SERVICE RULES

Human Resource Policy
Part I

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MIC College of Technology

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HUMAN RESOURCE POLICY

1. Recruitment

1.1 Cadre Structure for Teaching Staff
(a) Director / Principal
(b) Head of the Department
(c) Professor
(d) Associate Professor
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(f) Librarian
(g) Assistant Librarian
(h) Director of Physical Education
(i) Teaching Assistants

1.2 Qualifications
Faculty is recruited based on the qualifications prescribed by the AICTE from time to time. The norms are listed in Appendix I of Part II.

1.3 Mode of Selection of Teaching Staff
Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed:
- Advertisements are issued in leading newspapers.
- Applications are scrutinized after the last day for receipt of application.
- Selection Committee constituted as per Affiliating University and AICTE norms.
- Eligible candidates are informed to attend the interviews. In case of walk-in interviews, Candidates are interviewed on the same date.
- Selection Committee decides and recommends candidates.
- Letters of appointment issued to selected candidates. Sometimes depending on emergency / exigencies of the situation, adhoc appointments are made on contract basis for specified periods.
- After observing the performance of selected candidates during the Probation period, they will send for the ratification interviews conducted by JNTUK: Kakinada.

1.4 Composition of Selection Committee
- Chairman or Nominee of the Chairman
- Principal / Director
- Head of the departments concerned

1.5 Cadre Structure for Non-Teaching Staff Office
- Administrative Officer
- Office superintendent
- Senior Assistant
- Junior Assistant/ Data Entry Operator
- Record Assistant
- Attender

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1.5.1 Labs (other than computer Labs)
- Lab Assistant
- Lab Technician
- Lab Attender

1.5.2 Computer Labs
- System Administrator
- Programmer
- Lab Assistant
- Lab Technician

1.6 Qualifications
Non-Teaching Staff is recruited based on the qualifications prescribed by the Government of AP. The norms are listed at Appendix II of Part II

1.7 Mode of Selection of Non – Teaching Staff
All positions are advertised in the newspapers or notified in the local notice boards. After scrutiny of applications received, a short listing is made by the MICT Secretary / Director/ Principal; shortlisted candidates are called for trade test and subsequent personal interview. The Selection Committee consists of some or all of the following:

- Chairman / Nominee of the Chairman.
- Principal / Director
- HOD of concerned Dept.,

All appointments (Teaching and non-Teaching and staff) made after selection, are forwarded to the members of Management / Trust.

2. Service Rules

2.1 Service Conditions
- A person shall be deemed to have been appointed to a post at MIC College of Technology provided the post is in accordance with existing AICTE / Government of Andhra Pradesh norms, but shall exclude staff appointed on deputation / adhoc / on contract or temporarily.
- The pay scales of teaching faculty shall be fixed by the Selection Committee as per the scales promulgated by the AICTE from time to time. Currently, the following are the scales as per the Sixth Pay commission prescribed by the AICTE.

CATEGORY	BASIC PAY BAND	GRADE PAY
Assistant Professor	Rs.15600 – 39100	Rs. 6000
Associate Professor(Less than 3 years)	Rs.15600 - 39100	Rs. 8000
Associate Professor(3or more years)	Rs.37400 - 67000	Rs. 9000
Professor	Rs.37400 - 67000	Rs. 10000

2.1.1 Annual Increment:
- 3% of the Basic Salary (Basic Pay + Grade Pay) with compounding effect

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2.1.2 Stagnation Removal
- An incumbent after reaching the top of the scale in the pay band shall move to the next pay band without any change in the grade pay.
- Pay of non-teaching staff shall be as fixed by the Selection Committee.

2.2 Probation
- All appointments of candidates selected will be temporary and deemed to be on probation for a period of 12 months. After the completion of the period, the services of the employee shall be reviewed and if found satisfactory, his / her services will be confirmed. His / her service conditions will be governed by the rules and regulations of MICT in force.
- If candidates are appointed on purely temporary basis in any vacancy, they have no right or lien to claim a permanent post. However such candidates may apply for such posts in a regular procedure as for open competition.
- If a person initially appointed in a temporary vacancy is subsequently appointed to a regular position, he / she shall commence probation from the date fixed for regular appointment.
- Services of any candidate appointed on temporary / adhoc basis can be terminated without any notice and without assigning any reason thereof.

2.3 Increments
Increments will be sanctioned only on satisfactory performance review. In Teaching Staff, the increment is sanctioned based on

(a) Annual Appraisal Report by HOD / Principal/ Management on the employee based on:
- Feedback from Students
- Course file maintenance
- Academic Results obtained
- Academic and Administrative Tasks performed

All faculty will get annual increment with effect from 01 January of that academic year.
Adjustment in calculations between the academic year and service year/period will be made as such that if the service period by 01 January of that academic year equal or more than 9 months then the faculty will be considered for the increment.

(b) In case of non-teaching staff, the appraisal is made by:
- HOD concerned
- Principal
- Management

(c) Increments may be withheld to an employee if the performance / Conduct has not been good / satisfactory and also the authority withholding the increment shall state the period for which employee takes leave on loss of pay more than two occasions.

(d) Performance Based Incentives could be considered to an employee in the case of his/her extraordinary contribution to the institution.

2.4 Promotions
Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis of merit / efficiency, the commitment / dedication of the faculty to the all round development / improvement of the institution. Seniority and performance will be the deciding criteria. If Ph.D. is obtained while working at the Institute, an incentive up to two increments/ promotion could be considered.

2.5 Retirement

- An employee of the college shall be retired on superannuation on attaining the age of 60 years. After retirement, extension will be given based on the need of the organization for one year and can be renewed if required.
- This rule as stated above, is however not applicable to those who are appointed on contract basis by the Management.

2.6 Resignation

- Any member of the faculty in permanent service shall give **three months** notice of his/her intention to resign or three month's salary in lieu thereof. The resignation shall be effective from the date of acceptance by the Authority. Normally, they will not be relieved in the middle of the academic year.
- Any member of the other faculty and Non-Teaching staff in permanent service shall give one month notice of his/her intention to resign or shall pay one month salary in lieu, thereof.
- Any member during probation shall give one month notice in case he / she desired to be relieved or one month salary in lieu thereof.
- The appointing authority reserves the right to waive the notice period or the compensation thereof.

2.7 Termination

- The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.
- The Management reserves the right to terminate the service of an employee on medical grounds giving suitable notice / suitable salary in lieu, as it may deem fit.
- The Management may terminate an employee whether temporary or permanent if he / she is involved in political activity / a criminal case / has failed to do his duty leading to moral turpitude / negligence of duty.

2.8 Code of Conduct

- Every employee of MICT shall devote his/ her whole time to the service of the college and shall not engage directly or indirectly in any trade or business / activity in any other institution which is likely to interfere in the proper discharge of his /her duties. This provision shall not apply to academic work like giving guest lecturers, talks or any other work undertaken with the prior permission of the Principal.
- Every employees must maintain absolute integrity and be committed to the development of the college and do nothing that can go against the dignity and prestige of the college particularly in his relationship with the Management, Principal, Staff, Students and other Stake holders to the college.
- No employee, without the prior approval of the Principal / Management, solicit or accept in any way to raise subscriptions in pursuance of any objective what so ever except for routine farewell or felicitation functions connected with the college.
- No faculty shall engage himself or herself in undertaking coaching or private tuition for students for remuneration.
- No employee shall own wholly or in part, conduct or participate in editing / managing any newspaper or periodical, or any other publication unless he has prior sanction of the Principal or management,.
- No employee, while in service, participates in politics or contest in elections either as an

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independent or on any party.

- No employee while in service shall invite or participate in strikes or any other incitement or any other condition which tend to bring disrepute to the college.
- No employee shall take recourse to any organization / forum / courts or the press in order to vindicate or air his grievances. The Governing Body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his / her case.
- No employee may absent himself / herself from duty without prior permission. In case of proceeding on leave in an emergency without prior permission, he / she must explain the circumstances before rejoining duty.
- Every employee shall be at work punctually at timings fixed unless permitted otherwise by his / her superior. After reporting for duty, no employee shall be absent during the period of work assigned to him / her.

The following shall be considered as misconduct

- Failure to exercise efficient supervision.
- Insubordination or disobedience shown to his / her superior officer.
- Gross negligence in teaching or other duties.
- No outsider should be allowed into the college premises so as to endanger college property.
- Any act which is immoral can be punished under the IPC.
- Intemperate habits affecting the efficiency of teaching.
- Failure on the part of an employee in suppressing factual information of his / her previous history.

2.9 Disciplinary Proceedings

No employee shall be subjected to any punishment unless

- The member is informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed, and is given an opportunity to make a presentation in person or in writing.
- Such representations would be taken into consideration by the competent authority before a penalty is imposed.

2.10 Punishments and Appeals

(a) All employees of MICT may for sufficient reasons be imposed the following penalties.

- Censure
- Fine
- Withholding of increments / promotion
- Reduction to a lower post or a lower stage in the time scale.
- Recovery from pay (whole or partial) pecuniary loss caused to the college by negligence.
- Suspension / Compulsory retirement.
- Removal / Dismissal from service.

All actions indicated above shall be decided by a Committee consisting of the

- Chairman / Vice Chairman / Any other Management Representative
- Principal/Director

(b) The enquiry shall be conducted by a duly constituted Board of Enquiry and no action shall be contemplated or taken unless the employee is given a reasonable opportunity to be heard. The Board of Enquiry shall be constituted by the Principal/Director.

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2.11 Arrival and Clearance Formalities:

All staff arriving after the recruitment and leaving MICT after resignation/retirement should follow the arrival and clearance formalities which are listed at Appendix III and IV respectively in Part II.

3. Job Responsibilities

As per AICTE Sixth Pay Commission (2008) recommendations, the job responsibilities of faculties are divided amongst the following four areas.

3.1 Academic

3.2 Research and Consultancy

3.3 Administration

3.4 Extension Services

They are broadly identified as follows

3.1 Academic

- Class Room Lectures.
- Laboratory Guidance / Instruction.
- Curriculum Development.
- Development of Learning Resource Material / Course Files.
- Development of Laboratories, Manuals, etc.
- Student Evaluation and Assessment including examination duties of University/assessment agencies supported by the institution.
- Participation in Co-curricular and Extracurricular work.
- Students Counseling.
- Continuing Education, Summer schools / Winter schools, Symposia – conducting and participation
- Books, Publications, Seminars.
- Self up-gradation by acquiring higher qualifications, keeping abreast of developments in his / her own field.

Out of the weekly working hours, the minimum contact hours of a teacher (teaching load) should be as follows as per the UGC/AICTE

(i) Principal/Dean	: 4 hours/week
(ii) HOD/Professor	: 14 hours/week
(iii) Associate/Asst. Professor	: 16 hours/week

* Laboratory load Considered as half of teaching load.

3.2 Research and Consultancy

- R and D activities, Research / Project Guidance.
- Industry sponsored Projects / Sponsored Projects of Government agencies.
- Providing industrial consultancy and testing service, active participation in promoting Industry - Institute Interaction.
- Innovations, Patents

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3.3 Administration

- Academic and administrative management of the Department, Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.
- Design and development of new programs and disciplines, Participation in National / State level policy planning bodies, Organization of Institute level / State / National level faculty / Student Societies.
- Planning/Development of Schedules for classes both at departmental / Institution levels. Help mobilize resources for the Institution, Maintain and Cross check accountability, conduct performance appraisals.

3.4 Extension Services

- Interaction with Industries/Service Institution, Promote Community Service amongst students.
- Help, Develop, Vocational services in the neighborhood, contribute towards promoting / providing non-formal education, Promote entrepreneurship and job creation.

4. Working Hours

The Normal working hours of the college is 8 hours i.e., 9.00 AM to 5.00 PM. The college works on all Saturdays except second Saturday in a calendar month.

5. University Stipulations on Instructional Days

JNT University Kakinada stipulates that the college instructional days should be 90 days per semester or 180 days per year.

6. Appraisal

6.1 Performance Appraisal Report

A Four Tier annual appraisal system is to be followed to appraise the performance of Professor, Associate Professor & Assistant Professor level, Which consists of

I.   Faculty Self-Appraisal
   - a. Teaching and contribution to Academia
   - b. R & D
   - c. Extension / Other Activities
II.   Appraisal by Head of the Department
III.   Appraisal by the Principal
IV.   Appraisal by the Management

6.2 Weightage of Appraisal

(a) For Teaching Staff

Appraisal By	Asst Prof	Associate Prof /Professor	HOD
HOD	70%	60%	-
Principal	20%	20%	60%
Management	10%	20%	40%

(b) For Non-Teaching Staff

Appraisal By	Without student interaction
HOD	70%

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Principal	20%
Management	10%

6.3 Transparency & Procedure

The Principal / HOD will discuss the results of the appraisal with every employee. Continuous and sustained performance will be a necessary requirement for internal promotions, for selection as HOD's or Sectional Chairman of various committees, selection for incentives, deputation, eligibility for study leave and other financial benefits, awards, etc. Appraisal reports will be in their respective files. The format for feedback by students is given as appendix V and that for the appraisal form of Teaching Staff as Appendix VI. The annual appraisal report is required to submit at the end of December of each year. Non submission of appraisal repot in any year has an impact on promotion/increments.

7. Leave Rules

Leave rules shall apply to faculty and staff and shall be called the "Leave Rules of MIC College of Technology."

7.1 Casual Leave (C.L.)
All the staff are eligible for casual leave of 12 days per annum.

- For all those who have put in one year of service in this institute casual leaves are credited as follows.
    - On 1st July – 6 days (for **1st spell** ie; from 01/07 to 31/12)
    - On 1st Jan – 6 days (for **2nd spell** ie; from 01/01 to 30/06)
- For those who have less than one-year service in this institute, the leaves are credited at the rate of one day per month of service.
- Leave will be sanctioned only if there is leave in their credit.
- Leave account will be maintained from 1st July to 30th June (Treated as one Academic Year)
- The leave accumulated at the end of June will not be carried forward.
- Casual leave shall not be sanctioned for more than 3 days in a spell.
- The staff shall get the leave sanctioned before they proceed on leave.
- The academic staff are required to adjust their work whenever they wish to proceed on leave. Leave will not be sanctioned without work adjustment.
- ½ day CL's will be allowed only twice in a spell.
- In case of emergency, with the management permission staff can avail the CLs of 2nd Spell in the 1st Spell.

7.2 Half Pay Leaves (HPLs):
All the staff who have put in 2 years of service in this institute, are eligible to avail half pay leaves. Half pay leaves at the rate of 20 days per year will be credited on 1st July after getting eligibility. The HPL's can be accumulated up to a maximum of 180 days. Leaves exceeding this limit, will be lapsed. The leaves are commutable.

HPL's can be availed for a maximum of 3 times in a year and can be availed on both medical and non medical grounds.

a) **Non-Medical grounds:**
   For personal reasons also, HPL's can be availed but with prior approval (at least 2days in advance) and minimum number of days shall be 3 days.

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b) **Medical grounds:**

If the leave is availed for more than 2 days on medical grounds, a fitness certificate along with prescription issued by a registered medical practitioner shall be submitted along with the joining report while resuming.

7.3 Maternity Leave:

- Maternity benefit will be available to every woman employee who has been in continuous employment with the Institution for a period of 2 years preceding the expected date of delivery.
- They are entitled to a maternity leave of 10 weeks in each occasion. This leave is considered as paid leave for 1st occasion and considered as authorized Leave without pay leave on other occasions.
- They should have produced a certificate for expected date of confinement and delivery from competent doctor/ authorities.
- Application for maternity leave should be made at least one month prior to proceeding on leave duly supported by a certificate issued by a registered medical practitioner indicating the likely date of delivery.

7.4 Vacation & Earn Leaves for Academic staff:

a) <u>Vacation:</u>

Academic staff includes all teaching faculty and non-teaching staff associated with academic work. Only academic staff are entitled to avail vacation.- All employees who have put in a service of two complete academic years and above are eligible to avail vacation for - 4 weeks.

- For those who have put in service of one year and above and less than 2years in the college are eligible to avail vacation for - 2weeks.
- For those who have put in service of minimum 6 months and less than 1year in the college are eligible to avail vacation for - 1 week.
- Vacation leave mentioned above is inclusive of common vacation declared by the college at the end of the academic year if any.

b) <u>Earned Leaves (working during vacation):</u>

Staff members may be retained due to additional work/contingencies. To such of those members un-availed portion of vacation will be converted to EL at the rate ½ day per day of un-availed vacation.

7.5 Earned Leaves for Non- Academic staff:

a) <u>Earned Leave:</u>

All the non-vacation staff who have one year of service in the institute are eligible to avail the Earned Leaves. (No.of days calculated at the rate of one day for every 20 days of work in the previous year of service). An employee whose service commences other than the first day of July shall be entitled for an earned leave on proportional basis.

- An employee will earn maximum 15 days of EL for every 12 months of continuous service. If an employee service is less than a year, Earned leave is calculated 1 day per month.
- EL cannot be availed more than 2 times in one calendar year.
- Holidays & off days falling between the start and end date of EL would also be counted as Earn Leave.

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- The college shall have the discretion to cancel the leave granted to an employee at any stage if the exigency of work so demands and to recall the employee to work after giving reasonable time to join duty.
- EL can be accumulated up to a maximum of **180days**. EL exceeding the maximum accumulation limit will automatically lapse.

b) Non- Academic:

Non Academic staff are not eligible for vacation. However, based on the summer vacation duration, a brief period (say 1 week) may be given in which case this period of vacation will be deducted from their ELs.

7.6 Special Casual Leave:

All the teaching staff who put in at least one complete academic year of service in this institute are eligible for this leave. Maximum of 7-days in an academic year can be availed as special casual leave for attending the workshops/conferences/any examination work not related to JNTUK, Kakinada etc, This leave can be availed for a maximum of 3 times in an academic year. However, the sanction of this leave is at the discretion of the Head of the Institution.

7.7 Leave Without Pay:

- If an employee is not eligible for any of the above mentioned leaves, and staff opts to go on leave, his/her leave will be treated as leave without pay. For all leaves without pay also, leave application shall be made on the standard proforma. Amount to be deducted for Leave without pay will be calculated only on the existing monthly gross salary of the employee (Excluding annual benefits). Any leave without pay period, exceeding one month will not be considered for all annual benefits.
- If any employee avails leave without pay for more than 3 occasions in an year (without sufficient valid reasons), his/her date of increment may be postponed.

7.8 Unauthorized leave/absence:

Any leaves taken without any prior approval/authorization will be treated as leave without pay. The unauthorized leave may lead to postponement of increment/DA in the subsequent year.

7.9 General Rules Governing Leaves:

Although leave is not a right but earned, yet it should not be normally refused unless there are specific reasons for doing so.

- Staff are advised to use the leave judiciously.
- Leave without prior sanction or without pay amounts to discontinuation of service
- Clubbing of different types of leaves and vacation is not permissible. Any leaves taken contrary to the aforementioned rules will be treated as unauthorized leave for which suitable action will be taken. Furthermore, all **unauthorized leave will be at loss of pay**.
- The above guidelines may be relaxed in individual cases, under exceptional circumstances, at the discretion of the management.
- All leave applications must be made on a standard format as specified from time to time by the institute.
- The Office will maintain all leave records.
- All leaves are granted according to the exigencies of work and the discretion of the sanctioning authority.

8. Career Advancement / Promotion Rules

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- Minimum length of service for an Assistant Professor to move into the grade of Assistant Professor (Senior Scale) would be 4 years for those possessing a Ph.D degree, 6 years for those with M. Phil / M.E. / M.Tech degree and 7 years for those with M.A / M.Sc / M.B.A degrees.
- For movement into grades of Associate Professor and above the minimum eligibility criteria is a Ph.D. Teachers without Ph.D. can go up to the level of Sr. Assistant Professor only. For every upward progression of faculty a selection process as per the norms / rules and regulations laid down by the AICTE / JNT University Kakinada to which the college is affiliated, is followed.
- Every faculty acquiring an additional higher relevant degree while in service, (through examinations and course work) is entitled to one advance increment on producing the provisional degree certificate, pertaining to the higher qualification.
- Sponsorship for higher studies is based on seniority, preference being given to doctorial programmes, and secondly to Master's degree programmes, on executing a bond as desired by the Management. The said facility is limited to one faculty member per year from one department, without affecting the course work / projects of students.
- Any faculty seriously interested in promoting or advancing the cause of research and who exhibits interest will be suitably encouraged by the Institute and shall receive special commendations.

9. Staff Development and Training

9.1 Supporting Staff (Administration and Technical)
- Arranging in-house training programmes, with the help of resource person from the English and Management departments (with inputs of English grammar basics).
- Arranging professionals from the industry and Government to deliver training programmes in Administration and Accounts (for all those in administration and accounts) on all aspects of management and technical skills needed for running an office in a self-financing educational Institution.
- To impart computer knowledge and English communication to all ministerial and subordinate staff with the help of faculty from the Computer Science and Engineering Department and English Department. Laboratory technicians are likewise given special exposure to newer equipment and processes by Heads of Departments.

10. Awards
- "Excellence in Teaching" awards and the "Best Supporting Staff" awards have been instituted by the Management to recognize deserving staff and the awards are presented every year on Annual Days.
- Faculty who show and exhibit dedication and commitment are also recognized by deputing them for special conference and seminars and are also issued commendation letters.
- Letters of Appreciation are awarded to teaching staff for their academic excellence in terms of the results in subject they handled.

11. Grievance Redressal Cell

Any employee having any kind of grievance can address his / her problem to the Grievance Redressal Cell in writing. Grievance Redressal Cell shall consist of CEO as Chairman, with Director, Principal, as Members. Genuine grievances of the staff and students are considered

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grievances are addressed.

12. Women's Empowerment Cell (WEC)

The activity addresses problems of women employees and empowerment of women. This is headed by a WEC coordinator.

FACULTY NORMS - PRESCRIBED BY AICTE

BE./ B.Tech.

Faculty required 1:15 (Teacher: student ratio)

Cadre ratio   1:2:6 (Professor: Associate Professor : Assistant Professor)

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	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 experience in teaching and / or Research and /or Industry. 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. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record 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.

ME./M.Tech

Faculty required 1:12 (Teacher : student ratio)

Cadre ratio   1:2 (Professor: Associate / Assistant Professor)

Qualifications as prescribed above

Note: Sanctioned students intake shall be considered for all (4) years in respect of UG and (2) years in respect of PG programmes for calculating Teacher: Student ratio.

MCA
Faculty required 1:15 (Teacher: student ratio)
Cadre ratio 1:2:6 (Professor: Associate Professor : Assistant Professor)

Programme	Cadre	Qualification	Experience
MCA	Assistant Professor	BE / B.Tech and ME / M. Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/ M.Tech OR BE/ BTech and MCA with First class or equivalent in either BE / BTech or MCA OR MCA with first class or equivalent with two years relevant experience	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	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 experience in teaching and / or Research and /or Industry. 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. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record 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. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

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PRINCIPAL

Note: Sanctioned students intake shall be considered for all (2) years for calculating Teacher: Student ratio.

MBA

Faculty required 1:15 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
Management (MBA)	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	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 experience in teaching and / or Research and /or Industry. 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. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record 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. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

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Note: Sanctioned students intake shall be considered for all (3) years for calculating Teacher: Student ratio.

Principal / Director

Programme	Cadre	Qualification	Experience
	Principal / Director	Qualifications as above that is for the post of Professor, as applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. or Minimum of 13 years experience in teaching and/ or Research and/or Industry 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. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, 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. Flair for Management and Leadership is essential. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

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APPENDIX-II

NON-TEACHING STAFF

The ratio of non-teaching (inclusive of administrative, ministerial, technical and other unskilled and semiskilled staff) to teaching staff should not exceed 3:1.

Administrative Manager	Master's degree from any recognized University in Education, Law, Literature, Commerce, Business Management , etc.	At least 7 years experience in a responsible admin. position preferably with working knowledge of an Academic set up, with Computer knowledge.
Accounts Manager (Finance and Audit)	Degree in Commerce, C.A., A.C.S., etc.	At least 15 years' experience in a responsible post in Financial Institution preferably with knowledge of budgeting in an academic background , Exposure to computing system.
In-charge of Exams	Masters' degree in Engineering / Technology	At least 15 years' experience in an Academic environment dealing with examinations; exposed to on line system.
Office Assistant	Bachelor's degree or equivalent knowledge of MS Office.	
Laboratory Assistant (Engg.)	First class diploma in the concerned branch.	At least 2 years experience in a recognised Academic institution of repute.
Laboratory Assistant (Science)	First class B.Sc., in the concerned subject	At least 3 years experience in a recognized Academic Institute of repute.
Laboratory Technician	A certificate from ITI in the relevant trade.	At least 3 years experience in the trade desirable.
Assistant	Xth Std. able to drive a Moped / Motorcycle and use a bicycle.	

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Devineni Venkata Ramana & Dr. Hima Sekhar

MIC College of Technology

Kanchikacherla, Krishna District, Pin: 521180. A.P. India.

FACULTY PROFILE

DEPT – 5.1 B

DEPARTMENT:

DATE:

ACADEMIC YEAR:

1.	Name	:		Affix Latest Passport Size Photograph
2.	Father's Name	:		
3.	Mother's Name	:		
4.	Date of Birth & Age (D/M/Y)	:	&	
5.	Gender	:		
6.	Marital Status	:		
7.	Aadhar Card No.	:		
8.	PAN Card No.	:		
9.	Correspondence Address	:		
10.	Permanent Address	:		

11. Educational Qualifications :

S. No	Qualification	College/University	Year of Passing	Specialization	% of Marks
1.	SSC				
2.	Diploma/Intermediate				
3.	UG				
4.	PG				
5.	Ph.D/M.Phil				

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12. Professional Experience   :

S. No.	Institute / Organization	Designation	Date of joining	Duration	Regular / Adhoc / Ratified
1.					
2.					
3.					
4.					
5.					

13.   Professional Society Memberships :

S. No	Professional Body	Membership number
1		
2		
3		
4		

14.   Research Experience   :

No. of Research Projects Completed	
No. of Research Projects In Progress	
No. of Ph.D Scholars Guided	
No. of Ph.D Scholars Guiding (in progress)	
No. of Patents Received	
No. of Text Books Authored	
No. of Publications	
International Journals	
National Journals	
International Conferences	
National Conferences	

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15. List of Publications (International/National) :

S. No.	Authors	Title of the paper	Name of the Journal	National/ International	Volume No.. Issue No., Page Nos., Month & Year of publication	ISSN Num ber
1.						
2.						
3.						
4.						

16. List of Conferences (International/National) :

S. No.	Authors	Title of the paper	Name of the Conference	Page Nos., Dates of Conference, Organized by	ISBN Numb er
1.					
2.					
3.					

17. List of Workshops/Seminars (Attended/Organized) :

S. No.	Name of the Workshop / Seminar	Attended / Organized	Dates of the Workshop / Seminar	Organized By
1.				
2.				
3.				

17. Additional Responsibilities :

1.
2.
3.

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18.   Any Other Information   :

1.
2.
3.

<center>Declaration</center>

I hereby declare that the information furnished is true to the best of my knowledge and belief.

Date: **Signature**

Place: **(Name & Designation)**

Devineni Venkata Ramana & Dr. Hima Sekhar

MIC College of Technology

No Dues Certificate

Date:

Name of the Faculty   :

Department   :

The above faculty does not have any dues in the departments.

S.No	Dept	Signature of HOD
1	ECE	
2	CSE	
3	EEE	
4	Mechanical	
5	Civil	
6	MCA	
7	MBA	
8	BED	
9	Library	
10	Accounts	
11	Keys Handed over to	

PRINCIPAL

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Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India – Pin: 521180

STUDENTS FEEDBACK ON FACULTY   DEPT – 7.2A

DEPARTMENT: DATE:

ACADEMIC YEAR: CLASS/SEM:

Dear Student,

   The institute has designed a feedback questionnaire to evaluate the teaching learning process in our college. Your feedback is valuable for us to improve the quality of teaching. This feedback will be kept confidential.

Name of the Student (optional):   **Regd. No:**

Rating should be given on a five point scale.
5 – Excellent; 4 – Very Good; 3 – Good; 2 – Fair ; 1 – Poor

S.No	DESCRIPTION	I	II	III	IV	V	VI	VII	VIII
1	Teachers Preparation for the class								
2	Depth of coverage of topics & syllabus								
3	Speech clarity & communication								
4	Clarity of writing, planning & usage of black board								
5	Clarification and answering of doubts and Interaction in class room and punctuality								
6	Command & Knowledge level of Teacher on the subject								
7	Correlation of the subject to real time applications								
8	Motivational Qualities of the Teacher								
9	Ability to control the class and maintain discipline								
10	Effective utilization of complete class time								

List of Subjects:

I   IV

II   V

III   VI

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Andhra Pradesh, India – Pin: 521180

Devineni Venkata Ramana & Dr. Hima Sekhar

MIC College of Technology

Particulars of the Teacher:

1. Name:
2. Designation:
3. Department:
4. Educational Qualification:
5. Total length of the service in this college:
6. Total length of the service:

Evaluation of Teacher Performance

Performance Parameter	Max Points	Self Appraisal	HOD Appraisal
Teaching and contribution to Academia	300		
Research and Consultancy	125		
Extension	75		
Total	500		

Loss of pays if any (Current year) : Yes / No

If Yes: No. of Days_____ No. of Times_____

Evaluation by	SCORE		
	Asst. Prof.	Assoc. Prof / Prof	HOD
HOD	70% (0.7 x HOD Appraisal)	60% (0.6 x HOD Appraisal)	--
PRINCIPAL *	20%	20%	60% (0.6 x Principal Appraisal)
MANAGEMENT *	10%	20%	40%
Total			

*Based on personal Assessment/Interview

Recommendations:

Head of the Department   Principal   Management

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Andhra Pradesh. India – Pin: 521180

SNO	PERFORMANCE PARAMETER						SELF APPRAISAL	HOD APPRAISAL
1	**Teaching and Contribution to Academia** (Max Score:300) A) Assessment of teacher on a 5 Grade scale where grades 1 to 5 correspond to: Poor, Satisfactory, Good, very good and excellent respectively (Max Score:100)							

Score	10	8	6	4	2
Availabilty to students during working hours	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Punctuality to classes and Regularity in taking classes as per time table	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Maintenance of Attendance Registers	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Maintenance of Lecture dairy	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Arranging class room seminars to the students	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Regularity in giving home assignments and providing solutions	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Promptness of returning answer scripts to students	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Availability for examination work including invigilation	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Counseling students regularly	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1
Participation in Department Activities	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1

B)Student feedback on teacher performance (last 2 semesters average)

(Max. score: 100)

Feedback	Score
>=95	100
90 -<95	90
85-<90	80
80-<85	70
75-<80	60
70-<75	50
65-<70	40
60-<65	30

	C)Results of Subjects (last 2 semesters average) (Max. score: 100)		
	Result	**Score**	
	>=95	100	
	90 -<95	90	
	85-<90	80	
	80-<85	70	
	75-<80	60	
	70-<75	50	
	65-<70	40	
	60-<65	30	

2	**RESEARCH AND CONSULTANCY** (MAX SCORE:125)		
	A) Research guidance (Max. score : 25) i) M.Phil./MTech: 5 (each) ii) Ph.D. : 10 (each) B) Research publications (last 2 years) (Max Score :50) i) National refereed journals (5 Each) ii) International refereed journals (10 Each) iii) Cumulative impact factor C) Seminars/conferences/symposia /workshops attended and presented papers/delivered keynote addresses For each : 5 marks (Max. score : 30) D) Seminars/conferences/symposia/workshops organized by the teacher in the Department (Max. score: 20) For each: 5 marks		

3	**Extension / other activities:** (Max. Score:75)		
	A)Extension / Extra-curricular activities involved in (Max. score : 20) The activities may include contributing to: environment protection, healthcare in rural/slum population, adult literacy, nation building activities, etc. For any recognized and authenticated activity : 05 (each) B)Membership of Professional Societies, Membership of Governing /Executive / Advisory body of an industry or other sector (Max. score : 15) Each : 05 C)Administrative assignments (including Head of Department, NAAC Coordinator, ISO Coordinator, Internal Exams Coordinator, Lab Manuals preparation, Attendance Coordinator etc.,) held in last 2 semesters (Max. score : 40) For each assignment per year: 5		
	TOTAL		

*For HOD : HOD's self Appraisal shall be authenticated by the Principal

Signature of HOD   **Signature of Faculty**

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SERVICE RULES

Duties and Responsibility
PART-II

Devineni Venkata Ramana & Dr. Hima Sekhar

MIC College of Technology
Kanchikacherla, Krishna Dist - 521180

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Part I: Human Resource Policy

Part II: Duties and Responsibility

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PART-II

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(Duties and Responsibilities)

CONTENTS

1. Duties and Responsibilities of Principal

Principal is responsible for achieving MICT Vision, Mission and Goals with strategies defined by the Management by promoting the various curricular & extra-curricular activities, administrative and financial matters. As a Principal he shall advise the Management and other Directors in all

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DVR & Dr. HS MIC College of Technology
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Andhra Pradesh, India – Pin: 521180

educational, financial and administrative matters of the institute. In addition he shall:

- Be responsible for human resource planning for teaching and non-teaching staff for long and short term requirements.
- Be responsible for preparation of the Budget Proposals and get them approved by BOG.
- Inspect the departments for monitoring their functioning on day to day basis.
- Liaison and coordinate with JNTUK, AICTE, and other professional bodies, engineering and allied departments/industries etc.
- Work to develop the institute in all areas for an all-round growth of the institute
- Arrange and organise the various faculty and staff development programmes.
- Participate in BOG meetings as a member secretary, advise in various policy decisions and ensure implementation of decisions
- Advise the HODs and faculty in various academic and administrative matters
- Represent the institute in various State and regional level bodies, societies, councils as required.
- Optimize the resources available in academic, administration, finance, etc.
- Implement integrated and uniform systems in academic, administration, finance, etc. where and whenever it is possible
- Conduct regular meetings of the various committees for better liaison and coordination in academic, administration, finance, etc. and to exchange the ideas and to cooperate in various activities
- Conduct Institute Development & Monitoring Committee Meetings to ensure Quality Management of the Institution
- Responsible for obtaining quality certifications like ISO, NBA , NAAC etc

2. Duties and Responsibilities of Head of Department

Head of Department is responsible for achieving Vision and Mission of the Department and also for establishing an ideal learning environment and promoting the departmental activities to achieve its objectives and in turn, the objectives of MICT:

- Be Responsible for implementing active teaching-learning process in the department.
- Be Responsible for the implementation of academic schedule in the Department.
- To allocate and monitor the work of all the staff of the department.
- To conduct examination and evaluation process as per the schedule and all related activities like posting of marks, attendance and coordination with examination section etc.
- To monitor the performance of the students and also counseling them
- Be responsible to communicate the reports to parents about the attendance and performance of the students.
- Be responsible for organizing seminars, workshops, guest lectures, FDPs and any other departmental activities like Alumni activities etc.
- To conduct various activities under department club.
- Be responsible for preparation of budget proposal and forwarding them to Principal for obtaining approval from BOG.
- To organize Industrial Tours, internships and to have MOUs with Industries.
- Be responsible for implementation of quality system procedure of ISO, NBA, NAAC, etc
- To promote research activities in the Department.

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- Be responsible to maintain and upgrade laboratories in the Department.
- To encourage staff to adopt innovative teaching methodologies.
- To coordinate with Training and Placement, Examination section, Library and other departments of the Institution.
- Be responsible to maintain Faculty profiles and registers
- To conduct department staff meetings, parents meetings as required and maintain relevant records from time to time.
- To enhance the employability skills of the students.
- To ensure about substitute subjects for rejoining students in the event of change of regulation.
- To keep the roll list updated with respect to attendance, detention , rejoining of students etc.
- To associate with the professional bodies like IE, IEEE, ASME, ASCE, AIMA etc.
- Any other duties assigned by Principal/ Higher authorities as and when it is required.

3. Duties and Responsibilities of Faculty (Assistant/ Associate / Professors)

- To implement teaching – learning process.
- To conduct examination and to carryout evaluation.
- To maintain course files.
- To adopt innovative teaching methodologies.
- To counsel students.
- To guide and carryout projects.
- To conduct seminars and workshops.
- To organise various activities to students.
- To maintain attendance and marks registers
- To update oneself with various developments and carryout research.
- To abide with any other work assigned by HOD or any higher authority.
- To conduct all the experiments as per the syllabus and also to ensure few experiments are carried out beyond the syllabus and also responsible to evaluate.
- To prepare and update lab manuals where ever applicable.
- To ensure timely submission of lab records by the students for certification.

4. Duties and Responsibilities of Training and Placement officer

Training and Placement officer is responsible to train the students for their employability and also to arrange for on/off campus drives with an aim to generate more employment opportunities to students. The following activities shall be carried out by Training and placement Officer:

- Be responsible to identify and organize training by in-house faculty as well as external professional bodies.
- To maintain the database of third and fourth year students.
- To facilitate and guide students to prepare and update their Bio-data.
- To arrange and organize various on campus and off campus drives
- Be responsible to have Industry-Institute interaction and to get institute accreditations with the companies and to attract more number of companies to visit the campus for the recruitment of the students.
- To maintain database of the employed students and to keep track of their performance in their

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respective organisations.

- To explore possibilities of organising more no. of drives including the assessment agencies etc.
- To guide students to appear for job oriented written test conducted by external agencies like Govt bodies and assessment agencies etc if any.
- Should strive to improve in increasing the no. of recruiters every year.

5. Duties and Responsibilities of Examination section

Examination section is responsible to conduct all the examination as per the university schedule as follows:

- To conduct online mid examination and upload the marks.
- To ensure timely posting of internal marks and verification of internal marks received from university and also uploading of internal marks duly verified by the departments.
- To coordinate with all the departments about conducting the mid examinations of the departments.
- To ensure proper conduct of all the university examinations as well as supplementary examination as per the procedure laid down by university /SBTET from time to time and related documentation thereof.
- To coordinate all the activities related to the conducting of laboratory examinations by the departments.
- To coordinate all the activities related to evaluation of projects in the departments by external examinations
- To organize spot valuation as assign by university from time to time.
- To preserve answer scripts of all laboratory exams for a period of 3 years.
- To maintain database of question papers of all subjects of all courses.
- To maintain database of all students including status of failures of students in subject as well as status of detained students.
- To coordinate all the activities related to disbursement of mark lists, provisional certificates and original degree certificates to students.

6. Duties and Responsibilities of Librarian

- To coordinate and manage all the library functions.
- Procurement of Text books as well as reference books based on the recommendations of various departments from time to time.
- To coordinate the issue and return of books to the students as well as staff.
- To maintain accession register.
- To ensure the subscriptions of various national and international journals (online and off line) in various areas.
- To make available the video content and e-books.
- To maintain utilization register of all library facilities.
- To maintain, Periodicals, News papers etc.
- To maintain the reading and reference section.
- Any other tasks like printing activity (News letter, student handouts, Lab manuals etc.)

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maintaining internet.

- To carry out stock verification periodically in order to maintain the account of books.
- To maintain the project reports of various departments.
- To maintain DELNET membership.
- To procure, maintain and distribute various stationary items to the departments of the college.
- To upkeep and maintain library premises clean and tidy.

7. Duties and Responsibilities of Physical Director

Physical education department shall ensure that all the students are motivated to actively participate in various games and sports.

- To ensure both indoor and outdoor games are conducted to students at the Institution.
- To encourage students to participate in various sports meets at inter college and university levels.
- To maintain all the sports facilities and to procure sports material as required.
- To organize sports meets with the prior approval from the management.
- To ensure the overall discipline of the students in the campus.

8. Duties and Responsibilities of Transport Department

It is the responsibility of the Transport department to schedule the buses in various routes including rescheduling due to exigencies if any and to ensure the safe and timely commuting of students and faculty from various places.

- To ensure all the buses are maintained in good condition as per the norms of RTA of State Government for safe travel of students and staff.
- To the issue of bus passes to students and staff after ensuring the transport payments by students.
- To ensure discipline of the students in the buses.
- To maintain the data base of the students and staff travelling by buses in various routes.
- To carryout and routine maintenance of all the buses.
- To appoint drivers as per RTA rules and to coordinate with them.

9. Duties and Responsibilities of In-charge - R&D

It is the responsibility of the Dean R&D to promote research environment in the institution

- To motivate and guide various faculty members to pursue research in their respective domains.
- To create awareness about the opportunities of publishing papers in national and international journals as well as conferences.
- To keep track of the research publications by various faculty members in the institute.
- To organize various faculty development programs as necessary.
- To encourage and guide various faculty members to apply for grants from various government agencies for conducting seminars /Faculty Development programs / Research

Programs/ workshops/conferences etc..

- To coordinate various in-house activities of Aagama- a national level technical paper contest and working model exhibition which aid at inculcating research flair among the students.
- To organise national and international workshops / conferences
- Advise and assist faculty on research proposals, patenting, research contracts and intellectual property issues.

10. Duties and Responsibilities of IT Support Services

It is the Responsibility of the IT Support Services to ensure the installation, maintenance and up gradation of computer systems and proper LAN Networks including servers in the college premises

- To install and maintain computer systems and LANs in various Departments.
- To ensure proper system administration.
- To maintain the servers and software.
- To maintain all the network related hardware.
- To coordinate UPS related problems with electrical maintenance department.
- To maintain all the printers including replacement of consumables like cartridge etc.
- To ensure that Internet facility is provided including wifi facility in various places in the institute.
- To maintain LCD Projectors in various departments.
- To design and update college website from time to time and also to ensure proper web hosting.
- To maintain relevant records related to systems (Desktops and Laptops), application software, system software and maintenance.

11. Duties and Responsibilities In-charge - Student Affairs

Dean of Student Affairs (DSA) is overall responsible for efficient conduct of co and extracurricular activities and availability of amenities.

- To provide inputs for the academic calendar for various co and extracurricular activities.
- To ensure proper conduct of co-curricular activities like Finishing School Programs, Seminars, Guest Lectures, workshops, departmental club activities etc.
- To ensure proper conduct of extracurricular activities like ICE Activities, Sports, NSS, EDC activities etc.
- To ensure discipline among students and to give the recommendations to the principal.
- To make students aware of ill effects and consequences of ranging by way of posters, counseling, lectures by faculty and other resource persons.
- To take necessary measures to avoid raging and to take appropriate disciplinary actions as required.
- To coordinate all the activities related to Aagama, A National Level Technical Paper Contest and working model exhibition.
- To ensure proper functioning of amenities like Canteen, Hostel, Transport, stationary stores, Recreational Facilities etc.
- To redress any suggestion / complaint from the students through respective In-Charges including grievances redressal and women empowerment cell.
- To coordinate the activities related to the quarterly News letter of the college, Quest.

- To ensure proper planning/coordination/execution of industrial / information visits through respective HODs

Handbook

for

Code of Conduct

Students, Faculty and Administration
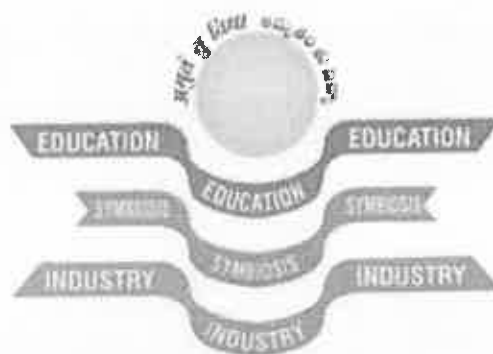
DVR& Dr. HS

MIC College of Technology

An Autonomous Institute

ISO9001:2015 Certified Institute

Approved by AICTE & Permanently Affiliated to JNTUK, Kakinada

Kanchikacherla-521180,KrishnaDist. A.P. India

Phones: 08678-273535/9491457790/7382616824

Website:www.mictech.edu.in

CODE OF CONDUCT FOR STUDENTS

PREAMBLE

This Hand book indicates the standard procedures and practices of MICT for all students enrolling with the Institute for pursuing various courses. All students must understand and abide by this Code of Conduct.

The Student Code of Conduct sets out the standards of conduct expected of students. It holds individuals and groups responsible for the consequences of their actions. Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of disciplinary actions.

PRINCIPLES

This Code of Conduct has been formulated to provide a clear statement of the college expectations of students in respect of academic matters and personal behaviour.

The college recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students must comply with the requirements laid down in this Code of Conduct.

The college reaffirms its commitment to;

1. High academic standards, intellectual rigor and a high quality education
2. Intellectual freedom and social responsibility
3. Recognition of the importance of ideas and the pursuit of critical, and open inquiry
4. Tolerance, honesty and respect
5. High standards of ethical behavior

PERSONALCONDUCT

All students must

1. Treat all employees, public and other students with respect, dignity, impartiality, courtesy and sensitivity
2. Maintain a cooperative and collaborative approach to inter-personal relationships
3. Act honestly and ethically in their dealings with college employees and other students
4. Respect the privacy of employees and other students
5. Ensure that they do not act in a manner that unnecessarily affects the ability of employees and other students to carry out their study, research or work at the college
6. Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees and other students.

ACADEMIC CONDUCT

All students must

1. Follow current information in the college website, notice board, circular etc., and observe key dates and deadlines
2. Read all official correspondence from the college
3. Act ethically and honestly in the preparation, submission and publication of academic work, and during all forms of assessment, including final examinations
4. Avoid any activity or behavior that would unfairly advantage or disadvantage another student academically
5. Use college resources, including information and communication technology resources, in a lawful and ethical manner and for college purposes only.

PROHIBITED CONDUCT

Prohibited conduct under the Code includes but is not limited to

1. Assaulting, harassing, intimidating, or threatening another individual or group
2. Endangering the health or safety of others
3. Stealing, misusing, destroying, defacing or damaging college property or property belonging to someone else
4. Disrupting college activities
5. Using college facilities, equipment, services or computers without authorization
6. Making false accusations against any member of the college
7. Failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code
8. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
9. Rash driving on the campus that may cause any inconvenience to others
10. Theft or unauthorized access to others resources
11. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission
12. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

DISCIPLINARY MEASURES

Disciplinary Measures that may be imposed under the Code include but are not limited to:

1. Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of our Institute.
2. As per the order of the Honourable Supreme Court of India, ragging in any form is considered a criminal offense and is banned. Any form of ragging will be severely dealt with.
3. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.
   a. Lack of courtesy and decorum, indecent behaviour anywhere within or outside the campus.
   b. Wilful damage or distribution of alcoholic drinks or any kind of narcotics to fellow students/citizens.

The following activities are not allowed within the campus

1. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
2. Mutilation or unauthorized possession of library books.
3. Noisy and unseemly behaviour, disturbing studies of fellow students.
4. Hacking computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cyber crime, etc.
5. Use of cell phones on the campus.
6. Plagiarism of any nature.
7. Any other act of gross indiscipline as decided by the college from time to time.
8. Commensurate with the gravity of an offense, the punishment may be reprimanded, fine, expulsion from the institute / hostel, debarment from an examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.
9. For an offense committed in (i) a hostel (ii) a department or in a classroom and (iii) elsewhere, the Warden, the Head of the Department and the Principal, respectively, shall have the authority to reprimand or impose fine.
10. Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the Principal for taking appropriate action.
11. Unauthorized collection of money in any form is strictly prohibited.
12. Detained and Break-in-Study candidates are allowed into the campus for academic purposes only with permission from the authorities.
13. Misconduct committed by a student outside the college campus, but having the effect of

damaging, undermining and tarnishing the image and reputation of the institution will make the student concerned liable for disciplinary action commensurate with the nature and gravity of such misconduct.

14. The Disciplinary Action Committee constituted by the Principal shall be the authority to investigate the details of the offense, and recommend disciplinary action based on the nature and extent of the offense committed.

15. "Grievance appeal Committee" (General) constituted by the Principal shall deal with all grievances pertaining to the academic / administrative /disciplinary matters.

16. All the students must abide by the code of conduct rules of the college.

17. The Principal shall refer the cases of malpractices in internal assessment tests and Semester-End Examinations to a Malpractice Enquiry Committee constituted for the purpose. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action against the erring students based on the recommendations of the committee.

18. Any action on the part of the candidate at an examination trying to get undue advantage in the performance or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder.

    i) Written warning or reprimand

    ii) Probation, during which certain conditions must be fulfilled and good behaviour must be demonstrated

    iii) Restriction or prohibition of access to, or use of college facilities, services, activities or programs

    iv) Fines or loss of fees

    v) Suspension

19. The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

PRINCIPAL
JVR & Dr. HS MIC College of Technology,
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India – Pin: 521180

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STUDENT UNDERTAKING AT THE TIME OF ADMISSION

RULES & REGULATIONS

1. The College will be run by the Management with the Principal being the Head of the Institution.

2. The Management or the Principal can take any appropriate action as deemed fit in exigencies to protect or maintain general discipline, prestige and standards of the Institution and such other decisions which are final and binding on the students.

3. Students of the College are not permitted to resort to strikes and demonstrations within the college. Participation in any such activity shall automatically result in dismissal from the college.

4. No student Unions except professional associations are permitted in the college.

5. Any student responsible for bringing outsiders into the college campus for settling student disputes will be expelled from the college.

6. Smoking, consumption of alcoholic drinks, playing cards, gambling of any kind is prohibited within the college premises.

7. No student shall leave the classroom without the permission of the teacher or until the class is over.

8. Students should not sit on the parapet walls or on the steps or on the staircases. They are forbidden from loitering in the verandas or on the campus at any time during the session of the college.

9. Calling students out of their classrooms while the lecture is in progress is prohibited.

10. Students are forbidden from smoking inside the college premises.

11. Students should keep their vehicles parked only at the place allotted for the purpose. Riding vehicles beyond limits on the campus is strictly prohibited.

12. In case of cancellation of a class, students shall go to the Library, but not to be found anywhere else on the campus.

13. Hall tickets will be issued for the Semester-end Examinations only after the students clear all the dues including dues to the hostel.

14. Any student found to be violating the rules of conduct and discipline will be dealt with severely including expulsion from college. Their misbehavior will also be reflected in the conduct certificate issued at the time of leaving the college.

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15. No one should indulge in ragging or Eve-Teasing in any from which attracts serious punishment and entails summary dismissal also, vide Andhra Pradesh Prohibition of Ragging Act, 1997.

16. All candidates who secure admission in to the college are deemed to have agreed to all rules and regulations as and when added, deleted or amended from time to time. If any clarification or doubt arises in respect of the above rules and regulations, I shall abide by for the Management to issue the clarification and it is final and binding on me.

17. All candidates, provisionally selected for admission will be required to pay the prescribed tuition fee and other specified fee. Failure of the same will result in the cancellation of provisional admission. No portion of any fee, once paid, will be refunded under any circumstances. If any student wishes to discontinue the course for any reason he / she shall not be permitted to do so unless he / she pays 50% or 100% (depending on the admission procedure through which the student got admission) of the balance amount of fee which he / she would have paid had he / she continued till the completion of the course. His / Her original certificates including T.C, etc will be issued only if the student pays as stated above.

18. All the students who secure admission in this college should display Identity Cards on person compulsorily on the campus. (not in pockets).

19. The students should not carry and use any kind of cell phones on the college campus.

20. All the students who secure admission into 1/4 B. Tech in this college should follow the uniform prescribed. They should strictly follow the uniform / dress code in the subsequent years of their study.

a) BOYS

Full / Half Sleeved Shirt with Light Color and Simple Design trousers. Shoe or Chappals (Hawaii or plastic chappals are not allowed).

b) GIRLS

Long Top with Chunni, Salwar Kameez, Shoe or Chappals (Hawai or plastic Chappals are not allowed).

21. Following Informal Dresses are not allowed:

(a) T-Shirt

(b) Over sized, under sized, unshapely shirts

(c) Shorts and Jeans.

(d) Slippers, Track Pants, Flowery Shirts with Casual Images.

(e) Dropping Pants, Sleeveless blouse, Baggies, Cargos etc.

22. Ragging within or outside the college campus is prohibited under prohibition of ragging in Educational Institution Act of 26 of 1977. A student against whom there is prima faoie evidence of ragging in any form will be viewed seriously according to Ragging Act.

23. The students should follow any other rules framed by the college from time to time.

24. Misconduct committed by a student outside the college campus but having the effect of damaging, undermining and tarnishing the image and reputation of the institution will make the student concerned liable for disciplinary action commensurate with the nature and gravity of such misconduct.

GUIDELINES FRAMED AGAINST RAGGING

1. Except parents and guardians, no outsider shall enter the Institution without permission of the Principal.

2. Students indulging in ragging shall be suspended by the Principal and debarred from entering the campus except for attending inquiry or/and submitting explanation.

3. All students shall possess identity cards and show them on demand.

4. The teachers of the first year students shall not leave the class room until the teacher of the subsequent class comes to the class room.

5. The Principal and the Warden besides the authorities or teachers entrusted with this work can inspect the hostels at any time.

6. Ragging is prohibited as per Act of A.P. Legislative Assembly, 1997.

7. Ragging entails heavy fines and / or imprisonment.

8. Ragging invokes suspension and dismissal from the college.

9. Outsiders are prohibited from entering the college and hostels without permission.

10. The Principal and the Wardens may visit the hostels and inspect the rooms at any time.

11. The CERTIFICATES of students involved in the ragging will be EMBOSSED "INVOLVED IN RAGGING".

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PUNISHMENTS

	Nature of Ragging	Punishment
1.	Teasing, Embarrassing and humiliation	Imprisonment upto 6months or fine upto Rs.1000/- or both.
2.	Assaulting or using criminal force or criminal intimidation.	Imprisonment upto 1 year or fine up to Rs.2000/- or both.
3.	Wrongfully restraining or confining or causing hurt.	Imprisonment upto 2 years or fine up to Rs.5000/- or both.
4.	Causing grievous hurt, kidnapping or rape or committing unnatural offence.	Imprisonment upto 5 years and fine up to Rs.10,000/-
5.	Causing death or abetting suicide	Imprisonment upto 10 years and fine up to Rs.50,000/-

Note:

1. A student convicted of any of the above offences will be expelled from the College.
2. A student imprisoned for more than six months for any of the above offences will not be admitted in any other College.
3. A student against whom there is prima facie evidence of ragging in any form will be suspended from the College immediately.

CODE OF CONDUCT FOR FACULTY AND ADMINISTRATION

The college strives to provide and sustain an environment conducive to students and faculty for sharing, extending, and critically examining knowledge and values, and for furthering the search for wisdom. Effective performance of these requires that faculty members must be competent to pursue and teach with appropriate standards and scholarship.

PRINCIPLES

This Code has been formulated to provide a clear statement of the college policy for its staff in respect of their professional and personal conduct. The Code reflects, and is intended to advance the object of the college, as well as to secure the observance of its values of

- Responsibility and service through leadership in the community
- Quality and sustainability in meeting the needs of the stakeholders of college
- Merit, equity and diversity in our student body
- Integrity, professionalism and collegiality in our staff
- Lifelong relationship and friendship with our alumni

These values must inform the conduct of staff in upholding and advancing:

- Freedom to pursue critical and open inquiry in a responsible manner
- Recognition of the importance of ideas and ideals
- Tolerance, honesty, respect, and ethical behavior
- Understanding the needs of those we serve
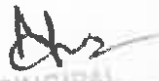
APPLICATION OF THE CODE

This Code applies to all college staff (Teaching and nonteaching). All staff members are required to comply with the obligations set out in this Code and act in a way that the college upholds its values. All are required to comply with the Code in respect of their activities relating to the college and/or its staff or students.

PERSONAL AND PROFESSIONAL BEHAVIOUR

In performing the college duties and functions, the behaviour and conduct of staff must be informed by the college.

All staff members must

1. Maintain and develop knowledge and understanding of their area of expertise or professional field;

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2. Exercise their best professional and ethical judgment and carry out their duties and functions with integrity and objectivity;

3. Act fairly and reasonably, and treat students, staff, visitors to the college and members of the public with respect, impartiality, courtesy and sensitivity;

4. Avoid conflicts of interest;

5. Maintain a co-operative and collaborative approach to working relationships; and

6. Comply with all applicable legislation, industrial instruments, professional codes of conduct or practice and college policies, including in relation to:

    a. the conduct of research;

    b. confidentiality and privacy of information;

    c. equal opportunity;

    d. health and safety policies and practices;

    e. efficient and effective use of college resources including information communication and technology resources; and

    f. Protection of the college interests in intellectual property arising from its teaching and research.

COLLEGE TIMINGS AND REGULARITY

    a. Staff must follow college timings and sign the attendance register

    b. Members must apply for leave well in advance in normal circumstances

ACCEPTANCE OF GIFTS AND BENEFITS

Staff members must not solicit nor accept gifts or benefits, either for themselves or for another person, which either directly or indirectly, compromise or influence them in the college capacity or might appear to do so.

Staff must report any offers of bribes to their superior. Staff shall not engage in tuitions or any form of gainful employment.

USE AND SECURITY OF OFFICIAL INFORMATION

All Staff members must;

1. Maintain the integrity, confidentiality and privacy of college records and information to which they have access in the course of their employment

2. Take all reasonable precautions to prevent unauthorized access to, or misuse of, college records and information; and

Staff members must not;

1. Disclose, or offer to supply, confidential records or information,

2. Access or use information, including information on electronic systems and hardcopy files, other than for an authorized purpose; or

3. Destroy, or authorize the destruction of, college records other than in accordance with college policy.

USE OF COLLEGE RESOURCES

Staff members must:

1. Use all college resources in an efficient manner and for college purposes only,

2. The college mail, telephones (including mobile phones), facsimile machines, email and internet are provided for college use. Excessive and/or unauthorized personal use of any of these facilities can lead to disciplinary action against a staff member.

3. Staff should be aware that the communication resources must be used to carry out the functions of the college.

EQUITY OF ACCESS AND PREVENTION OF DISCRIMINATION

Staff members must not harass or discriminate against students, staff, visitors to the campus, or members of the public.

WORK HEALTH AND SAFETY

While at work or performing duties or functions for the college and staff must

1. Take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts or omissions at work; and

2. Cooperate with the college to ensure compliance with all relevant health and safety laws.

Staff and affiliates must take care not to put themselves or other college community members at risk or reduce their ability to carry out their duties through the misuse of alcohol or drugs. Under no circumstances should staff or affiliates attend for duty under the influence of alcohol or drugs. Smoking tobacco is banned in the college premises.

The faculty and staff should maintain proper dress code.

- Gents - Formal Pant and Shirt (T-shirts and Jeans are not allowed)
- Ladies – Sari (Chudidhar, Jeans and Pants are not allowed)

Four/two wheeler to be parked in the allotted parking area.

Faculty and staff should display the ID card on person in the campus and also while coming into the campus