



TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated by JNTUH)

Medbowli, Meerpet, Saroornagar, Hyderabad – 500 097.

Phone: 040-24092838 Fax: +91-040-24092555

E-mail: tkrec@rediffmail.com Website: www.tkrec.ac.in

List of Committees and functionalities

S.No	Name of the Committee	Functionalities
1	Staff and student welfare committee	<p>STAFF:</p> <ul style="list-style-type: none"> ➤ Arrange for extra-curricular activities for all members of staff. ➤ Ensure favorable working environment for members of staff. ➤ Coordinate benevolent fund for the members of staff. ➤ Arrange for regular casual meetings for all. ➤ Mentor and orientate junior members of staff. ➤ Organize the annual event in which awards and accomplishments of college members are announced. ➤ Ensure the college has staff coffee room for all members of college <p>STUDENT:</p> <ul style="list-style-type: none"> ➤ To provide Orientation to students and parents to inculcate the feeling of accountability about their goals and discipline for upholding the reputation of the college. ➤ To develop unity and integrity among students. Various on-campus events will be conducted, which will represent different Indian festivals. These events will make students aware of customs of others. ➤ To organize social service groups and clubs to encourage and involve students in social service activities. ➤ To ensure cleanliness of common areas for hygiene of the students in coordination with maintenance department. ➤ To help students in times of illness and difficulties Dispensary is provided.



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		<ul style="list-style-type: none"> ➤ To provide Library and self learning Facilities after college hours.
2	Staff Selection committee	<ul style="list-style-type: none"> ➤ To conduct SCM as per requirement in department wise for teaching faculty ➤ Prepare an evaluation sheet filled up during the interview by each committee member and signed, it is submitted with the committee minutes ➤ An interview schedule was designed to conduct for the short listed applicants. ➤ Each committee member fills up an interview evaluation format with recommendation for each applicant ➤ Committee met after each interview to discuss the interview evaluation scores of each committee member ➤ In selection, recruitment and appointment of competent available faculty and other staff in the college in line with university rules and regulation, in a streamlined, organized and efficient manner, keeping in liaison with the departments, for their needs
3	Discipline and grievance Redresses committee	<ul style="list-style-type: none"> ➤ To develop an organizational framework to resolve Grievances of Students and other stakeholders ➤ To provide the Students access to immediate, hassle free recourse to have their Grievances redressed ➤ To enlighten the Students on their duties and responsibilities to access benefits due under the policies ➤ To establish structured interactions with Students to elicit information on their expectations ➤ To identify systemic flaws in the design and administration of various general insurance products and to seek solutions thereon, and ➤ To institute a monitoring mechanism to oversee the functioning of the Grievance Redressal Policy
		<ul style="list-style-type: none"> ➤ To seek all major and minor expenditure proposals from different committees, analyze them, establish the



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4	Finance committee	<p>priorities and forward a tentative budget to Governing Body in time.</p> <ul style="list-style-type: none"> ➤ To plan proper utilization of resources for implying effective fund management. ➤ To update the budgetary provisions by working out the budgetary implications of various plans of Planning & Institutional Development Committee ➤ To mobilize resources through donations from society, through funding agencies under various schemes, etc. ➤ To identify the potential areas of research in various disciplines of engineering and from the faculty into various clusters based on their specialization ➤ To prepare and submit proposals to government agencies like AICTE, UGC, DST, IE (I) etc... for obtaining funded projects ➤ Encourage the staff to attend /papers in various national/international conferences of their specialized areas/ research oriented faculty development program ➤ To coordinate the research activities among the various departments of college ➤ Encourage the faculty to attend various research oriented faculty development program
5	Women well fare committee	<ul style="list-style-type: none"> ➤ To inculcate Human values and ethical practices to girls through co curricular, extracurricular activities and make them strong. ➤ Create and sustain a community of learning in which girls acquire knowledge and learn to apply it professionally. ➤ To create a friendly environment, integrated with education, in establishing centers of excellence and sharing knowledge in all areas. ➤ To provide solutions to their problems related to academics and general and make them dynamic. ➤ To develop them physically and mentally on par with changing trends in society through their hidden talents. ➤ To improve their integrated development through



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		inspiration for women empowerment.
6	Sports and cultural activities committee	<ul style="list-style-type: none"> ➤ prepare sports calendar and an action plan to implement the same, suggest methods which encourage students and faculty to utilize sports and games facilities available in the college ➤ Increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible. ➤ Take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields. ➤ Selection of teams to represent the college in various tournaments. ➤ Conducting Tournaments. ➤ Encouraging students by awarding prizes. ➤ Providing the facilities for the day-to-day sports activities with supervision.
7	N.S.S committee	<ul style="list-style-type: none"> ➤ To enable the students to understand the community in which they work. ➤ To understand themselves in relation to their community. ➤ To identify the needs and problems in the community in the solution of which they can be involved. ➤ To develop among themselves a sense of social and civic responsibility. ➤ To apply education- find practical solution to individual & community problems. ➤ To develop competence required for group living and sharing responsibilities. ➤ Gain skills in mobilizing community participation. ➤ To acquire leadership qualities and democratic attitude. ➤ To develop capacity to meet emergencies and national disasters ➤ To practice national integration.
		<ul style="list-style-type: none"> ➤ To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on nay acts



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8	Anti Ragging committee	<p>amounting to ragging;</p> <ul style="list-style-type: none"> ➤ To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging; ➤ To consider the complaints received from the students and conduct enquiry and submit report to the Anti-Ragging Committee along with punishment recommended for the offenders; ➤ Oversee the procedure of obtaining undertaking from the students in accordance with the provisions; ➤ Conduct workshops against ragging menace and orient the students; ➤ To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls; ➤ To offer services of counselling and create awareness to the students; ➤ To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.
9	Training and placement committee	<ul style="list-style-type: none"> ➤ Organizing MNCs On - campus as well as off-campus selection activities. ➤ Inviting HR Person to address students on self-enhancement, confidence, building, Career awareness program, etc. ➤ Conducting On-Line and Off-Line Training programs to students. ➤ Interacting with recruiters for campus placement. ➤ Conducting Campus Recruitment. ➤ All industry Institute Interaction activities to develop knowledge and skills of students.
		<ul style="list-style-type: none"> ➤ Arranging teaching requirements for completing academic programs. ➤ Supervising the functioning of the Central Library of the college. ➤ Promoting research activity within the college. ➤ Ensuring discipline amongst the students.



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10	Academic committee/ Advisory committee	<ul style="list-style-type: none"> ➤ Ensuring effective Mentoring and counseling of students. ➤ To prepare students to meet the needs of emerging technology and industry. ➤ Motivating and guiding students in order to utilize the placement and training activities. ➤ Facilitating and supervising the co-curricular activities for the students. ➤ Planning and executing the overall academic growth of the college including apprising. Finally making recommendations to the Governing Committee, wherever necessary.
11	R&D committee	<ul style="list-style-type: none"> ➤ To identify the potential areas of research in various disciplines of engineering and from the faculty into various clusters based on their specialization ➤ To prepare and submit proposals to government agencies like AICTE, UGC, DST, IE(I) etc.. for obtaining funded projects ➤ Encourage the staff to attend /papers in various national/international conferences of their specialized areas ➤ To coordinate the research activities among the various departments of college ➤ Encourage the faculty to attend various research oriented faculty development program
12	Staff and Student feedback committee	<ul style="list-style-type: none"> ➤ Collect the faculty and student feedbacks under different areas. ➤ To identify the weakness in departments as well as college. ➤ To take the proper action to enhance the institution qualities. ➤ It is used to identify the faculty needs.
		<ul style="list-style-type: none"> ➤ Ensuring and facilitating the continual bonding of our alumni is one of the main objectives of our Alumni Association. It brings together a wealth of talented and capable professionals who share their expertise and



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13	Alumni Committee	<p>experience, and brainstorm on the prospective avenues.</p> <ul style="list-style-type: none"> ➤ To provide good interaction between the former students and the college through periodical meetings, project consultancy, placement activities and guest lecturers / seminar thereby making the alumni to be a part of developmental activities, taking place in the college. ➤ To maintain a continuing and life long relationship among the students, faculty and Alma matter. ➤ To strengthen the cooperation and coordination with industries. ➤ To enhance Placement Opportunities for juniors. ➤ To create opportunities for training and special projects apart from guest lectures, industrial visits and seminars. ➤ To suggest modifications and up gradation, updating of curriculum to meet the industrial needs. ➤ To arrange Alumni Lectures and Guest Appearances for various events like quiz, etc. ➤ To organize frequent alumni meets to develop the bonding between Alumni and the institution every year.
14	Library advisory committee	<ul style="list-style-type: none"> ➤ The Committee will recommend acquisition of Books, Subscription of Periodicals, Reports, Conference Proceedings etc., for the Library as Necessary in respect of all Departments. ➤ Updating the Library in terms of Departmental Needs. ➤ Periodically meetings to Assess, Review, suggest and Recommend the purchase of Books, Journals, Periodicals and other items like Furniture's Stationary software and Hardware etc. For updating the Library & Information Centre. ➤ The Committee may meet at least twice in a Year and more frequently, if necessary, for the purpose. ➤ To supervise the allocation and utilization of funds for different departments for purchase of books and



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		<p>journals for the Central and Departmental libraries</p> <ul style="list-style-type: none"> ➤ To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc. ➤ To consider and put forward the views of students and Research Scholars regarding their problems and solutions sought thereof.
15	Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> ➤ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution ➤ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process ➤ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes ➤ Dissemination of information on various quality parameters of higher education ➤ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles ➤ Documentation of the various programmes/activities leading to quality improvement. ➤ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. ➤ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality. ➤ Development of Quality Culture in the institution. ➤ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC



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16	Examination Monitoring committee	<ul style="list-style-type: none"> ➤ The Examination Committee shall prepare relevant time tables for our College based on the examination time table of the JNTUH. ➤ The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board. ➤ Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty at least for two weeks. Hence they shall give their vacation preference dates to the Exam Committee in the specified format. ➤ The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty, List on the Staff Notice. ➤ The Exam Committee shall ensure that adequate stationary, like on answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs, etc. are made available. ➤ The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of A report of same shall be submitted to the Principal. ➤ .3All the results (First Year to Final Year) shall be sent to the respective HOD's. ➤ Under the guidance of the Exam cell shall analyze the exam results and the same shall be verified by the respective HOD's, After due verification, copies of the result analysis shall be sent to HODs, the Principal and Management. ➤ Preparation of smooth conduct of Examinations, preparation of time-table schedules, Invigilation duty chart, allotment in the Examination halls etc. ➤ To conduct Internal Assessment examination as per academic calendar. ➤ Distribution of marks lists to the students after the
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		<p>results of various examinations received from the University</p> <ul style="list-style-type: none"> ➤ Any Circular, Guideline, Office Order, Notification received by the University are dispatched or circulates to the concerned Departments/ Students.
17	Hostel committee	<ul style="list-style-type: none"> ➤ Act as a bridge between the administration, caterers, hostel authorities on one side and the students on the other ➤ Facilitate the addressing of issues that the students have and communicate the same to the concerned authorities ➤ Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues, etc. ➤ Caters to the generic issues related to campus.
18	SC/ST Committee	<ul style="list-style-type: none"> ➤ To resolve all the problems related to SC/ST students, Faculty, Non teaching employees of the institute ➤ To improve the learning levels of Schedule Caste and Schedule Tribe students to bring them up to the general level of the other communities. ➤ To give wide publicity of various scholarships and schemes of government to all students and staff and advise them to utilize the facilities and sources available in the institute to empower themselves.
19	Minotity/OBC Committee	<ul style="list-style-type: none"> ➤ To ensure provisions for an environment where all such students feel safe and secure. ➤ To empower the faculty and students belong to minority and other backward communities (OBC). ➤ To handle the issues and short and long-term needs of the minorities and OBC. ➤ The Minority and OBC cell helps students and faculty belong to minority religion including Christian, Muslim, Jain etc. and OBC for their spiritual requirement and academic development. ➤ To provide the facilities for Namaz for Islam faculty and students in the college campus
		<ul style="list-style-type: none"> ➤ To conduct Entrepreneurship Development



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20	EDC Cell	<p>Programmes.</p> <ul style="list-style-type: none"> ➤ Organize industrial visits to invigorate the students to become Entrepreneurs. ➤ To conduct Faculty Development programmes. ➤ Providing impetus for final year students to launch their own enterprise/business
21	BOG	<ul style="list-style-type: none"> ➤ to strengthen the existing good practices ➤ to implement transparency at all levels of governance and administration ➤ to follow integrity in appointments at all levels ➤ to strengthen the Industry-Institute interaction ➤ to establish fair and transparent processes in internal control ➤ to comply with rules and regulations ➤ to establish strong and capable financial processes and procedures relating to ➤ to achieve optimum utilization of infrastructure, resources for better output ➤ to establish processes in risk management ➤ to meet the requirements of accreditations ➤ to enhance the quality of teaching-learning process ➤ To set up centre of excellence in research & development and enhancement of quality of research and consultancy. ➤ To set up and strengthen student support programs, training for enhancing quality in placements and higher education. ➤ To place improved systems for feedback, self appraisal of faculty and staff. ➤ To create bench marking with other institutes of repute
	Industry-Institution Interaction Committee	<ul style="list-style-type: none"> ➤ Establish linkage between industry and the institute. ➤ Identify industry problems and provide solutions ➤ Joint research projects ➤ Industrial consultancy ➤ Dissemination of knowledge ➤ Continuing education programs



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22	(IIC)	<ul style="list-style-type: none">➤ Greater utilization of resources➤ Access to library and other infrastructure➤ Access to laboratory testing➤ Promoting industrial training for students➤ Faculty training in industry
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CODE OF CONDUCT AND DISCIPLINE

- Students and staff should maintain harmony with each other.
- Students & Staff must wear I.D card in the campus.
- Students and staff should attend their duties and responsibilities in time.
- Students and staff are required to follow the institution code of conduct and discipline
Walking on the lawns and playground is strictly prohibited.
- Any grievance can be redressed by the discipline and grievance committee.
- Unnecessary usage of mobile phones during class and lab hours is not permitted inside the campus.
- Students indulging in ragging, smoking/consumption of alcohol/usage of narcotic drugs and physical assault within the campus and college bus is prohibited. Any such case can be dealt by the concerned committees
- Unsafe usage of Vehicles inside campus is not permitted (parents are cautioned, in the interest of the safety of their wards).
- Students found to have caused any damage to the assets of the college will be punished severely besides being penalized for the cost of damages.
- Possession of lethal weapons is strictly banned and punishable.

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LEAVE RULES

The Leave Rules shall apply to

- a) All Regular employees of the Institution
- b) Probationers
- c) Trainees

Kinds of leave: _The following kinds of leave may be granted to an employee:

- a) Casual leave
- b) Maternity leave
- c) Compensatory casual leave
- d) Special Casual leave
- e) On duty



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MECHANISM FOR REDRESSAL OF STAFF & STUDENTS GRIEVANCES

Teegala Krishna Reddy Engineering College has created a mechanism for redressal of students' grievances related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague students or teachers etc. There are Grievance Redressal Committees at the Institute level to deal with the grievances of the Staff and students.

The details of these committees are furnished below:

S.No.	Name of the staff	Dept	Designation
1	V.Surya Narayana	MBA	CONVENER
2	B.Sumati	CE	Member
3	B.Narsingam	CSE	Member
4	A.Naga sridhar	EEE	Member
5	K.Ramesh	ECE	Member
6	K.Laxmi	IT	Member
7	B.Gayatri	H&S	Member
8	G.Venkatesh	STUDENT	Member

This committee will deal with all the Grievances directly which are related to the common problems at Institute level both academic and administrative nature. In addition, this committee will also entertain the appeal filed by the students' against the decision of the programme level committee.

Procedure for Redressal of Grievances (RoG) is as under:

- (a) A student who has the Grievance or Grievances will be solved at the committee level.
- (b) If the staff and student are not satisfied the same will be taken to Principal for final solution.
- (c) Committee shall solve the problem within ten days time.
- (d) While dealing with the complaint, the Committee at all levels shall observe law of natural justice and hear the complainant and concerned people.
- (e) The student will submit the application of Grievance or appeal to the Institute level committee.

Committee Convener



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METHOD OF RECRUTIMENT

Staff Selection committee formed with the following members,

- | | |
|-------------|--------------------------------|
| 1. Chairman | T.HARINATH REDDY |
| 2. Convener | S.NAGI REDDY |
| 3. Member | DR.JBV SUBRAHMANYAM, PRINCIPAL |
| 4. Member | Concern Dept. HOD |
| 5. Member | University Nominee-1 |
| 6. Member | other college subject expert |

Recruitment

- i) The selection committee shall prepare a job description and job specification for the candidates to be recruited.
- ii) The committee shall augment candidature in a ratio of 1:3 for every position to be filled
- iii) The committee, if deems it fit, may also conduct walk in interviews for augmenting the required candidates.
- iv) The committee shall short list the candidates in the process as under.
 - a) Aptitude tests, including class room demonstrations.
 - b) Personal interviews
- v) The committee shall finalize the short listed candidates and submit their recommendation along with the personal Data sheets of the Candidates to the Principal who in turn decides the appointment and seeks management approval.
- vi) The appointment offer shall be released by the Secretary in the form-1 appended to this manual.

vii) Qualifications will be followed as per **AICTE** and **JNTU** norms. As per JNTU Associate Professors is equivalent to Assistant professor of AICTE and Assistant professor is equivalent to lecturer.



TKR College of Engineering & Technology

(AUTONOMOUS, Accredited by NBA & NAAC 'A' Grade)

Estd: 2002

Teegala Krishna Reddy Engineering College

(Accredited by NBA)

Estd: 2005

(Sponsored by TKR Educational Society)

Estd:2001

Email: info@tkrcet.ac.in, web: www.tkrcet.ac.in

Contact No: 9849683333, 9866490867

Medbowli, Meerpet, Hyderabad- 500 097., Telangana

IMMEDIATE REQUIREMENT

for Professor & Associate Professor

A Premier group of Engineering colleges (Autonomous, Accredited by NBA & NAAC 'A' Grade) located in the heart of Hyderabad city requires well qualified Ph.D. faculty for the Post of Professor & Associate Professor in the following branches of engineering.

Branches

CIVIL, EEE, ME, ECE, CSE & IT

Qualification: B.Tech + M.Tech (First class in same discipline)+Ph.D.

Candidates are informed to send the copies of certificates along with detailed CV to info@tkrcet.ac.in on or before 01-02-2018. Selected candidates have to join immediately.

Higher start will be given for deserving candidates.

Sd/- SECRETARY



TEEGALA KRISHNA REDDY ENGINEERING COLLEGE (R9)
Meerpet, Medbowli, Saroor Nagar, Hyderabad- 97.
Faculty Interviews-2016
Evaluation Form

Department of: _____

Name : _____

Post applied for : _____

1. Appearance :	0	1	2	3	4	5 (Decency)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Qualification :	0	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Experience:	0	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Speech clarity & Audibility:	0	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Writing & Black board Management :	0	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Mannerisms:	0	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Knowledge in the subject :	0	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Concept of the topic :	0	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Employability :	0	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Spontaneous response in clearing doubts :	0	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

S.No	Name	Designation	Signature

Note: - This is to be filled after arriving consensus by interviewing panel members.

MEDBOWLI , MEERPET , HYD—97
Affiliated to
(JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
KUKATPALLY, HYDERABAD.)

Minutes of the Selection Committee Meeting held on 01-03-2016 at 12:30 PM

Post : Assistant Professor

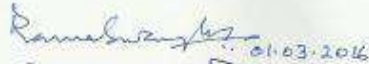

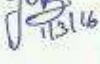




Department : CSE

Scale of Pay : Rs 15,600-Rs 39,100 + AGP Rs 6000

The committee interviewed 23 (Twenty Three) candidates and after due consideration recommends the following in the order of merit for appointment for the above post

- | | | |
|------------------------|---------------------------|---------------------------|
| 1. Dr.V.GOUTHAM | 2. Ms.G.SINDHUJA | 3. Ms.M.ANUSHA |
| 4. Mr.C.VEERA NAGAI AH | 5. Mr.V.VENKATA RAO | 6. Mrs.B.RAJANI |
| 7. Ms.DEBASREE SAHOO | 8. Mr.P.MAHESH KUMAR | 9. Mr.CH.VENKATESHWAR RAO |
| 10. Ms.V.MOUNIKA | 11. Mrs.G.PARVATHI DEVI | 12. Mr.G.MAHESH BABU |
| 13. Ms.P.SHIRISHA | 14. Mr.N.NAVA KUMAR | 15. Ms.G.PADMAVATHI BAI |
| 16. Mrs.K.RENUKA | 17. Ms.T.KALPANA | 18. Mrs.D.MADURI |
| 19. Mr.K. LAL BAHADUR | 20. Mr.A.ARUN KUMAR REDDY | 21. Mr.B.SHYLA REDDY |
| 22. Ms.D.SRAVANI | | |

SELECTION COMMITTEE MEMBERS:

	NAME	SIGNATURE
1. Chairperson	: Dr. S.R. Ramaswamy	 01.03.2016
2. Principal	: Dr. P. Ram Mohan Rao	 01.03.16
3. Head of the Department	: Dr.V.Goutham	 01.03.16
4. University Nominee 1	: Dr.K.Chandra Sekharaiah Professor in CSE, SIT, JNTUH	
5. University Nominee 2	: Dr.D.Ramesh Associate Professor in CSE, JNTUH CEJ	
6. Subject Expert 1	: Dr.Shaik Abdul Nabi Professor and HOD department of CSE AVNIET	
7. Subject Expert 2	: Dr.Ch.G.V.N. Prasad Professor and HOD department of CSE Sri Indu College Of Engineering and Technology	



Proceeding No: TKREC/BPN/EEE/SC/2017




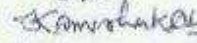

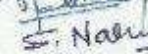



Affiliated to

(JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD, KUKATPALLY, HYDERABAD)

Minutes of the Selection Committee Meeting held on 04/02/2017 at 10.00 AM.

Post : Assistant Professor
 Department : Electrical and Electronics Engineering
 Scale of Pay : VI Pay

S.No	Name of the Faculty	JNTUH Faculty Portal Reg Number	PAN Number	Adhar No	UG	PG	Ph.D	Years of Experience
1	DR. POTLURI SHANKAR BABU	6747-150416-195179	ARRPF7793F	824389358896	EEE	EPD	P.E	08
2	NAGASRIDHAR ARISE	5567-150413-128823	BHPPA7608H	742174964036	EEE	EPS	--	04
3	KRANTHI VANUKURU	7023-151228-150800	ASVPS435D	219860477366	EEE	PE	--	04
4	MAMIDI HARIKA REDDY	4850-150411-140215	B13PR6089R	793429944573	EEE	EPK	--	04
5	LIN GAPPAN J	0722-150413-124806	AITPL3735C	894694773371	EEE	EPS	--	02
6	L.V. JAYAPAL REDDY	20150401-095134	AMBPV9742H	691681927677	EEE	PE	--	03
7	VELITALA MOONIKA	51150404-115414	ATCPV9331N	729329407334	EEE	EPD	--	01
8	DEVAPARAU NAGARATH	3382-163221-15839	AWFPN5370H	746553952743	EEE	EPD	--	01
9	SANTHOSH KHATRAVATH	76250331-150016	LJGPK6799B	472916409236	EEE	EPS	--	03

S.No	Role	Name	Signature
1.	Chairperson	: Dr. T. Harinath Reddy	
2.	Principal	: Dr. J. B. V. Subramanyam	
3.	University Nominee 1	: Dr. S S Tulas Ram	
4.	University Nominee 2	: Dr. Kanna Bhaskar	
5.	Head of the Department	: Mr. C. Sreenivasulu	
6.	Expert 1	: Dr. G. Madhusudhana Rao	
7.	Expert 2	: Dr. S. Narasimha	
8.	SC/ST/OBC/Women/ Differently Abled if any	: K.V. Dhanalakshmi - T. Madhu Babu -	 

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Phone: 040-24092838 Fax: +91-040-24092555

E-mail: tkrec@rediffmail.com Website: www.tkrec.ac.in

Promotional Policies:

All promotions shall be considered on the basis of merit-cum-seniority basis from among the staff subject to the following conditions.

- i) There shall be a vacancy existing at the higher cadre as per the AICTE prescribed staff pattern and cadre ratio.
- ii) The staff member should have obtained the qualification prescribed by AICTE for consideration for the post.
- iii) The staff member should have completed the years of service as prescribed as for consideration for the vacant post.



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SERVICE RULES

SECTION – I: PRE-AMBLE

1. The service Rules shall be called as "The Teegala Krishna Reddy Engineering College (TKREC) Service Rules" and shall supersede all the existing service rules.
2. They shall be deemed to have come into effect and shall apply to all the employees of the College as per the date of their joining.
3. These service rules have been framed in conformity with the Human Resources Policy of Teegala Krishna Reddy Group of Institutions in general and TKREC in particular. While they are meant to protect the interests of the organization; at the same time they will also act as a measure of welfare and guide the staff members in their day to day interaction and maintaining cordial relationship with the organization. The TKREC Management strongly believe that the individual's growth indirectly helps in the organizational growth also, TKREC strives to achieve the aim of retaining the employees with the organization for longer periods, so that they contribute to the Growth of the organization and Grow with the organization.

SECTION – II: DEFINITIONS OF IMPORTANT WORDS

1. '**College**' means the Teegala Krishna Reddy Engineering College (TKREC), Medbowli, Meerpet, Saroor Nagar, Hyderabad, Telangana-500097.
2. '**Management**' means The Management Committee of the College constituted as per AICTE Norms.
3. '**Governing Body**' means the Governing Body of the College" constituted as per AICTE Norms.
4. '**Chairman**' means the Chairman of the Managing Committee /The Governing Body of the TKREC.
5. '**Secretary**' means "The Secretary of the TKREC.
6. '**University**' means Jawaharlal Nehru Technological University, Hyderabad.
7. '**Principal**' means "The Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever may be his/her designation, otherwise".



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8. **'Employee'** means a person who is employed by the College including Principal and Vice-Principal but excluding those who are engaged on part time basis or on daily wages".
9. **'Competent Authority'** — Chairman/Secretary & Correspondent in the case of Principal and Principal in the case of other employees.
10. **'Duty'** — an employee (He / She) is said to be on duty for the purpose of service benefits:-
 - (i) When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.
 - (ii) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the Competent Authority.
 - (iii) When the employee is attending Conferences, Seminars, Summer Schools, Workshops, Refresher Courses, Orientation Courses, Winter Schools, Quality Improvement Programs etc., duly permitted by Competent Authority, and
 - (iv) When the employee is attending to the work assigned by the Competent Authority in the interest of the College/Management.
11. **'Leave'** means Leave granted by Competent Authority to an employee to which he/she is eligible.
12. **'Pay'** means Basic Pay in the time scale or Basic Pay with Special Pay/Allowances as applicable.
13. **'Year'** means Calendar year/Financial Year/Academic Year as the case may be.
14. **'Teaching Staff'** Comprises of the following categories:-
 - (a) Principal
 - (b) Vice-Principal
 - (c) Professor (s)
 - (d) Associate Professor (s)
 - (e) Assistant Professor (s)
 - (f) Any other category of post declared as such by the Management.
15. **'Technical Staff'** Comprises of the following categories:-
 - a. Foreman
 - b. Programmers, Assistant Programmers, Computer Operators, System Administrators, Assistant System Administrators.
 - c. Technicians and Laboratory Assistants of
 - (i) Grade-I
 - (ii) Grade-II
 - (iii) Grade-III



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16. 'Non-Teaching Academic Staff' means those staff who are categorized as follows:-

- a) **Librarian, Assistant Librarian,**
- b) **Physical Director**
- c) **Office Staff**
 - (i) Administrative Officer
 - (ii) Superintendent
 - (iii) Senior Assistant
 - (iv) Junior Assistant
 - (v) Steno-Cum-P.A to Principal
 - (vi) Typist
 - (vii) Record Assistant
 - (viii) Attender, Male as well as Female
 - (ix) Drivers
- d) **Contingent Staff**
 - (i) Watchman/Security
 - (ii) Gardener/ Mali
 - (iii) Sweepers Ayahs etc.
 - (iv) Scavengers
 - (v) Plumber
 - (vi) Electrician
 - (vii) Carpenter

e) Designations In Respect Of Teachers

- i. There shall be only three designations in respect of teaching staff in the college namely Assistant Professors, Associate Professors, and Professors.
- ii. There shall not be any change in the designations of Library personnel and Physical Director i.e. College Librarian, Assistant librarian, etc and College Physical Director.



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SECTION – III: DETAILS OF QUALIFICATIONS REQUIRED AT THE ENTRY LEVEL FOR VARIOUS POSTS.

Qualifications and Experience Required At The Entry Level For Various Posts In TKREC (Refers to AICTE Regulations 2010 And Gazette of India Notification Extra-ordinary Part-iii sec 4 dated 05 Mar 2010 along with latest AICTE Regulations)

1. ASSISTANT PROFESSOR

(a) ENGINEERING AND TECHNOLOGY

B.E. /B.Tech. and M.Tech. in relevant branch with First class or equivalent either in B.E. / B.Tech or M.E. /M.Tech.

(b) MANAGEMENT

First Class or Equivalent in Master Degree in Business Administration or Equivalent and Two years teaching in the relevant subject experience is desirable.

(c) H & S

Masters Degree in the Subject with first class and NET qualification.

(d) MBA

MBA with first class.

2. ASSOCIATE PROFESSOR – FOR ENGINEERING AND TECHNOLOGY AS WELL AS MANGEMENT

(a) Qualification as above ie as applicable for the Post of Assistant Professor, and Ph.D. or equivalent in the appropriate discipline.

(b) Post Ph.D. publications and guiding Ph.D. students is highly desirable.

(c) Minimum of 5 years of experience in Teaching / Research/ Industry of which 2 years post Ph.D. experience is desirable

3. PROFESSOR

(a) Qualifications as above i.e. as applicable for the post of Associate professor

(b) Post Ph.D. publications and guiding Ph. D. students is highly desirable.

(c) Minimum of 10 years Teaching / Research / Industrial experience of which at least 5 years should be at the level of Associate professor

OR

Minimum of 13 years of experience in teaching and /or Research and /or industry.



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- (d) In case of research experience; good academic record and books / research paper publications / IPR / Patents record shall be required as deemed fit by the expert members of the selection committee.
- (e) If the experience in the Industry is considered, the same shall be at Managerial level equivalent to Associate professor with a record of active participation in devising / designing / planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / Patents etc. As deemed fit by the expert members of the Selection committee.

4. PRINCIPALS / DIRECTORS

- (a) A qualification as above is as applicable for the Post of Professor, Post Ph. D. publications and guiding Ph. D. students is highly desirable.
- (b) Minimum of 10 years of experience in teaching /Research/industry out of which at least 3 years shall be at the level of Professor.
OR
Minimum of 13 years in Teaching and / or Research and / or Industry.
- (c) In case of Research experience ;good academic record and books / research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the Selection committee.
- (d) If the experience in industry is considered, the same shall be at the Managerial Level equivalent to professor, with a record of active participation at devising / designing, developing. Analyzing, planning, executing. Quality control, innovating, training, technical books/ research paper publications / IPR/ Patents etc as deemed fit by the expert members of the selection committee.
- (e) Flair for Management and Leadership is essential.

5. FURTHER ADDITIONAL REQUIREMENTS /PROVISIONS

- (a) Equivalence of Ph. D. is based on publication of 5 International journal papers, each journal having a cumulative impact index of not less than 20, with incumbent as the main author and all 5 publications being in the author's area of specialization.
- (b) Ph. D. shall be from a recognized university.
- (c) For an incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor,



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provided the incumbent Assistant Professor has acquired Ph D Degree in the relevant discipline.

- (d) Experience at Diploma institutions is also considered equivalent to experience in Degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.
- (e) If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a grade point System is adopted, the GPA will be converted into equivalent marks as below:

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

SECTION – IV: BROAD DISCIPLINE WISE NOMENCLATURES.

Broad discipline-wise nomenclatures of qualifications with their duration and qualifications required at the entry level for acquiring these higher qualifications.

Abbreviated Form	Expanded Form	Level	Minimum Duration	Entry Level Qualification
D. Litt.	Doctor of Literature	Post-Doctoral	N/A	Ph. D.
Ph. D.	Doctor of philosophy	Doctoral	3 Yrs.	Master's Degree
M. Phil.	Master of Philosophy	Pre-Doctoral	1-1/2Yrs.	Master's Degree
B. A. / B. A. Hons.	Bachelor of Arts	Bachelor's Degree	3Yrs.	10+2
M. A.	Master of Arts	Master's Degree	2 Yrs.	Bachelor's Degree
B. PE.	Bachelor of Physical Education	Bachelor's Degree	1Yr.	Bachelor's Degree



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M. PEd.	Master of Physical Education	Master's Degree	2 Yr.	B P Ed
MBA	Master of Business Administration	Master's Degree	2Yrs.	Bachelor's Degree
BBA, B. Com.	Bachelor of Business Administration	Bachelor's Degree	3Yrs.	10+2
B. Lib. I. Sc.	Bachelor of Library Sciences And Information Sciences	Bachelor's Degree	1 Yr.	Bachelor's Degree
M. Lib. Sc.	Master of Library Sciences	Master's Degree	1Yr.	BSc Lib Sc
M. Lib. I. Sc.	Master of Library Sciences and Information Sciences	Master's Degree	1Yr.	B Lib I Sc
B. Sc. / B. Sc. (Hons.)	Bachelor of Science (H)	Bachelor's Degree	3 Yrs.	10+2
M. Sc.	Master of Science	Master's Degree	2Yrs.	Bachelor's Degree
B. Tech.	Bachelor of Technology	Bachelor's Degree	4 Yrs.	10+2
M. Tech.	Master of Technology	Master's Degree	2Yrs.	Bachelor's Degree
B. E.	Bachelors of Engineering	Bachelor's Degree	4 Yrs.	10+2
M. E.	Master of Engineering	Master's Degree	2Yrs.	Bachelor's Degree

SECTION – V: WORK LOAD OF TEACHERS

Work load of a teacher/faculty in degree level technical institutions as per aicte regulations based on the recommendations of 6th cpc

Work Load of Faculty should not be less than 40 HOURS A WEEK, of which Teaching Contact Hours should be as follows:

- | | |
|---------------------------|------------------|
| (i) Asst. Professor | 16 Hours a Week, |
| (ii) Associate Professor | 12 Hours a Week, |
| (iii) Professor | 08 Hours a Week, |
| (iv) Director / Principal | 04 Hours a Week. |



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(Refers to AICTE Notification dated 04th January 2016 –clarifications on Miscellaneous issues amongst others.)

SECTION – VI: RECRUITMENT SELECTION AND APPOINTMENT OF STAFF

Recruitment / Selection Of Teaching / Non Teaching / Academic / Technical And Administrative Staff.

In order to maintain full scale of staff as per the norms and also to have a mix of well qualified and experienced staff in the institution, keeping in view the guidelines issued by the Society, it has been decided to adopt the following policy for recruitment of staff both Teaching and other categories.

1. STAFF STRENGTH

- a. The Strength of Teaching Staff shall be as per AICTE Norms.
- b. Strength of the Non-Teaching Staff shall be as per AICTE / Telangana State Government / University Norms.
- c. Maintain 1:15 faculty student ratio

2. GENERAL GUIDELINES

- (i) The rules prescribed for selection of employees from time to time as notified by AICTE/University/Government of Telangana shall be followed.
- (ii) Staff Selection Committee shall be constituted as per the G.O. Ms. No. 525 Edn (n) dept dated 29.11.83 and subsequent notifications for filling up Teaching and Non-Teaching Posts.
- (iii) A post shall be filled up either by direct recruitment through open advertisement or by promotion from amongst the qualified and eligible internal candidates, as directed by the Governing Body. The recruitment may be
 - (a) Bi-annual by a local selection committee.
 - (b) Continuous Process.
 - (c) Selection / Ratification by the University.

3. QUALIFICATIONS AND EXPERIENCE, TEACHING AND NON-TEACHING STAFF

The qualifications, age, experience etc, shall be as per AICTE/ UGC Norms in respect of Teaching Staff (Refers to paras 22 to 27 of these Service rules) and as per State Government OF Telangana / JNTUH Norms in respect of Non-Teaching Staff.



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4. SELECTION COMMITTEE SPECIFICATIONS (REFERS TO POINT NO.5 OF AICTE REGULATIONS 2012 ISSUED VIDE GAZETTE OF INDIA EXTRA - ORDINARY NOTIFICATION PART III SECTION 4 DATED 08 NOV 2012)

5. SELECTION OF ASSISTANT PROFESSORS IN COLLEGES INCLUDING PRIVATE COLLEGES.

The selection committee for the post of assistant professors shall have the following composition.

- (i) Chairperson of the Governing Body of the college or his / her nominee from among the members of the Governing Body to be the Chairperson of the Selection committee.
- (ii) The Principal / Director of the College.
- (iii) Head of the Department of the concerned subject in the College.
- (iv) Two Nominees of the Chancellor or Vice Chancellor or Acting Vice -Chancellor of the Affiliating University of whom one should be a subject expert.
- (v) Two experts in the subject, not connected with the college to be nominated by the Chairperson of the Governing Body of the College out of a panel of five names recommended by the Vice-Chancellor or Acting Vice-Chancellor from the list of experts in the subject approved by the relevant statutory body of the University concerned.
- (vi) An academician representing SC / ST / OBC / Minority / Women / Differently able categories; if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the members of the above selection committee does not belong to these communities.

6. SELECTION OF ASSOCIATE PROFESSORS.

The selection committee for the post of associate professors in the college shall have the following composition.

1. The Chairperson of the Governing Body of the College or his / her nominee, from among the members of the Governing Body to be designated to be the Chairperson of the Selection Committee.
2. The Principal / Director of the college.
3. The head of the Department of the College from the concerned subject.



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4. Two representatives of the University to be nominated by the Chancellor, Vice-Chancellor (VC) or Acting Vice-Chancellor. One of them will be the Dean of the College Development Council or equivalent position in the University and the other must be an expert in the concerned subject.
5. Two experts in the concerned subject and not connected with the college to be nominated by the Chairperson of the Governing Body of the College out of a panel of Five names recommended by the VC from the list of experts in the subject approved by the relevant statutory body of the University concerned.
6. An Academician representing SC / ST / OBC / Minority / Women / Differently –able categories, if any of the candidates representing these categories is an applicant, to be nominated by the VC, if any of the members of the above selection committee does not belong to that category.

7. SELECTION OF PROFESSORS.

The composition of the Selection Committee for the post of Professor in TKREC shall be similar in composition as that for the Post of Associate professor set out in the above clause.

8. PRINCIPAL COLLEGE / DIRECTOR

The selection committee for the post of Principal / Director shall have the following composition.

1. Chairperson of the Governing Body of the college as the Chairperson.
2. Two members of the Governing Body of the College to be nominated by the Chairperson of whom one shall be an expert in academic administration.
3. One nominee of VC of the University, who shall be an expert in Higher Education.
4. Three experts consisting of the Principal / Director of a College, Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of Six experts approved by the relevant statutory body of the University concerned.
5. An Academician representing SC/ST/OBC/Minority/Women/ Differently-able categories, if any of the candidates representing these categories is the applicant, to be nominated by the VC/Principal, if any of the members of the selection committee does not belong to that category.

9. APPOINTMENT



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The management is the Competent Authority to appoint any employee. The Management or Principal on behalf of the Management shall issue the Appointment Orders. The Management/Governing Body may in special circumstances appoint persons by invitation/deputation/contract basis year after year up to a maximum period of Five Years or up to the maximum age of Sixty Five Years.

- a. All the staff recruited will be initially on Ad-hoc basis for first one year on a contract.
- b. All the Teaching Staff will be exposed to the University selection Committee for ratification. Ratified staff will be appointed on permanent basis with AICTE Pay Scales / the pay scales recommended by 6th CPC.
- c. Faculty who are not recommended for appointment by the University Selection Committee will continue to serve in the college on temporary basis and two more chances will be given to appear and get selected / Ratified by the University Selection Committee.
- d. Faculty who are not recommended for appointment as Assistant Professors will be given an opportunity to opt for lower/non-teaching appointment.
- e. Non-Teaching Staff will be appointed on permanent basis after assessing their performance after completion of one year and on the recommendation of the Head of the Department/Wing/Cell concerned.

10. MAINTANANCE OF SERVICE FILE / REGISTER / DOSSIER FOR THE EMPLOYEES.

In respect of each of the Employees in the College, an individual personal file / dossier and Service Register shall be maintained and the same shall be kept regularly updated as per Norms.

Probation

- i. The initial appointment to posts in the College shall ordinarily be made on probation for a period of One Year. Persons appointed to a higher post by Promotion/Selection shall be on probation for a period of One Year.
- ii. The management/Governing Body upon the recommendation of the Principal for valid and sufficient reasons may extend the probation period of an employee for such period as may be found necessary or terminate his/her services after due notice.
- iii. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.



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- iv. After confirmation, the appointee may hold the office till the age of superannuation which shall ordinarily be Sixty Five Years in the case of Teaching Staff and Fifty Eight Years in respect of Non-teaching Staff unless otherwise found unsuitable to discharge his / her regular duties.

11. ORIENTATION OF STAFF.

- a. Every staff member appointed in the college shall be given a brief introduction about the college by the principal on the day of his/her joining and briefed about the HR policies of the college and the Group.
- b. The HOD of the respective department also shall brief the candidate / new incumbent and introduce her / him to all the staff members of the team.
- c. The HOD will also ensure that all the registration/arrival and reporting formalities, including submission of joining report etc are completed by obtaining the assistance of the office team.

12. SENIORITY.

In the case two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them as per the order of merit fixed by the selection committee or as per the time and date of joining.

SECTION – VII: SUBMISSION OF ORIGINAL COPIES OF CERTIFICATES OF QUALIFYING EXAMINATIONS

Submission of original copies of certificates of all the qualifying examinations is a pre-requisite for appointment in tkrec.

1. As such on the first day of reporting for duty in TKREC the staff member (s) will be required to submit the original copies of certificates all the qualifying examinations including experience / Service with the Previous employer if the member had indicated as such in the Bio-Data Sheet. These certificates will be required for check by various Inspecting agencies such as JNTUH, TASK Force of the State Govt., The NBA as well as by AICTE apart from Chairman of the Governing Body and Chairman TKREC.
2. Staff member will not be permitted to submit either laminated copies or Color Xerox copies which will be considered as fake and the staff member will have to face the consequences for the act.



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3. In the normal circumstances the staff will be required to submit the following certificates.
 - X class pass certificate (BOSE)
 - Intermediate (BOIE) / Diploma certificate.
 - Bachelor Degree certificate (Original Degree)
 - Post Graduate Degree Certificate. (In respect of fresh candidates the Provisional Certificate will be accepted only up to Six Months from the date of issue of Degree certificate).
 - M. Phil. / Ph. D.
 - Experience certificate from the previous employer.
 - Salary certificate from the previous employer.
 - Relieving order issued by the previous employer.

SECTION – VIII: RELEASE OF / PAYMENT OF MONTHLY SALARIES

The Monthly salary of staff will be released / paid as below.

- a. Contingent Staff –Only in CASH duly signed by them on the salary statement.
- b. TEACHING and NON-TEACHING ACADEMIC as well as ADMINISTRATIVE and other Technical staff, by cheque crediting the salary amounts directly to the staff member's account in the Bank.
- c. For this purpose every staff member will be required to open a Savings bank account for Credit of salary by the bank in which the college bank account is maintained and not in any other bank as the salaries will be released through a COMBINED CHEQUE for all the staff of a particular college and the bankers will be advised to credit the amounts to the individual's account.
- d. Individual cheques will be issued only as a matter of exception for the first month in case the staff member has not been able to open the bank account and furnish the account number to the Admin office.
- e. Opening of Bank account will be the sole responsibility of the staff member by submitting all the requisite and mandatory documents to the bankers. However the Admin office will help the staff by furnishing a confirmation to the Bankers that he or she is employed with the college and the appointment formalities are in progress.

SECTION – IX: PAY AND ALLOWANCES AND GRANT OF ANNUAL AND OTHER INCREMENTS.



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1. **Pay:** As per AICTE / UGC Pay Scales as recommended by 6th CPC scales of pay as applicable from time to time shall be adapted to the posts classified as Teaching Staff.
2. Telangana State Government/University scales of pay as applicable from time to time shall be adapted to the posts classified as Non-Teaching Staff.
3. **Allowances** - Dearness, House Rent and other Allowances as per rules extended by Management are adopted from time to time to all regular employees of the College.

SANCTION OF INCREMENTS

4. **Regular Increments** - Increments shall be sanctioned by the Principal/Management of TKREC on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proforma. In the case of HOD also Principal is the Sanctioning Authority. In the case of Principal, Chairman/Secretary & Correspondent is the Sanctioning Authority. In the case of employee in the Office and other Supporting Staff, Principal is the Sanctioning Authority as recommended by the Manager/Admin Officer in the prescribed proforma.
5. The Management shall have the Authority to withhold an Increment for a certain period not exceeding one Year as a disciplinary measure for sufficient and valid reasons and after the employee has been given a fair opportunity to defend himself/herself.
6. The Governing Body/Management shall be the Competent Authority to implement Career Advancement Scheme as per relevant U.G.C/ University/ TS Government Norms.

GRANT OF ADVANCE INCREMENTS IN CERTAIN CASES

7. University/College Staff Selection Committee is the Competent Authority to recommend advance increment to the candidates selected based on their qualification / specialization and experience.

SECTION – X: PROMOTIONS AND PROCEDURES FOR GRANT OF PROMOTIONS.

1. PROMOTION POLICY

- a. All promotions shall be considered on the basis of Merit –Cum-Seniority basis.
- b. The Principal shall appoint a committee for considering the candidates for Promotion, he as the chairman with two Professors and experts invited from the Industry / other institutions



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- c. The committee shall consider Promotions of Teaching staff to the next higher position on the basis of the guidelines issued by the AICTE Subject to the condition that there has not been any disciplinary action against the staff.
- d. Under the normal circumstances seniority will be the basis for promotion to the next higher post /position, subject to however, that he /she had completed the required number of years in the present position as prescribed by AICTE and has the prescribed qualifications and satisfactory performance appraisal.
- e. Those who are promoted will be fitted in to the appropriate Pay scale
- f. Lab Technicians are Encouraged to Undergo Part time Higher Education programs

2. PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIS) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF STAFF.

Based on the Prospective candidate's Self-Assessment Performa as per PBAS and APIs; the API scores are proposed for

- (i) Teaching related activities,
- (ii) Domain Knowledge
- (iii) Participation in examination and evaluation
- (iv) Contribution to innovative teaching, new courses etc.
- (v) The minimum API score required from this category is 75.
- (vi) The self-assessment score be based on objectively verifiable criteria wherever possible and will be finalized by the screening /selection committee. The details are

Sl. No.	Description	Max. Marks
01	Lectures, seminars, Tutorials, Practical's, Contact hours, Undertaken as percentage of lectures allocated.	50
02	Lectures and other teaching duties in excess of the AICTE norms	10
03	Preparation and imparting of knowledge / Instruction as per curriculum, syllabus enrichment by providing additional resources to students.	20
04	Use of participatory and innovative teaching –learning Methodologies, updating of subject content, course improvement etc.	20
05	Examination duties such as Invigilation; question paper setting, evaluation/ assessment of answer scripts; as per allotment.	25



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TOTAL SCORE	125 Marks
MINIMUM API Score Required	75 Marks

3. THE SELECTION/SCREENING COMMITTEE ALSO WILL CONSIDER THE CANDIDATE'S PARTICIPATION IN

- Student related Co-curricular, extension and field based activities such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advice and counseling. **Max score 20 Marks**
- Contribution to Corporate life and management of the Department and institution through participation in academics and administrative committees and responsibilities **Max Score 15 Marks**
- Professional development activities such as participation in seminars, conferences ,short term training courses, talks, lectures membership of associations, dissemination and general articles not covered in other categories **Max Score 15 Marks**
- To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
- To inspect academic institutions attached to a statutory board, etc.

TOTAL SCORE	50 Marks
MINIMUM API Score Required	15 Marks

4. MINIMUM SCORES REQUIRED FOR PROMOTION.

150 marks out of a total of 250 from category I and category II. At least 100 out of a total of 180 from category I and 20 out of a total of 70 from Category II Grading will be

(a)	10 Marks	OUT STANDING
(b)	07 “	VERY GOOD
(c)	05 “	GOOD
(d)	03 “	AVERAGE
(e)	01 “	MODEST

In respect of Use of ANONYMOUS STUDENTS FEEDBACK on the quality of Class Room teaching and Students Interaction 2 Points per course out of a maximum of 10 points.



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SECTION – XI: LEAVE RULES.

1. General

- a) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
 - b) A leave account shall be maintained for each employee in an appropriate form.
 - c) An employee shall not take up any service or accept any employment, while on leave.
 - d) Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.
 - e) Any kind of leave except Casual Leave may be granted in combination with or in continuation of any other kind of leave with prior approval. In the event of disturbance caused in conducting regular classes due to Bandhs and other events which would cause a lot impediments in running the college, the management may decide to be very discrete in granting leave unless it is of dire necessity.
2. Further, the management also may impose restrictions on holding of organized events on working days and ask the staff to conduct the events such as Technical Festivals etc., only on holidays and Sundays, and declare these days as official working days.
3. Apart from the above there are certain specific provisions applicable to specific type of leave.

APPROVING AUTHORITY

In respect of the staff of the college, the Approving authority of leave applications of any type will be Principal of the college on the recommendation of the HOD / Manager, as the case may be; and in his absence any other staff member / Person duly authorized to perform the duties of principal of TKREC. The leave applications of the Principal will be approved by The Chairman, TKREC and in his absence it will be any person officiating in the position.

4. TYPES OF LEAVE

There are different Leaves which an employee may avail subject to fulfilling the specific conditions laid down for each type of leave. All the staff members except those belonging to Contingent status and those on contract and on daily wages basis will be eligible for grant of the below mentioned categories of leave of course subject of fulfillment of the laid down conditions for grant of a particular type of leave.

- a) Casual leave(15 days in an year)
- b) Special casual leave(7 days in an year)



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- c) Summer vacations.
- d) Maternity leaves
- e) Study leave
- f) CCL
- g) On Duty leaves
- h) Long Leave.

5. CASUAL LEAVES

- a) All employees of the College shall be entitled to Twelve Days of Casual Leave and Five Optional Holidays to be decided before the beginning of Calendar Year or proportional to the service put in by an employee during the year of his/her initial employment in a calendar year ie January to December.
- b) To be eligible for grant or Credit of a day's Casual Leave a staff member should have been physically present in the college on duty for a Minimum period of 15 days advance sanctioning or availing of CL is not permitted.
- c) If the number of days of Casual leave applied for and approved is more than the number of days of CL to his / her credit, then the excess leave period will be converted and considered as Leave without Pay or Loss of Pay and the amount will be debited in the respective month's salary statement.
- d) Casual leave standing to the credit of the staff member at the end of the Calendar year i.e. as on 01 July to 30 – June and it should be availed by him / her by, failing which the unutilized leave will lapse.
- e) Prefixing and Suffixing Holidays to the casual leave is permitted but in one stretch only.
- f) Casual leave for A Maximum of 10 (TEN) days at a stretch including Holidays is permitted in. In case the absence is for more than 10 days, Holidays combined as Prefix and Suffix as well as the holidays in the middle of the leave period will all be converted in to Casual Leave and debited against the Leave account of the Staff member and the spillover period of leave over and above the leave to his/ her credit will be converted in to Leave without Pay and Loss of Pay debited to the month's salary account.
- g) LOP entries will not be carried forward to the next month.
- h) Casual Leave in one stretch shall not exceed seven days in a total period of ten days prefixing, suffixing or sandwiching with public holidays.
- i) Casual Leaves for half day can be granted to an employee for the Forenoon or Afternoon Session.



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- j) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave, except in cases as per sub-para (h) above.

Clarifications on grant of Casual Leave etc.

- a) It is clarified that all the staff members should seek advance approval from the Principal to avail any type of leave else absence from duties will be converted to Loss Of pay (LOP) for those many days of absence irrespective of the fact as to whether they have leave to their credit or not.
- b) LOP means not only loss of salary but also break in continuity of service which may ultimately result in termination from service and to continue further in service, one needs to obtain clearance from the management.
- c) Application for grant of leave, under normal circumstances should reach the office of the Principal (Admin. Office) before 11 AM of a day prior to the day of leave.
- d) Application for leave in the afternoon session should reach the office by 3 PM of a day prior to the day of leave. Applying for 1/2 day leave in the afternoon session is valid only for period After Lunch session and those availing leave for the morning session should arrive at the college for duty before the start of the afternoon session of the college i.e. before the lunch session as applicable to the category of staff as per the college timings.
- e) Once the leave application is submitted, the staff member shall seek confirmation of final approval from the office. Applying for leave and presuming that the same will be granted and consequent non-attending to duties may lead to conversion of duration of absence from campus as Absent without leave (AWOL) and resultant LOP.
- f) A staff member who has been detailed for duty with another institute and seeking marking of "ON DUTY" against his / her name shall be responsible to bring the relieving letter / orders from the competent authority of the institute where the staff member had been performing duties, covering the entire period of absence from the parent establishment.
- g) Applicant bears the sole responsibility to make Alternative Arrangements for the work they have been allocated with so that the services to the end users are not affected. In case, the applicant does not comply in advance, the HOD/ In-charge shall not bear



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personal responsibility. Further, if the staff member named as substitute does not supplement the class work / theory & laboratory work, the applicant's leave stands Cancelled and he / she may also be subjected to disciplinary action.

- h) All leave applications should clearly mention the Reasons for seeking leave. Stating “Personal” as one of the reasons from may result in one's leave application being kept pending, to be granted only after having a personal discussion with the concerned staff by the leave approving authority.
- i) Any staff member arriving or likely to arrive late to the duties should make a courtesy telephone call to the Principal for approval/permission and follow it up by informing the Dept. /Section for work adjustment. This applies to only emergency cases and extraneous circumstances beyond one's control.
- j) All the staff members have to report for duty latest by 9:30 AM, after which the arrival will be considered as LATE ARRIVAL. In case of emergency, Late arrival is permissible up to a maximum stretch of 60 minutes after 9:30 AM.
- k) Late arrival should be noted in late arrivals Register available in the Principal's office, duly indicating reasons for such an emergency.
- l) Any such emergency cases will be considered only on sympathetic basis and only TWO late comings up to the permitted timings will be allowed. Subsequent late comings will be converted in to 1/2 CL for every 3 late arrivals beyond the permitted two and will either be adjusted against the leave to one's credit or converted in to leave without pay.
- m) Early departures Permission will have to be granted by the Principal and cases which require Medical attention will be given sympathetic consideration. Not more than TWO such permissions shall be allowed which need to be officially approved by the Principal in advance that too only after adjusting the class work with the Dept. / Section. All such permissions have to be written in the Moment Register kept in the Principal's office.
- n) Unless and otherwise specified separately, the normal work timings for Teaching/ Non-Teaching staff will be - 9:30 A.M to 4:30 P.M. and Admin/ Office and Library - 9:00 A.M. to 5:00 P.M. (8 Man Hours). Members arriving late or departing early shall have to note the timings at the Entry.
- o) Lunch span is for 50 minutes. However the entire duration is not meant for eating food, relaxation and recuperation but also for discussions with and clearing student's doubts, submission of application etc. in the office and various other miscellaneous issues / errands.



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- p) Late arrivals in the morning, early departures in the evening etc. will automatically be taken into consideration for arriving at the actual quantum of leave at any given time / at the month end and if in debit, the same will be treated as Leave without pay or loss of pay. This will be an automatic process and the staff will be given a clarification only when in doubt.

9. ON DUTY LEAVES / SCL

On Duty leave may be granted for:

- (i) Attending conferences, congresses, symposia and seminars “on behalf of the university or with the permission of the university;
- (ii) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
- (iii) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
- (iv) Participating in a delegation or working on a committee appointed by the Government of India, State Government, University Grants Commission, a sister university or any other academic body, and
- (v) For performing any other duty for the university.
- (vi) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (vii) The leave may be granted on full pay; provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave at reduced pay and allowances; and
- (viii) Duty leave maybe given to the staff for attending meetings in the UGC, DST etc. where a teacher is invited to share his / her expertise with academic bodies, government or NGO.

10. STUDY LEAVE

Study leave may be granted after a minimum of 1 year of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.

The paid period of study leave should be for 3 years, but 2 years may be given in the first Instance, extendable by one more years, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department, Provided that the Executive Council/Syndicate may, in the special circumstances of a case, waive off the condition of three years’ service being continuous. OD will be given to pursue Ph.D

11. MATERNITY LEAVE/ LONG LEAVE



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The authorization/ granting of maternity leave or long leave to the staff is governed by the following rules:-

Maternity leave up to a maximum of three months with half pay is authorized to the women staff who completed one year of service in the present institution.

1. Maternity leave is treated as break in service if availed by the staff that has not completed one year service in the present institution. Such staff is required to put in one year physical service after rejoining from leave for the purpose of granting annual increment.
2. Staff member who have completed one year physical service without break in the present institution, avails Maternity Leave for more than three months, then the period of leave will be considered as break in service. Such staff members are required to put in physical service equal to the period of leave to become eligible for annual increment.
3. Staff members on Maternity Leave are not permitted to rejoin at the end of academic year. . However, they may rejoin at the start of the next academic year.
4. Maternity leave cannot be clubbed with Casual Leave or Summer Vacation.

12. LONG LEAVE

- a) Staff is authorized to avail Long Leave without pay for the purpose of higher studies, research and proceeding abroad.
- b) For availing long leave, staff members should have put in a minimum of TWO years of service in the institution.
- c) The period of long leave will not be considered for grant of annual increments.
- d) Long leave cannot be clubbed with Casual leave and summer vacation.

13. SUMMER VACATION

Summer Vacation at the end of the Academic Session of any Academic Year will be granted to all the vacation staff keeping in view the University Almanac.

14. GRANT OF COMPENSATORY CASUAL LEAVE (CCL)

CCL will be sanctioned in respect of every member of the staff on regular rolls of the college, who perform official duties of the college either within or outside the college; on Sundays and officially declared Holidays.

The performance of these duties should either be a pre-planned one or one which comes up suddenly but with the Knowledge of the Head of the respective Department.

Immediately after performing the duties the staff member should make a request to the Principal through the HOD for grant of CCL. The Admin office will carry out a check of the records such as the Attendance registers as well as the entries in BIO-METRIC THUMB IMPRESSIONS etc and put up the proposal to the Principal for approval. After this stage the leave register will be updated with number of days of CCL granted which will get added to



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the total leave standing to the credit of the staff member and adjusted against any leave availed.

SECTION – XII: INCENTIVES FOR FACULTY

1. FACULTY IMPROVEMENT PROGRAMME:

The faculty members may be permitted to improve their Academic qualifications by attending Courses/Research work in higher Institutions of learning.

- a) The faculty deputed must have served in the College for a minimum period of three consecutive years. The period of study leave should be for a period of one and half years for M.Tech. / M.E. /M. Phil. programme and three years for Ph.D.
- b) Management is the Sanctioning Authority for such leave on the recommendations of the Principal and Head of the Department concerned.

2. CAREER ADVANCEMENT SCHEME (CAS)

A teacher who wishes to be considered for promotion under CAS ,may submit in writing to the College , within three months in advance of the due date that he /she fulfills all qualifications under CAS along with the Performance Based Appraisal System (PBAS) in a proforma as evolved by the College duly supported by all credentials as per the Academic Performance Indicator (API) guidelines set out by AICTE / UGC.

For consideration of the said application there will be a **“SCREENING-CUM-EVALUATION COMMITTEE”** constituted at the College level and will consist of:

- a) The Principal/ Director of the College.
- b) Two experts in the concerned subject (s) nominated by the VC/Principal or Acting VC/Principal from among the Panel of experts from the University.
- c) The quorum for these committees in both categories mentioned above shall be three including one expert in the concerned Subject / University nominee need to be present.
- d) The procedure to be followed by the committee will be as per the guidelines issued by AICTE/UGC.

3. PURSUING OF Ph. D.

While TKRES as well as TKREC want that the staff appointed will enhance their basic qualifications by acquiring additional qualifications while on the rolls of the college so as to ensure individual as well as organizational growth, it was seen that certain faculty members have not taken this aspect seriously .In view of this it was decided that ; as a matter of rule , every faculty member will be required to submit an undertaking at the joining



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the college to the extent that he /she will acquire the requisite additional qualifications within the time frame by registering for such courses. The requirement is that

- a) All the staff members with MA and M.Sc. qualifications will be required to acquire NET qualification within one year and register for Ph. D. within three years from the date of appointment as Asst professors.
- b) All the staff members with MBA and M. Tech. qualifications should register themselves for Ph. D. within one year of their joining TKREC and complete the Doctoral studies within Seven years.
- c) Faculty are encouraged to attend short term courses, FDP, Conferences etc with half registration fee reimbursed and with OD

Notwithstanding the HR policy of the College as well as the TKRES for furtherance of individual as well as the organizational growth; the staff will be required to comply with certain mandatory requirements such as:

All those staff members who would like to pursue Ph. D. and other higher studies -while in service with TKREC should seek permission in writing from the respective Principals. They should assure through their application that their pursuing of higher studies will not affect the normal functioning/performance of their duties with the institution. They are also required to submit and undertaking as per the (copy placed as an appendix to these rules). The maybe granted with the necessary permission once the management is satisfied with the sincerity of the undertaking

4. CONSULTANCY, R&D AND TEACHING ASSIGNMENTS

TKREC encourages it's faculty to undertake consultancy and R & D activity within the institution or with other institutions / industries.

The faculty can take up such assignments when the college is approached for such help or the college assigns such an engagements to the particular faculty. When the faculty himself / herself is approached by the outside agency.

5. IN-HOUSE R & D ACTIVITY, SEMINARS / WORKSHOP

The college encourages it's faculty to undertake department –wise R & D activities along with students and other staff members. Each Department is allocated with certain sum per year towards the R & D activities.

Staff members are advised to submit proposals towards developing a Proto Type Model.

6. SEMINARS AND WORKSHOPS

The college encourages it's faculty to organize AICTE/ISTE funded seminars and workshops for the benefit of fellow teachers and students with OD and half pay.



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SECTION – XIII: RESIGNATIONS BY THE STAFF AND RELIEVING.

RELEASE, DISCHARGE AND RESIGNATIONS BY STAFF – PROCEDURE.

1. RESIGNATION BY STAFF

- a) Staff members who resign when the academic session is on (July-May) are required to give three months' notice. In case the college can make any alternative arrangements, these staff may be relieved any time during the notice period without any monetary loss. In case of college failing to make any alternate arrangements or services of such staff member are found to be essential they will be relieved at the end of academic session i.e. April/May. Generally, resignations are not entertained during the academic session. In case staff members who want to be relieved immediately or without three months' notice they will be required to forego an amount equivalent to one month's salary plus salary for summer vacation (vacation availed at the end of last academic year) in case of all Teaching & Non-Teaching staff other than H&S staff and three months' salary in case of H&S staff which includes salary for summer vacation also.. However, staff members may resign with one month notice towards the end of academic year. Even, management will issue circular during the month of March, giving option to the staff to leave the college and they will be relieved during the month of Apr/May accordingly.
- b) Management may also advise all the surplus to requirement staff of a particular branch if a course has been closed or the Intake has been reduced, without any prejudice to their previous academic performance to submit their resignations and relieve them. However before doing so; all avenues will be explored by the management if the staff declared surplus to requirement could be accommodated in any other colleges under TKRES. In case the management cannot accommodate; the staff will have no other option except to submit their resignation and be relieved.

2. RELEASE AND RELIEVING FROM DUTIES OF STAFF BY THE MANAGEMENT

Staff members may be relieved of their appointment or discharged from the service on the following grounds:-

- i. **Performance:** Based on the feedback from the students, Annual Performance Report & all-round performance in the Department / College, Staff may be relieved on Three Month's notice from the institution / Management side.
- ii. **Discipline:** Staff member involved in any sort of indiscipline activities may be discharged/released from the service after having carried out proper inquiry and based on the recommendations of the Disciplinary Committee, with due notice and in severe cases Prima facie he / she may be relieved immediately



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- iii. **IRREGULARITY IN ATTENDANCE:** In case any staff member is found to be irregular and on long absence without any intimation / permission and neglects the classes / duties, such staff member may be relieved / discharged from service.

SECTION – XIV: CONDUCT RULES FOR ALL CATEGORIES OF STAFF

Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.

1. GENERAL SERVICE CONDITIONS / CODE OF CONDUCT

a) ETHICAL STANDARDS FOR TEACHERS

A teacher

Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in the students.

- (i) To respect Parents, teachers and elders.
- (ii) To express the Love of Brotherhood towards fellow students.
- (iii) To accept and extend due respect to every religion and social grouping.
- (iv) To love the nation and commit their endeavors to her progress.
- (v) Shall have a sense of belonging to the institution
- (vi) Shall assume total dedication to the teaching profession.
- (vii) Shall always have an urge to excelling professional expertise.

A Teacher

- (i) Shall wear respectable attire befitting the society's expectations.
- (ii) Shall keep up immaculate personal hygiene at all times.
- (iii) Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- (iv) Shall never have the habit of chewing tobacco / beetle leaves, smoking or consumption of alcoholic drinks.
- (v) Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling among of any sort.

A Teacher

- (i) Shall always listen to the students with concern, whether it is in respect of doubts in lessons or it is relating to any personal help.
- (ii) Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

A Teacher

- (i) Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help them understand the system in a better manner.



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- (ii) Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and whom to approach for further help.
- (iii) Shall always give the parents authentic and correct information and never enter into any form of gossip either relating to the college or fellow teachers, students or any other member of society.

A Teacher

- i. Shall always accept the entity of fellow teacher, honor their sentiments and respect of their value system.
- ii. Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.
- iii. All the employees of the College shall be subject to the general disciplinary and conduct rules of the College.
- iv. All the employees of the College are required to be present in the College during the working hours of the College on all working days.
- v. An employee of the College shall devote his/her whole time to the service of the College and shall not engage directly or indirectly in any trade or business or private tuition or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to University examinations, question papers setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal/Management.
- vi. An employee may be placed under suspension by the appointing authority pending enquiry into charges framed, by giving the employee a fair chance to represent his/her case. Principal is empowered to suspend any employee if it is in the interest of the College and report his action to the Management, and the University as the case may be.
- vii. The services of an employee, probationer or permanent, are liable to be terminated on the grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his/her official duties satisfactorily etc., giving 3 months' notice or payment of 3 months' salary in lieu thereof for probationer. The employee concerned however shall be given full and fair chance to represent his/her case before effecting such termination. In all such cases the T.S. State Government Rules in force shall be applicable. There is no necessity to issue such notice to the probationers.
- viii. An employee shall have to give three months' notice in case he/she desires to be relieved on resignation or alternatively he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management/Principal or date of his/her being relieved whichever is earlier. For all the employees in the College, an individual personal file and Service Register shall be maintained with regular updating as per Telangana State Government Norms.



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2. WEARING OF STAFF ID CARDS

- a) All the staff of TKREC are required to be in possession of Identity Cards while they are in the campus and traveling in the college bus. Principal and the HODs will ensure this policy is adhered to strictly.
- b) Every employee shall at all times maintain integrity of Character, be Devoted to his/her duty and be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, Principal, Other Members of Staff, Students and with Members of the Public. He/she shall exhibit utmost loyalty and shall, always act in the best interest of the College.
- c) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or Vacation, no employee shall leave Headquarters expect with the prior permission of proper authority. Whenever leaving station an employee shall inform the Principal in writing through the respective H.O.D. or the Principal directly if he/she happens to be a H.O.D. the address at which he/she would be available during the period of his/her absent from the Headquarters.
- d) No employee shall be a member of any political party or shall take part in politics or to be associated with any party or organization, which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.
- f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom insolvency proceedings had commenced in a Court of Law shall forthwith report full facts thereof to the College.
- h) An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the Competent Authority of the College regarding the details thereof. No employee shall except with prior permission of the Competent Authority, have recourse to law or the press for the vindication of any official act of the College, which has been the subject matter of criticism or attach defamatory character.
- i) Whenever an employee wishes to put forth any claim or seeks redress of any grievance he/she must forward his/her case in writing through proper channel to the Competent Authority and shall not forward any such advance copies of his/her application to any higher authorities unless the Competent Authority has rejected his/her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- j) An employee who commits any offence or dereliction to duty or does an act detrimental to the interests of the College will be subjected to an enquiry and punishment by the Competent Authority. However, any employee aggrieved with the decision of the Competent Authority may appeal against such punishment or decision



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within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon, is final and binding on the employee.

- k) No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

SECTION – XV: PROVISIONS OF DISCIPLINARY ACTION AGAINST STAFF.

Disciplinary Action

- a) All employees are liable to disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties:-
- (i) Censure
 - (ii) Withholding of Increments/Promotion
 - (iii) Recovery from his salary whole or in part of any pecuniary loss caused to the College due to negligence of duty or breach of orders/rules.
 - (iv) Suspension
 - (v) Removal from service
 - (vi) Dismissal from service
- c) If the competent authority feels it necessary to constitute an enquiry as part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members — HODs is from among senior faculty members.
- d) An employee can appeal against any punishment imposed upon him/her by the competent authority to the management/ governing body as the case may be.

frequency of the meetings; and attendance there in, in a tabular form

A few sample minutes of the meetings and action-taken reports

Decentralization in working and grievance redressal mechanism

1. Decentralization in working:



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The administrative set up at the TKREC practices decentralization of the work wherever necessary as described below:

- Director supervises the overall administrative setup
- Administrative Officer is deals with non-academic matters.
- Principal delegates the Department work to respective HOD's
- Dean delegates the academic decisions to HOD's
- Heads of the Departments delegate various duties to their staff.
- Examination work is delegated to Exam cell with a senior faculty member as an In-charge.
- Training & Placements are delegated to the respective committee.
- HOD will initiate Co-Curricular & Extracurricular activities to Faculty Advisors of Various Committees.

2. Delegation of financial powers

In the process of decentralization working the financial powers are delegated to various key positions in accordance with the decisions made by Governing Body.

The details of the delegation are provided below:

Sl. No.	Designation	Delegation of financial power
1	Director	<ul style="list-style-type: none">• Administrative Authority
2	Principal	<ul style="list-style-type: none">• Principal is supreme authority of the institution to approve all the Academics
3	Dean	<ul style="list-style-type: none">• Dean examines all the requests of the HOD's and approves them , then forwards them to the principal
4	Admin Officer	<ul style="list-style-type: none">• All the finances regarding the salaries of the employees are accounted and forwarded to the principal.• All accounts regarding infrastructure are also handled by Admin Officer.• The student fee collection is taken care by the admin office.
5	HOD	<ul style="list-style-type: none">• Rs 5,000/- is allocated to each department head to carry out the miscellaneous expenses in the department.• All the expenses incurred on the various activities like FDP, workshop and seminars conducted in the department are to be forwarded by the HOD's to the Dean for approval.• The expenses on purchases and servicing of the lab equipment are to be approved by the HOD's and forwarded to the Dean



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3. Transparency and availability of correct/unambiguous information in public domain

- The institute has hosted its own website which is updated as and when required. The institute and program specific information is made available to all aspirants through the web-site.
- Circulars from university sent to HODs' / faculty
- Information regarding marks & attendance of each student is available in the website
- Academic calendar, examination schedule and details of placement drive are also posted in the website
- Details of all the events being organized in the institute are displayed in the website
- Transparency is being maintained in passing the correct information to the stake holders- students, parents, alumni, employers.
- The complete information regarding the service policies, rules and processes are displayed in the website
- The web-site URL is: www.tkrec.ac.in