



GOKULA KRISHNA COLLEGE OF ENGINEERING- Sullurpet

(Approved by AICTE, New Delhi and Affiliated to JNTUA, Ananthapuramu)

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The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness.

All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc.

The promotion of an employee is purely based on the merit cum seniority basis.

Terms and conditions of the employment

- As per the appointment order annexure.

Teaching Faculty Job Responsibilities

As Per AICTE Pay Commission (1997) Recommendations, The Job Responsibilities Of Faculty Consists Of Four Components Viz.,

- Academic
- Research & Consultancy
- Administration
- Extension Services

Academic

- Class Room Instruction
- Laboratory Instruction
- Curriculum Development
- Development of Learning Resource Material & Laboratory Development.
- Students Assessment & Evaluation including examination work of University.
- Participation in the co-curricular & Extracurricular activities
- Student's guidance, counseling and helping their personal, ethical, moral and overall character development.
- Keeping abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books research paper publication, seminars ,etc.,

- Continuing education activities.
- Self-development through upgrading qualification, experience and professional activities.

Research & Consultancy

- Work on industrial problems and projects.
- Industry sponsored projects
- Organize and co-ordinate consultancy services.
- Prepare funded project proposals.
- Publish original research analysis in books and in reputed academic journals.
- Promote industry institute interaction and industry oriented R&D.
- Provoke students to do industrial projects and participate in international level competitions.

Administration

- Academic and Administrative Management of the Department/ Institution
- Policy Planning, Monitoring & Evaluation and Promotional Activities both at Departmental and Institutional Level.
- Design and development of new programme.
- Preparing project proposals for funding in areas of R & D work, Laboratory development, modernization, expansion etc.,
- Monitoring and Evaluation of Academic and research activities.
- Helping mobilization of resources for the Institution.
- Participation in policy planning at the regional/national level for development of technical education.
- Develop, update and maintain MIS.
- Plan and implement staff development activities.
- Maintain accountability.
- Conduct performance appraisal.

Extension Services

- Interaction with Industry and society.
- Participation in community services.
- Providing R & D support and consultancy services to industry and other user agencies.
- Providing non-formal modes of education for the benefit of the community
- Dissemination of knowledge
- Providing technical support in areas of social relevance.
- Promotion of entrepreneurship and job creation.

Performance Appraisal

Year wise Staff performance appraisal systems have been introduced for Increment and Promotion of staff. The system consist of

- Self-Appraisal
- Appraisal by Head of the Department
- Appraisal by Principal

Working Hours

The college working time is from 9.30 AM to 4.15 PM and has 7 working hours per day. The college works for six days and totally 42 hours per week. If Saturday of the month is a holiday.

Teaching Days

The college shall have at least 180 full teaching days per year with 90 full teaching days per semester. Teaching Days here shall mean actual class room/laboratory conducting teaching days and do not include days of examination.

Transparency

The Principal and HOD will discuss results of the appraisal with each staff, sustained good performance will be a requirement for:

- Internal Promotions
- Selection of HOD's/ chairman's of Committees
- Selection Grade Promotions
- Awards

Leave Rules

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Application For Leave

Any application for leave shall be made in prescribed leave form to the authority competent to grant leave. Except emergency cases, leave should be applied for and sanctioned before one day.

Casual Leave

- Leave cannot be claimed as a matter of right
- All faculty and staff are eligible for 12 days CL in a year during the calendar year.
- Faculty and staff who have not completed one year of service can avail only on a pro-rata basis of one day CL a month.
- Saturdays (if not working days), Sunday and Holidays availed during the period of casual leave are not counted as part of casual leave and compensatory leave.

- In case of emergency, leave intimation should be given through phone or person to be supplemented with proper leave application after return.
- Proper job allocation should be made prior to proceeding on leave
- In case of emergency leave, HOD / Administrative officer should make alternate job arrangement and normal working hours should not be affected.
- Administrative officer will be the leave sanctioning authority for the office staff
- Principal will be the leave sanctioning authority for all the teaching staff, HODs and Administrative officer.
- Leave without sanction will be treated as absence.
- Leave / on duty can be considered only after prior approval. Otherwise, it will be treated as leave on loss of pay.
- No leave can be prefixed or suffixed to vacation.
- Vacation and OD cannot be combined with CL.
- Casual Leave not availed in any calendar year cannot be carried over to the next calendar year.
- The recognition of the presence of the individual for work is done based only on the signature of the individual in the attendance register kept for that purpose.
- It is the responsibility of the faculty to make an alternative arrangement for the classes the faculty missed because of the casual leave. The HOD will monitor and take suitable steps to see that all the classes are engaged. The same should be intimated to the Principal.

Maternity Leave

- All women faculty/staff may avail three months maternity leave twice during their service period with two months full pay and allowance.
- Maternity leave is not debited to leave account.

Vacation

- Vacation leave is as per vacation declared by the University/college at the end of the academic year. Faculties who have completed one year of service are eligible for a vacation leave.
- Vacation leave cannot be combined with CL or OD.

On Duty

On duty of maximum 12 days in an Academic Year may be granted for the following

- For attending as External Examiner for Practical and Theory
- Attending Conferences and Seminars on behalf of the Institute
- Participating in National and International Technical Competitions along with students.
- Duty leave can also be provided for attending meeting with AICTE, Anna University etc. where a faculty is invited to share expertise with academic bodies and government.

- Faculty on duty is expected to produce proof of attendance to the office concerned immediately on return.

Permission

Two permission of one hour duration each can be availed by the faculty and staff in a month either during first hour or last hour of the working day and not in between.

Medical Leave

On duty of maximum 12 days in an Academic Year may be granted for the following

- Medical leave shall be availed up to five days for Faculty and Staff with full pay.
- This leave should be accompanied by Medical Certificate for more than three days.

Marriage Leave

All faculty/Staff may avail marriage leave once during their service period for 10 days with full pay.

Career Advancement (As per college norms)

- An Assistant Professor with PG qualification and minimum of 10 years' service will be eligible for consideration for Associate Professor.
- An Assistant Professor with Ph.D. and a minimum of 5 years' service will be eligible for consideration for appointment as professor.

Faculty Development

Higher Studies

To grow along with the institute, one/two faculty is granted and sponsored for higher studies in their field at Various Universities. This includes both Doctoral Program and Master degree.

Faculty are encouraged to pursue Doctoral research work within the college by way of sanctioning grants for procuring minor equipment for the research project to the extent possible and also by reducing the teaching load of such faculty for a specified period based on the progress made as certified by the Research Committee in which the Research Guide will be a member.

Faculty Development Programme, Seminars, Workshops And Conferences

The management encourages all the faculty members to attend seminars, workshops and conferences and for the selected programmes, the faculty members are sponsored with on-duty on that day.

The faculties are being deputed to faculty development programmes, short term/ orientation courses during vacation or non-vacation days without affecting the academic work, preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.

Promotion Of In-House Research And Development

The college aims at promoting research & development, consultancy and such other profession – promotional activities, involving the faculty at various levels. It encourages the faculties to undergo In-House R & D activities along with the students.

The faculties involving in research are encouraged for getting substantial grants for R&D works or for strengthening the infrastructure in the institute.

Incentives and Awards

Best Teacher Awards have been instituted to encourage the staff members to put in their best efforts. An appraisal system to select awardees annually for the Awards has been put in place so that no abuse or misuse of the provisions may take place.

Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers or attend National or International conferences in India/Abroad.

Development Program for Technical Supporting Staff

The training Programme for Lab Practical shall be arranged for the Lab Instructor if required in new curriculum .The management also encourages to conduct and

attend programmes in modern tools to upgrade the technical knowledge of Lab Instructors.

The Following Are the Services Benefits And Welfare Measures Extended To The Staff Of The College

Welfare Measures

- The management grants maternity leave to the women employees, for a period of 90 days and limited to the first two living children.
- Medical reimbursement for major accidents.
- Free admission for children of employee and concession of fees for them.
- Free Transport for staff.
- In the event of death of an employee, while in service his/her dependent will be considered for employment on compassionate grounds.
- Group Insurance Scheme is offered to our Staff members.

Terms and Conditions of the Employment

- 1) The Employer agrees to employ the Employee as " _____ " and the Employee accepts such employment on the terms and conditions set forth in this agreement. The employee agrees to serve the employer faithfully in this capacity and to perform such duties and responsibilities as may be entrusted by the employer from time to time.
- 2) Income tax and other statutory deductions will be as per the Rules and Regulations of the Income Tax Act and other Acts.
- 3) The employee shall effectively contribute towards productivity and organizational and academic goals.
- 4) Unless the Employer otherwise consents in its sole discretion, the Employee agrees to devote the Employee's entire energy and full and undivided attention exclusively to the college.
- 5) The Employee shall be under probation for a period of 2 years. The period of probation may either be reduced or extended at the sole discretion of the Management, confirmation of these services is purely subject to the satisfactory performance and suitability to the Organizational needs.
- 6) That the employee hereby agrees to produce the Degree Certificates & P.G. Certificates (if any) etc., in original with the employer during his employment.
- 7) If any declaration/document given or furnished by the employee to the College proves to be false or if found to have willfully suppressed any material/information, in such case the Employer reserves the right to terminate the Employee from services without any notice.
- 8) The Employee will be required to abide by the College's standing orders/procedures, service rules and regulations that may be in force at the time of appointment and also those that may be promulgated from time to time by the Management.
- 9) It is necessary that the Employee observe the usual working hours laid down and whenever required or called upon to stay beyond those hours.
- 10) The employee covenants and agrees that he/she shall not leave the college during and in the middle of the academic year. In case employee wants to leave the college or decides to discontinue his/her services in the college before expiry of academic year, he/she shall pay an amount of Rs. 50,000/- (Rupees Fifty thousand only) for the loss caused to the College.

Employee Signature: _____

Employer Signature: _____

- 11) The employee has to actively participate in all the training and academic development programs conducted by the Management from time to time and the same would be objectively evaluated.
- 12) The employee can terminate the employment, by giving one month notice in writing after conclusion of academic year. During the notice period, the employee will be required to serve the College.
- 13) The College reserves the right to terminate the employee by giving one month notice or salary in lieu thereof at any time or at the end of any academic year.
- 14) The Employee is entitled to avail the leave facilities as per the prevailing norms of the College.
- 15) If the employee breaches any of the restrictions imposed by this agreement the employee agrees to be liable for damages and shall pay 3 months salary to Employer.
- 16) That the college shall have the right to suspend or dismiss the employee without notice or pay on account of negligence in performance of his/her duties, lack of productivity & accountability at work, indulgence in any act subversive of discipline or good behavior and/or for any breach on the part of the employee or any of the terms and conditions hereof or those of the employment scheme and/or any rules and regulations, of the college for the time being in force.
- 17) The employee may not hold outside jobs in related business or professions that would affect his performance, standards of his/her job description.
- 18) The employee agrees to use the College office space, equipment and materials for assigned official work only.
- 19) The employee shall not use the College name in any manner that may tend to lessen value, that is in bad taste, that is inconsistent with the College's public image or reputation, that would tend to bring disparagement, ridicule or scorn upon the College, its name, or goodwill associated therewith or in any manner that is inconsistent with the College's ownership.
- 20) The employee shall refrain from unauthorized representations on behalf of the College in any official or business activity.
- 21) The Management considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behaviour, vandalism or destruction of the College property, violation of security guidelines of the College, the use of College equipment and/or College vehicles without prior authorization, untruthfulness about personal/professional work history, skills or training, divulging College business practices, and misrepresentations of College to a student/parent, a prospective student/parent, the general public etc.

Employee Signature: _____

Employer Signature: _____

22) The employee is strictly prohibited from the following:

- (a) Intentionally introducing or cause to be introducing any computer contaminant or computer virus into any computer, computer system or computer network.
- (b) Damage or causes to be damage any computer or any laboratory equipments or computer network.
- (c) Disrupt or causes disruption of any computer, computer system or computer network.

23) Upon Leaving the services of the College, the Employee will return to the college all books, papers, documents, reports, manual and any other material that the Employee possesses with him/her during the association with the college.

24) This agreement shall come into force from the date on which it is entered into and shall be terminated as per the terms and conditions mentioned above.

25) Both the parties to the present agreement hereby agree and confer jurisdiction on the courts situated in Hyderabad city for resolving any disputes or instituting any suit or proceedings for the dispute arising out of this agreement.

26) On the question of interpretation of any of provisions contained in these presents or in the rules and regulations of the college made from time to time the decision of the college in this regard will be final and binding on the employee.

27) That as regards matters not expressly provided for in this Agreement the employee shall be governed by the rules and regulations of the College.

In witness where of the parties have signed this Agreement on **this day**.

For and on behalf of
Gokula Krishna College of Engineering (Employer)

Signature of the employee
