

- b) Principal shall present this to the C.M.C. in its next meeting and C.M.C. shall grant the increments. Some times when necessary the Principal may grant the increments but he should present it to C.M.C. for ratification.

2) Promotions under Career Advancement Scheme:

Promotions under Career Advancement Scheme shall be granted as per AICTE norms. Committee for promotions under Career Advancement Scheme shall be the same committee which is for Selection of staff.

Motivational Initiatives: Faculty

Sponsoring to Higher Education:

Faculty will be sponsored for Ph.D programme case by case.

The sponsored teacher and the college will be governed by the registered bilateral agreement.

Incentives for retention and academic advancement of faculty:

1. After 5 years all faculty are eligible for gratuity kind of payment subject to a maximum consideration of a monthly salary of Rs.20,500/-.
2. The following incentives shall be paid to faculty staying in the college continuously for ten years initially and five years continuously each time later.

Ten years initial continuous stay: Rs.1,00,000/-

Every Five continuous years afterwards: Rs.50,000/-

Faculty to fulfill, the following conditions:

- Should have followed the policy document scrupulously.
- Additional innovative measures at individual level.
- R&D activity.
- Basic sciences teachers should have acquired Ph.D in the initial ten years.
- Engineering teachers should have registered for their Ph.D programmes, should have completed their pre Ph.D exam/equivalent work or exam and published some papers in this regard in the initial ten years and produce a testimonial from his guide with regard to his sincerity for this programme.
- Engineering teachers should complete their Ph.D in the next five years, i.e in the initial fifteen years.
- Those who do not satisfy the above criterion particularly with regard to their Ph.D, shall be paid only one third of the above incentive amount.

This is applicable to faculty who join the college before 2010 & they will be paid these incentives up to 2020.

3. Variable Pay:

Principal/Professor in Engineering departments: For Ph.D holders Rs.8,000/- to Rs.30,000/- depending on specialization and experience & other terms & conditions.

- a) Special pay of Rs.10000/- per month to Engineering faculty and Rs.5000/- per month to BS&H faculty will be paid for the period elapsed between the date of submission of Thesis and date of award of Ph.D degree. The recipient has to work in the Institution at least for a period of two years from the date of receipt of the incentive. Otherwise the beneficiary has to pay back the amount to the institution proportionally

He / She should acquire Ph.D. degree in five years from date of registration. The college may give one year grace period, if the college finds the chances of acquiring the same by the faculty member. The Faculty members who failed to acquire Ph.D within this period shall have to repay the incentive amount received. The beneficiary faculty can't leave the college before

acquiring Ph.D degree. In case of their leaving the college before acquiring Ph.D, they shall have to pay back the incentive amount they have received.

Faculty may register for the Ph.D programme with reputed organizations, other State and Central Governing organizations or any other organizations with the prior approval of the Governing Body. Minimum service recruited for eligibility to this scheme is 2 years for Assistant Professor, 1 year for Associate Professor and 5 years for BS&H faculty. For BS&H faculty the special pay will be 50% of the special pay applicable to the faculty of Engineering and Technology.

4) Incentive for acquiring Ph.D degree during service:

- i) Any faculty member who has registered for Ph.D working in this college and continued till he is awarded Ph.D or faculty who have been working for not less than 3 years in this college at the time of award of Ph.D shall be given an incentive of Rs.25,000/-.
- ii) Two advance increments may be given to those Assistant Professors who acquire Ph.D in their service and Assistant Professors who acquire Ph.D. degree in not later than 5 years from the date of appointment as Assistant Professor.
- iii) The above (i) & (ii) are applicable to those who acquire Ph.D from IITs, NITs, University Government Colleges and very reputed Deemed Universities like BITS Pilani, Ranchi etc.
- iv) Special pay of Rs.2000/- during 1st year upon registering for Ph.D programme for a maximum period of 12 months.
- v) Special pay of Rs.3000/- during 2nd year upon completion of pre Ph.D / satisfactory review by a committee, if pre Ph.D examination is not in the curriculum for a maximum period of 12 months.
- vi) Special pay of Rs.4000/- during 3rd year upon satisfactory review by a committee for a maximum period of 12 months.
- vii) Special pay of Rs.5000/- during 4th year for a maximum period of 6 months or award of degree or rejection whichever is earlier.
- viii) Special pay of Rs.10000/- per month to Engineering faculty and Rs.5000/- per month to BS&H faculty will be paid for the period elapsed between the date of submission of Thesis and date of award of Ph.D degree for a Max. period of one year. The recipient has to work in the Institution at least for a period of two years from the date of receipt of the degree. Otherwise the beneficiary has to pay back the amount to the institution proportionally.

He/She should acquire Ph.D. degree in five years from date of registration. The college may give one year grace period, if the college finds the chances of acquiring the same by the faculty member. The Faculty members who failed to acquire Ph.D within this period shall have to repay the incentive amount received. The beneficiary faculty can't leave the college before acquiring Ph.D degree. In case of their leaving the college before acquiring Ph.D, they shall have to pay back the incentive amount they have received along with 12% interest per annum.

Faculty may register for the Ph.D programme with reputed organizations, other State and Central Governing organizations or any other organizations with the prior approval of the Governing Body. Minimum service required for eligibility to this scheme is 2 years for Assistant Professor, 1 year for Associate Professor and 5 years for BS&H faculty. For BS&H faculty the special pay will be 50% of the special pay applicable to the faculty of Engineering and Technology.

5) Sponsoring for National / International paper presentations, continuing education programs, conferences:

- i) No one shall be sponsored for conference, unless his paper is accepted. In special circumstances when it will be very useful to the institute, a nominated senior faculty may be sponsored.

- ii) In the cadre of Assistant Professor, one should have a minimum of two years service.
- iii) No staff member shall be sponsored for more than two times in an academic year, including paper presentations and training programmes.
- iv) Professors – 2 Seminars / Conferences / Training programmes with financial commitment and 2 seminars/conferences/Training programmes without financial commitment in one year.
- iv) For delivering guest lectures at institutions, key note lectures, chairing sessions at conferences/symposia etc. on invitation, academic leave is granted without financial assistance for two times in an year for Professors, and one time for other faculty subject to a maximum of four days each time.
- v) Faculty sponsored for Paper Presentations and Training programmes in India will be paid Registration Fee, Second Sleeper charges and DA subject to a maximum Rs.10,000/- in case of IITs, NITs and Government owned Universities/organizations and Rs.5,000/- for others. These will be paid only after giving the presentation in the department and after submitting material to the departmental library, and producing a certificate from the HOD.

For International Conferences held Abroad:

- i) 50% of actual expenses including registration fee or Rs.30,000/- whichever is less will be paid.
- ii) Eligibility: PG qualification, 3 years of experience in this college for a Assistant Professor, 2 years for Associate Professor and 1 year for Professor.
- iii) Only one member will be granted from each department on first come first serve basis in an academic year (July 1st to June 30th).
- iii) Any teacher once avails this is not eligible for the next 3 years.
- v) The financial assistance will be given to one of the authors who will be presenting the paper.
- vi) Academic leave will be sanctioned for journey time and conference days only.

NOTE:

- The financial support and academic leave will be given for full paper presentations only which will appear as full paper in the proceedings and not for papers accepted for poster presentation.
- Participants should produce participation certificate.
- For International Conference in India, the guidelines are as per the other paper presentations in India limiting the payment to Rs.10,000/- or less including all expenses.
- *The financial support given by the organizers shall not be duplicated while claiming registration fee, TA, DA and other allowable expenses.*

- 6) **EPF: Rs.1,800/- per month. College pays its contribution of Rs.1,800/- month if the faculty member pays his contribution.**
- 7) Gratuity kind of payment: Faculty with five years of continuous service in the college, are eligible for Gratuity kind of payment subject to a maximum consideration of a monthly salary of Rs.20,500/-. 75% of the Gratuity kind of payment payable to the faculty after 5 years of stay in the college will be paid as interest free loan against Gratuity kind of payment payable and the gap between two loan claims is 3 years.
- 8) Insurance cover for Health (Rs.50,000/- Mediciam)and Personal Accidents (Rs.1,00,000/-).
- 9) Transport (for Professors): Free Transport for Professors & Concessional Transport for other staff.
- 11) Medical Facilities: Free Medical consultancy and Hospitalization for common ailments: provided through College Medical Centre and two medical officers, one male and the other female officer are appointed and two medical assistants (one male and one female)

12) Incentives for implementation of Quality Document for achieving quality. Since the quality Document defines our policies and mechanisms for achieving quality, the following awards/commendations may be presented to the staff in organizational positions viz. Vice Principals, HODs, Head of the Principal's office, Project officer and other Section Heads.

i) Commendations may be given to all the persons who achieve a certain minimum prescribed percentage for implementation of quality Document.

ii) A rolling shield may be instituted which shall be presented and kept with the leading department every year.

iii) A committee may be formed for the above; i) & ii) with one or two Management

Representatives and at least three Senior Professors who are not Vice Principals or HODs who would formulate a very transparent policy and make the evaluation on a continuous basis

Professional Society Memberships: Besides the present practice of advancing loans for this to the faculty, the faculty who completes five years of service will be given Rs.1,000/- or 50% of the annual subscribing, whichever is less starting with February 2008.

i) Motivational Initiatives: Students

For Students: The College encourages the students with various awards and certificates. Some of these awards are sponsored awards.

Best Outgoing Student: Open for boys and girls: Sri Vallabhaneni Krishna Kutumba Rao memorial award for the Best Outgoing Student, Sponsored by his wife Smt. Vallabhaneni Parvati – carries a Gold medal and a cash award of Rs.10,000/- and a Certificate.

Certificate of Excellence (B.Tech): The college honors the First five Excellent students of each batch with certificates of Excellence.

Best Outgoing Lady Student and Three Merit Certificates (B.Tech): Prof. Koneru Venkata Rajeswara Rao and Smt. K.M.L. Prasunamba award for the Best outgoing lady student, sponsored by Smt. K.M.L. Prasunamba – carries a Gold medal and a cash award of Rs.5,000/- and a certificate.

The college presents merit certificates to the first three meritorious lady students among all braches.

“Prof.Ashok Jhunjhunwala and Sri V.V.R. Seshadri Rao” award worth about Rs.10,000/-shall be given for the best student project with Rural Orientation.

Branch Wise Toppers: Gold medal and three merit certificates:

- a. **ECE:** Sri Musunuri Venkata Rama Rao memorial gold medal, sponsored by his sons Sarvasri Kasi Visveswara Rao, Koteswara Rao and Srinivasa Rao.
- b. **ME:** Sri Kaza Srinivasa Rao memorial gold medal sponsored by his sons Sarvasri Ravi, Venkata Rao and Murali Krishna.
- c. **EEE:** Smt. Vallabhaneni Sowbhagyamma memorial gold medal, sponsored by her brother Sri.V.V.R.Sheshadri Rao.
- d. **CSE:** Smt.Adusumilli Annapurnamma gold medal, sponsored by her grandson Dr. Kolli Chendrasekhara Rao.
- e. **IT:** Sri Uppalapati Sreeramulu memorial gold medal, sponsored by his daughter Dr.Yerneni Ratna Kumari and son-in-law Dr.Yerneni Purnachandra Rao.
- f. **CE:** Sri Surapaneni Parandhamayya and Smt. Surapaneni Anjamma Gold Medal, Sponsored by their son Dr. S. S. Bala Krishna
- g. **MBA:** A Gold Medal sponsored by the college and Merit Certificates to the First Three Meritorious students.
- h. **M.Tech:** Sri Uppalapati Venu Gopala Rao Gold Medal award for the top ranked students of all M.Tech courses.
- i. **I B.Tech Top Ranker:** Sri Jonnadula Rama Krishna Memorial Gold Medal sponsored by his wife Jonnadula Saritha.

The college presents merit certificates to the first three meritorious students of each branch.

Branch-wise Best Project Work: Cash prize of Rs.2,000/- to the best project work in each branch.

Best Outgoing Sportsman: Sri Vallurupalli Seethapathi memorial gold medal, sponsored by his son Dr.V.Ram Babu.

Best Outgoing Sportswoman: A gold medal awarded by the college.

Eligibility Criteria for Certificates of Excellence:

GENERAL: The student must bear good conduct and character and must put up not less than 75% attendance and must complete the course without any failures.

i) **Best Outgoing Student:** Open for boys and girls.

A) **Academic:** 50 M

Aggregate marks of all the examinations x 50
(marks awarded = 50 x percentage of marks obtained / 100)

The student should pass all the subjects in the regular examinations.
Should complete the course in 4 consecutive years.

Attendance: marks awarded = 5 x % attendance / 100) 5 M

GATE, GRE, GMAT, CAT: marks awarded = 20 x percentile / 100 20 M

B) **Personality:** 8 M

Leadership qualities, communications skills and proficiency in English.

C) **Sports and Games:** 7 M

Bonus marks will be awarded for representing in University level/State level (3) and National level (5) per each year.

D) **Cultural Events:** 5 M

Bonus marks will be awarded for winning prizes in cultural meets
i) University/State level (3) ii) National level (5)

E) **Co-Curricular Activities:** 5 M

Prize winning Technical Papers presented at Seminars/published in technical journals.

ii) **Best Outgoing Lady Student and three Merit Certificates:** Same as in (1) above.

iii) **Branch wise Toppers:** Open for Boys and Girls

a) **Academic:** 90 Marks

Aggregate marks of all the examinations (Marks awarded = 90 x percentage of marks obtained/100)

➤ The student should pass all the subjects in the regular examinations.

➤ Should complete the course in 4 consecutive years.

b) **Attendance:** 10 Marks (Marks awarded = 100 x % attendance/100)

iv) **Best Project Work:** To be judged by a committee.

v) **Best Outgoing Sportsperson (Boys):** To be judged by a committee.

vi) **Best Outgoing Sportsperson (Girls):** To be judged by a committee.

vii) **Prizes to Students:** With a view to encourage students to excel in their studies, the College has instituted the following prizes to students during their study of B.Tech. degree course in the college, based on their performance in year/end semester and exams.

1) **First Ranker:** Books worth Rs.200/- and one Library Ticket.

2) **Second Ranker:** Books worth Rs.100/- and one Library Ticket.

3) **Third Ranker:** One Library Ticket.

The Library Ticket will be valid for a period of six months from the date of issue.

A maximum of 20 students from all branches one Merit basis shall receive 50% of the cost of professional society membership from the college.

Special awards shall be given to the University Rank Holders (below the rank of 10, 100 & 200) and the toppers in GATE, GRE & CAT.

Awards shall be given for publication in International/National referred journals by the students.

Award	Top 10	Top 100	Top 200
University Rank	Rs.5,000/-	Rs.2,000/-	Rs.1,000/-
GATE	Rs.10,000/-	Rs.5,000/-	Rs.2,000/-
CAT	Suitable Awards will be given depending on their outstanding Performance.		
GRE			
Publications			

Quality policy regarding sponsoring students for paper presentations, attending seminars etc.:

- Students shall be sponsored once in a semester.
- Only one way fare shall be paid to the 1st author.
- If the student secured 1st prize, registration fee and two way fare will be reimbursed.
- TA and registration fee shall not be duplicated.
- The student has to submit the seminar material to the department.
- The student shall take prior permission from the department before attending the seminar.

The money shall be reimbursed to the student after they submit Xerox copy of the certificate of attendance and paper presented

III. FINANCIAL AND PHYSICAL RESOURCES:

The following points are considered for formulating policies on Financial and Physical Resources and their utilization.

1. Financial resources to be sufficient for running the programmes, maintaining and upgrading, the equipment, operational budget. To plan resources for the same.
2. Sufficient physical resources, conforming to legal, safety and security requirements.
3. Resources like endowment fund, deposits of money.
4. Maintenance of physical resources, ensuring maximum level of safety and hygiene.
5. To provide suitable water for utilities and drinking, drainage systems, sewage disposal.
6. Medical facilities – First aid boxes, Medical officer, Dispensary/Emergency medical/Ambulance facilities.
7. Communication facilities.
8. Phones, EPABX and Fax facility
9. Reprographic facilities like Xerox, OHPs, LCD Projectors etc.
10. Avenues for refreshments of students/faculty.
11. Electrical and other installations to be certified to be safe and free from hazard.
12. Firefighting equipment.
13. Canteen, bank extension counter, ATM, post box and courier services.
14. Common rooms for boys and girls with recreation facilities.
15. Residential facilities for students and staff
16. Gymnasium and Lecture enabled theatre