



KRISHNA CHAITANYA INSTITUTE OF TECHNOLOGY & SCIENCES

Devarajugattu (Post) , Peddaraveedu (Mandal), Prakasam Dist. - 523 320.

(Approved by A.I.C.T.E., New Delhi, & Affiliated to JNTUK, Kakinada)

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HUMAN RESOURCE POLICY

MANUAL



KRISHNA CHAITANYA INSTITUTE OF TECHNOLOGY & SCIENCES

Devarajugattu (Post) , Peddaraveedu (Mandal), Prakasam Dist. - 523 320.

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HUMAN RESOURCE POLICY

1. Recruitment

1.1 Cadre Structure for Teaching Staff

- (a) Director
- (b) Principal
- (c) Dean
- (d) Professor
- (e) Associate Professor
- (f) Assistant Professors / Lecturer (Selection Grade)
- (g) Senior Lecturer / Senior Librarian
- (h) Lecturer / Librarian / Director of Physical Education
- (i) Teaching Assistants

1.2 Qualifications

Faculty is recruited based on the qualifications prescribed by the AICTE from time to time. The norms are listed in Appendix I of Part II.

1.3 Mode of Selection of Teaching Staff

Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed:

- (a) Advertisements are issued in leading newspapers.
- (b) Applications are scrutinized on the fourth day after the last day for receipt of application.
- (c) Selection Committee constituted as per Affiliating University and AICTE norms.
- (d) Call letters for interviews sent to eligible candidates, specifying place date and time of interview.
- (e) Selection Committee decides and recommends candidates.
- (f) Letters of appointment issued to selected candidates. Sometimes depending on emergency / exigencies of the situation, adhoc appointments are made on contract basis for specified periods.

1.4 Composition of Selection Committee

- (a) President / Nominee of President of the Society
- (b) Principal
- (c) Head of the departments concerned
- (d) Expert Members (Nominated by AICTE / University)



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1.5 Cadre Structure for Non-Teaching Staff

(a) Office

- (i) Administrative Officer
- (ii) Office superintendent
- (iii) Senior Assistant
- (iv) Junior Assistant
- (v) Record Assistant/ Data Entry Operator
- (vi) Attendar

(b) Labs(other than computer Labs)

- (i) Lab Assistant
- (ii) Lab Technician (Diploma)
- (iii) Lab Attendar (SSC/Inter/ITI)

(c) Computer Labs

- (i) System Administrator
- (ii) Programmer
- (iii) Lab Assistant
- (iv) Lab Technician

1.6 Qualifications

Non-Teaching Staff is recruited based on the qualifications prescribed by the AICTE. The norms are listed at Appendix II of Part II

1.7 Mode of Selection of Non – Teaching Staff

All positions are advertised in the news papers or notified in the local notice boards. After scrutiny of applications received, a short listing is made by the AES Secretary / Principal; Call letters will be sent to the shortlisted candidates to appear for the trade test and subsequently personal interview.

The Selection Committee consists of some or all of the following:

- (a) President / Nominee of President of the Society
- (b) Principal
- (c) Administrative Head
- (d) HOD of concerned Dept.,



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The list of the selected candidates is forwarded to the chairman and the governing body for approval. After the approval of the chairman appointment orders will be issued to the selected candidates.

The Governing body consist of the Chairman of society also known as CEO(Chief Executive Officer) and Secretary and Correspondent also known as Chief Operations Officers(COO)

1.8 Appointments

- (i) The Governing Body of the college shall be the competent authority to appoint any members of teaching and non-teaching staff on the recommendation of the Staff Selection Committees/Principal. The order of appointment shall specifically state whether the member of staff has been appointed on probation or in a temporary basis.
- (ii) The appointments on probation can be made only for the posts approved by the Governing Body. The Governing body has the right to fix, add, alter or delete any post or posts at any time depending on the requirements of the college.
- (iii) All teaching staff appointed in the cadre of Assistant Professor and above shall be filled in by open competition. The selection should be based on the recommendation of a Staff Selection Committee, duly constituted as per the norms prescribed by the Government/University/AICTE.
- (iv) Appointments to all other teaching and non-teaching posts, temporary or adhoc shall be made by the Managing Body / Principal.
- (v) All administrative positions such as Heads of the Departments will be appointed through nomination by the Principal for a specific period, based on the candidate's relevant academic Qualifications, relevant experience, performance in college, and administrative capabilities.
- (vi) The qualifications, experience and pay scales for various teaching posts shall be as decided by the Managing Body/Governing Body from time to time and shall generally be as per the AICTE guidelines.
- (vii) The services of Non-Teaching staff shall be regularized by the Managing Body based on the recommendations of the Principal.
- (viii) The qualifications, experience and pay scales for various non-teaching posts shall be as decided by the Managing Body of the College from time to time and shall generally be as per the guidelines of State Government.



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2. Service Rules

2.1 Service Conditions

(a) A person shall be deemed to have been appointed to a post at Krishna Chaitanya Institute of Technology and Sciences provided the post is in accordance with existing AICTE / Government of Andhra Pradesh norms, but shall exclude staff appointed on deputation / adhoc / on contract or temporarily.

(b) Every Employee appointed in the Institution shall submit and Medical Certificate truly signed by competent medical officer, certify in that he/she is mentally and physically sound to serve as specified from time to time.

(c) The pay scales of teaching faculty shall be fixed by the Selection Committee as per the scales promulgated by the AICTE from time to time. Currently, the following are the scales as per the Fifth finance commission prescribed by the AICTE.

Lecturer/Asst. Professor	Rs.	15600-39100 AGP 6000
Associate Professor	Rs.	37400-67000 AGP 8000
Professor	Rs.	37400-67000 AGP 10000

(d) Pay Scale of non-teaching staff shall be as fixed by the Selection Committee.

2.2 Probation

(a) All appointments of candidates selected will be temporary and deemed to be on probation for a period of 24 months. After the completion of the period, the services of the employee shall be reviewed and if found satisfactory, his / her services will be confirmed. His / her service conditions will be governed by the rules and regulations of KITS in force.

(b) In the case of tenure or contractual assignments, employees would be deemed to be on probation for a period of 12 months and this period could be extended.

(c) If candidates are appointed on purely temporary basis in any vacancy, they have no right or lien to claim a permanent post. However such candidates may apply for such posts in a regular procedure as for open competition.

(d) If a person initially appointed in a temporary vacancy is subsequently appointed to a regular position, he / she shall commence probation from the date fixed for appointment on probation.



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- (e) Services of any candidate appointed on temporary / adhoc basis, can be terminated without any notice and without assigning any reason thereof.
- (f) An employee appointed on probation shall be on probation for an uninterrupted period of two years on duty. However, an employee whose probation has been declared on a lower post and is subsequently selected and appointed to a higher post, the uninterrupted period of probation shall be one year on duty.
- (g) The Chairman of the Governing Body upon the recommendation of the Governing Body in the case of Teaching Staff and Non-teaching Staff, by order may terminate the probation of a probationer, and discharge him from service without assigning reasons giving one month notice or one month salary in lieu of such a notice.
- (h) The Chairman, on the recommendation of the Principal, without assigning any reason may extend the period of probation of an employee by a maximum period of one year.
- (i) Upon the recommendations of the Principal, the Chairman will issue an order / authorize the Principal to issue order declaring the probationer to have satisfactorily completed his / her probation. On the issue of such order, the probationer shall be declared to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation.
- (j) Unless the order declaring the satisfactory completion of probation is issued, the employee on probation shall be deemed to be probationer even after the completion of the prescribed or extended period of probation.

2.3 Increments

- (a) Increments will be sanctioned only on satisfactory performance review. In Teaching Staff, the increment is sanctioned based on the appraisal of the employee by
- (i) Students
- (ii) HOD concerned
- (iii) Principal
- (iv) Management
- (b) In case of non-teaching staff, the appraisal is made by
- (i) HOD concerned
- (ii) Principal
- (iii) Management



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(c) Increments may be withheld to an employee if the performance / conduct has not been good / satisfactory. The authority withholding the increment shall state the period for which it is withheld and if so whether the postponement shall have the effect of postponing future increments also. Leave periods shall be taken into account for the postponement.

(d) All uninterrupted service shall count for increments in the time scale applicable to the post. An increment shall be granted by the Principal, based on satisfactory conduct and work performance during the year. The increment of an employee may be withheld by the Principal if his/her conduct has not been good or if his/her work performance has not been satisfactory. The employee whose increment is withheld may appeal to the Managing Body for redressal.

2.4 Promotions

Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis of merit / efficiency, the commitment / dedication of the faculty to the all round development / improvement of the corporate ambience of the institution. Seniority will be the deciding criteria. If Ph.D. is obtained while working at the Institute, an incentive up to three increments/ promotion could be considered.

2.5 Retirement

(a) An employee of the college shall be retired on superannuation on attaining the age of 60 years provided the authority shall have the right to issue orders of retirement of an employee who has attained the age of fifty eight (58) years for reasons of inefficiency, ill health and the like.

(b) This rule stated in (a) is however not applicable to those who are appointed on contract basis by the Management. Rules of the AICTE / State Government shall however prevail in normal circumstances.

2.6 Resignation

(a) Any member of the faculty in permanent service shall give one month notice of his/her intention to resign or one month's salary in lieu thereof. The resignation shall be effective from the date of acceptance by the Authority Normally, they will not be relived in the middle of the academic year.

All the Non-Teaching Staff who are on regular basis can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.

(b) Any member of the supporting staff in permanent service shall give one month's notice of his/her intention to resign or shall pay one month's salary in lieu, thereof.

(c) Any member during probation shall give one month's notice in case he / she desired to be relieved or one month's salary in lieu thereof.



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- (d) The appointing authority reserves the right to waive the notice period or the compensation thereof.
- (e) The employee who has once tendered his resignation is not entitled to withdraw it unless permitted to do so by the Chairman.
- (f) Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months' salary in lieu of such notice to the college. If their resignation is for the purpose of higher studies the notice period is reduced to 45 days instead of three months. (The timing of resignation should be such that the incumbent will be relieved at the end of the academic year / semester.)
- (g). Teaching staff who are on temporary/adhoc appointments can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or till completion of academic work whichever is later.

2.7 Termination

- (a) The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.
- (b) The Management reserves the right to terminate the service of an employee on medical grounds giving suitable notice / suitable salary in lieu, as it may deem fit.
- (c) The Management may terminate an employee whether temporary or permanent if he / she is involved in political activity / a criminal case / has failed to do his duty leading to moral turpitude / negligence of duty.
- (d) Interpretation of rules, notwithstanding anything said anywhere, subject to availability of funds, decision of the Management will be final.
- (e) The services of all employees on probation and all temporary appointments are terminable with one month notice or one month salary in lieu of such a notice. However, that as a disciplinary measure, the competent authority i.e., the Managing Body may discharge the employee without any notice.
- (f) The services of teaching staff who have satisfactorily completed their period of probation on probation are liable to be terminated by the College by giving three months notice or three months salary in lieu of such notice.
- (g) The service of teaching staff on temporary / adhoc appointments are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.



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(h) The services of all non-teaching staff who are on regular basis are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.

2.8 Code of Conduct

(a) Every employee of KITS shall devote his/ her whole time to the service of the college and shall not engage directly or indirectly in any trade or business / activity in any other institution which is likely to interfere in the proper discharge of his / her duties. This provision shall not apply to academic work like giving guest lecturers, talks or any other work undertaken with the prior permission of the Principal.

(b) Every employee shall at all times maintain absolute integrity and be committed to the development of the college and do nothing that can go against the dignity and prestige of the college particularly in his relationship with the Management , Principal, Staff, students and visitors to the college.

(c) No employee, without the previous sanction of the Principal / Management, solicit or accept in any way to raise subscriptions in pursuance of any objective what so ever except for routine farewell or felicitation functions connected with the college.

(d) No faculty shall engage himself or herself in undertaking coaching or private tuition for students for remuneration.

(e) No employee shall except with the previous sanction of the Principal own, wholly or in part, conduct or participate in editing / managing any news paper or periodical, or any other publication.

(f) No employee, while on duty, participate in politics or stand for elections either as an independent or on any party.

(g) No employee shall invite or participate in strikes or incitement there to pertaining to this service or other condition which tends to bring disrepute to the college.

(h) No employee shall take recourse to any organization / forum / courts or the press in order to vindicate or air his grievances. The Governing Body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his / her case.

(i) No employee may absent himself / herself from duty without prior permission. In case of proceeding on leave in an emergency without prior permission, he / she must explain the circumstances before rejoining duty.

(j) Every employee shall be at work punctually at timings fixed unless permitted otherwise by his / her superior. After reporting for duty, no employee shall be absent during the period of work assigned to him / her.



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(k) The following shall be considered as misconduct

- (i) Failure to exercise efficient supervision.
- (ii) Insubordination or disobedience shown to his / her superior officer.
- (iii) Gross negligence in teaching or other duties.
- (iv) No outsider should be allowed into the college premises so as to endanger college property.
- (v) Any act which is immoral and can be punished under the IPC.
- (vi) Intemperate habits affecting the efficiency of teaching.
- (vii) Failure on the part of an employee in suppressing factual information of his / her previous history.

2.9 Disciplinary Proceedings

(a) No employee shall be subjected to any punishment unless

(i) The member is informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed , and is given an opportunity to make a presentation in person or in writing.

(ii) Such representations would be taken into consideration by the competent authority before a penalty is imposed.

(b) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.

(c)The discharge of a person appointed on probation, during the period of probation or of a person engaged under contract in accordance with the terms of his contract or a person appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.

(d) The removal of an employee from the college service shall not disqualify him from future employment but the dismissal of a person from the college service shall ordinarily disqualify him from future employment in the college.

(e) Following are the valid reasons for which the penalties may be imposed on an employee:

- (i) Irregularity in observing the college timings.
- (ii) Irregularity and/ or irresponsibility in attending to duties in the college.
- (iii) Unauthorized absence from work.
- (iv) Irregularity and/or irresponsibility in attending to duties like examination duty, etc.



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- (v) Assigned from time to time.
- (vi) Insubordination including failure to follow the specific instructions of the superior.
- (vii) Instigation of staff/students against the administration and / or management.
- (viii) Participation in the strike, meetings or rallies directed against the administration and/or management.
- (ix) and/or management.
- (x) Misappropriation of college funds.
- (xi) Conviction in the Court of Law.
- (xii) If the employee is suffering from any incurable infectious disease or is declared insane by a panel of doctors approved by the competent Authority.
- (xiii) Participation of the employee in any act or movement calculated to bring the college into disrepute.
- (xiv) If the employee indulges in any public criticism of the College administration or Management amounting to defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to the staff or students or in its relation to the Government or the University.

2.10 Punishments and Appeals

- (a) All employees of KITS may for sufficient reasons be imposed the following penalties.
 - (i) Censure
 - (ii) Fine
 - (iii) Withholding of increments / promotion
 - (iv) Reduction to a lower post or a lower stage in the time scale.
 - (v) Recovery from pay (whole or partial) pecuniary loss caused to the college by negligence.
 - (vi) Suspension / Compulsory retirement.
 - (vii) Removal / Dismissal from service.
- (b) All actions indicated above shall be decided by a Committee consisting of the
 - (i) Chairman of the Society
 - (ii) Secretary and Correspondent of the Society
 - (iii) Principal
- (c) The enquiry shall be conducted by a duly constituted Board of Enquiry and no action shall be contemplated or taken unless the employee is given a reasonable opportunity to be heard. The Board of Enquiry shall be constituted by the Principal.



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2.11 Conduct Rules

- (a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- (b) Every employee shall at all times, maintain integrity, be devoted to his duty and be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.
- (c) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, the employee shall inform the Principal in writing through the respective HOD or the Principal directly if the employee happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
- (d) No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
- (e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.
- (f) No employee except with the prior permission of the competent authority engages directly or indirectly in any trade or any private tuition or undertakes employment outside his official assignment, whether for any monetary gain or not.
- (g) An employee against whom an Insolvency Proceedings commenced in the Court of law shall forthwith report full facts thereof to the College.
- (h) An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof.
- (i) No employee shall, except with prior permission of the competent authority, has recourse to any court of law or to the press for the vindication of any official act of the College which has been the subject matter of adverse criticism or attack of defamatory character.
- (j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his / her case in writing through proper channel to the competent authority and shall



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not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

(k) No employee who has a living spouse shall contract another marriage without first obtaining the permission of the Governing Body notwithstanding that a subsequent marriage is permissible under personal and religious law for the time being applicable to him/her and violation of this rule will lead to the removal from the service of the college.

(l) An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 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 and binding on the employee.

(m) No employee shall engage in strike or incitement there to or in similar activities such as absence from work or neglect of duties or participate in hunger strike etc., violation of this rule will amount to misconduct and attract deterrent punishment.

(n) The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc. during working hours is to be avoided.

(o) Staff members are strongly encouraged to take up consultancy projects but only with the permission of the management.

(p) The staff members are prohibited from accepting valuable gifts in any form from the students/parents/companies having business transactions with the college.

(q) The staff members shall not interfere in any matter not connected to their job requirement.

(r) The details of students' feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.

2.12 Arrival and Clearance Formalities:

All staff arriving after the recruitment and leaving KITS after resignation/retirement should follow the arrival and clearance formalities which are listed at Appendix III and IV respectively to Part II



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3. Job Responsibilities

As per AICTE Pay Commission (1997) recommendations, the job responsibilities of faculties are divided amongst the following four areas:

- (a). Academic
- (b). Research and Consultancy
- (c). Administration
- (d). Extension Services

They are broadly identified as follows

3.1 Academic

- (a) Class Room Lectures.
- (b) Laboratory Guidance / Instruction.
- (c) Curriculum Development.
- (d) Development of Learning Resource Material.
- (e) Development of Laboratories, Manuals, etc.
- (f) Student Evaluation and Assessment including examination work of University.
- (g) Participation in Co-curricular and Extracurricular work.
- (h) Students Counseling.
- (i) Continuing Education, Summer schools / Winter schools, Symposia – conducting and participation
- (j) Books, Publications, Seminars.
- (k) Self upgradation by acquiring higher qualifications, keeping abreast of developments in his / her own field.
- (l) Out of the weekly working hours, the minimum contact hours of a teacher should be as follows:

- (i) Principal / Dean: 4 hours / week
- (ii) Professor : 8 hours / week
- (iii) Associate/Asst. Professor : 14 hours / week

*Laboratory Road Considered as well teaching load.

3.2 Research and Consultancy

- (a) R and D activities, Research / Project Guidance.
- (b) Industry sponsored Projects / Sponsored Projects of Governmental National Labs.



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(c) Providing industrial consultancy and testing service, active participation in promoting Industry - Institute Interaction.

3.3 Administration

Academic and administrative management of the Department, Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.

(a) Design and development of newer programmes and disciplines, Participation in National / State level policy planning bodies, Organization of Institute level / State / National level faculty / Student Societies.

(b) Planning / Development of Schedules for classes both at departmental / Institution levels. Help mobilize resources for the Institution, Maintain and Cross check accountability, conduct performance appraisals.

3.4 Extension Services

(a) Interaction with Industries/Service Institution, Promote Community Service amongst students.

(b) Help, Develop, Vocational services in the neighbourhood, contribute towards promoting / providing non-formal education, Promote entrepreneurship and job creation.

4. Working Hours

(a) The normal working hours of the college is 7 hours which includes lunch break with staggered timings i.e. 9.30 AM to 4.45 PM.

The college works on all Saturdays except first Saturday in a calendar month.

5. University Stipulation on Teaching Days

JNTUK stipulates that the college working / teaching days should be 90 days / semester or 180 full teaching days per year. These do not include examinations / tours / sports or other days of extra / co-curricular work but imply actual class room lecture / laboratory contact days.

6. Appraisal

6.1 Performance Appraisal

Annual staff performance appraisal system consists of appraisal by:

- (a) Students through feedback form
- (b) Head of the Dept.



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(c) Principal

(d) Management

6.2 Weightages of Appraisal

(a) For Teaching Staff

Appraisal By	Lecturer/ Asst	Associate
	Prof	Professor/Professor
Students	40%	10%
HOD	30%	-
Principal	20%	60%
Management	10%	30%

(b) For Non-Teaching Staff

Appraisal By	With Student interaction	Without student interaction
Students	40%	-
HOD	30%	40%
Principal	20%	40%
Management	10%	20%

6.3 Transparency

The Principal / Dean / HOD will discuss the results of the appraisal with every employee. Continuous and sustained performance will be a necessary requirement for internal promotions, for selection as HOD's or Sectional Chairman of various committees, selection for incentives, deputation, eligibility for study leave and other financial benefits, awards, etc., appraisal reports will be in their respective files. The format for feedback by students is given as appendix V and the for the for the appraisal form of Teaching Staff as Appendix VI.

7. Leave Rules

Leave rules shall apply to faculties and staff and shall be called the "Leave Rules of Krishna Institute of Technology and Sciences."

7.1 Casual Leave (C.L.)

(a) All employees of KITS are entitled for 12 days of C.L., and 6 in a calendar year on a pro rata basis of one C.L., in a month. In case an employee has accumulated C.L., in a calendar year, he / she can avail only 3 days C.L., at a stretch.



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- (b) Non – working Saturdays, Sundays and declared holidays, availed during the period of C.L., are not counted as part of C.L., They can be prefixed or suffixed to C.L.,
- (c) Vacation and on- duty leave cannot be combined with C.L.
- (d) C.L., unavailed in any calendar year cannot be carried over to the next calendar year. Half a day's C.L. is not permitted.
- (e) C.L. can be availed only on prior sanction. In case of emergencies, the employee can be absent from duty and the leave reported on resuming duty after the C.L. is availed. This is permitted only in an emergency.
- (f) It is the responsibility of the faculty to make alternative arrangements for the classes or other works missed because of the casual leave, HOD would also monitor and ensure that no class is left unattended.
- (g) HOD / Principal's office shall maintain the C.L. register and permission granted for the staff under his / her control. This statement shall be submitted to the Administration Manager (Accounts) before the last working day to prepare the Pay Bill.
- (h) The Rules and Regulations indicated above will be strictly followed while calculating the Pay Bill for the month.
- (i) An employee taking leave without prior permission or without any information for two days continuously will be deemed to be absent and the same treated as "Leave without pay".

7.2 Permission

A permission of one hour duration can be availed of by an employee in a month for 2 times.

7.3 Vacation Leave

(a) Faculty are eligible for a vacation leave of one week / one year of service subject to a maximum of four weeks in an academic year. Those who have not completed one year of service are eligible for the college's closed vacation only. The vacation leave shall be availed of in one spell. Intervening non- working Saturdays, Sundays and governmental public holidays shall be added to the vacation leave. However, vacation leave for specific cases can be considered by the Management.

(b) Vacation leave mentioned above is inclusive of common vacation declared by the college at the end of the academic year if any.



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7.4 On Duty

(a) (i) Faculties deputed by the institute to attend Conferences / Seminars / Meetings and other College or Institute work shall be deemed to be as “ On Duty” or on terms specified by the Management from time to time. Every faculty shall be allowed to attend any ‘one’ Conference / Seminar / Meeting during the academic year for which the Management shall bear the expenses of registration or conference fees, traveling and daily allowances / accommodation and boarding charges. The faculty can also attend a Conference / Seminar / Meeting after obtaining the permission of the Management, on his own for which the Management shall not defray any expenses. The “on duty” leave in this case shall be restricted to the days of the conference. The leave for both these periods shall be deemed to be “ on duty” and shall not exceed 3 (three) days in a year, ‘both’ occasions included. However for paper presentation by the faculty in International Conferences / Seminars, he / she will be allowed 15 days to attend the program and considered as on duty.

(ii) When TA/DA is paid, the faculty is required to give an undertaking that they will serve for a minimum period from the date of returning from the Conference/ Seminar. The period is three years if the Seminar is outside the country and one year if it is within the country.

(iii) A cash incentive up to Rs 5000/- may be awarded to those who publish articles/ papers in a reputed National/International journals.

(b) Faculties could undertake JNTUK University Examination work / Central Valuation / Laboratory External Examinations / any other University connected work which is remunerated, not exceeding 6 days in each semester, but cannot be carried over for subsequent semester. Faculty on such duty are expected to produce proof of attendance to the HOD concerned immediately on return. HOD should forward it to the Management office with Principal’s remarks.

(c) Any faculty who has completed two (2) calendar years of service at KITS, can be sponsored for higher studies after furnishing a bond to hold a lien on his job. During the period of his sponsorship he will not be paid any salary / allowances, if the person sponsored needs to be away from the college for more than 10 hours per week, or one day in a week.

(d) At any given time, the total number from a department who could be away on Seminars/ Workshops is decided considering the workload of the department.

(e) Budgetary provisions should be made in the beginning of the year for these faculty development activities.



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(f) Any faculty proceeding on leave for a long period, unless sponsored by the Management, has to terminate his assignment with the Institute.

7.5 Maternity Leave

Permanent employee of the Institute with an experience of 2 years proceeding on maternity grounds of the body is entitled to avail maternity leave to an extent of 15 days prior to birth / 15 days after the birth on producing a medical certificate. They are entitled to full pay and can draw the salary on rejoining duty. They should in such cases continue to serve the Institute for a minimum period of 2 years thereafter. This leave is not debited to the leave account. This is limited to the first delivery alone.

8. Career Advancement / Promotion Rules

- (a) Minimum length of service for a Lecturer to move into the grade of Lecturer (Senior Scale) would be 4 years for those possessing a Ph.D degree, 6 years for those with M. Phil / M.E. / M.Tech. degree and 7 years for those with B.E. / B.Tech. degrees.
- (b) Minimum length of service for a Lecturer (senior scale) to move into the grade of Assistant professor shall be 5 years.
- (c) Since 1998, for movement into grades of Asst. Professor and above the minimum eligibility criteria is a Ph.D Teachers without Ph.D. can go up to the level of Sr. Lecturer only.
- (d) For every upward progression of faculty a selection process as per the norms / rules and regulations laid down by the AICTE / JNT University to which the college is affiliated, is followed.
- (e) Period spent on higher studies is also reckoned for purposes of awarding a higher scale.
- (f) Every faculty acquiring an additional higher relevant degree while in service, (through examinations and course work) is entitled to one advance increment on producing the provisional degree certificate, pertaining to the higher qualification.
- (g) Sponsorship for higher studies is based on seniority, preference being given to doctoral programmes, and secondly to Master's degree programmes, on executing a bond as desired by the Management. The said facility is limited to one faculty member per year from one department, without affecting the course work / projects of students.



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(h) Any faculty seriously interested in promoting or advancing the cause of research and who exhibits interest will be suitably encouraged by the Institute and shall receive special commendations.

9. Staff Development and Training

Supporting Staff (Administration and Technical)

(a) Arranging in-house training programmes, with the help of resource person from the English and Management departments (with inputs of English grammar basics).

Arranging professionals from the industry and Government to deliver training programmes in Administration and Accounts (for all those in administration and accounts) on all aspects of management and technical skills needed for running an office in a self-financing educational Institution.

(b) To impart computer knowledge to all ministerial and subordinate staff with the help of faculty from the Computer Department, training such staff in a working knowledge of English is also needed, and this is done with the faculty from the English department. Laboratory technicians are likewise given special exposure to newer equipment and processes by Heads of Departments.

10. Awards

(a) “Excellence in Teaching” awards and the “Best Supporting Staff” awards have been instituted by the Management to recognize deserving staff and the awards are presented every year on Annual Days.

(b) Faculty who show and exhibit dedication and commitment are also recognized by deputing them for special conference and seminars and are also issued recommendation letters.

11. Grievance Redressal Cell

Any employee having any kind of grievance can address his / her problem to the Grievance Redressal Cell in writing. Grievance Redressal Cell shall consist of COO as Chairman, with Director, Principal, Dean of Discipline and Dean of Faculty Development as Members Genuine grievances of the staff and students are considered and remedial measures instituted.

12. Women’s Development Cell

The activity addresses problems of women employees and empowerment of women.