

SERVICE RULES / LEAVE RULES PROMOTION POLICIES



St. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Secunderabad - 500 100
Telangana, India.



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500100

SERVICE RULES

1. PREAMBLE

- a. The following rules shall regulate the service conditions of all Teaching and Non-teaching staff of St. Martin's Engineering College, either regular or probationary / Adhoc appointed in the vacancy of an approved post.
- b. The Rules shall come into force with effect from 1-7-2002 and revised every year. Last revised on 23 August 2018.
- c. The Managing Body of St. Martin's Engineering College is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College.
- d. The Managing Body of St. Martin's Engineering College may exclude wholly or partly, from the operation of these rules to the holder of any post or the holders of any class of posts, and prescribe separate rules for such persons(s).
- e. The Managing Body of the college may add, amend, alter or change these Service Conditions as and when it deems necessary.

2. DEFINITIONS

- a. College/Institution means St. Martin's Engineering College, Survey No. 98 & 100, Dhulapally 'X' Roads, Quthbullapur Mandal, R.R. District, Secunderabad.
- b. Managing Body means the Governing Council / Governing Body of the college / St. Martin's Engineering College.
- c. University means the Jawaharlal Nehru Technological University, Hyderabad.
- d. Principal means Principal of the College or any other person authorised by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation.
- e. Year means a calendar year (unless qualified otherwise).
- f. Month means a Calendar Month.
- g. Pay means Basic Pay with full allowances excluding House Rent Allowance. Half-pay means Half of Basic pay with full allowances.
- h. Duty: A person is said to be "on duty"
 - i. When he is performing the duties of a post to which he is appointed or undergoing the probation or training prescribed for such post, provided that the performance of such duties is followed by confirmation.
 - ii. When he is absent from duty on authorized holidays or on leave taken in accordance with instructions regulating such leave issued by the Managing Body
 - iii. / Governing Council having been on duty immediately before and immediately after such absence or

- iv. When he is absent during vacation, or When he is attending Conferences of learned societies on deputation by the College, or While he is on joining time.
- v. When he is absent from headquarters or from his routine work attending to other University work not connected with his usual routine to which he has been specifically deputed in his official capacity either by the Principal or by the Managing Body.
- vi. When he is absent from head quarters or routine work in connection with
- vii. College duties either remunerative or non-remunerative, provided the duties have been assigned by the Principal or by the Managing Body.
- i. Employee means a person borne on the Teaching or Non-Teaching Staff of the St. Martin's Engineering College, Dhulapally 'X' Roads, Secunderabad and wherever the word "he" is used to refer to a male employee. The word "she" is to be read in relation to the female employee, as applicable.
- j. Temporary appointment means Probation / Adhoc etc.

3. GENERAL CONDITIONS OF SERVICE

- a. Appointments: The Managing Body of the College shall be the authority competent to appoint any members of teaching and non-teaching staff on the recommendation of the Staff Selection Committees/ Principal described under rules "d" and "e". The order of appointment shall specifically state whether the member of staff has been appointed on Probation / Temporary capacity / Adhoc / Permanent capacity.
- b. The appointments on probation can be made only to the posts approved by the Managing Body. For this purpose, the Managing Body has the right to fix, add, alter or delete any post or posts at any time depending on the requirements of the college.
- c. All teaching staff appointed in the cadre of lecturer and above shall be filled in by open competition. The selection should be based on the recommendation of a Staff Selection Committee, duly constituted as per the norms prescribed by the Government/University/AICTE/Managing Body.
- d. Appointments to all other non-teaching posts, temporary and adhoc shall be made by the Managing Body / Principal.
- e. All administrative appointments such as Heads of the Departments will be through nomination by the Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.
- f. The qualifications, experience and pay scales for various teaching posts shall be as decided by the Managing Body/Governing Council from time to time and shall generally be as per the AICTE guidelines.
- g. The services of Non-Teaching staff shall be regularized by the Managing Body based on the recommendation of the Principal.

- h. The qualifications, experience and pay scales for various non-teaching posts shall be decided by the Managing Body of the College from time to time and shall generally be as per the guidelines of State Government.
- i. An employee appointed on probation shall be on probation for an uninterrupted period of one year on duty. However, an employee whose probation has been declared on a lower post and is subsequently selected and appointed to a higher post, the uninterrupted period of probation shall be one year on duty.
- j. The Chairman of the Managing Body / Governing Council upon the recommendation of the Managing Body in the case of Teaching Staff and Non-teaching Staff, by order may terminate the probation of a probationer, and discharge him from service without assigning reasons giving one month's notice or one month's salary in lieu of such a notice.
- k. The Chairman, upon the recommendation of the Principal, without assigning any reason may extend the period of probation of an employee by a maximum period of one year.
- l. Upon the recommendations of the Principal, the Chairman will issue an order / authorize the Principal to issue order declaring the probationer to have satisfactorily completed his / her probation. On the issue of such order, the probationer shall be declared to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation.
- m. Unless the order declaring the satisfactory completion of probation is issued, the employee on probation shall be deemed to be probationer even after the expiry of the prescribed or extended period of probation.
- n. All uninterrupted service shall count for increments in the time scale applicable to the post. An increment shall be granted by the Principal, based on satisfactory conduct and work performance during the year. The increment of an employee may be withheld by the Principal if his conduct has not been satisfactory or if his work performance has not been upto the expected standards of the Institution.
- o. The services of all employees on probation and all temporary appointments are terminable with one month's notice or one month's salary in lieu of such a notice. However, as a disciplinary measure, the competent authority i.e., the Managing Body may discharge the employee without any notice.
- p. The employee who has once tendered his resignation is not entitled to withdraw it unless permitted to do so by the Chairman.
- q. No employee shall undertake any work, remunerative or otherwise, apart from that falling within ambit of his job in the St. Martin's Engineering College without the prior permission in writing of the Principal under intimation to the Chairman.

4. RESIGNATION, TERMINATION & RELIEF

- a. The services of teaching staff who have satisfactorily completed their period of probation are liable to be terminated by the College by giving three months notice or three months salary in lieu of such notice.
- b. The service of teaching staff on temporary / adhoc appointments are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- c. The services of all non-teaching staff who are on regular basis are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- d. Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months salary in lieu of such notice to the College. If their resignation is for the purpose of higher studies the notice period is reduced to 45 days instead of three months. (The timing of resignation should be such that the incumbent will be relieved at the end of the academic year / semester.)
- e. Teaching staff who are on temporary/adhoc appointments can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or till completion of academic work whichever is later.
- f. All the Non-Teaching Staff who are on regular basis can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.
- g. In the case of teaching staff, who have completed probation and are seeking employment elsewhere two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year / semester only. In addition all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.,) will also be forwarded. However, the Management has the discretion to relax the rule in appropriate case based on the merits and demerits of the case.
- h. In the case of teaching staff, who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES, etc) will be forwarded.
- i. In the case of teaching staff, who are appointed on temporary / adhoc basis and are seeking employment elsewhere two applications per year will be forwarded, subject

to the condition that they will be relieved at the end of the academic year/semester only. In addition, all applications for admission to higher studies and All India Services Examinations (such as IAS, IES, etc.) will be forwarded.

- j. In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year/semester only.
- k. In the case of non-teaching staff (whether they are on probation or on regular basis) all applications for admission to higher studies will be forwarded.
- l. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining part of the notice period.
- m. If the College issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for remaining part of the notice period.
- n. In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee.
- o. Any kind of leaves are not permitted during the notice period to the employee.

5. DISCIPLINARY ACTION

- a. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/ negligence of duty. However, such disciplinary action is initiated only after a fair opportunity has been provided to the employee to defend himself / herself.
- b. As part of the disciplinary action, the following penalties / punishments for valid and sufficient reasons may be imposed upon the employees.
 - i. Censure.
 - ii. Fine.
 - iii. Withholding of Increment.
 - iv. Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
 - v. Reduction to a lower rank in the seniority or to a lower post or to a lower stage in the time scale.
 - vi. Suspension.
 - vii. Disciplinary action shall be initiated against any male employee who indulges in Eve teasing / harassing or misbehaving with female faculty or girl students.

- viii. Disciplinary action shall be initiated against any faculty who is found involving in plagiarism activities and also who steals any intellectual information of the college which leads to loss or damage to the college.
 - ix. Removal from the college service.
- c.
 1. The discharge of a person appointed on probation, during the period of probation or of a person engaged under contract in accordance with the terms of his contract or a person appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.
 2. The penalty under 5.b may be imposed in addition to any other penalty, which may be inflicted in respect of the same negligence or breach of orders.
- d. Following are the valid reasons for which the penalties under (5.b) may be imposed on an employee:
 - i. Irregularity in observing the college timings.
 - ii. Irregularity and/ or irresponsibility in attending to duties in the college.
 - iii. Unauthorized absence from work.
 - iv. Irregularity and/or irresponsibility in attending to duties like examination duty, etc. assigned from time to time.
 - v. Insubordination including failure to follow the specific instructions of the superior.
 - vi. Instigation of staff/students against the administration and / or management.
 - vii. Participation in the strike, meetings or rallies directed against the administration and/or management.
 - viii. Misappropriation of college funds.
 - ix. Conviction in the Court of law.
 - x. If the employee is suffering from any incurable infectious disease or is declared insane by a panel of doctors approved by the competent Authority.
 - xii. Participation of the employee in any act or movement calculated to bring the college into disrepute.
 - xiii. If the employee indulges in any public criticism of the College administration or Management amounting to defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to the staff or students or in its relation to the Government or the University.

- e. The competent authority, which may impose any of the penalties prescribed in 5.a, shall be the Chairman (on the recommendations of the Principal) and Appellate authority shall be the Governing Council.
- f. Procedure: Before any of the penalties specified under 5 (vi) to (viii) above is imposed against an employee of the college it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him. This can best be done by intimating to the person concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed.
 - i. Enquiry relating to any disciplinary action may be made by a Committee of minimum three members appointed by the Chairman and consisting of the Principal and two and above other members.
 - ii. Any member in the college service may be placed under suspension by the competent authority pending enquiry into grave charges, where such suspension is deemed to be necessary in the interests of the college.

6. CONDUCT RULES

- a. Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- b. Every employee shall at all times, maintain integrity, be devoted to his duty and be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, Principal, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.
- c. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal in writing through the respective HOD or the Principal directly if the employee happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
- d. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
- e. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.
- f. Any employee terminated from previous organization shall report full facts thereof to the College.

- g. An employee against whom an Insolvency Proceedings commenced in the Court of law shall forthwith report full facts thereof to the College.
- h. An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof.
- i. No employee shall, except with prior permission of the competent authority, has recourse to any court of law or to the press for the vindication of any official act of the College which has been the subject matter of adverse criticism or attack of defamatory character.
- j. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- k. An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 2 days of the receipt of the orders of the decision to the Governing Council and the decision of the Governing Council thereon, is final and binding on the employee
- l. No employee shall engage in strike or incitement there to or in similar activities such as absence from work or neglect of duties or participate in hunger strike etc., Violation of this rule will amount to misconduct and attract deterrent punishment.
- m. The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books, browsing net, chatting, using mobile phone etc. during working hours is to be avoided.
- n. Staff members are strongly encouraged to take up consultancy projects but only with the permission of the Management.
- o. The staff members are prohibited from accepting valuable gifts in any form from the students/ parents/companies having business transactions with the College.
- p. The staff members shall not interfere in any matter not connected to their job requirement.
- q. The details of students' feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.

LEAVE RULES



St. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Secunderabad - 500 100
Telangana, India.

LEAVE RULES

1. GENERAL

- a. These rules shall be called "St. Martin's Engineering College Leave rules".
- b. They shall be deemed to have come into force with effect from 1st June 2002 and revised every year and last revised on 23rd August 2018, shall be applied to all the employees of the College.
- c. "Employee" fits into any of the following categories.
 - i. Appointed on ad-hoc/temporary basis.
 - ii. Regular Employee appointed against an approved post and who is on probation.
 - iii. Regular employee, whose probation has been declared.
- d. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.
- e. The sanctioning authority may recall an employee to duty before the expiry of his/her leave.
- f. Unauthorized absence from duty may be treated as misbehavior involving disciplinary action. An employee on leave shall not take up any service or accept any employment without the prior sanction of the appointing authority.
- g. Every application for leave on medical grounds shall be accompanied by a medical certificate, Discharge summary given by a Registered Medical Practitioner/Asst. Civil Surgeon, in the panel of experts approved by the Governing Council.
- h. Leave on loss of pay, half pay leave, and earned leave cannot be availed for a period of less than three days.
 - i. An employee who leaves his place of duty during vacation is liable to be recalled.
- j. The principal shall be the authority competent to grant leave to all employees. In the case of the Principal, Chairman of the Governing Council or his nominee will be the authority to sanction leave.
- k. An employee cannot return to duty before the expiry of leave sanctioned to him unless he is permitted by the competent authority to do so.

2. CASUAL LEAVE (CL)

- a. Casual leave will be admissible to an employee of the college for a total period not exceeding 12 days @ 1 per month in a calendar year. However, another 6 days CL may be given based on the approval of the Principal. If any employee joins the college in the middle of the calendar year, the quantum of casual leave admissible to him/her will be on prorated basis.
- b. It may be granted for a period not exceeding 4 days at a time including holidays. Any balance period of casual leave shall lapse with the calendar year.

- c. Casual leave should not be combined with any kind of regular leave discussed in the following sections or with vacation without the approval of sanctioning authority.
- d. Casual leave requires prior sanction and the employee has to make alternative arrangements for his/her work.
- e. Casual leave for half day can be granted to an employee for the Forenoon or Afternoon.

3. SPECIAL LEAVES (SL)

- a. Special leave for a total period not exceeding 14 days in an academic year may be granted to a Regular Employee of the college towards any of the following and within the calendar year .
 - i. When an employee attends seminars/symposia/workshops etc., organized by institutions of national and international repute.
- b. Special leave cannot be combined with ordinary casual leave or with any other leave or with vacation by the approval of sanctioning Authority.

4. SUMMER VACATION (SV) / EARNED LEAVES (EL)

- a. The teaching staff, whose services are regularized shall be eligible for vacation limited to 21 days in an academic year. In case of employees appointed in the middle of the academic year, they shall be eligible for vacation proportionately. Vacation may be declared for a minimum period of 07 days including holidays and Sundays.
- b. The Regularized Non-Teaching Staff may avail vacation limited to 07 days in not more than two stretches.

5. MEDICAL LEAVES (ML)

- a. Medical Leave admissible to an employee, whose probation has been declared, will be 3 days for each completed year of regular service.
- b. Medical Leave may be granted to an employee based on the Medical Certificate obtained from any of the doctors in the panel of doctors approved by the College Authorities. Medical Leave can be accumulated up to maximum of 90 days in the entire service.

6. MATERNITY LEAVES

- a. Maternity Leave is admissible only to women employees appointed on regular basis.
- b. The leave may be sanctioned up to 90 days. However it may be extended for another 90 days under critical medical conditions.
- c. The leave is not admissible in case of an employee, who has two or more surviving children.

7. ON DUTY

- a. The principal shall be the authority competent to grant leave to all employees. In the case of the Principal, Chairman of the Governing Council or his nominee will be the authority to sanction leave.
- b. On duties are given to attend University / College assigned duties time to time.

8. COMPENSATIVE CASUAL LEAVE (CCL)

- a. The principal shall be the authority competent to grant leave to all employees under important work conducted on holidays. In the case of the Principal, Chairman of the Governing Council or his nominee will be the authority to sanction leave whenever necessary for the Employee.

PROMOTION POLICIES



St. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Secunderabad - 500 100
Telangana, India.



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Hyderabad - 500 100

ELIGIBILITY CRITERIA FOR SELECTION OF FACULTY TO HIGHER POSTS

ELIGIBILITY CRITERIA:

- All promotions are by SELECTION only.
- Eligible candidates shall be considered for promotion on the recommendation of the selection committee.
- Number of posts at various levels in each discipline shall be as deemed necessary by the college Authorities.

1. POLICIES FOR FRESH APPOINTMENT

S. No	Present Designation	To the position aspired	Eligibility criteria	Basic scale fixation as on date	Remarks / suggestions
1	Asst. Professor AGP Rs. 6000	Fresh appointment	BE/B.Tech with First class and ME/M.Tech/M.Phil first class	15600-39100 with AGP Rs 6000	Deserving candidates are entitled for two non compounded increments at entry level
			BE/B.Tech with First class; ME/M.Tech/M.Phil First class and obtained Ph.D degree recognized by UGC* in relevant discipline	15600-39100 with AGP Rs 6000	Entitled to five non compound increments at entry level
2	Asst. Professor AGP Rs 6000	Asst Professor with AGP of Rs 7000	Completed 5 years of service as Asst. Prof. with BE/B.Tech with First class and ME / M.Tech / M.Phil First class qualifications at entry	15600-39100 with AGP Rs 7000	Should have attended minimum Three weeks of FDP / STTP during Asst Professor with AGP of Rs. 6000
			Completed 4 years of service as Asst. Prof. with BE/B.Tech with First Class; ME / M.Tech / M.Phil First class and obtained Ph.D degree recognized by UGC* in relevant discipline qualifications at entry	15600-39100 with AGP Rs 7000	Should have attended minimum Two weeks of FDP / STTP during Asst Professor with AGP of Rs 6000+minimum one research paper in peer reviewed journal

3	Asst. Professor with AGP of Rs 7000	Associate Professor	Should process Ph.D degree recognized by UGC + Minimum of five years of teaching experience of which two years of post Ph.D experience is essential	37400-67000 + AGP Rs 9000	Should be guiding minimum one Ph.D student and possess minimum one post Ph.D publication in international journal of repute in the relevant field
4	Associate Professor	Professor AGP Rs 10000	Qualifications as required of the post of Associate Professor + Minimum of 10 years teaching experience of which at least 5 years should be at the level of Associate Professor	37400-67000 + AGP Rs 10000	Should be guiding minimum one Ph.D student and possess minimum one post Ph.D publication in International Journal of repute in the relevant field during last one year.
5	Professor AGP Rs 10000	Professor AGP Rs 12000	Qualifications as required for the post of Professor + at least 10 years of teaching as Professor and post-doctoral work of a high standard + publications in peer reviewed / referred Research Journals	37400-67000+AGP Rs 12000	Should be guiding minimum one Ph.D student and possess minimum one post Ph.D publication in International Journal of repute in the relevant field during last one year

* UGC Norms: Process of registration, Course Work & External Evaluation.

2. REVISED PAY FIXATION FOR IN-SERVICE FACULTY (FOR EXISTING FACULTIES ON ROLL AS ON 01-01-2015)

S. No	Present Designation	Designation under Sixth pay-scale	Eligibility criteria	Revised pay-band in sixth pay scale	Remarks / suggestions
1	Lecturer	Asst. Professor	BE / B.Tech and ME / M.Tech / M.Phil with first class at UG / PG	15600-39100 with AGP Rs 6000	
2	Lecturer (Sr. Grade)	Asst. Professor (Sr. Grade)	BE / B.Tech and ME / M.Tech / M.Phil with First Class at UG / PG	15600-39100 with AGP Rs 7000	
3	Lecturer (Selection Grade) / Asst. Professor (Less than three years)	Asst. Professor	BE / B.Tech and ME / M.Tech / M.Phil with First Class at UG / PG	15600-39100 with AGP Rs 8000	
4	Lecturer (Selection Grade) / Asst. Professor (More than three years)	Associate Professor + AGP Rs 9000/-	BE / B.Tech and ME / M.Tech / M.Phil with First Class at UG / PG + should have minimum three years of experience in the cadre of Lecturer (Selection Grade) / Asst. Professor + confirmed registration of Ph.D degree recognized by UGC	37400-67000 + AGP Rs 9000	

5	Professor	Professor + AGP Rs 10000	BE / B.Tech with First class ME / M.Tech / M.Phil First Class and obtained Ph.D Degree recognized by UGC* in relevant discipline	37400-67000 + AGP Rs 10000	
6	Senior Professor (Minimum 10 years of Services)	Professor AGP Rs 12000	Qualification as required for the post of Professors + at least 10 years of teaching as Professor and post-doctoral work of a high standard + publications in peer reviewed / referred Research Journals	37400-67000 + AGP Rs 12000	Should be guiding minimum two PhD student and possess minimum one post PhD publication in International Journal of repute in the relevant field during last one year

* UGC Norms: Process of registration, Course Work & External Evaluation.

3. POLICIES FOR CAREER ADVANCEMENT

S. No	Present Designation	Designation under Sixth pay-scale	Eligibility criteria	Pay-band in sixth pay AICTE scale	Remarks / suggestions
1	Asst. Professor AGP Rs 6000	Asst. Professor AGP Rs 7000	BE / B.Tech and ME / M.Tech / MPhil with First class at UG/PG + should have 3 years of teaching experience as Lecture/Asst. Professor AGP Rs 6000	15600-39100 with AGP Rs 7000	Should have attended minimum three weeks of FDP/STTP during Asst Professor with AGP of Rs 6000 + minimum one research paper in peer reviewed journal/ international conference of repute.
2	Asst. Professor AGP Rs 7000	Asst. Professor AGP Rs 8000	(Qualification as required for the post of Asst professor AGP Rs 6000 + should have 3 years of teaching experience as Lecturer (Senior scale)/ Asst. Professor AGP Rs 7000) OR (3 years of teaching experience as Lecturer (Senior Scale)/ Asst. Professor AGP Rs 7000 and confirmed PhD registration in relevant field)	15600-39100 with AGP Rs 8000	Should have attended minimum Two weeks of FDP/STTP during Asst. Professor with AGP of Rs 7000+ minimum two research paper in peer reviewed journal/ international conference of repute.
3	Asst. Professor AGP Rs 8000	Associate Professor + AGP Rs 9000	Qualifications are required for the post of Asst Professor AGP Rs 6000+ Should have 3 years of teaching experience as Lecturer (selection grade) / Asst Professor AGP Rs 8000 and PhD in relevant field	37400-67000 + AGP Rs 9000	Should be guiding minimum one PhD student and possess minimum two post PhD publication in international journals of repute in the relevant field

4	Associate Professor + AGP Rs 9000	Professor AGP Rs.10000	BE / B.Tech and ME / M.Tech with first class at UG/PG and obtained PhD Degree recognized by UGC*in relevant discipline+ Minimum of 10 years teaching experience of which at least 5 years should be as Lecturer (Selection grade) / Asst. Professor (5 th AICTE pay Scale) / Asst . Professor AGP Rs 8000/-	37400-67000 + AGP Rs 10000	Should be guiding minimum two PhD students and possess minimum one post PhD publication in international journal of repute in the relevant field during last one year
5	Professor AGP Rs 10000	Senior Professor AGP Rs 12000	Qualification as required for the post of Professor + at least 10 years of teaching as Professor and post – doctoral work of a high standard + publications in peer reviewed / referred research journals	37400-67000 + AGP Rs 12000	Should be guiding minimum two PhD students and possess minimum one post PhD publication in international journals of repute in the relevant field during last one year

* **Note:** Appointment of Assistant Professor / Associate Professor / Professor / Principal based on UGC/AICTE/JNTUH Guidelines.

OTHER CRITERIA

1. M.E / M.Tech / M.Phil and Ph.D degree from IITs / NITs and reputed institution is desirable.
2. Annual increment (for teaching faculty)

For the grant of Annual increment the following are the essential conditions to be satisfied.

- a. Each faculty member should present a research paper in an International Conference (in India in abroad) and publication in peer reviewed journals (National / International) indexed in SCOPUS / SCI during that year.

In addition to above following activities are essential

- b. Guiding a student project is must for every faculty.
- c. Significant contribution to the development of Department / Institution.
- d. Acquiring expertise in any of the relevant software / course / laboratory.
- e. Development of digital course material.

Other factors that are considered while granting Annual increment.

- f. Academic results and student feedback.
- g. Workshops / seminars / Faculty development programs / STTPs attended.
- h. Workshops / seminars / Faculty development programs / STTPs organized.
- i. Effective involvement in NAAC / NBA / ISO / Autonomous work.

The eligibility of the faculty member for Annual Increment will be decided by a committee constituted for the purpose.

5. MERIT INCENTIVES

The Policy of merit incentive to faculty is amended and it reads as follows.

The faculty is honored with an incentive in the form of cash for various distinguished merit activities in the field of academics and research. the details are as follows

R&D Incentives:

S. No.	Event Type	Financial Assistant
1	International Conference (Abroad) (Presented Paper should be published in Journal with DOI No.)	Up to Rs. 15,000/-
2	International Conference (India) (Presented Paper should be published in Journal with DOI No.)	Up to 100% registration fee or up to Rs. 3,000/- whichever is less and sanction of OD.
3	National Conference (Presented Paper should be published in Journal with DOI No.)/ Symposia, Workshop, FDP etc.,	Up to 100% registration fee or up to Rs. 2,000/- whichever is less and sanction of OD.
4	International / National Journals with DOI No.	Up to 100% publication cost incurred in publishing research paper in International/National Journals or up to Rs. 3,500/- / whichever is less
5	Publishing research paper in International/National Journals with DOI No. and Indexed with Thomson Ruter, Scopus etc., without subscription of any money	Rs. 4,000/- cash award per paper
6	Book publication (Text or Reference Book published by International Publishers/National Publishers with an establishment peer review system, Sole Author/ with another Author)	Rs. 10,000/- award per Book

Awards for Outstanding Performance

Faculty who have made 'extraordinary contribution' in the indicative parameters are selected for the Best Teacher awards. The awardees are felicitated on the occasion of Teachers' day with Memento, Gold, Silver coins and certificates

The categories are as follows

1. Faculty who get pass percentage above 90% combining both semesters receive 'THE GO GETTER TEACHER' award. (Gold coin, Memento, certificate)
2. Faculty who publish maximum number of research papers in National and International Journals receive the 'THIRST FOR KNOWLEDGE TEACHER' award. (Gold coin, Silver coin Memento, certificate)

3. Faculty whose paper presentation in Journals win best paper got ‘THE INIMITABLE PRESENTER TEACHER’ award. (Gold coin ,Silver coin Memento, certificate)
4. Faculty who have book publication in their name receive ‘THE PROLIFIC WRITER TEACHER’ award. (Gold coin ,Silver coin Memento, certificate)
5. Faculty who receive project funding receive ‘THE FUND RAISER’ award. (Gold coin ,Silver coin Memento, certificate)
6. Faculty who publish patent receive ‘THE INVENTOR-TEACHER’ award. (Gold coin, Silver coin, Memento, certificate)
7. Faculty who utilize the library maximum receive ‘THE BIBLIOPHILE -TEACHER’ award.
8. Faculty who are the most regular to college and take the least CL’s during the academic months receive ‘THE TIME HONOURED -TEACHER’ award.
9. Faculty who are most dedicated, regular and responsible to the department, nominated by the Head of the department received ‘THE SHINING EXAMPLE TEACHER’ award.
10. Faculty in the cadre of Lab Assistant/Programmer who are dedicated, regular and hardworking receive ‘THE MOST INDUSTRIOUS TEACHER’ award.
11. Faculty who publish patent receive ‘THE INVENTOR-TEACHER’
12. Faculty who joined recently and have been the most promising with a positive outlook receive ‘THE MOST PROMISING NEW COMER -TEACHER’.
13. Faculty who contributed their maximum efforts and dedication in Internal Auditing receive ‘THE CHIEFTAINS’ award.
14. The Head of institution or Heads of various Departments are nominated for the prestigious ‘THE TASK MANAGER’ award.

The first 6 categories are given Gold coin, silver coin, memento and certificate.

& later other categories are given memento and certificates.

Another set of awards given to acknowledge the contributions made by the Administrative Department and for those who gave long years of service to the college, are as under

1. For continuously sharing college Facebook page updates, a prize and certificate are given.
2. Faculty who had given their service to this institution for more than 10 years are felicitated with a prize and certificate.
3. Felicitation to the Heads of various Departments.

PRINCIPAL