



ACADEMIC AND ADMINISTRATIVE POLICY MANUAL (AAPM)

**SUMATHI REDDY INSTITUTE OF TECHNOLOGY
FOR WOMEN
ANANTHASAGAR (V), HASANPARTHY (M), WARANGAL - 506371**



ACADEMIC AND ADMINISTRATION POLICY MANUAL (AAPM)

Academic and Administration Policy Manual (AAPM) of Sumathi Reddy Institute of Technology For Women (SRITW) includes policies and procedures pertaining to the employment relationship between an academic appointee and the Sumathi Reddy Institute of Technology For Women, Warangal.

- The rules given hereunder may be called the SRITW-Warangal Administrative Rules.
- The rules mentioned in the Academic and Administration Policy Manual shall be applicable to all the employees of this institute, including those appointed prior to the adoption of these rules by the Governing Body of the institution.
- These rules come into force as a resolution and decided by the Governing Body.
- In case any doubt arises about the interpretation of these rules, the matter shall be referred to the Governing Body and its decision shall be final.
- The Governing Body of the SUMATHI REDDY INSTITUTE OF TECHNOLOGY FOR WOMEN shall have the authority to modify, amend, add and delete any of these rules.



VISION & MISSION OF THE INSTITUTE

Vision

Sumathi Reddy Institute of Technology for Women is committed to making a profound and lasting contribution to society by empowering women in the field of engineering thereby accelerates all-round development of the region and the nation.

Mission

- To create and nurture a unique learning environment for faculty and students by providing state of art infrastructure.
- To create intellectually stimulating, lively and engaging campus life that attracts outstanding students and help them realize their potential.
- To promote industry interaction and continuously improve research avenues and employment opportunities.

1.0 DEFINITIONS

- “Society” means the Sarvahitha Educational Society, Warangal.
- “Institute” means the SUMATHI REDDY INSTITUTE OF TECHNOLOGY FOR WOMEN, Warangal.
- “Authorities” and “Officers” respectively mean Authorities and Officers of the Institute.
- “Governing Body” means the Governing Body of the Institute.
- “Finance Committee” means the Finance Committee of the Institute.
- “Academic Committee” means the Academic Committee of the Institute.
- “Chairman” means the Chairman of the Governing Body.
- “Secretary and Correspondent” means the Secretary and Correspondent of the Institute.
- “Principal” means the Principal of the Institute.
- “Head of the Department” means the Head of the Academic Department of the Institute.
- “Administrative Officer” means the Administrative Officer of the Institute.

2.0 AUTHORITIES OF THE INSTITUTION

STATUTORY BODIES

The following committees ensure proper governance at various levels including academic, financial and general administrative affairs. The following are the statutory bodies constituted as per the guidelines of UGC & JNTUH:

- Governing Body
- Finance Committee

2.1 Governing Body

The Governing Body is responsible for overseeing the institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved.

Composition of Board of Governors:

The Governing Body is constituted as per the Guidelines of the UGC.

The Members of the Governing Body of a College / Institute shall be:

- (i) Chairman – A technical expert either an entrepreneur or an industrialist or an educationist of repute.
- (ii) – (v) Members to be nominated by the Registered Society / Trust.
- (vi) & (vii) Two eminent professionals from the area of Engineering & Technology /Pharmacy/ Management.
- (viii) & (ix) Two Teachers of the college nominated by the Principal based on seniority.
- (x) University Nominee
- (xi) UGC nominee.
- (xii) State government nominee - Academician not below the rank of professor or state government official of Directorate of Higher Education/State Council of Higher Education.
- (xiii) AICTE nominee.
- (xiv) Member Secretary – Principal (ex-officio).

Term:

The term of the members, except the ex-officio member, shall be for a period of two years.

Meeting and its Venue:

The Governing Body shall meet once in a year. All such meetings shall be held within the college campus. In the absence of the Chairman, the members can elect a protem Chairman from amongst the members present for that meeting. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and the minutes are recorded.

Quorum:

The quorum for the meeting shall be 40% of the total members of Governing Body.

Functions:

The Governing Body besides being the supreme administrative authority of the college shall have the following additional functions:

- To monitor the academic and other related activities of the college.
- To consider the recommendations of the Staff Selection Committee.
- To consider the important communications, policy decisions received from the University, Government, AICTE etc from time to time.
- To monitor the student's performance and faculty development programs.
- To consider the recommendations of the Planning and Monitoring Board of the college for implementation.
- To pass the annual budget of the college.
- To check the audited income and expenditure accounts and approve the same for the college annually.
- To approve the increase/reduction of intake, new and closure of courses.
- Approval of performance appraisal of faculty.
- To monitor and advice for Industry Institute Interactions.
- To monitor the steps taken for Students Training and Placement Activities.
- Any other relevant matter.

2.2 Finance Committee

Composition:

- The Principal (Chairman).
- One person to be nominated by the Governing Body of the college for a period of two years.
- One senior-most teacher of the college to be nominated in rotation by the principal for a period of two years.
- Administrative Officer.
- Accounts Officer.

Functions of the Finance Committee:

- To finalize the annual budget of the institute and present it before the Governing Body for approval.
- To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to Governing Body in time.
- To plan proper utilization of resources and do careful fund management.
- To prepare a detailed plan of expenditure for day-to-day running of the Institution.
- Preparation of audited account reports for the above.
- To mobilize resources through donations from society, through funding agencies under various schemes, etc.
- To sanction all the expenditure to procure major equipment as advised by the Governing Body.
- To sanction expenditures for constructing new buildings after getting approval from the Governing Body.
- To update the budgetary provisions by working out the budgetary implications of various plans of Planning & Institutional Development Committee.
- Propose honorarium to the examination branch staff and shall get approved by the Governing Body.
- To perform such other functions which are specifically assigned to it by the Governing Body.

NON-STATUTORY BODIES

2.3 Anti Ragging Committee:

Anti-ragging Committee is headed by the Head of the Institution and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff and shall have a diverse mix of membership in terms of level as well as gender. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

2.4 Anti-Ragging Squad:

The Anti-Ragging Squad is nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times, provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

It shall also be the duty of the Anti-Ragging Squad to conduct an on the spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for an action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging and considerations such other relevant information as may be required.

2.5 Disciplinary Squad:

Composition:

- Senior faculty member – Chairman
- Physical Director
- Faculty members from each department
- Administrative Officer
- Security Officer

Quorum:

The quorum for the meeting shall be 40% of the total members.

Functions:

- Ensure students & faculty wearing ID card, smooth running of classes and create a cordial atmosphere.
- Look into the arrival of students in time to the classes by counseling them.
- Record the late arrival of students/faculty and bring to the notice of (i) corresponding HOD's about the students through Disciplinary Squad members and (ii) about faculty to the undersigned.
- Educate the students to follow discipline in the campus and improve the working standards.
- Interact with the college bus drivers and cleaners, council and educate them to make a smooth and slow driving and reach the campus in time.
- Instruct the bus drivers to allow only those faculty and students allotted in that bus and produce ID card during their arrival point.
- Find the cause or irregularities in students and bring to the notice of the undersigned for the further action.
- Watch out for erratic/deviant behavior in students.

2.6 Library Committee:

Composition:

The Principal will nominate one senior faculty member as chairman, and other faculty members from each department as a member of the Library Advisory Committee for which the librarian shall be the convener.

The chairman, library advisory committee is the advisory in nature rather than administrative.

- Senior faculty member – Chairman
- Librarian
- Faculty member from each department

Quorum:

The quorum for the meeting shall be 40% of the total members.

Functions:

The following functions are to be catered:

- To provide online books access system.
- To prepare a budget for books needed by each Department and forward it to finance committee.
- Ensure procurement of text books in adequate number well in advance before the start of semester.
- To give correct accession numbers to the books procured and enter in record books.
- To add more titles every year in consultation with respective departments and keeping in view the diversity and as per norms.
- To enrich the library by procuring leading national/international journals.
- To maintain the records of issues and return of books accurately.
- To get the books bound as when there covers are torn or worn out.
- To prepare bound back volumes of journals every year.
- To display new arrivals of books and journals for information to staff and students.
- To display the renewal dates of all journals and get them renewed in time, to constantly monitor the pending issues and the necessary follow up.
- To provide reprographic facilities in library at subsidized rate.
- To procure quality audio and video facilities for digital library.
- To provide and maintain Internet facility in library.
- To provide book-bank facility to students.
- To display the number of textbooks, titles and journals available in the library at the entrance of library.

2.7 General Grievance Committee (Academic/Ragging):

Composition:

The complaints cum Redressal/ General Grievance Committee shall be headed by senior Faculty member. The constitution of the GRC will be as follows:

- Senior Faculty – Chairman
- All Heads of the departments
- A Senior lady faculty member from each department (if available)
- A Senior faculty from BC, SC & ST (if available)

Quorum:

The quorum for the meeting shall be 40% of the total members.

Functions:

- To enquire into complaints received from the aggrieved students or staff of the College / Institute including complaints of ragging.
- To recommend to the principal of the College / Institute, the penalty to be imposed.

2.8 Grievance Committee (Sexual Harassment):

The Committee shall consist of

- A presiding officer who shall be a senior women faculty member.
- Not less than two teaching employees and two non-teaching employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- Not less than three students, who shall be enrolled at the undergraduate level.
- One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

2.9 College Academic Committee:

Composition

- Principal of the College – Chairman
- All Heads of the departments- Members
- Incharge of Training & Placement - Member
- Officer-In-Charge Examination Branch-Member

Quorum

The quorum for the meeting shall be 40% of the total members.

Functions

- To review the academic and other related activities of the College / Institute.
- To review the students and faculty development programs.
- To visualize and formulate perspective plans for the development and growth of the College / Institute.

- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan.
- To draw new schemes of development for the College / Institute.
- To plan for resource mobilization through industry interaction, consultancy and extramural funding.
- To promote research and extension activities in the College / Institute campus.
- To promote teaching innovations and student placement programs.
- To plan for sustaining the quality of education, quality improvement and permanent affiliation of the College / Institute.
- To recommend schemes to promote participation of academic departments in community development activities in the region.
- To consider such other activities for furtherance of academic excellence.
- To review student attendance at the end of every semester /malpractices in exams and forward the approved list if any to the University.
- To resolve attendance between 65 to 75 % and send recommendations to the University.
- To oversee the internal examination/evaluation/ analysis of results/ Performance of Student's/ plan for conducting of remedial classes.

2.10 Sports committee:

Composition:

The Sports Committee shall consist of:

- Senior Faculty – Chairman
- Physical Director
- Faculty member from each department

Quorum:

The quorum for the meeting shall be 40% of the total members.

Functions:

- To perform stock verification every year and put an indent for sports material.
- To submit the report to the Principal and take approval for purchasing of sports material.

3.0 OFFICERS OF THE INSTITUTE

3.1 Chairman of the Governing Body:

- The chairman of the Governing Body shall be appointed by the Sarvahitha Educational Society and shall hold the office at the pleasure of the society.
- The Chairman shall ordinarily preside at the meetings of the Governing Body.
- The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by the Society and which are consistent with relevant acts of the State and Central Governments, the statutes and ordinances of the University.
- In emergency cases the Chairman may exercise the powers of the Governing Body and inform to the Governing Body the action taken by him for its ratification.

3.2 Secretary and Correspondent of the Institute:

- The Secretary and Correspondent of the Institute shall be appointed by the Sarvahitha Educational Society and shall hold the office at the pleasure of the Society.
- The Secretary and Correspondent shall be the custodian of the funds and other properties of the Institute.
- It shall be the duty of the Secretary & Correspondent to ensure that the decisions taken by the Governing Body are implemented.
- The Secretary and Correspondent shall be authority to issue appointment orders on behalf of the Governing Body for which the Governing Body accords approval to the recommendations of the concerned Selection Committee.
- The Secretary and Correspondent shall be the disciplinary authority in respect of the Technical Supporting Staff, Ministerial Staff and Class – IV Staff.
- The Secretary and Correspondent shall have the authority to employ Temporary and Adhoc Lecturers, part-time faculty members and Non-Teaching supporting staff paid from contingencies and prescribe the emolument payable in such appointments.
- The Secretary and Correspondent will sanction all kinds of leave, vacation and permission to leave head quarters to the Principal.
- The Secretary and Correspondent will accord sanction in respect of capital expenditures approves by the Governing Body.
- The Secretary and Correspondent shall discharge such other functions as specifically assigned to him by the Governing Body.

3.3 Principal of the Institute:

- The Principal shall be the Chief Academic and Executive Officer of the Institute and shall be responsible for the proper administration of the Institute and for the imparting of instruction and maintenance of discipline.
- The Principal shall be the custodian of all records of the Institute.
- The Principal shall assist the Secretary and Correspondent in implementing all the decisions of the Governing Body and other Committees constituted by the Governing Body and in planning the development of the Institute.
- The Principal shall prepare the annual report of the Institute every year and present the same to the Secretary and Correspondent.
- The Principal shall be responsible for planning the academic schedule, conduct of the class work as well as the examinations as prescribed by the University.
- The Principal shall have the authority to regulate the working of all the employees of the Institute and ensure that they perform the duties assigned to them in an effective manner.
- The Principal shall have power to sanction vacation, leave and permission to leave the head quarters in respect of all the employees. However, Principal may delegate these powers in respect of Technical supporting, Ministerial and Class-IV staff.
- The Principal shall have the power to depute members of staff for training or for a course of instruction or attending technical conferences, etc. inside India subject to such terms and conditions as may be laid down by the Governing Body from time to time.
- Subject to the provisions made for specific purposes in the recurring budget, the Principal shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Governing Body from time to time.
- The Principal, during the absence period, may temporarily delegate powers to a senior faculty member with the approval of the Secretary and Correspondent.
- The Principal shall exercise such other duties as may be assigned by the Governing Body from time to time.

4.0 CLASSIFICATION OF THE MEMBERS OF THE STAFF OF THE INSTITUTE

Except in case of employees paid from contingencies the members of staff of the Institute shall be classified as follows:

Academic and administrative staff, comprising;

- Principal

Academic staff, Comprising

- Professors
- Associate Professors
- Assistant Professors
- Other posts, if any, created by the Governing Body from time to time.

Administrative Officers, Comprising

- Training and Placement Officer
- Administrative Officer
- Librarian
- Director of Physical Education
- Computer Programmer
- Other posts, if any, created by the Governing Body from time to time.

Ministerial staff, Comprising

- Senior Assistant-cum-Stenographer
- Senior Assistants
- Junior Assistant-cum-Typists
- Junior Assistants
- Other posts, if any, created by the Governing Body from time to time.

Technical Supporting Staff-Comprising

- Supervisors
- Computer Operator – cum- Technician
- Laboratory Assistants
- Senior Mechanics
- Mechanics
- Electricians
- Plumbers
- Tracer
- Drivers
- Technical Maistry
- Other posts, if any, created by the Governing Body from time to time.

Class-IV Staff, Comprising

- Attenders
- Watchmen
- Malies
- Scavenger-cum-Sweeper
- Other posts, if any, created by the Governing Body from time to time.

5.0 **DUTIES AND RESPONSIBILITIES OF ACADEMIC STAFF & ADMINISTRATIVE OFFICERS**

- Professor:

- Class room laboratory instruction, assessment of students guiding undergraduate student projects together with providing leadership in the conduct of course work in the relevant field of specialization.
- Design and development of new programs and providing leadership to the activity of learner-resource development and modernization of laboratories.
- Interaction with industry and institution, leading to consultancy projects and extension activities and contributing to planning and organization of continuing education programmes.
- Research and research guidance.
- Student counseling and career guidance.
- Participation in policy planning as well as monitoring and evaluation of institutional activities including promotional activities.
- Participation in administration and planning both at Departmental and Institutional levels.
- Contribution to resource mobilization effort of the Institution.
- Any other responsibility specifically, assigned by the Management of the Institute.

Note: It is obligatory for all Professors to participate in the essential academic

Activities viz., class room and laboratory instruction, guiding undergraduate students projects, examination work and assessment of students. However, every professor will have some flexibility, subject to the overall needs of the Institute and Department, in the choice of the other duties.

- Associate Professor:

- Class room and laboratory instruction, guiding undergraduate student projects, participation in examination work and assessment of students.
- Participation in innovations, in instructional work, development of instructional aids and learner resource material.
- Development of laboratories.
- Research and Research guidance.
- Interaction with industry, participation in industrial training of students and contributions to consultancy projects and extension services.
- Interaction with students, involvement in co-curricular activities of students, students counseling and career guidance.

- Participation in continuing education activities.
- Participation in the administrative, planning and developmental activities at the departmental level and assisting at Institutional level.
- Any other responsibility specifically assigned by the Management of the Institute.

Note: It is obligatory for all Associate Professors to participate in the essential academic activities viz., class room and laboratory instruction, guiding undergraduate student projects, examination work and assessment of students. However, every Associate Professor will have some flexibility, subject (to the overall needs of the Institute and Department, in the choice of the other duties.

- *Assistant Professors:*

- Class room instruction involving systematic organization of course material and presenting it, stress on concepts and applications, tutorial assignments, promotion of students participation, use of effective techniques including media, complete coverage of syllabus, class room discipline, promotion of self-learning and library reference work.
- Laboratory instruction comprising selection of experiments schedules of laboratory work, instructional manuals, working condition of the equipment, instruction, assistance and guidance, laboratory reports and their evaluation, completion of all experiments and interaction with students.
- Guiding undergraduate student projects involving help in selection of projects and defining its objectives, assistance in identification of different activities, resource needs and time schedules, involvement in securing the resources, continuous guidance in completing the projects and finalization of the project reports.
- Examination work and assessment of students consisting of conduct of class tests, setting question papers with proper coverage, choice of appropriate instruments and ensuring standards, evaluation, ensuring proper range, distribution and average of awards, participation in examination work like preparation of examination schedule, invigilation, tabulation and finalization of awards.
- Preparation of new assignments, charts, models, transparencies, laboratory instructional manuals and lecture hand-outs.
- Participation in laboratory development involving planning of a new laboratory or extension of existing laboratory, preparation of proposals for modernization of laboratory, modification of existing experimental setups and setting up of new experiments.
- Interaction with industry involving working in industry for short periods, assisting in consultancy projects, supervision of practical training of students during vacation and organizing industrial visits.

- Interaction with students involving supervision of hostels, sports, games, NCC, NSS and other co-curricular activities, student counseling and career guidance.
- Assisting the internal administration in activities like preparation of timetables, formulation of examination schemes, tabulation and finalization of sessional awards and attendance, in-charge of laboratory, supervision of the work of laboratory supporting staff, purchases and preparation of developmental proposals.
- Any other responsibility specifically assigned by the Management of the Institute.

Note: It is obligatory for all Lecturers to participate in the essential activities viz. class room and laboratory instruction, guiding undergraduate student projects, examination work and assessment of students. However, every Lecturer will have some flexibility subject to the overall needs of the Institute and Department, in the choice of the other duties.

- Training and Placement Officer:

- Development and continuous updating of data banks on:
 - Industries and other employing agencies with details of their professional activities, recruitment procedures, officers responsible for recruitment, nature of posts, recruitment qualifications, staff development practices and salary structures.
 - Organizations which offer training facilities, their professional activities, procedures and policies for inducting trainees, training programmes and officers responsible for training.
 - Alumni holding responsible position in industry and other organizations.
 - Experts available in industry and other professional organizations together with details of their specialization and experience.
 - Continuous collection of information of technical posts advertised.
 - Recruitment tests notified and dissemination of this information to the students.
 - Dissemination of information regarding the avenues available for in-plant training for the benefit of students and faculty.
 - Planning and conduct of career development programmes with assistance of the academic departments and external experts.
 - Organizing entrepreneurship training programmes in collaboration with the academic departments.

- Organizing extension and special lectures by professionals in cooperation with the academic departments.
- Organizing and supervising in-plant training of pre-final year, B.Tech. Student's with active participation of faculty.
- Organizing professional training for faculty members in consultation with departments.
- Organizing campus interviews for placement of students.
- Collection and dissemination of information regarding Masters Degree programmes in Foreign and Indian Institutions and their procedures for admissions.
- Planning and organization of all the co-curricular activities with active assistance of the faculty members.
- To generally assist the students in overcoming their difficulties.
- Any other responsibility specifically assigned by the Management of the Institute.

- Administrative Officer:

- He/She will directly report to the Principal and will be assisting Principal in all matters related to the College administration.
- He/She will assist the Principal in compilation of different statistical data required to prepare the reports to be submitted to the Government and other authorities, preparation of the annual reports and formulation of various development plans of the Institute.
- He/She shall assist the Principal in the work related to the meetings of the Governing Body, Academic Council, Selection Committee, etc. like preparation of agenda, notes and minutes as well as in the implementation of the decisions of all such bodies.
- He/She will be overall in-charge of the office of the Institute and employees belonging to different cadres and working in the office will report to him. All papers to be put up to the Principal for orders or a policy decision shall normally be examined by him and presented to the Principal with principal comments and suggestions.
- He/She shall be responsible for the discipline as well as the smooth and efficient functioning of the office and the Institution.
- Any other responsibility specifically assigned by the Management of the Institute.

- Librarian:

- General administration of the Library of the Institute under the supervision of the Principal.
- Preparation of the annual budget of the Library as directed by the Principal.
- Securing the suggestions of the Academic Departments regarding the books, periodicals and video tapes to be procured for the Library, obtain the approval of the Principal and take action to acquire the selected library resources.
- Organizing and supervising the cataloguing and indexing the library books, periodicals and video tapes.
- Planning and making arrangements for the repairs of the Library resources.
- Organizing and managing the safety and upkeep of the library books, periodicals, video tapes, furniture's and other assets.
- Assisting the Principal of the Institute in planning and development of the Library.
- Assisting the Principal in the effort to generate the resources for the Library.
- Any other responsibility specifically entrusted by the Management of the Institution.

- Director of Physical Education:

- General administration of the Physical Education Section of the Institute under the overall supervision of the Principal.
- Preparation of the annual budget of the Physical Education section consistent with the guidelines given by the Principal.
- Undertake the work of laying new play fields and maintaining the existing play fields on a continuing basis.
- Identification of the material required for the various sports items and games items, obtain the approval of the Principal and procure them.
- Preparation of the calendar for various games and sports activities well spread over the entire academic year, secure the approval of the college administration for the same and implement them.
- Conduct intramural matches in various games and sports activities and organize a Sports Day function.
- Identify competencies of students, provide coaching wherever required and organize participation of the Institute in intercollegiate tournaments conducted by the University.
- Organize tournaments or friendly matches with neighboring Institutions on a regular basis.

- Safety, upkeep and maintenance of the assets and other games & sports material of the Physical Education Section.
 - Assisting the Principal in preparing the developmental plans for the Physical Education Section.
 - Assisting the Principal in the efforts to generate resources for the Physical Education Section.
 - Any other responsibility specifically entrusted by the Management of the Institution.
- Computer Programmer:
 - Assisting the faculty members in selection of laboratory assignments, preparation of schedule of laboratory work, preparation of instruction manuals, conduct of internal tests, University examinations and Undergraduate project works.
 - Participation in the instructional and students guidance work in the computers.
 - To keep all the systems, software and peripherals in proper working condition for the class work and to assist the Head of the Department on all matters related to maintenance of the equipment in the computer centre.
 - Safety and upkeep of the various manuals, reference material and other data kept in the computer centre as well as the various items of equipment, software, furniture and fittings of the computer centre.
 - Participation in the planning of development and extension of the computer centre, preparation of proposals for all types of development, correspondence for purchase of equipments and spares, receipt, testing and installation of new equipment and organizing new assignments in the computer centre.
 - Participation in the conduct of part-time courses including offering of theory and laboratory courses and in the consultancy work undertaken by the Institute.
 - Participation in the computerization of the college administrative office, Library and Stores and to provide training to the college staff in connection with such computerization work.
 - Any other responsibility specifically entrusted by the Management of the Institution.
- Lab Assistant:
 - Assisting the faculty member in-charge of workshop / laboratory in planning the schedules, organizing, coordinating and monitoring workshop / laboratory related class work.
 - Participation in the instructional and students assessment work of workshop / laboratory related courses.

- Assisting the department in designing experiments and projects, developing instructions, procurement of materials and carry out other tasks to develop skills in students.
- Participation and providing guidance in erection, installation and commissioning plant and equipment in the workshops and all laboratories of the Institute.
- Identification of raw materials, consumables, tools and instruments required for the workshops, verification of items procured and their storage.
- Advising the students and faculty, assisting and organizing the fabrication work in all departments in connection with projects and laboratory experimental setups.
- Advising, guiding and organizing maintenance of equipment, instruments and tools of all laboratories.
- Any other responsibility specifically entrusted by the Management of the Institution.

6.0 APPOINTMENTS

- Constitution of Selection Committee

The Constitution of the selection committee shall be as laid by State Government G.O's issued/Other Statutory bodies from time to time. The extract of University selection committee norms are as follows.

Principal Appointment:

Composition:

- Chairperson of the Governing Body as Chairman.
- Two members of the Governing Body of the College / Institute to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- One nominee of the Vice Chancellor who shall be a Higher Education expert. In case of College / Institutes notified/declared as minority educational institutions, two nominees of the Chairperson of the College / Institute from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University of whom one should be a subject expert.
- Three experts consisting of the Principal of a College / Institute, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College / Institute) out of a panel of six experts approved by the relevant statutory body of the University concerned.
- An academican representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.
- At least five members, including two experts, should constitute the quorum.

The term of appointment of the College / Institute principal shall be FIVE years with eligibility for reappointment for one more term only. After the completion of the term of the Principal, he/she can be reappointed in the same College / Institute by extending his/her service for one more term, subject to satisfying the age limit, Biometric attendance and AICTE norms without any further selection with due permission from the University.

However, if he/she moves to other College / Institute as Principal, he/she has to undergo the prescribed Selection Process.

Professors Appointment:

Composition:

- Chairman - Vice- Chancellor
- Member - Nominee of the Vice-Chancellor other than subject expert
- Member - Director Academic & Planning
- Member - Head of the affiliated College / Institute – Principal
- Subject Expert-1 - BOS Chairperson of Concerned faculty of the University
- Subject Expert-2 - Nominated by Vice Chancellor
- Member - Senior Professor of the concerned subject of the University
- Member - Chairman of the College / Institute Management
- Member Convener - Registrar
- The quorum should have at least five members including two subject experts. The regular Selection Committee nominees are not empowered to do the selections for Professors.

Associate Professor Appointment:

Composition:

- The Chairperson of the Governing Body or his/ her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee
- The Principal of the College / Institute
- The Head of the Department of the concerned faculty from the College.
- Two University representative's nominated by the vice-chancellor.
- Two subject-experts not connected with the College to be nominated by the chairperson of the governing body of the College out of a panel of five names approved by the relevant statutory body of the University.
- An academicians representing SC/ST/OBC/ Minority/Women/Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.
- The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

Assistant Professor Appointment:

Composition:

- Chairperson of the Governing Body of the College / Institute or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- The Principal of the College / Institute.
- Head of the Department of the concerned subject.
- Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert.
- Two subject experts who are not connected with the College / Institute to be nominated by the Chairperson of the governing body of the College / Institute out of a panel of five names approved by the relevant statutory body of the University concerned.
- An academician representing SC/ST/OBC/Minority/Women/Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.
- The quorum for the meeting should be five of which at least two must be from out of the three subject experts.

Administrative Officers Appointment:

Composition:

- Chairman, Governing Body of the Institute.
- Secretary & Correspondent of the Institute.
- Principal of the Institute.
- One Expert Member to be nominated by the Chairman, Governing Body.

The Chairman, Governing Body, shall be the Chairman of this Committee and in his absence the Secretary & Correspondent shall be the chairman of the Committee.

7.0 ACADEMIC DEPARTMENTS

The Institute shall have the following academic departments:

- Computer Science and Engineering
- Electronics and Communications Engineering
- Electrical and Electronics Engineering
- Humanities and Sciences

The Governing Body shall have the authority to reorganize or abolish the existing departments or establish new academic departments.

8.0 HEAD OF THE DEPARTMENT-FUNCTIONS AND RESPONSIBILITIES

Head of the Department (HoD) will be responsible for

- Smooth functioning of the department by assigning uniform and equitable distribution of workload.
- HoD should ensure that each faculty teaches at least two theory subjects and conducts one laboratory.
- He can assign additional duties to faculty who demonstrate skills for research and other new product development activities related to the department.
- He can grant leaves to the faculty of his department after ascertaining valid reasons for the same and after making appropriate alternate arrangements.
- He should ensure that lesson plans for allotted subjects are prepared in advance by the faculty and duly counter signed by him and a copy presented to the Principal.
- He should ensure that faculty prepares lecture notes and delivers systematically according to the topic listed in each unit of the syllabus.
- In the event of different faculty teaching the same subject to different sections or branches, he must ensure uniformity of standards.
- He should ensure a diary is maintained by every faculty for classes covered.
- He should ensure the lesson plan is submitted before start of class work.
- He should ensure the lecture notes is prepared in standard formats.
- He should advise the Principal on academic matters pertaining to his department.
- He should inspect student attendance registers periodically and bring cases of poor attendance to the notice of parents and inform administration to initiate appropriate measures to correct the situation.
- He prepares annual budget for the department with proper justification and ensures that funds are well utilized in updating the infrastructure and advancing the knowledge.

- He ensures that faculty coordinates activities related to summer workshops and seminars.
- He ensures that the faculty fully cooperates with the examination branch in fulfilling all mandatory obligations related to examination for both internal and semester end exams.
- Oversee discipline bring all matters of importance, necessitating action from Principal.
- Make sure that no malpractice takes place in the conduct of either theory or practical examinations.
- Ensure timely presentation of annual appraisals of faculty of the department.

9.0 TERMS AND CONDITIONS OF SERVICE OF A PERMANENT EMPLOYEE

Permanent employees of the Institute shall be governed by the following terms and conditions:

- All faculty members will be under probation for a period of one year from the date of joining the College, extendable by one more year depending upon his/her performance.
- A permanent employee of the Institute may resign and terminate his engagement with the Institute by giving the appointing authority 3 months notice or on payment of 3 months salary in lieu thereof. Provided that vacation or leave availed by the employee during the notice period will not count towards the notice period. However, the appointing authority may for sufficient reasons either reduce this period or accept payment of lesser amount in lieu of the notice period.
- An employee of the Institute shall route his/her applications for appointment in any external organization through the Principal of the Institute.
- A permanent employee of the Institute who has no obligation to serve the Institute for a certain minimum period may be permitted to apply for appointment in an external organization not more than 2 times in a calendar year.
- In the case of posts against which recruitment is to be made by open selection, if two or more candidates are selected for appointment in a particular cadre in the same department by a selection committee, the inter-seniority of the candidates so selected shall be decided by the merit order in which the candidates are placed by the selection committee.
- In case of posts to which appointments are made by promotion, if two or more candidates are promoted to the same cadre on the same day, the inter-merit shall be determined by the seniority in the feeding cadre.
- If on the same day an internal candidate is promoted and an external candidate is selected for the same cadre, the internal candidate shall be considered to be the senior.

Subject to these rules employees of the Institute in different cadres shall retire on attainment of the age of superannuation as given below:

- **Academic and Administrative Staff:** End of the month in which the incumbent attains the age of 60 yrs
- **Academic Staff:** End of the month in which the incumbent attains the age of 60 yrs
- **Administrative Officer:** End of the month in which the incumbent attains the age of 58 yrs
- **Ministerial Staff :** End of the month in which the incumbent attains the age of 58 yrs
- **Technical Supporting Staff :** End of the month in which the incumbent attains the age of 58 yrs
- **Class – IV staff :** End of the month in which the incumbent attains the age of 58

10.0 RULES OF CONDUCT FOR THE EMPLOYEES OF THE INSTITUTE

- An employee of the Institute shall devote his/her whole time to the service of the Institute and shall execute such duties and functions and holds such responsibilities as allotted to him/her by the authorities of the Institute and the Principal from time to time.
- Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond the scheduled working hours and on holidays and Sundays.
- An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her work in the Institute.
- Except for valid reasons or unforeseen contingencies an employee shall not be absent from duty without prior permission of the controlling officer.
- No employee shall leave the headquarters except with the previous permission of the controlling officer, even during leave or vacation. Whenever leaving the station, an employee should inform the Principal through the Head of the Department or the Section the address where he/she would be available during the period of his/her absence from the headquarters.
- Every employee of the Institute shall be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.
- No employee shall act in a manner which is unbecoming of such employee or derogatory to the prestige of the Institute or place his/her official position under any kind of embarrassment.
- Every employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of the public.
- No employee of the Institute shall participate in any strike or similar activities like absence from duty or work without permission, neglect of duty with the object of compelling the Institute to take or omit to take any official action and any demonstration or fast like 'hunger strike' with the object of compelling the Institute to take or omit to take any official action or incitement thereto.
- No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- No employee shall lend money at interest to any person nor shall he borrow money at interest from any person with whom he is likely to have official dealings.
- An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who is involved in legal proceedings for insolvency shall forthwith report the full facts to the Institute.
- An employee, who is detained in police custody, whether on criminal charges or otherwise for a period longer than 48 hours, shall not join his/her duties in the Institute unless he/she has obtained written permission to that effect from the principal.

- No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his/her official assignments.
- Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such condition as regards to acceptance of remuneration as may be laid down by the Governing Body.
- No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official, document or information to any person to whom he is not authorized to communicate such document or information.
- No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he subscribe to aid or assist in any manner any political movement or activity.
- No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.
- Provided that an employee of the Institute qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
- No employee shall, except with the previous sanction of the competent authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person, any newspaper or periodical. Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character and free from all political views
- No employee shall, in any radio broadcast or in any document published in his own name or in the name of any other person or anonymously or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Institute; or which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution or organization or members of the public.
- Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.
- No employee shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- Where such sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government.
- Provided that these restrictions shall not apply in regard to evidence given at any enquiry before any authority appointed by the Institute, by Parliament or by a State Legislature or evidence given in any judicial enquiry or evidence given in any departmental enquiry ordered by the institute.

- No employee shall, except with the previous sanction of the competent authority, 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.
 - Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.
 - No employee of the Institute shall bring or attempt to bring any political or other external influence to bear upon any superior authority for the furtherance of his interest.
 - If an employee, while on duty, evades attending to the class work assigned to him/her, the same shall be treated as a misdemeanor on the part of the employee.
 - If an employee causes any dislocation of any class work, the same shall be treated as a misdemeanor on his/her part.
 - Whenever an employee wishes to put forth any claim or seeks Redressal of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than 3 months.
- No employee shall be signatory to any joint representation addressed to the authorities for Redressal of any grievance or for any other matter.
- An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties and preference of appeals against any such action taken against him. The affected party may appeal against the orders of the punishing authority within 15 days of receipt of such orders and the decision of the appellate authority shall be final.

The decision of the Governing Body of the Institute on all questions relating to the interpretation of these rules shall be final.

11.0 PROVIDENT FUND AND OTHER TERMINAL BENEFITS

The Institute is governed by the Employees Provident Fund & Miscellaneous Provisions Act 1957 and the employees of the Institute shall be entitled for the terminal benefits as prescribed in the said Act.

12.0 TERMS AND CONDITIONS OF SERVICES OF TEMPORARY AND ADHOC EMPLOYEES

12.1 The service of a temporary or adhoc employee shall be liable to termination at any time by notice of one month in writing given either by the employee to the appointing authority or by the appointing authority to the employee, or by paying one month's salary by the party which is giving a notice in lieu of the notice period.

However, the appointing authority may, for sufficient reasons, either reduce this period or accept a lesser amount in lieu of the notice period.

12.2 A temporary or an adhoc employee may be permitted to apply for appointments in external organizations without any restriction provided no constraint in applying for outside appointment is made in the appointment order.

However, temporary and adhoc employees of the Institute shall route their applications for appointment in external organizations through the Principal of the Institute.

SUMATHI REDDY INSTITUTE OF TECHNOLOGY FOR WOMEN

1.0 LEAVE RULES

An employee shall be entitled for the following kinds of leaves.

- Casual Leave.
 - Earned Leave.
 - Marriage Leave
 - Maternity Leave.
 - Academic Leave
 - Medical Leave
 - Extra-Ordinary Leave
-
- No leave shall be granted to an employee beyond the date on which he/she must compulsorily retire or must be relieved on resignation.
 - No leave, other than casual leave, shall be granted during the notice period when an employee tenders resignation for his/her post.
 - Leave is earned by “Duty only”. Duty includes gazette holidays, other holidays declared to be holidays by the principal, vacation and all types of leave excepting Extraordinary leave sanctioned to the employee.
 - Leave cannot be claimed as a matter of right. When the exigencies of service so require or when the authority empowered to sanction the leave is convinced that the employee is playing truant, discretion to refuse leave or revoke leave of any description is reserved with the leave sanctioning authority. Ensuring conduct of scheduled class work and examinations shall be treated as one of such exigencies of services.
 - The nature of leave due and applied for by an employee cannot be altered at the discretion of the sanctioning authority.
 - An employee on leave or on vacation shall not take up any service or accept any employment including consultancy or draw any scholarship without obtaining prior approval of the appointing authority.
 - An employee intending, to leave the headquarters during the period of leave or vacation must inform the administration of the Institute in writing his/her address for correspondence during such periods of absence.
 - Employees associated with class work and examination duties, while proceeding on leave, are ordinarily required to make alternate arrangements for their class work and examination work.
 - Employees who are on vacation can be called for any work of the Institute and in such cases the employees returning from an outstation will not be eligible for any T.A.
 - The Principal shall be the authority competent to grant all types of leave to all categories of employees except to himself/herself. However, the Principal may, at his/her discretion, delegate some of these powers to an officer of the Institute.
 - In case of Principal, Secretary & Correspondent shall be the authority to sanction leave.

1.1 Casual Leave

- All academic and administrative staff members including teaching and non-teaching staff are eligible for a maximum of 20 days leave in a calendar year after completion of their probation. The probation period unless otherwise stated is one year. The leave is credited twice in a calendar year. 10 days is credited on 1st January and next 10 days is credited on 1st July every year.
- Staff members who are on probation are eligible for 1 and ½ days for every month of service rendered accumulating to a maximum of 18 days in a calendar year.

1.2 Earned Leave

- The academic staff members at their own description are eligible to apportion 10 days of the casual leave as earned leave in an year.
- The earned leave can be accumulated up to 30 days which can be encashed at the end of three years of service at the rate of their pay (basic+DA) at the time of encashment.

1.3 Marriage Leave

- All employees are eligible for marriage leave
- Temporary employees are eligible for 7 days of marriage leave provided they complete 6 months of service as on the date of application for such leave.
- Permanent employees are eligible for 10 days of marriage leave

1.4 Maternity Leave

- All women employees are eligible for maternity leave.
- Permanent women employees are eligible for 90 days of maternity leave.
- An employee is eligible for maternity leave only twice in her entire service.

1.5 Academic Leave

- Faculty members are eligible for academic leave up to a maximum of 15 days in a calendar year.
- Academic leave may be sanctioned for attending conferences, seminars and workshops etc. which help the faculty achieve professional growth.

1.6 Medical Leave

Medical leave may be granted to an employee under medical treatment for illness or injury, on leave salary for maximum of 10 days, after which the period it shall be treated as LoP.

1.7 Extra-Ordinary Leave (EOL) without pay

It may be maximum for 60 days in a year but not allowed to be availed on more than 3 occasions and that too for justifiable circumstances.

2.0 VACATION

S. No	Service	Eligibility
1	Having service less than 3 months	Not eligible
2	Having service for more than 3 months and less than 6 months	2 Weeks
3	Having service for more than 6 months and less than one year	4 Weeks
4	Having service of one year and above	6 Weeks

The Governing Body of the Sumathi Reddy Institute of Technology for Women, Warangal shall have the authority to modify, amend and delete any of these rules.