

ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY AND SCIENCES (UGC AUTONOMOUS)

(Affiliated to AU, Approved by AICTE & Accredited by NBA & NAAC with 'A' Grade)



SERVICE RULES AND REGULATIONS & ADMINISTRATIVE MANUAL

(w.e.f. 2019-20)

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SERVICE RULES AND REGULATIONS

&

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ANITS
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Vision

ANITS envisions emerging as a world-class technical institution whose products represent a good blend of technological excellence and the best of human values

Mission

To train young men and women into competent and confident engineers with excellent communication skills, to face the challenges of future technological changes, by imparting holistic technical education using the best of infrastructure, outstanding technical and teaching expertise and an exemplary work culture, besides moulding them into good citizens.

Quality Policy:

ANITS is engaged in imparting Quality Technical Education. It constantly strives towards achieving high standards of teaching, training and development of human resources by encouraging its faculty and staff to work as a team and to update their knowledge and skills continually to match the needs of industry.

SERVICE RULES & REGULATIONS

CHAPTER – I

EXTENT OF APPLICATION

Name : These rules, contained in this administrative manual, shall be called the “Anil Neerukonda Institute of Technology & Sciences, Sangivalasa, Rules – 2020” (Governing the service conditions of teaching and non-teaching staff)

Application :

- a) These rules shall apply to all the employees of Anil Neerukonda Institute of Technology & Sciences, Sangivalasa.
- b) In respect of matters not specifically provided for in these rules, the Governing Body of the Institute shall be competent to issue such directions or orders as it may consider appropriate and such directions or orders shall be treated as part and parcel of and shall have the same effect as these rules.
- c) Points requiring interpretation, or clarification, or any cases of doubt, shall be referred to the Governing Body, whose decision shall be final.

CHAPTER – II

DEFINITIONS

1. “Institute” or “College” or “ANITS” means the institute known as “ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES, SANGIVALASA”.
2. “Governing Body” means the Governing Body of the Institute.
3. “Chairman” means the Chairman of the Governing Body of the Institute.
4. “Correspondent” means the Correspondent of the institute.
5. “Secretary” means the Secretary of the Institute.
6. “Principal” means the Principal of the Institute.
7. “Employee” means an Employee of the Institute.
8. “Head quarters” means the Head Quarters of the Institute, i.e., Sangivalasa.
9. “Authorities”, “Officers” and “Professors” respectively mean the Authorities, Officers and Professors of the Institute.
10. “Appointing Authority” means the authority empowered to make appointment to a post i.e., Secretary of the Institute.
11. “Appointment to a post on regular basis” :
A person is said to be “appointed regularly” to a post when (in accordance with these rules, or in accordance with the rules applicable at the time, as the case may be) he/she discharges for the first time, the duties of the post commencing the probation, instruction, or training prescribed thereof, after receiving an order from the Secretary.
12. “Appointment to a post on a temporary basis” :
A person is said to be “appointed to a post on temporary basis” when he / she is appointed as such in the order appointing him / her.
13. “Competent Authority” means :
 - a) The Chairman / Secretary in the case of the Principal / Director.
 - b) Principal in the case of all other employees including Deans.

14. “Duty” : A person is said to be on “Duty” for the purpose of service benefits, when

a) He / She is performing the duties of the post to which he / she is appointed, or is undergoing probation, instruction, or training prescribed for the post, provided that the performance of such duties is followed by confirmation.

OR

b) He/she is absent from duties on authorized holidays, or on casual leave taken in accordance with instructions regulating such leave issued by the Governing Body, having been on duty immediately after such absence

. OR

c) He / She being a teacher, is absent during vacation.

OR

d) He / She is attending a conference of learned societies on deputation by the Institute.

OR

e) He / She is absent from Head Quarters attending to work not connected with his / her usual routine but assigned to him / her by competent authority.

15. “Lien” means the title of an employee to hold substantively either immediately or on Termination of a period or periods of absence, a regular post, including a tenure post to which he / she has been appointed substantively.

16. “Officiate”: An institution employee officiates in a post when he / she perform the duties of a post on which another person holds lien. The appointing authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds lien.

17. “Pay” means the amount drawn monthly by an employee as:

a) The pay (other than special pay granted in view of his / her personal qualifications) which has been sanctioned for a post held by him / her substantively, or in an officiating capacity, or, to which he / she is entitled by reason of his / her position in a cadre, and

b) Special pay and Personal pay, and

c) Any other emoluments, which may be specially classified as pay by the Governing Body.

18. “Regular Post” means a post carrying a definite scale of pay sanctioned by the Governing Body, or in the order of appointment.
19. “Period of Probation” means the period of probation prescribed by the Governing Body or specified in the order of appointment.
20. “Probationer” means an employee who has not completed the period of his / her probation.
21. “Personal Pay” means an additional pay granted to an Institute employee.
 - a) To save him / her from loss of substantive pay in respect of regular post other than a tenure post due to revision of pay, or from any such reduction of substantive pay other than as a disciplinary measure; or
 - b) In exceptional circumstances on other personal considerations.
22. “Special Pay” means an addition to the pay of an employee, granted in consideration of
 - a) The specially arduous nature of the duties,
 - b) A specific addition to the work responsibilities.
23. “Subsistence Grant” means a monthly grant made to an employee under suspension, who is not in receipt of pay or leave salary.
24. “Substantive Pay” means the pay other than special pay and personal pay drawn in a post held in regular capacity.
25. “Tenure Post” means a regular post, which an individual employee may not hold for more than a limited period.

26. “Time Scale of Pay” means pay, which, subject to any conditions prescribed in these rules, rises by a periodical increment, from a minimum to a maximum.
27. “Teaching Staff”: The teaching staff shall comprise the following categories.
- a) Principal
 - b) Director / Dean
 - c) Professors
 - d) Associate Professors
 - e) Assistant Professors
 - f) Associate Lecturers / Teaching Assistants
 - g) Lecturers
 - h) Any other category of post declared by the Governing Body as Teaching Staff.
28. “Non-Teaching Staff”: All employees who do not come under the category of teaching staff shall be deemed to be non-teaching staff.

CHAPTER – III

APPOINTMENTS AND SCALES OF PAY

1. Appointments :

- a) Governing Body shall have the power to decide whether a particular post will be filled by open advertisement, or by invitation, or by promotion from amongst the members of staff of the Institute.
- b) Selection Committee for filling teaching posts by open advertisement shall be constituted by the Governing Body as per the AICTE / Government rules in vogue and subject experts will be invited from the affiliating University, i.e., the Andhra University.
- c) Selection Committee for non-teaching posts shall be constituted by the Governing Body.
- d) If the post is to be filled by open advertisement, it shall be advertised by the Secretary. Applications received shall be scrutinized by the Principal / Head of the department for selecting the candidates to be called for interview.
- e) The selection committee interviews the candidates called for interview and makes its recommendations to the Governing Body, the names of the selected candidates being arranged in order of merit.
- f) No act or proceedings of any selection committee shall be questioned on the ground of the absence of any member or members of the selection committee.
- g) Provided that for any meeting of the selection committee, if found necessary, the Principal / Secretary shall give at least a 'week notice' of the meeting to the members of the selection committee.
- h) Qualifications required for filling a post in the Institute shall be such, as may be determined by the Governing Body from time to time, taking into consideration the norms prescribed by the AICTE / U.G.C.
- i) Secretary shall be the appointing authority for all the posts in the Institute.

2. Scales of Pay :

- a) Teaching Staff: AICTE scales of pay as applicable from time to time. Wherever there is no scale of pay for a particular teaching cadre, suitable scale of pay shall be prescribed by the Governing Body.

b) All Other Posts: Scales, as prescribed by the Governing Body from time to time.

3. Allowances :

Dearness allowance and house rent allowance shall be adopted as per A.P State Government rates and ratified by the Governing Body.

4. Fixation of Pay :

An employee who is appointed to a post shall, unless otherwise stated, be eligible to draw pay at the minimum of the time scale of pay of that post. An employee, who is holding a post in a time scale and is promoted to a higher post, shall be entitled to draw pay in the time scale of pay of the higher post at the stage just next to or above his/her pay in the lower post after allowing an increment in the lower post. Where, however, he/she had reached the maximum of the scale of pay of the lower post at the time of such a promotion, his / her pay in the higher post will be fixed in the same manner giving a notional increment in the lower post and onward fixation at the next stage of the scale in the higher post.

5. Increments :

- a) All services in a post on time scale of pay shall count for increments in that time scale provided the faculty meet the performance indicators as per the self-appraisal form.
- b) Leave, other than extra-ordinary leave without pay shall count for increments in the time scale applicable to the post which the employee holds, and on the post on which he/she holds lien, provided, however, that the appointing authority shall have the power to direct that extra-ordinary leave shall be counted for increments, if it is satisfied that such leave was taken on account of illness or for any other cause considered by the Governing Body as proper and reasonable.
- c) Where the probation of an employee is extended, the authority which extended the probation shall decide whether the second increment shall be allowed to be drawn, or kept in abeyance until the employee completes the period of extended probation and is ultimately confirmed by the appointing authority.
- d) The Secretary shall be the authority to sanction the increment for the Director, Principal and other staff.

6. Withholding of Increment :

When an increment of an employee is withheld as a disciplinary measure, the authority ordering the withholding of the increment shall state the period for which the increment shall be withheld and whether it shall have the effect of postponing the future increments i.e., with or without cumulative effect. When an increment is withheld for a certain period this shall be exclusive of any interval spent on leave before the period is completed.

7. Reduction of Pay In Time Scale :

When the pay of an employee is reduced by competent authority to a lower stage in the time-scale, that authority shall specify in the order the period for which such reduction shall be effective, and that the period shall be exclusive of any interval spent on leave.

8. Advance Increments :

The Governing Body shall be the authority competent to sanction advance increments. However, in respect of new appointees, the Secretary / Principal may offer higher start taking into consideration the pay structure of the existing employees and report to the Governing Body. Advance increments may be sanctioned to the existing employees as an incentive in special deserving cases.

CHAPTER – IV

GENERAL CONDITIONS OF SERVICE

1. Medical Fitness :

Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically and mentally fit for service by a medical authority nominated by the Governing Body. The Governing Body may, however, for sufficient reasons, relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or cases, subject to such conditions, if any, as may be laid down by the Governing Body.

2. Whole-Time Employee :

- a) 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 / her by the Director / Principal / Secretary even beyond the scheduled working hours and on holidays and Sundays.
- b) An employee of the Institute shall devote his / her whole time to the service of the Institute and execute such duties as may be assigned to him / her by the Director / Principal / Secretary. He / She shall not engage directly or indirectly in any trade or business or in private tuitions or any other work which may interfere with proper discharge of his / her duties. But the prohibition herein shall not apply to academic work and consultative practice etc. undertaken with the prior permission of the Principal / Secretary, which may be given subject to such conditions as regards acceptance of remuneration that may be laid down by the Governing Body.

3. Probation :

- a) All employees appointed to regular posts under the Institute shall be on probation for a period of one year.
- b) Employees appointed to higher post by promotion shall also be on probation for a period of one year.

- c) The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such period as may be found necessary.

4. Confirmation :

When an employee completes his / her probation, or extended period of probation, the appointing authority shall decide whether his / her probation is completed satisfactorily, and if it is so decided, it may regularize him/ her in the post in which he / she has completed the probation. If the appointing authority fails to decide within 6 months from the date of completion of the prescribed period of probation, the employee will be deemed to have completed the probation satisfactorily.

5. Termination of Service:

- a) Where it is proposed to terminate the services of a probationer during the period of probation, for any specific fault, or an account of the unsuitability of the person for the service, the probationer shall be appraised of the grounds of such proposal and given an opportunity to show cause against it, before orders are passed by the authority competent to terminate the employment on 'one month notice'.
- b) If a member of the staff is not regularized after the period of probation and his / her probation also is not formally extended, he / she may be appraised of the reason thereof within 6 months and he / she shall be deemed to have continued on a temporary basis and his / her services may be terminated by the appointing authority by giving 'one month notice'.
- c) The appointing authority shall have the power to terminate the services of any staff member appointed on a consolidated salary without any notice
- d) The Governing Body shall have the power to terminate the service of any member of regular staff by giving him / her 'three months notice' if the member's retention in service is considered undesirable on medical grounds certified by a medial authority nominated by the Governing Body and also on grounds of misconduct, misappropriation, dereliction of duty, inefficiency, etc.

e) The Governing Body shall have the power to terminate the service of any member of regular staff on grounds of retrenchment for reasons of economy by giving 'three months notice' in writing to the person concerned.

f) Services of a probationer or a member of the regular staff can be terminated forthwith by paying the notice period pay in cases under rules (a), (b), (d) and (e) above, instead of keeping him / her in service during the notice period.

6. Resignation :

a) A member of the regular staff may resign from his / her post and terminate his / her engagement with the Institute by giving to the appointing authority '3 months notice' or 3 months pay in lieu thereof. The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period. However, the appointing authority, may, for sufficient reasons, accept the notice for a lesser period also.

b) Unless otherwise stated specifically in the terms of appointment, any employee on probation may terminate his / her engagement with the Institute by giving to the appointing authority 'one month notice' or one month pay in lieu thereof. The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period. However, the appointing authority may, for sufficient reasons, accept the notice for a lesser period also.

7. Applications For Outside Appointment :

a) A member of staff who is on probation, shall not be permitted to apply for outside jobs, he / she has to resign for applying for such a job.

b) The maximum number of applications from a member of the regular staff to be forwarded by the competent authority for appointment outside the Institute shall be restricted to two per calendar year.

8. Retirement :

The age of retirement of all teaching staff shall be 62 years and in the case of other staff it shall be 60 years based on the university norms to which the college is affiliated.

9. Seniority :

The seniority of an employee in a post shall be determined by the date of commencement of his / her probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the seniority among them, having regard to the order in which they have been placed by the selection committee, if any, which has included them in the panel. However for all teaching positions, the promotions are based on academic, research and administrative performance of the employee as per the norms fixed by the selection committee.

CHAPTER – V

LEAVE RULES FOR REGULAR EMPLOYEES OF THE INSTITUTE

General

- a) These rules shall be called the “Anil Neerukonda Institute of Technology & Sciences, Sangivalasa, Leave Rules”.
- b) They shall be deemed to have come into effect from 01.01.2020. They shall be applied to all the employees of the Institute appointed on regular basis.
- c) A leave account shall be maintained for each employee in the appropriate form.
- d) Leave is earned by “duty” only. Duty, for the purpose of leave, includes :
 - i. Any period of absence on casual leave or special casual leave.
 - ii. Any period of absence on public holidays whether in combination with casual leave or when permitted to be prefixed or suffixed to leave under these rules.
 - iii. Any period of absence during vacation either during a continuous period spent on duty or when permitted to be prefixed or suffixed to leave under these rules.
- e) 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.
- f) The sanctioning authority may recall an employee to duty before the expiry of his / her leave.
- g) Unauthorized absence from duty may be treated as misbehavior involving disciplinary action.
- h) An employee on leave shall not take up any service or accept any employment without the prior permission of the appointing authority.
- i) Every application for medical leave or extra-ordinary leave, on medical grounds shall be accompanied by a medical certificate given by a registered medical practitioner. No employee who has been granted leave on medical grounds will be allowed to return to duty without first producing a medical certificate of fitness.
- j) Leave on loss of pay and earned leave, cannot be availed for a period of less than one

day. Further, earned leave can be availed only after it is sanctioned by the competent authority.

- k) An employee, who leaves the Head Quarters or place of duty during vacation, is liable to be recalled, if required.
- l) The Principal shall be the competent authority to grant leave to all employees except the Director. In the case of the Director and the Principal, the Secretary or the Chairman of the Governing Council will be the authority competent to sanction leave.
- m) An employee cannot return to duty before the expiry of leave sanctioned to him / her unless he / she is permitted by the competent authority to do so.

1. Casual Leave

- a) Casual leave will be admissible to an employee of the Institute for a total period of not exceeding 8 days for teaching staff and 8 days for non-teaching staff in a calendar year. If any employee joins the Institute in the middle of the calendar year, the quantum of casual leave admissible to him / her will be on pro-rata basis. It may be granted for a period not exceeding 6 days at a time, including holidays. Any balance period of casual leave shall lapse with the calendar year.

In normal circumstances, casual leave requires advance sanction and the employee has to make alternative arrangements for his / her work for the leave period.

- b) Casual leave should not be combined with any kind of regular leave discussed in the following sections.

2. Special Casual Leave

- a) Special casual leave not counting against casual leave mentioned above, may be granted to an employee for a period not exceeding 6 working days commencing from the date of operation, when he / she undergoes sterilization operation under the family planning scheme, once during the service period, subject to the production of a medical certificate from the doctor who performs the operation, to the effect that the operation has been performed.

- b) When an employee's wife undergoes a nonperperal tubectomy operation under the family planning scheme, the employee shall be granted special casual leave not exceeding 7 days, commencing from the date of operation, subject to the production of medical certificate from the doctor who performs the operation, that the operation has been performed on his wife.
- c) Special casual leave cannot be combined with ordinary casual leave or with any other leave, or with vacation.

3. Vacation & Privilege / Earned Leave

- a) The teaching staff members and such other staff members declared as teaching staff members of the Institute, shall be eligible for 4 weeks (24 working days) of vacation in a calendar year.
- b) Non-teaching staff members of the institute are eligible for vacation as per the stipulated the guidelines.
- c) Unless specifically permitted by the Principal, all faculty members shall avail vacation on in spells of at least at 15 days.
- d) Each teaching staff member will be credited with 12 days of privilege leave for every year of completed service.
- e) Every regularly appointed non-teaching staff member will be credited with 12 days of privilege leave for every year of completed service.
- f) An employee will, however, cease to earn such leave when the privilege leave due amounts to 180 days.
- g) Leave earned by each employee will be credited to his / her privilege leave account only at the end of each completed year of service; i.e.; the leave earned in any particular year can be availed of only during subsequent years.
- h) Vacation may be taken in combination with or in continuance of privilege leave and extra ordinary leave, provided the total duration of vacation and leave shall not exceed 90 days.
- i) The grant of privilege leave at a time shall not exceed 90 days. This limit may, however, be relaxed by the competent authority for special reasons.

4. Extra-Ordinary Leave

- a. Extra – ordinary leave may be granted in special circumstance mentioned below.
 - i. When no other leave is available
 - ii. When other leave being admissible, the employee applies in writing for extra ordinary
- b. Such leave is not debited against any leave account. No salary (pay & allowances and increments are admissible during such leave.
- c. Extra ordinary leave may be combined with any other leave except casual leave and special casual leave
- d. Extra-ordinary leave may be granted
 - i. On medical grounds on the basis of a medical certificate.
 - ii. When a teaching staff member wishes to go for higher studies.
- e. The authority empowered to grant leave may commute retrospectively, periods of absence without leave, into extra-ordinary leave.

5. Academic leave & On Duty leave

Academic leave:

This is sanctioned not exceeding 5 days in a year which could be carry forwarded to the next year in case of non utilization. This leave is primarily meant for deputing the faculty for Seminars / Workshops / Paper publications / presentations etc., at the discretion of the Principal based on the recommendations of HOD. Such leave cannot be treated as OD. Further with regard to Ph.D works either full time or part time, it's to clarify once again that no AL and / or Special leave can be granted on blanket basis. Aspirants of these courses before proceeding need to apply to the Management giving complete details of the program they intend to do and appear before the SDC (Staff Development Committee); thereafter which only, based on the recommendations, the Management may consider some support as detailed in the annexure which may include Special Academic Leave etc.

On duty leave:

- a) On Duty leave, not exceeding 10 days in a calendar year, may be granted to a teaching staff member of the Institute for academic purpose, such as external examiner ship for practical, spot valuation of answer scripts and attending Board of Studies meetings of A.U., Conferences, paper presentations etc.,
- b) When a teaching staff member is on vacation, he / she cannot avail academic leave.
- c) Academic leave cannot be combined with any other kind of leave.
- d) Application for academic leave should always be accompanied by the relevant appointment order (as examiner) or the pertinent communication in original

6. Maternity Leave:

- a) Maternity leave is admissible to married women employees appointed on regular basis with at least one year of regular service in this institution and can be availed only once during the entire service period.
- b) The leave is not admissible in the case of a woman employee who has two or more surviving children.
- c) Maternity leave may be sanctioned up to 90 days on full pay

7. Compensatory Casual Leave (CCL):

- a) This leave is granted to non-teaching staff only at the rate of one day for every day when they perform non-remunerative duties assigned to them by the H.O.D. or Principal, on a holiday. It is not granted to any remunerative duties assigned, like university examination work or EAMCET work etc.
- b) Compensatory casual leave (CCL) lapses if it is not availed within 6 months from the date on which it originates.

Leave Salary :

- a) An employee on earned leave is entitled to leave salary equal to the pay drawn in his / her post before the day the leave commences.
- b) An employee on extra-ordinary leave is not entitled to any leave salary.

8. Medical Leave :

All Teaching and Non-teaching staff appointed on a regular basis are eligible for medical leave of 3 - 15 days for every completed year of regular service in this institute. This will lapse if it is not used within one year from the date on which the employees becomes eligible for medical leave. Application for medical leave should be accompanied by certificate from a registered medical practitioner and approved by the competent authority from NRIMS.. At the end of the course, while rejoining duty, a fitness certificate must be submitted.

Guidelines For Leaves

Teaching Staff (Vacation Staff)

S. No	Leave Type	Description
1	Casual Leave	8 days in a calendar (Generally one day per month)
2	Privilege Leave	12 days with prior permission
3	Academic Leave	5 days (i.e. for attending Ph.D viva, Pre-Ph.D viva)
4	On Duty Leave	10 days maximum (for attending A.U. Examinations work, attending conferences, Paper Presentation). Any additional days based on the requirement from A.U. authorities can be granted at discretion of Principal
5	P.L. & A.L.	May be carried forward to next year if any balance leftover.
6	Medical Leave	In case of major surgery, head-injury, Spinal-Cord injuries compound or fractures where the teacher is not in a position to walk or any other deliberating / death threatening diseases like Cancer, Renal failures etc., special sick leave can be granted by the discretion of the Secretary based upon a certificate from a recognized hospital as well as a certificate from NRI Hospital, Sangivalsa. The medical leave limit is 3 - 15 days

Non Teaching Staff

S.No	Leave Type	Description
	i. Administrative Staff ii. Technicians iii. Attenders & Drivers iv. All other supporting staff	
1.	Casual Leave	10 days in a calendar (Generally one day per month)
2.	Privilege Leave	7 days
3.	Non Vacation Leave	1 leave for 2 days of non-availing of vacation (with prior permission)
4.	P.L. & A.L.	May be carried forward to next year if any balance leftover.
5.	Medical Leave	In case of major surgery, head-injury, Spinal-Cord injuries compound or fractures where the teacher is not in a position to walk or any other deliberating / death threatening diseases like Cancer, Renal failures etc., special sick leave can be granted by the discretion of the Secretary based upon a certificate from a recognized hospital as well as a certificate from NRI Hospital, Sangivalsa. The medical leave limit is 3 -15 days.

Summer vacation

The pattern of summer vacation entitlement is detailed below till further revision:

	CATEGEORY	SERVICE DETAILS	Summer vacation
	FACULTY	\leq one year service at ANITS	ONE WEEK
		\geq one year \leq two years Service at ANITS	TWO WEEK
		$>$ two years service at ANITS	Full vacation 4 weeks
	NON-TEACHING	\leq one year service at ANITS	No Vacation
		\geq one year \leq five years of service at ANITS	ONE WEEK
		\geq five year \leq ten years of service at ANITS	TWO WEEKS
		\geq ten years of service at ANITS	THREE WEEKS

However, the entitlement is subject to following stipulations;

- a. HoDs have to prepare the vacation schedule for their staff as per norms ensuring that least 25% of their total strength is maintained always during the summer vacation. This should be in advance of approval of the undersigned once that dates of summer vacation.
- b. For the purpose of summer vacation entitlement, in case of non teaching staff, only the permanent office staff, technicians and attender are eligible. Others not eligible
- c. Non teaching staff who do not avail the vacation are entitle for additional PL as follows.
 - a) For the staff who are entitled for one week - 3 days
 - b) For the staff who are entitled for 2 weeks - 6 days
 - c) For the staff who are entitled for 3 weeks - 9 days

CHAPTER – VI

LEAVE RULES FOR EMPLOYEES APPOINTED ON CONTRACT, TEMPORARY AND ADHOC BASIS

1. Casual Leave :

- a) Casual leave will be admissible to an employee of the Institute for a total period not exceeding 15 days in a calendar year. If an employee joins the Institute in the middle of the calendar year, the quantum of casual leave admissible to him / her will be on pro-rata basis. It may be granted for a period not exceeding 10 days at a time including holidays. Any balance period of casual leave shall lapse at the end of the calendar year.
- b) Casual leave cannot be combined with any other kind of leave, or with vacation.

2. Vacation And Privilege Leave :

- a) Teaching staff and such other members of staff declared as the teaching staff of the Institute, shall be eligible for 4 weeks of vacation in a calendar year, provided the length of their service in this Institute is at least 10 months before the commencement of the vacation. Otherwise, the duration of vacation will be determined on a proportionate basis.
- b) The non-teaching staff who are on adhoc, temporary, or contract basis, are not eligible for vacation
- c) Teaching and non-teaching staff that are appointed on temporary, adhoc, or contract basis, are not eligible for privilege leave.

3. Extra-Ordinary Leave :

- a) Extra-ordinary leave may be granted to temporary, adhoc or contract employees in the special circumstances mentioned below.
 - i. When no other leave is admissible.
 - ii. When other leave being admissible, the employee applies in writing for extra- ordinary leave.
- b) Such leave is not debited against any leave account. No salary is admissible during such leave.

4. COMPENSATORY CASUAL LEAVE (CCL) :

Non-teaching staff appointed on temporary, adhoc, or contract basis, are eligible for compensatory casual leave at the rate of one day for everyday an employee of this category works on a holiday to carryout or complete the work assigned to him / her by the H.O.D. or Principal. Compensatory casual leave lapses if it is not availed within 6 months from the date it originates.

CHAPTER – VII EMPLOYEE BENEFITS

Employee's Provident Fund Scheme

- All the employees of the Institute are covered by the 'Employees Provident Fund Act'.

Medical Insurance policy:

- The management also provides medical insurance policy to the interested staff by contributing 50% of the premium amount.

Medical and hospitalization concession facilities:

- The society is having 1000 bed Super specialty hospital adjacent to the ANITS premises. A discount of 25% is given to all staff members on various services provided in the hospital.

CHAPTER – VIII

CONDUCT RULES

1. Every employee shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. An employee shall, at all times, be courteous in his / her dealings with the management, with other members of staff, students and with members of the public.
2. 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 / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. An employee shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No employee shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an employee should inform the Principal in writing, through the concerned Head of the Department, or the Principal directly, if the employee happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
4. No employee shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
5. No employee shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
6. No employee, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
7. An employee, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
8. An employee, against whom criminal proceedings are initiated in a court of law, shall

immediately inform the competent authority of the Institute regarding the details thereof.

9. No employee shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.
10. No employee, who has a living spouse, shall contract another marriage without first obtaining the permission of the Governing Body, even if a subsequent marriage is permissible under the personal and religious law for the time being applicable to him / her. Violation of this rule will lead to removal from the service of the institution.
11. Whenever any employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
12. Every employee shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
13. An employee who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any employee who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
14. No employee shall engage in strike or incitement thereto 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 will attract deterrent punishment.
15. All the employees shall handover their original certificates like SSC, Intermediate, Diploma, B.E./ B.Tech., M.E./M.Tech., Ph.D. etc, to the Principal at the time of joining duty.

ADMINISTRATIVE POLICIES

The guidelines published in this document are for the Governance of ANITS College of Engineering (Autonomous) sponsored by ANES, Visakhapatnam.

The document is a fusion product based on

- a. The University Grants Commission, New Delhi, India guidelines for autonomous colleges.
- b. Bye laws of ANITS.
- c. Andhra University rules and regulation for affiliated colleges
- d. Previous documents /manuals of the college
- e. Existing Best Practices in the institution.

This *Guidelines Document* has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education. The guidelines will lead to transparency and accountability in the administration. The expected benefits due to implementation of good governance through the guidelines presented in the document may include:

- To strengthen the existing good practices
- To implement transparency at all levels of governance and administration
- To follow integrity in appointments at all levels
- To strengthen the Industry-Institute interaction
- To establish fair and transparent processes in internal control
- To comply with rules and regulations
- To establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit.
- To involve all the stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.
- To maintain registry of interests of members of governing body
- To achieve optimum utilization of infrastructure, resources for better output

- To establish processes in risk management.
- To meet the requirements of accreditations
- To enhance the quality of teaching-learning process
- To set up centers of excellence in research & development and enhancement of quality of research and consultancy.
- To set up and strengthen student support programs, training for enhancing quality in placements and higher education.
- To place improved systems for feedback, self appraisal of faculty and staff.
- To create bench marking with other institutes of repute.
- To accomplish appraisal of Head of the Institution.

The document provides information on organization of the institute along with its organization structure, functions, and responsibilities of all four statutory bodies namely Board of Governors (BoG), Academic Council, BOS and Finance Committee as per the UGC guidelines for autonomous colleges. In addition, it outlines the responsibilities of various functionaries in the academics and administration including non-saturator committees formed for the smooth and effective functioning of the college.

Functions of Head of the Institution:

The Principal/Director is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council. accord extension or changes to various functionaries in the administration, with the approval of Academic Council.

He is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations and evaluation for smooth functioning of the system.

He is authorized to nominate Coordinators, members and other administrative functionaries in various committees. He is responsible for according extension or changes to various functionaries in the administration with the approval of Academic Council.

CHAPTER – I

I. Functions of Principal:

- To conduct the meetings of the Board of Governors as per the stipulated guidelines
- To hold Academic Council meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that they their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

A. Academic Administration:

- i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Andhra University, AICTE, UGC, State Government and the Governing Body of the college.
- ii) Will be assisted by various Heads of the departments, Director (Admn.), Director (R&D), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
- iii) In matters related to decision implementation, Principal will he assisted by the Governing Body and Academic Council of the college.
- iv) In matters related to academic work, he will be assisted by the Director (A), Chairman, Board of Studies and Heads of the Departments.

- v) An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this Endeavour, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the Principal.
- vi) Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty incharges.
- vii) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- viii) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- ix) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- x) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.
- xi) In matters related to student attendance, drop outs, Condonation, Principal shall be assisted by Director (A) / concerned HoD.
- xii) The principal shall plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- xiii) Principal shall also ensure quality assurance, assisted by Director, IQAC.
- xiv) Shall monitor, evaluate research, development and consultancy activities. Assisted by Director, R&D. Shall advise the faculty members to get sponsored research projects from various funding agencies.
- xv) The Principal shall promote industry-institute interaction for better employability of the students.
- xvi) Shall look after overall welfare of staff and students.
- xvii) For effective functioning of the college he shall build close rapport between staff, students and management.
- xviii) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.

- xix) Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UG, University, State Council of technical education, Department of Technical Education authorities.
- xx) Shall involve faculty members at different levels for various institutional activities.

B. General Administration

On general administrative matters Principal shall be assisted by Director (Admn), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc

- (i) Shall make proposal for appointment to all posts of all cadres including contract, part- time, adhoc, and daily wage employees
- (ii) Shall make regularization of services, declaration of probation, and release of increments.
- (iii) Arrange performance appraisal of faculty and supporting staff.
- (iv) Shall have power to sanction any kind of leave up to the level of Heads of departments, except himself.
- (v) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- (vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.
- (vii) Campus maintenance cell shall work under the instructions of Principal

c) Financial Administration

- a) Principal is assisted by the Finance committee in financial administration.
- b) Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- c) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body
- d) All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.

- e) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
- f) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- g) Shall countersign T.A bills

CHAPTER – II

I. Role and Responsibilities of the HOD (Functions of HoD):

Apart from the role of a Professor, HOD has to have to monitor the following administrative activities.

- i. Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
- ii. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- iii. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
- iv. Send staff attendance register after making necessary entries to the principal office by 9.00 A.M every day.
- v. Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.
- vi. Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
- vii. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Soft / hard copy of the Mid Exams, / Assignments / tests also to be submitted to the exam branch as per schedule.
- viii. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
- ix. Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
- x. Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feed back to the concerned faculty members in the standard format as directed by principal with a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback

and also monitor whether the faculty members are improving from year/semester to year/semester.

- xi. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.
- xii. Counsel the students who are absent for the mid test or irregular to the class work.
- xiii. Form the student batches and allot the project guides as per guidelines given by the principal.
- xiv. Route all the correspondence through the office of the principal.
- xv. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in- charge.
- xvi. Allocate the students to the teacher-counselors in the beginning of the academic year.
- xvii. Inform the concerned authorities of any important information of events taking place in the Department from time to time.
- xviii. Arrange special classes if necessary for the benefit of below average students.
- xix. Ensure academic discipline in the department.
- xx. Follow the guidelines / instructions given by the principal from time to time.
- xxi. Maintain and update the files
- xxii. Make arrangements to lock and seal all the laboratories before leaving the premises.
- xxiii. Plan and conduct the BOS meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
- xxiv. Provide necessary inputs to the Principal for conducting Academic Council / GB Meeting.
- xxv. Prepare budget proposals of the department each academic year and ensure the expenses are in tune to sanction of the Management.

Professor	
	Teaching
	Development of Curriculum. Developing Learning Resource Material & Laboratory Development.
	Students Assessment & Evaluation including examination work of University.
	Participation in the Co-curricular & Extra-curricular Activities.
	Student Guidance & Counseling.
	Helping the student in personal, ethical, moral and overall character development.
	Continuing Education Activities.
	Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.
	Self development through upgrading qualification, experience & professional activities.
	Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.
	Involving in the Academic and Administrative Management of the institution.
	Policy-Planning, Monitoring & Evaluation which are connected to the Department.
	Promotional activities both at Departmental and institutional level.
	Involving and Assisting the HOD in the Design and development of new programmes.
	Preparing project proposals for funding in areas of R & D Work.
	Laboratory Development, Modernization, Expansion, etc.
	Monitoring and Evaluation of academic and research activities.
	Participation in policy planning at the Regional/National level for development of technical education.
	Develop, update and maintain MIS.
	Assisting the HOD in Planning and implementing Staff Development activities.
	Maintain accountability, Conduct performance appraisal.

	Guiding Research
	Any other work assigned by the HoD / Principal/Management from time to time.
Associate Professor	
	Teaching including laboratory work.
	Evaluation including administering tests, invigilation, paper setter
	Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
	Leading consultancy projects and extension services. Curriculum development and developing resource materials.
	Research activities and research guidance.
	Assisting in conduct of and organizing seminars/workshops/guest lecturers etc.
	Development of the Curriculum and Learning Resource materials.
	Guiding research
	Any other work assigned by HOD/Principal /Management from time to time.
Assistant Professor	
	Teaching including laboratory instruction and academic activities such as acting as Class Review Committee member, invigilator, Lab-In-charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lecturers.
	Students assessment and evaluation, aside from acting as paper setter
	Assisting in consultancy and R & D Activities.
	Developing resource material and laboratory development.
	Co-curricular and extracurricular activities / student welfare activities.
	Assisting in departmental administration.
	Involvement in departmental / institutional developmental activities.

	Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor.
	Shall attend to the work allotted by HOD/ Principal / Management from time to time, helping in the cause of Academic development of the institute.

The functions, roles and responsibilities of other administrative functionaries, staff, librarian etc are clearly spelt out in the administrative manual of the college. The functions of various non-statutory committees are given separately along with their composition

CHAPTER – III

Roles and Responsibilities of Committees:

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted. The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

Responsibilities of the Committees

1. Committee for Academic Matters:

- ❖ It has to coordinate the planning of seminars, workshops and research projects of various departments in the college.
- ❖ To coordinate the guest lectures, to invite distinguished visitors etc, to visit campus.
- ❖ To plan for the academic events including academic calendar preparation.
- ❖ To check the notes preparation by the faculty
- ❖ To check the work plan schedule of faculty / teaching.
- ❖ To check regularity of the classes being engaged.
- ❖ To make preparation to visiting committees like AICTE, NBA, Andhra University committees etc.
- ❖ To prepare power point presentations after collecting information from various HODs and other wings.
- ❖ To help finalizing the documents and documentation
- ❖ To help in arranging the hospitality for members of committees.
- ❖ To coordinate the counseling of the students by organizing meetings with Conveners of Counseling Committees of respective departments. The meetings can be chaired by the Principal.

2. **Committee for Examinations:**

- ❖ It has to schedule the examinations after consulting the committee for academic matters.
- ❖ To conduct of mid examinations and check for distribution of corrected papers.
- ❖ To conduct final examinations including supplementary.
- ❖ To conduct practical examinations.
- ❖ To arrange invigilators to various examinations, and to allot various rooms to them.
- ❖ To plan for numbering / seating arrangements of the students.
- ❖ To implement the numbering in the rooms.
- ❖ To fix the laboratory examination dates in coordination with HODs of various departments and respective department of the University and to provide hospitality to external examiners.
- ❖ To collect the finalized seasonal marks from the faculty with the help of HODs and to handover them to Andhra University.
- ❖ To prepare lists of supplementary candidates and to display them in the notice boards.
- ❖ To control the stationery concern of examinations.

3. **Squad for checking Examination:**

- ❖ The committee consists of all the HODs and Professors of various departments. They will be making sudden and surprise visits being coordinated by the Principal.

4. **Attendance Committee**

- ❖ To supervise and to finalize the attendance particulars of students regularly.
- ❖ To Send the reports to HODs about the lagging students in the attendance and to get back to HODs about the same to enquire if the parents are contacted or not.
- ❖ To monitor the discipline of all the students for recording.
- ❖ To prepare the final attendance reports for preparing condonation and detention lists.

5. **Networking committee**

- ❖ To check the working of Internet.
- ❖ To check the working of Intranet.
- ❖ To plan listed modifications in the field of Network for better communication and all the other relevant works.

6. Amenities Committee

- ❖ To check about water supply, power supply facilities, sanitary maintenance etc.
- ❖ To monitor greenery and cleanness of campus and overall cleanliness.
- ❖ To pursue welfare measures like group insurance, group cell phones, etc.
- ❖ To check the effective running of the canteen.

7. Grievances and welfare committee

- ❖ To receive any grievances and to propose solutions
- ❖ To receive, to address any grievances of faculty and non-teaching staff and try to prepare solutions to address them with the help of administration.
- ❖ To receive any problems concern to Women faculty and non-teaching staff and Girl Students.
- ❖ To plan for welfare measures and facilities concerned to ladies

8. Grievances Redressal and Welfare Committee:

- ❖ To receive any grievances and to propose solutions
- ❖ To receive, to address any grievances of faculty and non-teaching staff and try to prepare solutions to address them with the help of administration.
- ❖ To receive any problems concern to Women faculty and non-teaching staff and Girl Students.
- ❖ To plan for welfare measures and facilities concerned to ladies.

9. Transport committee:

- ❖ To organize the bus transport network.
- ❖ To check the suitability of transport of various programs conducted in the campus.
- ❖ To check steps for prevention of un-authorized boarders
- ❖ To see that Anti-ragging prevails in the buses.

10. Anti-ragging committee

- ❖ To check with any sort of ragging
- ❖ To report to the administration any activities that to lead to ragging.
- ❖ To display the various boards for educating about the anti-ragging and to display help- line numbers.

11. First year coordination committee

- ❖ To coordinate academic activities of all the first year classes including time tables.
- ❖ Conducting of practical, distribution of class rooms for conducting various classes.
- ❖ To coordinate with respective HODs when seminars and conferences take place.
- ❖ To coordinate with all the HODs to organize interdisciplinary subjects etc.

12. Website maintenance committee

- ❖ To prepare the web page.
- ❖ To update it whenever required, at least once a month.
- ❖ To check the updates of web site every fortnight and also to keep the information of any special programs as and when organized.

13. Public Relations Committee:

- ❖ To see that the events are well covered in the Press & Media.
- ❖ To maintain relations with other Institutions.
- ❖ To maintain relations with industry for getting good training and placements for our students.

14 IQAC

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- Conducting Internal Audit

CHAPTER – IV

Roles and Responsibilities of Administrative officer:

1. Maintenance of principal's office as per principal's direction.
2. Student's admission related works.
3. All kinds of scholarships and related work.
4. Helping the principal in conducting Governing Body / Academic Council Meetings.
5. Recording the resolutions of the Governing Body / Academic Council Meeting and dispatching the same to the members.
6. Assist the principal for AU affiliation works.
7. Assist the principal for AICTE / NBA / NAAC related works.
8. Maintenance and purchase of stationery for the stores.
9. Maintenance of leave record of Teaching & Non-Teaching staff.
10. Preparation and submission of number of days for salary to be paid, to the account section, for the preparation of salary bills.
11. Maintaining the personal files of staff members.
12. Maintaining the budget files.
13. Maintenance of student's files & records and issue of original certificates to staff & students as directed by the Principal from time to time except salary certificate.
14. Consult the Principal on any other issue which needs principal's directions and intervention.

Laboratory:

Duties and responsibilities of the Laboratory In-charge:

1. To maintain the permanent and Consumable stock Registers.
2. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
3. To plan for the procurement of equipment for the coming term well in advance.
4. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practicals satisfactorily.
5. To organize the laboratory for oral and practical examinations.

6. To hold those responsible for any breakage / loss etc. and recover costs.
7. To ensure the cleanliness of the lab and switch off all equipment after use.
8. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Director for necessary action.
9. Any other duty as may be assigned by the HOD/Principal/Director/ from time to time.
10. In order to prevent theft/damage, the Lab In-charge shall take the following action: i. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same. ii. Lab Assistants in turn shall note down the missing items in the respective Lab Register. iii. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

Duties and Responsibilities of Lab Assistants:

1. The Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
2. Lab Assistants shall be available for maintenance and care of resources/services of the institute.
3. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
4. Lab Assistants in coordination with Lab In-charge should display (i) List of Equipments/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
5. Any other assignments as given by HOD/Principal/Director.

Attenders:

All attenders should be available in the college by 8.00 am or as per the departmental requirements and leave the premises at the stipulated time after the Heads of various sections leave the departments.

- 1) They are expected to respect visitors, parents, staff and students
- 2) They should be present with neat appearance.
- 3) They should take the keys from principal's office after signing in the register.
- 4) They are responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
- 5) They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the principal's office.
- 6) They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.
- 7) They should give respect to the superiors and extend full cooperation to other attenders.
- 8) They should not allow any unauthorized persons to enter the departments/office without proper verification.
- 9) They should perform any additional duties assigned from time to time.

CHAPTER - V

Publications, R & D and consultancy policies

Objective:

ANITS will provide financial assistance to teachers for Research Projects to develop innovative techniques in Engineering.

Operational Features:

1. Researcher who wishes to avail of financial assistance under this Research scheme is required to submit the Research Proposal as per application
2. The project proposals are considered by the ANITS (Research Committee) once a year and final decisions are taken by the Management keeping in view the recommendations made by the Research Committee and the availability of funds for the scheme.

Level of Assistance:

1. Projects involving development of equipment up to Rs 50,000/-
2. Projects in software development of equipment up to Rs. 30,000/-
3. Assistance is available for items like books and Journals, filed work including transport and contingency expenditure including printing of questionnaire, computation work and preparation of Project report.

Duration of Implementation:

1. The duration of the project will be 1 year or 2 years based on project complexity and recommendation of the Research Committee.

Release of Funds:

The amount sanctioned for the project under the scheme would be released as under

1. 30% on approval
2. 30% on completion of 3 months, accompanied by the progress report and statement of expenditure for the 1st installment
3. 40% on completion of project, approval of project report by the Research Committee appoint reviewer, receipt of statement of expenditure are utilization certificate.

General:

1. All assets in the form of equipment or other items will become the property of the ANITS on completion of the project. Books and journals purchased with the assistant may be returned to ANITS library by the investigator after the completion of the project.
2. Assistance will be available to a teacher for only one Research Project in a period of five years.
3. Prior approval of the ANITS will be necessary for publishing the results of the study on the project supported by the ANITS. In all such cases however, the Investigator should also acknowledge the support received from the ANITS.
4. The researcher is required to submit two copies of the final report along with an abstract of research in standard format within two months at the end of the tenure of the project.
5. The applications should be forwarded through the Head of the Department.

Faculty encouragement for research paper publications:

Faculty will be awarded Rs. 3000/- and Rs. 5000/- in Scopus Indexed and Science Citation Indexed journals.

The research papers in Regional / National / International Conference / Seminars / Workshops (conducted by IISc, IIT, NITS, IIITS, Universities) will be paid in the form of registration fee (subject to a ceiling of Rs. 5000/-) and to-and from sleeper class railway fare, provided they are held within the country. For the paper publications in conference outside India the financial assistance shall be based on recommendation of research committee and approved by Management.

CHAPTER – VI

FACULTY DEVELOPMENT

Staff Development Scheme

In pursuance of its commitment to the policy of imparting quality education and realizing the key role of the faculty in achieving this goal, the management of ANITS has decided to encourage quality improvement of the staff. This encouragement will be in the form of

- i) Deputation under the Quality Improvement Program of the AICTE.
- ii) Support for doing M.Tech/Ph.D.
- iii) Deputation of faculty for refresher courses and other short-term training programs.
- iv) Support for presenting research papers in Regional/National/ International Conferences.
- v) Deputation of technical non-teaching staff to short-term training programs for skills up-gradation.

For items (i) & (ii), it has constituted a “Staff Development Council “Consisting of the following:

	Secretary & Correspondent of ANITS	Chairman
	Principal, ANITS	Convener
	Director, ANITS	Member
	An eminent Educationist (To be nominated by the Chairman)	Member
	One senior faculty member of ANITS (To be nominated by the Chairman)	Member

The Staff Development Council (SDC) will scrutinize the applications and will make recommendations based on the following criteria.

- a) Specialization requirement in the department
- b) Whether the program (Ph.D) is part-time or full-time.
- c) Number of faculty members of the department already deputed/supported.
- d) Length of service and contribution of the faculty member concerned.

Recommendations of the SDC in this regard will be submitted to the college management for final decision. Generally, preference will be given for doctoral programs. Deputation or support in any form to any faculty member must be without detriment to the academic work of the department/institute.

TYPES OF SUPPORT FOR DOING Ph.D

1. Deputation under the quality Improvement Program of the AICTE for doing Ph.D. For this, the faculty member must have put in at-least 3 years of service at ANITS.
2. A Faculty member who gets admission in any I.I.T/I.I.Sc/NIT for PhD will be considered for grant of study leave and financial support during the leave period. The quantum of financial support will be decided by the SDC. Extending this type of support is subject to the concerned faculty member giving an assurance in a manner to be decided by the SDC that he/she will serve the ANITS after completion of the PhD, Program for some specified period to be determined by the SDC based on the length of the study leave period and the quantum of financial support extended.
3. Any faculty member who wishes to do PhD on Part-time basis while continuing to work in the institute, will be considered by the SDC for support **in one or more** of the following ways:
 - a) Re-imbusement of registration fee paid to the university and the expenses towards preparation of the thesis, subject to a ceiling of Rs. 15,000/-
 - b) Relieving him/her of some/all of the administrative responsibilities, if any, and arranging the time-table in such a way that his/'her normal teaching load (Theory & Practical) is taken care of in 4/3 days of the week, so that he/she can be given 'off' for ½ days in a week for concentrating on the PhD work.
 - c) Giving study leave with full salary for a period of up to a maximum of 4 months either at a stretch or in a few spells of 15 days each time for Devoting his/her time for doctoral work..

NOTE: The total number of 'off' days under (b) and (c) above, excluding Sundays and other holidays, shall not exceed 120 days for any individual faculty member.

1. Support as in (b) and (c) will be given only to faculty members whose PhD work is in a relatively advanced stage and it will be reviewed periodically by the SDC. Extension of support is dependent upon satisfactory progress in the research work as perceived by the SDC and certified by the Research Committee/ Thesis Supervisor.

- 2 Candidates getting support under (2) above, will be eligible for 3 increments when Ph.D. degree is awarded to them.

I. Deputation To Refresher Courses, Workshops & Seminars:

To enable the faculty of ANITS to keep themselves abreast of the latest developments in their fields of specialization, which is absolutely essential in these days of rapid changes in technology, they will be deputed, at regular intervals, to attend short term refresher courses, workshops, and seminars etc. being organized by the various I.I.Ts., I.I.Sc., N.I.Ts., Universities and other reputed institutions. Faculty members so deputed, will be treated as 'on duty' for the duration of the course and the to-and-fro travel time. Further, the registration fee for the course will be borne by the ANITS and the faculty will be Paid to- and-fro II class (Sleeper) fare for the travel. Deputation of faculty members for such refresher courses will be decided by the Principal based on the recommendation of the Head of the Department concerned.

II. Faculty Members Presenting Research Papers:

Faculty members presenting their research papers in Regional/ National/ International Conferences/Seminars/Workshops will be paid the registration fee (subject to a ceiling of Rs. 3000/-) and also to-and-fro sleeper class railway fare, provided **the International Conference is held within the country**. Further, they are treated as "on duty" for the duration of the conference and the to-and-fro travel time.

NOTE: This facility can be availed by any faculty member only once in a 12 months period.

SKILLS UPGRADATION FOR TECHNICAL NON-TEACHING STAFF:

Technical non-teaching staff will be deputed for short-term training programs for acquiring new skills, or for improving their existing skills, if such deputation is recommended by the Head of the concerned Department and is considered by the Principal to be necessary in the interests of the institution. A maximum amount of Rs 5000/- will be sanctioned for this by the Principal.

CHAPTER – VII

RECRUITMENT PROCEDURE AND GUIDELINES FOR GRANTING OF ANNUAL INCREMENT FOR TEACHING STAFF

Recruitment Procedure:

1. Introduction:

The vision of ANITS is translated into an organizational goal to identify, recruit and retain highly qualified, talented, and diverse faculty / staff, for positions in all academic fields.

The recruitment of faculty / staff is a crucial activity at ANITS. The Staff Selection Committee is constituted specifically for governing the recruitment procedure.

- a) The process of recruitment includes:
- b) Search for prospective candidates
- c) Short listing of prospective candidates
- d) Preliminary Selection – Staff Selection Committee
- e) University Ratification of the Selected Candidates

2. Search for Prospective Candidates: The search for prospective candidates is implemented in the following two ways simultaneously:

- Advertisements are placed in the leading Telugu and English dailies listing the openings
- The details of the openings including eligibility criteria, scale of pay and other conditions are given in the advertisement
- The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

3. Application Procedures:

The application can also be downloaded from the website and should be submitted along with all necessary enclosures to the Administrative Office, on or before, the scheduled date. Retired personnel from teaching/industry and R&D are encouraged to apply for the posts. The application should include all the relevant authenticated data regarding age, academic qualifications with Class/Grades, experience, post held, publication list, statement of teaching interests, phone no, e-

mail id and the names of three references (with contact information) together with attested copies of certificates and marks sheets (of all the years/semesters) etc.

Separate application is to be submitted in the event of candidates applying for more than one category of post.

Candidates, who had applied for the same posts before, have to apply afresh again

The age limit is as per the AICTE/ UGC / state government norms and subsequent orders in force.

4. Short listing of prospective candidates:

Applications, when received, are organized, relevant information summarized, and sent to the respective HODs by the Administrative Office, for short listing.

The objective of short listing is two folds:-

- a) To reject applications that do not meet the eligibility criteria
- b) To shortlist the candidates from the remaining list so that the number of candidates to be called for interview with the Staff Selection Committee remains within manageable limits.

Usually, primary concerns at this stage are the educational background, previous experience and research activities done by the candidate. The concerned HOD shortlists the candidates based on the requirements of the respective department. The resumes of the shortlisted candidates are further ranked in the order of merit by the concerned HOD and sent to the Administrative Office along with their comments and observations for the next level of the Recruitment process.

5. Staff Selection Committee: The Selection Committee is constituted in the following manner, with representatives as listed under, for each department.

- a) Head of the Institution /Principal - Chairman of the Selection Committee
- b) Representative of the Management - Member of the Selection Committee
- c) HOD of the Department - Member of the Selection Committee
- d) Director (Admn) /Dean
- e) One senior faculty from the department
- f) Subject Expert - Member of the Selection Committee {Preferably from AU}

The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates. The successful candidates are issued offer letters within a stipulated time frame to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued to them.

6. University Ratification

A Committee with the following members is constituted under the chairmanship of the Vice Chancellor of the affiliating university, to oversee the ratification procedure. The members of committee include;

- a) Subject Experts
- b) Principal of the affiliated college
- c) Secretary or Nominee of the Secretary & Correspondent
- d) Nominee of the Commissioner of Technical Education
- e) Registrar of the affiliating university
- f) Director of Academic and Planning of the affiliating university

The Committee interviews the candidates and recommends the list of selected candidates to the institution. The process involves appointing newly ratified faculty and also ratifies the services of the existing faculty. The procedure is carried out on a regular basis, as per the requirement.

CHAPTER – VIII

Guidelines For Granting Of Annual Increment For Teaching Staff

Every year the faculty has to submit his self-appraisal form which consists of performance indicators and faculty must strive to achieve the criteria mentioned therein. This is ensure the quality in teaching and learning, research and other activities of the faculty. The faculty has to submit the self-appraisal form to the HOD for his remarks and then it is forwarded to the Principal for his assessment and for approval by the management.

GUIDELINES FOR PERFORMANCE APPRAISAL

Minimum Academic Performance Indicators (API's) to be attained by the faculty for each of the categories based on the cadre

S No	Category	Maximum API score	Minimum API*			
			Assistant Professor < 2 year experience	Assistant Professor more than 2 year experience	Associate Professor	Professor
1	Teaching, Learning And Evaluation Related Activities	100	60	60	60	60
2	Co-Curricular, Extension And Professional Development Related Activities.	40	20	20	20	20
3	Research And Academic Contributions	**	15	25	35	40

*For awarding annual increment the faculty has to score the minimum points in each of the categories as mentioned in the table above.

** There is no upper limit for the maximum API score for 3rd category.

S. No.	Indicators / Activities	Max. Score
1	<i>TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES</i>	
1.1	Lectures, Seminars, tutorials, practicals, project: Minimum lecture hours --Professor: 12 hours/week ; Associate Prof: 14 Hours /week ; Asst. Prof: 16 Hrs/Week Score proportional to workload and average of two semesters. Two seminar / project hours is to be considered as one Lecture hour only.	20

S. No.	Indicators / Activities	Max. Score
1.2	Feedback on the Courses taught Feedback score proportional to percentage of feedback marks –average of two semesters of two or more subjects.	25
1.3	Pass percentage : Pass percentage in the subjects taught during the previous year. Score proportional to pass percentage upto 60%. Below 60% score is nil. To be calculated as average of two semesters.	25
1.4	Preparation of study material / resources with proof for all courses he/she teaches and complete assessment and attainment of outcomes	10
1.5	Innovative / student centric teaching-learning methods Use of ICT based Teaching material Interactive sessions Participatory learning modules Remedial classes/Bridge courses. Teaching beyond curriculum with clear details of topics and its usefulness to the students	10
1.6	Curriculum preparation and Examination related work Curriculum preparation: coordinator-10 points, member -5 points College/University End semester examination work: 5 points	10
	Total	100
2	CO-CURRICULAR, EXTENSION OR PROFESSIONAL DEVELOPMENT	
2.1	Co-curricular activities Subject related events: Lectures on special topics; Quiz/debate/ elocution; study tour; Exhibition; Department Association; Guiding students in inter-institute events; Initiatives related to industry internship/summer training; Any other activity for student development Extension Activities Institute-Industry interaction; Training industry persons, offering special courses	5
2.2	Professional Development activities in the campus Participation in Seminar/workshop/symposia (2 marks); conferences (2); FDPs (5); STTPs (5); Lectures/Talks delivered in programs (2); Membership of Associations- (3); Publication of general articles (2); General awareness activity (2) Community work such as National integration, secularism, democracy, humanism, peace, scientific temper, flood or drought relief etc. (max.5)	10
2.3	Department Administration Members of committees like Admissions; discipline; Anti-ragging; laboratory equipment procurement, utilization, maintenance and safety; any other role assigned by Principal/HoD (5) NAAC/NBA/Autonomous/BOS etc., coordinator (10); member(5) with 100% compliance	15

S. No.	Indicators / Activities	Max. Score
2.4	<p>Mentoring to help the students at individual level (a)Guidance in course work specific/ laboratory specific/all-round development (5 marks) The faculty member shall report the details of counselling/ mentoring the students for various purposes such as i) Academics ii) Co-curricular activities iii) Extra-curricular activities iv) discipline & regularity v) self-learning vi) grievance redressal</p> <p>(b)Career Guidance, Training, Placement, Entrepreneurship (5) Contribution of faculty member for career guidance, subject coaching, Special classes for GATE, mock tests, communication skills.</p>	10
	Total	40
3	Research and Academic Contributions	-
3.1	<p>Research Papers published: Referred journals: Score per paper 15 for UGC approved Journals, 25 for SCOPUS Indexed Journals and 40 for SCI Journals Non-refereed but recognized and reputable journals and periodicals with ISBN/ISSN: 10/paper (Note: First or Second Author 100% score; Third and above 50%)</p>	
3.2	<p>Publications (Books, chapters in books other than journal) Text books: 50/ author; 10/chapter in an edited book.</p>	
3.3	<p>Research Projects Completed/Ongoing Sponsored Projects. (In case of Principal / CO investigator points are to be shared in 70:30 ratio). Grant >Rs. 30 Lakhs (40 per Project). Grant > Rs.5 Lakhs (30 per Project). Grants > Rs. 50,000 (20 per Project).</p>	
3.4	<p>Research Guidance (In case of joint supervision points are to be shared in 70: 30 ratio) M. Phil. / M Tech (Degree awarded only) (5 per candidate). Ph. D. (Degree awarded only) (20 per candidate). Ph. D. Guidance (5M) Thesis submitted (10 per candidate).</p>	
3.5	<p>Consultancy Provide a list of Consultancy works with amount accrued Consultancy amount: Amount > 0.5 Lac – 20 points Amount < 0.5 Lac –10 points</p>	
3.6	<p>Participation or Presentation in Training Courses/ Conference/ Seminar/ Workshop</p> <p>i. ** Presentation of research papers in Conferences/ Seminars proceedings etc. International conference (10/activity); National (7.5/activity); Regional/State level (5/activity); Local - University/college level (3 /activity)</p> <p>ii. Invited lectures or presentations for conferences/ Seminar/ Training Course/Refresher Course/Orientation Course: International Level (10 per lecture); National Level (5 per lecture); Regional Level (3 per lecture); Local- University/College Level (2 per lecture)</p>	
3.7	<p>Training Courses / Conference /Seminar/Workshop Organised Programme: 2 weeks or more: 30 points; 1 week: 20points ;< 1 week : 10points. In case of Co-convener/Jt. Organizing Secretary points are to be shared in 70: 30 ratio:</p>	

S. No.	Indicators / Activities	Max. Score
3.8	Award/ Honours /Recognitions International level honour/recognition/award (30 per award) National level honour/recognition/award (25 per award) State level honour/recognition/award (20 per award)	

Central activities

4. HOD REMARKS

High -3 Medium-2, Low -1

S no	Attribute	HoD marks
1	Interpersonal skills with colleagues	
2	Collaborative / Team work	
3	Behavior with students in the class / off the class	
4	Communication quality	
5	Punctuality	
6	Response to duties assigned	
7	Compliance of organization norms and procedures	
8	Proactive and willing to learn new technologies and self- learning	
9	Maintenance of course files, attendance registers , q-papers, etc., in accordance with standard norms	
10	Innovations in teaching , usage of tools such as moodle, rubrics for enhancement of student learning.	
	AVERAGE	

If HoD recommendation on above is such that Average ≥ 2 then the staff is deemed to be eligible for increment as per Self Appraisal. The self-appraisals with the recommendations of the HoD will be scrutinized and finalized by a committee convened by the Principal.

Guidelines for Recruitment, Promotion and increments w.e.f.01.01.2020

Science Stream

Assistant Professor

Service	Qualification	Pay Structure in Rs.
At the time of Joining	PhD	Assistant Professor Scale Rs. 21600+DA+HRA
At the time of Joining	M.Sc / M.A 1 st class / M Phil. Such faculty will be put up in above scale on obtaining PhD	Rs 21,600/ without DA and HRA. However eligible for regular increments and DA hike.

Associate Professor

Service	Qualification	Pay Structure
Eligible to apply with minimum of 5 years of satisfactory service as Assistant Professor.	M.Sc. / M.A. with Ph.D.	Assoc. Prof Scale of: 37,400-67,000+AGP9000

Professor

Service	Qualification	Pay Structure
Must have a total experience of 10 Years, at-least 5 years teaching experience as Associate Professor.	M.Sc. / M.A. / M.Phil / Ph.D and 8 publications in referred journals	Professor Scale of 37,400-67,000+AGP10000

Engineering Stream

Assistant Professor

Service	Qualification	Pay Structure
At the time of joining	B Tech and M.Tech. with 1 st Class.	Assistant Professor Scale of pay: 15,600-39,100+AGP6000

Associate Professor

Service	Qualification	Pay Structure
Eligible to apply with minimum of 5 years of satisfactory service.	M.Tech. with Ph.D. (five publications in referred journals)	Associate Professor Scale Rs. 37,400- 67,000+AGP9000

Professor

Service	Qualification	Pay Structure
Must have total experience 10 Years With at least 5 years teaching experience as Associate Professor.	M.Tech. and Ph.D. and 8 publications in reputed journals	Professor Scale of pay 37,400- 67,000+AGP10000

Faculty members working in ANITS and seeking for promotion to higher cadre have to put up atleast 3 years of service in ANITS to be eligible. All positions are filled in the open competition / recruitment process only and filled based on the selection committee recommendations only.

However under Career Advancement Scheme, to encourage deserving faculty from both Sciences & Humanities and engineering streams, based on the recommendations of the Staff Development Council, the eligible candidates in the Assistant Professor cadre can be promoted to Associate Professor cadre (Adhoc) and will be put up in Basic pay of Rs 34,500/- in VI scale of pay. All such candidates will be placed in the regular Associate Professor scale after 2 years of successful fulfillment of academic, research and administrative performances as set by ANITS. Similarly SDC can recommend for promoting faculty from Associate Professor cadre to Professor cadre.

However they should be ratified in the duly constituted selection committee.

