

SIR C R REDDY COLLEGE FOR WOMEN, ELURU



**POLICY DOCUMENT
ON
E- GOVERNANCE SOFTWARE**

LEAVE POLICY

i) Casual Leave (CL):

- All staff members are entitled to take casual leave of 1day /month. However the casual leave of forth coming months (Jan-June & July-Dec) also be taken in advance for maximum of three days with prior permission from Head of the Institution. While considering the additional CL for prior months, the Individual Leave Record (Previous year) can be taken into consideration. The special cases on leave requisition will be discussed with the one of the Directors of the management, by the Principal before approval of the special leave.

ii) Permission:

- All staff members are entitled to take 2 permissions of 1 hour each either in the morning (9.20-10.20 am) or in the evening (3.30-4.30pm) per month. However the permission cannot be availed in a day in which casual leave is taken either in AN / FN.
- Staff members availing permission in the morning should ensure that their classes are engaged on time. It is the responsibility of the faculty to ensure and the HOD should follow the same.

iii) Compensatory Leave (CCL):

- Faculty members are eligible to avail CCL in lieu of working for the Institution on a non working day/ general holiday.
- CCL can be availed only one day/month. On special cases it can be extended to a maximum of 2 days.
- The CCL earned can be availed with in a calendar year.

iv) ON- DUTY (OD):

OD for attending Programmes/Semester

Programme	Total Experience of the Staff members			
	Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 5 years	Above 5 years
Conference	-	1 day	2 days	3 days
Workshop / Seminar	-	1 day	2 days	3 days
FDP / STTP	-	As per recommendation from HOD & approval from Principal		

Note: Staff members who have less than 6 months experience is not eligible for OD.

OD for Exam Duties

Nature of Work	Max No. of days allowed/semester	Details
Hall Superintend for theory exams	7 days	a). 7 full working days (both FN &AN) allowed. b). Additional duties beyond 7 days have to be transferred to other staff members.
External Examiner for Labs	As per order from ANUR office	-
Paper valuation	As per order from ANUR Office	-
JNTU representative	As per order From ANUR office	Only one duty per semester.

v) SPELL LEAVE (Vacation)

Total Experience of the Staff members			
Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 6 years	Above 6 years
4 days only during summer vacation	4 days in winter vacation & 7 days in summer vacation	7 days in winter vacation & 10 days in summer vacation	10 days in winter vacation & 14 days in summer vacation

- The conversion is not possible as a portion, but for the whole period, also only 50% of the days will be added to CCL account of the surrendered spell, based on special permission obtained from the Principal, well in advance with proper justification.
- The leave earned in such a way can be availed in the same academic year/calendar year as per their option while surrendering the same.

vi) Maternity Leave: Married women employees are entitled to this leave for a max period of 2 months. Leave will be granted on Loss of pay for the leave period.

vii) MEDICAL LEAVE

- Treatment and hospitalization for serious complaints will be decided on the merit of Individual case.
- For other ailments and hospitalization the medical leave will be given on submission of medical certificate and discharge certificate from recognized hospital.

PROMOTIONS

- All promotions shall be considered on the basis of merit cum seniority.
- The Principal shall appoint a Committee for promotion in which he shall be the Chairman, with two Professors and invited experts from Industries.
- The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this as per Government norms, subject to condition that there has not been any disciplinary action taken against such candidates.
- Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher level position, provided he/she had completed the years of service in the present position and qualification as prescribed by the UGC.
 1. Professor: PhD with 5 years experience as Associate Professor.
 2. Associate Professor: PhD with 5 years experience as Assistant Professor.
 3. Assistant Professor: Post Graduate Degree in respective Discipline with 2years of experience.
 4. Lecturer: A degree in respective discipline with or without experience

DEPUTATION POLICY

i) DEPUTATION FOR PAPER PRESENTATIONS AND TRAINING

PROGRAMS POLICY

1. Paper presentation:

Generally an applicant applies to the sponsoring agencies like UGC DST, CSIR, MHRD, ISER, APCOST etc. and other central govt agencies/ Depts etc. for request of funds. In case he gets major amount from the sponsoring agencies, the institute will sponsor him/her up to a certain extend or an amount reasonably enough to bridge up the deficit.

2. Training programs for Teaching /Technical / Supporting staff

member :

All Staff members are encouraged to take up various approved short-term training programs or attend reputed National conferences/seminars/workshops etc. during vacation period. Staff members who have put in more than one year of continuous service at CRR are eligible for such deputations. Head of the Department shall decide the usefulness of such programs and recommend the name of staff members for attending the programs to Principal for approval. As far as possible, such recommendations should be avoided during active period of the semester.

3. Submission of proceedings/documents related to training programs:

After attending conferences / workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to, IQAC the Central Library and the department library. In addition, the staff is required to make a presentation on the conference or training program attended to the department. This is also applicable to any kind of dissertation work tending to higher degrees.

4. Procedure to seek approval: The applicant must fill up the on duty form and submit it along with an application on the plain paper address to "The Principal" for requesting the permission for attending the seminar, workshop or conference. Attach the proof for the same.

5. Incentives or reward for special noteworthy achievement:

The institute follows a unique point based incentive scheme to reward the research work carried out by faculty in the respective year. This is a one of its kind scheme initiated with the patronage of our Executive Director and serves as an effective motivation for faculty, to undertake research in their chosen areas of interest. The various points considered for additional increments are tabulated.

Sr. No.	Type	Details	Points	
			Lead Author	Co Author
1	Patent Granted	US/Overseas Indian	100	50
2	Publication	Journals.	15	12
		Int. Conference	10	8
		National Conference	3	3
3	R & D and External Funded Projects	More than 10 Lakhs	35	30
		More than 5 to 10 Lakhs	25	20
		More than 1 to 5 Lakhs	15	12
		Upto 1 Lakh	10	8
4	Consultancy/ collaboration	International	20	
		National	10	
5	Innovative Product Development Conference/ Workshop Organized		15	
		International	20	
		National	10	
6	Ph.D. Guide	International / National	30	
7	Ph.D. Guide Co Guide	National	20	

The points shall be noted while calculating the points for individual faculty.

1. (a) The points shall be equally distributed amongst all, if the number of people registering the patent is more than '1'.
(b)The patent shall irrevocably be registered in the name of the college with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher.
2. (a)Publications in journals, with an ISSN No. shall only be considered.

(b) Publications in journals with greater impact factor shall be considered for additional points; after a presentation and justification by the faculty before the R&D cell.

(c) Conference publications shall be considered, only if the paper appears in the official proceedings (proof required) or has been presented; for which a certificate of participation/ presentation is mandatory.

(d) The institute's name should appear in the affiliation of the author/s or least of all, in the acknowledgement section of the paper; for consideration of incentive points.

3. (a) All such projects that receive funding and grants from apex bodies, government or non-government funding agency, R&D organizations, industry, university, etc. are eligible to be considered.

(b) The points for external funded projects shall be based on the actual amount received, and not on the amount sanctioned

4. The product designed should be a commercially viable one, and have had received acceptance from the industry with national/ international recognition.

5. (a) The points for organizing conferences, workshops, STTPs etc. shall be claimed only by the Convener/ Coordinator of the event.

(b) For all such events that are funded by some agency, the points shall be increased to 30 and 20 for international and national events respectively. The funding in this case has to be $\geq 70\%$ of the total expenses for consideration of additional points.

ii) Deputation for Higher Education Policy

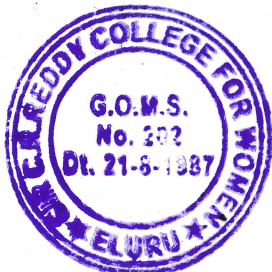
Deputations for Post Graduate Studies:

Staff members having qualification are encouraged to pursue Ph.D qualification. Staff members, can request management of the college to pursue Ph.D from the same institution. Provided they meet all eligible conditions for admission into the courses.

Head of the Department extends necessary support to such aspiring staff members in terms of adjustment of teaching load etc. Such support however is available to staff member for the specified minimum tenure of the course and it is expected that staff member completes the programme in specified tenure only.

1. *Deputation for Ph.D. Work:*

Staff members having Postgraduate qualification are encouraged to pursue PhD qualification. Staff members who have put in at least three years of continuous service at CRR and whose performance is satisfactory, can request management to depute them during summer vacation for completing Ph.D from the institution. Such request is granted considering merit of the case as judged by Head of the Department, Principal and the Director.



Salid
Principal
Sri C.R.Reddy College for Women
ELURU