



SERVICE RULES

GENERAL CODE OF CONDUCT

- Employees of the institution shall maintain absolute honesty and dedication in the duty. They shall obey the orders/directions of higher authorities.
- An employee shall be well-mannered in his/her dealings with colleagues, students Stakeholders and the public.
- The staff shall acquaint themselves with the College policies and adhere to them to their stability.
- The staff shall perform the duties assigned with utmost sincere, diligent and with accountability.
- The staff shall avail leave only after giving prior intimation to the respective higher authority or to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority using possible mediums like Phone call, SMS, Whatsapp text or e-mail.
- The staff shall not, on any account, undertake any other job, neither shall engage in any trade nor business without the permission of the authorities.
- The staff shall not hamper the functioning of the college by engaging themselves in any political or anti-secular activities.
- The staff shall not engage in disrespectful remarks or behaviors with authorities, colleagues and/or students.
- The staff shall honor the Policies/Decisions/Rules made by the college authorities. Any contention should be settled amicably and not through antagonistic behaviour, as the progress of the institution depends upon mutual goodwill and trust.

- The staff shall be punctual, as their prior presence is required daily for the commencement and smooth functioning of college activities.
- The staff shall be responsible for the proper use and maintenance of college equipment and furniture.
- No staff member shall be under the influence of drugs or alcohol during office hours and in college premises.
- The staff shall maintain utmost confidentiality while accessing the information regarding examination matters and the formal matters relating to staff, functioning's and about official records of institution. It is expected that they respect the confidentiality of such matters.
- The staff shall perform the duties with honest and integrity. There should be no falsification of official documents entrusted to them.
- There shall be no discrimination of staff by anybody on basis of gender, caste or religion. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.
- Interactions between staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students may meet staff in libraries, laboratories and workshops. The staff shall act as mentor to the students seeking their support and behave with them in a patient, friendly and helpful manner towards the students.
- The non-teaching staff should consider the teaching staff as their colleagues and vice versa but not as separate entities. It is the shared functioning that will generate a harmonious environment.
- The Staff are the first to be contacted by the parents/ guardians of students. The staff must keep in mind that their behavior is considered as a reflection of the College. They shall thus interact with them in a patient and polite manner.

MISCONDUCT

Employees shall note that the following acts of omission and commission shall be treated as Misconduct.

- Theft, fraud or dishonesty in connection with the activities or property of the institution
- Furnishing false information such as name, age, father's name, qualifications, previous experience and any other matter related to the employment
- Stubborn in subordination or disobedience towards his/her superior
- Absence without authorized leave or overstaying the sanctioned leave without proper explanation
- Neglect of work or negligence in performance of the duty.
- Absence from employee's appointed place of work without permission or sufficient cause
- Refusing to work on holidays or extra work when notified in the emergencies
- Taking any active part in a meeting or demonstration organized by a political party

LIABILITY TO ABIDE BY THE RULES

- Every employee of the institution shall conform to and abide by the rules. He/she shall observe, comply with and obey all orders and directions which may be given from time to time to him/her in the course of his/her official duties by any authority under whose jurisdiction, superintendence or control he/she is placed for the time being.

TAKING PART IN STRIKES, DEMONSTRATIONS OR SIMILAR ACTIVITIES

- No employee shall take part in any movement such as strike or any similar activity which tends to bring the college to disrespect.
- No employee of the college shall engage himself/herself or participate in any demonstration which involves agitation to an offence.

WORK OTHER THAN THAT OF THE POST HELD

- An employee shall normally devote his/her whole time to the service of the college and shall not engage directly or indirectly in any trade or business
- No permission is required for publications embodying one's research work or books of reasonably good standard or radio talks or T.V. programs relating to his/her subject or of literary value or any topic of general interest, however credentials in the publication must be given to the college.

BIGAMOUS MARRIAGE

- No employee shall enter into or contract a marriage with a person having a spouse living.

GENERAL CONDITIONS OF SERVICE

Age

- A person shall not be eligible for selection to any post if he/she has not completed the age of 18 years.
- The age limits for eligibility for recruitment of teaching and non-teaching staff members shall be as decided by the Governing Body from time to time.
- The date of birth once entered in the service record at the time of entering service of a teaching or non-teaching staff member will not be altered later.

Issuing Offer Letters

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

Order of Appointment

- The appointment of a person to the college service shall be done through an order of appointment which shall clearly indicate the nature of appointment, scale of pay, period of probation, etc. The Governing Body shall appoint staff members of all services in the college.
- The maximum time allowed for reporting to duty shall be 30 days unless and

otherwise specified in the order of appointment. In genuine cases, Principal may extend time for reporting to the duty.

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 then be given the Appointment Letter.

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 Registered Medical Practitioner 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.

Transfers

- The transfer of an employee from one Branch/Section to another Branch/Section in the college or to a sister institution of the Society or to the Society Office may be taken-up by the college at the request of employee.
- Transfer of an employee shall not be completed until the Letter of Transfer of Charge has been signed by both the relieving and relieved employees.

Probation

- At first, the appointment of selected candidate will be temporary and placed on probation for a period of two years. After completion of probationary period, his/her performance will be reviewed to regularize the appointment. An employee appointed to the higher post by promotion shall also be on probation for a period of one year. The period of probation can be extended by management in case of non-satisfactory performance.

- If a person having been appointed temporarily to a post and is subsequently appointed to the post on a regular basis, he/she shall commence probation from the date of such subsequent appointment.
- Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.
- A regular staff member who is on probation is not permitted to apply for outside jobs. He/she has to submit resignation to the duties and subsequently, apply for outside employment. The maximum number of applications from a regular employee to be forwarded by the competent authority for appointment outside shall be restricted to two per calendar year.
- 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.
- The service conditions of the incumbent will be governed by the rules and regulations of the college issued from time to time.

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 to 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.

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.

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 on 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 with “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 on the reason thereof within 6 months and he/she shall be deemed to have continued on 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 medial 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.

RECORD OF SERVICES

- A service register shall be opened for every employee of the college within one month from the date of reporting to the duties after appointment.
- In the service register, every step in the official life of the employee shall be recorded and attested by the competent authority.
- The date of birth once recorded in the service register based on evidence shall not be changed.
- The name of Nominee of every employee shall be obtained in the prescribed form and recorded in the service register.
- A photo copy of one's service register can be given to an employee on request.

RESIGNATION

- An employee may resign from his/her service and terminate his/her engagement with the college by giving to the appointing authority at least "one-month notice" for permanent employees and it is "Two-month's notice" for temporary employees.
- The vacation enjoyed by such 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.

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.

RETIREMENT

- The maximum age of retirement for teaching staff member shall be as per AICTE norms.

PAY, ALLOWANCES AND INCREMENTS

Fixation of Pay

- The teaching staff members are given AICTE scale of pay as applicable from time to time. For some deserving candidates in a specific teaching cadre, more payments can be made as prescribed by the Governing Body. For all other posts, pay scales are given as prescribed by the Governing Body from time to time.
- An employee who is appointed to a post shall, unless otherwise stated, be eligible to draw pay at the minimum 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 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.
- However, when 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.

Allowances

- Dearness Allowance and House Rent Allowance shall be adopted as per the Government of Andhra Pradesh rates and ratified by the Governing Body.

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 Study Leave and 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.

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.

LEAVE POLICY

Employees of all categories will be permitted for the below mentioned type of leaves.

Casual Leave (CL)

- 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.

Half-a-Day Leave (HDL)

- Every employee shall be eligible to avail 12 Half-Day Leaves per year. These half-a-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.

Earned Leave (EL)

- A maximum of 6 earned leaves (not related to cash) will be sanctioned per year. The unused earned leaves can be carried forward to next year and so on.
- Earned Leaves can be accumulated up to a maximum of 90 only.

Medical Leave (ML)

- Every employee is entitled to avail 6 days towards medical leave.
- Medical Leave may be granted for a minimum period of 03 days and may be sanctioned only when he/she is hospitalized.

Compensatory Casual Leaves (CCL)

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

Marriage Leaves (MAL)

- The employee whoever completes one year of service is entitled to use 15 days towards marriage and the employee whoever completes six months of service is entitled to use 7 days towards marriage.
- 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).
- On any day a maximum of 20% of the staff are entitled to avail Casual Leave.

Extra-ordinary Leave (EoL)

- 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.
- EoL may be granted to employee
 1. when no other leave is admissible; or
 2. No other leave is admissible and the employee applies in writing for the grant of Extraordinary Leave.
- Extraordinary Leave shall always be without pay and allowances.

- Extraordinary Leave shall not count for increment except in the following cases
 1. Leave taken on the basis of medical certificate.
 2. Cases where the Governing body is satisfied that the leave was taken due to causes beyond control of the faculty.
 3. Leave taken for pursuing for higher studies and
 4. Leave granted to accept an invitation to a faculty post or fellowship or research-cum teaching post or an assignment for technical or academic work of importance.
- Extraordinary Leave may be combined with any other leave except Casual Leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

Special Casual Leave (SCL)

- 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 (ML)

- 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 up to second child birth only.
 - Staff members availing this leave have to give an undertaking letter before availing maternity leave stating 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.

STAFF PROMOTION POLICY

- Promotions are purely based on merit, competencies and past performance. The college follows certain criteria 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 years

Demonstrated leadership qualities and team work

Value based job related behavior in the past

- 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
- 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.
- 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.
- For non teaching staff, time bound grade promotions as stipulated in the pay revision will be granted.

Staff Appraisal Policy

- The Faculty members of Higher Educational Institutions today 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 abreast 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.
- 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 VLITS. 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

Objective

- ✓ Provide a constructive well defined framework 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, 40 marks

for academics and 25 marks for administrative activities including counseling activities of students.

Academic performance

- Academic performance includes 20 marks for feedback analysis and 20 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 20 marks. In the similar manner, average feedback percentage is greater than 90, then the respective faculty will be entitled to get 20 marks. 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 programmes for minimum three days of duration will get 35 marks. In this criterion, 25 marks were given for Journal/Conference Publications, five marks for organization of training programs and five marks for attending training programmes.

Administrative duties and counseling

- 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 counseling and remaining 5 marks for participation and organization of extension activities which include community services, promotion of entrepreneurship etc.
- 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 ($< 50\%$).

Incentive Policy

- It is natural that nobody 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.
- 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/-.
- All the faculty members are continuously involved in research related activities and publish their work in National and International SCI/ESCI/SCOPUS journals. Faculty members whoever could be able to publish their research work in such journals are awarded with Certificate of Appreciation and a cash reward of Rs. 5000/-.
- 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 increment of Rs. 5,000 to 10,000 per month until the completion of the project.
- Faculty members of this family 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.

WELFARE FACILITIES FOR STAFF

Provident Fund

- The college is committed to comply with statutory provisions of employees. The

employees who complete minimum 1 year service at the college are given employees provident fund facility. An employee with existing PF account will be continued from the date of joining. 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 organisation 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.

Employees State Insurance (ESI)

- For non-teaching and administrative staff, Employees State Insurance (ESI) benefit is covered for the employees who fall under the purview of ESI Act, 1948. The ESI benefits are Medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependents benefit and other benefits.

Group Accidental Insurance

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

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.

Designation & Mode of Travel:

Designation	Eligibility
Principal	Airfare (Economy class) / First A.C
Dean/HoD/Professor	Second A.C
Associate Professor	Third A.C
Assistant Professor	Sleeper Class

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

Daily Allowance

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

Reimbursement of Accommodation

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|----------------------------------|---|-----------------------------|
| 1. Principal/ Deans/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 |

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.

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

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 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.

PAY AND ALLOWANCES DURING SUSPENSION, REMOVAL OR DISMISSAL

Pay and Allowances: The pay and allowances of a College employee who is dismissed or removed from service cease from the date of such dismissal or removal.

- An employee under suspension pending enquiry shall not draw his pay and allowances during the period of suspension but is entitled to a subsistence allowance at such rates as the suspending authority may direct, but not exceeding one-half of the pay (drawn on the date of suspension) with proportionate allowances of the party concerned on certification that he/she is not engaged in any other employment, business, profession or vocation. When the suspension of a College employee is held to have been unjustifiable or not wholly justifiable, or when a College employee who is dismissed, removed or suspended is reinstated, the appellate authority may grant to him/her for the period of his/her absence from duty:
- If he/she is fully exonerated from the alleged misconduct, the full salary to which he/she would have been entitled if he/she had not been dismissed, removed or suspended.
- If otherwise, such proportion of pay and allowances as the appellate authority may prescribe.
- A College employee who has been committed to prison either for debt or on a criminal charge shall be considered as under suspension from the date of his/her arrest, and therefore entitled only to subsistence allowance until the termination of the proceedings against him/her. If he/she is not dismissed or removed, subsequently, adjustment of his/her pay and allowances shall be made according to the conditions

and terms prescribed above, the full amount being given only in the event of the employee being considered to be acquitted of blame, or where if the imprisonment was for debt, it is proved that the employee's liability arose from circumstances beyond his control.

- The amount of subsistence allowance, if any, already drawn, shall be deducted from the pay and allowances or proportion of them which may be granted later.
- The grant of pay and allowances or a portion of them does not cancel any officiating arrangements that may have been in force while the employee was under suspension not as a punishment.
- Leave during suspension: Leave shall not be granted to a College employee under suspension.
- Where suspension is awarded as a punishment, the employee is not entitled to any pay and allowances for the period of suspension.

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 back from vacation to be on-duty, one earned leave for every 2 days of vacation is credited. All non-teaching 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.
- 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. Head of the institution will be

the finalizing authority to sanction the increment for the teaching and non-teaching staff.

Teachers Responsibilities

Teachers should

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Seek to make professional growth continuous through study and research
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- Maintain active membership of professional organizations and strive to improve education and profession through them
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of examinations, including supervision, invigilation and evaluation; and participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should

- Respect the right and dignity of the student in expressing his/her opinion
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- Encourage students to improve their attainments, develop their personalities and at

the same time contribute to community welfare

- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- Pay attention to only the attainment of the student in the assessment of merit
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- Aid students to develop an understanding of our national heritage and national goals
- Refrain from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES:

Teachers should

- Treat other members of the profession in the same manner as they themselves wish to be treated
- Speak respectfully of other teachers and render assistance for professional betterment
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor and
- Contribute to shared learning by participating in group activity and sharing your ideas.

TEACHERS AND SOCIETY

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- Work to improve education in the community and strengthen the community's moral and intellectual life

- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.




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