SIR C R REDDY COLLEGE FOR WOMEN
(Affiliated to ADIKAVI NANNAYA UNIVERSITY, Rajamahendravaram)
An ISO - 9001:2015, 14001:2015, 50001:2018 Certified Institution
Included under section 2(f) of UGC
Vatluru, Eluru - 534007

(Estd : 1987)

e-mail : sircrrwomen.principal@gmail.com   Website : www.sircrrwomen.ac.in   Phone : 08812-231192

HUMAN RESOURCES POLICY HAND BOOK

Founder President.

Sri Damaraju Venkata Rao

1. VISION OF THE INSTITUTION

The new millennium is witnessing unprecedented challenges and opportunities in higher education, arising from the effect of changing economic policy of liberalization and globalization. Knowledge is increasingly recognized as the main force behind economic growth and development in the context of global economy, coupled with information and communication revolution. Higher Education plays a vital role in human resource development of the country by creating skilled manpower, enhancing industrial productivity and improving the quality of life of its people. Technical Education covers wide gamut of programs and specializations.

The Government of India's (GoI) vision is *"To develop and nurture a higher education system in the country which would produce skilled manpower of the highest quality, comparable to the very best in the World and in adequate*

numbers to meet the complex technological needs of the economy". In tune with the GoI's Vision and other strategic information scanned from other stake-holders in the society.

II. GOOD GOVERNANCE PRACTICES & IMPLEMENTATION

Keeping in view the above articulation of vision, SIR C R REDDY COLLEGE FOR WOMEN has listed its governance plan. Sir C R Reddy College for Women believes that to achieve the vision through mission - Good Governance, Quality Academic Processes and Infrastructure are the Key factors.

- ✓ Good Governance brings out the best out of the management, employees, Students and Alumni.

- ✓ To achieve better governance every stakeholder of the institution is given an opportunity to contribute through various committees.

- ✓ Decentralization is the essence of Sir C R Reddy College for Women governance.

- ✓ Self assessment is the best way to SWOC. For performance audit the Governing body has set up an Internal Quality Assurance Cell in 2002 onwards.

- ✓ Good governance requires dissemination of information to students, faculty, the general public and potential employers on all aspects of institutional activity related to academic performance, finance and management.

Decentralization of Authorities:

Through the vision five good governance practices are derived:

Fig. No. 1: Good Governance Practices

Leadership - *Decentralization of Authority & Responsibilities:*

Leaders make any institution achieve its vision and mission through proper policies. The Governing body has to have visionaries as board members to provide proper leadership.

A) GOVERNING BODY

The composition of governing body (GB) is as per Management constitution prescribed for Private institutions. The competence and experience is kept in mind while forming the GB. The Member secretary of the GB is the Secretary of the management and GB consists of Chairman who is also the President of Sir C R Reddy College for Women. This blend of academicians, policy makers, industrialists and philanthropists help in balanced policy making, utilization of funds and student as well as staff welfare measures.

The administration of the institution is overseen by the Governing Body (GB). The Governing Body approves the Strategic Plan, the Vision, Mission, Institutional Policies, Short Term Goals, Long Term goals and the Budget. A copy of the vision and mission documents are circulated among Governing Body members and other stakeholders. After considering all the suggestions, the vision and mission document is hosted on the college website, displayed in all the departments as well as at strategic locations.

Designation	Number	Category
Chairperson	01	President of the management
Member Secretary	01	Nominated by the President
Member of Managing Committee	06	Nominated by the President
Industrialist/Educationist-Member	01	Nominated by the President

Member -State Government	01	Nominated by State Govt.
Member -University	01	Nominated by University
Member-Ex-officio	01	Principal

All the Governing body members are well educated, exposed to global practices and have experience in the field of Higher Education. None of the members have any political affiliation nor draw any remuneration as members of GB. The Governing body meets once in a quarter, while most of the members from the management visit the campus and participate in various review and institutional activities.

Quorum: A minimum of above 50% of members are required to be physically present.

Term: The term of internal members of GB is three years. The term of UGC nominee is for five years.

i) Sharing Responsibility JOB Roles

The Governing Body is involved in planning and monitoring of all the institutional activities including Infrastructure, New Programmes, Admission Quality, Procurement, Finance, Human Resource, Teaching Learning Processes etc.

As per the vision of Inclusivity and transparency, the **Governing Body (GB) has been entrusted different responsibilities to the GB members, to achieve the goals and objectives:**

Chairman, is the chief co-coordinating officer of all the activities and is required to monitor the progress of the institution in various areas and recommend implementation strategies. He is required to closely interact with the Head of the institution and liaison with various agencies and universities in the interest of the institution. He takes care that the governing body and its members work effectively for the progress of the institution.

Members of the Management:

Vice President, of Sir C R Reddy College for Women helps in conduction of GB in the absence of Chairman. He liaisons with outside world in promoting the aims and objectives of the institution.

The Hon. Treasurer, of Sir C R Reddy College for Women who is also the Chairman of Purchasecommittee and member of institution's finance committee,

he is supposed to guide the institution towards sustainability. He liaisons between ANUR and Sir C R Reddy College for Women and advices the institution on IRG, (Internal Revenue Generation) budgeting and to keeps an eye on financial spending.

The Hon. Secretary of Sir C R Reddy College for Women who is a member of the GB has been vested with the responsibility to interact with the Principal in all the day to day activities concerning administration and approvals. He is authorized on behalf of the Sir C R Reddy College for Women to take vital decisions in the interest of the institution. He has to interact with GB members to assess the quality of institutional processes and systems.

The Hon. Joint Secretary takes care of the infrastructure requirement and development of the institution. He also guides the institution in sports and extracurricular activities.

The Industry expert is an industrialist and business man who has the responsibility of giving valuable inputs regarding Industry Institution Interaction, Industry requirements, MoUs, placements, and internships etc.

Government of AP Nominee has the responsibility as GB member to keep informed Sir C R Reddy College for Women about various compliance norms and approvals of the state government and help intuition move in the right direction as per Govt. norms.

Senior Professor nominated by the affiliating university guides the institution towards excellence in academics and research. He also interacts with the students, faculty and staff to put forth the SWOC of the institution. He has to liaison between University and the institution and bring to the notice of GB the steps to be taken to bring quality into academics and research.

Principal and Member Secretary of GB, is the Chief of execution the institution and is solely responsible in implementing systems, processes and policies suggested by the GB. He is required to liaison between the employees and management. He needs to monitor and lead the institution to achieve strategic goals.

Openness and Transparency:

The Governing Body has the commitment for freedom, equality & opportunity and it adopts Non-Discrimination policy. The Institute does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status

etc., in any of its activities or operations. The Management is committed to provide an inclusive and welcoming environment for all the teaching, non-teaching and administrative members of the Institute.

The Governing Body shall meet 3-4 times in a year. Agenda details of the Governing Body meetings will be circulated to the members well in advance. The proceedings of the meeting are also posted on the website regularly. Proceedings of the Governing Body is published and audited statement of previous financial year is posted on the website.

The Governing Body comprises of members with strong academic background and Administrative experience. Adhering to the core principles of Good Governance, individually and collectively responsible for effective utilization of Institutional resources. The Governing Body reviews institution's performance periodically and take corrective actions.

GB agenda is based on the discussions at the HoDs and Deans meetings. The proceedings of the GB is disseminated in the faculty council meet which in some instances is addressed by the Chairman.

ii) Effectiveness & Performance Review:

The Management Representatives of the Governing Body highlights the progress of the institution in the Meeting, wherein the performance of the institutions will be reviewed by the committed. The suggestions given in the Meeting will be discussed by the Management Representatives with HOD's & Principal for elective implementation.

iii) Policies & Processes:

The Governing Body is responsible for proper and disciplined growth of institution its policies and processes. It is responsible for the implementation of five important functions of the institution:
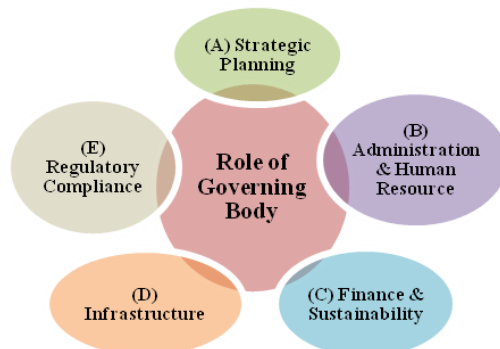
Fig. No. 2: Policies and Processes

B) STRATEGIC PLANNING

- The Vision, Mission, Strategic plan & audit report, pertaining to the institution are discussed and approved in Governing Body.

- The member secretary presents the progress of the institution in various activities and future development plans of the institution.

- The long term plans have been laid down in the strategic plan document in consultation with Department committees, joint workshops of senior professors for strategy formulation.

- The Institutional Monitoring Planning and Policy Implementation Committed called IQAC is responsible for continuous improvement through identifying needs, bringing in discipline, defining research activities, future plans etc.

- Audit reports and discussions in IQAC help in framing future plan of action

- From all the inputs Institution Strategic plan is developed and published after approval from Governing Body.

- Consolidation of existing institutional processes & defining new processes are a part of strategic planning.

i) *Administration & Human Resource*

- The progress of the institution depends on the administrative strength and participation of human resource in various institutional activities, it is therefore necessary for the GB to know what initiatives the various administrative wings are taking.

- Principal's performance and institution's performance is judged through the presentation by the Principal in GB highlighting various achievements in the quarter and action taken on the discussions that had happened in the previous GB meeting.

- The GB is responsible for the proper administrative functioning in the institution and approving the employment policy in line with the recommending agencies.

- The GB is responsible to approve the cadre pattern, incentive policies and related matters on the basis of the requirements projected by the institution

- The GB is responsible to approve intake enhancement, starting of new programs and reduction in intake / closure of program(s).

- Internal grievance and disciplinary committees are set up to take care of any complaints.

- Appointment Board which is a statutory committed consisting of Principal, senior professor, Dean (Academics), and respective HoD'srecommends to the GB, appointment of new faculty and staff. The GB is expected to gives its recommendations, comments and guidelines.

- To instill academic accountability among faculty and staff is important from administration point of view and GB is responsible to do so through constant interaction with them

- Implementation of performance based incentives and fine-tuning of authorities& responsibilities at various levels.

- Accountability and financial sustainability is planned through the departmental budgeting procedures committed.

- Sustainability is incomplete without "Sustainability and Respect for Gender", keeping this mind, equal opportunity is given to female employees and students in various positions and activities.

ii) Finance & Sustainability

Sustainability is an important factor of good Governance and it is important that all the stake holders act responsibly to achieve this. Strategic plan – identifying a clear development path for the institution, through its long-term academic, research and business plans is the responsibility of GB. Annual budgets and its review is taken up in GB, however for approvals, implementation and assessment of these, there are four committees setup in the institution namely:

(i) Finance Committee
(ii) Centralized Purchase Committee
(iii) Accounts Committee of the Management

The Finance Committee (FC): The FC is responsible of looking into the sustainability aspects and approves institutional and department budgets depending on the availability of funds, internal IRG and anticipated external funding. The finance committee monitors and safeguards the financial viability of the institution. The Finance committee is composed of:

    a. President and Chairman

    b. Three members from the Management (Hon. Treasurer, Hon. Secretary and Hon. Joint Secretary)

    c. An auditor

    d. The Member Secretary is a Professor/Administrative staff who has knowledge of accounts

Accounts Committee of the Management: Initially, the institutional procurement is discussed in the Accounts Committee, which handholds the departments to finalize procurement files, before they are forwarded to CPC. It also looks in to common purchases, Justification, alternative solutions etc. Accounts Committee consists of:

    a. Secretary

    b. Admin officer

    c. Concerned Principals are invited members of this Committee.

    e. Accounts superintendent as the member secretary

Centralized Purchase Committee: The CPC oversees the procurement processes in a transparent manner. The CPC goes into the processes followed in getting quotes, Justification of purchases exceeding Rs.5.00 lacs. It is responsible for transparency in purchases and approves to place orders. College Purchase Committee consists of:

    a. Hon. Treasurer of GB, is the Chairman

    b. Three members from the management (Hon. Secretary and

Hon. Joint Secretary, Dean (Academic) of G.B

c. Correspondent of the concerned college

d.Principal of the concerned college

iii) *Infrastructure*

Infrastructure and its enhancement as well as removing obsolescence are challenging tasks for any institution. Planning, implementing and maintaining of assets are the responsibilities of GB, Department committees and Infrastructure Committee. The departments submit plans for five years through a brain storming in the department. The Co-ordinator (infrastructure) consolidates these and presents before the institutional infrastructure Committee. The plans are then placed before the GB for final approval. Major works are executed by the works Committee, while small works, purchases and maintenance are taken up by the college.

iv) *Inclusiveness*

Inclusiveness requires participation of various stake holders and openness in governance. To achieve good governance through Governing Body, the GB takes the inputs from various branches of institutional committees, which requires leaders and dedicated team. Based on the categorization Sir CRRCW has adopted the following flow.

Fig. 3: Decentralization of authorities.
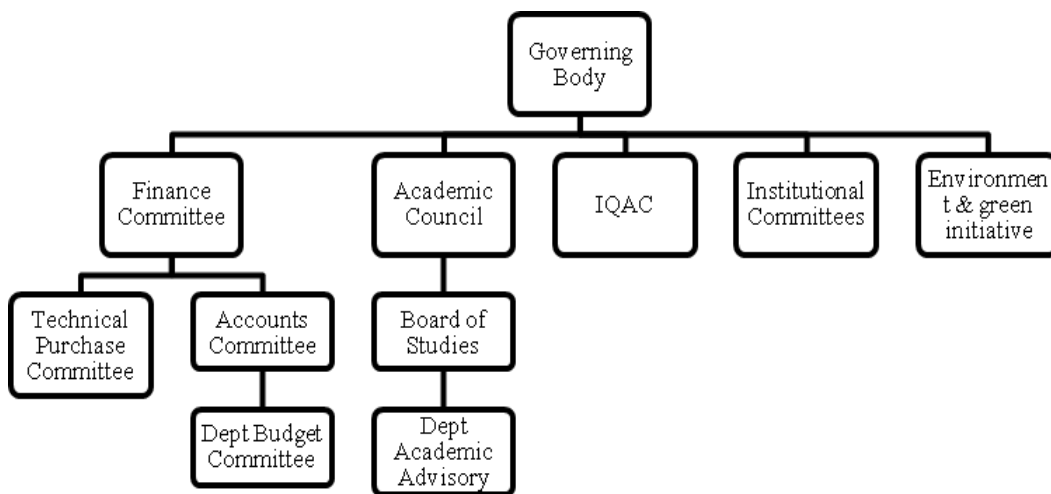
The flow shows decentralization of implementation but single attainment assessment process. It gives equal opportunities on competence irrespective of gender. In fact "*Respect to Gender*" has been the punch slogan for the Golden Jubilee year.

Keeping inclusiveness in mind various statutory and non-statutory committees have been set up in the institution for good and better governance, this also brings transparency. The Institutional Committees are as follows:

Statutory Bodies	
* Governing Body * Management Committee	
* Board of Appointments * Finance Committee	
* Grading Advisory Committee	
* Board of Examiners * Internal Quality Assurance Cell (IQAC)	
* Anti-Ragging Committee * Anti-Sexual Harassment Committee	
Governance	**Academics**
- Institutional Policy Committee - Infrastructure Committee - Hostel Disciplinary Committee - Canteen Committee - Sports Committee - Anti-Ragging Committee (College level) - Campus Maintenance Committee - Anti-Sexual Harassment Committee - Dress Code / Flying Squad - Compliance & Documentation Committee - IT Planning & Monitoring Group - Website Documentation Updating	- Academic Progress Monitoring Committee - Science Forum - OBE and Institutional Quality Assessment Committee - Time Table Committee - Library Committee - Placements Committee

People / Processes	Research & Consultancy
• Information & Public Relations Committee	
People / Processes	**Research & Consultancy**
• NSS / NCC / Gandhian Studies	• Research Advisory Committee
• Cultural Activities	• Industry – Institute Interaction Cell (IIIc)
• Magazine Committee	•
• Alumni Co-Ordination Committee	
• Scholarship Committee	
• Grievance Redressal Committee	

vi)Internal Quality Assurance Cell (IQAC)

Assessment of quality is important and indicator of good governance process. To audit and analyze the attainments **Internal Quality Assurance Cell** is set up. The objectives of (IQAC) are:

- To develop a system for conscious, consistent and catalytic action facilitating to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internal quality culture and institutionalization of best practices.

- Bring best practices and ethics into academics and research.

  In order to achieve the objectives and bring quality culture IQAC acts as a catalyst in

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.

- Equitable access to and affordability of academic programmes for various sections of society.

- Optimization and integration of modern methods of teaching and learning.

- Creating an atmosphere of credibility of evaluation procedures.

- Ensuring the adequacy, maintenance and proper allocation of support structure and services.

- Sharing of research findings and networking with other institutions in India and abroad.

- Documentation of the various programmes and activities leading to quality improvement.

The institution is in the process of filing application for obtaining ISO9001:2015 Certification.

IQAC facilitates and contribute towards:

- Ensuring heightened level of clarity and focus in institutional functioning towards quality enhancement

- Ensuring internalization of the quality culture through audits

- Ensuring enhancement and coordination among various activities of the institution and institutionalize all good practices

- Provide a sound basis for decision-making to improve institutional functioning

- Act as a dynamic system for quality changes in engineering education

- Build an organized methodology of documentation and internal communication.

Sl. No.	Composition
I	Chairperson
II	One senior administrative officer
III	Three to eight teachers
IV	One member from the management
V	One/two nominees from local society, students and alumni
VI	One/two nominees from Employers/Industrialists/stakeholders
VII	One of the senior teachers as the coordinator/Director of the IQAC

vii) e- Governance

There are several processes and data are increasing at rapid rate, this requires on demand reports for governance and continuous improvement. This requires e-Governance. Sir C R Reddy College for Women has developed software for Academics, Examination processes, Students feedback, admission and also procured software for Library, Student academic processes, Administration, Finance, HR etc. to institutionalize e-governance.

- It is envisaged that this will allow use data base for most of the processes and generation of reports for compliance agency, parents, faculty assessment, library processes, administrative processes and IQAC activities.

- This initiative will enable students to get academic and administrative information

viii) Interdisciplinary Research and Consultancy

The institution has constituted interdisciplinary research groups to take up research work in the identified thrust areas of CoEs through workshops on cutting edge technologies. Efforts are being made to create necessary infrastructure and

testing facilities for carrying out research in thrust areas. Faculty and students are provided with financial and other support to participate in national and international conferences. The institution developed networking with industries and institutes of higher learning. The institution is also providing opportunities for faculty and students to take up innovative projects, handholding junior faculty in the preparation of project proposals, providing financial support for patents, publications, & pursuing Ph.D.

Research and consultancy is a part and parcel of Teaching and Learning. Therefore, not only emphasis on motivating faculty and students is required but also incentive and sharing of IRG is important. Keeping this in mind GB / RAC is responsible to:

- Review progress in various funded projects.
- Providing financial assistance to students and its utilization
- Preparing and approving policies for revenue generation and sharing.
- Policies to incentivize execution of projects and consultancy.

ix)   Sustainability & Environmental Practices:

Sir C R Reddy College for Women is in pursuit of building a sustainable and environment friendly campus by 2020. The institution make campus self-sustainable in terms of energy, water and waste management. Tree auditing is being carried out from 2010. Every year, the institution plants trees on Earth Day and Environment Day. Implementation of Virtualization of computing facility and shifting to TFT monitors. Incandescent and Florescent lights are replaced with LEDs. A 70 KW solar harvesting multipurpose station is being set up on the campus and also rain water harvesting schemes using ground recharge techniques has been implemented. Steam cooking is used in all kitchens in all the hostels, thus reducing consumption of cooking gas and use of electric power. Awareness drives have been conducted to design a better collection, disposal, segregation and recycling process and methods for e-Waste management.

Governing body needs to look into the environment, safety and healthy ambience on campus. Regular Audits through various committees help the GB in taking decisions to improve the processes and mechanisms. Following Committees

are formed for this purpose. The Committees meet regularly and monitor the progress.

x) Human resource planning

- The Principal shall assess in the month of April every year, the staff requirement for the subsequent academic year.

- He will obtain the staff requirement lists from all the Heads of department and arrive at the number of faculty members, Lab assistants and administrative staff required with the following guidelines in mind.

- He will consider appointing a Professor to be the Head of every discipline, besides the number of Assistant Professors and Lectures required in accordance with the teacher student ratio prescribed herein.

- The teacher student ratio shall be 1:20 and for this purpose the Professor shall also be included in counting the number of teachers.

- He will appoint a selection Committee for recruitment in each discipline, composed of the Principal, HOD, and the Department's Advisors/Experts from the neighboring institutions.

xi) Recruitment

- The selection Committee shall prepare a job description and job specification for the candidate to be recruited.

- The Committee shall augment candidature in a ratio of 1:3 for every position to be filled from any or all of the following sources: Advertisements in the Newspapers, files maintained for storing the unsolicited applications and references.

- If the Committee deems it fit, may also conduct walk in Interviews for augmenting the required candidates.

- The Committee shall short list the candidates in the following processes: personal interviews and class room demonstrations.

- The Committee shall finalize the short listed candidates and submit their recommendations along with the personal data sheets of the candidates to

the chairman/ managing Director who in turn will approve the decisions of the Committee on the appointment.

- An offer of appointment shall be released by the principal through HR.

xii) Orientation

- Every faculty appointed in the college shall be given a brief introduction about the college by the Principal on the day of his/her joining.

- The Principal shall take him/ her to the department of his /her work and introduced to the Head of the department.

- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.

- He will also take him/her on a tour of the campus, explaining the various codes of conduct observed in availing the facilities in the college.

- The HOD will also ensure all the registration formalities, including submission of joining report, User Id for secured internet accessing facility, Identity card application etc., by obtaining the assistance of the HR team.

- The HOD will assign the subject for the new faculty member immediately.

c) GUIDING PRINCIPLES

1. Leadership:

The Institute's leadership at all sites and in all capacities, communicates the institute's goals and values; facilitates teamwork, collaboration, and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement; and encourages innovation and the capacity to respond to change. In doing so, the Institute's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.

2. Quality of Employment:

The Institute is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages to balance work and personal commitments.

3. Compensation, Reward and Recognition:

The Institute's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

4. Continuous Learning and Development:

The Institute values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

5. Response to Change

a. The Institute is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute.

    a. During times when reduction or change in the nature of the workforce is required, the Institute will rely on attrition, to the extent possible.

    b. In support of these principles, the Institute comVSMs adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications

6. Sir C R Reddy College for Women Work Place Employment Policy

. Equal Employment Opportunity

Institute policy prohibits all unlawful discrimination against any employee or applicant for employment. The Institute is committed to providing equal opportunity to all qualified individuals in its hiring and promotion policies. The Institute will endeavor to create a workforce that is a reflection of the diverse population of the communities in which it operates.

Harassment

The Institute believes that all employees" workers, staff should be treated with dignity and respect. It is the policy of the Institute to provide a work environment which is free from harassment.

As used in this policy, harassment includes sexual, racial, ethnic, and other forms of harassment, including harassment based upon disability. Some examples, depending on the facts and circumstances

Verbal or Written Harassment

Unwelcome or derogatory comments regarding a person s race, color, sex, sexual orientation, religion, ancestry, ethnic heritage, mental or physical disability, age or appearance; threats of physical harm; or the distribution of material having such effects, including by electronic mail or display in any Institute work area.

Physical Harassment

Hitting, pushing or other aggressive physical contact or threats to take such action, or inappropriate gestures.

Sexual Harassment

Unwelcome sexual conduct, whether verbal or physical, including sexual advances, demands for sexual favours, or other verbal or physical conduct of a sexual nature, whether or not it was designed or intended to promote an intimate relationship.

It is not considered harassment for supervisors and other members of management to enforce job performance and standards of conduct in a fair and consistent manner.

- Reports of harassment will be investigated promptly and discreetly.
- Any employee, who reports any act of harassment in good faith, including sexual harassment, will not be retaliated against because of such report.

7. Terms of Employment

Employee will be on a contractual appointment from the date of joining of the services in this Sir C R Reddy College for Women till the end of contract. appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the Board of Management & Govt. of AP norms. If employee do not fulfill the required qualification during the academic year or during services are not found suitable, employee services can be discontinued without assigning any reason and without any notice.

i. Based on the Performance Appraisal/Confidential Report which is to be submitted by employee at the end of employee tenure and also on basis of the report of HOD & Principal, employee may be recommended for further extension. However, the management reserves the right to offer/reject candidates for continuation. Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.

ii. Appointment is purely on Ad–hoc basis for the period mentioned in the appointment letter of which it shall stand terminated automatically without any notice. Also this order has no legal standing to claim for continuation of service and will not assign any authority to employee to fall under any jurisdiction against this notice. Employee has to give two month's notice or two month's salary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the teaching session. The chairperson however has discretion to relax this condition.

iii. Employee will report to the concerned Head of the Department/Principal and have to shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.

iv. Employee services shall be discontinued without any notice or 48 hrs notice & non-assigning any reason, due to loss of confidence, gross negligence, in-efficiency at work, non-deliverable performance at work or any willful act of misconduct on employee part without any notice and any time during the said tenure and if so in such case employee will be paid the salary only till employee last working day with the organization.

v. Employee appointment is subject to approval from the Govt. of A.P.The employee has to fulfill all the required qualifications & experiences for the said post according to the Management &GoAP norms from time to time. If the govt. objects about any point with respect to qualification, NET/SLET/ experience, age requirement etc. then in such case the university and the management decision will be final and any claim on the said post after or during the service period will not be considered.

Employee on Probation

1   All new joiners employed by the college shall be under the

'Probation Periodunless specified otherwise.

2   This probation period shall be for at least Two Years.

3   The management has all the rights to extend or reduce this period based on the performance of an employee.

4   It is mandatory to clear the *"Confirmation Appraisal"to* become the *Regular* or *Confirmed* Employee.

5   Clearing *Confirmation Appraisal* does not give assurance of Increment.Increment shall be as per the management increment cycle norms.

vii) Work Days, Institute Timings & Attendance System

Scope –All employees of Sir C R Reddy College for Women

Teaching Staff:

Working days are from Monday to Saturday Sunday = weekly off.

Non-Teaching Staff:

Working days are from Monday to Saturday. Sunday is a weekly off.

The work timings of Sir C R Reddy College for Women is as follow:

- For Teaching staff and Lab Assistant: 09.30 am to 04.30 p.m.

- For Non-Teaching Staff (office) : 09:00am to 05:00p.m.

Security Department:

- Morning Shift: 07.00 am to 03.00 pm

- Afternoon shift: 03:00 pm to 11:pm

- Night Shift: 11.00 pm to 07.00 am

- Sweeper: 08:00 am to 06:00pm

- Gardner: 09:00 am to 06:00pm

This includes 8 hours of working, and 30 minutes of lunch.

Office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.

Department specific time as per the institute need may differ which shall be communicated to the concerned Employees separately basing on the **Lunch Time**

Applicability: Employees who are present in the Institute.

 For Teaching and Non-Teaching Staff, Lunch break is for 30 Minutes

- **Grace Time, Half day & late coming Grace Time**

  - Up to 10 minutes" grace time is available for employees reaching late to their respective work place after their official in-time.

- **Late Coming**

  - Any employee coming after grace time shall be considered as late.

  - Three (3) late marks shall attract deduction of a half day's leave.

  - Employee must inform his / her reporting authority if he / she won't be coming to work due to any reason or emergency – immediately he / she is coming to know about his emergency.

- **Half day**

  - Half day shall be defined as 4 hours of work **excluding** the lunch.

Note: Employees may require to work on weekly off, Holidays and on non-working days as per the decision of Management.

In an event employee are required to attend college on Institutional holidays for duties related to your appointment i.e. staff developmental programmes/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., employee shall attend duties without fail and no extra remuneration will be payable for the same.

In such scenario, „Compensatory Benefits" policy shall be applicable.

- **Attendance System**

It is mandatory for all the Employees to mark their attendance daily in 'attendance register'-Biometric.

8. Discipline and grievance procedure

i) Disciplinary procedure

➢ Any teacher who is violating the code of conduct defined in the code of conduct for Teachers in subsequent page of this manual will be subjected to appropriate disciplinary action by the Principal / Chairman / Managing Director.

➢ If Teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.

➢ The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.

➢ If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

➢ The Principal shall report the proceedings periodically to the Chairman/ Managing Directors.

GRIEVANCE AND APPEALS PROCEDURE

1. **General Grievance Cell and Its objectives: A** Grievance is any complaint by an employee concerning any aspect of the employment. Every employee

shall represent his/her grievance for redressal only through proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, w hitch might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

Employees who are adversely affected by re -organization, program modification or financial exigency, as approved or determined by the Principal or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Manual.

Objectives:

 i. To advise teachers to consider the feedback received by the Grievance Redressal Cell about their punctuality, behavior, classroom teaching and other teaching methods used by them.

 ii. To advise students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

2. Procedure of Working:

Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the Institute after the completion of two years of employment.

First Level – The employee attempts to remedy the problem through consultation with his / her immediate superior. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.

 iii. Second Level – The second level includes the Head of the Department. If, however, the problem pertains w with the Head of the Department he / she may proceeds directly to the third level.

iv. Third Level – If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Principal.

v. Fourth Level - If the grievance cannot be resolved at the third level, the employee presents his / her grievance to the Director.

3. **Grievances Redressal Cell:** is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances. This Committee consists of :

   a. Anti-Ragging Committee: Ragging complaints will be handled as per government guidelines.

   b. Anti-Woman harassment Committee: Woman harassment complaints will be handled as per government guidelines by respective section.

Impact of this system should be to uphold the dignity of the college by ensuring strife free atmosphere in the college by promoting cordial relationship among all the s take holders.

4. **Facility:** Suggestion cum complaint boxes have been installed at different places in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged; however, one may choose to remain anonymous.

The person concerned can personally approach and write / e-mail any member of the cell. They can send email on sircrrwomen.principal@gmail.com or write an application and s ubVSM it to cell convener. In case of women, you can use sircrrwomen.principal@gmail.com

5. Composition : General Grievance Cell Composition

6.

S. No.	Committee	Designation
1	Chairman	Chairman
2	Core Members	Core Members
3	General Grievances Committee	Member as per UGC guidelines
4	Anti-ragging Committee	Member as per UGC guidelines
5	Woman anti- harassment committee	A Woman faculty from each department
6	Member Secretary	Sr. faculty member

Recommendation of the members of the grievance redressal committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he / she may file an application for review, in writing, to the Director through the Principal within twenty days following the written decision of the Principal. This appeal states the decision regarding complain of and the redress desired. The decision of the Director on the appeal shall be final and binding on the employee.

7. Co-operation in internal investigation: All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

ii) Grievance procedure

- ➤ The Principal shall constitute a Grievance Committee to redress the grievance of the teaching and Non-teaching staffs.
- ➤ Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- ➤ The grievances shall be redressed immediately by the Committee and by the Chairman/ Managing Director.
- ➤ The Committee shall record and maintain the minutes of the meetings.

i)Discipline, Decorum & Code of Conduct

a) Employees must adhere to the following guidelines

1.   Identity Card

   1.   The college shall issue Identity Cards to all eligible employees.

   2.   Wearing Identity card is compulsory in Institute premises, on duty in a manner that is visible.

   3.   This Identity card shall also facilitate entry at customers" and vendors" place, in some restricted areas etc.

   4.   Employees must return their Identity card at the time of learning from the Institute permanently.

   5.   It is expected from employees to take proper care of the ID card including its safe preservation.

   6.   This Identity card is the property of the college and shall be surrendered immediately when demanded by the Management of the college.

   7.   It is expected that employees do not misuse the Identity card in any manner.

2.   Reporting:

   1.Daily, Weekly and Monthly reporting (telephonic, e-mail, personal) must be done to the Reporting Authority as per Process / Instructions given by the Management.
   2.It is compulsory to attend meeting called by the Management as per mentioned schedule.

3. Employee must inform the Principal in case of change of address, addition in their qualifications, changes in important personal information such as receipt of PAN card, Passport etc. has been changed or issued.If the new address has not been informed to the Principal, then all the official communication will be at the last address of an employee as per the Institute records.

4. Employee must handle Institute equipment carefully.

5. Employee must switch off computers", Monitors, unwanted lights and electricity operated appliances before leaving Institute premises or while attending lectures and practical's in the Institute, in meeting, during lunch etc.

6. Employee must remember those cell phones are not allowed in the Institute premises, so as not to disturb others.

8. Employee must focus on their work while they are on the institute premises.

9. It is expected from the employee to complete their day's work before leaving at the end of day.

10. **Employees must refrain (Not to do) from the following**

   1. Usage of screen savers and / or backgrounds on computers, other than standard windows screensavers / backgrounds or background released by the management.

   2. Speaking in a language not understood by others, while on Institute duty which look offending to others.

   3. Making / having long personal conversation on telephone / mobile etc. during Office hours.

   4. Usage of Internet for requirements not pertaining to job during the Office hours.

   5. Smoking, gambling or consuming alcohol or tobacco or pan masala, chewing gum in any form while at work or anywhere in the Institute premises or on official duty.

6.   Leaving Institute premises for smoking / Tea / chewing tobacco etc. and remaining absent during working hours.

7.   Usage of Institute property for personal requirement.

8.   Accessing personal emails / personal chatting during official work hours.

9.   Usage of absurd ring tones / SMS tones / caller tune on mobile phones leading to disturbance in the Institute

10.   Viewing / storing / collecting / distributing / receiving pornographic material in any of Institute premises, and on duty in any form and in any storing devices such as Institute provided desktops, laptops, any kind of discs, pen drive, mobile phones etc.

11.   Storing personal materials such as personal photos, personal backups, songs, PC Suites of your mobile phone devices, configuring personal email IDs in outlook etc. on any of the Institute's devices.

     If the staff feels necessary to upload such personal material on Institute devices, he / she must obtain the approval in writing from the management.

B) Code of Conduct

1.   Employee must follow processes identified by the Management from time to time so as to improve working of the college.

2.   Employee shall not commit theft, fraud, misappropriation or dishonesty in connection with college business or property.

3.   Employee shall not interfere with any other employee's work   disturb him/her or cause annoyance to him/her at work.

4.   Employee shall not disturb the peaceful atmosphere of the college by demonstrating, shouting and loud talk or indulge in any act, which is prejudicial to the peaceful working of the institution.

5.   Employee shall not indulge in any quarrel, abusive language, fight or violence or any other disorderly and/or indecent and/or riotous behavior on any of the premises of the college.

6. Employee shall not distribute or forward any e - Mails, notice(s),   leaflet(s) or material, which is detrimental to the smooth functioning of the college.

7. Employee shall not make collection of money for any purpose other than the college official purpose without prior written approval from the principal of the college.

1. Employee shall not tamper or disfigure or damage any property, records, Notice etc. of the college by writing or otherwise.

2. Every employee shall show due consideration, courtesy and attention towards all other employees, customers, suppliers and associates of Sir CRR College.

3. Employee shall not use Institute address for personal correspondence other than approved by the management on receipt of appropriate justification and application in writing.

11. Employee shall not misuse or damage phone calls, cash, Internet, software applications, Telephone, Appliance, Stationeries, Machine, papers, any raw material, Property etc. of the college and its customers, vendors, faculty of other colleges etc.

12. Employee must share the knowledge with their colleagues during academic discussions / official programmes etc.

13. Employee shall not make unauthorized copy of any software or any copyrighted material.

14. Employee must maintain professional relationship with persons / Employee of Sir C R Reddy College for Women and its customers, vendors etc. during Institute   duty.

15. No Employee take photocopy (Xerox) / scan / photograph any official documents of the college and its customers, vendors etc. present in institute premises their respective Institute premises or belonging them without taking necessary approval from the concerned authority in case of need of such document(s).

16. Any work assigned to Employees strictly need to adhere to time stipulated.

17. It is mandatory to submit various documents such as address proof,

residential proof, professional and educational certificates etc. as and when required by the management or o/o Principal.

12.Dress Code

1. As a member of the Sir CRR family, each employee is expected to present in a professional appearance at all times. All men are expected to wear Business Casuals i.e. Formal Trousers, Shirt, and Smart Formal Polished Shoes.

2. While the range of ladies" business attire is broader, they must maintain comparable standards i.e. Sari, Salwar-Kameez, Formal Shirt & Trousers.

    For Teaching staff: Sari, Salwar-Kameez

3. Employee can wear Smart Casual wear including Smart Indian Traditional wear on Saturday.

4. Decent pair of shoes and formal pair of socks is a necessity for all employees on all working days.

5. Male employees are expected to come to the Institute having decent shave on each day.

- **Communication Protocol**

    1. The official language of communication shall be English/ Telugu if necessary.

    2. All the E-mail communications shall be done on VSM College Of Engineering's official IDs.

    3. Employee must check their E-mails at least once in a day and reply to necessary mail immediately.

    4. Employee must communicate with all the colleagues and students with due respect.

➢ **Non-disclosure**

- The Employee shall at all times maintain strict confidentiality and secrecy in respect of all the **Confidential Information** that he/she may acquire or possess in any manner during the course of his/her employment with Sir C R Reddy College for Women and he/she shall not either directly or indirectly use, reveal, copy, duplicate, reproduce, record, distribute, disclose, take photograph in premises of institute and its **associates** or allow to be done with c**onfidential information** in whole or in part belonging to institute and its **associates,** in any form viz. verbal, written, digital, print, electronic, physical etc. to any **third party** save and except for the purpose of his/her employment with the college by and under the instructions and after seeking written approval from authorized person of **institute.**

Taking care of Visitors

Receptionist will contact the concerned person to whom the visitor wants to meet and receptionist will either call the employee at the reception or send the visitor inside the office after getting confirmation from the employee.

- In case visitor wishes to visit floor area. permission from respective Head will be required.

- Visitors to department such as accounts, finance are not allowed, except in case where accompanied by HOD & above.

➢ **Non adherence to HR Policies / Instructions by the Management**

The following process shall be followed in case any employee found non adhering to any of the HR Policies or non-following any instruction by the Management or respective reporting authority:

- Personal meeting with the reporting authority

- Despite of personal meeting if there is no improvement shown then HR & management will intervene

- If employee found, despite of meeting with HR, non adhering to the policies, a warning letter will be issued.

- After two such warning letters any indiscipline may result in termination of the services of that employee.

iv - Employee Separation

1.   Retirement& Extension

➢   After attaining the age of superannuation, i.e. **60** years, the employee   shall retire from the services of Sir C R Reddy College for Women

➢   The age of superannuation is decided on the basis of the date of birth of the employee as entered in the records of Sir C R Reddy College for Women and proof submitted therewith. No subsequent justification towards the information furnished shall be entertained.

➢   Every employee shall retire on the last day of the month in the attains the age of   **60** and written intimation of the retirement date shall be sent to the employee at least 1 month in advance.

➢   The final dues of the employee shall be settled as per the normal procedure.

➢ Utilization of services of an employee after Retirement age shall be at the sole discretion of the Management.

➢ Such employees shall be given an appointment letter as fixed term contract for 11 months period, renewable of contract subject to fulfilling the physical, technical and other conditions as may be described in the letter.

2.   Resignation:

> - Employees can resign from the services of Sir C R Reddy College for Women by giving notice applicable as mentioned in the appointment letter of Sir C R Reddy College for Women HR manual, which may be revised from time to time.

> - It is preferred and expected that the employee must talk with his / her reporting authority or with the management on the reason/concerns before giving formal intimation for resignation.

> - Final dues shall be settled after 30 days from the last working day after ensuring that the employee has completed with his / her obligations to the college.

> - Employees not giving proper one-month notice, hand over or failing to meet any process as laid down in the afore said „Exit Process" may not be relieved, and settlements due to such employees may be withheld and / or forfeited.

> - The management shall have the right to refuse to accept the resignation of any employee when any disciplinary action is contemplated or pending against him/her and / or any task assigned to the concerned employee is incomplete or pending.

3. Notice Period

> - The resignation letter must be submitted in writing with sufficient notice of minimum 30 days or as mentioned in the letter of appointment.

4. Termination / Dismissal

> - The services of an employee are liable to be terminated in the following cases:

i.   Major misconduct

ii. Unsatisfactory performance (as decided within the performance appraisal& in conjunction with the Management

iii. Giving false statements about his / her personal / professional background or suppression of relevant facts during the selection process / at the time of joining.

iv. Involvement in criminal offence(s).

v. Violation of the terms Contract and undertaking given at the time of joining / thereafter.

vi. Non-adherence to any item of the college manual.

➢ Termination of services shall not be made unless the concerned employee has been given a reasonable opportunity to explain the facts relevant to the case & the management decision will be final & binding.

5. Absconding / Voluntary abandonment of Service

➢ Legal proceedings may be initiated against employees who violate any contractual obligations with the college.

➢ In the absence of intimation to Sir C R Reddy College for Women after establishing the facts of abandonment of services, the name of such employee shall be removed from the muster and net dues. No relieving letter or experience certificate shall be issued in such cases of absconding / abandonment of service.

6. Death while in Service

➢ All dues shall be settled in favour of the nominees as appearing in the records after ascertaining the identity of the nominees and obtaining an indemnity bond from them. In no circumstances after settlement of dues shall take place without ascertaining the legal heir ship in case of any dispute arises.

7. General aspects of Resignation & Suspension

A staff will be at liberty to tender his/her resignation from the services of Sir CRR incompliance with the conditions as laid down in the order of appointment. normally, a circular will be issued during Jan/Feb every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the next academic year. The staffs who express their unwillingness to continue will be discharged from duty at the end of the academic year after they complete the work, assigned to them.

If a staff intends to resign from the services of the college, the following conditions would apply:

➢ The employee has to request in writing well in advance of his/her intention to resign from the services at college to the Competent Authority through proper channel.

➢ The employee has to give either two months' notice or pay two months' salary in lieu thereof and he/she will be relieved from the services of the college, subject to the acceptance of their resignation by the competent authority.

➢ The employee shall not be granted any leave except casual leave during the notice period.

➢ On acceptance of resignation, the employee will be required to hand over charge as directed by the Principal which includes handing over of all official documents, records, library books, project details including funded project details, room table and shelves keys before collecting the No Dues certificate from all concerned departments prior to release in a prescribed format.

➢ The employee has to fill up the Provident Fund forms before his/her release, for expeditious settlement of dues.

➢ All properties of the College should be returned in proper condition to the HOD/ PRINCIPAL for issuing reliving order.

Suspension:

a. Advance notice is not required when termination is the result of incidents which themselves are so serious as to justify immediate discharge. It is also not required if there is a failure to meet punctuality or attendance standards,

misconduct, abuse of privilege, violation of Institute policy. Terminated employees are entitled to all salaries and wages earned till the date of termination.

b. The employee's immediate superior may affect dismissal or suspension when the Principal determines that the employee's performance of duty or personal conduct is unsatisfactory. The employee shall be informed in writing the reasons for the action taken and granted an opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of action. However, under emergency circumstances when immediate action is necessary as decided by the Management, the employee may be immediately dismissed or suspended, with or without pay.

c. An employee who has been dismissed or suspended without pay and is later reinstated, shall be entitled to recover pay at his / her regular rate, at the discretion of the management and the Guideline of University of Pune.

The Principal will arrange an Exit interview with the staff after the acceptance of his/her resignation with a view to obtain a candid feedback.

All staff leaving the services of the college will be issued a service certificate on the date of relief.

The management reserves the right to terminate the services of any employee at anytime without giving prior notice and without assigning any reason thereto

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 **&**7days 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.

E) PROBATION PERIOD POLICY

1. Probation: Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job with the exception of certain employees, all regular employees serve the first two years of employment on probation.

2. Temporary appointment: It means appointment made purely on temporary basis either for a permanent post or in tenure post or against a temporary post with the exception of certain employees, all regular employees serve the first twelve months of employment on a temporary basis.

3. Evaluation in Probation Period: Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance. Should the Principal agree with the evaluation, the employee shall be continued in, service else, he / she may be terminated from service. In case of termination of services the employee losses the right to appeal.

4.Continuance of Probation: If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the Head of the Department to the management. In all such instances, the employee must be counseled and notified in writing regarding the extension of the probationary period.

5. Voluntary Resignations: It may be accepted in lieu of termination. Unless notified all job offers are on a permanent requirement with a probation period. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.

F) PERFORMANCE EVALUATION POLICY

1. **Job Evaluation: It** is a systematic method of determining the relative value of all jobs in the Institute. That value is based on job content, not on how well an individual performs the work.

   ➢ The staff must complete the 'Self appraisal form' after

   the completion of an academic year

Appendix XIII - Self Appraisal form

 Performance Appraisals: Performance Appraisal is a benefit given to the employees in order to form a proper job matrix in the institute.

2. **Appraisal Factors :**Factors used to appraise an individual's performance in a job are the following:

3. <u>**Education**</u> - Depth of knowledge normally acquired through education or specialized formal training

   ➢ <u>**Experience**</u> - Depth and breadth of knowledge or skill in terms of related work experience and on-the-job training

   ➢ <u>**Job scope**</u> - Decision-making requirements including job complexity, independence of action, analytical and creative job requirements

- **In campus relationships** -Responsibility for contacting and dealing with administrative staff, faculty, students and others within the institute. Relationship with seniors, subordinates, juniors, etc.

- **Out campus relationships** - Responsibility for representing the institute

- **Managerial responsibility** - Influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development

- **Position conditions** - Degree to which the position has certain undesirable working conditions present

- **Integrity**- Integrity with institute, initiative, ability to shoulder responsibility, etc.

4. Parameters of Evaluation: Each employee of the Institute is evaluated in a systematic manner on an annual basis. The Head of the Department leads the performance appraisals which are further reviewed by Principal and the Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency etc.

i.   Student Feed Back: Confidential student feedback shall be collected twice in semester and reviewed by the Principal. This will be maintained by Head of the Department /Principal's office.

ii. Lecture monitoring: Once in a year, the lecture of each faculty is monitored. Principal, Head of the Department, one Senior faculty of different department monitors and evaluate the lecture of the concerned faculty and fills in the Lecture Monitoring form. It is then submitted to the Principal. This will be maintained in Head of the Department /Principal's office

iii.   Result analysis : Result Analysis of subject taught by the faculty in the academic year concerned.

iv. The following formulae may be used as guidelines for the Time Management for working at VSM COE

> **a. Teachers :** 40% - teaching + 30% - institutional / departmental work + 30% - Self- developmental work
>
> **b.** Others : 50% - Official + 30% institutional / departmental work + 20% - Self- developmental work
>
> **c.** Students: 75% - study + 15 % curricular / extracurricular activities + 10% - other administrative work.

5. Process of Performance Appraisal: A self-appraisal is the first step in the appraisal process. Employees are asked to sign appraisal forms. The employee's signature does not imply that the Management / employee agree with the appraisal, but that the employee has seen it. The employer can discuss the differences. With the Management who will then do an independent analysis ofthe issue. Productivity and activity is the key word while evaluating any employee. It is the responsibility of the employee to ensure that he/ s he has had at least oneappraisal performanceduring twelve months of service. It is to be noted that all performance appraisals provide a positive and developmental assessment of individuals and are not be used as tools of personal vendetta under any circumstances.

6. Training and Development Programs for Teaching /Technical / Supporting staff:

> i. From time to time the management deputes staff for training both outside and within the organization on the recommendations of the Head of Department. basic trainings, likefire fighting awareness, medical issues awareness etc, is often organized in-house. Employees are also encouraged to go for trainings sponsored by the college.

ii. The institute encourages its entire staff to undergo Quality Improvement Programs (QIP) and attend other trainings and relevant seminars workshops, as part of its faculty development programs. Depending on the merit of the case and the budget allocated to the department, partial expenses of the candidate towards registration, boarding, lodging etc. are borne by the institute.

iii. At the beginning of the academic year each department is briefed about the budget allocated to them to meet the expenses.

iv. For all paper presentations the expenses are borne by the Institute as per the norms decided.

v. A record of training is to be kept by the all employees in their personal files. The institute encourages and supports the training and development of all its staff members and is dedicated to promote a vibrant team of employees

G) 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.

H)   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 s 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		15	
	Conference/ Workshop Organized	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 >= 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.

Research & Development Policy

1.Research & Development Cell and its Objectives :

Sir C R Reddy College for Women believes in a judicious combination of teaching and research for the benefit of student community at large. The institute envisages innovation and technological development through its R & D cell. It has plans to cultivate academic and research collaborations with national and regional universities, governments and industries to meet the immediate needs of society and the industry. The institute also remains Committee to long-term research as the foundation for future development.

Objectives:

i. To enhance the research awareness by organizing national and regional conferences, symposia, workshops on research methodology, IPR and patents, talks and discussions with eminent researchers.

ii. To motivate faculty for doctoral and post doctoral assignments at various national and international universities and organizations of repute.

iii. To encourage faculty to undertake research projects in, thrust areas in science and engineering funded by various national and international agencies.

iv. To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.

v. To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.

vi. To convert Sir CRR into Center of Excellence.

vii. To set up the incubation centers in the engineering discipline.

viii. To adopt collaborative research with other universities, Research laboratory and industries.

ix. To mentor the research projects to academics and industries.

x. To publish the research work in renowned journals.

1. Constitution of R & D Cell :

The R & D cell comprises of faculty members from various departments in the institute. This Committee oversees the smooth and efficient co-ordination of research and development activities in the institute, thus fostering overall growth. A senior faculty heads this cell in the capacity of convenor - R & D, with the Principal providing advisory support.

This Committee will contribute towards enhancing the inputs to res each and developments at CRR college. The R & D Committee will plan, promote & evaluate R& D activity like R&D projects, UG projects, etc. at the institute level. The Committee meets once in every 3 months to discuss the status of ongoing projects & to plan for the future one. All records are prepared & maintained by IQAC office. The Committee is formulated as:

Chairman   : Principal

Co-Chairman   : Dean of (Academics)

Member Secretary – Convener – R & D

One member: from every department

3. *Responsibility of the members towards R & D:*

i) To encourage and motivate faculty for externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.

ii) To facilitate discussions and collaborations with researchers from other institutes, with the possibility of joint work in various thrust areas of national and international importance.

iii) To initiate and promote MoU with industries and R & D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.

iv) To arrange talks and interactions by eminent personalities from industry, R & D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.

v) To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposiums and faculty development programs.

vi) To visit R&D organizations and disseminate information regarding the effective implementation of research projects.

vii) To suggest peer reviewed national and international journals for subscription in central library as well as department library.

viii) To keep everyone abreast of all announcements by various funding agencies like Department of Science and Technology, Department of Atomic Energy(DAE), Defense Research & Development Organization (DRDO), Indian Space Research Organization (ISRO), Council of Scientific and Industrial Research (CSIR), University Grants Commission (UGC), ministries of GOI etc.

ix) To motivate students for presenting technical papers in National and International conferences and projects in competitions and exhibitions.

x) To encourage and organize R&D Interdepartmental / collaborative work positively.

4. Policy of encouragement to employees:

Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing knowledge and is the pursuit of truth with the help of study, observation, comparison, experiment,

collection of facts or data and analyzing the facts. The conclusions are reached either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

5. **Norms for organizing seminar, conference etc. in the Institute:**

For In-house R&D events, the following guidelines may be used with the approval of Dean (Academics)

i. 100 % concession may be given in registration fee for faculty of host department.

    ii. 100 % concession may be given in registration fee for faculty of other departments, to a maximum two faculty, on recommendation of the concerned Head of the Department.

    iii. The concession so granted shall be reimbursed on submitting the certificate of participation. All the participants shall initially pay the full registration fee and claim for reimbursement only after fruitful completion of the program.

6. **Funded Projects and Consultancy Work:**

    a. Funded Projects: The depth of R&D culture, in any institution is judged by the number of grants approved and funds generated via various projects. A large number of new research projects are initiated every year with funding from various national and international governmental organizations and industries. The R&D cell keeps the faculties, abreast of all such information encourages them to submit proposals for funding.

    b. **Consultancy Assignments**: Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and the benefit of the consultancy to the institute;

both intellectually as well as financially. The ratio happens to be 70% to consultants and 30% to Institute. Proof of expenditure must be maintained as per the concerned funding agency.

c. Permission for accepting research or consultancy project:

All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.

Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator/ Co- Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by eminent researchers in the field. The proposal shall then be vetted by the R&D committee of IQAC before submission to the funding agency.

ii. All applications related with R&D shall be routed through the Dean - Academics along with one hard copy for R&D records. A soft copy shall also be emailed to the Dean – (Academics), department representative in R&D cell of IQAC and also to the Head of the Department.

iii. Separate dead stock registers shall be maintained for the entire R&D for the externally funded projects in every department.

iv. Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines.

v. Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.

vi. The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.

vii. In case the Principal Investigator leaves the institute all the items, instruments, software etc. purchased shall remain as an asset of the institute .

viii. All Head of the Department must regularly and diligently update

the R&D information on the institute website for department and give reports to Dean- R&D.

       d. Progress Report submissions: The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective Head of the Department by 1st of June every year. The Head of the Department along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, latest by 10th of June every year.

7.Patents:

Receiving patent for one's research work is one of the most important factors denoting the quality of research. Full financial and legal assistance shall be provided to those who are interested in registering the patent. The patent shall irrevocably be registered in the name of CRR with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher. If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the institute. If patent is filed by Institute, then 100% expenses are borne by Institute. If filed jointly then 100 % expenses are borne by Institute and Individual

8. R & D Budget:

The Head of the Department shall formulate the yearly R&D budget, in close co-operation with the senior faculty members in the department. The same is forwarded to, the Principal through Co-ordinator – (Academics)

Principal
Sir C.R.Reddy College for Women
ELURU