for furtherance of Teaching-Learning Process proportionate with the altering technological environment.
- To form and organize well equipped laboratories to arrange live experience to students.
- To foster the college into a world class institute of learning and research of academic excellence
- To emphasize its quest for incepting an effective Quality Management System to make sure of continuous improvement
- To give proper guidance and enhance human resources by creating interest among faculty to work as a group and to upgrade their knowledge and skills permanently to meet the necessities of the industry.
- To promote competitive spirit among the students by facilitating merit scholarships to the toppers of each class in the academic year.

1.4 Courses Offered:

KHIT, Guntur offers following courses of study:

Under Graduate Courses: B.Tech.

1. Civil Engineering
2. Electrical and Electronics Engineering
3. Mechanical Engineering
4. Electronics and Communication Engineering
5. Computer Science and Engineering

1.5 Admissions:

The students are admitted in to the above courses of study strictly on the basis of their merit in EAMCET/ PGECET/GATE etc. tests (Category – A) and the guidelines issued by the state government through the counseling conducted by the concerned convenors. The students are also offered direct admissions to Category - B seats in accordance with the provisions/regulations made by the Convenor/Government

2. ADMINISTRATIVE STRUCTURE

The Governing Body or GB is the supreme body of the Institute. Its primary interface with the Institute is the Director. The Principal of the institute reports all matters on a day to day basis to the Director. The Principal is the chief officer of the Institute. Broadly speaking, the Principal is directly responsible for all administrative, training and placement functions and extension services. The Dean - Academics looks after the academic matters and reports to the Principal. The Administrative officer shall look after all matters relating to office administration. The Exam Section represented by Chief Superintendent (Principal) shall be responsible for the smooth conduct of examinations. The HODs report to the Principal with regard to all the matters of their respective Departments.

3. SERVICE RULES

3.1 General

These rules shall be called as “KHIT Service Rules”. These rules apply to all employees, in the service of KHIT, Guntur. The Governing Body of “KHIT”, Guntur hereinafter called “GB” reserves the exclusive right, at any time hereafter and without notice, to amend, alter, modify, add or delete any provision(s) to all or any of these service rules, from time to time and, to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the “GB”. Such amendments, alterations, modifications, additions, deletions if any shall become binding on all the employees covered by these service rules from the date of their notification by the “GB”. The Chairman “GB” shall have the exclusive power to clarify any issue or to remove any doubt relating to these “Service Rules” and or its implementation.

3.2 Definitions

The **KAES** means “**Kallam Academy of Educational Society**” registered under the Andhra Pradesh Registration of Societies Act 35 of 2001 with its head quarters located at Syamalanagar, Guntur and bearing Society No. 24/2006 dated 17th January, 2006, which is responsible for the establishment and management of KHIT, Guntur. The Institute means “KHIT” and its sections, wings, departments and centres at Guntur or at any other location in India, established or managed by **KAES (Regd.)**.

The “GB” means the Governing Body of “KHIT, Guntur” which has been constituted in accordance with the provisions laid down in this respect by All India Council of Technical Education. The Chairman of the “GB” shall be a member of **KAES**.

“Employee” includes all employees, without exception performing whatsoever function assigned to him/her.

“AICTE” means the All India Council of Technical Education, which is an autonomous body of Ministry of HRD, Government of India.

“Affiliating University” means the JNTUK, Kakinada responsible for according affiliation to the KHIT, Guntur.

3.3 Code of Conduct

3.3.1 Application

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute. Every employee of the Institute shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct. The Principal shall initiate disciplinary proceedings for non-compliance of any employee related to the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

3.3.2 General Guidelines

1. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
2. An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.
3. An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless and otherwise stated, all employees of the Institute are required to work effectively for at least 42 hours per week.
4. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
5. No employee shall leave station except with the prior permission of the designated authority.
6. All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners.
7. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination

whatsoever of caste, religion or community. Any act or speech against this rule will be considered as a serious breach of discipline.

8. Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride for their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all the students.
9. Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the Institute's premises, is strictly prohibited. Attending the college in the inebriated condition will be considered as serious breach of discipline.
10. All correspondence addressed to an employee or by him/her or by the Institute including press and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the Institute, circulars and all other papers and document of any nature whatsoever, relating to the Institute's affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the Institute and he/she shall, at anytime, during service or termination thereof or upon his/her leaving the services of the Institute for any reason whatsoever deliver up the same to the Institute on demand and without claiming any lieu thereon.
11. An employee shall receive all correspondence sent to him/her by KHIT and not refuse to receive it. Any such correspondence shall be deemed to have been served to him/her in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the college.
12. Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office or the duty assigned.

3.3.3 Guidelines for Faculty Members

No Faculty Member is supposed to:

- a. Knowingly or willfully neglect his/her duties.
- b. Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- c. Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
- d. Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute.
- e. Show negligence in valuation of assessments or exam work of the students.
- f. Accept or give private tuition to any student of the Institute or any other person without the written permission of the Institute Governing Body.
- g. Hesitate to provide individual attentions to a student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioral problems of student(s) as well.

3.3.4 Every Employee Shall:

- a. Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Principal/ Head of the Department.
- b. Abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.
- c. On every working day sign the staff attendance register, and be ready at least, five minutes before the commencement of classes.
- d. Be responsible for the discipline of the students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the Institute, employees may, from time to time, allotted with such duties to maintain discipline and orderliness at the Institute.
- e. Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
- f. Train the students to make extensive use of the library facilities and to take care of the property of the Institute including books, journals, equipment and machinery, furniture, fixtures and fittings.
- g. Ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it strictly prohibited under law.
- h. Not through any act of omission or any form of speech etc. disturb or deviate, in any manner whatsoever, the peace, dignity and harmony of the Institute.

3.3.5 Taking Part in Politics and Elections

- a. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he / she subscribe and aid or assist in any manner any political movement or activity.
- b. No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority.

3.3.6 Connection with press or radio or patents

- a. No employee shall, except with the prior sanction of the GB own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
- b. No employee shall, except with the prior sanction of the GB or any other authority empowered by him/her in this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast or contribute any article or write any letter either unanimously or in his/her own name or in the name of any other person to any newspaper or periodical.
- c. Provided that no such sanction shall be required if such broadcast or such contribution is as a purely literary, artistic or scientific character.

3.3.7 Criticism of the Institute

Criticism of any kind in radio broadcast or in any document published unanimously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, will be viewed seriously.

3.3.8 Unauthorized Communication of Information

- a. No employee shall, except in accordance with any general or special order of the Principal or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
- b. During the term of his/her employment with the Institute, or at anytime thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the Institute, or countenance any act prejudicial to the interest of the Institute.

3.3.9 Private Trade Employment

- a. No employee shall engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.
- b. Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Principal which may be given subject, to as regards acceptance of remuneration, as may be laid down by the "GB".

3.3.10 Insolvency, Habitual Indebtness and Criminal Proceedings

- a. An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.
- b. An employee who gets involved in some criminal proceedings shall immediately inform the Principal through the Head of Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not
- c. An employee who is detained in police custody whether on criminal or otherwise for a period longer than 8 hours shall not join his/her duties at the Institute unless he/she has obtained written permission to that effect from the GB of the Institute.

3.3.11 Vindication of Acts and Character of Employees

No employee shall, except with the previous sanction of the Principal, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

3.3.12 Representation

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel to Grievance & Redressal cell.

3.3.13 Jurisdiction

Dispute(s) if any, arising out of these Service Rules or any other rules that may be force from time to time will be resolved at the appropriate institutional board.

3.3.14 Identification

- a. It shall be mandatory for every employee of the Institute to carry on his/her person, at all times, when at the Institute and produce the same on demand, an identity card or any other mark of identification, as may be prescribed by the "GB" from time to time.
- b. An employee shall on resigning and/or termination from the services of the Institute, immediately hand over such identity card and/or mark of identification to the Principal of the Institute or any other official designated for the purpose.
- c. The use of such identity card and/or mark of identification shall be governed by the terms and conditions of the Institute from time to time.

3.3.15 Disciplinary Action / Suspension

The Principal may place a member of the staff appointed at the Institute under suspension:

- a. Where a disciplinary proceeding against him is contemplated or is pending or;
- b. Where a case against him in respect of any criminal offence is under investigation or trial.
- c. An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.
- d. Sufficient time of not less than one week shall be given to him/her to prepare and given his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defense. He/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defense.
- e. At the conclusion of inquiry, the inquiry officer who shall be appointed by the Principal.
- f. The Principal shall consider the findings of the inquiry and propose to the Chairman "GB" to impose a major penalty, a minor penalty or no-penalty at all. The action taken by the Principal shall necessarily need to be ratified by the Chairman "GB".

3.4 General Procedure of Recruitment (HR Policy)

- a) The qualifications required for filling a post shall be as per the norms prescribed by AICTE/UGC/JNTU(K)/Government of Andhra Pradesh.
- b) The Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing staff in conformity with University Rules and Regulations.
- c) All teaching staff posts from Assistant Professor and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the Affiliating University.
- d) All non-teaching posts, all temporary and adhoc appointments of Teaching and Non-Teaching staff shall be based on the recommendations of the Staff Selection committee duly constituted by Governing Body from time to time.

- e) The Staff Selection Committee will interview the candidates invited for interview and make their recommendations to the Governing Body, the names of the selected candidates being arranged in order of merit. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However the appointment orders are issued in the order of merit.
- f) The experience of any candidate appearing at the interview is reckoned by the guidelines specified below.
 - 1. Teaching experience at an Engineering College – 100% weightage.
 - 2. Teaching experience at institutes other than Engineering colleges – 0% weightage.
 - 3. Industrial Experience – 50% of the period worked in any relevant industry.
- g) No act or proceedings of any Selection Committee shall be questioned on the ground, merely, of absence of any member of the Selection Committee.
- h) The procedure adopted by the Selection Committee in selecting the candidates shall not be questioned as improper or irrelevant or unfair.
- i) The Governing Body may in special circumstances appoint persons (eg. Retired Persons) on contract basis, year after year up to the age of 65 years, in case of teaching posts.
- j) Any other instruction given, or rule prescribed, from time to time, by govt. of Andhra Pradesh/Affiliating University/AICTE/UGC regarding selection procedure will automatically form part of the rules/procedure of selection.

3.5. Classification of Members of the Staff

The members of staff of the Institute shall be classified as

- 3.5.1 Academic** – which term shall include Principal(s), Vice Principal(s), Dean, Professor, Associate Professor, Assistant Professor, TPO, Librarian, Physical Director and such other academic posts as may be decided by the “GB”.
- 3.5.2 Technical** – which term shall include Superintendent, Foreman, Supervisor (Workshop), Lab Technician, Electrician, Mechanic, Store Officer and other staff as may be decided by the “GB”.
- 3.5.3 Administrative and others** – Administrative Office, Office Superintendent, Accounts Assistant, office Assistant Wardens / matron and such other administrative and other staff as may be decided by the “GB”.
- 3.5.4 Cleaning and other Staff** – which term shall include Security Guards, Gardeners, Sweepers, Scavengers, Skilled and Unskilled Attendants, Peons etc. and such other staff as may be decided by the “GB”.

3.5.5 Probation

Appointment of all employees will ordinarily, be made on probation for a period of one year. In case of unsatisfactory performance, the period of probation of an employee may be extended for such periods of time by the Chairman "GB", if recommended by the Principal. The "GB" shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary, provided that if, after the period of probation, the official is not confirmed, and, his/her probation is also not formally extended, he/she shall be deemed to have continued on a temporary basis and that his/her services may then be terminable on a month's notice or on payment of a month's salary thereof.

3.5.6 Termination

The "GB" shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation. However, due notice shall be given for this.

The notice period for non-probationary staff is as under

- Principal(s), Deans, Faculty members and AO: 3 months
- All other staff: one month

The "GB" shall have the power to terminate the services of any member of the staff by giving appropriate notice or on payment of salary for the notice period in lieu thereof. An employee of the Institute may terminate his/her engagement by giving appropriate notice in writing. In the event of any act prejudicial to the interests of the Institute by an employee, his/her services may be terminated by the Chairman "GB" without any notice or payment in lieu of notice. Service of an ad-hoc, temporary, contractual or part time employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier. But, before the expiry of the said period or work, as the case may be, services of the employee could be terminated by the Chairman "GB" by giving one month's notice or one month's salary in lieu of notice, without assigning any reason whatsoever.

3.5.7 Retirement

Every employee of the Institute shall retire on attaining an age as provided for by regulatory bodies like the AICTE and in force from time to time. Extension or reemployment may also be given according to such provisions, at the discretion of the "GB" only, on such terms and conditions it is deemed fit.

3.5.8 Terms of Temporary Employment

The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the "GB" or by the "GB" to the employee. The period of such notice shall be one month, unless otherwise agreed to by the Institute and the employee. The other terms and conditions of service of such employee shall be such as may be specified by the "GB" in his/her letter of appointment

3.5.9 Appointments on Contract

Notwithstanding anything contained in these Service Rules, the "GB" may, in special circumstances, appoint an eminent person on contract for an initial period not exceeding five years, with a provision of renewal for further period, on such terms and conditions it may deem fit.

3.6 Salaries and Allowances:

- AICTE guidelines shall be followed for pay fixation in general.
 - The management reserves the right to offer special pay to deserving employees.
 - The allowances shall be decided by the management on case to case basis.
 - For TA and DA, AP state government rules shall be used as guideline
- In the matters of medical insurance, the employees shall be governed by regulations/procedures as may be decided by the management from time to time.

4 PERFORMANCE INCENTIVES AND PROMOTION POLICY:

For Faculty Members

4.1 Definitions:

Experience:“Experience”, means the “teaching experience” in AICTE approved engineering institutes/institutions or in UGC recognized institutes. The “experience” gained by working in Companies/Industries may also be considered partially/fully by the GB of KHIT, in exceptional cases, depending upon the “quality” and “relevance” (to teaching) of the experience, “nature” of the job, designation/post held and the reputation of the company/industry at National/International level.

4.2 Performance Incentive:

(I) (a) Marks for faculty academic progress: (50 marks)

The components of the academic progress are student feedback on faculty, experiments conducted in laboratories and percentage of pass in university examination.

(b) Student feedback on faculty: (20 marks)

The faculty member will be assessed by the students for various academic performance factors like explanation of the subject, punctuality maintenance, maintenance of discipline, voice of the faculty, coverage of syllabus and communication skills. Then the faculty will be rated for 20 marks. When the average percentage of feedback is above 80% (Excellent) category he/she will be rated with 20 marks. If it lies in between 70% - 80% (Very Good) category he/she will be rated with 18 marks, similarly If it lies in between 60% - 70% (Good) category he/she will be rated with 15 marks, likewise If it lies in between 50% - 60% (Satisfactory) category he/she will be rated with 10 marks and if it lies below 50% (Poor) category he/she will be rated with 0 marks. If any faculty member who gets less than 60% feedback in three consecutive semesters his/her case will be put before the board of academics and as per the recommendations of it, the GB could take a decision regarding his/her services. Here the average percentage of feedback means “The sum of % of feedback obtained in all the subjects handled in both the semesters / total no. of subjects handled in both the semesters.

(c) Laboratories: (10 marks)

The faculty member will be assessed under this category based on the number of experiments completed against prescribed, as well as additional experiments conducted in the laboratory and feedback during the academic year. If a faculty member conducts only the prescribed number of experiments as found in curriculum (100% category) he/she will be given 7 marks out of 7 marks. Further if any faculty member conducts at least two additional experiments in addition to the prescribed experiments he/she will be awarded with additional 1 mark. 2 marks will be given to laboratory feedback. Further if any faculty member fails to conduct at least the prescribed experiments he/she will be given 5 marks against 7.

(d) Subject pass % at university level examination:(20 marks)

If a faculty member gets 100% average pass percentage in the subjects handled by him/her in both the semesters then he will secure 20 marks out of 20(Max. marks). Similarly he/she gets 18,15,12,10,8 and 0 marks against the average pass percentages 90%-99%,80%-89%,75%-79%,60%-74%,50% - 59% and less than 50% respectively.

(II) (a) Innovative methods: (3 Marks)

The marks will be allotted based on the information provided in the course file. The instructional methodology consisted of (a) developing a series of written case studies to meet these objectives in conjunction with industry partners; (b) providing competency material on related engineering, design, decision -making, ethics, and business topics; (c) enhancing the written case studies by multimedia supplements; (d) developing a monograph that included all the case studies and competency materials; (e) administering the case studies in an engineering classroom; and (f) evaluating the effectiveness of the case studies in achieving the goals and objectives of the course. The appropriate type of instruction adaption is at the discretion of the subject expert.

(b) Extra coaching arranged: (6 marks)

If any faculty member takes initiation to teach more intensified manner the contents within the syllabus or beyond the syllabus by taking extra time he/she will be rated for 2 marks. The documents in proof of this activity should be kept in the course-file. Even the faculty members take any extra time to propel the students academically could be considered for rating. Extra classes for slow learners will be rated for 2 marks. Special coaching given for supplementary students will be rated for 2 marks.

(III) List of seminars/Workshops attended/organized during this Academic Year: (2 marks for each activity):

The faculty member will be assessed based on the number of seminars/Workshops attended/organized during the Academic Year. He/She will be given two marks for each programme.

(IV) List of papers/Articles published/presented during the year: (Each publication 5 marks):

The faculty member will be assessed based on the number of papers/Articles/books published/presented during the year. This is subjected to the submission of necessary proofs.

(V) List of R & D projects / Consultancy work: (Each 10 marks) :

The faculty member will be assessed based on the number of R & D projects / Consultancy works done.

(VI) M.Tech.projects guided / B.Tech. students publications: (each 2 marks) :

The faculty member will be assessed based on the number of M.Tech.projects guided or / and publications of B.Tech. Students during that academic year.

(VII) Ph.D Thesis guided: (each 10 marks) :

The faculty member will be assessed based on the number of Ph.D Thesis guided during that academic year.

(Note: For points II – VII the maximum marks are limited to 40.)

(VIII) Appraisal by HOD: (5 marks) :

Faculty member will be rated by the respective department Head based on the contribution in non - academic works at department level /institutional level/any other organization. Also the appreciation/awards/recognition earned/ disciplinary actions faced/proficiency with rules, regulations, management system could be taken into consideration in addition to their leaves availed.

(IX) Appraisal by the Principal: (5 marks) :

Faculty member will be rated by the principal based on the overall contribution in non - academic works at institutional level / any other organization. Also the appreciation / awards / recognition earned / disciplinary actions faced / proficiency with rules, regulations, management system could be taken into consideration in addition to their leaves availed.

Consolidation of appraisal- Points earned:

Student feedback, lab performance and results (50)

Other activities (40)

HOD (5)

PRINCIPAL (5)

TOTAL (100)

- Score is greater than 90%, additional increment may be given.
- Score is 60% - 89%, normal increment may be given.
- Score is less than 60%, Proper counseling may be given and the decision of giving increment will be with the Principal / Management.

4.3 Promotions:

- (a) **Open Selection:** AICTE norms, as applicable from time to time, shall be followed for open selection.
- (b) (b) If he/she deserves promotion based on their experience and extra-ordinary performance or the skills which are useful to fill the gap between Industry and Institute where GB approval is must.
- (c) **Professor of Eminence** post may be filled as per AICTE norms.

5. LEAVE RULES

5.1 Definitions

Holiday: Holiday means a day declared by a notification of the Institute to be nonworking day for all employees except those otherwise specifically asked to attend the institute.

Salary: Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA etc.

Retirement: The term refers to superannuation after attaining the age of 65 years. It has all other connotations as applied to a government department including pre-mature retirement.

5.2 General

Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.

Leave Application: The Application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.

No leave can commence unless it has been sanctioned: Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action besides penal deductions.

No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately on joining the duty in writing.

Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services.

5.3 Kinds of Leave:

TYPES OF LEAVE:

1. CASUAL LEAVE:

Staff members at KHIT can avail a maximum of 15 days Casual Leave in a calendar Year. Under normal circumstances staff can avail a maximum of 2 days Casual Leave in any month. Casual Leave availed in excess of 2 days in a month can be treated as leave availed on loss of pay.

Public Holidays and Sundays can be prefixed and/or suffixed with Casual Leave. However, caution must be exercised to see that not more than 10% staff in the department avail leaves with suffixes and prefixes at a time

2. COMPENSATORY CASUAL LEAVE:

Any employee detailed for duty on a holiday may be granted a Compensatory Casual Leave on a 1:1 basis, which must be availed before the end of the Academic Year.

3. VACATION:

Members of the Teaching Staff who have completed one year or more service in KHIT are eligible for a summer vacation of 4 weeks. Members of Non-Teaching Staff who have completed one year or more service in KHIT are eligible for 2 weeks of Summer Vacation.

If a Staff member is recalled and assigned work during vacation he/she will be awarded one day earned leave for every two days of vacation forfeited.

4. EARNED LEAVE:

Members of the Teaching Staff are eligible for 6 days earned leave for each year of service rendered in KHIT.

Members of the Non-Teaching Staff are eligible for 12 days of Earned Leave for each year of service rendered in KHIT.

Staff members with an accumulated earned leave of 120 days or more are entitled for encashment of 120 days earned leave at the time of retirement of service in KHIT. The accumulated earned leave in excess of 120 days will be paid as Gratuity to the staff member. Staff Members having less than 120 days earned leave to their credit are not eligible for encashment of earned leave.

5. MATERNITY LEAVE:

All Women Employee who have completed their period of probation are entitled to 3 months of Maternity Leave. Maternity Leave can be availed by women employees only twice during their service.

6. EDUCATIONAL LEAVE:

Members of the Teaching Staff who have put in 2 years or more service in KHIT are encouraged by Management to take up higher education and research. Study Leave is granted to those staff who sign an agreement or execute a financial bond to serve the institute for a specified period of time after availing study leave. The financial bond required will be for the amount of salary drawn during the period of Study Leave.

Staff with less than 2 years of service at the institution can avail Study Leave of 2 years for a regular post graduate course or 3 years for a regular Ph.D programme without pay.

7. OTHER AUTHORISED ABSENCE FROM THE INSTITUTE:

- a) **'ON DUTY':** Member of Teaching Staff permitted to attend seminars/conferences/workshops will be considered as 'ON DUTY'. Staff presenting peer-reviewed papers at International Conferences and subsequently published in Journals of repute may be considered for financial assistance.
- b) A Staff Member detailed by the University to perform the duties as an Observer, Evaluator of University Examination Scripts or an Examiner for conducting a Laboratory Examination/Evaluation of Project Work will be considered as 'ON DUTY'. This facility is applicable only for duties assigned by JNTU(K).
- c) **'PERMISSIONS':** A Staff Member can be granted 2 permissions in a month by the Principal each of less than 2 hours duration to leave the campus provided he/she is not assigned any class work during that period.
A Staff Member desirous of availing 'Permission' should submit an application to the Principal through proper channel. All permissions granted are to be registered in the concerned Department Register held in the Principal's Office.