

Service Rules, Policies & Procedures



**KLR College of Engineering & Technology
Paloncha.**

INDEX

Sl.NO	CONTENT	Page Numbers
1.	Vision of the Institution	02
2.	Chairperson's Message	03
3.	Principal's Message	04
4.	Service Rules & General Conditions	05 – 08
5.	Termination of Service	08
6.	Resignation	08
7.	Application for Outside Appointment	09
8.	Retirement	09
9.	Leaves	09 – 11
10.	Staff Appraisal	11 – 15
11.	Promotion	15
12.	Welfare Facilities	16 – 17
13.	Faculty Awards & Incentives	18
14.	Recruitment Policy	19 – 21
15.	Non – Teaching Staff Rules	21 – 23
16.	Code of Conduct & Ethics	23 – 26
17.	Policies	27 – 28
18.	Procedures	29

Vision of the Institution

To evolve into a globally renowned institution imparting high quality affordable and accessible education to the needy rural student community and to create technocrats with ethical values and social responsibility.

Mission of the Institution

M1: To create a conducive ambience for learning and to bring out creativity among the students.

M2: To enhance career opportunities, focus on applied research and entrepreneurship through industry institute interaction.

M3: To sensitize students on ethical and social values for promoting leadership skills and encourage them to explore solutions for the problems identified



Chairperson Message....

KLR College of Engineering and Technology was established in the year 2008, with an objective to impart high standard technical education to rural and semi urban students. The founder chairman late Dr.K.Lakshma Reddy garu had a vision to induce technical education in par with City colleges in rural and semi urban areas. He never compromised to implement the quality standards.



With his foundation we are continuing the standards in all areas including appointing of faculty members. We believe that teaching faculty is the base for the progress of the institution who mould the future of students.

By considering educational industry standards, governing body members decided to frame service rules which act as guidelines for the faculty members. These rules are so standardized rules, I strongly recommend all the faculty members to study and implement them sincerely, I wish good success to all the faculty members.

-Mrs.K.Nagamani
Chairperson, KLR Group of Institutions.

Principal's Message.....

KLR College of Engineering and Technology was established in the year 2008. This college is one of the best Engineering Colleges in and around Bhadrachalam and Khammam Districts, under the leadership of chairperson madam Smt.K.Nagamani the college is running equivalent to top engineering colleges in Telangana in terms of admissions, placements etc.



This college is the only college in this surroundings area which maintains doctorates in all the departments. While appointing teaching faculty all standards were considered. In order to introduce discipline among the faculty members certain service rules have been prepared these rules are framed by considering opinion of senior professors and other elite members of the teaching community.

I consider that these rules are finest rules which make the employee to work in this institution happily. I highly recommend all the employees to go through the rules and implement them. I wish good success to all the employees of the institution.

-Dr.M.Surendra Kumar
Principal, KLR College of Engineering & Technology.

SERVICERULES

Published Service Rules.

The Institute has a well-framed Service Rules, Policies and Administrative Practices comprising of recruitment policies and procedures, duties and responsibilities, service rules and regulations and faculty awards and incentives which are revised from time to time. Initially all these guidelines framed in the year 2008 and the last revision, dissemination happened in October 2014. The revised Service rules and Policies document is displayed in college website (www.cet.klr.ac.in). The following are the list of contents related to it.

Service Rules, Policies & Procedures	
1	Service Rules
2	General conditions of Service
3	Termination of Service
4	Resignation
5	Applications for outside Appointment
6	Retirement
7	Leaves
8	Staff Appraisal
9	Staff Promotion
10	Welfare Facilities for Staff
11	Faculty Awards and Incentives
12	Recruitment Policy
13	Non-Teaching Staff Service Rules
14	Code of Conduct & Ethics

Table1–ServiceRules, Policies & Procedures

1 Service Rules:

- a) The employees at KLR CET have been classified into two categories, namely Teaching and Non- Teaching.
- b) The Teaching fraternity has an extraordinary role to play in the academic life of KLR CET, merely as teachers, researchers, counsellors and contributors in various academic affairs.
- c) The Non-Teaching fraternity is responsible to support and enable the academics at the institution.

- d) KLR CET has various Departments of Engineering, Sciences and Humanities. Each of these faculties consists of various roles and run under the supervision of Principal.
- e) A person shall be deemed to be appointed in the service when his appointment is made to a post in accordance with the existing AICTE norms.
- f) Initially the appointment of the selected candidate will be temporary and placed on probation for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The period of probation can be extended by management in case of non- satisfactory performance
- g) If a person has been appointed temporarily to a post is subsequently appointed regularly: he / she shall commence probation from the date of regular appointment.
- h) Any candidate appointed on temporary / ad- hoc basis, his / her services can be terminated without any notice and without giving any reason.
- i) The service conditions of the incumbent will be governed by the rules and regulations of the college issued from time to time.

2 General Conditions of Service:

- **Medical Fitness:**

Every appointment shall be subject to the condition that the appointee is certified as being in sound health, 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.

- **Permanent/Full Time Employee:**

Unless otherwise stated specifically in the terms of appointment, every employee is a full-time employee of the institution and may be called upon to perform such duties, as may be assigned to him/ her by the principal, even beyond the scheduled working hours and on holidays and Sundays. An employee of the Institution 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 principal. 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, which may be given subject to such conditions as regards acceptance of remuneration that may be laid down by the Governing Body.

- **Probation:**

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

- **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.

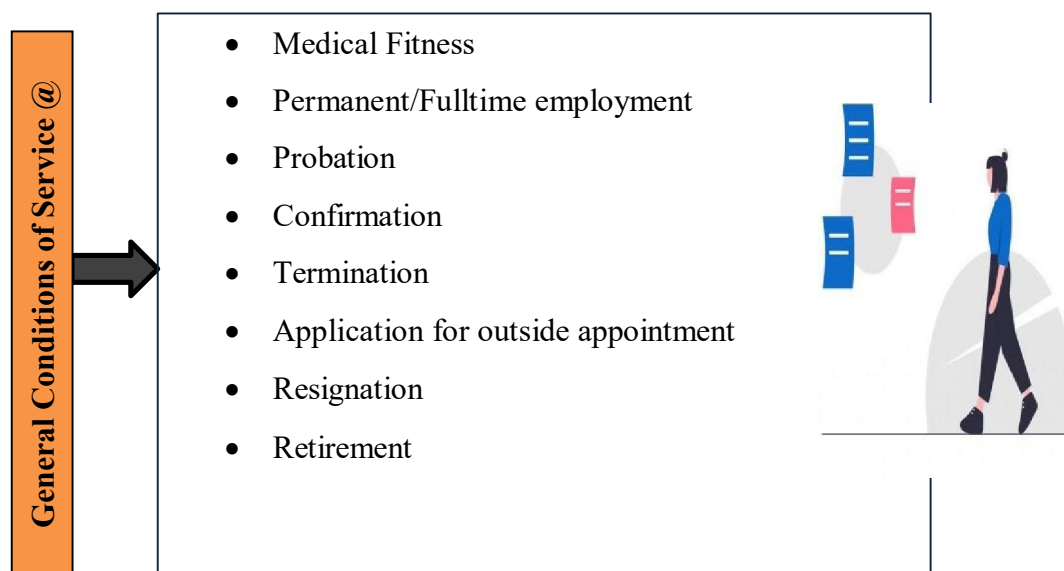


Figure 1 General Conditions of Service

3 Termination of Service:

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”. 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”. The appointing authority shall have the power to terminate the services of any staff member appointed on a consolidated salary without any notice. 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, inefficiency, etc. The Governing Body shall have the power to terminate the service of any member of regular staff on grounds of retrenchment for reasons of economy by giving “three months’ notice” in writing to the person concerned.

4 Resignation:

A regular staff member may resign from his/her post and terminate his/her engagement with the Institute by giving to the appointing authority at least “one month notice” for permanent employees and it is “2 months’ notice” for temporary employees. 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. 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.

5 Applications for Outside Appointment:

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

6 Retirement:

The age of retirement of all teaching staff shall be as per AICTE norms.

7 Leaves

There are 4 different leaves are in existence related to leaves, appraisal, promotions, welfare facilities and incentives are as described below:

All categories of employees will be entitled for the below mentioned type of leaves.

i. Casual Leaves

Every employee shall be eligible to avail 10 Casual Leaves per year (starting from 1st January). If any employee joins later, he will be given casual leave pro-rata. No unused casual leaves will be carried forward to the next year.

ii. Half-Day Leaves

Every employee shall be eligible to avail 12 Half-Day Leaves per year. These half-day leaves if unused can be converted into earned leaves in 2:1 ratio. These can be used only after obtaining with prior permission of the principal.

iii. Earned Leaves

A maximum of 6 earned leaves (not related to cash) will be sanctioned per year. These unused earned leaves can be carried forward to next year and soon. They can be accumulated to the extent of 90 only.

iv. Medical Leaves

Every employee is entitled to avail 6 days towards medical leave. These leaves will be sanctioned only when he/she is hospitalized and minimum of three days to be used at a time.

v. **Compensatory Leaves**

All the staff shall be entitled to compensatory leave whenever they work on a holiday. But these Compensatory Leaves have to be utilized during that year only.

vi. **Marriage Leaves**

The employee who ever completes one year of service is entitled to use 15 days towards marriage and the employee who ever completes six months of service is entitled to use 7 days towards marriage.

vii. If anyone applies for Leave (CL) on day(s) falling in between two public holidays including Sunday, then holidays falling on one side of the Leave(CL) is (are) considered as Leave (CL).

viii. On any day a maximum of 20% of the staff are entitled to avail Casual Leave (HODs should take care of this).

Extra-ordinary leave:

Extra-ordinary leave may be granted to the employees by the governing body on the recommendation of the Principal on private affairs or academic affairs.

Special Casual Leave:

Special casual leave may be granted for the teaching staff to attend seminars / conferences and other related reasons to a maximum of 6 days in an academic year.

Maternity Leave:

- A female employee who has put in a minimum 1 Semester service may be granted maternity leave on full pay for a period of 30 days.
- Those who have completed a minimum 1 year or 2 semesters of service may be granted maternity leave on full pay for a period of 60 days.
- This benefit is given upto second child birth only.
- Staff members availing this leave have to give an undertaking letter before availing maternity leaves taking that they will work for a minimum of 1 year after their return.
- Schedule of vacation for all the employees in a department is to be approved by the HOD.

Summer Vacation:

All teaching staff who complete one calendar year of service are eligible to avail four weeks' vacation. Two weeks' vacation is permitted for those who completed more than six months and one week vacation is permitted for those who put up service less than six months. However, sometimes they may be called on duty if necessary. If the staff is called backed from vacation to be on-duty, one earned leave for every 2days of vacation is credited. All non-teaching staff who completed one calendar year of service is eligible to avail two weeks of vacation. Those who put up less than one calendar year of service are eligible to avail one week of vacation.

Management's Right:

The management reserves the right to add / delete / modify the leave rules at any time without any prior intimation to the staff members and the decision on interpretation of leave rules by the management will prevail.

8. Staff Appraisal:

The faculty members shall perform a various tasks pertaining to diverse roles. In addition to academic duties, faculty members need to be innovative and conduct research for their self-renewal, keep a breast with changes in technology and develop expertise for effective implementation of curriculum. They are also expected to provide services to the industry and community for understanding and contributing to the solution of real-life problems in industry. Another role relates to the shouldering of administrative responsibilities and co-operation with other faculty members, Heads of the Department, and the Head of the Institution.

Purpose: It is the organization's philosophy to recognize and reward the performance of all employees. Enhancement of compensation in the form of annual increment is based on the performance appraisal done by the staff selection committee at KLR CET. An effective performance appraisal system for the faculty is vital for optimizing the contribution of individual faculty to institutional performance.

The assessment is based on:

- A well-defined system for faculty appraisal for all the assessment years
- Its implementation and effectiveness

Faculty Assessment Process for Appraisal:

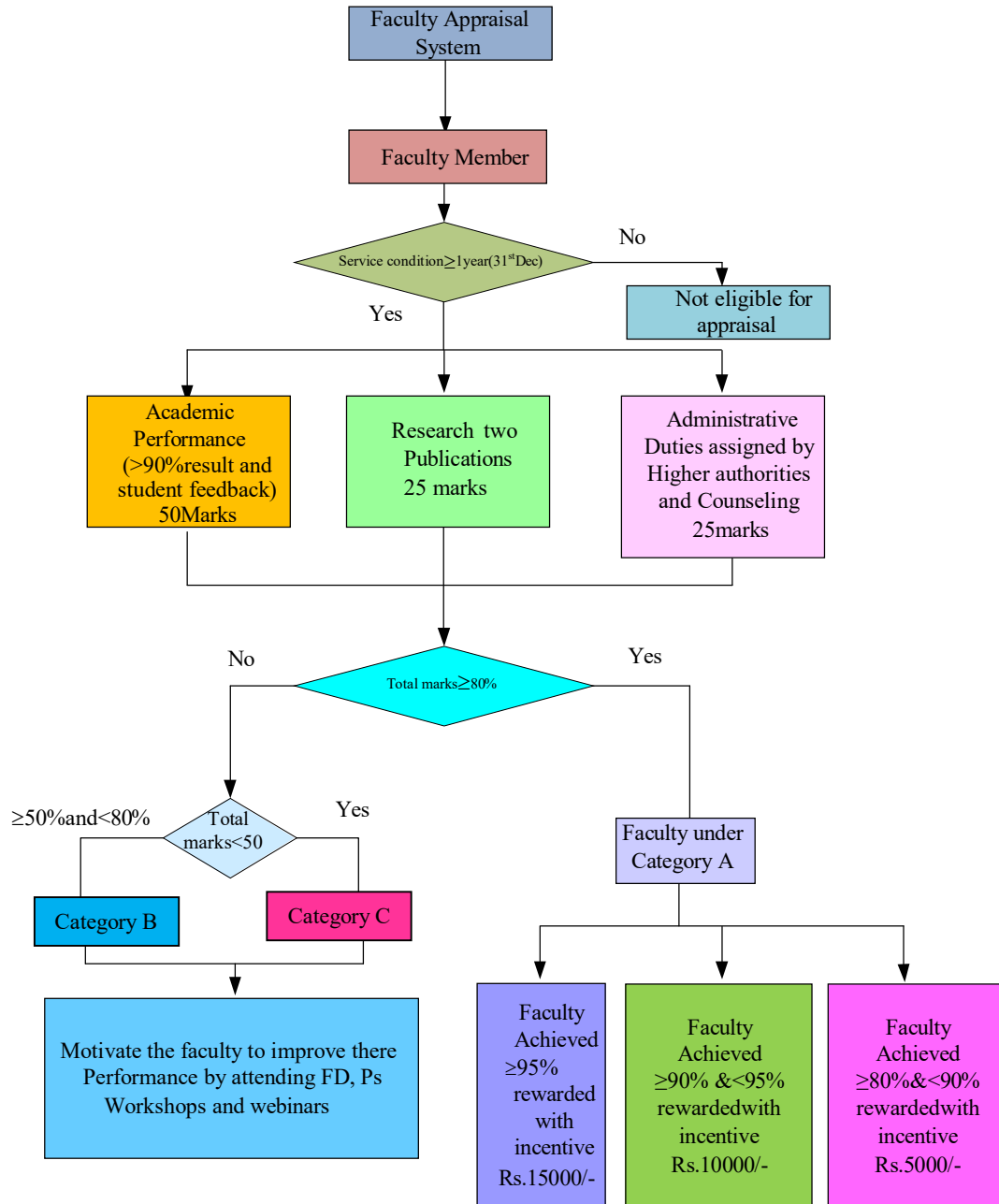


Figure2. Process of Faculty Performance Appraisal

Objective:

- ✓ Provide a constructive well-defined frame work for faculty performance evaluation and strive for further improvement.
- ✓ Assess and promote excellence in teaching-learning, research and administrative activities.
- ✓ Provide basis for professional growth and development of faculty members.

Process Adopted

The faculties who have completed one year of service in the Institute are assessed in terms of their performance in Teaching, Research and Administrative duties. They are assessed for a total of 100 marks wherein 35 marks are allotted for research, 40marks for academics and 25 marks for administrative activities including counselling activities of students.

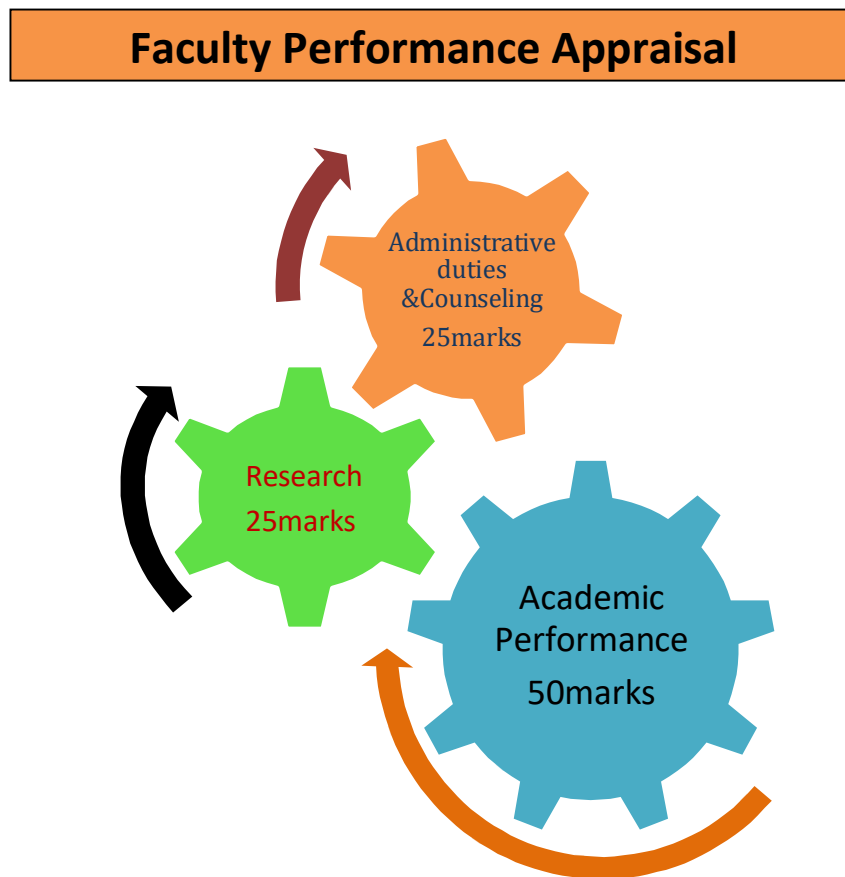


Figure3. Process of Faculty Performance Appraisal

Academic performance

Academic performance includes 25 marks for feedback analysis and 25 marks for result analysis. In all the courses that the faculty had handled during the previous two semesters, if the pass percentage is greater than 90, then the respective faculty becomes entitled to obtain 25 marks. In the similar manner, average feedback percentage is greater than 90, then the respective faculty will be entitled to get 25marks. Marks are reduced accordingly for whose pass percentage and average feedback is less than 90%.

Research:

If the faculty publishes two papers in SCI/Scopus/UGC peer reviewed journals and attended at least two faculty development programs for minimum three days of duration will get 25 marks. In this criterion, 15 marks were given for Journal/Conference Publications, five marks for organization of training programs and five marks for attending training programs.

Administrative duties and counselling:

Upon consultation with the HOD, the administrative duties handled by the concerned faculty member at the Department level and at the Institution-level are assessed and marks are allotted accordingly. In this criterion 10 marks are assigned for administrative responsibilities carried at the institution and department level, 5 marks for development of new laboratory facilities and teaching learning practices, 5 marks for counselling and remaining 5 marks for participation and organization of extension activities which include community services, promotion of entrepreneurship etc.,

Implementation:

A committee headed by Head of the Institution, Staff Selection Committee reviews the performance of faculty members to categorize them into 3 groups based on the marks secured in the performance appraisal i.e., Category-A($\geq 80\%$), Category-B ($\geq 50\%$ and $< 80\%$) and Category-C ($< 50\%$).

Awards/Incentives to the Faculty:

- a. Incentives were given to the faculties those are in Category A ranging from Rs.5,000 to Rs.15,000 for strengthening in teaching-learning and research culture of the institution.
- b. The faculty who are in category B are upgraded their skills to some extent, are further inspired to improve the performance in terms of teaching-learning and research by attending conferences, workshops, online courses and FDPs.

- c. The faculties who are unable to meet the expected levels of excellence in research publications, academics are considered as category C. The management supports and motivates them to gear up their knowledge and skills. They are encouraged to attend workshops, FDPs, register to online courses like NPTEL and continuous interactions with senior faculty members to sustain the levels of up gradation from C to B and B to A.
- d. A part from individual faculty development, the process of appraisal resulted in incremental improvement in the number of research papers published and a considerable hike in the university results.

9 Staff Promotion:

- i. Promotions are purely based on merit, competencies and past performance
- ii. The college follows a certain criterion for fixing the promotion. The checklist is as listed below:
 - Requisite qualification and experience
 - Job knowledge
 - Skill requirements/competencies of the job
 - Performance history of past 3-5 year
 - Demonstrated leadership qualities and team work
 - Value based job related behavior in the past
- iii. Promotion is not automatic and cannot be claimed by an employee as a matter of right. The promotion committee will be constituted and it will meet as and when required. Based on the recommendations, the final decision will be taken by the Principal
- iv. Promoted employees will be given a higher level of salary appropriate to the increased responsibilities but it is not the same drawn by the person previously worked in that post. Sometimes vacancies may get filled with internal or external suitable candidates. Internal candidates will be given equal opportunity to compete with external candidates.
- v. In case of a sudden vacancy at a higher level has to be filled immediately with an internal candidate from a lower level, they may be given an acting responsibility by the Principal till normal recruitment to the position can be made.
- vi. For non-teaching staff, time bound grade promotions as stipulated in the pay revision will be granted.

10 Welfare Facilities for Staff:

i. Provident Fund

KLRCET is committed to comply with statutory provisions of Employees. All those employees who ever completes minimum 1 year of service in KLRCET are given with the provident fund option. Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuring benefits as prescribed by law.

ii. Employees State Insurance (ESI)

For Non-teaching and Admin staff-Employees State Insurance (ESI) benefit is covered for those employees who are coming under the purview of the ESI Act, 1948. The ESI benefits are medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependents benefit and other benefits.

iii. Group Accidental Insurance

As an employee welfare measure to manage unforeseen expenses arising from medical emergencies/demise caused due to fatal accidents, KLRCET has given provision in the form of group accidental insurance. All regular and contractual employees of the Institution, including probationers will be covered. An entitlement of Rs. 2, 00,000/- (Rupees Two Lakh) in the form of Group Accidental Insurance is made available, and has got extended coverage to the family members of staff.

iv. Travelling Allowance:

With the competent authority approval, as and when the staff visits any other non-local place on institutional or professional work, any travelling expenditure incurred will be reimbursed as per the allowances prescribed in the institutional policy records. The mode of travel applicable, the daily allowance payable and the rates of local conveyance and accommodation charges reimbursable to various categories of Academicians according to the Institutional Policies.

v. Subsidized Transport Facility

The institute buses are running on “No profit–No loss” basis

- All staff members who are drawing salary less than and equal to Rs.6,000 /- will be provided a free transport facility.
- The staff who are drawing the salary of above Rs.6,000/- and below Rs.20,000 /- will be given 50% concession in transport charges
- The staff who ever drawing a salary of above Rs.20,000/- will be given 40% concession in transportation charges.
- The applicable bus fees will be deducted from the salary of faculty.

vi. Refreshments: Tea/Coffee provided to all Teaching and Non-Teaching staff during morning and afternoon sessions. Teaching and Non-Teaching staffs are given sweets during festivals like Dussera and, Diwali.

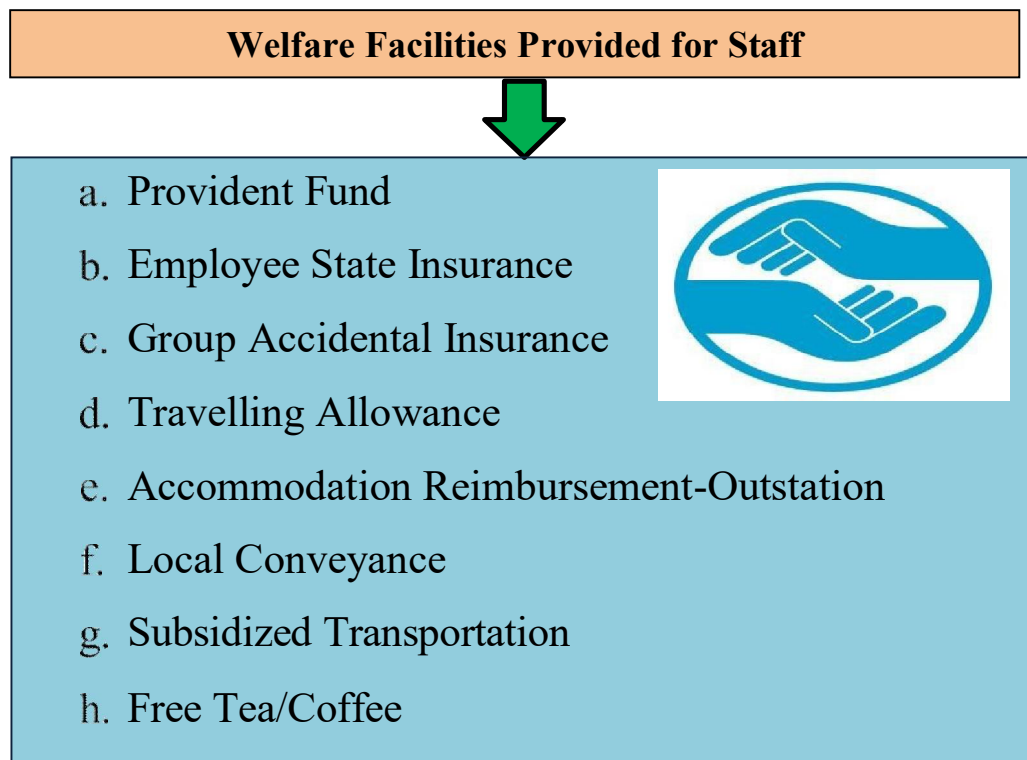


Figure 4 Welfare Facilities

11 Faculty Awards and Incentives

It is natural that no body acts without a purpose behind. Therefore, a hope for a reward is a powerful incentive to motivate employees. Besides monetary incentive, there are some other stimuli which can drive a person to better. This will include job satisfaction, job security, job promotion and pride for accomplishment. Therefore, incentives really can sometimes work to accomplish the goals of the concern. Therefore, management is offering the following categories of incentives to motivate employees.

- i. **Academic Performance:** The faculty who ever achieves 100% pass percentage in the subject dealt will be awarded with academic excellence award which includes, certificate of appreciation and a cash reward of Rs. 5000/-.
- ii. **Research Publications:** All the faculty members are continuously involved in research related activities and publish their work in National and International SCI/SCOPUS journals. Faculty members who ever could able to publish their research work in such journals are awarded with Certificate of Appreciation and a cash reward of Rs. 5000/-.
- iii. **Funded Projects:** The faculty members are encouraged to submit proposals to reputed government funding agencies for carrying out their research activity. The faculty who gets funded project will be appreciated with salary incentive range from Rs. 5000/- to Rs.10000/- per month until the completion of the project.
- iv. **NPTEL certification:** Faculty members are motivated to upgrade their knowledge regularly through participating in online certification courses like NPTEL/MOOCs etc., Those who complete NPTEL certification will be rewarded with a cash prize ranging from Rs.2000/- to 10,000/- basing on the merit.

12 Recruitment Policy

Faculty members are recruited based on the qualifications prescribed by Regulations (2010) of AICTE and subsequent amendments, issued by AICTE from time to time. Staff Selection Committee at KLRCET directs the finance officer to give advertisement in all leading newspapers inviting qualified and experienced candidates to meet the man power requirement of the institution. The institution has built a sound reputation of adequate faculty with required staff-student ratio. There is a three-tiered procedure of selection followed here is described below.

- i. An examination with MCQs is conducted to test the knowledge of the candidates in their respective domains.
- ii. Each of the shortlisted candidates is asked to present a demonstration lecture to examine them on communication and pedagogic skills.
- iii. Final interview is conducted by a committee consisting of Principal, HoD and two subject experts who will assess the candidate on their attitude and behavioral aspects.

Based on the performance in three levels, a selection list in the order of merit is finalized. Besides the above method of recruitment, the college also extends invitation to reputed senior professors by offering them attractive pay packages.

Non-teaching/Administrative staff members are recruited as per the state government norms and on the basis of prevailing procedures at the institution. The selection of technical staff is carried out at the department level by the interview committee comprising of HOD and two senior faculty members.

a. Issuing Offer Letters:

The offer letter is sent to the selected candidate based on the selected list. The candidate should confirm his/her acceptance in writing within the stipulated time mentioned on the offer letter.

b. Joining Report:

The candidate should submit a joining report in the principal's office and report to the duties with the respective department. At the time of reporting to duty, staff members are required to submit their original certificates of higher study/degree/diploma and mark sheets.

c. Letter of Appointment:

The selected candidate must bring the relieving order from the previous organization and submit to the college on the day of reporting to duty. The candidate will be given the Appointment Letter duly signed by the Chairman on that same day.

d. Scales of Pay: Teaching Staff:

The candidates are given AICTE scales of pay as applicable from time to time. At present the institute is offering sixth pay scale to all our faculties. For some deserving candidates in a specific teaching cadre, more payments can be made as prescribed by the Governing Body.

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

e. Allowances:

Dearness allowance and house rent allowance shall be adopted as per the Government of Telangana rates and ratified by the Governing Body.

f. 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. When, 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.

g. Increments:

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.

Leave, other than extraordinary 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 extraordinary 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.

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. The Principal will be the finalizing authority to sanction the increment for the Teaching and Non-teaching staff.

h. Ratification:

All the faculty recruited by the college staff selection committee and whose names are recommended for ratification shall undergo ratification process by affiliating university from time to time as compulsory. The institute shall notify all eligible faculties to attend the ratification interviews as per the affiliating university notified schedule.

13. Non-teaching staff Service rules:

Technical Support Staff

1. Workshop Superintendent
2. System Administrator
3. Programmers, Asst.Programmer, Computer Operator
4. Technicians/Lab Assistants.

Eligibility: B.Tech Mechanical/Civil, for category 1, B.Tech CSE for category 2, B.Tech CSE/MSc Computers/MCA for Category 3 and Diploma/ ITI /B.Sc for category 4

Recruitment Procedure: The concerned HOD sends the requirement to the Principal who in turn arranges for recruitment. An oral and practical interview is conducted by HOD and Principal.

Duties and Responsibilities:

1. Preparation of Lab Manuals.
2. Maintenance of the Lab equipment's and records
3. Assist the students in conducting the lab experiments
4. Maintain the record of the equipment issued to the student.

Office:

1. Administrative Officer
2. Accounts Officer
3. Deputy AO/ Superintendent
4. PA to Principal
5. Accountant
6. Cashier/Accounts Clerk
7. Office Assistant

Eligibility: Any Degree from recognized University having Experience in operating Computer.

Group IV Employees

1. Electrician
2. Watchman/Security
3. Attendant
4. Record Assistant
5. Gardner / Sweeper

Eligibility: ITI for Electrician, Intermediate/SSC for others.

Pay scales and Allowance:

1. Pay: TS State Government /University scales of pay as applicable from time to time.
2. Allowances: DA, HRA and other as per TS State government rates and rules extended by management are adapted from time to time.

Duties of Administrative Officer:

1. Security
2. Canteen
3. Material Procurement including stationary
4. Supervision of sanitation, maintenance of furniture
5. Transport
6. Report to Principal daily on the work progress
7. Any other work assigned by the authorities

Accounts Officer/Accountant: Prepares and maintains all the finance related records of the college

Functions:

1. Fee Collection
2. Bill payments
3. Salaries and acquittance.
4. Liaison with banks
5. Student scholarships

Cashier/ Clerk: Assist the Accounts Officer/ Accountant in all the financial services

Office Assistant: Maintain the records of

1. Staff personal file
2. Staff attendance register
3. Service register
4. Inward & Outward files.
5. Admission register
6. Bonafide certificates & ID cards
7. T.C
8. Scholarship matters, Communication to the students and government departments.

Electrician

1. Electrical installations
2. Attend to any emergency requirements.

Grade IV Employees:

Assist the AO and Principal in keeping the premises clean.

14. Code of Conduct & Ethics.

The KLR College of Engineering & Technology, Code of Conduct, outlines principles, policies and some of the laws that govern the activities of the college and to which our employees (faculty and staff) and others who represent the college must adhere. The code provides guidance for professional conduct. The success and reputation of the college in satisfying its vision and mission depends on the ethical behavior, honesty, integrity and good judgment of each member of beneficiary. All employees and stakeholders of the college are expected to inform themselves about and comply with college policies and regulations pertaining to them.

Accuracy of Records and Reporting

The records, information and data owned, managed and used by the college must be accurate and complete. The reliability and accuracy of financial reports is having highest importance to the business operations of the college. Hence, all employees and stakeholders of the college must allocate, record and charge revenues and costs precisely and maintain supporting records as required by well-defined policies and procedures.

Compliance with Laws and Regulations

Employees and Students representing the college need to lever college dealing in compliance with all central, state and local laws and regulations related to their positions

and responsibility. All employees and those representing the college should understand that noncompliance may have adverse financial and other consequences for them and for the college. Individuals are accountable for keeping updated with changes in relevant laws and regulations, and managers and supervisors are responsible for monitoring compliance.

Confidential Information

Every member including previous employees may be privy to confidential information. This information can be related to job applicants, students, employees, intellectual property, finances, research sponsors or future planning. Confidential information should be secured by safeguarding it while using and also storing it properly while not in use, and conferring with those who have a legitimate business need to know.

An employee should never liberate any confidential information without consent from heads. Inquiry regarding the release of confidential data should be directed to the department head or the Office of Human Resources.

Ethical Conduct

All employees of the college should conduct themselves honestly, ethically and with integrity. They should proceed with due recognition of their positions of conviction and loyalty to the college and its students. In uncertainty about the propriety of a projected course of action, they should seek counsel from peers, supervisors or administrators those who can assist in determining the right and appropriate path.

Safeguarding/Protecting Assets

All employees of the college are accountable for safeguarding the physical and intangible assets of the college under their control. College assets, including from government and donors, should not be used for personal benefit. Assets include business plans, intellectual property cash, customer information, vendor information, securities, and physical property.

Code of Conduct for Teachers

The KLR CET declared the following standards that apply to all registered teaching faculty regardless of their position.

1. Professional Values and Relationships

Teachers should:

1. Be committed, caring and fair to the best interests of the students entrusted their care, and seek to inspire, motivate and celebrate endeavor and success.
2. Acknowledge and respect the uniqueness, individuality and specific needs of

pupils/students and promote their holistic development.

3. Be faithful to fairness, inclusion, to respecting and accommodating diversity including differences arising from civil status, family status, gender, sexual orientation, religion, socioeconomic status age, disability, race, ethnicity,
4. Seek to build up positive associations with students, institute management, colleagues, parents and others in the institute community, that are characterized by professional integrity and judgment.
5. Work to establish and maintain a culture of mutual trust and respect.

2. Professional Integrity

Teachers should:

1. Act with honesty and integrity in all aspects of their work.
2. Respect the confidentiality of information gained and the privacy of others in the course of professional practice, unless there is a justifiable concern for the wellbeing of an individual or a legal necessity requires disclosure.
3. Represent themselves, their professional status, qualifications and experience honestly.
4. Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

3. Professional Conduct

Teachers should:

1. Uphold the reputation and standing of the profession.
2. Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare.
3. Work within the framework of relevant legislation and regulations.
4. Report, where appropriate, incidents or matters which impact on pupil/student welfare.
5. Communicate effectively with colleagues, parents, students, institute management and those in the organization community in a supportive, collaborative and professional and based on conviction and respect.
6. Ensure communiqué with colleagues, students, institute management and parents is appropriate, including communication via electronic medium, such as texting, e-mail and social networking sites.

4. Professional Practice

Teachers should:

1. Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
2. Apply their knowledge and experience in facilitating pupils'/students' holistic development.
3. Plan and communicate clear, challenging and achievable expectations for pupils/students.
4. Create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills.
5. Be open and responsive to constructive feedback regarding practice, in a context of mutual respect and if necessary, seek appropriate support, counselling and guidance.
6. Act in the best interest of pupils/students.

5. Professional Development

Teachers should:

1. Take personal responsibility for sustaining and improving the quality of their professional practice by:
 - Actively maintaining their professional knowledge and understanding to ensure it is current.
 - Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base.
 - Availing of opportunities for career-long professional development.

POLICY FOR ADJUNCT FACUTLY

1. In order to develop a useful and viable collaboration between the Institute and industry for better academia-Industry interactions, there is a need to induct adjunct faculty. Distinguished individuals who excelled in their field of specializations like, Engineering, Management and Humanities etc. to enrich the overall learning processes by bringing external perspectives to regular teaching and give the guidance to faculty in preparing projects.
2. The compensation for an Adjunct Faculty will be as given below:
 1. Travel cost
 2. He/she will be provided free lodging and boarding besides local hospitality
 3. An honorarium of Rs.500 to Rs 1000 per day depending upon the status /credentials of the adjunct faculty which will be decided on the merits of each case.
 4. The number of visits in a year and the number of days per visit etc. will be flexible based on needs to be decided on a case-to-case basis.

Policy on Faculty participation in Conferences / Workshops / FDP

Participation in Conferences / Workshops / Faculty Development programmes is a prerequisite for any faculty to progress in the Academic domain in a Higher Educational Institution. The TA/DA norms as well as the entitlement of faculty for attending conferences / workshops have been given below.

I. Travelling Allowance:

With the competent authority approval, as and when the staff visits any other non-local place on institutional or professional work, any travelling expenditure incurred will be reimbursed as per the allowances prescribed in the institutional policy records. The mode of travel applicable, the daily allowance payable and the rates of local conveyance and accommodation charges reimbursable to various categories of Academicians are as follows.

Mode of Travel:

- | | | |
|------------------------|---|---------------------|
| 1. Principal | - | Airfare / First A.C |
| 2. HoD/Professor | - | Second A.C |
| 3. Associate Professor | - | Third A.C |
| 4. Assistant Professor | - | Sleeper |

Reservation charges, AC/Superfast charges, cancellation charges, bedroll charges are reimbursable. Normal service charges for booking of tickets by travel agent are admissible.

II. Daily Allowance

- | | | |
|--------------------------------------|---|-----------------|
| 1. Principal | - | Rs. 500 per day |
| 2. HoD/Professor/Associate Professor | - | Rs. 300 per day |
| 3. Assistant Professor | - | Rs. 200 per day |

III. Reimbursement of Accommodation

- | | | |
|----------------------------------|---|----------------------------|
| 1. Principal/ /HoDs | - | Maximum of Rs.2000 per day |
| 2. Professor/Associate Professor | - | Maximum of Rs.1500 per day |
| 3. Assistant Professor | - | Maximum of Rs.800 per day |

IV. Local Conveyance

Local conveyance is applicable to the faculty who wish to attend Work Shops / Conferences / FDP or any other duty assigned by Principal within the limits of the city. TA, DA and accommodation cannot be provided during local visits.

- | | | |
|--------------------------------------|---|------------------|
| 1. Principal | - | Rs. 1000 per day |
| 2. HOD/Professor/Associate Professor | - | Rs. 500 per day |
| 3. Assistant Professor | - | Rs. 300 per day |

Policy on Acceptance of Resignations of the Faculty members

It is generally informed to all the faculty members at the time of recruitment that they serve for reasonably long period in the Institute. One of the criteria for selection is the interest in the Institute and commitment to serve at least for few years.

The following policies and details will be implemented hence forth.

1. Every newly joined faculty should serve at least for 2 semesters in the Institute.
2. No resignation will be accepted during the period unless resignation is sought on obtaining Government job (Central/State/PSU). Proof of that appointment letter is mandatory.
3. Two month's notice period is mandatory

Leave Procedure

All staff (Teaching & Non-teaching staff) of KLR CET may avail their leave as per the procedure given below by following leave rules.

Casual Leave (CL)

1. The incumbent has to furnish the required details of the leave of his/her in the prescribed leave format.
2. He/she has to take work adjustment by duly taking signature of consent.
3. He/she has to take recommendations of his/her immediate supervisor/HoD concerned.
4. The leave will be approved by the Competent Authority after verifying the availability of CLs.

Procedure for Purchase of Equipment

1. In principle approval for purchase of an item shall be accorded normally through budgetary approval.
2. Department to obtain quotations and submit the proposal to the principal's office
3. Based on the value of the item, approvals are accorded as follows.
 - For purchases valued up to Rs.50,000/- Principal accords the sanction, subject to availability of approval budget
 - For purchases valued more than Rs.50,000/-, Principal sends the proposal to the Chairperson for accord of sanction.