

- The mandatory presentations he gives to his colleagues after his return from attending that programme. At the end of every semester, every teacher has to submit a self-appraisal form.

Performance Appraisal of Faculty(for 100 marks):

Every teacher will submit Teacher's Self Appraisal Form (Annexure – 4 at the end of each semester / year)

The Performance Appraisal of the Faculty may be evaluated according to the split up of marks as given below: (Proformas are given in Annexure – 6(a), 6(b) & 6(c))

The following points are allotted under different categories for the Appraisal of the three cadres of teaching posts: (for 90 marks)

Sl. No.	Parameter	Marks		
		Professors	Assoc. Prof.	Asst. Prof.
1	Feedback Analysis	25	30	35
2	Result Analysis	30	35	40
3	Administration	20	15	10
4	R & D and Consultancy	15	10	5
Total Marks		90	90	90

and the remaining 10 marks, for an exemplary academic performance, particularly in the field of utilizing his/her knowledge for imparting better education to students through development of labs, innovative and effective theory instruction, new knowledge creation and such other things - to be awarded by a committee with two Senior Professors and Vice Principal, Academic as Convenor. This may be implemented with effect from 1st semester of 2017-2018 academic year.

If a teacher does not correct or improve even after 3 semesters a strong action may be taken against him.

Service Rules:

To pay the following allowances to the office bearers and members of the society when they are on society's duty outside Gudlavalleru.

- Traveling Allowance - Actuals with the Highest limited to economy class Air ticket
- Lodging : Actuals with amount limited to Rs.3,000/- in cities like Chennai and Hyderabad and Rs.5,000/- in cities like Mumbai, Delhi per day.
- Cab Allowance: Actuals limited to Rs.2,500/- per day
- Food Allowances: Actuals limited to Rs.1,500/- per day.

TA, DA and Other expenses:

When the staff is attending Paper Presentations and Training Programmes, they will be paid 2nd sleeper change and DA.

When staff is on college duty,

TA, DA and Lodging charges will be paid as mentioned below.

TA – Principal	-	2 nd A/c
Professors	-	3 rd A/c
Assistant Professors	-	2 nd Sleeper
Lecturer	-	2 nd Sleeper

DA per day to Professor/ Associate Professor/ Assistant Professor: Applicable as per State Govt. Norms.

Lodging charges: Actuals not exceeding Professor Rs.750/-; Associate Professor Rs.500/- and Assistant Professor Rs.400/- per day.

For Local Transportation: Actuals not exceeding Rs.300/- per day depending upon the distance from place of stay.

The staff before going should take guidelines for reasonable actuals from principal.

Leave Rules:

A) For Assistant Professor having a minimum one year experience at this college,

Associate Professors and Professors from the date of their joining.

1. Casual Leaves and Special Casual Leaves:

15 days (including Special CLs) in a calendar year. Casual Leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within this period of casual leave shall not be counted as casual leaves.

Any Leave sanctioned for examination/Invigilation/Observer Duty other than JNTUK, will come under Special Casual Leave. In computing the special casual leave, the days of actual journey, if any, to and from the places where activities specified above, tale place will be excluded. Undergoing sterilization operation (Vasectomy or Salpingectomy) under family welfare programme, will also come under special casual leave and will be restricted to six working days. Leave for a Female teacher who undergoes non-puerperial sterilization also comes under this special casual leave and the leave shall be restricted to fourteen days. Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

Not more than 7 days leave shall be availed at a time, including holidays under Casual Leave.

Out of 15 available Casual Leaves faculty are advised to avail upto 8 casual leaves before June and the balance before December.

B) **Assistant Professor in the first one year:** Only one CL for 30 days of working and CL should be availed after earning this. They are not eligible for other leaves.

Sanction of Casual Leaves:

Casual leaves of teaching and non-teaching staff (except Vice Principals, coordinator T & P and Officer-in-charge examinations) will be sanctioned by concerned HODs and other section heads.

Principal is the sanctioning authority for CLs of Vice Principals, HODs, Coordinator(T&P), Officer-in-charge of examinations, Librarian, Physical Director, Office staff and any other not covered above. However all these CLs shall be routed through proper channel.

HODs shall maintain the leave record of entire staff of their departments/section heads and submit monthly reports to the Principal.

2. On duty Leave:

(i) On duty leave may be granted for:

(a) to perform any duty assigned by the college authorities

(b) assigned to perform invigilation, spot valuation, external examiner / observer

duties at other engineering colleges affiliated to JNTUK. However, no TA, DA or any other expenses shall be paid by the college for these assignments.

(c) the duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

3. Academic Leave:

- a) for faculty attending paper presentations, conferences, workshops, training programmes continuing education programmes etc.
 - 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.
 - In the cadre of Assistant Professor one should have a minimum of two years service.
 - No staff member shall be sponsored for more than two times in an academic year including paper presentations and training programmes.
 - Professors – 2 Seminars/Conferences with financial commitment and 2 seminars / conferences without financial commitment in one year.
- b) delivery of guest lectures at institutions, key note lectures, chairing sessions at conferences/symposia etc. on invitation; two times in a year for Professor and one time for other faculty subject to a maximum of four days each time (eligible for Academic Leave only and no financial assistance will be provided).
- c) The Academic Leave may be granted on full pay, but if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned Academic Leave on reduced pay and allowances.
- d) Academic leave may be combined with earned leave, half pay leave or extraordinary leave with loss of pay.

4. Earned Leave (E.L):

- For Professors and Associate Professors, earned leave will be calculated from the day of their joining in this college. However, in case of Assistant Professor, only those with at least one year experience will be considered for earned leave and their period of service after their first year of service in this cadre will be taken into account for this purpose.
- One earned leave for 30 days of actual service and 1/3 of vacation period.

It is resolved “Only those days during vacation on which the services of teaching faculty were specifically requisitioned by HOD (under copy to the Principal) or Principal in writing mentioning there the nature of work for which their services were requisitioned will be considered for calculation of earned leave during vacation”. Earned Leaves can not be claimed for the days on which the faculty attend examination duties (e.g. Invigilation, spot valuation, examiner ship; etc.) and other remunerative works or if they attend the college on their own during vacation.

The teachers who are assigned duties during vacation have to observe the college working hours and sign in the register.

- A Staff member cannot apply less than 3 days E.L if the number of C.Ls are more than three to his/her credit. If C.Ls are exhausted, then only he/she may be permitted to apply one or two E.Ls.
- E.Ls cannot be combined with any other leave.
- Faculty should be present either on last working day before vacation or the reopening day after vacation. If anybody is not present either on last working day or the reopening day, he/she shall apply E.L only. If he/she is absent on both the days the entire vacation shall be treated as E.L.
- E.Ls and extraordinary leave on loss of pay shall be for full day only and cannot be for half day.
- Earned leave at the credit of a teacher shall not accumulate beyond 180 days. The maximum earned leave that may be sanctioned at a time shall not exceed 30 days. Earned leave exceeding 30 days may, however, be sanctioned in the case of higher study, training

or leave with medical certificate or when the entire leave or a portion thereof is spent outside India.

5. **Maternity leave:** 60 days for two times in career.

1st time full pay
2nd time ½ pay

6. **Medical leave:**

Medical leave is applicable for teachers with minimum of one year experience at this college. Twenty such half pay medical leaves will be credited for each completed year of service subject to a maximum of 180 cumulative half pay medical leaves. These half pay leaves will be sanctioned for genuine medical purpose only. Faculty with one year experience at this college shall be credited 20 days eligible half pay medical leaves from 01-01-2007 onwards.

7. **Study leave:**

Mentioned under sponsoring teachers to higher studies in human resource faculty.

8. **Sabbatical leave:**

Faculty at the discretion of the college may be sanctioned sabbatical leave to undertake study or research or other academic pursuits solely for the objective of increasing their proficiency and usefulness to the institution on higher education system.

The duration of leave and the number of times it may be sanctioned, is at the discretion of the college.

Sabbatical leave shall not be granted during the period of service to the college under an agreement for the higher studies they were sponsored to.

During Sabbatical leave he/she is eligible for service benefits of seniority and grant of increments.

9. **Extra Ordinary Leave on Loss of pay:**

Extra Ordinary Leave on Loss of pay are for full day only.

Principal / C.M.C. is the sanctioning authority of all leaves coming under any other category except C.Ls.

For any kind of leave not described above Governing Body is the sanctioning authority.

Absenting without sanction of leave shall be treated as break-in service.

Service benefits:

Employees will be provided EPF, they will also be provided insurance covering accident & health.

They will be paid gratuity kind of payment subject to a maximum consideration of Rs.20,500/- salary per month.

Retirement Age:

a) For faculty: The Retirement age for faculty is 60 years. Proforma on Intimation of retirement is given in Annexure – 6. However, if the services of a particular teacher are required by the

college, the Governing Body may extend his services to the age permissible as per AICTE norms/guidelines.

Similarly, a teacher when required by the college may be appointed after 60 years, who shall retire after he crosses the AICTE prescribed age of a teacher.

Theory classes Workload allotment:

- i. Professors - Theory – A minimum of two sections or two classes
- ii. Associate Professors - Theory – A minimum of two sections or two classes
- iii. Assistant Professor - Teachers with minimum of 2 years experience should be considered first for giving theory subjects and teachers with less than 2 years experience shall be considered next. Even among the Assistant Professor with two or more years of experience, if some of the teachers are to take single theory because of less theory class load, work load may be distributed in such a manner that junior faculty may be allotted with single theory section.

Teacher should realize that this arrangement is to arrange theory instruction by senior teachers to the extent possible and to train the juniors for teaching.

Teachers in important organizational positions with significant organizational work load shall be given two theory sections. Reducing their laboratory work load shall be at the discretion of the Principal in consultation with the HOD concerned.

Resignation/Termination:

01. For any teacher to resign from his job, in the first two years after he is placed on scale, has to give one month notice or pay one month salary. He/she will be relieved only at the discretion of the college. If anyone is to be relieved in the first two months following summer vacation, he has to pay the salary he/she received for summer vacation period he/she availed in addition to the above. If anyone teaching first year subjects is to be relieved in the first 3 months after the start of first year class work during that academic year, he has to pay the salary he received for the period when he was without class work before the start of First year classes, in addition to the above. The institution has also to observe issuing this one month advance notice or paying one month salary if it is to ask a faculty member to resign his job.
02. If any teacher with two years experience, is to resign from his/her job, he must give 3 months advance notice or should pay 3 months salary for being relieved. After the employee gives three months notice, and if he is relieved by the college before that period, the teacher need not pay the amount for the balance period of three months. The institution has also to observe issuing this three months advance notice or paying three months salary if it is to ask a faculty member to resign his job.
03. If the relieving date of any staff member falls during or immediate to the vacation, he shall be relieved before start of the vacation. However, for teachers having experience more than 5 years, the discretion is left to the college.
04. The faculty who are placed on scales have to apply through proper channel for any employment outside. He shall not be relieved if this is not followed.
05. The college reserves the right to terminate the services of an employee in case of abolition of post/posts due to closure of the departments/reduction of number of sections of a class or department or discontinuation of any teaching subject in the curriculum or as disciplinary action or incapacitation of the