

 **NARASARAOPETA**
ENGINEERING COLLEGE
(AUTONOMOUS)

Narasaraopet, Guntur Dist., Andhra Pradesh



Service Rules and Regulations
&
Administrative Manual
(2021-2022)

Kotappakonda Road, Yellamanda (Post), Narasaraopet – 522601, Guntur District, AP
Approved by AICTE, New Delhi & Permanently affiliated to JNTUK, Kakinada, Code: 47,
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**SERVICE RULES AND REGULATIONS
&
ADMINISTRATIVE MANUAL
(2021-2022)**

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Vision : To emerge as a **Centre of excellence** in technical education with a blend of effective **student centric teaching learning** practices as well as **research** for the transformation of **lives and community**.

Mission :

1. Provide the best class infrastructure to explore the field of engineering and research.
2. Build a passionate and a determined team of faculty with student centric teaching, imbining experiential, innovative skills.
3. Imbibe lifelong learning skills, entrepreneurial skills and ethical values in students for addressing societal problems.

Values :



Collaboration



Empathy



Commitment



Integrity



Discipline



Life Long Learning

QUALITY POLICY:

“NEC strives for imparting quality technical education by adopting best possible standards for continual improvement in skills with awareness of social responsibilities”

SERVICE RULES & REGULATIONS

CHAPTER – I

EXTENT OF APPLICATION

Name: These rules, contained in this administrative manual, shall be called the “Narasaraopeta Engineering College, Narasaraopet Rules 2021” (Governing the service conditions of teaching and non-teaching staff)

Application :

- a) These rules shall apply to all the employees of Narasaraopeta Engineering College, Narasaraopet.
- 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 “NEC” means the institute known as “Narasaraopeta Engineering College, Narasaraopet”.
2. “Governing Body” means the Governing Body of the Institute.
3. “Chairman” means the Chairman of the Governing Body of the Institute.
4. “Vice- Chairman” means the Vice-Chairman 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. “Headquarters” means the Head Quarters of the Institute, i.e.,Narasaraopet.
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., Chairman/Vice-Chairman/ 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 /Vice-Chairman/ Secretary in the case of the Principal.
- b) Principal in the case of all other employees.

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 is 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
 - a) Principal
 - b) Professors
 - c) Associate Professors
 - d) Assistant Professors
 - e) Associate Lecturers / Teaching Assistants
 - f) Lecturers
 - g) 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 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 the 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., JNTUK.
- 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 Management. 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 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 of the norms prescribed by AICTE /U.G.C.
- i. Chairman/Vice-Chairman/ Secretary shall be the appointing authority for all the posts in the Institute.

2. Scales of Pay:

- a) Teaching Staff: AICTE scales of pay are 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) Chairman/Vice-Chairman/ Secretary shall be the authority to sanction the increment for the 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. Full-Time Employee:

- a) Unless otherwise stated specifically in the terms of appointment, every employee's a full-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 two years.
- 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 medical authority nominated by the Governing Body and also on grounds of misconduct, misappropriation, dereliction of duty, in efficiency, 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 of 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.

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.

CHAPTER – V

LEAVE RULES FOR REGULAR EMPLOYEES OF THE INSTITUTE

General

- a) These rules shall be called the “Narasaraopeta Engineering College, Narasaraopet, and Leave Rules”.
- b) They shall be deemed to have come into effect from 01-06-2021. 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. Earned leave minimum two to be applied
- k) An employee, who leaves the Head Quarters or place of duty during vacation, is liable to be recalled on requirement.
- l) The Principal shall be the competent authority to grant leave to all employees. 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 12 days for teaching staff and 12 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 5 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 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 vacation in a calendar year as per service.
- b) Non-teaching staff members of the institute are eligible for vacation as per the stipulated guidelines.
- c) Unless specifically permitted by the Principal, all faculty members shall avail vacation on in spells.
- d) Each teaching staff member will be credited with 12 days of earned leave for every year of completed service.
- e) Every non-teaching staff member who is regularly appointed will be credited with 12 days of privilege leave for every year of completed service.
- f) 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.

4. Extra-Ordinary Leave

- a) Extra – ordinary leave may be granted in special circumstances mentioned below.
 - i. When no other leave is available
 - ii. When other leave being admissible, the employee applies in writing for the extraordinary
- 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

On duty leave/Academic 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 exams, spot valuation of answer scripts, and attending Board of Studies meetings, Conferences, paper presentations etc. 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.
- 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 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.

7. Compensatory Casual Leave(CCL)

- a) This leave is granted to Teaching and Non-Teaching staff only at the rate of one day for every day when they perform non-remunerative duties assigned to them by the HoD. or Principal, on a holiday. It is not granted to any remunerative duties assigned, like university examination work or EAPCET work etc.
- b) Compensatory casual leave (CCL) lapses if it is not availed within 1 month from the date on which it originates.

Guidelines For Leaves

Teaching Staff (Vacation Staff)

S.No.	Leave Type	Description
1	Casual Leave	12 days in a calendar (Generally one day per month)
2	Academic Leave	10 days (i.e. for attending Ph.D viva, Pre-Ph.D Examinations)
3	On Duty Leave	10 days maximum (for attending JNTUK Examinations work, attending conferences, Paper Presentation). Any additional days based on the requirement from JNTUK. authorities can be granted at the discretion of Principal
4	Earned Leaves	12 days in a Calendar year
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 Management based upon a doctors certificate from a recognized hospital.

Non-Teaching Staff

S.No.	Leave Type	Description
i. ii. iii. iv.	Administrative Staff Technicians Attenders All other supporting staff	
1	Casual Leave	12 days in a calendar (Generally one day per month)
2	Earned Leaves	12 days in a calendar year (with prior permission)
3	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.

Summer Vacation

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

S.No	CATEGEORY	SERVICEDetails	Summer vacation
1	FACULTY	\leq one year service at NEC	No vacation
		\geq one year \leq two years' service at NEC	6 Days
		\geq two years \leq three years at NEC	9 Days
		\geq Three years	12 Days

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 approval from the principal once the dates of summer vacation is declared.

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 12 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. 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.

CHAPTER – VII EMPLOYEE BENEFITS

Employee’s Provident Fund Scheme

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

Accidental Group Insurance policy:

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

Concession in Transport Fee:

Teaching and Non-Teaching staffs are provided free local transport facility. In non-local buses also, concession is provided compared to students travel fares.

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. 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.
11. 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.
12. 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.
13. 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.

ADMINISTRATIVE POLICIES:

The guidelines published in this document are for the governance of Narasaraopeta Engineering College (Autonomous) sponsored by GEDS, Narasaraopet

The document is a fusion product based on

- a. The University Grants Commission, New Delhi, India guidelines for autonomous colleges.
- b. By laws of NEC.
- c. JNTUK , KAKINADA 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 Governing Body (GB), 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.

CHAPTER – I

I. Functions of Principal:

- To conduct the Governing Body meetings 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.
- 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.
- 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.
- 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:*

- a. On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by JNTUK, Kakinada, AICTE, UGC, State Government and the Governing Body of the college.
- b. Will be assisted by various Heads of the departments, Vice Principal, Deans Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
- c. In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
- d. In matters related to academic work, he will be assisted by the Chairman, Board of Studies and Heads of the Departments.
- e. An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the Principal.
- f. Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.
- g. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- h. Shall hold meetings of Heads of departments to review the progress of academic

work and suggest effective measures to achieve desired academic outcome.

- i. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- j. 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.
- k. In matters related to student attendance, drop outs, Condonation, Principal shall be assisted by concerned HoD.
- l. 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.
- m. Principal shall also ensure quality assurance, assisted by IQAC.
- n. Shall monitor, evaluate research, development and consultancy activities. Assisted by Dean, R&D. Shall advice the faculty members to get sponsored research projects from various funding agencies.
- o. The Principal shall promote industry-institute interaction for better employability of the students.
- p. Shall look after overall welfare of staff and students.
- q. For effective functioning of the college he shall build close rapport among staff, students and management.
- r. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- s. Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UG, University, State Council of technical education, Department of Technical Education authorities.
- t. Shall involve faculty members at different levels for various institutional activities.

B. General Administration

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

- a. Shall make proposal for appointment to all posts of all cadres including contract, part- time, ad hoc, and daily wage employees
- b. Shall make regularization of services, declaration of probation, and release of increments.
- c. Arrange performance appraisal of faculty and supporting staff.
- d. Shall have power to sanction any kind of leave to others, except himself.

- e. 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.
- f. All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.
- g. 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.

II. Functions of Vice Principal

1. Monitor smooth running of the classes & ensure timely completion of syllabus.
2. Monitor academic discipline among the students.
3. Monitor smooth running of the Class tests.
4. Take necessary action on failed students and absentees
5. Interact with students to know their academic problems and take necessary actions.
6. Complete the Academic audit / with internal members and external members prepare necessary reports Based on reports, take corrective actions.
7. Make sure that the time tables are ready before opening the academic sessions.
8. Monitoring Lesson plans, CIS, Question bank, Lab Manual & Tutorial Question of all subjects
9. Check the readiness of class rooms, laboratories.

10. Planning/ Monitoring /Organising-Seminar/ Guest Lecture (Students / External Faculty), workshops, FDP's
11. Monitoring Tutorial Classes
12. Planning for International conferences
13. Monitoring and pursuing the accreditation works of departments
14. Analysis of End Exam / Mid Exam / Class Test results – Preventive Action
15. Maintain consolidate Attendance / Academic Performance of all students for all semesters
16. Faculty & Students Discipline & Counselling.
17. Advertisement / Banners / Posters / Brochure / College news letter
18. Fresher's Day / College Day / Sports Day Activities Follow up
19. Planning Industrial Visit / In-plant Training (Winter & Summer) through HODs
20. Placement / Industry Institute Interaction / MOU Signing
21. Faculty / Staff Recruitment
22. Feedback from students and preparing for report for necessary action
23. Monitoring all website updates and communicates to Vice Chairman / Secretary / Principal
24. Office Automation issues and implementation – ERP
25. Issue of TC's to the students
26. Monitoring Hostel Committees for boys and girls, Transport Committees
27. To assist Principal in conducting CAC and GB meetings
28. During leave of Principal, the Vice-Principal shall discharge all the duties and responsibilities of the Principal
29. Any other work entrusted by the Chairman/Vice Chairman/Secretary/Principal

CHAPTER – II

Functions of Dean Student Affairs:

1. The counselling of students;
2. The resolution of conflict between students in classrooms and hostels of residence as well as conflicts involving students outside of classrooms and hostels
3. Making representation to the College about ways of enhancing the quality of student's life
4. Ensuring that maintenance of cordial relations among the various student groups and the student body as a whole, to ensure that they obtain maximum benefit from their College experience
5. Ensuring the orderly organisation of student's activities within the college
6. Overseeing the formation of students associations;
7. Co-ordinating with the groups to encourage the participation of students in the activities that promote personal growth and development of students;
8. Ensuring that any disciplinary actions imposed on any student(s) by the recognised authority of the college are complied with.
9. Encouraging the development of a student culture that encourages exercise of leadership, respect for diversity and the traditions of the University, and responsibility for personal actions
10. Organise optional clubs such as etc. debating clubs, science clubs, literary clubs, culture clubs etc., in the University.
11. Enrol the students and register them for the co-curricular activities
12. Arrange for necessary experts / artists and organising these co-curricular activities.
13. Attach the students with the experts and other Artists for developing the area of their choice.
14. Organise cultural events at intramural level and state and national level.
15. Identify and encourage the students with special talents in fine arts, of performing arts and encourage by attracting them to master through special training.
16. Identify and encourage students with abilities to participate in State, National and International level events.
17. Provide for necessary infrastructure and facilities for organising these events.

CHAPTER – III

I. Roles and Responsibilities of the HoD (Functions of HoD):

Apart from the role of a Professor, HoD has 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 vice 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 controller of examination. 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 member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback 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. Also verify mentoring files once in fortnight.
- 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, and 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.

III. Responsibilities of Professors, Associate and Assistant Professors

Professor	
Teaching	
a)	Development of Curriculum. Developing Learning Resource Material & Laboratory Development.
b)	Students Assessment & Evaluation including examination work of University.
c)	Participation in Co-curricular & Extra-curricular Activities.
d)	Student Guidance & Counseling.
e)	Helping student in personal, ethical, moral and overall character development.
f)	Continuing Education Activities.
g)	Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.
h)	Self-development through upgrading qualification, experience & professional activities.
i)	Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.
j)	Involving in the Academic and Administrative Management of the institution.
k)	Policy-Planning, Monitoring & Evaluation which are connected to the Department.
l)	Promotional activities both at Departmental and institutional level.
m)	Involving and Assisting the HoD in the Design and development of new programmes.
n)	Preparing project proposals for funding in areas of R & D Work.
o)	Laboratory Development, Modernization, Expansion, etc.
p)	Monitoring and Evaluation of academic and research activities.
q)	Participation in policy planning at the Regional/National level for development of technical education.

r)	Assisting the HoD in Planning and implementing Staff Development activities.
s)	Maintain accountability, Conduct performance appraisal.
t)	Guiding Research.
u)	Any other work assigned by the HoD / Principal/Management from time to time.
Associate Professor	
a)	Teaching including laboratory work
b)	Evaluation, administering tests, invigilation and paper setting.
c)	Innovation in teaching, laboratory work, instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
d)	Leading consultancy projects and extension services. Curriculum development and developing resource materials.
e)	Research activities and research guidance.
f)	Assisting in conduct of and organizing seminars/workshops/guest lecturers etc.
g)	Development of the Curriculum and Learning Resource materials.
h)	Guiding research
i)	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 lectures.
2	Student's assessment and evaluation, besides from acting as paper setter.
3	Assisting in consultancy and R & D Activities.
4	Developing resource material and laboratory development.
5	Co-curricular and extracurricular activities / student welfare activities.
6	Assisting in departmental administration.
7	Involvement in departmental / institutional developmental activities.
8	Act as a member in student welfare committees such as Anti Ragging Committee, Discipline Committee.
9	Shall attend to the work allotted by HOD/ Principal / Management from time to time helping in the cause of Academic development of the institute.

CHAPTER – IV

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. ANTI RAGGING COMMITTEE:

- ❖ To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on nay acts amounting to ragging.
- ❖ To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging.
- ❖ To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders.
- ❖ Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
- ❖ Conduct workshops against ragging menace and orient the students.
- ❖ To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.
- ❖ To offer services of counseling and create awareness to the students.
- ❖ To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.
- ❖ To sensitize SMS (Social Distance-Mask-Sanitize) Rule in the campus.
- ❖ To bring awareness on COVID safety measures to students followed in campus, at canteen, labs and Library.

2. GRIEVANCE REDRESSAL COMMITTEE:

- ❖ This committee deals with all the grievances directly which is related to the common problems at Institute level both academic and administrative.
- ❖ The aggrieved individual (Faculty/Staff/Student) shall indicate the details of his/her grievance in a prescribed format (designed for the purpose) and submit the same to the principal, who in turn will refer the same to Chairman of the concerned Redressal Committee.
- ❖ The grievance of the individual will be given fair and reasonable opportunity to be heard to be in detail before the Chairman and other members of the concerned committee, in a peaceful and conciliatory environment depending upon the issue and if need be, appropriate evidence in the form a material evidence or personal witness maybe introduced by the aggrieved person.
- ❖ The Chairman of the committee, in consultation with the other member's will submit the report to the principal, at the earliest possible time.
- ❖ The principal in turn, depending upon the nature, magnitude and jurisdiction of the issue, will arrange for the appropriate and early measure of Redressal of the grievance, under direction of the management and the same will be communicated to the "Aggrieved Person".
- ❖ All the preceding of the grievance, mechanism will be suitably documented and recorded.
- ❖ In case of sensitive matters, related matters related to offences- pertaining to sexual discrimination are damage to any particular individual the matter is kept confidential.
- ❖ Hearing of Grievance Committee is done in such a way that no information populates out before action is taken.
- ❖ In case of any penalty is awarded to any faculty members it is recorded and kept in personal file of the concerned faculty

3. ADMISSION COMMITTEE

- ❖ To improve the admissions quality with well-defined policy.
- ❖ To disseminate and comply with all the rules and regulations of admissions as prescribed by Govt. and statutory agencies.
- ❖ To create a brand value and awareness about the institute.
- ❖ To provide best counseling to students and parents who come to seek admission.
- ❖ To guide the students and parents in making effective decisions.
- ❖ To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting ID-card, fulfilling eligibility criteria, getting time tables etc.

4. IOAC COMMITTEE:

- ❖ Development and application of quality benchmarks / parameters for the various academic and administrative activities of Narasaraopeta Engineering College
- ❖ Dissemination of information on the various quality parameters of higher education
- ❖ Acting as a nodal agency of the College for quality-related activities
- ❖ Ensure internalization of the quality culture at Narasaraopeta Engineering College
- ❖ Ensure enhancement and integration among the various activities of the College and institutionalize good practices
- ❖ Organization of workshops, seminars on quality related themes and promotion of quality circles
- ❖ Build an organized methodology of documentation and internal communication
- ❖ Documentation of the various programmes / activities at Narasaraopeta Engineering College leading to quality improvement
- ❖ Periodical conduct of Academic and Administrative Audit and its follow-up.

5. LIBRARY COMMITTEE:

- ❖ To consider policy matters regarding Central Library/Departmental libraries including the policy for procurement of books and journals and render advice to the purchase committee for library procurements.
- ❖ To look into day to day problems of the library clientele, library staff and send recommendations to the Principal.
- ❖ To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the Central and Departmental libraries.
- ❖ To maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.
- ❖ To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.
- ❖ To consider and put forward the views of Students and faculty regarding their problems and solutions sought thereof

6. SEXUAL HARASSMENT PREVENTION COMMITTEE:

- ❖ To check water supply, power supply facilities, sanitary maintenance etc. Prevent discrimination and sexual harassment against women, by promoting gender respect and harmony among students and employees.

- ❖ Make recommendations to the amendments or addition to the Rules for students in the Prospectus and the Bye-Laws, to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees.
- ❖ Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victims and cessation of the harassment.
- ❖ Recommend appropriate punitive action against the delinquent to the Management.

7. HOSTEL COMMITTEE

- ❖ To monitor and improve the facilities in the hostel and also to maintain the healthy and hygienic food.
- ❖ The committee visits the hostel and have meeting with the hostlers to know their problems.
- ❖ Hostel committee members shall conduct the meeting with hostel (Boys /Girls) students and have detailed discussion regarding their accommodation and facilities in hostel.-
- ❖ In case of any serious drawback the issue is brought to the notice of chairman of hostel committee and necessary steps will be taken accordingly.
- ❖ Hostel Committee decides the vacancy list of rooms in the hostel before the commencement of the academic year.
- ❖ Hostel rooms are allotted to students depending on the available vacancy and on first comes first served.
- ❖ Attendance of hostel students is reviewed and necessary recommendations are suggested
- ❖ Regular meetings are conducted with the committee members and if any in disciplinary actions are found, needed actions are taken.

8. TRANSPORT COMMITTEE:

- ❖ Providing and scheduling transport facility for Students and staff for different routes.
- ❖ Processing new route or change in existing routes for students and staff.
- ❖ Providing additional transport facility to students/staff that are staying in the campus beyond working hours for placement/project or course activities.
- ❖ Conducting regular reviews on new routes to be included (or) extension of existing routes and purchasing new buses and sending proposals concerned to the higher authorities.
- ❖ To resolve disciplinary activities in the buses.
- ❖ Inspecting the condition of the buses and reporting for necessary actions.
- ❖ To fix the bus fare to be collected from the students.

OTHER COMMITTEES

1. ACADEMIC AUDIT COMMITTEE
2. ALUMNI COMMITTEE
3. CAREER GUIDANCE CELL (CGC)
4. CANTEEN COMMITTEE
5. DISCIPLINARY COMMITTEE
6. ISTE COMMITTEE
7. INTERNAL COMPLAINTS COMMITTEE
8. INDUSTRY INSTITUTE INTERACTION COMMITTEE
9. IPR CELL COMMITTEE
10. NEWSLETTER COMMITTEE
11. NSS COMMITTEE
12. PAINTING & PHOTOGRAPHY COMMITTEE
13. PLACEMENT COMMITTEE
14. R&D CELL COMMITTEE
15. SPORTS COMMITTEE
16. STUDENT WELFARE COMMITTEE
17. SOCIAL MEDIA COMMITTEE
18. SC/ST CELL COMMITTEE
19. TIME TABLE COMMITTEE
20. WOMEN EMPOWERMENT CELL
21. MODELS AND PROTOTYPE CLUB COMMITTEE
22. ENTREPRENEURSHIP DEVELOPMENT CELL COMMITTEE
23. INSTITUTION INNOVATION COUNCIL (IIC)
24. EXTRA CURRICULAR ACTIVITIES COMMITTEE
25. NATIONAL INSTITUTIONAL RANKING FRAMEWORK (NIRF) COMMITTEE
26. NPTEL & MOOCs COMMITTEE

CHAPTER – V

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 JNTUK 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 students' files & records and issuing 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 are:

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 practical satisfactorily.
5. To organize the laboratory for oral and practical examinations.
6. To hold those responsible for any breakage / loss etc. and recovering 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 actions:
 - 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 upon 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 Equipment's/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.

Attendees:

All attendees should be available in the college by 8.30 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 present themselves neatly following the dress code.
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 attendees.
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 – VI

Publications, R & D and consultancy policies

Objective:

NEC 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 NEC (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. Financial assistance is extended to projects involving development of equipment/software assistance.
2. 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:

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 or utilization certificate.

General:

1. All assets in the form of equipment or other items will become the property of the NEC on completion of the project. Books and journals purchased with the assistance may be returned to NEC 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 NEC will be necessary for publishing the results of the study on the project supported by the NEC. In all such cases however, the Investigator should also acknowledge the support received from the NEC.
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 by 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.3, 000/- towards publishing their research work in SCI/SCOPUS indexed international journals. Expenses towards publications in Regional, National, International conference, Seminars, conducted by IISc, IITs, NITs are reimbursed with registration and travel allowance and it is subjected to Rs. 3000/- max. Expenses incurred towards publication and presentation of research work outside country will be reimbursed by management based on the recommendations made by R&D committee.

Consultancy policies:

To encourage the faculty, the management has approved to share the revenue generated out of consultancy services to faculty or group of faculty as follows.

S.No	Particulars	Share
01	Institution	40%
02	Faculty / Consultant	40%
03	Supporting Staff	20%

CHAPTER – VII

FACULTY DEVELOPMENT

TYPES OF SUPPORT FOR DOING Ph.D./M.Tech

1. Deputation under the quality Improvement Program of the AICTE for doing Ph.D./M.Tech. For this, the faculty member must put in at-least 3 years of service at NEC.
2. A Faculty member who gets admission in any IIT/IISc/NIT for Ph.D./M.Tech. will be considered for a grant of study leave and financial support during the leave period. The quantum of financial support will be decided by the R & D committee. Extending this type of support is subject to the concerned faculty member giving an assurance in a manner to be decided by the R & D committee that he/she will serve the NEC after completion of the M.Tech/Ph.D., program for some specified period to be determined by the R & D committee 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 R & D committee for support **in one or more** of the following ways:
 - a) Re-imburement of registration fee paid to the university and the expenses towards preparation of the thesis, subject to a ceiling of Rs.10,000/-
 - 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. So, that he/she can be given "off" for ½ days in a week for concentrating on the Ph.D. work at the time of submission thesis.

NOTE: The total number of "off" days under (b) and (c) above, excluding Sundays and other holidays, shall not exceed 15 days for any individual faculty member.

1. Support as in (b) will be given only to faculty members whose Ph.D. work is in a relatively advanced stage and it will be reviewed periodically by the R & D committee. Extension of support is dependent upon satisfactory progress in the research work as perceived by the R & D committee and certified by the Research Committee/ Thesis Supervisor.
2. Candidates getting support under (2) above will be eligible for 2 increments when Ph.D. degree is awarded to them.

Deputation to Refresher Courses, Workshops & Seminars:

To enable the faculty of NEC 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 to-and-fro travel time. Further, the registration fee for the course will be born by NEC and will be paid Rs. 3,000 /- (Maximum) including registration and travel expenses. 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.

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 International Conferences held within the country. Further, they are treated as "Onduty" for the duration of the conference and the to-and-fro travel time.

In order to claim the incentives, the following documents/e-documents should be submitted to Principal.

- i. A copy of notification of Conferences/Seminars.
- ii. Copy of the mail submitting the draft copy of the paper.
- iii. Copy of the acceptance mail in case of Conferences/Seminars.
- iv. Copy of the review's remarks (in case of Reviewed Journals).
- v. ISSN number; Impact factor; Editorial board; Name of the publisher and Age of the journal (in case of journals); Evidence of participation (in case of Conferences/Seminars).
- vi. Original Receipt towards payment of registration fee (in case of Conferences / Seminars).
- vii. Copy of the paper published in the proceedings of the Journals/Conferences/Seminars.
- viii. Copy of the Index page of Journals/Conference/Seminars proceedings.
- ix. HoD's certification of the paper having been presented in the department.
- x. Original Travel Tickets (when claiming TA/DA).

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

Swayam MOOCs Courses

1. Encouragement to the faculty members of any position here onwards to undergo one MOOCs in Swayam per year as per the guidelines of AICTE "Teacher Training Policy". Partial payment of exam fee will be reimbursed for successful completion of MOOCs course.
2. This will be considered at the time of performance appraisal.

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.

CHAPTER – VIII

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

Recruitment Procedure:

1. Introduction:

The vision of NEC 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 NEC. 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) Dean/Director(Admin)
- c) Representative of the Management - Member of the Selection Committee
- d) HOD of the Department - Member of the Selection Committee
- e) Subject Expert - Member of the Selection Committee { Preferably from JNTUK

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 with in 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) Management
- d) Registrar of the affiliating university
- e) 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 – IX

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 ensuring 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.

Form for Performance Appraisal

**NARASARAOPETA ENGINEERING COLLEGE
(AUTONOMOUS)
FACULTY APPRAISAL FORM (Academic Year-)**

Department :

Name :

Designation :

Qualification :

Date of Joining :

Teaching experience in NEC :

Total Teaching experience :

I. STUDENT FEED BACK OF PREVIOUS TWO SEMESTERS (30%) :

Previous Semester I :

Theory Subjects (70%):

S.No.	Name of the subject	Course	Branch	Year	Semester	Feedback Percentage
1						
2						
3						
4						
Average percentage of feedback :						

Laboratories (30%) :

S.No.	Name of the Lab	Course	Branch	Year	Semester	Feedback Percentage
1						
2						
3						
4						
Average percentage of feedback :						

Previous Semester II :

Theory Subjects (70%):

S.No.	Name of the subject	Course	Branch	Year	Semester	Feedback Percentage
1						
2						
3						
4						
Average percentage of feedback :						

Laboratories (30%) :

S.No.	Name of the Lab	Course	Branch	Year	Semester	Feedback Percentage
1						
2						
3						
4						
Average percentage of feedback :						

II. PASS PERCENTAGE OF PREVIOUS TWO SEMESTER (30%)

Previous Semester I :

Theory Subjects:

S.No.	Name of the subject	Course	Branch	Year	Semester	Percentage of pass
1						
2						
3						
4						
Average pass percentage:						

Previous Semester II :

Theory Subjects:

S.No.	Name of the subject	Course	Branch	Year	Semester	Percentage of pass
1						
2						
3						
4						
Average pass percentage:						

III. HOD FEEDBACK (30%- Each one carries 5%)

1. Punctuality to the class work and usage of ICT tools:
2. Proper leave communication & alternative arrangement during leave period:
3. Participation in accreditation work (NBA/NAAC/Others) & general administrative work of Dept. :
4. Publications :
5. Workshops/Seminars /Guest Lectures/Organized/Attended :
6. MOOCs/NPTEL :
7. **Research/IPR/External agency Funding (For Ph.D. Faculty):**

IV PRINCIPAL'S FEEDBACK (10%)

Total :

- I. Students Feedback :
- II. Pass Percentage :
- III. HOD Feedback :
- IV. Principal's Feedback :

SINGATURE OF FACULTY

SIGNATURE OF HOD

SIGNATURE OF PRINCIPAL