



**NARASARAOPETA**  
**ENGINEERING COLLEGE**  
(AUTONOMOUS)

**Key Indicator - 6.2**

**Strategy Development and**  
**Deployment**



### 6.2.2

*The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup appointment and service rules, procedures, etc.,*

|   |                            |
|---|----------------------------|
| 1 | Organization Chart         |
| 2 | Roles and Responsibilities |
| 3 | Service Rules              |

The institute has a clearly defined organizational hierarchy and structure to support clear and consistent decision-making processes that support effective decision making. Through the involvement of stakeholders on various Boards (Governing Body, Academic council, Board of Studies and Finance Committee's), the organizational structure lends itself to the maintenance of institutional capacity and educational effectiveness.

The organization has a well-organized administrative structure, with the Governing Body serving as the highest decision-making body, as well as other functional bodies and committees.

**Service rules, Procedures, Recruitment and Promotional Policies:**

Narasaraopeta Engineering College has defined policies that were developed with the participation of various stakeholders such as the Principal, members of Management, and members of the Governing Body. The policy has been revised, and new policy amendments have been introduced for the benefit of stakeholders.

To raise awareness among employees and students, the documents are published and made available in the institute library as well as in all departments.

The detailed information on the above policies and procedures is available in the Service Rules and Regulations & Administrative Manual, which is linked to for more information.



Principal

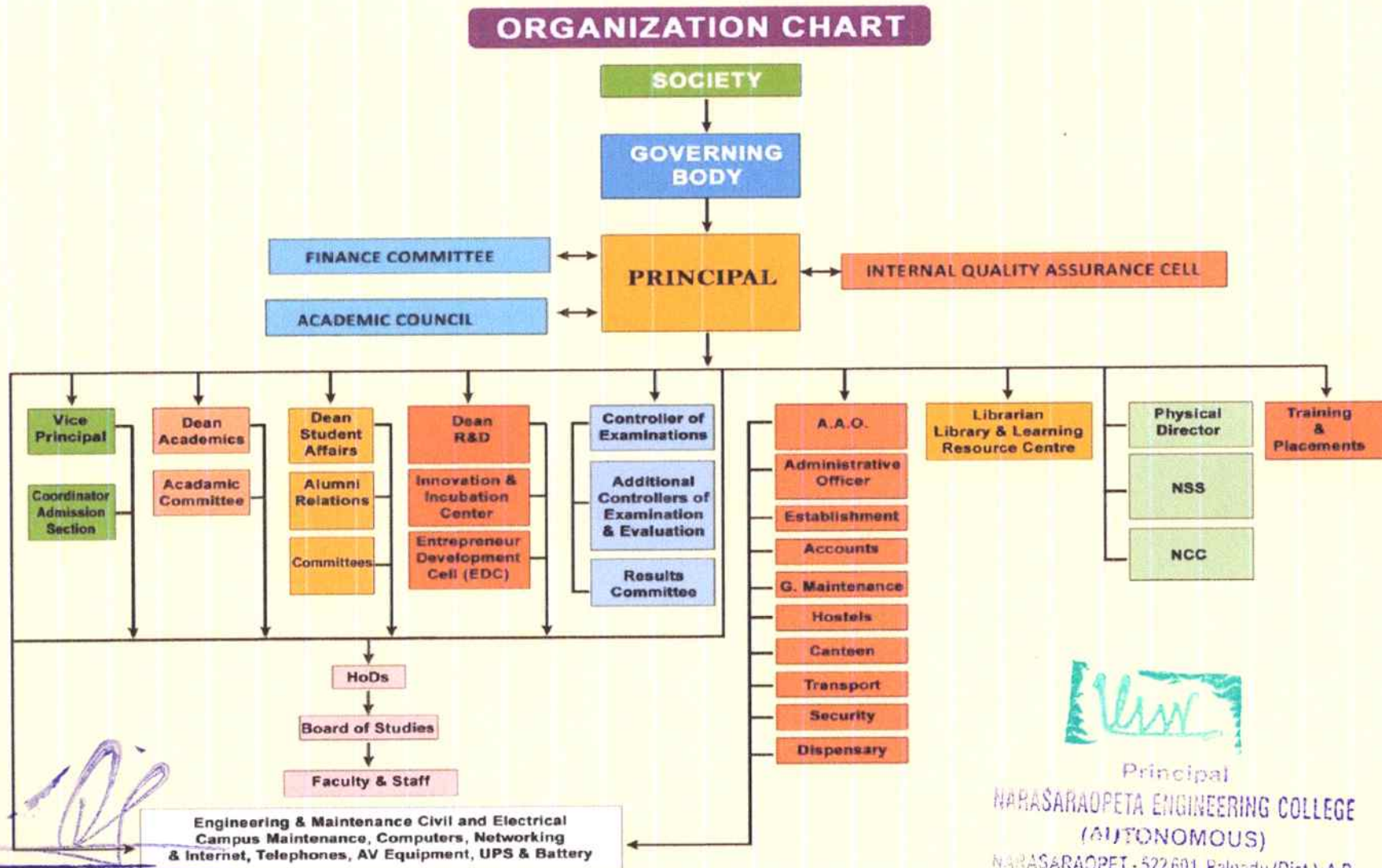
NARASARAOPETA ENGINEERING COLLEGE  
(AUTONOMOUS)  
NARASARAOPET - 522 001, Palnadu (Dist.), A.P.



**NARASARAOPETA**  
**ENGINEERING COLLEGE**  
(AUTONOMOUS)

# *Organization Chart*

Organization Chart



Principal  
 NARASARAOPETA ENGINEERING COLLEGE  
 (AUTONOMOUS)  
 NARASARAOPET - 522 601, Palnadu (Dist.), A.P.





**NARASARAOPETA**  
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(AUTONOMOUS)

***Roles and  
Responsibilities***

### ***Roles and Responsibilities:***

#### ***Governing Bodies (GB):***

NEC was established in 1998 and Governing Body was established in the same year to provide policy, managerial and functional guidance. As on date NEC has Academic Regulations, Examination Manual, R&D policy, Financial Regulations and Service Rules including Human Resources Policy Procedures & regulations for activities like increments, recruitment, promotions, day to day work and procedures for inbuilt checks and balances.

#### **Functions of GB:**

- To instruct the organization policy matters like expansion in terms of activity, creation of new branches, surrender of existing branches etc.
- To approve the finance including the budget and expenditure, fund flow statement of the institute to verify to balance sheet and asset of the organization.
- To assess and advise the institute for its outreach activities
- To monitor institutional performance and quality assurance arrangements

The Latest Composition of Governing Body.

| S.No | Name                                     | Designation | Category            |
|------|--|-------------|---------------------|
| 1    | Sri. M. S. Chakravarthy                  | Chairman    | Management          |
| 2    | Sri. M. V. Koteswara Rao                 | Member      | Management          |
| 3    | Sri. M. Ramesh Babu                      | Member      | Management          |
| 4    | Sri. M. B. V. Satyanarayana              | Member      | Management          |
| 5    | Sri. Ch. Srinivasa Rao                   | Member      | Management          |
| 6    | Sri. M. Kishore Kumar                    | Member      | Management          |
| 7    | Dr. B. Jhansi Vazram, HOD IT & AI        | Member      | Principal Nominee   |
| 8    | Dr. B. Venkata Siva, HOD ME              | Member      | Principal Nominee   |
| 9    | Sr, Ashok Reddy, Entrepreneur            | Member      | Management Nominee  |
| 10   | Ms. Ch. Sailaja, Principal, GITT, Guntur | Member      | State Govt. Nominee |

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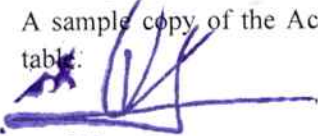
|    |  |                     |                      |
|----|--|---------------------|----------------------|
| 11 | Prof. A. Gopala Krishna<br>Prof, ME-Dept, UCEK, JNTUK Kakinada | Member              | University Nominee   |
| 12 | Dr. Shakeel Ahmed,<br>Joint Secretary, UGC                     | Member              | Management Nominee   |
| 13 | Dr. S. Venkateswarlu, Principal                                | Member<br>Secretary | Principal of College |

**Academic Council (AC):**

**Functions of Academic Council:**

- Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant there to etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Implement the orders issued time to time by the State Government and the affiliating University in the admission of students to different programmes of study offered by the college.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Frame regulations consistent with University norms to conduct examinations and initiate measures for improving the quality of teaching, students' evaluation and advisory system in the College.
- Approve the list of successful candidates for the award of degree, diploma certificate.
- Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- Recommend to the GB proposals for institution of new programmes of study.
- Recommend to the GB the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the GB on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body.

A sample copy of the Academic council Constitution for the year 2024-25 is shown in the table:



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| S.No.  | Name of the Member               | Designation / Affiliation   | Status   |
|--|----------------------------------|---|----------|
| 1  | Dr. S. Venkateswarlu             | Principal, NEC  | Chairman |
| <b>(Three Nominees of JNTUK, Kakinada)</b>                         |                                  |   |          |
| 2  | Prof. K. Venkata Reddy           | Professor, Department of EEE,<br>JNTUK, Kakinada                                  | Member   |
| 3  | Prof. B. Balakrishna             | Professor, Department of ME,<br>JNTUK, Kakinada                                   | Member   |
| 4  | Prof. V. Lakshmi                 | Professor, Department of CE,<br>JNTUK, Kakinada                                   | Member   |
| <b>(Experts from outside College, Nominated by Governing Body)</b> |                                  |   |          |
| 5  | Sri. Kalyan Sathyavada           | Director, Fusion HCM,<br>Development, Industrialist                               | Member   |
| 6  | Dr. Yeruva Yaswanthi             | Medical Practitioner  | Member   |
| 7  | Sri. G.L.V. Ramana Murthy        | Senior Advocate   | Member   |
| 8  | Dr. K. Srinivasa Reddy           | Professor, Dept. of Mechanical<br>Engineering, IIT Madras, Chennai                | Member   |
| 9  | Prof. N. Siva Prasad             | Pro Vice-Chancellor, Gitam<br>University, Hyderabad Campus,<br>Hyderabad          | Member   |
| 10   | Sri. Richard King<br>Chatragadda | Regional Head – Academic<br>Interface Program, TCS Ltd.,<br>Gachibowli, Hyderabad | Member   |
| <b>(All the Heads of Department)</b>                               |                                  |   |          |
| 11   | Dr. P. Naga Sowjanya             | HoD, CE   | Member   |
| 12   | Dr. Sk. Md. Shareef              | HoD, EEE  | Member   |
| 13   | Dr. B. Venkata Siva              | HoD, ME   | Member   |
| 14   | Dr. V. Venkata Rao               | HoD, ECE  | Member   |

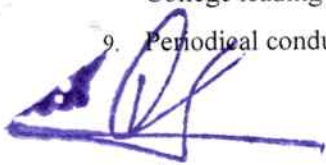
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|   |                         |  |                  |
|---|-------------------------|--|------------------|
| 15  | Dr. S. N. Tirumala Rao  | HoD, CSE   | Member           |
| 16  | Dr. B. Jhansi Vazram    | HoD-IT & CSE(AI)                                   | Member           |
| 17  | Dr. V.V. A.S. Lakshmi   | HoD, CSE(AI&ML, CS, DS), AI&ML                     | Member           |
| 18  | Dr. K. P. Lakshmi       | HoD, BS&H & Dean Student Affairs                   | Member           |
| 19  | Dr. Y. Anki Reddy       | HoD, MBA   | Member           |
| 20  | Dr. K. Lakshminadh      | HoD, MCA   | Member           |
| <b>Teachers Representing Different Categories</b> |                         |  |                  |
| 21  | Dr. D. Suneel           | Vice Principal, Professor in ME, Dean of Academics | Member           |
| 22  | Dr. S. V. N. Sreenivasu | Dean R&D, Professor in CSE                         | Member           |
| 23  | Mr. V. Mahesh Babu      | Professor in MCA, Controller of Examinations       | Member Secretary |

**IQAC:**

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




Principal  
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### **Responsibilities of Principal:**

The Principal as the Head of Institution is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. The code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as the Head of the college.

1. To conduct the Governing Body meetings as per the stipulated guidelines
2. To hold Academic Council meetings as per the norms.
3. To coordinate and motivate the faculty, administrative authorities and the supporting staff.
4. 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.
5. Spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education.
6. 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:***

1. On academic matters the Principal is generally guided by the rules and regulations as well as the norms laid down by JNTUK, Kakinada, AICTE, UGC, State Government and the Governing Body of the college.
2. 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.
3. In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
4. In matters related to academic work, he will be assisted by the Chairman, Board of Studies and Heads of the Departments.
5. An integrated timetable of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinators of timetables, first year




  
Principal  
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coordinators of timetables, first year coordinators along with the various heads of the departments extend support to the principal.

6. Shall closely monitor the class work as per the timetables and the almanac with assistance of class work coordinators and other faculty in-charges.
7. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
8. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
9. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
10. 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.
11. In matters related to student attendance, dropouts, Condonation, Principal shall be assisted by concerned HoD.
12. 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.
13. Principal shall also ensure quality assurance, assisted by IQAC.
14. Shall monitor, evaluate research, development and consultancy activities.
15. Assisted by Dean, R&D. Shall advice the faculty members to get sponsored research projects from various funding agencies.
16. The principal shall promote industry-institute interaction for better employability of the students.
17. Shall look after overall welfare of staff and students.
18. For effective functioning of the college, he shall build close rapport among staff, students and management.
19. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
20. Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UG, University, State Council of technical education, Department of Technical Education authorities.
21. Shall involve faculty members at different levels for various institutional activities.



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### **B. General Administration**

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

1. Shall make proposal for appointment to all posts of all cadres including contract, part- time, ad hoc, and daily wage employees.
2. Shall make regularization of services, declaration of probation, and release of increments.
3. Arrange performance appraisal of faculty and supporting staff.
4. Shall have power to sanction any kind of leave to others, except him.
5. 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.
6. All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.
7. Campus maintenance cell shall work under the instructions of Principal.

### **C. Financial Administration**

1. Principal is assisted by the Finance committee in financial administration.
2. 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.
3. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
4. 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.
5. The principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
6. Shall have 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. Shall countersign T.A. bills.



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### **Responsibilities of Vice Principal**

1. Monitor discipline among the students.
2. Interact with students to know their problems and take necessary actions.
3. Check the readiness of classrooms and laboratories.
4. Monitoring and pursuing the accreditation works of departments
5. Faculty & Students Discipline & Counselling.
6. Planning Industrial Visit / In-plant Training (Winter & Summer) through HODs
7. Feedback from students and preparing for report for necessary action
8. Monitoring all website updates and communicates to Vice Chairman / Secretary / Principal
9. Issues and implementation of ERP software (CAMU / CampX)
10. Monitoring Transport Committees
11. During leave of Principal, the Vice-Principal shall discharge all the duties and responsibilities of the Principal and any other work entrusted by the Chairman/Vice Chairman/Secretary/Principal.
12. To coordinate admissions Process and admissions in contact with Management.

### **Responsibilities of Dean (Academics):**

1. Plan and manage all academic activities of the college.
2. Ensure smooth conduct of classes, exams, academic schedules, Mentoring and parent counselling.
3. Guide departments in updating syllabus and teaching methods.
4. Make sure all academic work follows rules of JNTUK, AICTE, UGC and other statutory bodies.
5. Timely conduction of GB, CAC, BoS meetings.
6. Coordinate between departments, faculty, and administration.
7. Support faculty development through training and workshops.
8. Monitor student performance and attendance.
9. Help solve academic problems of students and faculty.
10. Lead quality improvement and accreditation activities like NBA, NAAC, NIRF etc.
11. Maintain academic records
12. Represent the college in academic meetings and official programs



**IQAC**



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NARASARAOPETA, AP 522 210

**Responsibilities 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, to ensure that they obtain maximum benefit from their college experience
5. Ensuring the orderly organization of student 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 recognized authority of the college are compiled with.
9. Enroll the students and register them for the co-curricular activities
10. Arrange for necessary experts / artists and organizing these co-curricular activities.
11. Attach the students with the experts and other Artists for developing the area of their choice.
12. Organize cultural events at intramural level and state and national level.
13. Identify and encourage the students with special talents in fine arts, of performing arts and encourage by attracting them to master through special training.
14. Identify and encourage students with abilities to participate in State, National and International level events.
15. Provide necessary infrastructure and facilities for organizing these events.
16. To maintain relations with Alumni and to conduct meetings periodically.



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### **Responsibilities of Dean (R&D):**

1. Framing of rules for industrial Sponsored research and consultancy.
2. Create and maintain database regarding faculty expertise.
3. Facilitate faculty in procuring equipment's necessary to conduct research or consultancy work, recruitment of project staff.
4. Coordinate co-curricular activities (technical festivals, quizzes, etc.) for the students.
5. Providing guidance for submitting proposals to funding agencies.
6. Formulating policies for the conduct of research and steps to maintain suitable standards by implementing the Board of Governors or Senate decision. The office of dean research facilitates and enhances the research and consultancy activities by encouraging the faculty to undertake research projects and Institutional consultancy.
7. In addition, the Dean Research also facilitates the faculty in procuring equipment's necessary to conduct research or consultancy work and advice in the recruitment of project staff.
8. To establish IIC and EDC. To coordinate various activities of these cells.

### **Roles and Responsibilities of the HoDs:**

Apart from the role of 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 timetables 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 them 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 confidentiality and to evaluate the scripts promptly to meet the deadline given by the controller of examination. The evaluated answer sheets along with an award sheet filled by the concerned faculty members must 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



  
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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 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 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 about 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. Plan 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.



**IQAC**



Principal

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**Responsibilities of Professors, Associate and Assistant Professors**

| <b>Teaching</b>            |  |
|----------------------------|--|
| <b>Professor</b>           |  |
| 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 students with personal, ethical, moral and overall character development.  |
| f)                         | Continuing Education Activities.   |
| g)                         | Keeping abreast of new knowledge and skills and helping with dissemination of such knowledge through book publications seminars etc.   |
| h)                         | Self-development through upgrading qualifications, 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.   |
| <b>Associate Professor</b> |  |
| 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  |
| <b>Assistant Professor</b> |   |
|                            | 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 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 the work allotted by HOD/ Principal / Management from time to time helping in the cause of Academic development of the institute.  |

**Responsibilities of Academic Administrative officer:**

1. Drafting minutes of meeting for HoDs, GB, CAC meetings.
2. Carrying out salary verification for 2 colleges in association with VP.
3. Estimating textbooks and lab manual requirements planning orders and distribution in association with VP.
4. Discharging duties of AO in his absence.
5. Handling ERP - student payment issues.
6. Coordinating with Axis Bank, CC avenue and CampX regarding student payment issues.
7. Approving leaves for non-teaching staff.
8. Preparing increments for office attendants and scavengers.
9. Coordinating faculty staff and students' accident group insurance for all 3 colleges
10. Supporting parents in completing admission formalities for the management quota category.
11. Handling admission enquiries over the phone and providing relevant information for counselling parents and students
12. Receiving calls from job seekers and providing and collecting information as per the job vacancy



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13. Visiting APSCHE and technical education to submit admission issue requests
14. Coordinating with PFMS clerks to resolve fund disbursement issues
15. Coordinating with the college website service provider to provide all the achievements of the college for admission related support
16. Providing data collected from different departments to various performance ranking bodies like the week magazine College Duniya, College Dekho etc..
17. Performing any other duties assigned by the secretary and corresponding vice chairman and chairman
18. Coordinating with AO and Dean (Academics), related to first year admission works

**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.



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**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 recover costs
7. To ensure the cleanliness of the lab and switch off all equipment after use.
8. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Director for necessary action.
9. Any other duty may be assigned by the HOD/Principal/Director/ from time to time.
10. 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 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.

**Responsibilities of Lab Technicians, Attenders:**

**Lab Technicians:**

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 Timetable (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
5. Any other assignments as given by HOD/Principal/Director.



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**Attenders:**

All attenders 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.

2. They are expected to respect visitors, parents, staff and students.
3. They should present themselves neatly following the dress code.
4. They should take the keys from principal's office after signing in the register.
5. They are responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
6. 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.
7. They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.
8. They should give respect to the superiors and extend full cooperation to other attenders.
9. They should not allow any unauthorized persons to enter the departments/office without proper verification.
10. They should perform any additional duties assigned from time to time.


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(AUTONOMOUS)

# *Service Rules*

## *Service Rules & Policies*

### CHAPTER – I

#### **EXTENT OF APPLICATION**

**Name:** These rules, contained in this administrative manual, shall be called the “Narasaraopeta Engineering College, Narasaraopet Rules 2024” (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”:



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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 performs the duties of a post on which another person holds lien. The appointing authority may, if it thinks it 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 especially 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) 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.


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## CHAPTER – III

### APPOINTMENTS AND SCALES OF PAY

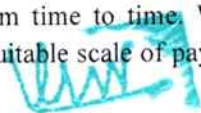
#### 1. Appointments:

- a. The 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 to select the candidates to be called for an interview.
- e. The selection committee interviews the candidates called for interviews 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 grounds of the absence of any member or members of the selection committee.
- g. Provided that for any meeting of the selection committee, if found necessary, the Principal / Secretary shall give at least a "week notice" of the meeting to the members of the selection committee.
- h. Qualifications required for filling a post in the Institute shall be such, as may be determined by the Governing Body from time to time, taking into consideration the norms prescribed by 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, a suitable scale of pay shall be prescribed by the Governing Body.



  
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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 on 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 Increment:**

When the 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.

  
  
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**7. Reduction of Pay in Time Scale:**

When the pay of an employee is reduced by competent authority to a lower stage in the timescale, 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 a 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 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 Management / 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 Management / Principal / Secretary. He / She shall not engage directly or indirectly in any trade or business or in private tuition 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 posts by promotion shall also be on probation for a period of one year.

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

**4. Confirmation:**

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

**5. Termination of Service:**

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



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- 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 to apply 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 appointments outside the Institute shall be restricted to two per calendar year.

**8. Retirement:**

The age of retirement of all teaching staff shall be 65 years and in the case of other staff it shall be 60 years.

**9. Seniority:**

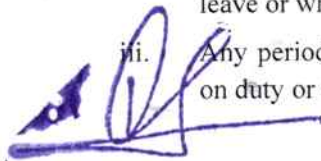
The seniority of an employee in a post shall be determined by the date of commencement of his/her probation in that post. In the case of two or more people selected for appointment at the same time to a category of post, the appointing authority shall fix the seniority among them, having regard to the 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) This came into effect from 01-06-2024. They shall be applied to all the employees of the Institute appointed on a 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:
- Any period of absence on casual leave or special casual leave.
  - 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
  - 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.



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- 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 extraordinary 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 (CL):**

- 1. CL cannot be combined with any other leave.
- 2. 12 CLs will be credited to all the faculty and staff members per year (for those who joined in the middle of AY, 1 CL per month will be credited initially).
- 3. Faculty or Staff can avail their CLs from 1<sup>st</sup> June till 31<sup>st</sup> May of next year.
- 4. Balance of CLs will get lapsed on 31<sup>st</sup> May, 4.00 PM.
- 5. CL must be applied in advance by the faculty after adjusting the Class work / Lab Work / Invigilation work properly.
- 6. In case of emergency, the CL form must be submitted immediately after joining the duty. All the late submissions may not be accepted.
- 7. The number of Half day CLs are limited to 6 (Maximum) only (Equivalent to 3 days). The remaining 9 CLs should be availed in the form of full days only.
- 8. FN Half Day CL, bio metric impression must be given before 1.00PM. AN Half Day CL bio metric impression must be given after 1.00 PM.

**9. Leave sanctioning policy:**

- a) HoD can sanction leaves up to a maximum of THREE consecutive days. For more than THREE days of leave, HoD can forward the leave form to Principal.



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- b) The principal can sanction up to a maximum of SIX consecutive days (including Holiday(s)). For more than SIX days leave, Principal can forward the leave form to the Management.

## 2. Compensatory Casual Leave and On Duty Leave (CCL & OD)

**For availing the CCL, OD prior approval is mandatory.** Upon return a request letter along with the proof to be submitted through proper channel.

### 1. In case of CCL

- a. In advance Request letter and approval by concerned authority.
- b. Letter requesting sanction of CCL along with check-in and check-out timings on the holiday (when faculty has worked) duly signed by authority. It must be submitted the very next working day.
  - i. *Up to and Above 7 hours of work will get 1 CCL.*
  - ii. *More than 3.5 hours and less than 7 hours of work will get 0.5 CCL.*
- c. *CCL must be availed within 3 months after sanction.*

### 2. In case of OD

- a. **In case of OD:**
  - i. For attending the official duty faculty must write a letter requesting for OD through proper channel, in advance.
  - ii. Proof of attending the work to be submitted upon returning to duty.
  - iii. Every faculty can avail 10 ODs in one Academic Year (sanction of OD is at the discretion of principal).

### **Loss of Pay (For Teaching and Non – Teaching Staff):**

1. Class work/Lab work/Invigilation work should be properly adjusted on the day of LOP.
2. If any holiday fall in between the LOPs, that day will also be treated as LOP only.
3. LoP period is treated as no service period while counting the EL / Salary increment.

### **One Hour Permissions:**

1. Number of one-hour permissions is limited to TWO per month.
2. One hour permission in the morning is not permitted.
3. Faculty leaving the campus during Lunch period will also be considered as One hour permission.
4. One hour permission and half day leave can't be combined.



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### 3. Earned Leave (EL):

1. One EL for each month of service at NEC during the period from 1<sup>st</sup> June to 31<sup>st</sup> May of next year (Maximum 12 days) will be credited to all employees. ELs will be credited on 1<sup>st</sup> June of every year.
2. Staff can avail their ELs from 1<sup>st</sup> June onwards. Left over ELs after 31<sup>st</sup> May will be carry forwarded.
3. Half day ELs are not allowed.
4. If any holiday fall in between the EL will be treated as EL only.
5. Class work / Lab Work / Invigilation work should be properly adjusted on the day of EL.
6. Once EL is applied, cannot be cancelled.
7. EL cannot be combined with any other type of leave.

### 4. Special Casual Leave

- a. Special Casual leave cannot be combined with ordinary casual leave or with any other leave or with vacation

### 5. Extra-Ordinary Leave (EOL)

- 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 extraordinary leave.

### 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.

  
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### Guidelines For Leaves

#### Teaching 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 etc). 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 doctor's certificate from a recognized hospital. |

#### Non-Teaching Staff

| S. No. | Leave Type                 | Description   |
|--------|----------------------------|---|
| i.     | Administrative Staff       |   |
| ii.    | Technicians                |   |
| iii.   | Attenders                  |   |
| iv.    | 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. |

  
  
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## Summer Vacation

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

| S. No | Category | Service Details                           | Summer vacation |
|-------|----------|---|-----------------|
| 1     | Faculty  | ≤ 6 Months                                | No vacation     |
|       |          | > 6 Months and ≤ one year service at NEC  | 3 days          |
|       |          | > one year ≤ two years' service at NEC    | 6 Days          |
|       |          | > two years ≤ three years' service at NEC | 9 Days          |
|       |          | > Three years                             | 12 Days         |

However, the entitlement is subject to the following stipulations:

- a. HoDs must prepare the vacation schedule for their staff as per norms ensuring that at least 25% of their total strength is maintained always during the summer vacation. This should receive in advance approval from the principal once the dates of summer vacation are declared.

## CHAPTER – VI

### Leave Rules for Employees Appointed on Contract, Temporary and Ad hoc 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, ad hoc 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.

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## 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 accident insurance policy to all faculty and staff..

#### **Concession in Transport Fee:**


Teaching and non-teaching staff are provided with a free local transport facility. In non-local buses also, concessions are provided compared to students' travel fares.

## CHAPTER – VIII

### **Conduct Rules**

1. Every employee shall, always, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. An employee shall, always, 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.



  
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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 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 strikes 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.

  
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